

**SHELTON BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING  
MAY 21, 2014**

The Regular Meeting of the Shelton Board of Education Finance Committee began at 5:20 p.m. in Conference Room C of the Board of Education Offices.

**Presentation of Cafeteria Proposal - Sodexo**

Director of Finance Allan Cameron explained the bid process that occurred for obtaining proposals from cafeteria service companies to renew the five-year contract. He informed the committee that he invited representatives from Sodexo to make a presentation of their Request for Proposal for a five-year cafeteria service contract. He introduced Alan Dean, District Manager, Mike Grey, Vice President of Operations for the North East Region, and Shelton's Cafeteria Manager Linda Stanisci from Sodexo. Mr. Dean led the presentation of Sodexo's Food Service Management Request for Proposal for the Shelton Public Schools. A question and answer session ensued following the presentation.

After a brief discussion concerning the need to start the Special Meeting of the Board of Education on time at 6:30 p.m., the Finance Committee agreed to begin the second portion of the Finance Committee meeting at 6:22 p.m. and recess at the appropriate time.

All rose and recited the Pledge of Allegiance.

**Roll Call:** Allan Cameron took attendance.

In attendance: Finance Committee Chairman Arlene Liscinsky, Vice-Chairman Win Oppel, Faith Hack, Board of Education Chairman Mark Holden, Kate Kutash, Thomas Minotti, and Kathy Yolish (left at approximately 7:30 p.m.).

Board of Education: Superintendent of Schools Freeman Burr.

Absent from the Finance Committee: Jay Francino-Quinn.

Senior Citizen Commission: Judson Crawford.

**Approval of the Agenda:**

**Win Oppel moved to approve the agenda. Mark Holden seconded the motion. A vote was taken with all in favor. Motion carried.**

**Approval of the Minutes of the Meeting of April 9, 2014:**

**Win Oppel moved to approve the minutes of the meeting of April 9, 2014. Faith Hack seconded the motion. A vote was taken with all in favor. Motion carried.**

**Year to Date Object Summary, (L2) for 2013-14 school year:**

The L2 Narrative (05/21/14) was distributed and will be e-mailed to all in attendance.

**Covering Potential Overages** – Superintendent Burr said he had discussions with the Board of Alderman and was asked by Board of Aldermen President John Anglace to send a communication to Mayor Lauretti regarding forwarding to the City the propane bills that have not yet been paid. It will be requested that April, May and June bills be covered by the City. All funds need to be encumbered by June 1<sup>st</sup>, and there needs to be a zero balance on June 30<sup>th</sup>. Discussion ensued. The Excise Tax Rebate for propane runs on a calendar year. For the purposes of the excise tax rebate, we only have 75 days. Our calendar year started the first day we started running the buses. We should be receiving a rebate in the amount of \$47,000 around August 15. We are still waiting for the feds to reinstitute it for the 2014 year.

**Win Oppel moved to recess the Finance Committee Meeting for the Board of Education's Special Meeting. Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.**

The Finance Committee meeting was recessed at 6:30 p.m.

**Kate Kutash moved to resume the Finance Committee Meeting. Faith Hack seconded the motion. A vote was taken with all in favor. Motion passed unanimously.**

The Finance Committee Meeting resumed at 7:23 p.m. Win Oppel left the room briefly.

**Approval of Check Registers:**

**Tom Minotti moved to approve the Check Registers and Cash Disbursements. Faith Hack seconded the motion for discussion.** Mrs. Hack posed a question regarding a Chinni and Meuser invoice. Allan Cameron explained the charges, as well as the reason for the invoice from St. Vincent's Special Needs. **A vote was taken with all in favor. Motion passed unanimously.**

**The Year to Date Object Summary (L2) Narrative** for the 2013-2014 school year was distributed and reviewed by Mr. Cameron. Mr. Cameron noted that spending is in a good place, with a spending and hiring freeze that remains in effect.

**Old Business:**

Athletics: The account has a balance of \$116,514.02. There will be one last check in the amount of \$42,500.

Pay-to-Participate: \$243,578 was collected from 679 SHS students and 176 SIS students. \$2,150.00 was refunded, which is a lot less due to the change the Board of Education made for students to pay after they are accepted on a team.

**Faith Hack moved to accept the YTD Object Summary (L2). Tom Minotti seconded the motion. A vote was taken with all in favor. Motion carried.**

Student Transportation: Propane – It was verified that the checks sent to the IRS to qualify as an alternative fuel dispenser have been received and cashed. Allan Cameron will submit the application again.

At approximately 7:30 p.m., Win Oppel returned to the meeting and Kathy Yolish left.

Reconciliation to the GM360L dated 04/04/14: Mr. Cameron stated that the Reconciliation to the GM360L is done. The last year was closed in Munis at the end of April.

Allan Cameron had no report on the Petty Cash.

**Report on Facilities Projects:**

Shelton High School:

SHS Fire Code Compliance Building Committee had no April meeting because negotiations with Bruce Spiewack broke down. A Special Meeting was held on May 2, 2014. The committee met to look for alternatives. Mr. Cameron said Don Sheehy, the Committee Chair, is committed to the project and has invested a lot of time in trying to find a solution that will work. On May 2<sup>nd</sup>, Mr. Sheehy asked the committee to empower him to negotiate a contract with Joe Pierz, the original consultant who did the third party review on the Shelton High School documents. Discussion ensued. The Board of Aldermen has authorized Mayor Lauretti to execute the contract with Joe Pierz.

The wire mesh project is 40% complete.

Solicitation for retro-commissioning from UI: The high school qualifies as a large energy user at Perry Hill, Shelton Intermediate and Shelton High School. We are interested in retro-commissioning at Shelton Intermediate and Shelton High School. An engineer looks at the system that's installed and they advise if the system is working the way it's designed to work. There is a significant potential for savings. Mr. Cameron feels we would be remiss if we don't complete the paperwork. The work is paid out of the operating budget, not through a capital outlay. Mr. Cameron advised interviewing at least three contractors during the September/October time frame. Mr. Cameron and Mr. LaCroix will get the paperwork into UI within the next few weeks. The work is not for an out-of-state contractor. Someone local needs to know the climate in the building.

The small sprinkler project is still at an impasse. The City has paved large areas at the high school – the BOE put in the millings, and the City topped them.

Win Oppel asked a question about the high school security system. Allan Cameron said they get repaired as the connections come undone.

Auxiliary Gym: The vandalism was repaired.

Shelton Intermediate School:

Five sets of doors were replaced that have magnetic hold opens.

Perry Hill:

A chiller start-up was scheduled for yesterday. One of the pumps didn't pump and needs to be replaced. The contractor replaces the pumps as they fail. There is a problem with high pressure in the compressors. Another start-up will be scheduled. A list of the mechanics that have been worked on was requested of the contractor. A question was asked about the mold issue in the gym. Superintendent Burr said that Joe DeSanti would like to meet with the Board to present the outstanding issues so he can proceed with the close-out. Joe is pricing the cost estimates as part of the presentation.

Faulty exterior cameras: Indoor wiring was used outside and put in boxes without bottoms, causing the connections to short out.

Elementary Schools:

Camera projects are moving forward and most will be working by June 1<sup>st</sup>.

There is no progress on the ballistic film. It was placed on the June 12, 2014 Board of Aldermen agenda.

The Public Improvement Building Committee voted that the City pay for it.

School Dude is currently offline. Only emergency work is being done as two maintenance staff are working on fire remediation projects at facilities other than Shelton High, and one staff member is on worker's comp. Superintendent Burr noted that the custodians have been trained to make corrections.

Allan Cameron stated that two maintenance workers have been hired; the HVAC worker is pending.

Sunnyside School Roof: The Public Improvement Building Committee recommended Silver/Petrucelli as the architect of record for the project to the Board of Aldermen. The status is pending.

Central Offices: The air conditioning system is an issue. The current system will be band-aided until the fall.

The Assistant Fire Marshall conducted an unannounced fire inspection for fire code violations at all of the schools except for Shelton High. He reported to Mike Maglione that he was very pleased with the level of compliance at the schools.

**New Business:**

Consideration of the Finance Committee to recommend that the Full Board grant permission to the Elizabeth Shelton Parents Club to renovate the play-scape on the ESS school playground to establish a more age appropriate play-scape: Mr. Cameron stated that the old play-scape was for grades 1 through 6; the heights are too high for the current grades K through 4. The parents' club solicited for bids and raised money. The Board of Education was not asked for money. Certified contractors will perform the work. The Board of Education is named as additional insured. Principal Belden has reviewed all of the information.

**Win Oppel moved to recommend that the Full Board grant permission to the Elizabeth Shelton Parents Club to renovate the play-scape on the ESS school playground to establish a more age appropriate play-scape. The motion was seconded by Faith Hack. A vote was taken with all in favor. Motion passed unanimously.**

Dance Studio Agreement: The Intermediate School was rented to a dance studio about a month ago. The dance studio misrepresented its event. Security Supervisor Ben Trabka was asked to meet with the dance studio's representative to sort out the requirements. Accommodations were reached until the school was asked to sign a release for broadcasting the taped event. The release was sent to Corporation Counsel for review. This is not part of the district's Building Use agreement. The Board's permission needs to be obtained before signing it. Mr. Cameron doesn't recommend that the agreement be signed as the studio did not approach the district with full disclosure. Further information about the release is needed before making a decision.

Facilities Survey of Fees: Chairman Liscinsky asked Mr. Cameron to send out our facilities rental fee schedule to surrounding towns and request theirs in return for comparison. The House Manager keeps on top of the high school auditorium and reports issues. Superintendent Burr suggested forwarding the fee schedules to Ken LaCroix for review.

**Public Portion:**

Judson Crawford, Jordan Avenue – Questioned if charges for services for non-resident tuition appearing on the City side of the budget should go to the Board of Education. Allan Cameron stated that by state law, it (revenue) goes to the City. Parents of out-of-town students are permitted to pay tuition by semester.

Chairman Arlene Liscinsky adjourned the meeting at 8:18 p.m.

Respectfully Submitted:

*Eileen Victoria*

Eileen Victoria  
Recording Secretary  
May 23, 2014