

October Financial, Facilities & Operations Committee Meeting

Friday, October 16, 2026 9:15 AM

Zoom Webinar

I. WMS IAQ Report Update

II. Update of Facilities and Grounds Maintenance

III. FY27 Monthly Financial Update (through September) Including Internal Services

IV. Update on the Non-Lapsing Account

V. Review of the FY28 Budget Calendar

VI. Approval of the September Financial, Facilities, and Operations Committee Minutes

VII. Other Business

**Minutes
Financial, Facilities & Operations Committee
September 18, 2026**

Present:

Michael Guido, Committee Chair

Deborah Low, Committee Member

Erica Forti, Superintendent of Schools

Phil Cross, Chief Finance and Operations Officer

Michael DelMastro, Director of Facilities

Absent:

Sharon Ferraro, Committee Member

The meeting was called to order by Mr. Guido at 9:02 a.m.

The Committee discussed the following regarding facilities and grounds maintenance:

- Mr. DelMastro reported that the facilities and custodial teams completed significant summer work to prepare all schools for opening, including mechanical repairs, interior maintenance, painting, ceiling tile work, moves, and exterior beautification.
- Regarding HVAC maintenance, Mr. DelMastro informed the Committee that the high school and intermediate school HVAC units were comprehensively cleaned and serviced, including coils, motors, pulleys, wheels, dampers, and lubrication. Remaining pulley/parts items are expected to be completed by early October. The middle school and elementary school HVAC maintenance is still in progress. Additionally, ABS (Automated Building Systems) is scheduled to work on building controls to optimize the building management systems after mechanical work is complete.
- Mr. DelMastro reported that Pennoni completed the required indoor air quality/HVAC inspection work at the middle school, and that he is currently waiting for the report.
- The committee reiterated the need for a comprehensive, multi-year HVAC replacement and maintenance plan. The District will begin developing an RFP to refresh the district-wide facilities feasibility study and integrate HVAC priorities into the long-range capital plan.
- Mr. DelMastro updated the Committee on capital projects, including district security/radio upgrades, district-wide paving, lower turf field replacement, update to the

building management system, the central office HVAC repair, intermediate school and high school expansion joints resealing, the elementary school boiler replacement, and the clock replacement project.

- Mr. DelMastro reported that he has noted substantial market volatility and price increases for capital work, including tariffs and material costs. No additional capital funding request is currently anticipated for existing projects, but higher costs will need to be considered in FY28 planning

The Committee discussed the following regarding an update on the LED energy efficiency retrofitting:

- Mr. DelMastro and Mr. Cross presented an update on the proposed high school LED retrofit being developed with Eversource and ABS. The project would replace remaining fluorescent tube lighting with LED fixtures and is intended to reduce energy consumption while taking advantage of available utility incentives. The project cost is in the range of approximately \$700,000-\$800,000 and a net cost after incentives in the range of roughly \$400,000-\$500,000. The project takes advantage of Eversource financing over approximately five to six years at 0% interest. ABS would front project costs and receive applicable reimbursements/incentives, avoiding upfront district costs. Estimated savings are roughly \$90,000-\$100,000 annually after the financing period, with actual savings dependent on usage and utility rates. The Committee agreed to move forward with the agreement and to bring this to the full Board of Education for approval.

The Committee discussed the following regarding the FY26 end of year financial report including internal services:

- Mr. Cross reported a favorable FY26 year-end balance of approximately \$300,000, or roughly one-half of one percent of the district's approximately \$60 million budget. The favorable result followed a soft budget freeze and management of unplanned expenditures. Positive variances included salary and benefit savings, lower-than-anticipated spending for tutors and bus aides, professional-services savings related primarily to special education, favorable electricity costs, and a better-than-expected dental trend.
- Mr. Cross added that due to several unanticipated facility repairs, property services had the greatest account variances for the year. The most significant repairs were to the sewer systems at several locations, including the Zenon plant, the annex, the East House, and the South House. A state DRIP grant of approximately \$89,000 helped offset these repair costs.
- In order to address the needs of the District's aging facilities, and the multi-year payments for the early retirement incentive, Mr. Cross recommended seeking Board of

Finance approval to transfer the end of year favorable balance to the non-lapsing account. The Committee agreed to bring this to the full Board of Education for approval.

- Among the recurring maintenance costs, the Committee discussed the tennis courts and wetlands conditions. Mr. DelMastro advised that, absent a major renovation or relocation, annual repair needs are likely to continue because of site movement and seasonal conditions. A major reconstruction at the existing location was discussed as potentially costing approximately \$1.0-\$1.5 million, while still carrying uncertainty about long-term performance, and a new location may be the better option. Mr. DelMastro will speak to the Parks and Recreation Director to explore options.

The Committee discussed the following regarding the FY25 Unliquidated Encumbrances:

- Mr. Cross reported that approximately \$220,000 in FY25 encumbrances remained after prior obligations were paid down. Mr. Cross had initially considered returning the remaining funds to the Town; however, the need for a major piece of maintenance equipment has revised his recommendation. The District's Kubota and skidsteer are both experiencing major issues, and rather than putting more money into the equipment, Mr. Cross recommended returning the remaining FY25 funds to the Town and then requesting a special appropriation to purchase a piece of multi-purpose equipment. This equipment would also replace the lift which had previously been removed from the FY27 capital request, avoiding the need to include this item in the FY28 budget. The Committee agreed to bring this to the full Board of Education for approval.

The Committee discussed the following regarding approval of the June minutes:

- The June minutes were approved without changes.

The Committee discussed the following regarding other business:

- Mr. Cross informed the Committee that the first quarter FY27 financial results will be presented in October.

There being no further business to discuss, the meeting adjourned at 10:21 a.m.

Respectfully submitted,

Andrew Galli

Administrative Assistant to the Chief Finance and Operations Officer