

Regional School District 13  
Educational Resources Committee  
November 17, 2015

Members Present: Anthony Onofreo, Jeremy Renninghoff, Robert Moore, Kerrie Flanagan, Norman Hicks (arrived 7:45pm)

Administration Present: Kathryn Veronesi, Ronald Melnik

1. **Public Comment:** There was no public comment.
2. **Approval of Agenda:** On a motion by Dr. Onofreo, seconded by Mr. Renninghoff the agenda was unanimously approved.
3. **Approval of Minutes:** Mr. Renninghoff made a motion, seconded by Dr. Onofreo to approve the minutes to the September 15, 2015 ERC meeting as amended to change Item #5 to state the pension fund is funded at over 80%. Mr. Moore and Mr. Renninghoff abstained, Mrs. Flanagan and Dr. Onofreo voted yes.
4. **Update on Field House/Lights:** Three options to complete a building for the field house were presented by Nick Faiella.

Kloter Farms: They cannot accommodate a building of this size. Kloter Farms was dismissed as a possible candidate.

United Concrete: United Concrete proposed a precast building. They can build a structure and then add on to it. It is built to last inside and out. There is a small additional price for hook-ups - \$300,000. This would be at the higher end of the budget for the Football Club.

Durham Fair Structures: The Durham Fair structures were looked at. QVC would build the shell and we would need to add bathrooms. The public bathroom issue is the first issue to be addressed. Public Bathroom quote: \$31,000. Entire building: \$50,000

Mr. Faiella met with Rob Francis. Mr. Francis indicated he would reach out to QVC with some of the questions he had. Mrs. Flanagan thanked Mr. Faiella for his effort. The committee would need to find out more information including length of life.

Mr. Renninghoff reviewed the piping in the existing slab and discussed the difference between the fair structures. Mr. Faiella shared the plans from the district with the companies who gave ideas and quotes. Mr. Willett urged the committee to consider the heating element given the design of the bathrooms.

Mrs. Flanagan asked Mr. Faiella what the club was proposing in terms of funding. Mr. Faiella indicated that this would be in the Board budget with support from the club and likely other organizations as other groups would use the field.

Mrs. Flanagan said a committee looked at this project for about a year and looked at value engineering. Mr. Renninghoff indicated that the project cost (including prevailing wage) was about \$700,000. Mr. Renninghoff indicated the volunteer labor and paid labor be based on the law because we are not a charity. Prevailing wage applies to work done on site.

The committee discussed the next steps:

Determine the total costs of the building.

The Policy Committee will look into advertising on the field and signage during the season.

Mr. Renninghoff and Mr. Francis will look at previous work and see how much these proposals impact the original building plan.

Mr. Francis will follow-up with Mr. Faiella.

Mr. Francis will reach out to Mr. Renninghoff to begin looking at this.

5. **Banking relationship:** One finding of the audit was to bank with an institution that has positive pay. The district wanted to continue banking with Liberty Bank, but Liberty does not have the capability to do positive pay. Mr. Melnik suggests that we move all banking except for Student Activity accounts to Webster Bank. The fee is approximately \$1,800 per year. The cost of banking at Liberty will not go up if we only maintain Student Activity accounts at the bank. The change is proposed to take place January 1st. The High School Student Activity account is centralized.
6. **Sales and Disposal of books, equipment, and materials policy:** Mr. Melnik would like the committee to make a recommendation to the Policy committee to remove the regulations to this policy. The committee recommends eliminating the regulations as written with a recommendation from the Superintendent for new regulations to be proposed by the Policy Committee. A recommendation is that the district uses auctions for more valuable items.
7. **Purchasing Procedures:** The committee recommends that the bid amount increases from \$5,000 to \$25,000. There are exceptions as noted in the policy. This policy will be sent to the Policy Committee for review.
8. **DRA Capital Expenditures by School:** Mr. Melnik reviewed the DRA plan for Capital Expenditures by School. The total cost for all 6 schools is 26.2 million.
9. **Capital Plan/Debt Schedule:** Mr. Melnik reviewed the capital plan and debt schedule. The short term capital plan needs to be reviewed so that the capital reserve amount can be determined.

**10. Investment Policy:** This is to dictate how the Board will monitor the plan. Mr. Melnik will share the document in google docs with recommendations. Committee members are asked to review the policy so that it can be adopted at the December 8<sup>th</sup> ERC meeting. Blum Shapiro will present the audit report. It is important for everyone to be at the meeting so that it can be voted on at the Dec 9th BOE mtg.

**11. Public Comment**

Jim Irish from Middlefield reviewed the Town of Middlefield's Reserve Account; long-term look out 15 years. He offered his assistance in sharing the approach with the district.

**12. Adjournment:** On a motion by Mr. Renninghoff, second Dr. Onofreo, the meeting was adjourned.