1. Call to Order
Mr. Hull called the Wednesday, March 21, 2018, Finance/Facilities/Transportation Committee meeting to order at 6:00 p.m., which was held at the Barre Town Middle and Elementary School Library.

2. Additions and/or Deletions to the Agenda
None.

3. Visitors and Communications
None.

4. Administration

4.1 Review and Approve October 18, 2017 Meeting Minutes
Review and approval of Minutes is postponed until the next meeting (lack of quorum).

5. Finance

5.1 FY18 Budget Updates / Year-End Projections
Four reports were distributed: the BTMES FY18 Expenditures/Year-end Projection Report (dated 03/07/18), the BTMES General Fund Revenue Report (dated 03/01/18), the BTMES General Fund Expenditures Report (dated 03/01/18), and the BSU Expenditures-FY18 Report (dated 03/01/18). Mrs. Perreault advised that she usually starts year-end projections in October of each year. Mrs. Perreault provided a brief overview of the Year-end Projection Report layout and advised of the $103,000 unaudited projected deficit that is a combination of projected deficits in General Expenses ($81,200), Special Education Expenses ($11,672), and a Revenue deficit of ($10,224). Mrs. Perreault advised that the Fund Balance exists to help absorb deficits. The General Fund Balance is $730,000, of which $500,000 is assigned to the FY18 budget. There is approximately $230,000 remaining. Mrs. Perreault will be keeping a close eye on finances throughout the remainder of the year.

5.2 FY19 Budget
A document titled ‘BTMES FY19 RFP Schedule, Facility Projects, etc. Summer 2018 – 03/21/18’ was distributed. Mrs. Perreault advised that she created the document with the assistance of Facilities Director, Jamie Evans. This is an evolving document used to track projects going out to bid and the status of such projects.

Revenue Anticipation Note: Mrs. Perreault provided a brief overview of the RAN (Revenue Anticipation Note) and why it is necessary.

Copiers: Mrs. Perreault advised that there are currently 3 copier contracts (O'SV, Canon, and Conway). The copier RFP is for a district wide contract. Mrs. Perreault has been working with Mr. Ajanma and Mr. Stalling to craft the RFP. The RFP, which is slated
for completion on 03/23/18, includes 38 new copiers. Mrs. Perreault will need to send a letter to each of the current vendors, notifying them that the BSU will not be renewing their contracts. Once the proposals are received and reviewed, Mr. Pandolfi will bring a recommendation to the Boards.

Flooring: Mr. Evans will be contacting three vendors for initial price estimates. If estimated costs are over $15,000, an RFP will be created. An RFP is not required for projects under $15,000. It was noted that as finances allow classroom carpets will be replaced.

Woodchips/Oil/Propane: The BSU is considering a BSU-wide 2 year contract. Though BTMES is the first year of a two year contract, it has been determined that the current vendor is not providing the quality of materials required, thus the school will be withdrawing from the contract and seeking a new vendor via the RFP.

Food Service: It would be ideal to have one food service vendor, but due to the labor intensive proposal process, it has been decided to wait. The plan is to go out to bid for FY20.

Mrs. Perreault advised that the unassigned General Fund Balance is $230,869. The Capital Fund Balance is $13,376, and the Tax Stabilization Fund is $39,355.

6. Facilities

6.1 Review Multi-Year Plan
A document titled ‘BTMES Capital Repairs/Replacement 5 Year Plan’ was distributed. A document titled ‘Maintenance Update’ was also distributed. Mrs. Perreault advised regarding use of the Routine Maintenance Fund vs. the Capital Improvement Fund. Ms. Giger advised that if Routine Maintenance funds are available, defective temperature controllers will be replaced over April break, and GW Locksmith will install door hardware to existing doors (for compliance with safety protocols). At the request of the Safety Committee, a quote was obtained from Portland Glass, for installation of bullet resistant glass on the main entrance doors. No plans or commitment have been made relative to this suggestion from the Safety Committee.

Ms. Nye advised that the BTMES Capital Repairs/Replacement 5 Year Plan was generated at the request of the Board. The Committee reviewed the items on the 5 year plan document. It was noted that maintenance staff do a good job of tracking any roof leak issues prior to calling in a contractor. In response to a query, it was noted that the bleachers have railings on the outside edges. Mrs. Farrell is concerned regarding liability issues and queried whether or not temporary measures can be taken. It was noted that future SIBT grant monies will most likely be used to make improvements to the bleachers. BTMES utilized the grant money last year, BCEMS will use the grant money this year, and SHS is slated to use it next year. The safety grant money is allocated to one school each year on a rotating basis. This allows for larger improvements to be made at each school. It was noted that Mr. Patterson is concerned with the safety of the front canopy (scouring at the base and possible weakness of the roof). Ms. Nye advised that there was some shifting of the slab over the winter. Cones are being used to alert pedestrians of uneven areas. Mr. Evans and VSBT have been addressing concerns and plans to have an engineer perform an inspection to identify any deficiencies that need to be addressed. Ms. Farrell would like to see the project list prioritized based on items that relate to safety. It was noted that BTMES is looking into additional safety measures, including after-school staffing to be utilized to control entrance into the building.

7. Transportation

A document titled ‘BTMES Facilities/Finance/Transportation Meeting’ was distributed. Mrs. Nye, Mrs. Murray and Ms. Emerson met last week to discuss how to make current routes more efficient. Ms. Nye provided an overview of the routes (A, B and mid-day) and advised regarding grade level ridership on each of the routes. An overview was provided of the document, which outlines various ideas for making bus routes more efficient (time wise), without adding cost. Additionally, Ms. Nye advised regarding ‘riders’ who provide supervision on the routes and the need to add riders on the morning bus runs. Mr. McAskill voiced concern that bus riders are not allowed to cross the road with students. Ms. Perreault advised that members of the BCEMS Board want to investigate more efficient ways of providing transportation and are very interested in using Versatrans software to review a plan BSU-wide bus routes. A Transportation Efficiency meeting will be held tomorrow March 22, 2018. The BTMES Board may wish to resurrect the Transportation Committee that was formed when the transportation transition was being planned/implemented.

The next meeting of the Finance/Facilities/Transportation Committee is tentatively set for May 15, 2018 at 6:00 p.m. in the BTMES Library.

8. Adjournment

The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Andrea Poulis