

EAST LYME BOARD OF EDUCATION
East Lyme, Connecticut

FINANCE, FACILITIES AND OPERATIONS COMMITTEE MEETING
MINUTES

Monday, March 15, 2010
Room B100, East Lyme High School
7:55 P.M.

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

OTHERS PRESENT: Dr James Lombardo (Superintendent), Don Meltabarger
(Business/Facilities Director), Nancy Burdick (Business Manager)
and Ted Hunt (Director of Telecommunications)

The meeting was called to order at 8:00 p.m.

1. Annual Town Audit Report of 6/30/09 (FY09)

Don Meltabarger presented the report on the Town's Audit for the fiscal year ending June 30, 2009. He called attention, in particular to the following:

1a. A discrepancy was noted in the BOE returned funds to the town. The original number was \$100,353 however the audit showed \$95,838. Don explained that the difference pertained to checks miscoded and which were actually counted against FY 2008. The final figure is correct at \$95,838.

1b. The report specifies as a deficiency the oversight of the Chartwells account and recommends monthly review and reconciliation of the School Lunch Program. Don informed the FFO that the town's auditing company, RSM McGladrey, will conduct an independent audit of the program. Additionally, a letter from Chartwells was presented that outlines the corrective action plan Chartwells will undertake, with participation from the ELPS, to assess causes and recommend changes. Results of this plan will be presented before the BOE. The total due in invoices is \$417,707 with \$45,000 being supplemented by Chartwells. No financial loss will be incurred by ELPS. Don additionally noted that the lunch program contract will be put out for bid in the next month.

2. ELPS 2009/2010 Budget Transfers

Budget transfers to reallocate:

- \$14,990 for mold remediation (first floor of A-Wing, ELHS)
- \$43,354 for soil remediation at the Flanders Playground
- \$6,000 for instructional improvement services to be used for co-teaching professional development and coaching by SERC (SE Regional Council)

The transfers were deemed by FFO committee members to be necessary and appropriate.

3. ELPS 2009/2010 Budget Update

Several areas of savings have helped reduce the current FY budget deficit from approximately \$300k to the current amount of \$63.7k, including excess cost funding at 84% (rather than the estimated 77%), return of some SPED children back into the district, and savings from teacher movement. Expenditures will continue to remain frozen for the time being.

4. Continued Discussion of School District's Capital Plan

Tim relayed to the committee the desire from First Selectman Formica to 1) have a meaningful capital plan for the town while 2) maintaining town assets and being prepared for unforeseen and/or severe financial need. The Board discussed how to better manage and prioritize the capital requests. More discussion is needed on the topic.

5. HS Boiler Project Update

Yankee Gas will be contacted to verify the \$90k cost savings. It's expected this will still be included in the project plans. Acorn Engineering and Consulting is evaluating 2/11 plans submitted. The final proposal(s) will be presented at the next FFO meeting.

6. NCS Phone System Update

Ted presented an overview of the plans to upgrade the phone/voicemail/paging system at Niantic Center. The current system is +35 years old and failing. The plan from Sonitrol Communications will consolidate lines from 45 to 9 which will allow a realization of \$1,839.96 annually. The proposed system would be financed via a 5 year lease, at the end of which the town will own the equipment and realize a projected annual savings of \$8,340. Of note, per recent agreement with other Town boards, the plan will have been or will be shared with the BOF/BOS for their review.

7. Proposed Cost Savings Upgrade of FL, HS and Central Office Phone Systems

Similar plans for FL, ELHS, and Central Office, as per NCS are underway. Similar approach and cost savings measures are expected. More information will be forthcoming.

8. ELHS Artificial Turf Field and Renovation Project

Kevin presented an update on the turf/track/bleachers renovation project. Details and cost options were presented. Kevin stressed repair needs for the bleachers and track. The demand for field time continues to exceed the ability of the grass to regenerate and thus limits use and forces teams to play on sub-par turf conditions. While conversion to artificial would not allow for universal use by all teams, it would extend usage significantly, in addition to opening the possibility of generating revenues via outside (non-ELPS) teams. Maintenance, depreciation and replacement costs of the turf were discussed. An architectural design would be consigned, for which funds of \$16-\$18k would be initially needed. Next steps, including presentations and opportunity for a public hearing, followed by approval process, were discussed.

The meeting was adjourned at 10:00 p.m.

Respectfully Submitted,

Elizabeth Groeber

Elizabeth Groeber
Committee Recording Secretary