

**Berlin Board of Education**  
**Finance and Operations Committee Meeting**  
**March 18, 2020**  
**MINUTES**

In Attendance: Matt Tenza, Chair  
Adam Salina  
Timothy Oakes

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

**I. Call To Order**

The meeting was called to order by Mr. Tenza, at 7:30 a.m., in the Meeting Room at BOE Central Office.

**II. Budget Discussion**

In anticipation of possible reductions being necessary following the Town Board of Finance (BOF) review and approval of the Town and BOE proposed budgets for FY 2020-21, the Committee discussed various alternatives for reductions.

**III. Impact of Closure on Existing Budget**

Mr. Cugno reviewed some preliminary information with the Committee regarding the effects that the recent closing of the schools could have on the FY2019-20 operating budget. He noted that certain budget categories would be affected more than others as the District moved to distance/online learning, i.e. Transportation. More information would be developed and reviewed over the next few weeks.

**IV. Building Update and Renovation Plan**

Mr. Cugno presented Friar Associate's draft proposal for completing the necessary revisions to the existing Facility Plan. Following discussion, it was agreed that the proposal should be brought to the BOE for review and approval.

**V. Adjournment**

The meeting adjourned at 8:30 a.m.

Respectfully submitted,

Jeffrey Cugno, Director of Business Operations

