

Minutes of the Board of Education **School Facilities Subcommittee Meeting** held on **Wednesday, January 23, 2008**, in the Board of Education Offices.

Committee Members Present: M. Duff, K. Harrison, L. Craybas

Committee Members Absent: J. DeRosa

Attendance: Robert Germinaro, Supervisor of Facility Operations, Terry Yonsky,
Director of fiscal Services

Meeting began at 5:30 p.m.

Mr. Germinaro briefed the Committee on the life cycle of a work order.
Mr. Germinaro briefed the Committee on the creation process of the 460 Account and its relationship to the Work Order procedure.

Michael Duff will request brief from Town in respect to work order assignments and reporting of same.

Schedule of facilities tour will be coordinated between School Facilities Committee, Supervisor of Facility Operations and Director of Fiscal Services. Available dates will be transmitted to Michael Duff by Director of Fiscal Services.

Motion to Adjourn: Larry Craybas
Second: Kris Harrison
Motion Carried Unanimously

Meeting Adjourned at 7:10 PM

K. Harrison
Recorder

RECEIVED
JAN 24 2008
TOWN OF BETHEL
TOWN CLERK