

BOARD OF EDUCATION, NEW FAIRFIELD, CT
Business Operations/Resource Management Subcommittee Meeting

Name of Subcommittee: BO/RM Meeting type: Regular
Date of Meeting: 9/19/24 Minutes submitted by: K. LaTourette
Members present: Greg Flanagan, Amy Johnson, Ed Sbordone, Kim LaTourette
Members absent:
Other attendees: Ken Craw, Carrie DePuy
Place of meeting: New Fairfield Community Room

Meeting called to order: 6 p.m.

II. Approval of Minutes

A. May 16, 2024 – Regular – Approved by consensus

III. INFORMATION ITEMS

A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2024-25 at August 31, 2024 – It is early in the year, and so far we are on track with spending. Last year we were 62% expended, right now we are right around that amount at 64.5%. Carrie DePuy is in the process of moving items into "Meeting House" code with staff/positions. More items will have to be moved around, but our budget was approved so late that this will continue.

B. FY25 Unanticipated Expenses - Some of the items included in this list are the trailer install (bus), light removal to Shock Electric, fiber lease (underground infrastructure), the MS elevator repair, STRIDES increase for Capital, degree upgrades, bus trailer rental, bus parking lot modification, electricity delivery, title grants (based on poverty rate), retirements. All of these items equal approximately \$180,000.

C. Entitlement Funds - This item was discussed in the last item (Title Grants).

D. Summer Capital Update - Carrie DePuy provided a handout explaining our Capital Improvement Plan for 2024-2025 through 2028-2029. Several projects were completed at the Middle School, and some are in process. We have been able to save quite a bit of money by using our in-house staff.

E. Building Project Update – Playground - The Elementary playground has some issues. We are going back and forth with vendors and we are requesting a full install. It has been difficult to get the vendor on site. We have been telling them that it is absolutely unacceptable. We did have the playground inspected by insurance and the playground inspector, and they noted some issues. That should help provide data for the vendor.

Propane - We have a proposal from a vendor to complete the work for a temporary fix for culinary and the kitchen. This will go through PBC on Tuesday.

CONS Demo - The fence is up, abatement should start shortly (that will take several months), the Be Kind sign and the rock are part of the project to be moved.

F. Temporary Bus Lot Update - This was discussed during an item above.

G. Service Contract Update - The vendor we are using for lawn care and plowing increased their quote and we are mid-year, so we went to emergency quotes to finish the mowing. A bid has been posted for plowing for the remainder of the fiscal year. We will post again in a couple weeks for 2026 for a combo bid for mowing and plowing.

H. MS Underground Oil Tank Update - We have to run this through the PBC because of the size of this project. We have \$185,000 set aside in our budget to help cover part of this.

The tank is underground and we would like to have it above ground. Design, getting the tank out, and replacing the tank was estimated around \$600,000 but it needs to go out to bid for an updated amount.

I. FY26 Budget - We are working together to get a timeline or calendar for the budget process.

IV. ACTION ITEMS – None

V. OTHER - There were a couple questions brought up by Board members in regard to punch list items that have been discussed before.

VI. ADJOURNMENT

Motion to adjourn: Made by: Ed Sbordone
Recording of vote: Aye – Unanimous

Seconded by: Greg Flanagan
Meeting adjourned at: 6:51 p.m.