

**COMMITTEE MEMBERS PRESENT**

Matthew Giglietti, Andrea Hubbard, Joseph Nuzzo, Dr. K. Sudhir, Christopher Browe (remote)

**COMMITTEE MEMBERS ABSENT**

Sharon Huxley

**STAFF MEMBERS PRESENT**

Dr. Jennifer Byars, Theresa Lumas, Kathy Kovalik, Karen Marren, Stephen Martoni

**BOE MEMBERS PRESENT**

John Belfonti

**1. CALL TO ORDER**

Matthew Giglietti called the meeting to order at 5:35 p.m.

**2. DISCUSSION AND POSSIBLE ACTION ON MINUTES**

**a. Finance Committee Meeting – May 10, 2021**

*MOTION by Matthew Giglietti, SECOND by Joseph Nuzzo, to approve minutes as submitted  
VOTES IN FAVOR, 5 (unanimous)  
MOTION CARRIED*

**3. PUBLIC COMMENT**

None

**4. PRESENTATION OF 2022-2023 BUDGET**

**5. PRESENTATION OF ANNUAL REPORT ON RESERVE FUND FOR CAPITAL AND NON-RECURRING EXPENDITURES**

**6. DISCUSSION AND POSSIBLE ACTION TO APPROPRIATE FUNDS TO CAPITAL AND NON-RECURRING**

Ms. Lumas distributed updated memo (dated August 16, 2021) to Committee members.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION FINANCE COMMITTEE  
 AUGUST 16, 2021 MEETING MINUTES  
 5:30 pm, 100 Ohman Avenue, Orange, CT

*MOTION by Mr. Giglietti, Second by Mr. Nuzzo, to recommend the Amity Board of Education approve an appropriation and budget transfer of \$507,844 (1%) into Reserve Fund for Capital and Nonrecurring Expenses from the fiscal year 2020-2021 surplus and designate these funds according to the following chart:*

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FROM</u>	<u>TO</u>
05-15-2512-5255	Medical & Dental Account	\$507,844	
05-15-0000-5856	Transfer Account		\$507,844

VOTES IN FAVOR, 5 (unanimous)  
 MOTION CARRIED

**7. DISCUSSION OF MONTHLY FINANCIAL STATEMENTS**

- a. Fiscal Year 2020-2021
- b. Fiscal Year 2021-2022

**8. DIRECTOR OF FINANCE AND ADMINISTRATION APPROVED TRANSFERS UNDER \$3,000**

**9. DISCUSSION AND POSSIBLE ACTION ON BUDGET TRANSFERS OF \$3,000 OR MORE**

**a. Capital Change orders**

*MOTION by Matthew Giglietti, Second by Joseph Nuzzo, to recommend the Amity Board of Education approve the following:*

- *Change order 1a to include overhead of \$556 and the bringing the total for change order 1a to \$11,689.00.*
- *A transfer from Bond Contingency Account to the Athletic Project Account. Add empty conduits to 8 locations and to the home side poles for cameras at the stadium at Amity High School.*

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FROM</u>	<u>TO</u>
17-00-15-0053-5720	Bond Contingency	\$556	
17-00-15-0047-5720	Athletic Projects		\$556

- *HVAC Change order #3 for FTR part price increase of \$1,886.00.*
- *A transfer from Bond Contingency Account to the HVAC Project Account for HVAC Change order #3 for FTR part price increase of \$1,886.00.*

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FROM</u>	<u>TO</u>
17-00-15-0053-5720	Bond Contingency	\$1,886	
17-00-15-0048-5715	HVAC Projects		\$1,886

- *Paving Change order #1 to mill, pave and line stripe rear parking lot for \$26,595.*
- *A transfer from Bond Contingency Account to the Paving Project Account for Paving Change order #1 to mill, pave and line stripe rear parking lot for \$26,595.*

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FROM</u>	<u>TO</u>
17-00-15-0053-5720	Bond Contingency	\$26,595	
17-00-15-0050-5715	Paving Project		\$26,595

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION FINANCE COMMITTEE  
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- *Paving Change order # 2 to excavate and remove grass and concrete, pave and line stripe is \$13,950.*
- *A transfer from Bond Contingency Account to the Paving Project Account for Paving Change order #2 to excavate and remove grass and concrete, pave and line stripe is \$13,950.*

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
17-00-15-0053-5720	Bond Contingency	\$13,950	
17-00-15-0050-5715	Paving Project		\$13,950

VOTES IN FAVOR, 5 (unanimous)

MOTION CARRIED

**b. Fiscal Year 2021-22**

*MOTION by Matthew Giglietti, Second by Andrea Hubbard, to recommend the Amity Board of Education approve the following budget transfer to cover the cost of a long-term independent contractor to substitute for a staff member on leave of absence.*

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
04-13-2140-5330	Professional Technical Services	\$43,582	
05-15-1026-5111	Salaries		\$43,582

VOTES IN FAVOR, 5 (unanimous)

MOTION CARRIED

**c. Fiscal Year 2020-21 (information only –approved in June)**

**10. OTHER**

**a. YTD Bond Project Report**

**b. Outdoor Classrooms ARP-ESSER III Funding**

**11. ADJOURN**

*MOTION by Matthew Giglietti to adjourn meeting*

*VOTES IN FAVOR, 5 (unanimous)*

*MOTION CARRIED*

Meeting adjourned at 6:17 p.m.

Respectfully submitted,

*Pamela Pero*

Recording Secretary

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**Bethany Orange Woodbridge**  
**25 Newton Road, Woodbridge Connecticut 06525**



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To: Jennifer P. Byars, Superintendent of Schools

From: Theresa Lumas, Director of Finance & Administration

Date: August 16, 2021

Re: Request to Appropriate funds to the Capital and Nonrecurring Account

The Administration proposes that 2% of the operating budget be appropriated to the Capital and Nonrecurring Account. The annual limit of appropriation increased in the June 2021 legislative session to align regional school districts with town boards of education.

I am recommending the Amity Finance Committee and Board of Education approve the following appropriation and budget transfer of 2% or **\$1,015,688** into Reserve Fund for Capital and Nonrecurring Expenses from the fiscal year 2020-2021. The state statute does not require designation at the time of appropriation but there are items that the Board may want to designate. Setting aside these funds when available can keep future budget requests lower and avoid borrowing costs for projects.

The Board appropriated the full amount allowed in 2020, \$495,482, from FY 2020 surplus for roof repairs at Amity Regional High School. To date, \$405,995 is paid or encumbered to the project. This directly lowered the next bond proposed in 2024. Approving the full 2% allowed in 2021 can benefit the taxpayer over the next few years. Approximately .6 percent of the current budget can be removed from the capital plan for fiscal year 2022-23 planning and .4 percent for the fiscal year 2023-24. This aligns with long term goals to fund capital projects from the Capital and Nonrecurring Account rather than the general operating budget. If the appropriation is approved, there is no need to bond in 2024 based on current capital plan. Another piece of the long term plan is that the District's debt service schedule drops by a little over \$500,000 in fiscal year 2025. If there are little or no funds to appropriate in the upcoming fiscal years, an appropriation to the Capital and NonRecurring during the budget process will have less impact on taxpayers.

The projects are grouped in categories including recommendations to be within the 2% limit of \$1,015,688. If the Board appropriates by categories the administration can managed the projects in priority order and balance with any funding opportunities.

ITEM	ESTIMATED COST	CATEGORY	LOWEST PRIORITY	REVISED CATEGORY AMOUNT
Culvert Cleanout	\$25,000	BLDG/GROUNDS		
Field replacement	\$35,000	BLDG/GROUNDS		
Records Room Relocation	\$50,000	BLDG/GROUNDS		
Asphalt, Paving & Concrete repairs 3 schools	\$54,000	BLDG/GROUNDS		
Chilled Water Lines	\$90,000	BLDG/GROUNDS		
Remodel Lecture hall	\$110,000	BLDG/GROUNDS	(\$110,000)	
	<b>\$364,000</b>	<b>BLDG/GROUNDS Total</b>		<b>\$254,000</b>
Dishwasher	\$32,000	EQUIPMENT	(\$32,000)	
Security Cameras	\$69,075	EQUIPMENT		
Musical Instruments	\$180,000	EQUIPMENT		
	<b>\$281,075</b>	<b>EQUIPMENT Total</b>		<b>\$249,075</b>
Replace deteriorated pipe insulation	\$7,000	HVAC		
Building Management System upgrade middle school	\$24,000	HVAC		
Siemens Desigo HVAC Control Upgrade	\$46,585	HVAC		
Replace aging variable frequency drives	\$89,175	HVAC	(\$49,368)	
Refurbish Chillers	\$97,000	HVAC		
	<b>\$263,760</b>	<b>HVAC Total</b>		<b>\$214,392</b>
AMSO Roof drainage/Gutters	\$136,732	ROOF		
AMSB Roof drainage/Gutters	\$161,489	ROOF		
	<b>\$298,221</b>	<b>ROOF Total</b>		<b>\$298,221</b>
<b>PROJECT TOTAL</b>	<b>\$1,207,056</b>	<b>Grand Total</b>	<b>(\$191,368)</b>	<b>\$1,015,688</b>

It may be helpful to know the difference in the return to member towns with and without the requested appropriation to capital and nonrecurring. The options are shown below:

<b>Amounts Returned to Towns with 2% Appropriation</b>		
<b>Bethany</b>	<b>Orange</b>	<b>Woodbridge</b>
18.088%	50.248%	31.664%
<b>2020-2021</b>		
<b>MEMBER TOWNS</b>	<b>UNUSED FUNDS</b>	
BETHANY	\$ 357,402	<i>Unspent funds less 2% of \$1,015,688, if approved in August, balance returned at FY21 allocation rates</i>
ORANGE	\$ 992,852	
WOODBIDGE	\$ 625,650	
<b>TOTALS</b>	<b>\$ 1,975,904</b>	
<b>2019-2020</b>		
<b>MEMBER TOWNS</b>	<b>UNUSED FUNDS</b>	
BETHANY	\$ 64,680	<i>Unspent encumbrances returned at FY20 allocation rates</i>
ORANGE	\$ 179,241	
WOODBIDGE	\$ 108,444	
<b>TOTALS</b>	<b>\$ 352,364</b>	
<b>TOTAL RETURN WITH 2% TO CNR</b>		
<b>MEMBER TOWNS</b>	<b>UNUSED FUNDS</b>	
BETHANY	\$ 422,081	<i>2% To CNR and Balance Combined</i>
ORANGE	\$ 1,172,093	
WOODBIDGE	\$ 734,094	
<b>TOTALS</b>	<b>\$ 2,328,268</b>	

<b>Amounts Returned to Towns with 1% Appropriation</b>		
<b>Bethany</b>	<b>Orange</b>	<b>Woodbridge</b>
18.088%	50.248%	31.664%
<b>2020-2021</b>		
<b>MEMBER TOWNS</b>	<b>UNUSED FUNDS</b>	
BETHANY	\$ 449,260	<i>Unspent funds less 1% of \$507,844, if approved in August, balance returned at FY21 allocation rates</i>
ORANGE	\$ 1,248,034	
WOODBIDGE	\$ 786,454	
<b>TOTALS</b>	<b>\$ 2,483,748</b>	
<b>2019-2020</b>		
<b>MEMBER TOWNS</b>	<b>UNUSED FUNDS</b>	
BETHANY	\$ 64,680	<i>Unspent encumbrances returned at FY20 allocation rates</i>
ORANGE	\$ 179,241	
WOODBIDGE	\$ 108,444	
<b>TOTALS</b>	<b>\$ 352,364</b>	
<b>TOTAL RETURN WITH 1% TO CNR</b>		
<b>MEMBER TOWNS</b>	<b>UNUSED FUNDS</b>	
BETHANY	\$ 513,940	<i>1% To CNR and Balance Combined</i>
ORANGE	\$ 1,427,274	
WOODBIDGE	\$ 894,898	
<b>TOTALS</b>	<b>\$ 2,836,112</b>	

**Amity Finance Committee:**

*Move to recommend the Amity Board of Education approve –*

**Amity Board of Education:**

*Move to approve –*

*... an appropriation and budget transfer of \$1,015,688 into Reserve Fund for Capital and Nonrecurring Expenses from the fiscal year 2020-2021 surplus and designate these funds according to the chart in this memo.*

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
05-15-2512-5255	Medical & Dental Account	\$1,015,688	
05-15-0000-5856	Transfer Account		\$1,015,688