

**EAST LYME BOARD OF EDUCATION
East Lyme, Connecticut
Meeting Minutes
Finance, Facilities, and Operations (FFO) COMMITTEE MEETING**

MEETING DATE: Monday, March 12, 2012
LOCATION: Room B100, East Lyme High School
TIME: 7:00^{PM}
ATTENDEES: Al Littlefield (Co-Chair), Pam Rowe, Chris Sandford, Jill Carini, Mike Susi (Principal, ELHS), Robyn McKenney (Technology Director), Dr. James Lombardo (Superintendent), Brian Reas (Assistant Superintendent), Don Meltabarger (Business/Facilities Director), Nancy Burdick (Business Manager), Tim Hagen

Committee meeting called to order at 7:00^{PM} by Al Littlefield.

MEETING CONDUCT

1. Discussion: Monthly Status Report; Review of –

Don Meltabarger and Nancy Burdick provided an update of the Monthly Status through 29 February 2012. The biggest concern was the \$37,000 loss incurred because of lower Excess Cost (74%) which was less than the originally anticipated/budgeted Excess Cost of (78%). Both Don and Brian Reas indicated that the decrease would be accommodated through a decrease in the tuition costs because of the new Special Education programs. The Unemployment Insurance expense is leveling off and should be fully accommodated by the end of the year.

2. Discussion: Proposed Budget Transfers; Review of –

Don Meltabarger and Nancy Burdick reviewed the proposed budget transfers for 03/08/2012. The scope of the transfers are in line with appropriate amounts and accounts.

***** The consensus of the committee was a RECOMMENDATION that the Board take the action and approve the Budget Transfers. [This will be done at the 26 March 2012 meeting.]***

3. Discussion: Architectural Bids for East Lyme Athletic Complex; Review of –

Dr. Lombardo apprised the committee of the Bid Opening for the East Lyme Athletic complex architect. The received bids were as follows:

- Gale Associates - \$69,150.00 (additional direct expenses of \$2,750)
- Rosie Linden, Land Design LLC - \$97,000.00
- Milone & MacBroom, Inc. - \$1505,000.00 (including anticipated direct expenses)
- The WBA Group - \$137,000.00
- CHASports - \$330,000.00

***** The consensus of the committee was a RECOMMENDATION that the Board take the action and approve the selection of Gale Associates (the same firm that conducted the initial district-wide facilities review) as the winning bidder as the architect for the Athletic Complex.***

4. Discussion: Facilities Vision Committee; Preview of Presentation –

Dr. Lombardo and Robyn McKenney afforded the committee a preview of the presentation developed by the Facilities Vision Committee. This presentation is still a work-in-process and will be presented to the whole Board in the fall of 2012.

5. Discussion: High School Baseball Field; Status Update

Added to the FFO Agenda - Chris Sandford requested a status update for the work being performed on the High School baseball field. Don Meltabarger informed the committee that as of now the third in a series of contractors

is performing the work. The anticipated completion timeframe is June 2012. Though it is doubtful if the field will be in playing condition by the time baseball season is here, the town has been working closely with the High School athletic department to ensure that there the needs of the high school teams will be accommodated at other town ball fields.

6. Adjournment - The meeting was adjourned at 7:50^{PM}.

Respectfully Submitted,

Albert L. Littlefield

Albert L. Littlefield, FFO Co-Chair