

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION FINANCE COMMITTEE
MAY 14, 2018 MEETING MINUTES

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A meeting of the Amity Regional Board of Education Finance Committee was held on Monday, May 14, 2018 at 5:30 p.m. at 25 Newton Road in Woodbridge.

COMMITTEE MEMBERS PRESENT: Chairperson John Belfonti, Ms. Patricia Cardozo, Mr. John Grabowski (5:45 p.m.), Mr. Matthew Giglietti, and Dr. Jennifer Turner

COMMITTEE MEMBERS ABSENT: Mr. Joseph Nuzzo

BOARD OF EDUCATION MEMBERS PRESENT: Mr. Christopher Browe and Ms. Sheila McCreven

STAFF MEMBERS PRESENT: Dr. Charles Dumais, Ms. Theresa Lumas, Mr. Scott Cleary, Ms. Kathy Burke, Ms. Mary Raiola, and Mr. James Saisa

1. Call to Order

Chairman Belfonti called the meeting to order at 5:34 p.m.

2. Discussion and Possible Action on Minutes

a. Finance Committee Meeting – April 9, 2018 (Enclosure)

Motion by Ms. Cardozo, Second by Mr. Giglietti, to approve minutes as submitted

Votes in favor, 2 (Cardozo, Turner)

Abstained, 1 (Giglietti)

MOTION CARRIED

3. Public Comment

Mr. Christopher Browe, Orange, updated the Committee on the superintendent search. He reported that there are a number of firms coming in to meet with the Amity Board of Education on May 15, 2018, and the Board will most likely choose the firm by the end of that night. He also reported that they have received some good leads on candidates for the interim superintendent position.

4. First Quarter 2018 Executive Summary Review of Amity Pension Fund, Sick and Severance Account, and OPEB Trust (Enclosure)

5. Discussion and Possible Action on the Tuition Rate for 2018-2019 (Enclosure)

Motion by Ms. Cardozo, Second by Dr. Turner, to recommend that the Amity Board of Education approves the non-resident tuition rate for 2018-2019 school year at \$18,107.00

Votes in favor, 4 (unanimous)

MOTION CARRIED

6. Discussion and Possible Action on Contracts of \$35,000 or More (Enclosure)

a. Student Accident Insurance

Motion by Mr. Giglietti, Second by Mr. Grabowski, to recommend the Amity Board of Education award the Student Accident Insurance for the 2018-2019 school year to H.D. Segur Insurance of Cheshire, Connecticut, for the bid price of \$27,027, which includes Catastrophic Accident Insurance. Further, there shall be two option years at the sole discretion of the Board. The Director of Finance and Administration shall negotiate with H.D. Segur Insurance; and if the prices are favorable to the District, shall present the terms and conditions to the Board for their consideration. If the terms and conditions are unacceptable, the Director of Finance and Administration shall bid student accident insurance. The Board reserves the right to cancel the contract if H.D. Segur Insurance fails to perform in a satisfactory manner.

Votes in favor, 4 (unanimous)

MOTION CARRIED

b. Snow Removal, Ice Control, and Sanding Services

Motion by Mr. Giglietti, Second by Dr. Turner, to recommend the Amity Board of Education approve the snow removal, ice control, and sanding services to Denny Landscaping Ltd of Orange, Connecticut, for July 1, 2018 to June 30, 2019, the third year of a three-year contract.

Votes in favor, 4 (unanimous)

MOTION CARRIED

c. District Chiller Maintenance Contract

Motion by Ms. Cardozo, Second by Mr. Grabowski, to recommend the Amity Board of Education approve the district chiller maintenance contract to Trane Building Services (local Trane office in Rocky Hill, Connecticut) for the second year of a three-year contract commencing June 2018, through May 2019, for \$13,504. The total of the three-year contract is \$40,524. This is a sole source vendor for the District's

Trane equipment; and thereby, the sealed bid requirements are not required. The Board reserves the right to cancel the contract, if Trane Building Services fails to perform in a satisfactory manner.

Votes in favor, 4 (unanimous)

MOTION CARRIED

d. Siemens Building Controls

Motion by Dr. Turner, Second by Mr. Giglietti, to recommend the Amity Board of Education approve the building controls contract to Siemens Industry, Inc. for the second year of a three-year contract at the price of \$26,294.00. The Board reserves the right to cancel the contract, if Siemens Industry, Inc. fails to perform in a satisfactory manner.

Votes in favor, 4 (unanimous)

MOTION CARRIED

e. Site-Based Grounds Maintenance Program

Motion by Mr. Giglietti, Second by Ms. Cardozo, to recommend the Amity Board of Education approve the site-based grounds maintenance program for July 1, 2018 to June 30, 2019 to Sports Turf of Connecticut of Orange, Connecticut, at the bid price of \$218,000 for the third year of a three- year contract. The Board reserves the right to cancel the contract, if Sports Turf of Connecticut of Orange, Connecticut, fails to perform in a satisfactory manner.

Votes in favor, 4 (unanimous)

MOTION CARRIED

7. Discussion of Monthly Financial Statements (Enclosure)

8. Director of Finance and Administration Approved Transfers Under \$3,000 (Enclosure)

**9. Discussion and Possible Action on New Funding Requests: End of Year Purchases
(Enclosure)**

Motion by Ms. Cardozo, Second by Dr. Turner, to recommend the Amity Board of Education approve the following budget transfer to transfer to purchase Frontline Medicaid, CT Solution at a purchase price of \$11,500. It is proprietary software and does not require bidding.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6130-5560	Tuition – Private Out	\$11,500	
04-13-2190-5590	Other Purchased Services		\$11,500

Votes in favor, 4 (unanimous)

MOTION CARRIED

Motion by Mr. Giglietti, Second by Mr. Grabowski, to recommend the Amity Board of Education approve the following budget transfer to cover the purchase of a maintenance vehicle.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2600-5715	Building Improvements/Contingency	\$20,000	
05-14-2600-5730	Equipment - New		\$20,000

Votes in favor, 4 (unanimous)

MOTION CARRIED

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Motion by Ms. Cardozo, Second by Dr. Turner, to approve the following budget transfers all at once totaling \$54,018 to cover three year-end facilities projects and waive the bidding policy as noted:

A budget transfer of \$33,000 for the purpose of conducting an electrical panel study and recalibration at each middle school. A problem with the high school panel was identified during the micro-grid testing and repaired. The middle school panels have not been evaluated since the 2006 building project was completed. The recommendation is to evaluate every 10 years. The bid process can be waived to use the same vendor for the high school project, vanZelm Engineering.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-2512-5255	Benefits - Medical	\$33,000	
01-14-2600-5330	Professional, Technical Services		\$16,500
02-14-2600-5330	Professional, Technical Services		\$16,500

A budget transfer of \$10,100 for the purpose of upgrading the Siemens control panel in the boiler room at Amity Regional High School. This is a proprietary vendor and per the purchasing policy does not require bidding.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-2512-5255	Benefits - Medical	\$10,100	
03-14-2600-5420	Repairs & Maintenance		\$10,100

A budget transfer of \$10,918 for the purpose of upgrading the Trane chiller control panel at Amity High School. This is a proprietary vendor and per the purchasing policy does not require bidding.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-2512-5255	Benefits - Medical	\$10,918	
03-14-2600-5420	Repairs & Maintenance		\$10,918

Votes in favor, 4 (unanimous)
MOTION CARRIED

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Motion by Ms. Cardozo, Second by Mr. Giglietti to approve a budget transfer of \$30,000 for three guard houses, one for each campus. If the project is bid, the guard houses will not be in place for the start of school. The Board can waive the bid process in order to meet a short timeline.

ACCOUNT		FROM	TO
NUMBER	ACCOUNT NAME		
05-15-2512-5255	Benefits - Medical	\$30,000	
05-14-2660-5715	Improvements to Buildings		\$30,000

Votes in favor, 1 (Cardozo)

Votes opposed, 3 (Giglietti, Grabowski, and Turner)

MOTION FAILED

Motion by Dr. Turner, Second by Ms. Cardozo, to approve a budget transfer of \$25,000 for the purpose of securing a firm to perform a digital security audit. This project would be bid. Quotes have been received for estimating the scope and cost of the project.

ACCOUNT		FROM	TO
NUMBER	ACCOUNT NAME		
05-15-2512-5255	Benefits - Medical	\$25,000	
05-14-2350-5330	Professional, Technical Services		\$25,000

Votes in favor, 3 (Cardozo, Grabowski, and Turner)

Votes opposed, 1 (Giglietti)

MOTION CARRIED

Motion by Dr. Turner, Second by Ms. Cardozo, to approve a budget transfer of \$30,000 for the purpose of securing a firm to perform a physical security audit. This project could be bid though the purchasing policy allows for exception for professional services.

ACCOUNT		FROM	TO
NUMBER	ACCOUNT NAME		
05-15-2512-5255	Benefits - Medical	\$30,000	
05-14-2350-5330	Professional, Technical Services		\$30,000

Votes in favor, 4 (unanimous)

MOTION CARRIED

Motion by Ms. Cardozo, Second by Mr. Giglietti, to direct the Superintendent of Schools to eliminate one or more of the specified items and use the funds, if necessary, to cover a shortfall in this fiscal year.

Votes in favor, 4 (unanimous)

MOTION CARRIED

10. Discussion and Possible Action on Transfers of \$3,000 or More (Enclosure)

Motion by Dr. Turner, Second by Mr. Giglietti, to recommend the Amity Board of Education authorize the Director of Finance and Administration to make the necessary budget transfers to salary and benefit accounts and to pay other standard charges. These budget transfers may exceed \$3,000. The Director of Finance and Administration will report all budget transfers made to the Amity Finance Committee and Amity Board of Education.

Votes in favor, 4 (unanimous)

MOTION CARRIED

Motion by Ms. Cardozo, Second by Mr. Grabowski, to recommend the Amity Board of Education approve the following budget transfer requests all at once:

Budget transfer to cover snow removal costs through April

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2600-5715	Building Improvements/Contingency	\$4,030	
03-14-2600-5420	Repair & Maintenance		\$4,030

Budget transfer to cover the cost of issuance for refinancing the bonds

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency	\$84,180	
05-14-2510-5330	Professional & Technical Services		\$84,180

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Budget transfer to cover additional consulting services for the Teacher and Administrator Evaluation Plan.

ACCOUNT		FROM	TO
NUMBER	ACCOUNT NAME		
05-15-0000-5850	Contingency	\$8,000	
05-13-2213-5322	Instructional Program Improvement		\$8,000

Votes in favor, 4 (unanimous)

MOTION CARRIED

11. Other

- a. **Update on Results from Budget Referendum of May 8, 2018 (Enclosure)**
- b. **Update on Refinancing (Enclosure)**
- c. **Other**

12. Adjourn

Motion by Ms. Cardozo, Second by Mr. Grabowski, to adjourn meeting.

Votes in favor, 4 (unanimous)

MOTION CARRIED

Meeting adjourned at 6:29 p.m.

Respectfully submitted,

Pamela Pero
Recording Secretary