

Berlin Board of Education
Finance and Operations Committee Meeting
October 9, 2020
MINUTES

In Attendance: Timothy Oakes, Chair
Adam Salina

Also in attendance: Brian Benigni, Superintendent of Schools
Jeffrey Cugno, Director of Business Operations
John Richards, BOF

I. Call to Order

The meeting was called to order by Mr. Oakes at 8:00 a.m.

II. Capital Equipment and Site/Building Budget Requests

Mr. Cugno reported to the Committee regarding the commencement of the FY21-22 budget process. The principals and departments have already submitted their requests for Capital and Site/Building projects to be funded after July 1, 2021. In addition, Friar Associates has submitted its DRAFT report regarding Code Analysis and Building & Grounds Survey for all the school facilities. Mr. Cugno noted that all the information and requests have been reviewed by the Business Office and separated into Capital and Site/Building projects. The Committee reviewed the Summary Report and discussed various projects. The Committee recommended that the requests and information for all the capital projects detailed be submitted to the BOE, and then to the Town Finance Dept. for delivery to the Town's Capital Management Committee for consideration.

III. Custodial Contract

Mr. Benigni reported to the Committee regarding certain requests by the custodial union for changes to the usual terms of the contract. The Committee recommended that the subject contract terms remain in place. Mr. Benigni stated that he would bring the contract to the BOE for approval this month.

IV. Adjournment

The meeting adjourned at approximately 9:15 a.m.

Respectfully submitted,

Jeffrey Cugno, Director of Business Operations