

Call to order: A special meeting of the Shelton Board of Education Finance Committee was held on Wednesday, April 24, 2019. The meeting convened at 5:00 p.m., Chairman Thomas Minotti presiding.

Roll Call:

Members in Attendance: Chairman Thomas Minotti, Anne Gaydos, Mark Holden, David Gioiello, Dr. Darlisa Ritter.

Members not in Attendance: Amanda Kilmartin (excused), Jose Goncalves (excused).

Also in Attendance: Kate Kutash, BOE Member, Kathleen Yolish, BOE Member, Dr. Christopher Clouet, Superintendent, Rick Belden, Finance Director, John Calhoun, Facilities Manager, Deborah Keller, Shelton Education Association President, Judson Crawford, Shelton Senior Center Commission (5:11 p.m.), Stephen Massad.

The Pledge of Allegiance was recited.

Approval of the Agenda:

Dr. Darlisa Ritter MOVED to approve the agenda as presented, SECONDED by Anne Gaydos. A vote was taken with all in favor, motion carried.

Review and Approval of the Following reports to the Committee:

- **Minutes of the meeting of: Regular Finance Committee March 20, 2019 (attached)**

Mark Holden MOVED to approve the agenda as presented, SECONDED by Dr. Darlisa Ritter. A vote was taken with all in favor, motion carried.

- **Finance Director's Report (handout) – Period Ending February 28, 2019**

1. Financial Report- Budget Narrative

Rick Belden stated that everyone should've received a copy ahead of time. In the future if anyone has any questions they can be emailed and answered before the meeting. However, he is okay with answering questions during the meeting.

a) Revenue Report

Rick Belden stated that the revenues were done during the school break so he didn't have access to some of the secretaries. An update needed to be made for the amount for building usage fees. We are currently at \$51,005.00 which is over what we anticipated. He will sit down with John Calhoun and come up with a projection for the rest of the year. We have a pretty solid number regarding the Excess Cost. We should be receiving \$1,529,171.00 which is based on our March 1st submittal. The number represents a reimbursement rate by the State of Connecticut of 73.61% of the uncapped entitlement. The initial reimbursement request letter was sent to the City of Shelton in March and the final request will be sent in early June 2019. Each month we continue to get a little more detailed in what our end of the year numbers will look like.

b) Expenditure Report

Rick Belden stated that right now we are still forecasting a smaller deficit of about \$108,932.00. What we are doing now is working with the town's finance department and they're giving us the closing balances in all of the grant and general fund information. The Finance Department will be reviewing the various non-General Fund accounts and will make transfers (as necessary) to mitigate and / or eliminate the projected year end deficit. David Gioiello asked if the gas was \$280,000.00 over. Rick Belden replied, yes. David Gioiello asked if it was because of the fuel cell. Rick Belden stated that there is a meeting scheduled next Friday with Jay Polydys where they will be analyzing 36 months of data to determine why our gas is running higher. On the electricity side it appears from the data that we saw there was a decrease in the utilization of kilowatts used. John Calhoun stated that the fuel cell went down a couple of times for repairs at the end of the summer. Rick Belden stated that gas is an area that

has been under budgeted. He will be viewing the trend of how much is being spent yearly. David Gioiello suggested getting a memorandum of understanding so that if Shelton High School is used as an emergency shelter we would know who is responsible for any cost incurred. Rick Belden stated that we are also exploring the possibility of cogeneration of the fuel cell. David Gioiello asked if this would go out to bid. Rick Belden stated that he would look into it.

- **2018-2019 Check Register & A/P Cash Disbursements Journal :**

Dr. Darlisa Ritter stated that she and Kathleen Yolish met today with Catherine Araujo. Over vacation she had chosen the area of checks for mileage. In the process of doing that she discovered that we really need to clarify and write a mileage reimbursement policy because there are several different aspects that need to be dealt with. Some mileage is contractual and other times it is not contractual. We also looked at invoices and purchase orders. Sometimes depending on the situation things may be purchased before an invoice is received. There are some gaps in information regarding eligibility for reimbursement. Some companies that we deal with have different names. We have a new software reimbursement that deals with conference scheduling at the high school. There's a new doctor that has been helping us reduce expenses. Her specialty is ADHD. Rick Belden stated that all checks that we cut go through our AP account no matter if it's for grants or Valley Adult Ed. His plan is to separate those things after July 1st. Dr. Darlisa Ritter stated that we should make public that we are utilizing a consortium. Rick Belden stated he found it helpful to put together all consortiums and what accounts they affect.

- **Petty Cash Journal**

(No comments or questions.)

- **Pre-Purchased Card Journal**

(No comments or questions.)

Old Business

Chairman Thomas Minotti stated that the Check Register Review would be added as item number 2 under the Finance Director's report going forward.

New Business

- **Maintenance Director's Report**

John Calhoun stated that he would be meeting with Gary Defilippo and an architect to look at a few issues at Sunnyside. We are still having a few leaks in the building. The Elizabeth Shelton window project is going along excellently. Everything is on schedule and they are doing a great job. We had a few minor glitches in the beginning that had a lot to do with the previous installation of ceiling tiles. We had to readjust some ceiling tiles and it took us about an hour and a half to correct the situation. We are awaiting documentation from our energy management company and the utilities on the upgrade of our steam traps in the Sunnyside School and at the High School. They have presented some initial savings figures for us. They results could be quite encouraging moving forward. We have signed documents with our energy Management Company and UI for lighting retrofits and in the gymnasium and for boiler/piping insulation at the High School. When we combined the energy saving measures, they represented a significant savings to the district. David Gioiello asked about the life expectancy for the piping in the elementary schools for the heating system. John Calhoun replied probably 20-25 years dependent upon many different factors. David Gioiello stated that it might be worthwhile to get an idea of how much insulation is missing or damaged so we can put that into a capital project and replace or reinsulate damaged sections which will over time save us on heating costs. We are also going to be looking at theatre lighting and outside lighting at SIS. We completed the installation of three new bottle filling stations at the Elizabeth Shelton School that were generously donated by the PTO there. He's going to be working this month with Mohegan and their outdoor classroom project. Dr. Darlisa Ritter asked what is going on with the Tennis Courts up at the High School. John Calhoun responded from what he was told the city will be looking at that as a project. Deborah Keller asked about the duct work at the

high school. John Calhoun stated that we are still waiting until we understand our budget a little better to begin working on that. Superintendent Clouet asked John Calhoun to speak on the parking lot at the High School. John Calhoun stated that we were approached by the city a few weeks back and they said that they were going to start doing some repairs in the parking lot. They would temporarily move some student and faculty parking while they could reprocess and fix some drainage issues. It's being done in small sections at a time. There was a little glitch where they accidentally dug up a wire and we lost some lighting. The plan right now is to do the repair and fix it temporarily. In the summer when the parking lot is empty they will repave those areas. David Gioiello asked regarding the underground storage tank. John Calhoun stated that we are just waiting to work with the city on doing that removal.

Superintendent's Commentary

Superintendent Clouet stated that he wanted to update everyone on graduation relating to facilities work. Because of the new field there are some potential costs that will be incurred. Not only will people who wear high heels not be able to wear them, but folding chairs that have four legs cannot be used on the field. The staging can't be the staging that we've used in the past. There will be some costs that will be involved with buying or renting chairs that spread the weight out and the same is true with the stage. Not doing it the right way will damage the field. David Gioiello asked what the lead time is in getting the appropriate furniture. Superintendent Clouet responded that for renting we are late so we are looking into other options. Should you hear that there are going to be some additional costs associated with graduation, that's the kind of thing that we are going to be talking about. The field and the very strict prohibitions on what can and can't be put on the field etc. I'd like to think that the city and the school district could share in the cost. It is something that will protect the value of the field over time; and the chairs would be available "in theory" for other events. Kathleen Yolish asked how the students have dealt with the restrictions. Superintendent Clouet responded that there have been senior meetings to discuss things. David Gioiello asked how the restrictions have been received by the coaches and students. Superintendent Clouet stated that there was a meeting to discuss what the restrictions are and most people understood that is a valuable investment for the community. The kids are excited to play on the field. There's a sense of ownership. The coaches know that they are beneficiaries of a good field. David Gioiello asked when the board will be apprised of what the additional cost will be. Superintendent Clouet responded that he would report at the next meeting or possibly before then. Discussion ensued regarding the chairs and stage for graduation. Dr. Darlisa asked about restrictions for wheelchairs. Superintendent Clouet responded yes there are restrictions about the types of wheelchairs and where they can or cannot go. John Niski has been working with individuals on a case by case basis because every case is different and there have been ways to work thing out to where the field is not compromised. Students and parents will be alerted of the restrictions for graduation day multiple ways. David Gioiello asked what the status was of the hiring freeze. Superintendent Clouet responded that the hiring freeze remains in effect, but there might be some misunderstandings about what that means. We are not adding new positions, positions that are required we are maintaining, and when possible we are looking at ways to save. Rick Belden stated that the department of Human Resources is being strategic. If there is a way to not hire someone between now and the end of the year they have done that.

Adjourn

Chairman Thomas Minotti adjourned the meeting at 5:49 p.m.

Respectfully Submitted,

Anita Smith

Recording Secretary

05.01.2019