

## **Business Operations/Resource Management Subcommittee meeting**

Thursday, November 7, 2024 6:00 PM

New Fairfield Community Room, 33 Route 37, New Fairfield, CT. In the event of inclement weather, this meeting will change to remote and a virtual link will be provided on our website and distributed. , 3 Brush Hill Road, New Fairfield, CT 06812

### **I. CALL TO ORDER**

### **II. APPROVAL OF THE MINUTES**

II.A. October 17, 2024 - Regular

### **III. INFORMATION ITEMS**

III.A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances vs. Projected Year-End Expenditure/Encumbrances Report for FY 2024-25 at October 31, 2024

III.B. Building Project Update

III.C. Shared Services Update

### **IV. ACTION ITEMS**

IV.A. FY 25 Budget Transfers

IV.B. New Fairfield Middle School Space Utilization Feasibility Study

### **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: 10/17/24 Minutes submitted by: K. LaTourette  
Members present: Greg Flanagan, Amy Johnson, Ed Sbordone, Kim LaTourette  
Members absent:  
Other attendees: Ken Crow, Carrie DePuy  
Place of meeting: Meeting Access: BO/RM Subcommittee (10/17/24 at 6 p.m.) Web:  
https://zoom.us/j/94234893407 Dial In: (929) 205-6099 Meeting ID: 942 3489 3407

Meeting called to order: 6 p.m.

**II. Approval of Minutes**

**A. September 19, 2024 – Regular – Approved by consensus**

Carrie DePuy asked if we could add an item to the agenda. 3D - Contracted Services.

**Motion:** To add item 3.D. – Contracted Services to the agenda

Made by: Kim LaTourette

Seconded by: Greg Flanagan

**Recording of vote:** All in favor

**III. INFORMATION ITEMS**

**A. Monthly Summary of Budget vs. Actual Expenditure/Encumbrances**

**Report for FY 2024-25 at September 30, 2024** – Carrie DePuy mentioned our current spending - it is right on track with prior years. She is keeping an eye on SPED and electric, specifically the supply charges. We are a little under what we spent last year at this point.

**B. Monthly Summary of Budget vs. Actual Expenditure Report for FY 2023-24 at September 30, 2024** - We are projecting \$210,000 for unexpended funds. We had the SPED contingency in there. This amount left over is .005% of our budget. Some changes had been made in SPED. Without the contingency, BOE would have had \$75,000 leftover. This will be good due to the unanticipated expenses that have come up this year so far.

**C. Legislative Update CT General Statute 10-248a Non-Lapsing Account**

The BOE used to have to request funds from the BOF. Last year we did not receive those funds. The legislation has changed and now we do not have to ask for BOF approval, it can be placed into a non-lapsing account to be used for other items besides just capital. None of these funds will be moved until the final audit is complete. Carrie plans on hanging onto the funds until they are needed, possibly towards the end of the year to cover expenses. It cannot be over 2%, which we do not anticipate having that much leftover. We do have capital needs for which some of these funds may be used, to help alleviate some from the taxpayers.

**D. Contracted Services** - We went out to bid for mowing and plowing for the remainder of this year and this coming winter. Our entire contract was less than \$50,000 for plowing and mowing. They came back today - the lowest one was \$50,000 for just plowing, whether we get plowed once or ten times. The others were \$108,000-\$116,000. Mowing ranged from \$7000 to \$28,000 for this spring.

#### **IV. INFORMATION/ACTION ITEMS**

**A. STRIDES Lease** - We normally pay \$1000 per month, and that has increased to \$2305.50 per month. We will share rent with Newtown. The landlord customized the space for us for about \$23000. Carrie is suggesting that we pay for this year using money from capital that was set aside for STRIDES, as well as money left over from Shepaug tuition. The Shepaug tuition that was leftover was due to a legislation change that only charged 58% instead of 100%.

**Motion:** To move the STRIDES Lease to the full Board

Made by: Greg Flanagan

Seconded by: Amy Johnson

**Recording of vote:** All in favor

#### **V. OTHER - None**

#### **VI. ADJOURNMENT**

**Motion to adjourn:** Made by: Greg Flanagan

Seconded by: Kim LaTourette

Recording of vote: Aye – Unanimous

Meeting adjourned at: 6:33 p.m.

**New Fairfield Board of Education**  
**Summary of Budget vs. Actual for Payroll & Non-Payroll Accounts**  
**Fiscal 2024-2025 as of October 31, 2024**

	Approved Budget	2024-2025 Adjusted Budget	Year-to-Date Expenditure	Percent Expended	Current Encumbrances	Percent Encumbered	2024-2025 Remaining Unexpended	Percent Committed
<b>Regular Education - Non-Payroll</b>								
2000 Consolidated	0	0	1,450		0		(1,450)	
3000 Elementary School	145,982	145,982	67,287	46.1%	18,206	12.5%	60,489	58.6%
4000 Middle School	67,618	67,618	20,688	30.6%	22,865	33.8%	24,064	64.4%
5000 High School	251,869	251,869	74,557	29.6%	82,466	32.7%	94,846	62.3%
5500 Athletics	188,340	188,340	92,733	49.2%	155,573	82.6%	(59,966)	131.8%
6000 Districtwide	2,060,333	2,060,333	957,305	46.5%	254,578	12.4%	848,450	58.8%
6100 Board of Education	35,600	35,600	40,627	114.1%	4,123	11.6%	(9,150)	125.7%
6200 Central Office	155,245	155,245	69,522	44.8%	10,023	6.5%	75,700	51.2%
6300 Fiscal Services	348,902	348,902	103,244	29.6%	2,814	0.8%	242,845	30.4%
6400 Human Resources	57,617	57,617	50,838	88.2%	10,587	18.4%	(3,808)	106.6%
6500 Technology	722,237	722,237	403,806	55.9%	87,634	12.1%	230,797	68.0%
6600 Pupil Transportation	1,613,167	1,613,167	7,429	0.5%	1,614,861	100.1%	(9,123)	100.6%
6700 Business Machines	148,898	148,898	63,930	42.9%	153,595	103.2%	(68,627)	146.1%
6800 Utilities	1,110,581	1,110,581	348,246	31.4%	338,191	30.5%	424,144	61.8%
7000 Curriculum	303,269	303,269	69,285	22.8%	123,400	40.7%	110,583	63.5%
7001 Enrichment Services	7,988	7,988	4,296	53.8%	0	0.0%	3,692	53.8%
9000 Buildings & Grounds	760,185	760,185	258,695	34.0%	393,220	51.7%	108,270	85.8%
<b>Subtotal - Reg Ed - Non-P/R</b>	<b>7,977,831</b>	<b>7,977,831</b>	<b>2,633,938</b>	<b>33.0%</b>	<b>3,272,138</b>	<b>41.0%</b>	<b>2,071,755</b>	<b>74.0%</b>
<b>Special Education - Non-Payroll</b>								
8001 SPED - Admin/Central	192,839	192,839	3,004	1.6%	8,414	4.4%	181,421	5.9%
8002 SPED - Contracted Svcs	414,003	414,003	123,137	29.7%	227,579	55.0%	63,287	84.7%
8003 SPED - Out of District	2,478,172	2,478,172	547,973	22.1%	1,291,530	52.1%	638,669	74.2%
8004 SPED - Transportation	1,513,186	1,513,186	239,553	15.8%	840,445	55.5%	433,188	71.4%
8005 SPED - Program Costs	75,744	75,744	40,298	53.2%	46,013	60.7%	(10,567)	114.0%
8006 PPS - Other Programs	24,791	24,791	3,761	15.2%	2,914	11.8%	18,116	26.9%
<b>Subtotal - Special Ed - Non-P/R</b>	<b>4,698,735</b>	<b>4,698,735</b>	<b>957,726</b>	<b>20.4%</b>	<b>2,416,895</b>	<b>51.4%</b>	<b>1,324,113</b>	<b>71.8%</b>
<b>TOTAL NON-PAYROLL</b>	<b>12,676,566</b>	<b>12,676,566</b>	<b>3,591,664</b>	<b>28.3%</b>	<b>5,689,034</b>	<b>44.9%</b>	<b>3,395,868</b>	<b>73.2%</b>
<b>TOTAL PAYROLL</b>	<b>29,630,890</b>	<b>29,630,890</b>	<b>5,956,891</b>	<b>20.1%</b>	<b>18,307,454</b>	<b>61.8%</b>	<b>5,366,545</b>	<b>81.9%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>42,307,456</b>	<b>42,307,456</b>	<b>9,548,555</b>	<b>22.6%</b>	<b>23,996,488</b>	<b>56.7%</b>	<b>8,762,413</b>	<b>79.3%</b>



November 4, 2024

Dr. Kenneth Craw  
Superintendent of Schools  
Town of New Fairfield  
3 Brush Hill Road  
New Fairfield, CT 06812  
[craw.kenneth@newfairfieldschools.org](mailto:craw.kenneth@newfairfieldschools.org)

Re: New Fairfield Board of Education – Middle School Feasibility Study  
JCJ Project No. H23276.00

Dear Dr. Craw

On behalf of JCJ Architecture (JCJ), we are pleased to submit to the New Fairfield Board of Education our AE design services related to preparing additional feasibility studies for renovations to the existing New Fairfield Middle School located at 56 Gillotti Road and the existing New Fairfield Elementary School located at 24A Gillotti Rd.

Set forth below is our understanding of the project, the basic services we propose to provide for this first phase of the project which will be a feasibility study in order to define the scope of work for future phase(s):

**SCOPE:**

- Feasibility study to add six additional classrooms at the middle school: chorus, orchestra, general music, talented and gifted and 2 world language classrooms.
- Feasibility study to consolidate the elementary school nurse's office into one centralized location.
- Meeting with BOE and administration to understand the needs and develop a preliminary program and concept design.
- Site visit for all trades.

**DELIVERABLES:**

- Preliminary space program.
- Report on existing systems in the scope areas and their condition.
- Diagrammatic conceptual design layouts and MEP implications/recommendations.
- Rough Order of Magnitude Costs – done internally by JCJ based on recent project costs.

**EXCLUSIONS:**

The following services are not included in the scope of services of this feasibility proposal. If any of these services are required they can be provided as an additional service:

- Environmental/Hazardous Materials Studies and Reports
- Whole Building Energy Model
- Structural Analysis
- Life Cycle Cost Analysis
- Architectural Renderings
- Detailed Cost Estimates
- Other services not expressly described in this proposal.

**COMPENSATION FOR FEASIBILITY STUDY SERVICES (EXCLUDING ROUGH ORDER OF MAGNITUDE ESTIMATES):**

We propose to provide the services listed in this proposal, for this phase of the project, on an hourly rate basis and

recommend a budget not-to-exceed **Ten Thousand and 00/100 Dollars (\$10,000.00)** be established for AE services and reimbursables. We will not exceed these budgets without prior authorization by the Town.

Reimbursable Expenses: Reimbursable Expenses are in addition to our compensation for services and include expenses reasonably incurred by JCJ, JCJ's consultants and employees, and directly related to the Project (i.e., travel, lodging and sustenance, printing and plotting, express or overnight mail service, presentation materials such as models and renderings, computer-generated animations, and physical models). Reimbursable Expenses are invoiced at 1.10 times the cost incurred by JCJ.

Invoicing: JCJ will submit monthly invoices for fees and Reimbursable Expenses (3 paper copies and 1 via e-mail). Payments are due within 30 days of the date of invoice. Past due invoices, in excess of 45 days from the date of the invoice, are subject to interest at the rate of 1.0% per month.

All services provided by JCJ will be conducted and provided consistent with the norms of professional practice and as described in an AIA Document B133-2019 Standard Form of Agreement Between Owner and Architect.

If this proposal is acceptable, please execute in the space provided below and return to the attention of Kim Goodenow at [kgoodenow@jcj.com](mailto:kgoodenow@jcj.com). Once executed by New Fairfield, this letter shall serve as our Agreement for this engagement and authorization to proceed.

On behalf of JCJ, I want to thank you for this opportunity to present this proposal for this exciting Project and to continue JCJ's relationship with the Town of New Fairfield. If you have any questions or would like to discuss any aspect of our proposal in more depth, please do not hesitate to call.

Please let me know if you have any questions.

Regards,



Christine O'Hare  
Senior Project Manager



Peter N. Stevens, LEED AP  
Agent, Duly Authorized