

**Finance & Facilities Subcommittee**  
**Meeting Minutes**  
**Central Office Conference Room (Also available via Zoom)**  
**February 3, 2022**

Finance and Facilities Subcommittee Chair Melissa Finnigan called the meeting to order at 5:30pm.

Present: Maureen Sattan, Melissa Finnigan, Glenn Gazdik, Terry Antrum, Superintendent Van Tasel, Director of Facilities Larry Plano, Board of Finance BOE Liaison Brian Kost (via Zoom), Business Manager Bill Hoff (via Zoom)

**Business Office Report - Bill Hoff**

**A. December Financial Report** - There is currently a \$13,919 surplus for the year for our current fiscal year budget. Mr. Hoff is working to free up some encumbrances that are set for Special Education outplacement tuition.

**B. FY 2021 Audit Update** - The annual audit is complete and will be presented to the Board of Finance (BOF) on 2/15/22. No significant findings to report.

**C. FY 2023 Budget** - Discussion of topics related to Board Member questions.

**1. Nursing Position**-Mr. Hoff presented the option of hiring a LPN vs. RN for the proposed nursing position for 22/23. The difference in cost would be an additional \$15,000. This position is currently coming out of COVID ESSER funds.

**2. Financial Assistant Position**-Discussions of current and future staffing needs for both the Town and Central Office and the possibility of cost savings with shared services.

**3. Benefits Information Request**-Mr. Kost asked for a better breakdown of the current insurance item on the budget of 6.9M. A meeting to explore a possible move to a state managed insurance plan will take place on 2/10/22.

**D. FY 2022 Budget**- Items relating to the current year budget will be voted on by BOE.

**1. Suffield High School Textbook Request**-Due to supply chain issues across the country, the request was made to purchase \$97K of new math materials out of the current budget.

**2. Suffield High School Graduation Gown Stoles Request**-The request is for \$976 for new stoles/cords that are currently worn by National Honor Society members at graduation.

**Facilities Update**-BOE will continue to work with the town on the long-term Facilities Master Plan. Many items may affect what Capital Improvement requests are made from ACCE. Mrs. Finnigan will represent the BOE on the town committee to discuss this further.

**A. Capital/ACCE Presentation**-Mr. Plano, Mr. Hoff and Superintendent Van Tassel will be presenting our current Capital Request list to ACCE today at 7PM. Items are prioritized by need and they will also be presenting the projected plan.

**Adjournment**-Meeting was adjourned at 6:53pm.