

Newtown Board of Education
CIP/Facilities/Finance (CFF) Sub-Committee Minutes
March 19, 2024, 6:00 pm
BOE Conference Room

PRESENT: Shannon Tomai, Alison Plante, Christopher Melillo, John Barlow, Tanja Vadas, Steve Goodrige (Board of Finance)

CALL TO ORDER: Ms. Tomai called the meeting to order at 6:01 pm.

BUSINESS: Mrs. Plante made a motion to approve the minutes of January 11, 2024. Mrs. Tomai seconds the motion. All in favor. Motion passes to approve the CFF minutes of January 11, 2024.

NEW BUSINESS:

Financial Report and Transfers:

Ms. Vadas presented the financial report for February 2024. She stated that the year end projected balance is \$366,121 which is down approximately -\$42,000. The majority of this reduction has come from the non-certified staff salaries. Newtown has hired at least ten para educators in the past month. The overall balance in this object is showing a negative balance of -\$37,865. This is due to the higher than usual unemployment costs, now showing a negative balance of -\$40,881. However, we are beginning to see a small balance emerge from our medical line which has to do with our long-term disability costs coming in lower than anticipated.

Ms. Vadas continued by stating that professional services has changed due to hiring two SLP's from an outside service to cover for two teachers who are currently on leave as well as a 1:1 nurse for a student. These two services were detailed in last month's report and a transfer of \$22,000 was requested.

Ms. Tomai asked if this outside service was similar to the previous service for BT's.

Ms. Vadas said that there were 10-12 BT's hired last year and the service charged around \$60/hr.

There are only two SLP's from this outside service.

Mrs. Plante asked if these positions are required because of an IEP.

Ms. Vadas answered that the only position that is required by an IEP is the 1:1 nurse.

Ms. Vadas reported that the purchased property services account does not have a balance projected at this time. There have been issues at the middle school and high school but the offset in this account is that the other schools are coming under budget. Behind this line item, Ms.

Vadas stated that there are ten different accounts, some with surpluses. Ms. Vadas said that they will start to look at the encumbrances in March and April.

Transportation Update:

Ms. Vadas reported that they are experiencing a deficit in the transportation account. There are currently additional costs in both in-district and out of district line items. Currently, there are two families that have been displaced and temporarily located in New Milford and Roxbury. The additional costs could be as high as \$80,000, sending the in-district transportation account into the red by \$40,000. In the out-of district account, there is an estimated cost of around \$30,000. There is now a deficit of \$72,000 in this account.

Ms. Tomai asked if the district could hire someone to transport the students.

Ms. Vadas answered that the vehicles have to be certified and need an endorsement. However, the parent can drive the student and the district will reimburse the mileage.

Facilities Update:

Mr. Barlow reported that the Newtown Middle School boiler's rental period for the first month was up on March 15th. We are now in the second month, however, Triple A Boiler said that they would prorate the cost once the boiler is returned. The new boiler will be brand new but the labor and installation is not warranted. The plan is to rig it into the building next week and potentially run on the boiler by the end of the month. There will be incidental costs for the removal of the old and installation of the new unit totalling approximately \$20,000.

Ms. Tomai asked why the installation is not covered by warranty.

Mr. Barlow said it was out of the warranty period.

Mr. Barlow said that seven years ago, ABS subcontracted the installation to a contractor out of Manchester, CT and was poorly installed. There were a number of issues from the beginning. Mr. Barlow spoke with his predecessors and they both agreed. Unfortunately, they did obtain a building permit so there is no recourse.

Ms. Tomai asked how many boilers are being delivered and what the warranty is.

Mr. Barlow said Newtown will be receiving one new boiler and the warranty is the same as the existing warranty (10 years).

Ms. Vadas stated that all of the costs associated with the boiler and fire panel are in the report.

Mr. Barlow reported that they interviewed a potential company for the facilities study. The interview lasted about 2.5 hours and was very informative. Newtown received three bids, however, only one provided all the necessary documentation and came within the budget. The

potential company is Bureau Veritas. They are data driven and provided Mr. Barlow with previous schools that they have worked with. The reviews on them have been very positive. Ms. Tomai noted that their job is not to be the architect or designer but to conduct the study. She was not concerned about the license. She found it to be a non issue.

Mr. Barlow said that there was some confusion in the meeting because some members of the committee thought there would be a much deeper engineering dive into the systems. In fact, it will be more of an overview. They said they can provide a maintenance schedule as well as barcoding all of the equipment. These options will cost an extra \$29,000. The original bid was \$63,000 so this will still leave us with \$30,000 for anything that they find and we decide to take a deeper dive into.

Ms. Tomai noted that they said that their estimates, for purposes of cap end spending, are within 15%-20% of what the actual cost is for clients.

Mrs. Plante asked when they would start.

Mr. Barlow said they would start within two weeks after the signing of the contract. The study will take around 12 weeks to complete.

Mr. Barlow reported that the high school has been experiencing leaks in the roof. It is a no bonding year but a new roof will be included in the CIP because it is important to make repairs on the existing roof as soon as possible. The best option is to have a semi-permanent membrane that can be used until a new roof can be installed. The total costs year to date to repair the roof has been \$33,000.

Superintendent's Update:

Mr. Melillo did not have an update.

PUBLIC COMMENT:

None

ADJOURNMENT:

Mrs. Plante moved to adjourn the meeting. Mrs. Tomai seconds the motion. The meeting was adjourned at 6:55 pm.

THESE ARE DRAFT MINUTES AND ARE SUBJECT TO THE APPROVAL OF THE BOE/CFF/CIP SUB COMMITTEE.