



MINUTES
BOARD OF DIRECTORS MEETING
BRUSH HILL BISTRO
174 Brush Hill Avenue
West Springfield, MA 01089

AUGUST 23, 2023

1. The meeting was called to order at 6:30 p.m. by the Chairperson of the Board, Mr. Jeffrey Laing. The following were present:

Board of Directors: Mr. Albert J. Christopher, Agawam
 Ms. Lisa Murray, Hampden-Wilbraham Regional
 Ms. Mary Keane, Longmeadow
 Mr. Jeffrey Laing, Ludlow
 Ms. Erika Emmelmann, Southwick-Tolland-Granville Regional
 Ms. Diana Coyne, West Springfield

Collaborative: Mr. Alvin W. Morton, I, Executive Director
 Ms. Anna Bishop, Director of Finance

2. A public forum was offered. There were no comments from the public.
3. Ms. Murray moved to approve this evening's consent agenda as presented. Mr. Christopher seconded. Approved unanimously.
4. A. Anticipated professional development activities for the executive director are presented at the beginning of each fiscal year for Board approval. Ms. Coyne moved to approve the FY24 Executive Director Professional Development activity plan as presented. Mr. Christopher seconded. Approved unanimously.
 B. Mr. Morton noted that any significant changes in the FY24 Employee General Handbook were enclosed for review. Ms. Coyne moved to approve the FY24 Handbook with indicated updates. Ms. Emmelman seconded. Approved unanimously.
 C. Mr. Morton reviewed this year's theme, "Connected and Empowered", for staff professional development.

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- D. Mr. Morton discussed how preparing and serving lunch for full day students has been a burden on Culinary staff and interferes with instructional time. A full time cook will be needed who can manage state reporting as well as a number of other elements involved in the process. A job description has been developed and the position will be posted when approved. The group discussed the salary range to attract a qualified candidate. Mr. Christopher moved to approve the job description as presented with a salary range between \$35,000 and \$45,000. Ms. Emmelmann seconded. Approved unanimously.
5. A. Ms. Bishop reported that invitation to bid on bus and van parts had been re-published and bid opened on July 26th. These are awarded on a line by line basis and the spreadsheets available this evening indicate the vendor for each item. Ms. Emmelmann moved to award bid #2024-08 opened July 26,2023, to Allegiance Trucks, Andco Inc., Genuine Parts Company/NAPA Connecticut, Tri State Truck Center, Bus Parts Warehouse, The Peterbilt Store of Western MA, D & W Diesel, Momar, Inc., and Lawson Products, Inc. on the basis of being the lowest responsive and responsible bidders on a line by line basis as presented. Ms. Keane seconded. Approved unanimously.
- B. Ms. Bishop noted that in development of the FY24 budget, it was uncertain as to which CTEC shop would need an additional staff member as this is driven by student count. Funds were included in the Oc Ed Coordination budget and can now be moved into the programs identified as needing additional staff. There is no change to the overall budget. Ms. Emmelmann moved to approve the FY24 budget adjustment as presented. Ms. Murray seconded. Approved unanimously.
- C. Ms. Bishop noted that certain line items in accounts in the budget had shortfalls at the end of the 2023 fiscal year. Transfers between accounts will be made in order to end with a positive balance with no effect on the overall FY23 budget. Ms. Murray moved to approve the FY23 budget line item transfers in the transportation program as presented. Ms. Coyne seconded. Approved unanimously.
- D. Ms. Bishop noted that an invoice had recently been received for a transaction from a previous fiscal year. Accounting standards prevent the use of current fiscal year funds. Ms. Murray moved to appropriate from the General Fund, Unreserved Fund Balance the amount of \$4,960 to satisfy an outstanding invoice from GovConnection Inc. for expenses incurred in FY22. Ms. Emmelmann seconded. Approved unanimously.
- Ms. Bishop noted that the routing software conversion project will be piloted in Longmeadow and not fully implemented until January, 2024. To fund the project, funds will be transferred from fund balance to capital projects. Ms. Emmelmann moved to transfer from the FY23 Enterprise Fund, Unreserved Fund Balance the amount of \$415,000 to Capital Projects for the Tyler Technologies software routing system upgrade. Ms. Keane seconded. Mr. Christopher abstained. Motion carries.
- Ms. Bishop discussed the preparation at transportation sites to house the electric busses. Feasibility studies and design services will be needed in the initial stages of the process. Additional funds will be set aside in capital projects for such expenses. Ms. Emmelmann moved to transfer from the FY23 General Fund, Unreserved Fund Balance to Capital Projects the amount of \$1,000,000 for anticipated expenses for design services in connection with the electric bus project. Mr. Christopher seconded. Approved unanimously.

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The paving of the Bistro parking area and repairs to the main roof at the Brush Hill building are almost complete. Expenses associated with these projects will be paid out of the Capital Projects Fund which had previously set aside in February. Ms. Emmelmann moved to appropriate from the Capital Projects Fund the amount of \$191,676.99 for expenses incurred to date for the "Brush Hill Roof and Paving Project" in the amount of \$105,477.14 and "Design Services and Site Development and Construction of a New Fueling Station" for \$86,199.85.

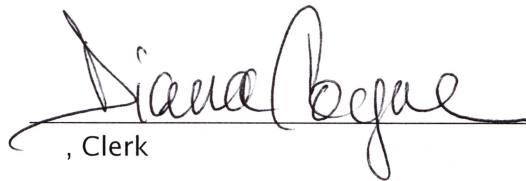
- E. Ms. Bishop reported that electric busses are expected to be delivered in the spring. The LPVEC was awarded an additional \$1 million from Eversource to develop the infrastructure needed to accommodate a total of 25 busses and 28 "vehicle to grid" chargers. We are also seeking additional funds from National Grid.

7. The next meeting is scheduled for September 20th.

Ms. Emmelmann moved to adjourn the meeting. Ms. Murray seconded. Approved unanimously. The meeting adjourned at 7:28 p.m.

10/18/2023

(date)



, Clerk