

**BRISTOL BOARD OF EDUCATION  
OPERATIONS COMMITTEE MEETING MINUTES  
Tuesday, December 17, 2019**

The Operations Committee met on Tuesday, December 17, 2019 in Room 36 at the Board of Education Administration Building, 129 Church Street, Bristol.

Present: Committee Chair Eric Carlson, John Sklenka and Chris Wilson

Also Present: Jill Browne, Dr. Catherine Carbone, Chris Cassin, Orlando Calfe, Jennifer Dube, Dr. Michael Dietter, Peter Fusco, Tom O'Brien, John Smith and Cheryl Assis

**1. CALL TO ORDER**

The meeting was called to order at 6:31 pm by Committee Chair Eric Carlson.

**2. APPROVAL OF THE MINUTES OF THE SEPTEMBER 16, 2019 SPECIAL MEETING**

*A motion made by Commissioner O'Brien and seconded by Chair Carlson, to place the September 16, 2019 Special Meeting minutes on file.*

**3. FIELDS AND FACILITY RENTALS**

Peter Fusco explained the facility rental process to commissioners. There is no need to make changes to the current structure at this time as it is working well. Chris Cassin explained the field rental process and gave a brief history of the turf fields. A spreadsheet showing field usage for the past year was shared with the committee. Following Mr. Cassin's presentation, the current fee structure and possible changes to the structure were discussed.

*On a motion made by Commissioner Sklenka and seconded by Commissioner Carlson, it was unanimously voted to refer the discussion of the field rental fee structure to the Policy Committee.*

Discussion continued on the status of the turf fields and the problems that have arisen since their installation.

**4. Current Enrollment and Feasibility**

Dr. Carbone presented an enrollment report for the district and discussed the most recent feasibility study. At this time, Dr. Carbone is prepared to ask the Board of Finance for a Special Appropriation to conduct an accurate feasibility study. Discussion followed regarding the previous study and addressing any inaccuracies with Milone and MacBroom. Dr. Carbone will be reaching out to Milone and MacBroom to discuss a review/revision to the most recent feasibility study and any costs associated with such work; any outcome from this discussion will appear on next month's agenda.

## 5. Capital Improvement

Peter Fusco presented the Proposed 10 Year Capital Improvement Plan. Commissioners were provided a listing of requested projects.

***On a motion made by Commissioner Wilson and seconded by Commissioner Sklenka, it was unanimously voted to ask the Board of Finance for a Special Appropriation in the amount of \$285,000 to be applied to a new gym floor at Northeast Middle School.***

Peter Fusco presented the remaining items on the Proposed Capital Improvement Plan. There were no further questions regarding the remaining items on the plan.

***On a motion made by Commissioner Sklenka and seconded by Commissioner Wilson, it was unanimously voted to approve the Capital Improvement Plan and forward it to the full Board for approval.***

## 5. ADJOURNMENT

There being no other business to come before the committee. The meeting was adjourned at 8:05 p.m.

Respectfully Submitted:

*Susan Everett*

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Secretary to the Board of Education