

Newtown Public Schools
BOE CFF Sub Committee Meeting
March 19, 2024 6:00 PM
BOE Conference Room

AGENDA

CALL TO ORDER

BUSINESS

Item 1 Approval of BOE CFF Sub Committee Minutes of January 11, 2024

NEW BUSINESS

- Financial Report and Transfers
- Transportation Update
- Facilities Update
 - Update on Facilities Study RFP
 - Update on NMS boiler
- Superintendent's Update

PUBLIC PARTICIPATION

ADJOURNMENT

Newtown Board of Education
CIP/Facilities/Finance (CFF) Sub-Committee Minutes
January 11, 2024 6:00 pm
BOE Conference Room

PRESENT: Alison Plante, Shannon Tomai, Christopher Melillo, Tanja Vadas, John Barlow,
Steve Goodridge, Board of Finance
1 Public

CALL TO ORDER: Mrs. Tomai called the meeting to order at 6:00 pm.

BUSINESS:

Mrs. Plante made a motion to approve the minutes of December 14, 2023. Mrs. Tomai seconds the motion. All in favor. Motion passes to approve the CFF minutes of December 14, 2023.

NEW BUSINESS:

Financial Report and Transfers:

Mrs. Vadas presented the financial report for December 2023. She stated the salaries account changed by -\$22,869. Benefits have gone down by -\$6,319, Purchased property services balance is going up by \$6,900, Other Purchased Services have gone up by \$21,939 and supplies have gone up by \$42,500 over the prior month. In total we have increase our balance by \$40,379 for a total projected year-end balance of \$581,648.

In certified salaries we are doing well and we currently have 3 positions open. Non-certified has been challenging filling para positions. Despite the equity adjustment in December we are still looking at a \$284,976 balance. Some adjustments have been made and with tweaking encumbrances and this balance could change next month.

In discussion of the sub accounts, security currently has a negative balance of -\$7,757. We had budgeted for 3 of our security guards to go over to 8 hrs/day but we actually have 6 guards going over to the 8 hrs/day which is higher than we anticipated because we have 3 at the high school doing traffic duty. Mrs. Tomai asked why they normally don't work 8 hours. Mrs. Vadas stated they have always been 7 hrs/day but with the traffic duty there is wrap around time where they have to come in a bit early and stay a little bit later. That is the reflection in the negative balance.

Mrs. Plante asked what is the current snapshot of Paraprofessionals. Mrs. Vadas stated there is around 20 positions still open.

Moving to Benefits there are currently no changes. She stated she would keep an eye on the 401a account and right now this account is not showing any balances and is projected at zero.

With unemployment we are catching up but we are still in the negative. Next month she will have a better projection.

In Professional Services she is not anticipating a balance and anticipates to have a full spend of this budget.

Purchased property services is showing a balance of \$21,939.

Bldg and Site is doing okay for this time of year. Repair accounts are anticipated to be fully expended.

Other Purchased Services includes contracted services which is looking good.

Transportation we had to add an additional aide for in-district runs. We are looking at a small surplus in our out-of-district runs.

Out of district tuition is doing good and holding the line and she indicated she is anticipating a flat balance.

In the Supplies account electricity has a \$119K surplus. This is due to the virtual net metering. We are receiving a lot of credits for the Reed school.

Fuel for vehicles again we budgeted higher because we did not have our contract in place and she anticipates to use the entire 150 gallons of propane.

Property and equipment we anticipate a full spend.

She stated there are no transfers this month.

Transportation Update:

Mrs. Vadas stated transportation was doing great. We have all of our regular routes filled with drivers. We now have 8 spares and All-Star is now running all of the athletic routes as well.

Facilities Update:

Mr. Barlow stated the facilities study went out to RFP (Request For Proposal). There is a building walk through coming up and will encompass of about 3 hours time for any perspective bidders.

Mrs. Tomai asked if the RFP includes a requirement that they not only do an analysis of how the facilities are operating but also includes a requirement to make recommendations for the changes and what the budget might be. Mr. Barlow stated yes and its very detailed. He stated we used a lot of language from another RFP from another district and included our own language in it.

Mr. Goodridge confirmed that it is a facilities study and a functional study. Mr. Barlow stated yes. He stated once it is awarded there will be a series of meetings with building administrators, superintendent, and facilities which is all part of laying the ground work. It will take about 3 months before the actual study will come out.

Mrs. Plante asked the timing of when the selection will take place. Mr. Barlow stated the first week of February.

Mr. Barlow stated we would need to do some revamping of the CIP with that report.

Mr. Barlow stated coming up this year with the CIP there will need to be some readjusting concerning roof issues. There are some large roof issues at the High School which includes the entire roof. The roof

was completed in 1997 and restored once but it is at the end of its usable life. There are significant leaks in the building and have expelled on the plus side of \$30K in repairs this year.

The roofing contractor will be out again to do more repair work and at this point from a rough estimate prospective he stated we will have to make adjustments to the CIP because this is a non-bonding year, he is saying a rough estimate on the roof replacement is \$4.5M.

He did state that he would apply for DAS grant which would be about a 35% reimbursement.

Mrs. Tomai asked if it makes any sense to phase the roof work. Mr. Barlow stated there is enough significance in the roof leaks of the building that it does not make sense to phase the work.

Mrs. Plante asked if we had something for roof repairs in the CIP. Mr. Barlow stated yes, but it was more partial and after significant reviewing of the roof that will need to be readjusted.

Mr. Barlow stated the Public Works Dept. contacted him to relay that they received an approval for putting solar panels on HOM roof. The project would be funded through a grant through the state that Public Works has been involved with. He stated we have 3 years to put the panels on the roof.

Mr. Barlow stated to Mr. Hurley in Public Works that he did not think the roof was stable enough to put the solar panels on. He said he brought the roofing manufacturers rep out to look at it. The roof was put on in 1991 and has had a restoration. Although there is no significant leaks in roof right now, it was determined that it would not be responsible thing to put solar panels on this roof that is that old.

He is working with Public Works as he thinks they may have extra money built in to what they have received for the grant for solar panels so it could be possible that we might be able to do a portion of the roof where the solar panels would go. More discussions are to come.

Mr. Barlow said the rest of the district is in good shape.

Mr. Barlow then talked about the HVAC. In September the State of CT mandated that there was going to be a required inspection and reporting every 5 years of entire school facilities HVAC system. Inspection is required to be done by a TBA (Test, Balance and Adjust) adjuster. The average cost is \$75-\$150 per opening. The opening is where the air comes and this would be for every single room in each facility and this report has to be completed by January 2025. There is no funding from the State of CT. Roughly the estimate for completing this is about \$250K. He stated some communities have put in \$0 towards it and others have put it into their capital plan for next year. This is something he is looking into.

Mr. Barlow stated the second mandate from the State of CT was that air quality control reports need to be completed for each facility and would be due into the State by January 1st, 2024. The only program you can use for air quality is Tools for Schools. The State sent out an additional notice giving an additional month to complete this. Mr. Barlow stated he should have all of the schools completed within the next week or two to meet the deadline.

Mr. Goodridge asked about Hawley since it had a new HVAC system put in. Mr. Barlow stated it would not matter as there is no waiver for a new building.

The conversation continued on the States mandates and the lack of funding.

Superintendent’s Update:

Budget books have been distributed to all Board members. The budget is at an increase of 4.99%. It aligns with our strategic plan and meets our budget priorities set by the Board of Education. It is a good budget and addresses SpEd, class size, and it meets the needs of all of our students as well as it supports our students to ensure they get what they need. He is an advocate of this and realizes the budget increase is high, but knowing that we have deferred payments on grants last year and understanding we are dealing with inflationary rates over a 3 year period where our dollar is not stretching as it use to. He stated he does not think this is the time that Newtown should cut education but enhance and invest in education. Comparatively he is hearing same or higher budget numbers from surrounding districts with 5% or higher. He stated he thinks that this is both taking into account the fiscal needs of our town but more importantly the educational needs of our students.

Approval of BOE CFF Schedule of Meetings for 2024

Mrs. Tomai presented the schedule of the 2024 BOE CFF schedule of meetings. There were a few dates that needed to be changed and the schedule was approved.

PUBLIC COMMENT:

None

ADJOURNMENT:

Mrs. Plante moved to adjourn the meeting. Mrs. Tomai seconds the motion. The meeting was adjourned at 7:15 pm.

Respectfully Submitted,
Joanne Morris

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