

Business Operations/Resource Management Subcommittee meeting

Thursday, January 18, 2024 *5:30 p.m. *Please note change in the start time of the meeting.

Zoom, 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

II.A. December 21, 2023 - Regular

III. INFORMATION ITEMS

III.A. Monthly Summary of Budget vs. Actual
Expenditure/Encumbrances Report for FY 2023-24 at
December 31, 2023

III.B. Google Vault Reconciliation – October 1, 2023 –
December 31, 2023

III.C. Solar Project

IV. ACTION ITEMS

IV.A. FY 24 Budget Transfers

V. OTHER

VI. ADJOURNMENT

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

Name of Subcommittee: BO/RM Meeting type: Regular
Date of Meeting: 12/21/23 Minutes submitted by: K. LaTourette
Members present: Greg Flanagan, Ed Sbordone, Amy Johnson (arrived 5:33 p.m.), Kim LaTourette
Members absent:
Other attendees: Ken Craw, Carrie DePuy, Mark Ottusch, Phil Ross, Dom Cipollone, Sue Huwer (arrived 5:33 p.m.)
Place of meeting: Meeting Access: BO/RM Subcommittee (12/21/23 at 5:30 p.m.) Web: <https://zoom.us/j/92941176722> Dial In: (929) 205-6099 Meeting ID: 918 6267 3470

Meeting called to order: 5:30 p.m.

II. Election of Chair

MOTION: Made by: Ed Sbordone Seconded by: Kim LaTourette
To nominate Greg Flanagan as chair
Recording of vote: All in favor

III. Approval of Minutes

A. October 19, 2023 – Regular – Minutes approved by consensus

III. INFORMATION ITEMS

A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2023-24 at November 30, 2023 - According to Carrie DePuy, not much has changed. We did have some savings with Technology. We were able to use that to offset some things with buildings and grounds. We are right on track with where we were last year; however, we are spending a little bit more due to some salaries that are no longer funded with ESSER funds. SPED - We are trending in a deficit. We have a shortage in staff, outside testing, using vendors to come in house. There is a negative \$150,000 in payroll, and we have had to increase salaries to keep staff, such as paraprofessionals. We have three BCBA positions and one has been filled with contracted services, which is costly. We have increased the BCBA salary to attract staff and be comparable to other locations. We are hoping to find someone to fill the other position after the break. Amy Johnson asked if there would be an added cost for the evaluations that will need to be done for students wanting to enter Kindergarten sooner. Ken explained that they are the same evaluations, just done sooner.

B. Capital Improvement Plan 2024-25 - A one page "living" document for the five-year capital improvement plan was presented. Carrie and Ken have worked to smooth this out to help mitigate the ups and downs in the budget. This is the necessary amount of funding given the projects that are upon us and what we need to maintain or replace. The five-year plan is much more manageable than the ten-year plan, and much easier to predict. Phil Ross also helped Carrie and Ken present this information. Mark Ottusch was also in attendance for any athletic specific questions.

We are asking for some funds to help utilize the old high school cafeteria to help address some middle school space problems (STEAM Room). Some masonry needs to be fixed and the front-end intercom system of the MS needs to be replaced this spring. We had four air conditioning units installed at MHHS and will need to put an AC system in the STEAM room at MHHS this spring as well. The dump truck, plow, and sander need to be traded in and replaced. Phil then

discussed items that will be requested for future years - the turf field, the track, the need for storage space.

Mark also mentioned the other turf field that is 9 years old and that will also need to be replaced at some point.

Amy asked about the field fees and its schedule, as well as reaching out to community groups to fundraise to help offset these costs. Ken mentioned that the Field Fees Committee met twice this fall. They increased the field fees and that rate increase was approved by the BOE. Those fees will go into place this spring. Those fees will not cover the entire cost of replacement. Most districts use the field fees to supplement, but usually cover some of the cost in capital as well. Amy asked when the field fees came into play and if it was the intention for the fees to cover the cost. Inflation, cost, and covid were all discussed.

2025-26 - The oil tank removal that was pushed off needs to be removed and replaced during the 2025-2026 year. The pool HV and dehumidification unit will need to be replaced. The ground's rack truck will need to be replaced. This truck has broken down and has had to be fixed several times.

2026-2027 - The stadium lighting system will need to be replaced. These are the original from the 1970's construction. The quality of light will be much better for playing than it is now. The old high school HVAC system is also on the list for that year.

2027-2028 includes the MS exterior doors and window units, as well as the fire alarm system. We will need to have a discussion about renovating as new to have the funding to replace systems. We will not be able to get parts for some of the systems, so they will need to be replaced. There is money listed on the attachment for a feasibility study.

2028-2029 shifts back to MHHS for the waste water pretreatment plant, the parking lot and roadway paving. We will then be at a place to replace the rebel turf as well.

C. Athletic Turf and Track Quotes - Multiple bids have gone out and are attached for viewing. Mark Ottusch talked about timing to complete this project to try to have as little impact as possible on spring and fall schedules. We would hope to start by mid-June to complete this project.

D. Entitlement Grants - Each year we receive around \$400,000 in grants. We received less this year and did not receive notification until this summer. We need to make up \$237,000. We need to find this money; however, Carrie believes she will be able to mitigate this. The amount of grant funding that we receive is based on our poverty rate. Last year, we were at 7.77%, and then we went to 3.95% for ages 5 to 17. Financially, this is not good; however, it does mean that children within that age range are experiencing less poverty. We need to be mindful of not putting salaries in our entitlement grants from now on. The salaries that were funded are all necessary positions and will remain in our budget for next year.

E. Transportation Update - We did go out to bid for transportation and had one bid. We are currently in negotiations. We asked for pricing with the current start times and later start times as well.

IV. ACTION ITEMS

A. Request to Board of Finance for FY 2022-23 Surplus Funds - \$33,327.01 is requested from the BOF surplus for the Middle School intercom system.

MOTION: Made by: Ed Sbordone

Seconded by: Amy Johnson

To bring the request of \$33,327.01 from the BOF surplus for the Middle School intercom system to the full Board for approval

Recording of vote: All in favor

B. New Fairfield Middle School Feasibility Study - Ken spoke about the old high school cafeteria and a New Fairfield Middle School feasibility study done by JCJ Architecture. They would do a walk through with the current administration - Phil, Karen, and Carrie - to look at short- and long-term goals, designs, and then present the findings to the full board. There would be a not-to-exceed amount of \$20,000 for this study. We would hope to have this information sometime in March.

MOTION: Made by: Ed Sbordone

Seconded by: Kim LaTourette

To bring the feasibility study to the full Board for approval

Recording of vote: All in favor

V. OTHER – None

VI. ADJOURNMENT

Motion to adjourn: Made by: Greg Flanagan

Seconded by: Ed Sbordone

Recording of vote: Aye – Unanimous

Meeting adjourned at: 6:45 p.m.

