

**HAMDEN BOARD OF EDUCATION
FINANCE COMMITTEE – Special Meeting
February 16, 2017
MINUTES**

Board Members Present: Chris Daur, Finance Chair
Adam Sendroff, BOE Chair, Lynn Campo, Walter Morton IV.

Administrators Present:
Jody Goeler, Chris Melillo, Mark Albanese, Mike Belden, Kim Cappella, Karen Kaplan

Legislative Council Members Present: Myron Hul
State Representative: Michael D'Agostino

Chris D., Finance Chair called the special meeting to order at 6:08 pm.

Information Items

Chris D. asked Mike Belden to provide a status on the Fy 2016-2107 budget as of January 31, 2017. Mike Belden provided an overview of the budget at this time. Year to date financials versus last year show a positive trend with lower expenditures as of January 31, 2017. One of the reasons for this is a strategic initiative in reducing the expenditures in the Substitute teachers salary line item. As of Jan. 31, 2017, the substitute teachers available balance is \$323,526 higher than the prior year. One major area of concern this year is the tuitions for public and non-public out of district placed students. We are currently estimating a shortfall in budget versus actual expenditures of \$383,672 after receiving the State of Connecticut Excess Cost reimbursements. Additional positive trends in actual expenditures being lower than last year are in the custodian overtime, professional development and Repairs and Maintenance – Buildings.

Purchase orders over \$2,000 were discussed and additional discussion concerning the Special Education Public and Non-Public expenditures were explained by Kim Cappella, Director of Pupil Personnel Services.

The FY 2017-2018 budget was discussed and BOE members present discussed the positive outcomes from the Family and Consumer Science Cooking program. Comments were in favor of adding back one Full Time teacher to this program at the Middle School. At this time, Adam Sendroff discussed the FY 2017-2018 BOE budget at \$86,035,530, with a

modification of reducing the Substitute Teacher object code by \$50,000 and increasing the Teacher Salary object code by \$50,000, thereby reinstating the HMS Family & Consumer Science teaching position.

Chris D. made a motion "To approve the FY 2017-2018 BOE budget in the amount of \$86,035,530 by reducing the Substitute Teachers object code by \$50,000 and increasing the Teachers Salary object code by \$50,000". Lynn Campo seconded the Motion and the motion was approved unanimously.

Purchase orders over \$50,000 were discussed. Chris D. made a motion to approve the one purchase order over \$50,000. Lynn C. seconded the motion and the motion was approved unanimously.

At 6:59 pm, Chris D. made a motion to adjourn the Finance Committee meeting. Walter M. seconded the motion and the meeting was adjourned at 6:59 pm.

Respectfully Submitted,



Michael Belden
Chief Operating Officer

January 2017 PO over \$50,000

2/13/2017
10:54 AM

Item #	Funding Source	PO #	Vendor Name	PO Date	PO Amount	Procurement Method	Description
1	Alliance Facility Grant - # 637	670239	CT Temperature Controls	1/9/2017	\$ 54,615.00	Specialized Vendor	State Contract Award #13PSX0235 Upgrade Existing Network Managers and Supervisor Software to Niafara 4 (Labor and Materials) - HMS GL # 8-052-637-2-433



Hamden Public Schools
 60 Putnam Avenue
 Hamden, Connecticut 06517
 Phone (203) 407-2000 Fax (203) 407-2001

Purchase Order

Fiscal Year 2017

Page 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKAGES AND SHIPPING PAPERS.
 Purchase Order # **00670239-00**

Delivery must be made within
 doors of specified destination.

Vendor

CT. TEMPERATURE CONTROLS LLC.
 500 CORPORATE ROW
 CROMWELL, CT 06416

Ship To

HAMDEN MIDDLE SCHOOL
 2623 DIXWELL AVENUE
 HAMDEN, CT 06518

Material Safety Data Sheets (MSDS) to be Included

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
860 953-1862				20170109		Mark Albanese	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms			Department/Location	
01/09/17	006937					HAMDEN MIDDLE SCHOOL	
Item#	Description/Part No.			Qty/Unit	Cost Each	Extended Price	
001	State Contract Award #13PSX0235 Upgrade existing Network Managers and Supervisor software to Niafara 4 (Labor and Materials)			1.00 EA	54615.00000	54,615.00	
	80526372-433					54,615.00	
					PO Total	54,615.00	
All invoices must reflect purchase order numbers.							

*** Important: Read terms and conditions provided as part of this purchase order**

When complete shipment is made, mail your invoice itemizing all charges to:

Accts. Payable Department., Hamden Public Schools, 60 Putnam Avenue, Hamden, Connecticut 06518

Purchasing Copy

CENTRAL OFFICE
HAMDEN PUBLIC SCHOOLS
60 PUTNAM AVENUE
HAMDEN, CT 06517

Purchase
Order 00670239-00 FY 2017

The Above Purchase Order Number Must Appear
On All Correspondence - Packing Sheets And
Bills of Lading

Mail Invoices In Duplicate To
Above Address

Page 1

Vendor
CT. TEMPERATURE CONTROLS LLC.
500 CORPORATE ROW

Ship To
HAMDEN MIDDLE SCHOOL
2623 DIXWELL AVENUE

CROMWELL, CT
06416

HAMDEN, CT
06518

Tel 860 953-1862

Requisition
20170109

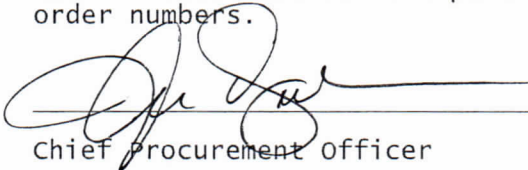
Delivery Reference
Mark Albanese

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
01/09/17	006937				HAMDEN MIDDLE SCHOOL

LN	Description / Account	Unit	Qty	Unit Price	Net Price
001 8	-052-637-2-433 State Contract Award #13PSX0235 Upgrade existing Network Managers and Supervisor software to Niafara 4 (Labor and Materials)	EA	1.00	54615.00000	54615.00

PO Total 54615.00

All invoices must reflect purchase
order numbers.



Chief Procurement Officer



Connecticut Temperature Controls, LLC

500 Corporate Row
Cromwell, CT. 06416

Proposal

Date	Proposal #
1/09/2017	16-00104
Project	
Hamden Middle School Upgrade to Niagara 4	

Customer Name / Address
Hamden Public Schools 60 Putnam Ave. Hamden, CT. 06517

Terms
NET 30

Description	Qty	Cost	Total
<p>Connecticut Temperature Controls is please to quote the following price to upgrade the existing Tridium R2 Network Managers and Site Supervisor to the latest Tridium Niagara 4 Network Managers and Supervisor software.</p> <p>The existing R2 platform is no longer supported. The email technology is not current which does not allow for alarming capabilities anymore. Some lower tier field controllers are also not supported anymore which need replacement. By completing this upgrade we will be able to renew alarming capabilities to monitor critical equipment in the building to prevent freeze ups and other major failures. We will be able to replace failed field controllers with the latest technology controllers which have LCD displays which will aid in servicing equipment. The new Site Supervisor would have the ability to integrate other NiagaraAX or Niagara4 systems located in other school buildings into 1 complete platform for global monitoring, trending, scheduling and alarming from 1 central IP address. Accomplishing this upgrade will allow us to implement newer energy saving measures, add energy monitoring devices and implement energy saving routines if desired.</p> <p>This proposal includes removing, replacing and reprogramming of five (5) Network Managers and 1 Site Supervisor. This requires creating new graphical pages and set up and linking of all networks into server environment.</p> <p>All Labor and Materials is included for this project.</p> <p>CTC is a State of Connecticut certified Small Business Enterprise and a Federally certified Veteran Owned Business.</p> <p>CTC also has a current contract on the State of Connecticut Trade Labor Agreement. CONTRACT AWARD NO.: 13PSX0235</p>	1		\$ 54,615.00

This quote does not include any Local, State or Federal taxes that may apply. If you have any questions, Please do not hesitate to call.

ACCEPTANCE OF PROPOSAL

The Prices, specifications and conditions appearing above, and as may be attached, hereto, in addition to the Terms and Conditions set forth on the reverse side, hereof, are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____
Customer Signature

Subtotal:
Total:
Proposed By:
Signature:

Terms and Conditions

- 1) **DURATION OF OFFER:** This proposal is an offer to self and said offer shall continue for a period of thirty (30) days from the date hereof unless extended by Connecticut Temperature Controls, LLC. It shall become a mutually binding agreement when signed as accepted on the face hereof by the Purchaser or upon receipt of the purchaser's order for the equipment and/or services specified within thirty (30) days of the date of this proposal.
- 2) **TERMS OF PAYMENT:** Subject to approval and continuance of approval of credit by Connecticut Temperature Controls, LLC., terms of payment are as follows; 30 Days Net from date of invoice. Balances unpaid after 30 days from date of invoice are subject to a late payment charge of 1 ½% per month, or maximum allowed by law, if different, together with expenses incidental to collection, including reasonable attorney's fees. Connecticut Temperature Controls, LLC. shall have the right to bill progress monthly for materials delivered and services rendered, hereunder.
- 3) **TAXES:** The prices quoted herein do not include any applicable sales and/or use taxes. Purchaser agrees to pay Connecticut Temperature Controls, LLC. any present or future taxes or any other government charges now or hereafter imposed by existing or future laws with respect to the transfer, use, ownership, or possession of the equipment to which Agreement relates.
- 4) **LIABILITY:** Connecticut Temperature Controls, LLC's responsibility for injury to persons or property shall be limited to injury caused directly by Connecticut Temperature Controls, LLC's negligence in performing its operations under this Agreement, and in no event, shall Connecticut Temperature Controls, LLC. be liable for consequential, special, or indirect damages. Connecticut Temperature Controls, LLC. shall not be liable for any loss, delay, injury, or damage, whether direct or consequential, that may be caused by conditions beyond Connecticut Temperature Controls, LLC's control, including but not limited to acts of God, acts of Government, strikes, lockouts, fire, explosion, theft, nor civil commotion, war or malicious mischief. If any such delay occurs, the date for performance, hereunder, by Connecticut Temperature Controls, LLC. shall be extended for a period equal to the time lost by reason of the delay. The Purchaser shall be liable for all damages to, and theft of, equipment or materials at such time as such equipment or materials are delivered to the Purchaser, or to any individual or corporation performing work for the Purchaser, unless such damages or theft is a direct result of Connecticut Temperature Controls, LLC's negligence in its performance of this Agreement.
- 5) **WORK AND MATERIALS:** All materials are guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices.
- 6) **ALTERATIONS:** Any alterations from specifications involving extra costs will be executed only upon written orders from the Purchaser, approved by Connecticut Temperature Controls, LLC. and will become an extra charge to be paid by the Purchaser in accordance with the same terms of payment set forth, herein.
- 7) **INSURANCE:** Connecticut Temperature Controls, LLC. shall keep in force, for the term of this Agreement, insurance for workmen's compensation, employer's liability and public liability, and shall furnish evidence thereof upon Purchaser's request. The responsibility for insuring Purchaser's property, however, rests solely with Purchaser.
- 8) **ACCESS:** It is agreed that the Purchaser shall, at any and all times, provide Connecticut Temperature Controls, LLC. with access to all buildings and devices incident to their performance under this Agreement.
- 9) **AMENDMENT OF AGREEMENT:** This instrument embodies the entire agreement between the parties, and no oral agreement or correspondence shall be held to alter the provisions hereof. To be valid, all subsequent changes and modifications shall be embraced within a written instrument duly executed by both parties.
- 10) In the event of the breach of this Agreement by the Purchaser, Purchaser will forthwith pay to Connecticut Temperature Controls, LLC. in addition to any amounts then owing for materials and services, the expense of retaking possession and removing any and all equipment involved in this Agreement. Purchaser shall be liable to Connecticut Temperature Controls, LLC. to enforce its rights, hereunder.

Albizu, Dawn

From: Albanese, Mark
Sent: Monday, January 09, 2017 4:21 PM
To: Albizu, Dawn
Cc: Belden, Michael
Subject: Alliance Facility Grant purchase order request - HMS energy efficiency upgrade
Attachments: HMS Proposal upgrade to N4 - January 2017.pdf

Hi Dawn,

Please process an Alliance Facility Purchase Order for the attached proposal from Connecticut Temperature Controls (upgrade to Building Management Software). This should be charged to the following Alliance Facility account:

Account: 8-052-637-2-43~~7~~3
HMS - Energy Efficiency Upgrade to Chilled Water System

Total: \$54,615.00

Vendor # 6937

Log # 20170109

MARK W. ALBANESE
DIRECTOR OF FACILITIES

Hamden Public Schools
60 Putnam Avenue
Hamden, CT 06517
(203) 407-2244