

**EAST LYME BOARD OF EDUCATION**  
East Lyme, Connecticut

**MINUTES OF**  
**FINANCE, FACILITIES AND OPERATIONS COMMITTEE MEETING**

Monday, April 11, 2011  
Central Office, Office of the Superintendent  
7:00 p.m.

Members Present: Marlene Nickerson (Chair), Beth Groeber (Vice), Rich Steel

Members Absent: Kevin Seery, Tim Hagen

Administrators Present: Jim Lombardo, Don Meltabarger

The meeting was called to order at 7:00 p.m.

1. **FY11 Budget Update as of 3/11/2011**

The current fiscal year budget was presented as of 3/31/2011. A freeze on discretionary accounts totaling approximately \$213k remains in effect and the projected surplus is currently \$310,021. Unemployment benefits, additional pension payments, and Special Education services account for the bulk of the deficit.

Excess cost reimbursement from the state is now known and is set at 78%. The current budgeted reimbursement rate was 84% resulting in an entailment of an additional \$63k on the current fiscal year budget. This and anticipated legal expenses will likely add to the current budgetary strain.

An update on revenue accounts for the May FFO meeting was requested.

2. **HS Culinary Lab Update**

TLB Architecture has continued to work on the project providing design modifications to accommodate a ceiling of \$300k for the entire project. Specifically, the project is currently targeted to be completed within \$280k which includes a \$13k contingency. Some changes have been made since the original design was presented including using gas only at the central demonstration station (other stoves to be electrical). Inclusion of some upgrades such as counter tops and flooring are being considered to increase longevity at a modest cost increase. The project is anticipated to be completed within eight weeks over the upcoming summer break. Some work (such as tear down) can be done by EL Staff for additional cost savings. Don clarified that the culinary curriculum can be fulfilled with the current design. Approvals through the BOS/BOF will follow the BOE approval of the final plan details including cost.

3. **Schedule date for the ELPS Facilities Tour**

The FFO committee agreed to wait until the Facilitates Vision Committee is formed before setting up formal tours. Individual ad hoc requests may still be scheduled, depending on interest.

4. **Discussion/Ideas re: Facilities Planning Process**

Dr. Lombardo presented a proposed plan with timelines for establishing the Facilities Vision Committee to be charged with district wide, high level planning for future infrastructure needs, based on the feasibility report.

1. Establish a committee to oversee the consensus-building process. (May 2011)

Establish a committee to oversee the consensus-building process. Committee should include Board of Education representatives, community members, parents, Superintendent of Schools, Director of Business, teachers, and administrative representatives. Committee should have approximately 12 members.

2. Develop a Charge for the Committee (May 2011)

The ELPS Facilities Vision Committee is charged with developing and presenting to the Board of Education a plan to address the identified facilities needs of the District. The plan should include the following: long term goal for capital projects over the next five (5) years; timeline for completing identified projects to address needs; estimated costs of the selected direction and plan; clearly articulated rationale for the identified solution, including educational benefits, impact on annual general fund budget, maintenance benefits, and impact on students and families.

In developing its recommendations, the Committee must:

- Review the ELPS 2011 Feasibility Study;
- Solicit feedback from parents, teachers and community members;
- Meet with the Town of East Lyme 20-20 Facilities Committee;
- Meet with representatives of the Board of Selectmen and Board of Finance;
- Identify the advantages and disadvantages of several possible options to address the District's facilities needs;
- Ensure that the recommended plan accommodates the goals of the ELPS Long Range Educational Improvement Plan; and
- Provide periodic updates of progress to the Board of Education.

The Committee shall complete its work on or before February 2012 in order to accommodate budget and capital planning for the 2012-2013 fiscal year.

3. Committee meets with the architect to develop a full understanding of the Feasibility recommendations. (Summer 2011)

4. Committee conducts a series of forums to elicit opinions from various constituencies: teachers, parents; students, community members, town leaders and officials. (September-October 2011)

5. Committee completes input template to determine the best long-range solution for the ELPS' facilities needs (November 2011)

6. Committee drafts recommendations to address facilities needs. (December 2011-January 2012)

7. Committee presents its findings and recommendations to the Superintendent of Schools and Board of Education. (February 2011)

The plan and timelines were agreed as appropriate. Several names of community members who might be specifically enlisted were discussed (based on their current roles in the community and prior experience with the Middle School project). Likewise, the emphasis of the remit was discussed and should also include building tear down/repurposing, BOE updates at specified milestones, and collation and report of community input. Drawing community input and consensus building was again reiterated as of paramount importance for the Committee.

**Public Comment**

Mike Schultz, Lovers Lane, East Lyme: Asked the committee and Dr. Lombardo whether community members might join into a facilities tour in order to review the items identified as problematic in the district wide Feasibility Study. Dr. Lombardo welcomed the request and Central Office will contact him directly when specific details are available.

The meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

*Elizabeth Groeber*  
Elizabeth Groeber  
Vice-Chair