

BOE CFF Sub Committee Meeting  
Special Meeting  
November 11, 2024

BOE Conference Room  
Municipal Building  
3 Primrose Street  
Newtown, CT 06470  
6:00 PM

## AGENDA

- CALL TO ORDER
  
- BUSINESS
  1. Item 1 Approval of BOE CFF Subcommittee Minutes of October 15, 2024.
  
- NEW BUSINESS
  1. Overview Presentation of Facilities Study
  2. Hawley HVAC Update
  3. Policy Review
  
- 4. PUBLIC PARTICIPATION
  
- 5. ADJOURNMENT

Newtown Public Schools  
CFF Subcommittee Meeting Minutes  
October 15, 2024, 6:00 PM  
BOE Conference Room

**PRESENT:** Shannon Tomai, Alison Plante, Brian Leonardi, Tanja Gouveia, Anne Uberti, John Barlow, Steve Goodridge, Board of Finance, Jill Soderholm, Legislative Council  
1 Public

**CALL TO ORDER:** Mrs. Tomai called the meeting to order at 6:00 pm.

**BUSINESS:** Mrs. Tomai made a motion to approval the BOE CFF Subcommittee minutes of September 17, 2024. Mrs. Plante moved the motion. Mrs. Tomai seconds the motion to approve the minutes of September 17, 2024. All in favor. Motion passes.

## **NEW BUSINESS**

### **Financial Report**

Ms. Gouveia presented the September financial report. She stated the balance does not reflect a realistic year end projection at this time. We need to wait until the October data to come in. We do have a lot more in our anticipated obligations at \$8.7M. Typically this time of year we go through all instructional supplies, repairs and designate a full spend.

She went on to discuss the sub groups.

In certified salaries there is a \$67K balance. She stated we are fully staffed with our certified staff. We did have some turnover of about 25 employees which either resigned or have retired this year.

In non-certified there was \$120K that was reinstated by the board for a non-certified turnover number which is accounting for open positions. We currently have a pretty large projected balance in our Paras as we have about 13 open positions. We currently have 5 openings for BTs and we have reached out to the service we use to hire BTs at a much higher rate. This falls under the Contracted Services sub group. We have a small amount of grant money available for the BTs and we will have to transfer the salary line over to cover them. The non-certified balance now is \$500K.

In workers compensation we budgeted an increase of 5% cap and that did not happen. Every year they do an audit and depending on the outcome they will charge us a differential or an increase and this year they did not.

In Purchased Property services there is a negative in our equipment rental due to the new copier lease increase and printer upgrades.

In other purchased services there are currently no forecasts in yet.

Our Supply account currently has a projected balance of zero. However, she stated she is very concerned about the electricity. We are having some very high costs. The demand has gone up exponentially. There is also a new public benefit tax that has increased about 157% which came into fruition in July and will remain throughout the end of the year.

Property and Miscellaneous which is mostly our memberships anticipate a full budget spend.

The \$705K projected balance is not realistic at this time. We have a lot more anticipated obligations in place.

Mr. Leonardi asked about the Workers Comp. He wanted to know about the medical, dental and life and how the premium increase is factored in.

Mrs. Gouveia stated we are self-insured. Every year it is a set amount which comes out in November for next year's budget and we built in 9% in this year's budget.

Ms. Gouveia brought the electric portion back to the table to get the board updated on a school by school review of what is happening year over year with this sub category. She presented a brief report of a full year forecast on the demand portion increase and the virtual net metering decreasing. She brought to the boards attention that we could be looking at a deficit of about \$350K in electricity alone. She indicated she needs more data and said that the numbers will change. She also mentioned that our supply rates will remain constant which are fed off of our kilowatts which are locked in.

Mr. Leonardi asked of what we have budgeted for that line item what percent increase are we looking at. Ms. Gouveia stated it would be a bit over a 33% increase.

### **Transportation Update**

Mrs. Uberti and Ms. Gouveia met with new depot manager for All-Star, Tasha Moffett. She comes from Naugatuck where she was a Terminal Manager for 9 years. Mrs. Uberti stated she brings a lot of experience, is very competent, and knowledgeable. She stated the meeting was very productive and issues that we have been experiencing were brought to the table such as, inaccurate information, miscommunication, bus runs, consolidation of routes leading to over-crowding of buses, not enough drivers and elementary runs in the afternoon. She stated they also worked on communication protocols, contacts, and backups. She stated they agreed to continue to have weekly meetings where they would provide us with very detailed information.

She stated they received updates on some buses. Bus 9 the driver may be leaving with a new driver testing this week with the potential of replacing that driver. Bus 10 the driver has been out on leave and that driver was supposed to return this week. Bus 26 the driver had a need to be out on Tuesday afternoons and no longer has that need but does need to be out on Wednesday mornings. She stated that Tasha and STA are working on bringing 2-3 drivers from STA (parent company for All-Star) into Newtown to provide some relief. She said with all of the shifting parts of drivers they do have a spare

driver to fill in. She further stated internally we are keeping track of miss school runs as well as compiling a detailed financial report on the athletic runs that are not happening. She stated it is a complex process as we have to calculate the average cost of the runs vs. what we would be paying for those runs if All-Star was running them. The challenge is that all of the athletic runs are unique unto themselves as the distance to the event comes into play as well as the duration. She stated this report represents a good impact on those athletic runs.

Mrs. Uberti stated we do plan to send a letter to All-Star putting them on notice regarding the aspects of the contract that are not being met. Once they receive the letter they will have 30 days to rectify the situation. If they don't rectify the situation then we will need to bring this back to this committee and to the Board to discuss what would be our next steps and probably consult with an attorney and weigh the probability of our risk of pursuing further damages.

Ms. Gouveia presented a financial report on the Athletic transportation runs that are taking place. She stated there is \$33K that she believes we can recoup from All-Star. There was a further discussion on the language in the contract.

Mrs. Uberti stated she has heard of the talk regarding the tiers. She said we had drivers up to the point of the pandemic. When she was principal at Reed and we went to the two tiered system that was when it became impossible for us to run field trips past the end of the school day. When you have more than two tiers you have other drivers who may be available to run those after school trips. But because all of their drivers are running the elementary routes they are not available to run athletics.

Mrs. Uberti does not think it is an option to change the school times at this point. She did ask are there ways to possibly change this so there are three runs. She stated going back to a three tier system would probably cost the district as you are adding another run and another hour.

Mr. Goodridge stated going to a three tier you would not need as many buses. That would bring the cost down. The two-tier forces the bus drivers to be part-time with a 24-26 hrs/week vs. a three tier would be an average of 31 hrs/wk.

Mrs. Uberti stated the subject has been brought up many times and it needs to be revisited and we really need to think about a better way. She also stated that it would not change this year or probably next year.

### **BOF Budget Workgroup**

Mrs. Plante wanted to verify the dates of the BoF workgroup meetings and who would be attending. The first meeting is October 24<sup>th</sup> at 6pm, Second is November 1<sup>st</sup> which is optional for the BoE because it will focus on the town budget. The 3<sup>rd</sup> meeting is on December 19<sup>th</sup> at which the BoE will present what is known for the 25-26 budget.

Mrs. Plante stated she would be happy to attend both meetings. Mrs. Tomai stated she would be able to attend the December 19<sup>th</sup> meeting. Mrs. Plante stated she will look to another board member to assist her in attending the October 24<sup>th</sup> meeting.

### **Facilities Update**

Mr. Barlow stated the facilities study has been finalized and they are working on an executive summary. He would like to present a full presentation of the study at the next CFF meeting. Mrs. Plante asked if they did the enrollment analysis. Mr. Barlow stated that would be part of the executive summary.

### **MGS HVAC Status Update**

Mr. Barlow stated there is some money in the 144 account with savings from projects in past that are unaccounted and unassigned for. He said we did a review on how we would resolve some of the air conditioning issues that we know impact two buildings. We did a walk-through of MGS and found out that there are only 9 class rooms that do not have air conditioning. He stated we do have the capacity to add the 9 window a/c units into the school. We also have the capacity to do the work in house so we have already purchased the 9 a/c units and expect to have them in the MG school during the April break. He stated every single room that is a classroom will then have air conditioning.

### **NMS HVAC Status Update**

Mr. Barlow stated in the 23-24 CIP which was not a bonding year, there was an approval of \$450K in the CIP listed as engineering for HVAC improvements including CM.

Money has been still sitting there and is still allocated this way. He stated he would like to reallocate the funds to approve for electrical engineering and install a stop gap measure to provide some sort of building air conditioning via a/c window units.

The facility study now is showing \$120M into all of our facilities and maybe we need to look at it holistically. He met with Mrs. Uberti who stated that there is not a vision for facilities out 10 years and maybe that is something the board needs to start looking at. A vision of where and how we want our facilities to be. Although this will take time to do, how do we resolve the air conditioning system in the meantime.

Mr. Barlow stated money was approved but not bonded but it could be a way to utilize this money to alleviate the situation

Mrs. Tomai thought it was a great idea and asked if the engineering would be to confirm the electrical support or what would need to be done.

Mr. Barlow stated yes and the engineering would be relatively small in relation to the \$450K.

Mr. Goodridge asked how many rooms would need air conditioning.

Mrs. Uberti stated our goal would be to put air conditioning into every classroom space. Mr. Goodridge stated not all of the windows are the same to hold units.

Mrs. Uberti stated this is the initial and can we even do this and do some long term planning.

Mr. Barlow stated the MS has 53 regular classrooms spaces and 18 sped spaces.

Mrs. Uberti stated this is very preliminary but she thought it is a worth-while trip to see what we can provide.

Mr. Barlow stated this would be a way to utilizing funds that have already been approved by the taxpayers for that building.

Mrs. Plante stated she would want to see a more detailed budget and would want to understand what kind of a shelf life this solution could have; if it could stay like this or is it a stop gap for 5 years and what it would look like.

Mr. Barlow stated it is a temporary stop gap until we can get through those deeper discussions in our facility vision.

Mrs. Plante left the meeting at 6:53pm

### **Discussion of Bid Results for Reed Intermediate School Variable Speed Drive Replacements and Installation 2025**

Mr. Barlow stated we did go out to bid. The Reed School has 8 variable frequency drives that are no longer functioning at 100% on. He stated HVAC equipment is designed to run at 100% on your hottest or coldest day of the year. He stated these pieces of equipment slow that down and less electricity is being used. He said there is a lot of savings to be had when these are up and running and they have not been running for quite some time. We went out to bid, we budgeted \$60K for this and is in the non-capital recurring. Sartron is the company he is recommending at \$43,900. He checked out their references and equipment and is confident that they are a reputable company. They have done a lot of work for Yale.

### **PUBLIC PARTICIPATION**

None

**ADJOURNMENT:** Mrs. Tomai made a motion to adjourn the meeting. Mr. Leonardi moved the motion. Mrs. Tomai seconds the motion. All in favor. The meeting was adjourned at 6:58 pm.

Respectfully Submitted,  
Joanne Morris

THESE ARE DRAFT MINUTES AND ARE SUBJECT TO THE APPROVAL OF THE BOE CFF SUB COMMITTEE.