

**SHELTON BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
JUNE 19, 2013**

Chairman Arlene Liscinsky called the meeting to order at 5:05 p.m.

Pledge of Allegiance

In Attendance: Committee Members: Arlene Liscinsky, Win Oppel, and Mark Holden, BOE Chairman, and Jim Oraziatti (5:09).

Absent: Tom Minotti, Michael Pacowta, and Jay Francino-Quinn

Also in Attendance: Allan Cameron, Director of Finance; Freeman Burr, Superintendent of Schools (5:13); Board of Education Member, Kathy Yolish; Ken LaCroix, Maintenance Supervisor; Judson Crawford, Board of A&T, and Kate Kutash.

Approval of the Agenda:

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

I. MINUTES OF THE FINANCE COMMITTEE MEETING OF MAY 15, 2013

ACTION: Mark Holden moved to approve the minutes of the Finance Committee Meeting of May 15, 2013.
Win Oppel seconded the motion.
A vote was taken with all in favor. Motion carried.

II. OLD BUSINESS

1. Update on State Fire Marshall Report

Allan Cameron gave a report at the end of April. In review he stated that there were 579 identified issues. A spreadsheet had been established listing the issues by floor. The easier to fix maintenance issues were addressed first. Other issues will take longer, particularly design and some maintenance issues. The goal here is to tell what the issues are and what is being done.

Ken LaCroix addressed the Committee stating that 258 out of the 579 issues have been remedied. His maintenance personnel corrected 213 items. 51 modifications were sent to the State for approval (not including those the State already approved). Most have to do with the 4th floor. Engineering mis-designs now need modification. Guidelines were put in place to take care of those issues. Sprinklers are out to bid for maintenance workshop areas and other maintenance areas.

Mr. Burr commented that flaws in the design plan were overlooked by many.

Mr. LaCroix continued and addressed the windowless classrooms. Twenty-four rooms will be remedied by the installation of passage doors between the classrooms providing two means of egress. New fire doors will be put in. Of the 203 penetration sites 113 areas need masonry work. Some can be caulked. He would have to work with an outside mason. He said the City and the BOE need to work together. 80% of the penetration work would be completed by the start of school. These repairs are all in areas where students are involved. Other areas requiring modification will need architectural help.

Discussion followed regarding the building committee. Some felt they should be charged for architectural repairs.

(Mr. LaCroix was asked to address the following items that were then moved up on the agenda.)

(Item 2 will be discussed later.)

3. Report on SHS Chiller Project

Mr. LaCroix reported that the condenser pump was not robust enough to work with the new larger chiller. This could not be known until it was tried out and found not to work. It is out to be fixed at a BOE expense of greater than \$10,000. Training on the chiller is scheduled to start on Friday.

The roof top stairs are not anchored. Mr. Burr has discussed this with the Mayor who has Fletcher Thompson designing a new way to anchor the stairs. The City will pay the expense. This should have been done as part of the renovation.

The hazardous gas detection system has been ordered and will be installed.

(There was no item 4.)

5. Update on the Perry Hill School Settlement

A settlement has been drafted, but no one has seen it. The BOE was supposed to reach out to Mego Mechanical but didn't know anything about it. There are several major issues including ice storage, compressors and heat getting through the building. Mr. LaCroix provided the Mayor with a punch list of items. He noted that the president of Mego as of today stated the chiller is junk. The chiller manufacturer has bowed out. Mego is about to follow the same course. Of a total of 16 compressors, only 6 work.

Mr. Burr asked Mr. LaCroix to notify Tom Welsh of this new development.

Mr. Oppel said the system didn't work right from the beginning and said it was a building committee problem and that a letter should go out to the Mayor and the building committee. He indicated that there are mold issues in the building.

Mr. Cameron was asked to highlight items on Ken's list that need attention and FYI Attorney Welsh.

6. Front entrance project at Shelton High School

Ken LaCroix reported that the job would start as soon as Call Before You Dig is notified. The work will be completed before the end of July. Mr. Burr said the Mayor is prepared to have the demolition start this weekend.

The fire violation issue was revisited at this point. Mr. Mike Maglione, the new Director of Emergency Services for the City of Shelton was quoted as saying that the Board of Education has done everything it could do regarding the fire issues. Any allegations that the Board has been remiss are incorrect.

It was also mentioned that 50 windows needed architectural and engineering attention. It was felt that the Fire Rehab Committee was responsible for this.

(Mr. LaCroix left the meeting.)

III. REVIEW AND APPROVAL OF FINANCIAL REPORTS

1. Object Summary (L2) for 2012-2013 School Year

Mr. Cameron briefly summarized the L2 dated 06/03/2013. A narrative dated 6/19/13 and the L2 detail were distributed. The budget is turning out as expected. Salaries, tuitions and transportation are okay. The following was summarized in the narrative: After transferring some additional salaries to the grants, after applying the Special Education Excess Cost Reimbursement grants and after out-boarding \$177,000 in health care expense to the Internal service fund, the forecast is the Board of Education will end its year with its budget fully expended but NOT over expended.

Athletic Account Balance as of 06/17/13 was \$119,552.81 (after paying the City for the field)

Parking Account Balance as of 05/10/13 was \$27,900.00. (\$25,000 will be paid out)

Pay to Participate-Fall and winter season collections have been completed. Through June 18, collections total \$240,718.62. This has been collected from 671 SHS and 178 SIS students. \$13,306.50 has been refunded for a net of \$227,412.12. Collections for the Spring season continue. Collections YTD exceed the \$217,000 collected last year by \$10,400.

ACTION: Win Opiel moved to approve the Object Summary (L2) for the 2012-2013 school year.
Mark Holden seconded the motion.
A vote was taken with all in favor. Motion carried.

2. Check Registers and Cash Disbursement Journals

ACTION: Win Opiel moved to approve the Check Registers and Cash Disbursement Journals for May 2, 2013, May 15, 2013 and May 28, 2013 (all 2012-2013)
Mark Holden seconded the motion.
A vote was taken with all in favor. Motion carried.

Petty Cash summary (06/11/2013) was handed out for review. The \$2,000+ paid to Il Paolio's will be reimbursed.

The Reconciliation to the City has not been done for several months. A meeting was held with Mr. Hiller and Ms. Lemanski, neither of whom have experienced a year-end closing. They have plans to redraft the past 11 months.

Mr. Cameron added that as of this morning there were open encumbrances of only \$194,000. Electricity is closed out. Health insurance is not yet reconciled. Unemployment is still open. The oil tanks were topped up in April although it was thought they wouldn't be.

The Committee discussed having a Finance Committee meeting before the next Board meeting at either 5:00 p.m. or 4:30 p.m.

Mr. Burr reported that they might be required to hire a bilingual and an ELL teacher. ESS has one grade required to add one class back. It is possible they may have to hire another Special Ed teacher. Any reserve may be used up. He added that the State needs to put the compliance request in writing.

IV. OLD BUSINESS cont'd

1. **Review Year-to-Date Expenditures 2012-2013**—completed previously.
2. **Student Transportation---progress report**

a. Landmark Student Transportation

Mr. Cameron indicated that the operator contract has been drafted and reviewed. The lease agreement between the City and Landmark is in progress. The agreement between the City and Landmark to lease the bus lot is also in progress. The "Pink Elephant" is being considered for possible rehab to use as a maintenance facility for the busses.

Most of the First Student drivers have been recruited by Landmark. They have a manager, safety director and an asset manager. They are working on a dispatcher. They've started a class for 14 new drivers. Summer school starts July 1st. Landmark is all set.

b. Propane Auto Gas

RFP went out for propane auto gas. 5 proposals have been received. The City is looking to finance,

V. NEW BUSINESS

1. **Availability of Technology funds from the City of Shelton**

No updates. John Anglace and the Mayor are to talk with Dana about what is needed.

2. School Security Grant

The plan is to apply for a \$5,000,000 first phase grant. If they don't receive it, they can still apply for the next phases. Three schools would be involved: ESS, LH and MOH. They are looking for windows and additional fortification in the vestibules. Security assessments have been done on all the buildings. They feel that WEB based security cameras for obscure areas are the best approach.

3. Legislative update

Mr. Cameron will update the Committee on the notice from CABA at the next meeting. The State wants to have unified chart of accounts for BOEs and City's. The BOE is already in compliance.

4. Title 9 Athletics Update

Mr. Burr handed out and reviewed documents from Mr. Niski entitled Girls Athletics Summary Proposal 2013-2014 regarding Field Hockey and Volleyball. Included were rationale and financials for the establishment of the two teams. About \$8,500 in new money would be needed.

VI. ADJOURNMENT

Arlene Liscinsky adjourned the meeting at 7:32 p.m.

Respectfully submitted,

Faith B. Hack
Recording Secretary