

Berlin Board of Education
Finance and Operations Committee Meeting
September 29, 2023
MINUTES

In Attendance: Julia Dennis
 Adam Salina
 Matthew Tencza - absent

Also in attendance: Brian Benigni, Superintendent of Schools
 Jeff Cugno, Director of Operations
 Ashley Dorsey, Director of Finance

I. Call to Order

Ms. Dennis called the meeting to order at 7:04am

II. 2024-2025 Proposed Capital Equipment and Site & Building Requests

Ms. Dorsey presented the Capital Projects and Expenditures that were requested by building principals and department heads. The group reviewed the projects and prioritized requests based on the highest need. The requests and priority projects will be presented to the board at the meeting on 10/10/23.

III. 2024-2025 Budget Priorities

Superintendent Benigni and Ms. Dorsey requested direction on a reasonable percentage increase for the Superintendent's Budget. At this time, the group also discussed contractual obligations and the potential impact that will have on the budget. The committee is seeking to prioritize positions and existing programs.

IV. HVAC Educational Specifications for Griswold and Hubbard

Ms. Dorsey reviewed the revised Educational Specifications for the HVAC projects at Griswold and Hubbard Elementary School. Revised specifications are required to apply for Round II of the HVAC IAQ Grant Application due on 12/31/23. Ms. Dorsey will share the revised specifications and will request the Board's approval at the meeting on 10/10/23.

V. Griswold Portables

Mr. Cugno discussed the Griswold portables to address age and condition of the units. Preliminary assessments were positive; however, given the age of the structure, Mr. Cugno suggested the committee authorize a formal inspection through an architectural firm. The committee agreed a full inspection will be beneficial to future planning.

VI. Adjournment

The meeting adjourned at 8:00am

Respectfully submitted,

Ashley L. Dorsey
Director of Finance