

EAST LYME BOARD OF EDUCATION
East Lyme, Connecticut

FINANCE, FACILITIES AND OPERATIONS COMMITTEE MEETING
MINUTES

Tuesday May 11, 2010
Room B100, East Lyme High School
7:30 P.M.

MEMBERS PRESENT: Beth Groeber (Acting Chair), Marlene Nickerson (Acting Vice-Chair), Tim Hagen, Kevin Seery, Rich Steel

OTHERS PRESENT: Dr James Lombardo (Superintendent), Don Meltabarger (Business/Facilities Director), Nancy Burdick (Business Manager) Carl Reichard (Teacher and Coach); Annette Keramidas (Facilities Services Supervisor), Steve Harney (BOF), Mark Nickerson (BOS Representative); Wayne Sweeney (Assistant Superintendent of Special Education and Pupil Personnel)

The meeting was called to order at 7:30 p.m.

The committee agreed to remove agenda item number 7 from the discussion as it was determined during the BOE self evaluation, May 3, 2010, that further discussion and development was needed.

1. High School Athletic Field Update

Carl Reichard presented an update and overview on the project to date. While three contracting firms were originally interviewed, the plans have now focused on the leading group, Gale Associates. On May 5th, Carl with Dave Putnam and Jack Biggs visited three other fields designed by Gale Associates and found them all very well done. Likewise, all feedback regarding their use was considered extremely favorable.

Still under discussion is the funding for the design phase. Approximately \$16k is anticipated and has been committed to by various groups, including athletic associations, Town Parks & Recreation Dept \$2,500 and \$5k from the Board of Education. Final numbers from each contributing group are TBD. The project team is committed to still bringing forward two-three final design options for consideration by the board.

Carl Reichard and Mark Nickerson expressed their very strong support of this project moving forward for the benefit of the school, athletic teams, and as a town/community resource.

The FFO members agreed to Carl/Dr. Lombardo bringing forward the choice of Gale Associates as the design firm for full BOE consideration at the next full meeting.

2. HS Culinary Arts Project Update

Don Meltabarger presented an update on the design phase of the culinary arts space. Chartwells has worked with a design group, Denver Kitchen Equipment, to help design the space (at no cost).

The hope is to have presentations on the request for proposal (RFP) to the BOS on June 6, BOF June 13, and the Town Meeting on June 20, 2010. Should timelines not hold and building continues into the school year, alternative locations for holding classes are under consideration.

Don thanked the Building Subcommittee members John Rhoades and Ray O'Connor for their support and hard work on this project.

3. HS Boiler Update

Don Meltabarger presented an update on the boiler replacement project. The CLP incentive money has been confirmed at \$87,424 (a savings to the town) bringing the total cost of the project to \$370,441. With fuel and maintenances savings (based on current rates), a payback of 2 years and 9 months is anticipated.

It was noted we have not yet locked fuel (gas and oil) rates for next year.

4. 2009/2010 Budget Update as of April 30, 2010

We remain in a deficit for the year, due to several unanticipated expenses (detailed in previous FFO meetings), currently at \$181,841. Supplies and equipment accounts that have remained frozen over the year have \$338,833 in reserve to cover this deficit. As we approach the closing of the school and budget calendar years, a portion of the remaining \$156,992, i.e. \$100k, may be unfrozen.

5. Process for Budget Updates to the BOF

The CO Business Office provides to the BOF a monthly update on our budget/expenses. Typically, this information has been provided to the BOE (either in general session or at the Financial Subcommittee) prior to sharing the information with the BOF. Current timing of the BOE/BOF meetings now make it difficult to provide a reasonable period for review by either group, in advance of their respective meetings. Thus alternative ideas were discussed.

The FFO committee discussed the importance of being given the opportunity to review prior to the BOF communication. However, it was felt that email circulation to BOE members was sufficient, allowing a couple days for comment, then send to BOF. Also, it was felt that the full BOE should receive the accounts and expense statement (as opposed to only FFO committee

members), as all board members should have good familiarity, throughout the calendar year, with the financial standings within the budget cycle.

The FFO committee agreed to bring forward the email circulation proposal for the full board's consideration. No formal motion/action needs to be taken, however a general consensus on this plan is sought.

6. FY-11 5 Year Capital Plan Discussion

A copy of the current 5 year capital plan was reviewed. Don Meltabarger is arranging to have a building feasibility study conducted which will entail an assessment of the conditions of all the school properties and infrastructure for long term maintenance needs. FFO committee members agreed in full to the need for this assessment. Additional information was also sought to assist with long term understanding of population and building needs. Two studies were mentioned as possible sources of information: 1) the NESDEC report which projects long term student population and 2) a report compiled by Berelli/Ritner on our building utilization. The FFO committee members requested additional information on these reports for discussion at a future FFO meeting.

Agenda items for next FFO:

- 1) Long term capital strategy
- 2) Discussion of advertising policy as relates to current athletics building/maintenance needs.

The meeting was adjourned at 9:15.

Respectfully Submitted,
Beth Groeber
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Committee Recording Secretary