

TOWN CLERK
SUFFIELD, CT

2025 MAR -7 AM 10: 25

REC'D BY:

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**Finance and Facilities Subcommittee
Meeting Minutes
Central Office Conference Room
February 27, 2025**

Present: Melissa Finnigan, Maureen Sattan, Sam Toskin (via Zoom), James Mol (via Zoom), Business Manager Eric Remington, Assistant Superintendent Michelle Zawawi, and Superintendent Matthew Dunbar, Board of Finance Liaison Brian Kost,

Absent: Greg Sparzo

I. Call to Order – Meeting was called to order at 6:07 pm

II. Audit - Internal Control Related Matters – Business Manager Eric Remington discussed the requirement to track/classify revenues by fundraising, donations, contributions, etc.

III. Governmental Accounting Standards Board (GASB) 101 – Business Manager Eric Remington said the district will be estimating the liability for accrued time off.

IV. HVAC Update – Business Manager Eric Remington said the district has awarded the HVAC contract to Carrier, the rooftop HVAC units have been ordered, the installation is slated for the summer, PBC members have been involved, and we have hired a clerk of the works to help manage the project.

V. January Financial Update – The January exhibits were reviewed. Excess cost relief is being considered at the state level. The Superintendent has put a soft freeze into place as he manages the FY 2025 budget.

VI. Fiscal Year 2026 Budget Discussion – Superintendent Dunbar reviewed with the subcommittee his recommendations for potential budget cuts. The subcommittee discussed the possible adjustments to the Superintendent budget, and the Board of Finance liaison provided perspective from the town side and acknowledged a number of factors that are putting pressure on the FY 2026 budget.

VII. Adjournment