

**New Milford Board of Education  
 Operations Sub-Committee Minutes  
 March 12, 2019  
 Lillis Administration Building—Room 2**

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NEW MILFORD, CT

Present: Mrs. Wendy Faulenbach, Chairperson  
 Mr. Bill Dahl  
 Mrs. Eileen P. Monaghan

Absent: Mr. Brian McCauley

Also Present: Dr. Stephen Tracy, Interim Superintendent  
 Ms. Ellamae Baldelli, Director of Human Resources  
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations  
 Ms. Alisha DiCorpo, Assistant Superintendent  
 Mrs. Laura Olson, Director of Pupil Personnel and Special Services  
 Mr. Kevin Munrett, Facilities Director

1.	<p><b>Call to Order</b></p> <p>The meeting of the New Milford Board of Education Operations Sub-Committee was called to order at 7:30 p.m. by Mrs. Faulenbach.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	<p><b>Public Comment</b></p>
3.	<p><b>Discussion and Possible Action</b></p> <p>Mrs. Faulenbach moved to amend the agenda to include items previously discussed at the Facilities Sub-committee for discussion and possible action to include: the SNIS roof top unit, Lillis oil tank and roofs.</p> <p>Motion seconded by Mr. Dahl.</p> <p>Motion passed unanimously.</p> <ul style="list-style-type: none"> <li>Mrs. Faulenbach said these items would be discussed following Gifts and Donations.</li> </ul> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified Appointments, Resignations and Leaves of Absence</b></p>	<p><b>Discussion and Possible Action</b></p> <p><b>Motion made and passed unanimously to amend the agenda to include items previously discussed at the Facilities Sub-committee for discussion and possible action to include: the SNIS roof top unit, Lillis oil tank and roofs.</b></p> <p><b>A. Exhibit A: Personnel — Certified, Non-Certified</b></p>

<ul style="list-style-type: none"><li>Ms. Baldelli said she would have a revised Exhibit A for the Board packet. She said the retirements in certified staff are prompted by the teachers' collective bargaining agreement's sick day loyalty provision, which must be applied for by March 1. That is why they are showing up so soon in the year.</li></ul> <p>Mrs. Monaghan moved to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</p> <p>Motion seconded by Mr. Dahl.</p> <p>Motion passed unanimously.</p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>Budget Position dated 2/28/19</b></li><li><b>Purchase Resolution D-720</b></li><li><b>Request for Budget Transfers</b></li></ol> <ul style="list-style-type: none"><li>Regarding the budget position, Mr. Giovannone said the certified salary balance has only a small change from last month.</li><li>Mrs. Faulenbach asked how this compares to the previous year at this time. Mr. Giovannone said in March of last year the balance was \$424,000. This year it is \$111,000. He said the sick leave payout will impact this line as well at the end of the year, with an estimated hit of \$60,000.</li><li>Mr. Giovannone noted that the legal line on page 2 is overdrawn. He said that is connected to the settlement referenced on the purchase resolution. As it is a multi-year settlement, adjustments have been made to next year's budget. It will require a transfer at the end of this year. The same is true for the advertising line, which is also overdrawn.</li><li>Mr. Giovannone said page 4 does not include the first excess cost payment because this report is through February 2019 and the payment was received on March 6. He added a line for the</li></ul>	<p><b>Appointments, Resignations and Leaves of Absence</b></p> <p><b>Motion made and passed unanimously to bring Exhibit A: Personnel - Certified, Non-Certified Appointments, Resignations and Leaves of Absence to the full Board for approval.</b></p> <p><b>B. Monthly Reports</b></p> <ol style="list-style-type: none"><li><b>Budget Position dated 2/28/19</b></li><li><b>Purchase Resolution D-720</b></li><li><b>Request for Budget Transfers</b></li></ol>
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<p>capital reserve balance per Board request.</p> <ul style="list-style-type: none"><li>• Mr. Dahl questioned if the salary for the Technology Director is reflected in the certified staff line since that position has been vacant most of the year. Mr. Giovannone said he would check.</li><li>• Mrs. Faulenbach noted the charge for excavating costs for the SNIS water main break on the purchase resolution as well as the settlement. She asked when the settlement will show up next year. Mr. Giovannone said in July or August under “yearly” expenditures.</li><li>• Mr. Giovannone noted that the budget transfer is straightforward for the library.</li></ul> <p>Mr. Dahl moved to bring the monthly reports: Budget Position 2/28/19, Purchase Resolution D-720 and Request for Budget Transfers to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>C. Gifts &amp; Donations</b></p> <p><b>1. PTO — Exhibit B</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked when the Board will see total donations. Mr. Giovannone said that will be towards the end of the year.</li><li>• Mrs. Faulenbach said it was important for the community to see.</li><li>• Mr. Dahl asked if donations are acknowledged on the district website.</li><li>• Mrs. Faulenbach said it would be good to do so. She said they are recognized in the district newsletter as well as the minutes.</li></ul> <p>Mrs. Monaghan moved to bring Gifts &amp; Donations: PTO-Exhibit B to the full Board for approval.</p> <p>Motion seconded by Mr. Dahl.</p>	<p><b>Motion made and passed unanimously to bring the monthly reports: Budget Position dated 2/28/19, Purchase Resolution D-720, and Request for Budget Transfers to the full Board for approval.</b></p> <p><b>C. Gifts &amp; Donations</b></p> <p><b>1. PTO — Exhibit B</b></p> <p><b>Motion made and passed unanimously to bring Gifts &amp; Donations: PTO-Exhibit B to the full Board for approval.</b></p>
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<p>Motion passed unanimously.</p> <p><b>2. New Milford Diamond Club</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said this is a generous donation and much appreciated and she was glad to hear there are no Title IX issues. She said it is important to recognize what comes with its acceptance however. She asked Mr. Munrett how working with an outside organization would affect his department.</li><li>• Mr. Munrett said he had yet to have a face to face on this project but they had successfully worked with this organization previously and any impacts to collective bargaining agreements had been navigated.</li><li>• Mrs. Faulenbach asked if there were any concerns with the volunteer organization working in close proximity to the turf fields. Mr. Munrett said they will work on a schedule and parameters with the organization and his department would provide oversight.</li><li>• Mrs. Faulenbach suggested that it would be helpful for Mr. Munrett to meet with Diamond Club representatives prior to the full Board meeting. She said the Board is extremely appreciative of the donation and just wants to make sure that the project is completed successfully.</li></ul> <p>Mr. Dahl moved to bring the Diamond Club donation to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said the amendments to the agenda will be discussed here. For procedural purposes, she asked that in the future any Facilities items that may have financial impacts be automatically added to the Operations agenda for consideration.</li></ul>	<p><b>2. New Milford Diamond Club</b></p> <p><b>Motion made and passed unanimously to bring the Diamond Club donation to the full Board for approval.</b></p>
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	<p><b>SNIS Roof Top Unit</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach asked for confirmation that the unit was not working now. Mr. Munrett said that is correct; it is currently fan only, no cooling. She said the initial plan was to wait until after July 1<sup>st</sup> to fund. Mr. Munrett said that is correct but now that they are looking to access the capital reserve account he wanted to start the process sooner due to the many approvals needed.</li><li>• Mrs. Faulenbach asked for Mr. Munrett's recommendation to the Board. He said, due to the age of the unit, his recommendation is for full replacement at a cost of approximately \$37,000 using either Trane through U.S. Communities or the bidding process.</li><li>• Mrs. Monaghan asked what the benefit of using Trane is. Mr. Munrett said the U.S. Communities is a pre-vetted process similar to the state contract set up. It eliminates the need to go to bid.</li><li>• Mrs. Faulenbach said when the capital was eliminated in the 2019-20 budget, the Board said they would plan to look at requests for expenditures individually. That is what is happening now. She suggested that if there are other items that should be considered for capital reserve, they look at them and send to the Town as a group. She said this might help with prioritizing also.</li><li>• Mr. Dahl said he agreed for efficiency sake.</li></ul> <p>Mrs. Faulenbach moved to bring a request for capital reserve funding for the SNIS Roof Top Unit to the full Board for approval.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>Lillis Oil Tank</b></p>	<p><b>SNIS Roof Top Unit</b></p> <p><b>Motion made and passed unanimously to bring a request for capital reserve funding for the SNIS Roof Top Unit to the full Board for approval.</b></p> <p><b>Lillis Oil Tank</b></p>
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	<ul style="list-style-type: none"><li>• Mr. Giovannone said the Lillis Oil Tank account has insufficient funds, \$1,723.20, to cover the change orders under discussion. He said that since the change orders are tied to a construction project, the Town Finance Director and Mayor also must sign off on any expenditures. He said he would be happy to revise the memo to separate out the two change orders for clarity. The additional funding needed for change order # 1 will come from the Facilities operating account. Change order #2 will be requested to be paid from the capital reserve.</li><li>• Mrs. Faulenbach asked if the Board needs to include the requested signatures in the motion. Mr. Giovannone said it is not necessary but could be added for clarity.</li></ul> <p>Mrs. Monaghan moved to bring revised Change Order #1 to the full Board for approval and to send to the Town Finance Director and Mayor for signature.</p> <p>Motion seconded by Mr. Dahl.</p> <p>Motion passed unanimously.</p> <ul style="list-style-type: none"><li>• Regarding change order #2, Dr. Tracy suggested the Board recommend paying \$70,000 towards the total while they continue a review of all charges with the Town. He said if the Town does not agree on the final total, the Board may have to make up the difference.</li><li>• Mr. Dahl asked where funding would come from then.</li><li>• Mrs. Faulenbach said there is no money in the BOE budget for this unexpected expenditure, no contingency and no undesignated funds on the Board side, only capital reserve. She thinks the full amount owed the vendor should be paid. She asked what the status of the project is.</li><li>• Mr. Munrett said the tank needs to be hooked up to the building and the hole covered. The</li></ul>	<p><b>Motion made and passed unanimously to bring revised Change Order #1 to the full Board for approval and to send to the Town Finance Director and Mayor for signature.</b></p>
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<p>project is almost complete.</p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said she hopes that if the Board decides to make payment from capital reserve that the request can be bundled with other items such as the SNIS roof top unit, and that these requests need to come sooner, not later.</li></ul> <p>Mrs. Faulenbach moved to bring a request for funding of expenditures related to the Lillis oil tank for capital reserve consideration to the full Board for approval.</p> <p>Motion seconded by Mr. Dahl.</p> <p>Motion passed unanimously.</p> <p><b>Roofs</b></p> <ul style="list-style-type: none"><li>• Mrs. Faulenbach said there have been numerous conversations already about the need for roof projects. Possible financial components and assorted information have been supplied to the Town multiple ways and times. She said the Board needs to follow up on the dialogue with the Town to make them happen and again should request a joint meeting prior to the next Town Council meeting.</li><li>• Mr. Dahl said he heard there was discussion about a general Building Committee at the last Town Council meeting. Mrs. Faulenbach said she was at the meeting and no formal action was taken. Reference was made to future intent though. She is concerned with the lack of urgency. Safety issues will be next and the Board needs to get ahead of them before they occur.</li><li>• Mr. Munrett said the last storm caused additional leaks at SNIS and repair bills will be coming.</li><li>• Mrs. Faulenbach asked where that money will come from as the Facilities budget has already taken multiple hits this year.</li></ul>	<p><b>Motion made and passed unanimously to bring a request for funding of expenditures related to the Lillis oil tank for capital reserve consideration to the full Board for approval.</b></p> <p><b>Roofs</b></p>
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	<ul style="list-style-type: none"> <li>• Mr. Giovannone said the Facilities operating budget fronted the costs of a \$17,000 solar study for New Milford High School. He plans to take reimbursement for that from the insurance payment, so that can help offset repair costs. He has previously notified the Town of his intent. Dr. Tracy said he will follow up with the Mayor tomorrow.</li> <li>• Mrs. Faulenbach requested the follow up to the Mayor be done in a memo.</li> </ul> <p><b>D. Shepaug Agriscience Enrollment</b></p> <ul style="list-style-type: none"> <li>• Dr. Tracy said he continues to talk with Superintendent Bennett. He said he has been clear in stating that New Milford’s maximum exposure is for eight students this year, which meets the obligation to be over its historical average. He said he hopes to have an agreement for Board approval soon.</li> <li>• Mr. Dahl asked if students have been notified of acceptance. Dr. Tracy said, to his knowledge, no acceptances had been sent yet.</li> </ul>	<p><b>D. Shepaug Agriscience Enrollment</b></p>
<p><b>4.</b></p> <p><b>A.</b></p>	<p><b>Item of Information</b></p> <p><b>Excess Cost</b></p> <ul style="list-style-type: none"> <li>• Mr. Giovannone said the first payment had been received and he had made May projections based on that. He is anticipating a shortfall of \$121,918 at end of year. That is less than previous years at least. He said it is a constantly changing number.</li> <li>• Mrs. Olson referenced the significant balance in private tuition. She said this affects excess cost. Mr. Giovannone said it may help at end of year, but is not fully encumbered as of yet.</li> <li>• Mrs. Faulenbach noted that private tuition is a big ticket item with a lot of volatility and possible movement.</li> </ul>	<p><b>Item of Information</b></p> <p><b>A. Excess Cost</b></p>



<b>5.</b>	<b>Public Comment</b> <ul style="list-style-type: none"><li>• There was none.</li></ul>	<b>Public Comment</b>
<b>6.</b>	<b>Adjourn</b> <p>Mrs. Monaghan moved to adjourn the meeting at 8:44 p.m. seconded by Mr. Dahl and passed unanimously.</p>	<b>Adjourn</b> <p><b>Motion made and passed unanimously to adjourn the meeting at 8:44 p.m.</b></p>

Respectfully submitted:



Wendy Faulenbach, Chairperson  
Operations Sub-Committee