

**Finance and Facilities Subcommittee
Meeting Minutes
Central Office Conference Room
October 3, 2024**

Present: Melissa Finnigan, James Mol (via Zoom), Maureen Sattan, Gregory Sparzo, Sam Toskin, Business Manager Eric Remington, Director of Facilities Larry Plano and Superintendent Matthew Dunbar

Absent: None

Call to Order

Finance and Facilities Subcommittee Chair Sam Toskin called the meeting to order at 4:06 p.m.

Facilities Projects/Capital Expenditures

Reviewed plans for SHS HVAC grant funded project on track for 2025. SHS floor completed, with vendor coming to complete floor “punch list”. SMS gym floor resurface completed.

Permanent Building Commission Update of District Buildings

Members of the Suffield PBC will complete a walkthrough of SMS on October 3rd at 6:30p.m. Walkthrough will be hosted by Director of Facilities Larry Plano, Superintendent Matt Dunbar, and members of the Suffield Board of Education.

Financial Update

Reviewed draft reports for current budget.

FY25 Budget Update

Discussed plans for upcoming budget preparation.

Food Service Update

Reviewed current food service budget, staffing levels, and opportunities for food service capital improvements.

Transportation Update

Discussed transportation costs and current bus routes.

Adjournment

Motion to adjourn was given by Melissa Finnigan, seconded by James Mol. The meeting was adjourned at 4:56p.m.