

**Board of Selectmen
Special Meeting Minutes
Wednesday, January 7, 2015
6pm Brooklyn Middle School**

Present: Rick Ives, Bob Kelleher, Joe Voccio and Melissa Bradley; Recording Secretary

Also Present: Gene Michael Deary, Dr. Louise Berry and Mae Lyons

1. **Call to Order:** Mr. Ives called the meeting to order at 6:26pm.
2. **Discussion on Capital Program:** Mr. Deary begins the discussion with explaining how the capital budget is different from the Board of Education operating budget. Capital is spent line by line used only for the specific item it was approved for whereas the operating budget is approved for a certain amount and can be spent at will. Dr. Berry requests specific procedures to ensure everyone is on the same page. Dr. Berry notes some of the questions on the questionnaire handed out yearly for capital requests is not up to date and do not apply to their requests.

When a request is made to the capital committee, it should start with the Board of Education and voted on and then sent to capital. A quote should be obtained to have an idea of the amount of the expense when presented to the capital committee. After the request is approved by the capital committee, an RFP should be advertised to receive three bids, when applicable. Projects over \$5,000 must go out to bid and the best bid received is chosen. In some instances this is not necessary for the Board of Education, when the bid involves professional services.

Once the budget has been approved by voters, the agency who requested the expense will implement and oversee the project. Capital expenses are earmarked for the requested project only and cannot be over spent.

Discussion was held on an ongoing project previously approved to install a fire alarm system in the schools. This project was a rare situation and an understanding was reached.

Mr. Voccio states if there is an expense that is of urgency, it can be brought to the capital committee at any time. It does not have to be done only at budget time.

Mr. Voccio will type up a memorandum of understanding of this process and distribute.

3. **Adjourn:** Joe Voccio made a motion to adjourn the meeting. Bob Kelleher seconded the motion. Meeting adjourned at 7:25pm.

Respectfully Submitted;

Melissa J. Bradley
Recording Secretary