

# **BUDGET / FACILITIES SUBCOMMITTEE MEETING**

## **MINUTES**

**Monday, April 20, 2015**

**Oliver Administration Building**

### **Present**

**Subcommittee: Marjie McBride, Chair; John Bento and William O'Dell**

**School Committee, Administration and Staff: Diana Campbell, Karen Lynch, John Saviano, Paul Silva, Erin Schofield (arrived at 6:07 p.m.), Mario Andrade, Superintendent; Pauline Silva, Director of Finance & Administration; George Simmons and Christy Belisle**

**Guests: David Potter, PARE Engineering; Walter Burke, Bristol Recreation Director; Amy Bratsos, Colt Andrew PTO**

**Marjie M. called the meeting to order at 6:01 PM.**

## **APPROVAL OF MINUTES**

**MOTION:** John B. made a motion to approve the minutes of the March 16, 2015 meeting; seconded by Bill O. The motion passed unanimously.

## **OLD BUSINESS**

### **MHHS Field Update – PARE Engineering Presentation**

David Potter, PARE Engineering, reviewed the history of the MHHS Field Design plans to date. He presented the most recent, approved MHHS field concept design. David P. explained details of the design. In particular, placement of the sports fields, and plans to address the water drainage issue.

George S. added that based on cost estimates from the last meeting, it was determined there was enough money available to do a LaCrosse field on the west side of the property. George S. also stated that although the first phase of the MHHS field project will help with the water drainage issues by redirecting water away from the high school, the fields will still be wet. Once the remaining phases of the MHHS field project are completed, the water drainage issues should be solved.

David P., PARE Engineering, stated that the first phase of the MHHS field project will begin at the area of the property which is currently unusable.

Marjie M. asked for a procedural clarification from the School

**Committee's perspective regarding the MHHS field design plans.**

**Paul S. responded that in order to move forward with the MHHS Field Project, it was important for the School Committee to obtain approval from DEM for the field design plans with the understanding that the plans could be modified later. The first phase of the project needs to be completed before future plan modifications can be made.**

**Walter B. further clarified that the design plans currently being reviewed are for the first phase of the project only. He added that the "master plan" for the project, in its entirety, is the "hope for the future". The "master plan" could change in the future based on the needs at that time. At the present time, it is important to move forward with the first phase to allow for future grants to be obtained in order to continue onto the next phases.**

**Walter B. also clarified that the Open Space Grant being utilized for the MHHS field design project is a community grant, not a school district grant. As such, the fields will be named the "Bristol Athletic Fields".**

**A discussion ensued regarding the concepts presented. Questions were asked and answered.**

**Mario A. asked for procedural clarification regarding DEM permits for the MHHS Field Project. David P. responded that PARE Engineering**

attended a pre-application meeting with DEM where they discussed phase 1 of the MHHS Field Design Project at which time preliminary approval was received. The next step in the process will be to complete comprehensive plans and submit to DEM for review. DEM will review for permit modifications which will be granted as long as the comprehensive MHHS field design plans presented stay within the constraints that DEM has set forth.

George S. added that work on the MHHS fields won't begin until the School Committee approves.

A preliminary timeline was established for School Committee action regarding the MHHS field project.

Marjie M. thanked PARE Engineering for presenting to the School Committee. She praised the great work behind the MHHS field design plans.

(Christy Belisle left at 6:33 p.m.)

(Walter Burke left at 6:33 p.m.)

(David Potter left at 6:33 p.m.)

(Karen Lynch left at 6:33 p.m.)

#### **Colt Andrews Field**

Mario A. shared the history of the PTO's fundraising plans which are being developed to help address the dire need for repair of the Colt

**Andrews School field. He clarified that although the plans to fix the fields at Colt Andrews were initiated by the PTO, it is indeed a District problem. The Superintendent's office supports moving forward to address the Colt Andrews School field issues one way or another.**

**On Friday, Mario A. was contacted by Nathan Calouro, Bristol Town Council, of monies that might be available through the Colt Fund which could provide revenue to complete the work that needs to be done on the Colt Andrews field.**

**Amy Bratsos, Colt Andrews PTO, shared the history of the PTO's process to date in moving forward to resolve the field issues at Colt Andrews. She stated that they are looking for \$65,000 which will cover the cost of laying turf on the Colt Andrews field.**

**Amy B. addressed a concern that was raised by a School Committee member regarding chemicals used with field turf. She answered by stating that the turf which would be used to cover the Colt Andrews playground is safe and does not use any chemicals like those found in turf used for sports fields.**

**Differing opinions regarding whether monies from the Colt Fund should be used for the Colt Andrews Field was discussed at length.**

**A consensus was reached on the order of action and preliminary timeline moving forward for the Colt Andrews field work.**

- **Nathan Calouro, Bristol Town Council, will be contacted to verify that the monies contained within the Colt Fund would indeed be allowed for repairs to the Colt Andrews field**
- **At May's Budget/Facilities Subcommittee meeting, a presentation will be given by the PTO regarding plans to repair Colt Andrews field.**
- **During May's business meeting, the bid to repair Colt Andrews field will be voted upon by the School Committee.**
- **Field repair to begin at Colt Andrews School right after the 4th of July.**
- **Request of Bristol Town Council to develop protocols and procedures for Colt Fund.**

**Mario A. thanked Amy B. for her patience and for her diligence in working toward finding a solution to repair the Colt Andrews fields.**

**John B. thanked Amy B. for presenting.**

**(Amy Bratsos left at 7:13 p.m.)**

**(Paul Silva left at 7:13 p.m.)**

### **KMS Auditorium**

**George S. reported that the KMS auditorium project is moving along right on schedule. He added that the auditorium looks fantastic.**

**George S. commented that a few jobs will be addressed "in house" for the purpose of cost savings.**

## **Energy Efficiencies**

**George S. stated that he will have an energy efficiencies list at a later date. Marjie M. asked George S. to provide the energy efficiency list to School Committee members either by email or to be included with the School Committee packets.**

**Pauline S. addressed a concern which was brought up by John Saviano at a previous Budget/Facilities Subcommittee meeting regarding the removal of two water meters and whether there would be higher flow through the remaining meter. She reported that her research found that the increased usage through one meter will result in an overall cost reduction per gallon. The District will receive a quantity usage discount with a cost savings of close to \$6000 annually.**

## **FY15 Budget Update**

**Pauline S. stated that the FY15 budget is right where it needs to be with no problems to report.**

**The School Committee Report was reviewed and questions were answered.**

## **ACTION ITEM:**

**Approve moving forward for a full School Committee vote the bid for**

**two stationary kettles at MHHS.**

**MOTION: Bill O. made a motion to approve moving forward for a full School Committee vote Kittredge Food Service's bid for two stationary kettles at MHHS; seconded by John B.**

**The motion passed unanimously**

## **NEW BUSINESS**

### **Fundraising Protocol Policy**

**Marjie M. stated that the purpose for reviewing the Fundraising Protocol Policy is to determine whether the policy is being followed, whether the policy is appropriate, and whether changes to the policy should be recommended to the Policy & Curriculum Subcommittee.**

**A discussion ensued regarding the points raised by Marjie M.**

**A determination was made that the Fundraising Protocol Policy is not currently being followed. As a result, Mario A. will be sending a copy of the Fundraising Protocol Policy as well as the Health and Wellness Policy which addresses food related fundraising protocol to the building principals for their feedback and recommended changes.**

**Pauline S. is currently marking up a copy of the Fundraising Protocol Policy with procedural changes. Once feedback is received from the building principals, a marked up copy of the Fundraising Protocol**

**Policy will be recommended to the Policy & Curriculum Subcommittee for their review and action.**

### **Recurring Bids**

**A discussion ensued regarding the recurring bid schedule and possible procedural changes related to approval of those bids.**

**A suggestion was made and agreed upon to include recurring bids that are due collectively as part of the Consent Agenda, “consent bids”, for approval. The possibility of making a recommendation to revise the Bidding Requirements Policy to include this procedural change was also mentioned.**

### **FY16 Budget**

**Pauline S. reported on information currently available related to the FY16 budget.**

**Next meeting – Monday, May 18, 2015**

### **Adjournment:**

**MOTION: At 7:51 p.m. John B. made a motion to adjourn the meeting; Bill O. seconded.**

**The motion passed unanimously.**

**kd**