

**Finance & Facilities Subcommittee
Meeting Minutes
Central Office
October 26, 2023**

**Present: Melissa Finnigan, Glenn Gazdik, James Mol (via ZOOM), Director of Facilities
Larry Plano, Business Manager Eric Remington and Superintendent Timothy Van Tassel**

Finance and Facilities Subcommittee Chair Melissa Finnigan called the meeting to order at 5:40 p.m.

Made motion to move Item 4 and 5 (Large Animal Facility and Suffield Middle School Building Project Update) to the beginning of the agenda, passed unanimously.

Large Animal Facility

Mr. Plano updated the committee on the project. The project is complete. Some minor updates to security in the area still need to be completed but aren't part of the main project. The project came in around \$379,000. \$310,000 was set aside from the ASTE grants that we earn as a district for having the agricultural program. The remainder was to be paid from money that was allocated for the original Large Animal Facility Project. Mr. Remington is working with the state on this reallocation and will inform the committee if other sources of funding are necessary.

Suffield Middle School Building Project Update

Dr. Van Tassel, Mr. Remington, Mr. Plano, Chair Sattan and Board Member Finnigan will be attending a meeting with the Superintendent of South Windsor Schools to discuss their Long Term Building Project. They will also be doing a walk through of a school that was recently completed as part of their Long Term Building Project. The meeting will be scheduled soon. Those that attend will update the board on how South Windsor presented the material and the building/project timeline information to the public in a public hearing.

September Financial Report

Mr. Remington reviewed our current financial report. We are currently showing a \$331,000 surplus for the year. The change is primarily due to a surplus in our insurance but he reminded us that an update of a single plan to a family plan is \$28,000 so that number could change easily if any policy updates are made this year. Mr. Remington is monitoring our Substitute line items. We are already seeing a large amount being spent and we are only entering November. Another increase was in Transportation since we are running 14 buses not the 17 that we budgeted for due to driver shortages. Some of the line item deficits were in Heating, Equipment Repair and Maintenance and Salaries which will all be reviewed closely by Mr. Remington for next month's update.

The Food Service Balance Sheet is showing a surplus of \$545,000 which must be used in the food service area. The Air Conditioners and Equipment will be allocated from that surplus allowing some of that money to help in covering the costs of the Boiler project at Spaulding. Some will also be used in incentives for staff due to shortages in this area as well. In regards to the Food Service Income Statement we are showing a deficit of around \$55,000. Mr. Remington is working with Food Service to come up with some revenue building ideas to implement in the coming months to lessen that amount.

Transportation Update

Mr. Remington and Dr. Van Tassel updated the committee on their meeting with John Hipsher from M and J Transportation. They relayed the board's concern once again with the lack of drivers and the past discussions on incentivizing the staff for retention and to review their pay structure for active recruiting. More information will be provided from M and J and we have passed on the contract to Shipman and Goodwin for review in case the need to subsidize with other bus companies arises. More to come on this issue. Several of our staff are getting physicals on Monday so that they can be cleared to drive a 15 passenger van. Mr. Remington is actively looking for that vehicle to use for small school events and games.

Adjournment - Meeting was adjourned at 6:24pm