

**Regional School District No. 17**  
**Board of Education**  
**Finance/Facilities Subcommittee**  
**Meeting Minutes**  
**Interim Chair: Prem Aithal**

A meeting of the Regional School District No. 17 Finance/Facilities Subcommittee was held on November 28, 2023, at 4:30 PM in the HKHS Community Room.

**Subcommittee Members Present:** Prem Aithal (Interim Chair), Jennifer Favalora, Suzanne Sack (virtual) - joined at 4:54 PM.

**Subcommittee Members Absent:** Shawna Goldfarb, Hamish MacPhail

**Other Attendees:** Superintendent Jeffrey Wihbey, Rob Albert, Denis Recchia, Brianna Hill (virtual)

**1. Call to Order/Opening of the Meeting**

Prem Aithal called the meeting to order at 4:36 PM.

**2. Approval of Prior Meeting Minutes**

The subcommittee tabled the approval of prior meeting minutes due to a lack of quorum.

**3. EV Charging Presentation**

Brendan Sharkey of Daisy Solutions presented a proposed EV charging infrastructure for the school district. Due to grants secured from DEEP and utility rebates from Eversource, EV charging stations at each of the four campuses, there would be no out of pocket expense to the District. The charging stations would join a proprietary LEARN network called ACES UP, allowing employees to make reservations to charge their EV vehicles while at our schools. If the capital costs of setup exceed the grants and rebates, the money would be funded by an ACES revolving fund that would be repaid via the charging fees.

#### **4. Operations Reports**

##### **a. Facilities Manager's Report**

Rob Albert presented the Facilities Manager's Report, which included emergency repairs on the heating system expansion tanks at HKIMS. Mr. Albert also mentioned the space waiver letter submitted to the state for the HKHS Solar project and reimbursement of \$436,518 being awarded. Prem Aithal provided a reconciliation of the HKHS Solar project with total costs of nearly \$2.5M, total ineligible costs of approximately \$250K, and total reimbursement of approximately \$1.075M (\$639K already received), which is estimated to be a resulting reimbursement rate of approximately 48.57%.

In addition, the subcommittee discussed recommending the pursuit of the HVAC Verification Assessment, which is an unfunded mandate by the State Department of Education beginning in 2025. Due to limited vendors that are approved by the state, Mr. Albert maintained that we should secure time for the assessment to occur. The subcommittee discussed budgeting for it for the 2024-25 year because it is a known unfunded mandate.

##### **b. IT Manager's Report**

Denis Recchia presented the IT Manager's Report and discussed a potential project for updating phone systems at BES and the District. In addition, he discussed security and camera upgrades for the District. The subcommittee discussed ensuring any potential upgrades are tied to the recommendations of the security audit.

#### **5. Smart Board Proposal**

Mr. Recchia presented a proposal for viewboards, which was previously cut from the current year's budget.

#### **6. Monthly Financial Reports**

Superintendent Wihbey presented the financial reports, including revenues, expenditures, and disbursements > \$10K, provided previously at the November full board meeting. A brief discussion on the disbursement threshold occurred. There is no current finance policy on

the disbursement threshold level for reporting. Mr. Aithal reviewed the policies of neighboring Cromwell, Middletown, and RSD13 districts and found no policy there either. The subcommittee deemed a \$10K threshold for reporting as a reasonable yet material threshold level for reporting disbursements.

#### **7. Discussion on line item transfer policy**

Mr. Aithal reviewed the current line item transfer policy and the same policies for the three neighboring districts from item #6. Each was extremely similar in that the Superintendent is authorized to make urgent transfers of <5% of the total budget provided that the District should notify the subcommittee as soon as possible and then the Board at the next scheduled meeting of the full Board (where it is to be ratified) if a budget line item was to be exceeded.

#### **8. Capital Priority List**

Mr. Albert reviewed the proposed Capital Priority List, which will be reviewed on a periodic basis. The priorities are tied to the strategic plan and were rated by the type of project (life safety & security, building integrity, indoor environmental quality, and building upkeep projects) and priority on a 5-point scale. The priority list was also correlated with the strategic measure of walkthrough maintenance score, which will be done twice a year. While each school's leadership submitted its priority list, the facilities manager reprioritized this list based on all of the above and the Tecton Facilities Assessment report.

#### **9. HVAC Verification Assessment**

This item was discussed during the Facilities Manager's report in #4.

#### **10. Adjournment**

The meeting adjourned at 6:10 PM.