New Milford Board of Education
Operations Sub-Committee Meeting Minutes
June 10, 2025 7:15 pm
Sarah Noble Intermediate School Library Media Center

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TOWN CLERK
2025 JUN 12 PM 3:55
NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Eric Hansell Mr. Tom O'Brien Mr. Brian McCauley
Absent:	

Also Present:	Mr. Jeffrey Turner, Technology Director Mr. Anthony Giovannone, Director of Finance Mrs. Teresa Kavanagh, Director of Human Services

1.		**Call to Order** The New Milford Board of Education Operations Subcommittee was called to order at 7:15pm by Mrs. Wendy Faulenbach, Chairperson.	**Call to Order**
2.		**Public Comment** There was none.	**Public Comment**
3.	**A.**	**Discussion and Possible Action** **Monthly Reports** **1. Budget Position dated May 31, 2025** **2. Purchase Resolution D-795** **3. Request for Budget Transfers** Mr. Giovannone stated the budget currently sits at 98.22% encumbered. Last year we were at 97.75%. There are no budget transfers. The purchases related to the canopy roof at Hill & Plain (HPS), and gutter seams for the high school are included on the Purchase Resolution. Mrs. Faulenbach asked how the electricity is budgeted. Mr. Giovannone answered that there is a carveout in the proposed motions that relates to the bond payment due to ESG and that payment is coming from the electricity line. Mrs. Faulenbach asked how the district would come up with the funding. Mr. Giovannone stated it will come from electricity, gas, and other small amounts. It is a combination, and it's important to note we are a year behind in the savings amortization. ESG has communicated that there should be the first measure verification report by June 30.	**Discussion and Possible Action** **A. Monthly Reports** **1. Budget Position dated May 31, 2025** **2. Purchase Resolution D-795** **3. Request for Budget Transfers**

		Mrs. Faulenbach asked if it had already been earmarked on the Purchase Resolution and the 5 Year Capital Plan. Mr. Giovannone stated yes, it was approved in the 24/25 5 Year Capital Plan. The board has yet to approve the list of projects, and there will be revisions prior to board approval. Mr. Hansell asked if the secretarial support is quarterly, and if it is a 1.0 FTE. Mr. Giovannone stated yes, it is an $18/hour position with a benefit amount and it is quarterly.	
		Mr. McCauley moved to bring the Operations Subcommittee monthly reports to the Board of Education for discussion and possible action, seconded by Mr. Hansell. The motion passed unanimously.	Motion passed to bring the Operations Subcommittee monthly reports to the Board of Education for discussion and possible action. Motion passed unanimously.
	B.	**Bid Awards** **1. RFP E-2425-006 - Occupational Therapy Services** **2. RFP E-2425-007 - Physical Therapy Services** **3. RFP E-2425-012 - Enrollment Study** Mr. Giovannone stated this RFP is for occupational therapy services. 8 vendors submitted proposals. The Director for Special Education is still evaluating the proposals. There will be a replacement memo for the full board meeting that will have a recommendation to award. Mrs. Faulenbach asked what the estimated dollar amount was and Mr. Giovannone replied he would get that information. The RFP for physical therapy is similar, with 9 proposals submitted. That will also have an updated memo with recommendation to award. Some services begin over the summer. These two items go out to bid every 3 years. Mr. Giovannone stated 3 vendors submitted pricing for the enrollment study. The prior study was funded by the town. The district is waiting to hear from references for these vendors. For the full board meeting there could be a recommendation to award but there could also be a recommendation to post out for additional proposals. There is a large price disparity among the vendors. Mrs.	**B. Bid Awards** **1. RFP E-2425-006 - Occupational Therapy Services** **2. RFP E-2425-007 - Physical Therapy Services** **3. RFP E-2425-012 - Enrollment Study**

		Faulenbach asked if the board asked for this to be posted. Mr. Giovannone stated it was under the direction of Dr. Parlato. Mr. O'Brien asked why the numbers were so different. Mr. Giovannone stated he was not sure. Mr. McCauley noted the companies listed were not our previous companies the district has used. Mr. Giovannone confirmed that was correct.	
		Mr. O'Brien moved to bring the following bid awards to the Board of Education for discussion and possible action: RFP E-2425-006 - Occupational Therapy Services, RFP E-2425-007 - Physical Therapy Services and RFP E-2425-012 - Enrollment Study, seconded by Mr. McCauley. The motion passed unanimously.	Motion passed to bring the following bid awards to the Board of Education for discussion and possible action: RFP E-2425-006 - Occupational Therapy Services, RFP E-2425-007 - Physical Therapy Services and RFP E-2425-012 - Enrollment Study. Motion passed unanimously.
	C.	**24/25 Fiscal Year End** Mr. Giovannone stated, historically, any unspent amount is at the board's discretion to be set aside for fulfillment of the ESG loan payment, which is approximately $513,000, the contribution towards turfield replacement, and then the remainder being set aside and put into the Capital Reserve account. All of this is contingent on final audit. Mrs. Faulenbach asked if the ESG payment is going to be made from the electric line, noting there is not enough in the line to cover the cost to ESG. Mr. Giovannone stated, until we get the report, we do not know if we have met our benchmarks and if we don't, we receive a check for the difference. It is based on the measurements by building from NV5. Mr. O'Brien asked for the current Capital Reserve amount. Mr. Giovannone stated it is roughly 3.5 million dollars. For the 25/26 Capital Plan, as it currently stands, 1.7 million will be spent. These outstanding costs will cut the 3.5 million in half. The remaining funds would go back to the Captial Reserve pending final audit. All of this is subject to change. Mrs. Faulenbach asked about the payments to ESG. Mr. Giovannone stated, if the district does not meet their threshold of savings, NV5 would have to come up with the difference, but we are paying 66 and two thirds percent of the loan to	**C. 24/25 Fiscal Year End**

		Bank of America. So far 2 years of payments have been made. Mrs. Faulenbach noted they were paid together, and it should be noted that 3.5 million is not accurate. Mr. O'Brien asked if the board ever received the dashboard they were promised. Mr. Giovannone stated they have not gotten anything, even though Facilities has been asking for one. Mrs. Faulenbach noted that savings cannot be realized if you cannot show proof of receiving them. Mr. Giovannone stated that the reports are off by a year because of construction and the failing of product. Mrs. Faulenbach added that there needs to be transparency on the numbers. Mr. Hansell asked if Northville had solar. Mr. Giovannone stated no, but HPS does. Mr. Hansell noted it will cost money to take the panels off and on during roof construction.	
		Mr. Hansell moved to bring forward the end of year balance carveout and balance to the Board of Education for discussion and possible action. Seconded by Mr. O'Brien. Motion passed unanimously.	Motion passed to bring forward the end of year balance carveout and balance to the Board of Education for discussion and possible action. Motion passed unanimously.
	D.	**25/26 Budget** Mr. Giovannone stated there are still two adjustments needing to be made to the budget, if there is a favorable vote tomorrow. One is for workmans comp and one for insurance. CIRMA is the vendor. Mr. O'Brien asked if there were any savings involved. Mr. Giovannone stated the chart provided shows the breakdown of what the board adopted looks like and what the final looks like. Mr. Giovannone stated he also included the 10 year average for context. Mrs. Faulenbach pointed out any board member can make an adjustment in the BOE meeting to amend the budget.	**D. 25/26 Budget**
		Mr. McCauley moved to bring the budget adjustment recommendation for the 25/26 year to the Board of Education for discussion and possible	Motion passed to bring the budget adjustment recommendation for the 25/26 year to the Board of Education for discussion and

		action. Seconded by Mr. O'Brien. Motion passed unanimously.	possible action. Motion passed unanimously.
4.		**Items of Information**	**Items of Information**
	A.	**Employment Report - June 2025** Mrs. Kavanaugh stated there have been a few resignations with people going to other districts or leaving for personal reasons, as well as a retirement. Mr. McCauley asked if any of the people who received pink slips had given their notice. Mrs. Kavanaugh stated 2 people have. They are currently recruiting for a Special Education Supervisor for K-5.	**A. Employment Report - June 2025**
	B.	**Enrollment Report - June 2025** No discussion.	**B. Enrollment Report - June 2025**
	C.	**June Fundraising Report** Mrs. Faulenbach asked if the fundraising policy had changed. Mr. Giovannone stated the student activity accounts in the 3000 series have all gone through review.	**C. June Fundraising Report**
	D.	**Excess Cost Update** Mr. Giovannone stated the update now shows there will be a shortfall of $322,000 instead of $181,000. It has already been baked into the fiscal year end projection and the 1.1 million left already accounts for the shortfall. Some of the shortfall is based on reimbursable expenditures, some are for out of district placements that did not happen. The district did not spend every dollar allocated for out of district placement and the reimbursement percentage was smaller. Mr. O'Brien noted that it is a good thing to not spend the money budgeted, and the district is better off. Mr. Giovannone stated this is still a shortfall of revenue, even though the district didn't spend all the money allocated. Based on budget, the district did not end with all the placeholders being fulfilled. Mr. Hansell asked where it shows up for the fiscal year end. Mr. Giovannone pointed out on page 4/4, there is a shortfall of $684,910. The 1st and 2nd payments have come through, with the third coming at the end of the month.	**D. Excess Cost Update**

		Mrs. Faulenbach asked about the MUNIS line that shows a number as of 7/1/22. Mr. Giovannone stated he has that on the report to give a baseline.	
5.		**Public Comment** There was none.	**Public Comment**
6.		**Adjourn** *Mr. O'Brien moved to adjourn the meeting at 7:50pm, seconded by Mr. McCauley and passed unanimously.*	**Adjourn** Motion made and passed unanimously to adjourn the meeting at 7:50 pm.

Respectfully submitted:

Wendy Faulenbach

Mrs. Wendy Faulenbach
Chairman, Operations Subcommittee