

New Milford Board of Education
Operations Sub-Committee Meeting Minutes
April 18, 2023
Sarah Noble Intermediate School Library Media Center

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 NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chair Mr. Tom O'Brien Mr. Eric Hansell
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent of Schools Mr. Jeffrey Turner, Technology Director Mr. Matthew Cunningham, Director of Facilities Mr. Anthony Giovannone, Director of Finance Ms. Terri Kavanaugh, Director of Human Resources Mrs. Laura Olson, Director of Pupil Personnel Services
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1.		Call to Order The New Milford Board of Education Operations Subcommittee was called to order at 7:30pm by Mrs. Faulenbach, Chair.	Call to Order
2.		Public Comment There was none.	Public Comment
3.	A.	Discussion and Possible Action Monthly Reports 1. Budget Position dated March 31, 2023 Mr. Giovannone said this report is as of March 31st. The transportation line is still in the negative, but the transfer is not being requested yet. The legal services line is also now in the negative and will require a transfer. The Excess Costs payment has been received in March and the turf field payment of \$50,000 has been made. Mr. Hansell asked why the tutors line in the budget is not being used, and Mr. Giovannone said the District has been unable to hire tutors. Mr. Hansell asked about the turf field contribution and what the target amount is and Mr. Giovannone said the target is probably \$1 million, but the costs have come down since this field was installed and with the proper maintenance, the life has been extended to 12 to 15 years versus 10. Mrs.	Discussion and Possible Action Monthly Reports 1. Budget Position dated March 31, 2023

	<p>Faulenbach noted this was the commitment made by the Town and Board of Education when the fields were constructed.</p> <p>Mr. O'Brien asked if the plan was to split the cost with the Town and Mrs. Faulenbach said that was never set in stone but the two have partnered so far, and there is a separate line in MUNIS for the turf field.</p> <p>2. Purchase Resolution D-769</p> <p>3. Request for Budget Transfers No transfers at this time.</p> <p><i>Mr. O'Brien moved to approve the Operations Subcommittee monthly reports to the Board of Education, seconded by Mr. Hansell and passed unanimously.</i></p> <p>B. Capital Reserve Withdrawal(s)</p> <p>1. Construction of a Permanent Central Office at SNIS</p> <p>Mr. Giovannone said this request is tied to the most recent drawing provided by Silver Petrucelli with the cost estimate of \$640,000. The request will be for \$750,000 to allow for potential contingencies.</p> <p>Mrs. Faulenbach asked if this amount will cover the costs, and Mr. Cunningham answered that it would. Mrs. Faulenbach said they started off this project with larger numbers and then cut it down to a more bare bones number to make it happen. She asked if there was anything missing in light of what might be an end of year balance. Mr. Cunningham said the initial layout included conference rooms, an elevator, and changes to the HVAC system. He said they tried to take a more minimalist approach to this design. The HVAC might be an issue as it will be vented in and might be less efficient when walls are added but they won't know that until spending some time in the new offices. Mr. Cunningham said if needed they could do mini splits if this venting system does not work. He said they are going into this layout with</p>	<p>2. Purchase Resolution D-769</p> <p>3. Request for Budget Transfers</p> <p><i>Motion made and passed unanimously to approve the Operations Subcommittee monthly reports to the Board of Education</i></p> <p>Capital Reserve Withdrawal(s)</p> <p>1. Construction of a Permanent Central Office at SNIS</p>
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	<p>the expectation that it will create adequate office space for the central office.</p> <p>Dr. Parlato noted the current cost estimate does not include desks and chairs, and Mr. Cunningham said the decision was to use the current furnishings.</p> <p>Mrs. Faulenbach agreed the project needs to move forward, but she did not want to go back through the capital reserve request later if they find out they need more than \$750,000.</p> <p><i>Mr. O'Brien moved to send to the Board of Education for approval the capital reserve withdrawal for the construction of a permanent central office at SNIS in the amount of \$750,000, seconded by Mr. Hansell and passed unanimously.</i></p> <p>2. Security Grant</p> <p>Mr. Giovannone said some of the project costs have already been withdrawn from the capital reserve in the amount of \$261,500. They expect to apply for a grant in the amount of \$401,300 and if received the reimbursement will be 48.93%.</p> <p>Mr. Cunningham said the camera project is not completed, but they are hoping to get reimbursement for that.</p> <p>Mrs. Faulenbach asked if they had applied for a security grant in the past that they did not receive, and Mr. Giovannone said they did apply in 2020 for a grant that they did not get.</p> <p>Mr. O'Brien asked if the district did not get the grant what would happen, and Mr. Giovannone said they could return the money to the capital reserve or hold it for future security projects.</p> <p>Mrs. Faulenbach said the Board received the security itemized list in executive session and asked for it to be reforwarded to the Board for the next meeting.</p>	<p><i>Motion made and passed unanimously to approve the capital reserve withdrawal for the construction of a permanent central office at SNIS in the amount of \$750,000, seconded by Mr. Hansell and passed unanimously.</i></p> <p>2. Security Grant</p>
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	<p><i>Mr. Hansell moved to send to the Board of Education for approval the capital reserve withdrawal for the security grant in the amount of \$139,800, seconded by Mr. O'Brien and passed unanimously.</i></p> <p>3. NMHS Gym Floor Mr. Giovannone said this has always been on the Board's capital radar and kept getting pushed off. The plan was not to do anything to the floor until the ceiling was addressed and now the Town has appropriated the funds to do the ceiling.</p> <p>Mr. O'Brien asked if the floor could wait one more year if needed, and Mr. Cunningham said they could possibly do another bandaid but they don't want any referees saying the games can't be held at the school due to the floor.</p> <p><i>Mr. Hansell moved to send to the Board of Education for approval the capital reserve withdrawal for the NMHS Gym Floor in the amount of \$40,000, seconded by Mr. O'Brien and passed unanimously.</i></p>	<p><i>Motion made and passed unanimously to send to the Board of Education for approval the capital reserve withdrawal for the security grant in the amount of \$139,800.</i></p> <p>3. NMHS Gym Floor</p> <p><i>Motion made and passed unanimously to send to the Board of Education for approval the capital reserve withdrawal for the MHS Gym Floor in the amount of \$40,000.</i></p>
<p>4.</p>	<p>A. Excess Cost Mr. Giovannone said the district received the first of two payments for reimbursable special education costs.</p> <p>B. Projected End of Year Balance Mr. Giovannone said the projected year end balance as of now is at 2.7% of the budget or \$1,829,007. He said this number does not include any end of year projects they might need to undertake. Historically the surplus has been moved to the capital reserve account. Mrs. Faulenbach noted the short time period if there are projects identified, and Mr. Giovannone said if they are authorized they would have five weeks to execute them before year end.</p> <p>C. Employment Report - April 2023</p>	<p>Items of Information Excess Cost</p> <p>Projected End of Year Balance</p> <p>Employment Report - April 2023</p>

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	<p>Ms. Kavanagh said many people are retiring and some are going on for further education, so they are leaving. There are not too many hires, though a Board Clerk has been hired who will start next week. There have been some career fairs that the district is attending.</p> <p>Mrs. Faulenbach asked a question about the end of year balance and the reimbursement from the fire related expenses and Dr. Parlato said she received an email from CIRMA that the check would be cut by June 1st. Mr. Giovannone said this would draw down on the end of year balance if the expenses are not reimbursed by CIRMA.</p> <p>D. Enrollment Report - April 4, 2023</p> <p>E. Beehive Children's Center Bus Stop Mr. Giovannone said they received an inquiry about this bus stop, and the bus company sent its determination back to his office and the resident. The bus company determined that any alternative is less safe than the current stop</p>	<p>Enrollment Report - April 4, 2023</p> <p>Beehive Children's Center Bus Stop</p>
5.	<p>Public Comment There was none.</p>	Public Comment
6.	<p>Adjourn <i>Mr. O'Brien moved to adjourn the meeting at 8:17pm, seconded by Mr. Hansell and passed unanimously.</i></p>	<p>Adjourn <i>Motion made and passed unanimously to adjourn the meeting at 8:17pm.</i></p>

Respectfully submitted:



Wendy Faulenbach
 Chairman, Operations Subcommittee

