

**Finance and Facilities Subcommittee
Meeting Minutes
Central Office Conference Room
March 28, 2024**

Present: Melissa Finnigan, James Mol (via Zoom), Sam Toskin, Glenn Gazdik (via phone from 5:36pm to 6:02pm, entered in person at 6:02pm), Business Manager Eric Remington, Maureen Sattan (via Zoom) and Superintendent Timothy Van Tassel, Ed.D.

Melissa Finnigan called the meeting to order at 5:36pm

February Financial Report/Year End Projections

We are currently showing a projected EOY surplus of \$98,917. We will continue to monitor this item as the year continues.

We reviewed the Balance Sheet for Food Service. We have a surplus of approximately \$677,000, we need to spend this amount down to approximately \$210,000. The expenditures can only be related to Food Service items.

Some of the items that that have been looked at for purchase are below:

- New POS System
- New Serving Line Equipment
- New Serving Station at SHS
- New Serving Station at SMS
- Wages and Management Fees

Suffield Middle School Building Project Update

Group of BOE and Central Office representatives presented to the Board of Selectman on March 20th. Going forward we will be waiting for the Permanent Building Committee to complete a review of all town buildings before moving forward with the Middle School Building Project.

Fiscal Year 2025 Budget Update

Members of the Finance and Facilities Subcommittee, Dr. Tim Van Tassel and Eric Remington presented the overall budget of 2.95% for next fiscal year. The Board of Finance will be deliberating on 4/8 and 4/15 and will inform us of their recommendation for the FINAL BOE Budget.

Motion made to add Vb. Facilities Update to the agenda. M. Finnigan made the motion and M. Sattan seconded the motion. Motion passed with a vote of 5-0.

Facilities Update

Eric Remington informed us that 57 Musko Lighthoods were found that were donated to the Town of Suffield from Suffield Academy. This will be used to light different outdoor facilities including the tennis courts, the baseball field and the upper field. Larry Plano and Eric Remington will work on what we would need for installation and what the cost would be to move forward.

The playground at Spaulding School has been installed and is in use. There are some delays on the McAlister School installation due to some utility concerns so it will be back in progress soon.

Adjournment - Meeting was adjourned at 6:35pm