BOARD OF EDUCATION, NEW FAIRFIELD, CT

Business Operations Subcommittee Meeting Minutes

Name of Subcommittee: Business Operations **Meeting Type: Regular**

Date of Meeting: 10/17/26 @ 6PM **Minutes taken via BoardBook by: Kim LaTourette**

Members Present: Peggy Katkocin, Kim LaTourette, Greg Flanagan

Other Attendees: Carrie DePuy

Meeting Access: In Person- New Fairfield Community Room, 33 Rte. 37, New Fairfield, CT

I. CALL TO ORDER

Greg Flanagan called the meeting to order at 6:02pm.

II. APPROVAL OF THE MINUTES

A. September 17, 2026 - Regular

Approved by consensus.

III. INFORMATION ITEMS

A. Monthly Summary of Budget vs. Actual Expenditures / Encumbrances for FY 2026-27 at September 30, 2026- Very early in the year - we are looking good. Keeping an eye on Special Ed. Everything is standard. There is a little bit of a negative in technology due to the costs of chrome books, but we anticipate that this will be reimbursed with e-rate. Athletics will run negative until the end of the year with gate receipts.

B. NFMS Facilities Conditions Study Update- All is going well - we added HVAC to parts of the elementary school (MHHS side) to see what that scope may look like. They spent two and a half days with our district making sure to look at everything in the MS.

C. Bus Lot Update- We are waiting for DOT signatures; all of the bids are in and need to be reviewed still. Looking to break ground in the spring and optimistic it will be done before the start of school next year. There were 4 bids in total.

D. Central Office Relocation and Business Services-We have had the opportunity to move everyone up to the new offices and post for the AP position ("Business Services Coordinator"). We will be able to fill the gap of the half day that the town had on Fridays and be able to manage and supervise the work better as well.

E. Budget Transfers-We had originally pulled Alteris, but we have them still assisting with some of our emergency plans and training. Because of the movement within our 401 accounts,

we were able to free up some money for these transfers (softball field clay, social worker, NEASC visit costs, the nurse sub, some payroll to payroll...)
Greg Flanagan made a motion to turn this item into an action item on the agenda. Peggy Katkocin seconded. All in favor.
Greg Flanagan made a motion to bring the total of the transfers to the full board ($176,643). Peggy Katkocin seconded. All in favor.

IV. ACTION ITEMS

A. Budget Calendar-These dates align with the calendar and are standard with what we have done in the past.
Greg Flanagan made a motion to move this calendar to the full board. Kimberly LaTourette seconded. All in favor.

V. OTHER

Carrie Depuy provided an update on the water main break today at the HS. Admin and staff were amazing with all hands-on deck. It is up and running and we will open tomorrow. We still need to figure out why this happened. It was 150 pounds of water pressure coming out. The clean-up company came today, health director and Fire Marshall are ok with opening tomorrow. We have someone looking at the gym floor tomorrow who will try to determine the extent of the damage and to see how much it may buckle. Part of our debrief will be to check other pipes to check the fittings and try to figure out if we could be at risk for this happening somewhere else.

VI. ADJOURNMENT

Greg Flanagan made a motion to adjourn at 6:31pm. Peggy Katkocin seconded. All in favor.