

Business Operations/Resource  
Management Subcommittee Meeting  
Thursday, January 19, 2017 6:00 PM Eastern

New Fairfield Community Room  
3 Brush Hill Road  
New Fairfield, CT 06812

Mr. Steve Burfeind: Present  
Mr. Dominic Cipollone: Present  
Mr. Douglas DeRito: Present  
Mr. Kevin Hearty: Absent  
Mrs. Samantha Mannion: Present  
Mr. Edward Sbordone: Present  
Susan Starr: Present  
Dr. Amy Tozzo: Present  
Dr. Jay Voss: Present

Present: 8, Absent: 1.

- I. CALL TO ORDER
- II. ELECTION OF CHAIR
- III. APPROVAL OF MINUTES
  - III.A. December 15, 2016 - Regular
- IV. ACTION ITEMS
- V. INFORMATION ITEMS
  - V.A. Summary of Budget vs. Actual Expenditure/Encumbrances Report for FY 2016-17 at December 31, 2016
  - V.B. Consolidated School Parking Lot Project Update
  - V.C. Special Education Review
  - V.D. Review of Energy Market Prices
- VI. OTHER
- VII. ADJOURNMENT

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

Name of Subcommittee: BO/RM

Meeting type: Regular

Date of Meeting: 12/15/16

Place of Meeting: NF Community Room

Minutes submitted by: Steve Burfeind

Members present: Douglas DeRito, Ed Sbordone

Members absent:

Other attendees: Alicia Roy, Craig McClain, Sarah McLain, Christine Baldelli, Phil Ross, Steve Burfeind, Samantha Mannion, Amy Tozzo (6:05), Jay Voss

**Meeting called to order:** at 6:00 p.m.

Ed Sbordone chaired the meeting. Jay Voss was elevated to voting status.

**II. Approval of Minutes**

A. November 17, 2016 - Regular

**Motion:** To approve minutes of the November 17, 2016, regular meeting as presented

Made by: Ed Sbordone

Seconded by: Doug DeRito

**Recording of vote:** All in favor

**III. Action Items**

A. Capital Improvement Plan – The revised Capital Improvement Plan was reviewed and discussed.

**Motion:** To recommend to the full Board the revised Capital Improvement Plan as presented

Made by Ed Sbordone

Seconded by: Jay Voss

**Recording of vote:** All in favor

**IV. Information Items**

A. Summary of Budget vs. Actual Expenditure/Encumbrances for FY 2016-17 at November 30, 2016 – The current expenditures are on target.

B. Team Structure in Grades 4, 7 and 8 - Assistant Principal James Mandracchia and Principal Sarah McLain from MHHS described the need to maintain eight teachers at 4<sup>th</sup> grade next year to preserve the team structure that was established this year. Principal Christine Baldelli spoke on behalf of maintaining the team structure in 7<sup>th</sup> grade. Teachers from the middle school also shared their reasons to maintain the current team structure to continue to keep the focus on meeting student needs. Many team teachers from the middle school offered their support of the team structure.

**Motion:** To add New Board of Finance Policy on General Fund to the agenda

Made by Ed Sbordone

Seconded by: Doug DeRito

**Recording of vote:** All in favor

C. New Board of Finance Policy on General Fund - Board of Finance Chair Wes Marsh presented the new policy on the general fund, allowing the Board of Finance to take up to 50% of the unappropriated funds at the end of the fiscal year and transfer them to the Town's general fund.

**V. Other**

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

Seconded by: Doug DeRito  
Meeting adjourned at: 6:56 p.m.

**New Fairfield Board of Education**  
**Summary of Budget vs. Actual for Salary & Non-Salary Accounts**  
**Fiscal 2016-2017 at December 31, 2016**

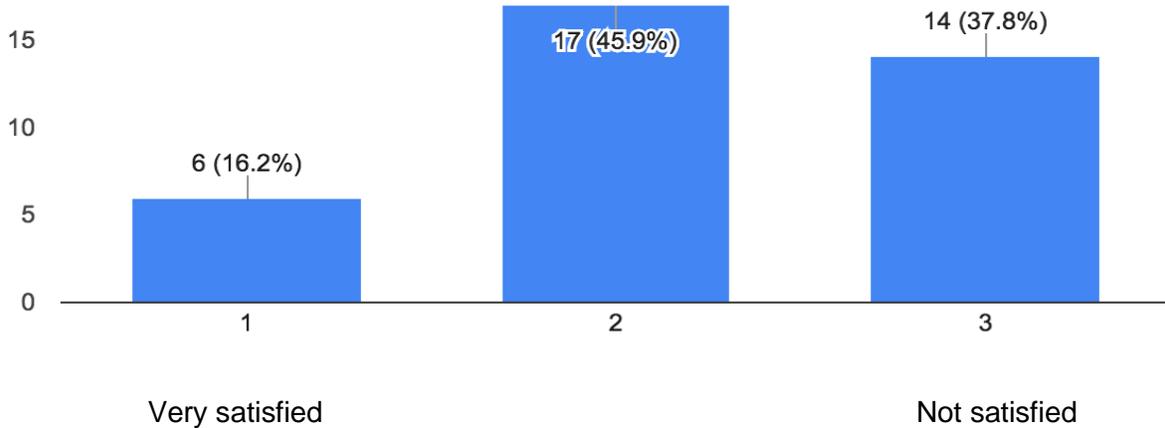
	Approved Budget	2016-2017 Adjusted Budget	Year-to-Date Expenditure	Percentage Expense	Current Encumbrances	Percent Encumbered	2016-2017 Remaining Unexpended	Percent Committed
<b>Regular Education - Non-Payroll</b>								
2000 Consolidated School	115,905	115,905	43,496	37.5%	50,916	43.9%	21,494	81.5%
3000 Meeting House Hill School	89,944	89,944	54,605	60.7%	11,363	12.6%	23,976	73.3%
4000 Middle School	85,310	85,310	52,344	61.4%	20,043	23.5%	12,922	84.9%
5000 High School	267,991	267,991	114,162	42.6%	83,290	31.1%	70,539	73.7%
5500 Interscholastic Athletics	182,314	182,314	84,734	46.5%	45,373	24.9%	52,207	71.4%
6000 District Wide / Benefits / Insurance	1,925,192	1,925,192	1,176,692	61.1%	128,698	6.7%	619,802	67.8%
6100 Board of Education	37,692	37,692	33,338	88.4%	1,224	3.2%	3,130	91.7%
6200 Central Office	82,960	82,960	21,475	25.9%	5,895	7.1%	55,590	33.0%
6300 Fiscal Services from Town	283,676	283,676	146,204	51.5%	137,472	48.5%	-	100.0%
6400 Personnel / Business Office	21,670	21,670	22,061	101.8%	2,355	10.9%	(2,747)	112.7%
6500 Technology	335,733	335,733	270,290	80.5%	16,671	5.0%	48,772	85.5%
6600 Transportation	1,287,980	1,287,980	476,255	37.0%	132,935	10.3%	678,790	47.3%
6700 Copiers / Postage	157,445	157,445	95,013	60.3%	53,642	34.1%	8,790	94.4%
6800 Utilities	899,559	899,559	297,555	33.1%	270,171	30.0%	331,832	63.1%
7000 Curriculum & Staff Development	194,157	194,157	116,433	60.0%	14,032	7.2%	63,692	67.2%
9000 Buildings & Grounds	586,908	586,908	343,898	58.6%	163,500	27.9%	79,510	86.5%
<b>Subtotal - Reg Ed - Non-P/R</b>	<b>6,554,436</b>	<b>6,554,436</b>	<b>3,348,555</b>		<b>1,137,581</b>		<b>2,068,300</b>	
8000 <b>Special Education - Non-Payroll</b>	1,781,743	1,792,438	627,657	35.0%	938,314	52.3%	226,467	87.4%
<b>TOTAL NON-PAYROLL</b>	<b>8,336,179</b>	<b>8,346,874</b>	<b>3,976,211</b>	<b>47.6%</b>	<b>2,075,895</b>	<b>24.9%</b>	<b>2,294,768</b>	<b>72.5%</b>
<b>TOTAL PAYROLL</b>	<b>24,866,946</b>	<b>24,856,251</b>	<b>10,527,200</b>	<b>42.4%</b>	<b>0</b>		<b>14,329,051</b>	<b>42.4%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>33,203,125</b>	<b>33,203,125</b>	<b>14,503,412</b>	<b>43.7%</b>	<b>2,075,895</b>	<b>7.2%</b>	<b>16,623,819</b>	<b>49.9%</b>

## **OVERVIEW of ENCUMBRANCES for DECEMBER 2016-2017**

2000 Consolidated	\$50 timers.
3000 Meeting House	\$385 Clear-View custom ID holder; \$154 magnetic clips, construction paper, tape, pens; \$532 Social Studies presentation boards; \$15 inspirational posters.
4000 Middle School	\$50 registration for CT CEC annual conference; \$25 registration for "Power for a Teacher" conference. \$60 #2 pencils and chisel-tip markers; \$12 office binder clips; \$68 electronic books - "Cultures of Work Group", "Primary Sources", "Great Empires" and "Exploring the Ancient & Medieval Worlds."; \$1,318 "Advanced Readers", "Graphic Novels", "High-interest Middle", "Fantasy/Science Middle"; \$1,875 "Spotlight on American History."
5000 High School	\$220 piano tunings; \$200 choir accompaniment at concerts; \$1,760 chamber octavos; \$31 Avery binders; \$266 AMC 12-test bundles; \$900 Civil Air Patrol supplies; \$50 electric pencil sharpener; \$184 Apple mini-display port and VGA adapter, Logitech wireless presenter, Linkyo toner.
5500 Athletics	\$18,000 winter officials; \$104 Wrestling stopwatches; \$1,669 updating State and conference banners; \$4,800 Wrestling singlets, shorts and hoods; \$2,000 student entry fees.
6000 Districtwide	\$1,215 "Qualitative Methods Applied to Educational Research"; \$1,215 "Topics in Curriculum & Instruction"; \$1,000 "Exceptional Learner Measurements & Evaluations"; \$800 transportation to Science Olympiad competition; \$100 CT Consortium for Co-op Purchasing membership.
6500 Technology	\$1,000 Robotics classroom kit - education set.
6800 Utilities	\$44,778 CT Green Bank Power Purchase Agreement - MHHS Solar.
8000 PPS/Special Ed	\$601 Office supplies - binders, scissors, pop-ups and etc.; \$900 work/study for three students; \$1,320 hospital touring instruction; \$193 Social Thinking Curriculum.
9000 Buildings & Grnds	\$500 services for pre-treatment plant; \$1,000 building repair materials to all schools; \$500 for repairs to fire alarms; \$500 water supply services.

# Consolidated Parking Lot Survey

**How satisfied are you that the main parking lot at Consolidated is safe?**



=====  
**If you selected Not Satisfied in the first question, what is your main safety concern?**

- 55% Indicated that it is not safe for the children.
- 39% Indicated that the lot was too tight
- 6% Unrelated responses

=====  
**Our lower parking lot is underutilized. Families can't park in this lot because there is no access to the main entrance of the school. What improvements would you recommend to make the lower lot more attractive for staff parking?**

- 50% Indicated that it was inconvenient
- 13% Indicated that it should be better maintained in bad weather
- 13% Indicated that there should be better lighting
- 10% Indicated that parents should park there
- 3% Indicated there should be more parking in the back of the school
- 11% Unrelated responses

# Special Education Review

## Quarterly Report for FY 2016-2017

	<u>1<sup>st</sup> Quarter July-Sept'r</u>	<u>2<sup>nd</sup> Quarter Oct'r-Dec'r</u>	<u>3<sup>rd</sup> Quarter Jan'y-March</u>	<u>4<sup>th</sup> Quarter April-June</u>
Due Process Claims Filed	none	none		
Mediation: resolved / (pending)	2 / (0)	0 / (0)		
State complaints pending	one	none		
Fees paid Shipman for SpEd	\$5,385.00	\$ 5,304.00		
Settlements paid to families	\$9,966.00	\$ 23,730.00		
Settlements paid to attorneys	\$0.00	\$102,000.00		
Independent Educational Evaluation fees paid to outside professionals	\$0.00	\$ 6,300.00		
Cost increases Transportation and Tuition	\$0.00	\$ 11,284.00		
Litigation claims pending	none	none		

## FY2017-18 DELIVERY QUOTATIONS - MITCHELL OIL CO.

FY16-17/FY17-18 Quantity	105,000	52,500	3,800	13,220
FY16-17 Price	\$ 1.905	\$ 1.945	\$ 1.800	\$ 1.390
FY17-18 Budget	\$ 1.885	\$ 1.910	\$ 1.800	\$ 1.390
<i>Current Unit Variance</i>	\$ (0.072)	\$ (0.105)	\$ (0.040)	\$ (0.100)
<b>Total FY17-18 Variance</b>	<b>\$ (7,560.00)</b>	<b>\$ (5,512.50)</b>	<b>\$ (152.00)</b>	<b>\$ (1,322.00)</b>

	#2 Fuel Oil	Diesel Fuel	Gasoline	Propane
<i>January 12</i>	\$ 1.957	\$ 2.015	\$ 1.84	\$ 1.49
January 11	\$ 1.944	\$ 1.995	\$ 1.81	\$ 1.49
January 10	\$ 1.916	\$ 1.957	\$ 1.76	\$ 1.49
January 9	\$ 1.945	\$ 1.985	\$ 1.76	\$ 1.49
January 5	\$ 1.970	\$ 2.010	\$ 1.78	\$ 1.49
January 4	\$ 1.956	\$ 1.997	\$ 1.77	\$ 1.49
January 3	\$ 1.950	\$ 2.010	\$ 1.74	\$ 1.49
December 29	\$ 1.980	\$ 2.030	\$ 1.86	\$ 1.54
December 28	\$ 1.990	\$ 2.030	\$ 1.85	\$ 1.49
December 27	\$ 1.990	\$ 2.030	\$ 1.85	\$ 1.49
December 22	\$ 1.950	\$ 1.990	\$ 1.84	\$ 1.49



**Memo**

To: Hon. Susan Chapman, Evelyn Abraham, Patty Mota, Craig McClain, New Fairfield  
 From: John Shortsleeve, Susan Shortsleeve  
 Cc: Andy Merola, CCM  
 Re: Annual Review of 2016 Actual and Projection of Forward Electric Supply Costs  
 Date: January 4, 2017

Under the terms of your CCM Energy Purchasing Participation Agreement, which is effective through December 2020, we provide an annual update in which we review the actual electric supply costs for the year just ended and make forward projections of those supply costs.

**Table 1: 2016 Actual and Forward Supply Cost Projections**  
**Units in cents per kWh**

	<b>FY *</b> <b>2017</b> <i>As of Dec</i> <i>2016</i>	<b>FY</b> <b>2018</b>
<b>Contract Rate</b>	7.68	7.68
<b>CCM Fee</b>	.133	.133
<b>Total</b>	<b>7.813</b>	<b>7.813</b>

\*Your Constellation all-inclusive rate of 7.68 is effective as of December 2016.

**Utility Standard Service Rates**

The utility supply rates change every six months (every three months for the largest accounts) and reflect changing market conditions. Beginning in June 2017 the utility standard service rates will reflect rising capacity costs. (See estimated capacity cost in Table 3 below.)

**Table 2: Volatility of Utility Standard Service Supply Rates**  
**(Units in cents per kWh and rounded to nearest 1/10<sup>th</sup> of a cent)**

	<b>1/14</b>	<b>7/14</b>	<b>1/15</b>	<b>7/15</b>	<b>1/16</b>	<b>7/16</b>	<b>1/17</b>
<b>CL&amp;P</b>	9.0	9.9	12.1	8.4	9.4	6.6	7.7
<b>UI</b>	8.8	8.6	12.8	9.1	11.5	8.8	9.0

### **Increasing Capacity Costs:**

The cost of capacity (a regulated component of electric supply charges) is established in ISO-administered capacity auctions three years ahead of time. (See column 2 below.) Through June of 2017 these capacity costs remain at reasonable levels. However, there will be a threefold increase in capacity costs over the next two fiscal years. Table 3 illustrates the impact of rising capacity costs per kWh in one community for whom we procured a long term contract in 2016. (See Column 4 below.) Although these values can vary by municipality, the trend is the same throughout Connecticut.

**Table 3: Projected Capacity Cost for Typical Municipal Load Profile**

<b>Time Period</b>	<b>Known Auction Price</b>	<b>Estimated Impact on Town's Electric Cost</b>	
		<b>\$ / Year</b>	<b>Cents/kWh</b>
<b>12 months beginning</b>	<b>Capacity per kW</b>		
June 2016	\$3.15	\$ 50,000	.9
June 2017	\$7.02	\$ 112,000	2.0
June 2018	\$9.55	\$ 153,000	2.7
June 2019	\$7.03	\$ 112,000	2.0

Any forward projection of utility supply charges or competitive supplier charges must include these increasing capacity costs.

The Town is protected from capacity increases in your current all-inclusive contract until December 2020 when that contract lapses.