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

MEETING DATE: Monday, August 25, 2014  
LOCATION: Room B101, East Lyme High School  
ATTENDEES: Al Littlefield (Co-Chair), Pam Rowe (Co-Chair), Barbara Senges, Jill Carini, Don Meltabarger (Business/Facilities Director), Nancy Burdick (Business Manager) Laurie Zaneski (East Lyme High School Asst Principal)  

Committee meeting was called to order at 6:00 PM by Al Littlefield (Co-Chair).  

MEETING CONDUCT  

1. **Discussion: End-of-Year Budget Transfers for FY-2014**  
   Don Meltabarger (Business/Facilities Director) and Nancy Burdick (Business Manager) presented the Committee with the end-of-year Budget Transfers for FY-2014. These transfers totaled $2,353,040.00. Many of these were anticipated throughout the year and are necessary to balance the end-of-year budget. The entire Board will review/act at on the transfers at the full board meeting.  
The Committee requested a detailed breakdown of the Salary (Custodian) – Overtime/Community Use (122, 123, 130) to determine how much is attributed to Overtime and how much is Community Use.  

2. **Discussion: ELPS Out-of-District Student Tuition Rate for 2014-2015 School Year**  
   Don Meltabarger (Business/Facilities Director) provided the Committee with details regarding the proposed tuition rate for out-of-district students for the 2014-2015 school year. The Committee was receptive to the minor $390 increase. The entire Board will have an opportunity to review the proposed tuition rate and discuss/act at our September meeting.  

3. **Discussion: CL&P Energy Opportunities Lighting Proposal for ELHS**  
   Don Meltabarger (Business/Facilities Director) presented a recently received CL&P Energy Opportunities Lighting Proposal. The proposal would encompass removal of existing fixtures and replacement with new light emitting diode (LED) fixtures.  

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Project Cost</td>
<td>$89,405.71</td>
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<tr>
<td>Project Incentive (Immediate Savings)</td>
<td>$35,762.29 (approximately 40% of the Project Cost)</td>
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<tr>
<td>Net Cost</td>
<td>$53,643.42</td>
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<td>(Financed at 0% with a 3.2-year payback)</td>
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<tr>
<td>Monthly Payment</td>
<td>$1,375.47</td>
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<tr>
<td>Monthly Savings</td>
<td>$1,410.60</td>
</tr>
<tr>
<td>Net Monthly (Positive) Cash Flow</td>
<td>$   35.13</td>
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The Committee felt that this might be another cost-savings measure that we should investigate and perhaps pursue. The entire Board will have an opportunity to review this proposal and discuss/act at our September meeting.  

4. **Discussion: Review of ELPS Summer Projects**  
   Don Meltabarger (Business/Facilities Director) reviewed the Summer projects completed/in-progress:  
   - Tennis Court Refurbishment – After a couple of delays, the completion is anticipated in October  
   - Roof and Door on East Lyme Rowing Boathouse  
   - Computer, Smartboard, and Technology upgrades  
   - Central Office Roof – Architect selected (Silver/Petrocelli), Request for Qualifications being drafted to be followed by the release of an Request for Proposal. (Anticipated State reimbursement of 44%).
5. **Adjournment** - The meeting was adjourned at 6:45 PM.

Respectfully Submitted,

Albert L. Littlefield  Pam Rowe
Albert L. Littlefield, Co-Chair  Pam Rowe, Co-Chair