

**East Lyme Board of Education - East Lyme, Connecticut  
 Finance, Facilities, and Operations (FFO) Committee  
 Meeting Minutes**

**MEETING DATE:** Monday, February, 2014

**LOCATION:** Room B100, East Lyme High School

**ATTENDEES:** Al Littlefield (Co-Chair), Pam Rowe (Co-Chair), Barbara Senges, Jill Carini, Dr. James Lombardo (Superintendent of Schools), Don Meltabarger (Business/Facilities Director), Nancy Burdick (Business Manager), Mike Susi (ELHS Principal), Steve Hargis (ELHS Athletic Director)

Committee meeting was called to order at 6:15<sup>PM</sup> by Al Littlefield.

**MEETING CONDUCT**

**1. Discussion: FFO Committee Chair --**

The Committee selected both Al Littlefield and Pam Rowe to be Co-Chairs of the Finance, Facilities, and Operations (FFO) Committee.

**2. Discussion: FY14 Budget Summary (School year-to-date) --**

Don Meltabarger, Business/Facilities Director, stated that overall the FY14 budget to-date is on track with the Education Cost Sharing (ECS) grant payments to be received: 75% in February and 25% in May.

*The following items are presently over-budget:*

Account	Object #	Over-Budget *	Rationale
Salaries – Part-Time	(122)	(8,226)	Snow removal
Salaries – Overtime	(130)	(15)	Snow removal
Salaries – Teaching Assistants	(129)	(118,444)	Resolved by Excess Cost Grant payments to be received: 75% in February and 25% in May.
Purchased Services – Pupil Services	(323)	(88,462)	
Purchased Services – Other Technical	(340)	(4,518)	
Purchased Services – Other Prof./Tech Services	(330)	(7,425)	
Transportation, Insurance, Comms, Tuition – Tuition	(560)	(123,699)	
Benefits – Retirement Incentive	(212)	(45,360)	Late-year Retirements

*\* Over-budget amounts will be corrected by receipt of Excess Cost grant payments and later budget transfers.*

The present 2013-2014 Budget anticipated that the Excess Cost Grant from the State would be at 75%. We have received word that the amount would be closer to 82% (or more like 80% after it settles out). This will pump an additional \$49,000 to \$69,000 into our 2013-2014 Budgeted amounts.

**Other Budget item concerns under watch:**

Mr. Meltabarger cautioned that the remaining, budgeted amount for Heating Oil/Natural Gas (620-621) is \$149,207. This is only March and there is still a good amount of Winter left...

**3. Discussion: Recommendation of Tennis Facilities Committee --**

Steve Hargis, ELHS Athletic Director, presented the findings and recommendations of the East Lyme Tennis Committee. The committee reviewed the technologies available, conducted site visits, and presented two recommendations. If this facilities improvement goes forward, the replacement time frame would be over the Summer of 2014.

- Recommendation #1 – Post tension concrete surface to support six courts in a configuration similar to the present layout. This type of surface has an industry-standard 25 year warranty. Estimated Cost of Court Replacement: \$400,000 (derived from 2011 & 2012 quotes)
- Recommendation #2 – Asphalt surface to support six courts in a configuration similar to the present layout. This type of surface would require resurfacing every three years for 25 years to maintain court quality. Estimated Cost of Court Replacement: \$300,000 (derived from 2011 & 2012 quotes)
- Estimated Cost of Court Lighting: \$180,000 (derived from 2011 & 2012 quotes)

**Committee Consensus:** Recommended to the Board that Recommendation #1 (Post tension concrete surface and court lighting) be added to the District's part of the Town's Capital Improvement Plan.

*These two items were subsequently added to the approved District's part of the Town's Capital Improvement Plan.*

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**4. Discussion: Review of Natural Gas Pricing Changes and Contract Renewal Actions --**

Don Meltabarger, Business/Facilities Director, informed the Committee that natural gas prices are on the way up because of the pipeline capacity capabilities in New England and the use of natural gas by electric utility companies. He has been closely watching the cost of Natural Gas because the District's current contract is expiring and we need to enter into a new one. The current cost is \$1.284. The best we can now do is \$1.154 (for a three-year) contract (which is still a substantial savings over the cost of fuel oil).

**Committee Consensus:** In light of the increasing costs of energy, especially fuel oil, we feel that the savings of using natural gas will hopefully offset some of the fuel oil costs.

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**5. Adjournment** - The meeting was adjourned at 6:50 <sup>PM</sup>.

Respectfully Submitted,

*Albert L. Littlefield*

Albert L. Littlefield, Co-Chair

*Pam Rowe*

Pam Rowe, Co-Chair