

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
50 East Street
New Milford, Connecticut 06776

OPERATIONS SUB-COMMITTEE
MEETING NOTICE

RECEIVED
TOWN CLERK

2022 FEB -4 A 8 26

NEW MILFORD, CT

DATE:	February 8, 2022
TIME:	7:30 P.M.
PLACE:	Sarah Noble Intermediate School Library Media Center

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

1. Call to Order

2. Public Comment

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

3. Discussion and Possible Action

- A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence
- B. Monthly Reports
 - 1. Budget Position dated January 31, 2022
 - 2. Purchase Resolution D-755
 - 3. Request for Budget Transfers
- C. Woodshop HVAC Update

4. Item of Information

- A. Town of New Milford Audit Report dated June 30, 2021

5. Public Comment

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board

member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

6. Adjourn

Sub-Committee Members: Wendy Faulenbach, Chairperson
Eric Hansell
Pete Helmus
Tom O'Brien

Alternates: Brian McCauley
Olga I. Rella

NEW MILFORD PUBLIC SCHOOLS

EXHIBIT A

Regular Meeting of the Board of Education
New Milford, Connecticut
February 15, 2022

ACTION ITEMS

A. Personnel

1. CERTIFIED STAFF

a. RESIGNATIONS

1. None

2. CERTIFIED STAFF

b. NON-RENEWALS

1. None

3. CERTIFIED STAFF

c. APPOINTMENTS

1. None

4. MISCELLANEOUS STAFF

a. RESIGNATIONS

1. None

5. MISCELLANEOUS STAFF

b. APPOINTMENTS

1. None

6. NON-CERTIFIED STAFF AND LICENSED STAFF

a. RESIGNATIONS

1. Mrs. Deborah Meeker, School Nurse, New Milford High School effective February 11, 2022.

Personal

7. NON-CERTIFIED AND LICENSED STAFF

b. APPOINTMENTS

1. None

8. ADULT EDUCATION STAFF

a. RESIGNATIONS

1. None

9. ADULT EDUCATION STAFF

b. APPOINTMENTS

1. None

10. BAND STAFF

a. RESIGNATIONS

1. None

11. BAND STAFF

b. APPOINTMENTS

1. None

12. COACHING STAFF

a. RESIGNATIONS

1. None

13. COACHING STAFF

b. APPOINTMENTS

1. None

14. LEAVES OF ABSENCE

1. None



RANGE	MAJOR OBJECT CODE DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
100'S	SALARIES - CERTIFIED	30,341,363	75,500	30,416,863	14,806,530	14,547,792	1,062,541	96.51%
100'S	SALARIES - NON CERTIFIED	9,589,390	0	9,589,390	4,920,645	3,167,973	1,500,772	84.35%
200'S	BENEFITS	10,810,557	8,500	10,819,057	7,131,359	3,106,742	580,957	94.63%
300'S	PROFESSIONAL SERVICES	3,948,255	-83,000	3,865,255	2,167,794	1,302,335	395,126	89.78%
400'S	PROPERTY SERVICES	925,069	0	925,069	486,660	260,496	177,912	80.77%
500'S	OTHER SERVICES	9,082,593	0	9,082,593	4,729,695	3,261,360	1,091,538	87.98%
600'S	SUPPLIES	2,588,172	-1,000	2,587,172	1,073,750	1,070,333	443,089	82.87%
700'S	CAPITAL	14,404	0	14,404	2,707	16	11,681	18.91%
800'S	DUES AND FEES	95,928	0	95,928	72,642	2,031	21,255	77.84%
900'S	REVENUE	-1,549,707	0	-1,549,707	-117,968	0	-1,431,739	7.61%
GRAND TOTAL		65,846,024	0	65,846,024	35,273,814	26,719,078	3,853,132	94.15%

SALARIES - NON CERTIFIED BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51180	SALARIES - NON CERT - STIPENDS	518,875	0	518,875	192,568	0	326,307	37.11%
51201	SALARIES - NON CERT - PARA EDUCATORS	2,099,881	0	2,099,881	993,059	882,039	224,784	89.30%
51202	SALARIES - NON CERT - SUBSTITUTES	925,202	0	925,202	466,732	15,300	443,170	52.10%
51210	SALARIES - NON CERT - SECRETARY	1,919,636	0	1,919,636	1,089,200	768,927	61,509	96.80%
51225	SALARIES - NON CERT - TUTORS	275,695	0	275,695	50,641	0	225,054	18.37%
51240	SALARIES - NON CERT - CUSTODIAL	1,939,639	0	1,939,639	1,080,547	776,303	82,789	95.73%
51250	SALARIES - NON CERT - MAINTENANCE	936,257	0	936,257	490,143	325,041	121,073	87.07%
51285	SALARIES - NON CERT - TECHNOLOGY	493,540	0	493,540	289,083	204,457	0	100.00%
51336	SALARIES - NON CERT - NURSES	480,665	0	480,665	268,672	195,906	16,087	96.65%
TOTAL		9,589,390	0	9,589,390	4,920,645	3,167,973	1,500,772	84.35%

BENEFIT BREAKOUT

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
52200	BENEFITS - FICA	618,237	0	618,237	306,639	0	311,598	49.60%
52201	BENEFITS - MEDICARE	528,854	0	528,854	279,435	0	249,419	52.84%
52300	BENEFITS - PENSION	918,524	0	918,524	918,524	0	0	100.00%
52600	BENEFITS - UNEMPLOYMENT COMP	33,000	0	33,000	18,061	0	14,939	54.73%
52810	BENEFITS - HEALTH INSURANCE	8,050,300	8,500	8,058,800	5,188,776	2,870,024	0	100.00%
52820	BENEFITS - DISABILITY INSURANCE	125,000	0	125,000	59,573	65,427	0	100.00%
52830	BENEFITS - LIFE INSURANCE	126,000	0	126,000	61,599	59,401	5,000	96.03%
52900	BENEFITS - OTHER EMPLOYEE BENEFITS	410,642	0	410,642	298,752	111,890	0	100.00%
TOTAL		10,810,557	8,500	10,819,057	7,131,359	3,106,742	580,957	94.63%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
51110	CERTIFIED SALARIES	30,341,363	75,500	30,416,863	14,806,530	14,547,792	1,062,541	96.51%
51200	NON-CERTIFIED SALARIES	9,589,390	0	9,589,390	4,920,645	3,167,973	1,500,772	84.35%
52000	BENEFITS	10,810,557	8,500	10,819,057	7,131,359	3,106,742	580,957	94.63%
53010	LEGAL SERVICES	224,553	0	224,553	240,589	0	-16,036	107.14%
53050	CURRICULUM DEVELOPMENT	75,000	0	75,000	6,679	5,085	63,236	15.69%
53200	PROFESSIONAL SERVICES	2,201,248	-83,000	2,118,248	1,182,325	851,413	84,510	96.01%
53201	MEDICAL SERVICES - SPORTS	30,500	0	30,500	8,300	0	22,200	27.21%
53210	TIME & ATTENDANCE SOFTWARE	11,800	0	11,800	4,268	1,885	5,647	52.14%
53220	IN SERVICE	117,150	0	117,150	49,216	2,460	65,474	44.11%
53230	PUPIL SERVICES	622,224	0	622,224	261,913	290,268	70,043	88.74%
53300	OTHER PROF/ TECH SERVICES	59,800	0	59,800	18,638	1,724	39,438	34.05%
53310	AUDIT/ACCOUNTING	40,500	0	40,500	40,500	0	0	100.00%
53500	TECHNICAL SERVICES	233,708	0	233,708	213,810	17,868	2,029	99.13%
53530	SECURITY SERVICES	218,672	0	218,672	69,907	131,631	17,134	92.16%
53540	SPORTS OFFICIALS SERVICES	113,100	0	113,100	71,650	0	41,450	63.35%
54101	CONTRACTUAL TRASH PICK UP	96,748	0	96,748	49,656	18,327	28,765	70.27%
54301	REPAIRS & MAINTENANCE	475,487	0	475,487	238,704	153,946	82,837	82.58%
54302	FIRE / SECURITY MAINTENANCE	2,500	0	2,500	1,494	0	1,006	59.77%
54303	GROUND MAINTENANCE	12,700	0	12,700	5,645	1,292	5,763	54.62%
54310	GENERAL REPAIRS	43,970	0	43,970	5,167	2,408	36,395	17.23%
54320	TECHNOLOGY RELATED REPAIRS	29,847	0	29,847	8,554	542	20,750	30.48%
54411	WATER	68,195	0	68,195	33,648	34,547	0	100.00%
54412	SEWER	15,559	0	15,559	13,162	0	2,397	84.60%
54420	LEASE/RENTAL EQUIP/VEH	180,063	0	180,063	130,630	49,433	0	100.00%
55100	PUPIL TRANSPORTATION - OTHER	116,250	0	116,250	74,591	8,723	32,936	71.67%
55101	PUPIL TRANS - FIELD TRIP	22,750	0	22,750	3,548	0	19,202	15.60%
55110	STUDENT TRANSPORTATION	4,996,291	0	4,996,291	2,900,155	1,819,602	276,534	94.47%
55200	GENERAL INSURANCE	296,763	0	296,763	296,763	0	0	100.00%
55300	COMMUNICATIONS	50,240	0	50,240	28,229	22,011	0	100.00%
55301	POSTAGE	32,750	0	32,750	9,573	23,177	0	100.00%
55302	TELEPHONE	80,069	0	80,069	59,706	20,363	0	100.00%

*EXPENDITURES*

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
55400	ADVERTISING	8,000	0	8,000	1,849	0	6,151	23.12%
55505	PRINTING	33,010	0	33,010	10,892	1,618	20,500	37.90%
55600	TUITION - TRAINING	35,000	0	35,000	0	0	35,000	0.00%
55610	TUITION - PUBLIC PLACEMENTS	1,002,397	0	1,002,397	390,905	266,373	345,119	65.57%
55630	TUITION - PRIVATE PLACEMENTS	2,362,209	0	2,362,209	946,735	1,095,138	320,335	86.44%
55800	TRAVEL	46,864	0	46,864	6,748	4,354	35,761	23.69%
56100	GENERAL INSTRUCTIONAL SUPPLIES	167,207	0	167,207	69,822	19,096	78,290	53.18%
56110	INSTRUCTIONAL SUPPLIES	430,051	-1,000	429,051	195,697	44,789	188,565	56.05%
56120	ADMIN SUPPLIES	32,678	0	32,678	13,499	2,227	16,952	48.12%
56210	NATURAL GAS	188,000	0	188,000	68,140	119,860	0	100.00%
56220	ELECTRICITY	990,569	0	990,569	442,567	548,002	0	100.00%
56230	PROPANE	3,900	0	3,900	506	3,394	0	100.00%
56240	OIL	211,068	0	211,068	64,758	146,310	0	100.00%
56260	GASOLINE	27,186	0	27,186	4,615	22,571	0	100.00%
56290	FACILITIES SUPPLIES	317,042	0	317,042	129,444	127,970	59,628	81.19%
56291	MAINTENANCE COMPONENTS	16,475	0	16,475	2,769	5,016	8,690	47.25%
56292	UNIFORMS/ CONTRACTUAL	13,100	0	13,100	9,090	3,500	510	96.11%
56293	GROUNDKEEPING SUPPLIES	22,585	0	22,585	3,807	9,693	9,085	59.77%
56410	TEXTBOOKS	26,127	0	26,127	5,401	199	20,527	21.43%
56411	CONSUMABLE TEXTS	32,455	0	32,455	21,196	1,934	9,325	71.27%
56420	LIBRARY BOOKS	51,928	0	51,928	14,524	5,692	31,712	38.93%
56430	PERIODICALS	16,162	0	16,162	8,305	5,218	2,639	83.67%
56460	WORKBOOKS	2,535	0	2,535	380	363	1,793	29.29%
56500	SUPPLIES - TECH RELATED	39,104	0	39,104	19,232	4,499	15,373	60.69%
57345	INSTRUCTIONAL EQUIPMENT	4,500	0	4,500	0	0	4,500	0.00%
57400	GENERAL EQUIPMENT	6,127	0	6,127	641	16	5,469	10.73%
57500	FURNITURE & FIXTURES	95,928	0	95,928	72,642	2,031	21,255	77.84%
58100	DUES & FEES	3,777	0	3,777	2,066	0	1,711	54.69%
EXPENDITURE TOTAL		67,395,731	0	67,395,731	35,391,782	26,719,078	5,284,871	92.16%



REVENUES

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	BALANCE	% USED
43103	EXCESS COSTS	-1,089,825	0	-1,089,825	0	0	-1,089,825	0.00%
43105	MEDICAID REIMBURSEMENT	-60,507	0	-60,507	-16,375	0	-44,132	27.06%
44105	FOI & FINGERPRINTING FEES	-1,900	0	-1,900	0	0	-1,900	0.00%
44705	BUILDING USE FEES (BASE RENTAL)	-55,000	0	-55,000	-10,273	0	-44,727	18.68%
49102	BUILDING USE FEES (CUSTODIAL)	-27,951	0	-27,951	-11,320	0	-16,631	40.50%
44800	REGULAR ED TUITION	-114,400	0	-114,400	-30,000	0	-84,400	26.22%
44822	SPECIAL ED TUITION	-29,900	0	-29,900	0	0	-29,900	0.00%
49103	DCF TUITION	-85,000	0	-85,000	0	0	-85,000	0.00%
44860	ADMISSIONS/ATHLETIC GATE RECEIPTS	-25,400	0	-25,400	-6,000	0	-19,400	23.62%
44861	PARKING PERMIT FEES	-59,824	0	-59,824	-44,000	0	-15,824	73.55%
REVENUE TOTAL		-1,549,707	0	-1,549,707	-117,968	0	-1,431,739	7.61%

GRAND TOTAL	65,846,024	0	65,846,024	35,273,814	26,719,078	3,853,132	94.15%
--------------------	-------------------	----------	-------------------	-------------------	-------------------	------------------	---------------

BOE Capital Reserve Acct #43020000-10101	
Total as of 7/1/21	268,260
Contribution Towards NMHS Roof Replacement	-250,000
NMHS Alarm System Upgrades	-11,975
Eversource Rebate	6,250
Total as of 1/31/22	12,535*
* Does not include approved but pending final audit contribution from the BOE 20/21 fiscal year end balance (\$2,798,775) or additional contribution towards NMHS Roof (\$200,000) or billing for the half of the MAXX renovation project (\$21,599)	

Turf Field Replacement Acct #43020000-10130	
CONTRIBUTION - FROM BOE 17.18 FYE BALANCE	50,000
CONTRIBUTION - FROM BOE 18.19 FYE BALANCE	50,000
CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S & BANNER SALES	10,225
CONTRIBUTION - FROM TOWN DATED 6/4/20	50,000
CONTRIBUTION - FROM TOWN DATED 6/16/21	50,000
CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S 6/23/21	3,765
CONTRIBUTION - FROM BOE COLLECTED TEAM FEE'S 9/29/21	1,890
Total as of 1/31/21	215,880**
** Does not include approved but pending final audit contribution from the BOE 20/21 fiscal year end balance (\$100,000)	



WHEREAS, the equipment, supplies and/or services for which the following Purchase Orders have been issued and deemed necessary by the Superintendent of Schools, and the cost, thereof, are within the budget appropriations approved by the voters of the Town, NOW, BE IT RESOLVED, that the said purchase orders and all disbursements in connection, thereof, are hereby approved.

Funding	Location	Vendor Name	Description	Amount	Object Code
GRANT	TECHNOLOGY	CDW GOVERNMENT	CHROMEBOOKS (127 UNITS)	\$ 19,895.00	53300
GENERAL	ATHLETICS	CHRISTINE SCHNEIDER	TEMPORARY ATHLETIC TRAINING SERVICES THROUGH 12/31/21	\$ 8,120.00	53201
GENERAL	DISTRICT	US OMNI	COMPLIANCE & REMITTING SERVICES - 403B PLAN	\$ 7,326.00	53200
GRANT	NMHS	EDADVANCE	HEALTHCARE SHADOWING PROGRAM	\$ 6,000.00	53220
GRANT	DOI	HEINEMANN	5TH GRADE READING & WRITING UNITS OF STUDY	\$ 5,035.80	56110
GRANT	DOI	TEPPER AND FLYNN	CONSULTING SERVICES FOR MS/HS ORIENTATION & ADMIN COUNCIL	\$ 5,000.00	53300

GRANT EXPENDITURES ARE PRESENTED IN BOLD AND ITALICIZED FONT IN THE ABOVE LISTING



BUDGET TRANSFER REQUESTS

AGENDA ITEM 3B-3
FEBRUARY 2022 MEETING

DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
NONE AT THIS TIME								

DETAIL			FROM (-)			TO (+)		
#	REASON	AMOUNT	LOCATION	ORG	OBJECT	LOCATION	ORG	OBJECT
NONE AT THIS TIME								



SILVER / PETRUCELLI + ASSOCIATES

Architects / Engineers / Interior Designers

January 12, 2022

Mr. Jack Healy
New Milford Public Works
Town Engineer
10 Main Street
New Milford, CT 06776

RE: New Milford High School Woodshop HVAC Upgrades and Code Review
S/P+A #21.xxx

Dear Mr. Healy:

It was a pleasure to meet with you and Matt Cunningham at the NMHS Woodshop areas to better understand the scope of work necessary to Gather Data, Assess Equipment/Conditions/Codes related to the area, and developing construction documents for the required upgrades. Therefore, we are pleased to submit our fee proposal for the work related to the scope involved at the above-mentioned facility.

We propose to complete this project in several distinct phases – Data Gathering; Construction Documents; and Bidding and Construction Administration Services – as described in more detail below.

Data Gathering

For this phase, we will rely on the provision of as built drawings for our reference to be provided prior to our design. We will visit the site for collecting the data needed for the design of the replacements, verify existing conditions relevant to the analysis and meet once with your staff to discuss the existing equipment, controls and operations to better understand the school's needs for this project.

During this phase we will provide an in-depth Code review to allay the concerns related to you by local building officials after the smoke/fire event. We will then compile our findings and analysis in a short report for your review, which will outline the work product moving forward as well as providing a proposed cost estimate related to the rework.

Construction Documents

The CD Phase will commence upon your approval of the SD recommendations and your notice to proceed. Here we will provide the majority of the design, develop construction details, provide specifications and schedules for all equipment required. We will meet with staff once during this phase to review progress and perform any final information from the scope of work area. We will develop our design to a level of completeness suitable for a

qualified Contractor to bid, permit and construct from. We will incorporate any review comments, complete our in-house quality review process, and compile all the comments into the final issue of the Construction Documents set. Our deliverables will be electronically transmitted, along with one (1) set of signed and sealed drawings for your use and distribution.

Bidding Services

Services we will provide for this phase include attendance at a pre-bid meeting for contractors, responding to bidder's requests for information (RFI's), issuing addenda as needed and assisting in analysis of the bids.

Construction Administration

For the CA phase, typical services that are performed are:

- Review of Contractor's product submittals
- Addressing contractor's construction RFI's and issuing sketches as required
- Making eight (8) site inspection visits to inspect Contractor progress, workmanship and adherence to the contract documents
- Making two (2) punchlist visit to identify work necessary for the Contractor to complete to be able to closeout the project
- Review project closeout documents and Operation and Maintenance Manuals
- Approve and sign-off on contractor's payment applications as required

Compensation

For the services described above, we propose the following fixed fees:

PHASE	FEE
Data Gathering	\$ 14,860.00
Contract Documents	\$ 17,760.00
Bidding Services	\$ 1,360.00
Construction Administration	\$ 14,725.00
TOTAL	<u>\$ 48,710.00</u>

Fee Qualifications

We base our fees on the drawings and schedules you provided related to the Rooftop Units shown, and include and weekly project inspections during active construction. We also will provide one pre-final and one final punchlist visit, for a total of two (2) punchlist visits.

Customary reimbursable expenses generally included in our fees almost always include in-state travel, CAD services, photography and other related progress printings.

As we believe that the Town should not pay for services unless they are actually required, we have listed below the optional services that are not customarily required by studies such as yours. We can submit proposals for many of these services, some of which we can complete with in-house forces per our Standard Hourly Rates.

We are capable of providing a wide range of additional services should you require the assistance, or should the project scope be revised. These services include:

1. Hazardous material testing, design or construction administration services
2. Commissioning services or services related to a third-party commissioning agent

3. Production of record drawings
4. Energy modeling
5. Special Testing Services that may be required by the Local Building Official
6. Civil Engineering
7. Plumbing or Fire Protection Engineering
8. Electrical Engineering beyond the design related to powering the HVAC equipment
9. Interior renovations or alterations
10. Background will be based on Owner's available existing documentation in CAD, PDF of scanned formats provide to us by the owner
11. Meetings with Town Officials, School Officials or Building Committees
12. 3-D or BIM modeling is excluded

Please feel free to contact me with any questions via email at keldridge@silverpetrucelli.com or via phone at 203-230-9007 x260. Thank you for this opportunity.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kenneth J. Eldridge".

Kenneth J. Eldridge, PE
Chief Mechanical Engineer



Office of Fiscal Services & Operations
50 East Street
New Milford, Connecticut 06776

Item of Information 4-A
Operations Sub-Committee
February 2022

TO: Ms. Alisha DiCorpo, Superintendent
FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations
Date: February 1, 2022
RE: Town of New Milford Audit Report dated June 30, 2021

On Wednesday, January 26, 2022, the independent Auditor's report was presented by Mahoney Sabol during the Board of Finance meeting. The important highlights are:

Weakness / Deficiency:

- There were zero (0) material weaknesses or deficiencies identified.

Expenses:

- BOE expenses in Fiscal Year 20/21 account for 71.6% of the total expenditures for all New Milford Governmental Activities.

Fund Balance at 20/21 Fiscal Year End:

- The unspent operating fund balance at the end of 20/21 for the Board of Education was \$3,098,775 or 4.80% of the original budget which was \$64,464,776:
 - \$200,000 of this was approved and will be transferred into an account on the Board of Education side to be used for Board of Education Local COVID Expenditures.
 - \$100,000 of this was approved and will be transferred into the account for Turf Field Replacement.
 - \$2,798,775 of this, which is the remainder, was approved and will be transferred into the Board of Education Capital Reserve Account.

The second page of this memo provides a copy of the minutes from the June 29, 2021 Board of Finance meeting where the motions concerning the above were approved.

Sincerely,
Anthony J. Giovannone
Director of Fiscal Services and Operations



Office of Fiscal Services & Operations
50 East Street
New Milford, Connecticut 06776

Item of Information 4-A
Operations Sub-Committee
February 2022

**SPECIAL MEETING MINUTES
NEW MILFORD BOARD OF FINANCE
JUNE 29, 2021**

Present: Walter O'Connor, Chair
Barbara Wolf
Trevor Herbest
Larry Tripp
Amy Photopoulos
Also Present: Pete Bass, Mayor
Greg Osipow, Director of Finance
Wendy Faulenbach, Chair, Board of Education

RECEIVED
TOWN CLERK
2021 JUL - 1 P 3:43

NEW MILFORD, CT

The meeting was called to order at 7:00 pm by Mr. O'Connor.

1. Pledge of Allegiance
2. Approval of Minutes - June 9, 2021

Ms. Wolf moved to approve the minutes of June 9, 2021, seconded by Dr. Tripp and passed unanimously.

3. Request from the Board of Education that the Board of Finance allocate the year end balance for fiscal 2020-2021 (subject to final audit) to the following: \$200,000 to the already established Covid 19 account; \$100,000 to the turf field replacement account and the remaining balance to the Capital Reserve Account

Mr. O'Connor moved to approve the request from the Board of Education that the Board of Finance allocate the year end balance for fiscal 2020-2021 (subject to final audit) to the following: \$200,000 to the already established Covid 19 account; \$100,000 to the turf field replacement account and the remaining balance to the Capital Reserve Account, seconded by Mrs. Photopoulos.

Mrs. Photopoulos asked if the Covid fund was the townwide fund and Mrs. Faulenbach said this was the Board of Education's separate Covid fund which has about \$666,000 in it. Mrs. Photopoulos asked if the Town Covid money was used for the Board of Education or just the Town and Mr. Osipow answered just the Town.

Mr. Herbest asked if the Board of Education had its own Covid fund and Mrs. Faulenbach answered yes.

The motion passed unanimously.