

Southern Berkshire Regional School District
Mt. Everett
July 20, 2016
Buildings, Grounds, and Technology Sub-committee Meeting

D R A F T

Sub-committee members: Bonnie Silvers, Maria Rundle, Vito Valentini, Charlie Flynn

Others present: Dave Hastings, Chris Regan, Fred Finkle, Joe McSpirit, Asha Van Ruden, Nat Yohalem, Sandy Tinker, Karen Chamberland

Meeting brought to order at 6:05 pm

Mr. Valentini made a motion to pass minutes from January 2016; seconded by Mr. Flynn and the motion passed unanimously.

Report by the Chair on the meeting held by the Egremont select board

July 11th four members of BG&T went to the select board meeting. The town of Egremont got a \$50,000 grant to repair their school and they plan on starting repairs at the end of June 2017 with some work being done during school vacations but no interruptions to the instructional time. The town is waiting for approval of the plans by the state of Massachusetts.

Ms. Rundle joined the meeting.

Discussion of Tennis Courts

Ms. Van Ruden asked for TriTown Paving to give an estimate on re-paving the tennis courts and installing two new ones. The courts are currently okay for practice but not for matches. Tree roots are causing cracks in the courts.

Mr. Valentini noted that this is a major capital project so there are two paths to dealing with the courts. Either the project needs to be financed or the district needs to save up for it. Mr. Valentini proposed a three year plan for the BG&T committee to work into the capital budget savings for the tennis courts that includes fundraising and grant seeking.

Mr. Flynn suggested getting a couple estimates from reputable contractors for the repair of the current courts and installation of two additional courts, as well as the removal of trees and stumps. Mr. Flynn reminded the committee that an initial estimate for repairing the tennis court was \$250,000 and the cost to remove a tree is around \$3,000.

Mr. Valentini asked Ms. Van Ruden to spearhead the effort to identify what the acceptable options are, what the scope of the project is, and what these options will cost. Ms. Van Ruden will follow-up with Ms. Regan to determine how we can get estimates without interfering with any future bidding process.

Ms. Silvers asked Ms. Van Ruden to follow-up on other possibilities for resurfacing the courts.

Ms. Silvers and Mr. Valentini asked whether the condition of the courts was dangerous enough that the district could be liable if a community member gets hurt while using the courts. Mr. Finkle will check out the condition of the courts in the next week to determine their condition. Ms. Regan will ask the district's insurer for information on liability as well.

Presentation by the Business Manager regarding the status of Capital Projects

See attached Preliminary Analysis of Fund Balance in Capital Projects Fund

In 2015 the Capital Projects fund was established. If we appropriate \$400,000 for capital, it all goes into the Capital Projects fund. This is a shift from how the funds had been tracked previously. Mr. Finkle and Ms. Regan identified how money was spent for each project in order to prepare this report.

Mr. Flynn asked why state testing for the elevator was included in capital expenses. Mr. Finkle clarified that the repairs were over \$6,000 and then the state had to come back to do an additional inspection of the elevator.

Mr. Flynn asked if this report was what the auditor requested because they could not identify items that were capital expenses. Ms. Regan confirmed that this report meets most of the criteria for what the auditors requested and had planned on preparing themselves.

We had \$112,623.37 left in the Capital Projects Fund as of June 2015. Mr. Valentini clarified that if it weren't for the Capital Projects Fund, leftover capital funds would have gone into E&D.

When expenses from the 2015 budget are carried over, there is \$69,426.06 left over. \$8,800.00 has been allocated for an EDM study for NMC. An additional approximately \$18,500.00 has been marked for Landscaping, unexpected repairs, and general hardware (such as doors). This leaves \$42,094.84 from the FY15 Capital Special Projects fund.

The \$25,000 that was specified for the TacPac in 2015 will no longer be held.

Mr. Flynn asked how much time the parking lot still has. Mr. Finkle said that if we keep filling cracks and taking care of it, it has approximately 5-10 years.

If the \$10,000 for matching renovations for Monterey is held, the available balance in the General Fund FY16 non-technology capital projects line is \$98,573.90. When we add all the band instruments, that brings the anticipated available balance down to \$44,422.77.

The FY16 unexpended Technology Capital funds came in at \$6,709.65.

Anything leftover from FY15 or FY16 capital will go into the Capital Projects Fund.

It is a revolving fund so it does not require any vote or action by the School Committee or towns to move leftover funds into the Capital Projects Fund.

See attached Capital Projects Appropriated sheet

Mr. Finkle is checking with National Grid regarding rebates for installing LEDs in the Tac-Pac.

Mr. Yohalem asked about the \$10,000 for the Monterey School and asked on behalf of New Marlborough for the committee to reduce the capital budget by \$30,000.

Mr. Flynn argued against it and said the BG&T committee should communicate with the select board of the town before releasing the money for the Monterey School. Mr. Flynn said that they would like a plan from the Monterey select board regarding the use of those funds.

Mr. Valentini clarified that the reason we have extra money in capital is because we have been so frugal in the past few years and it is such a small part of the total budget that it would not make a noticeable impact on the towns to reduce it by \$30,000. He recommended that Mr. Yohalem could send a letter to the Finance committee to follow-up on his request.

Discussion of unused \$10,000 commitment for the Monterey School.

Mr. Valentini noted that BG&T committed \$10,000 on a dollar for dollar matching basis to the repair of the Monterey School. The select board is in charge of the project. The town of Monterey has done nothing. We can't let this go on forever but I'm not inclined to say that since they didn't use it we should take it away. We should express our concern and invite the Town of Monterey to come in and talk to us about it.

Ms. Silvers suggested that the \$10,000 stay in the budget as we're not in a situation where it can't be and we ask that the Superintendent send a letter asking if there are plans for any action.

Mr. Flynn made a motion for the Superintendent to contact the town of Monterey and ask for a plan of action regarding the \$10,000 for the Monterey School. Mr Valentini seconded. The motion passed unanimously.

Ms. Rundle noted that the select board had communicated to her that they have reserved \$10,000 in the town budget to go towards repairs in the Monterey School.

Return to discussion concerning the status of the Capital Projects fund and on-going Projects

Ms. Silvers wanted to know what was happening with security issues specifically related to installing a window by the office near Angel Rote's office so she can see everyone who comes into the high school.

Mr. Finkle noted that Valley Communications will be installing a camera in that area and suggested that the outside doors be kept locked so visitors have to come in through the doors visible from the office.

Mr. Valentini suggested locking doors the doors to the stairwell so that you would have to come into the building to get upstairs. He also suggested locking the doors to the locker room. Mr. Hastings and Mr. Finkle noted that increased foot traffic might wear at the gym floor if students have to walk through the gym to get to the locker rooms.

Ms. Silvers asked about stationing a person near the locker room doors.

Mr. Valentini and Ms. Silvers will go look at the place where the security window would go before the next meeting.

Ms. Chamberland asked about the security camera for the back door of NMC and getting walkie talkies at NMC. Mr. Valentini asked Ms. Chamberland to write up a letter to the Superintendent regarding this issue for the next BG&T meeting.

We have \$5,000 in the budget for signs. The police want signs inside the building and names for the different sections of the building. The sign at the Main entrance needs to be replaced.

Ms. Silvers asked if Chris Thompson could look into what the requirements are regarding installing signs in the town of Sheffield.

Mr. Finkle said that the greenhouse will get new windows before the end of the summer and there will be new windows in the Yellow House, too.

Mr. Finkle will check behind the courtyard to see that picnic tables have been cleaned up.

Discussion concerning the roof/ boiler/ fire suppression system

The boiler and roof project is done. August 3rd the new tank system will be ready to start up for the sprinkler system.

New Business

Mr. Hastings noted that he would like to put in a memorial for Linda Higgins by her former office, at no expense to the district. There is money in a memorial fund but people could probably contribute so those funds wouldn't be needed. Mr. Valentini asked for something more creative than an engraved rock, perhaps a sculpture. Mr. Hastings will follow-up on options.

Ms. Silvers moved to adjourn and Ms. Rundle seconded. The motion passed unanimously and the meeting adjourned at 7:12 pm.

**PRELIMINARY ANALYSIS OF FUND BALANCE IN CAPITAL PROJECTS FUND, \$31002
AS OF 7-20-16**

FY15 CAPITAL PROJECTS	\$ 42,094.84	
	<u>\$ (11,988.19)</u>	REMAINING BALANCE IN EARMARK FOR FY15 TACPAC PROJECT CARRYOVER
	<u>\$ 30,106.65</u>	
FY16 CAPITAL PROJECTS	<u>\$ 44,422.77</u>	
	<u>\$ 74,529.42</u>	
FY15 TECHNOLOGY CAPITAL PROJECTS	\$ -	\$3,916 unexpended balance closed to E&D
FY16 TECHNOLOGY CAPITAL PROJECTS	\$ 6,709.65	
	<u>\$ 6,709.65</u>	
	<u>\$ 81,239.07</u>	
FY17 CAPITAL PROJECTS	\$ 360,703.36	
	<u>\$ 441,942.43</u>	

Southern Berkshire Regional School District

Grants Management Report
Fiscal Year: 2016-2017
Date Range: 07/01/2016 - 06/30/2017
Fund: 31002
FUND: 31002
CAPITAL PROJECTS APPROPRIATED
ACCOUNT MASK:

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ACCOUNT TYPES: EXPENDITURE
FISCAL YEAR:

Current & Prior Year

ACCOUNT		BUDGET	EXPEND. AMOUNT	ENCUMBR. AMOUNT	TOTAL AMOUNT	BUDGET BALANCE
31002.0.000.7030.01.7300	FY16 CAPITAL	\$0.00	\$0.00	\$12,100.00	\$12,100.00	(\$12,100.00)
31002.0.001.7030.00.7317	FY17 - INDOOR DRINKING FC	\$11,400.00	\$0.00	\$0.00	\$0.00	\$11,400.00
31002.0.001.7400.01.7317	FY17 - LAPTOPS	\$12,500.00	\$0.00	\$0.00	\$0.00	\$12,500.00
31002.0.002.7030.00.7317	FY17 - OUTDOOR DRINKING	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00
31002.0.002.7400.01.7317	FY17 - DESKTOP COMPUTER	\$12,500.00	\$0.00	\$0.00	\$0.00	\$12,500.00
31002.0.003.7030.00.7317	FY17 - WINDOWS, YELLOW H	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
31002.0.003.7400.01.7317	FY17 - NComputing THIN CLIE	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
31002.0.004.7030.00.7317	FY17 - PICKUP, WITH PLOW	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00
31002.0.004.7400.01.7317	FY17 - COMPUTER MONITOR	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
31002.0.005.7030.00.7317	FY17 - 12-PASSENGER VAN	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
31002.0.005.7400.01.7317	FY17 - SECURITY CAMERAS	\$10,998.00	\$0.00	\$0.00	\$0.00	\$10,998.00
31002.0.006.7030.00.7317	FY17 - TACPAC HOUSE LED I	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00
31002.0.006.7400.01.7317	FY17 - PA SYSTEM/BELLS	\$34,000.00	\$0.00	\$0.00	\$0.00	\$34,000.00
31002.0.007.7030.00.7317	FY17 - HALLWAY LED LIGHTS	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
31002.0.007.7400.01.7317	FY17 - WIRELESS ACCESS PI	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
31002.0.008.7030.00.7317	FY17 - MT EVERETT GYM FL	\$22,000.00	\$0.00	\$0.00	\$0.00	\$22,000.00
31002.0.009.7030.00.7317	FY17 - FAMILY/CONSUMER S	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
31002.0.010.7030.00.7317	FY17 - BLEACHER INSPECTIC	\$5,000.00	\$3,800.00	\$0.00	\$3,800.00	\$1,200.00

Transaction Detail (Standard)

Date	Reference No.	Requisition No.	PO/Ship No.	Description	Name	Journal	Amount
07/15/2016	2586	170050	20170026	AP POSTING	PRECISION INSTALLATION	Accounts Payable	\$3,800.00
						Detail Total:	\$3,800.00
31002.0.011.7030.00.7317		FY17 - STREET LIGHT POLES		\$2,000.00	\$0.00	\$0.00	\$2,000.00
31002.0.012.7030.00.7317		FY17 - CARPET and TILES		\$35,000.00	\$0.00	\$0.00	\$35,000.00
31002.0.013.7030.00.7317		FY17 - FLUSHOMETERS		\$5,000.00	\$0.00	\$0.00	\$5,000.00
31002.0.014.7030.00.7317		FY17 - RESTROOM FAUCETS		\$5,000.00	\$0.00	\$0.00	\$5,000.00
31002.0.015.7030.00.7317		FY17 - SIGNAGE UPGRADES		\$5,000.00	\$0.00	\$0.00	\$5,000.00
31002.0.016.7030.00.7317		FY17 - UNIVENT MOTOR REP		\$8,000.00	\$0.00	\$0.00	\$8,000.00
31002.0.017.7030.00.7317		FY17 - DOOR HARDWARE		\$8,000.00	\$0.00	\$0.00	\$8,000.00
31002.0.018.7030.00.7317		FY17 - LED WALL PACK OUTI		\$4,000.00	\$0.00	\$0.00	\$4,000.00
31002.0.019.7030.00.7317		FY17 - COMMUNITY SCHOOL		\$30,000.00	\$0.00	\$0.00	\$30,000.00
31002.0.020.7030.00.7317		FY17 - MFSAB - BUS LEASE		\$23,500.00	\$23,396.64	\$0.00	\$23,396.64
							\$103.36

Transaction Detail (Standard)

Date	Reference No.	Requisition No.	PO/Ship No.	Description	Name	Journal	Amount
07/15/2016	July 2017	170022	20170011	AP POSTING	FIRST NIAGARA	Accounts Payable	\$23,396.64
						Detail Total:	\$23,396.64
31002.0.021.7030.00.7317		FY17 - KITCHEN FREEZER DC		\$5,000.00	\$0.00	\$0.00	\$5,000.00
31002.0.022.7030.00.7317		FY17 - KITCHEN MIXERS		\$5,000.00	\$0.00	\$0.00	\$5,000.00
31002.0.023.7030.00.7317		FY17 - AUDITORIUM STAGE		\$35,000.00	\$0.00	\$0.00	\$35,000.00
31002.0.024.7030.00.7317		FY17 - SOUTH EGREMONT M		\$25,000.00	\$0.00	\$0.00	\$25,000.00
31002.0.025.7030.00.7317		FY17 - OTHER CAPITAL		\$1,102.00	\$0.00	\$0.00	\$1,102.00

GRAND TOTAL		\$400,000.00	\$27,196.64	\$12,100.00	\$39,296.64	\$360,703.36
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