



Torrington Board of Education

JERRY DOMANICO
DIRECTOR OF BUSINESS SERVICES

DENISE L. CLEMONS
SUPERINTENDENT

Budget Committee Regular Meeting Wednesday, November 9, 2016 355 Migeon Avenue

MINUTES

Members Present: Kenneth P. Traub, Committee Chair, Joanne Brogis, Peter Vergaro, Daniel Thibault (alternate)

Members Absent: None

Also Attending: Board of Education: Ellen Hoehne

Administration: Jerry Domanico, Director of Business Services; David Bascetta, Director of Facilities; Susan Lubomski, Assistant Superintendent

1. Mr. Traub called the meeting to order at 7:31 p.m.
2. Roll call
3. Public/Staff Participation: There was one speaker.
4. Approval of Agenda
 - a. Mr. Thibault made a motion to approve the agenda with the following amendments:
5. Discussion Items
 - a. Monthly Financials

Mr. Domanico still ensuring everything is taken out of correct accounts, that is why some overages. Next month, they will be corrected.

 - i. Information: Mr. Domanico will meet once a month on student accounts and with student services.
 - ii. Could we look into cutting the departments that are no longer needed? Mr. Domanico will try to cut those.
 - iii. Request: Provide separate fund account summary (revenue and expense):
 1. Medicaid
 2. Lunch
 3. Facilities Use

- b. Budget Transfers
THS Math calculators and Athletics-THS
- c. Transfers
Latin On-Line Agreement-Tutoring \$40,000 down to 34,600. Ms. Reitman said the On-Line Latin teacher does monitor the exam.
- d. 2017-2018 Capital Budget
Must go to the City by end of December.
 - i. Mr. Domanico and Mr. Bascetta stated they will need to add renovations of East School, \$3.5M. No money will come back. This is just maintenance money to keep the building running. Renovations Estimate: \$28-34M. Build as New: \$75-80M.
 - 1. Mr. Traub requested the Superintendent and Director of Facilities make a decision and propose it to the board. (approximately \$2M-net, not a gross)
 - ii. Mr. Bascetta referred to the VW money that was transferred out.
 - 1. BOE must choose how much capital to include for next year. Currently: 1M to 1.5M a year.
 - iii. Migeon Avenue closure or renovations will need to be decided upon.
- e. Policy 3050 Complete List of Users
July-September 2016. Mr. Domanico said we will always report two months behind, because we will be waiting on bank statements.
 - i. Mr. Traub said the goal is to know that the money is being spent and is being spent in an appropriate manner. Reconciliations are acceptable. Auditing Format is helpful.
- f. All TPS Contracts and Expiration Dates
Mr. Domanico presented all contracts and the dates they expire. Mr. Traub said we have to monitor the amounts of the services.
- g. Enrollment Projections
Mr. Traub quoted the NESDEC numbers that Mr. Winzler emailed the board. Mr. Bascetta shared the capacities of each building, which are recorded on the ED050, per student per square footage. Mr. Domanico said space is age-based as well. Currently, we have extra classroom spaces that we are not using. Mr. Traub proposed that the central office administration make a recommendation for efficiencies and a possible plan. The full board will see and discuss the NESDEC report as well.
- h. 2017-2018 Excel Version of New World Budget Format & Projection with Contractual Increases
Request was made for the first two pages of the monthly financials format to reflect: Projected increase in salary and contractual without changing staffing and services.

- i. THS ADA Compliance
Mr. Bascetta summarized the ADA compliance package. The bid package for Draft Interior ADA Package compliance. Trying to get this established in December. Mr. Bascetta presented the draft version of the plan that we are sending out. Lift is in the front of the auditorium. Mr. Bascetta wanted to forward this to the full board.

Dr. Brogis made a motion to amend the agenda to include Action item 6(D) Interior ADA Compliance RFP to the full board. Mr. Vergaro seconded the motion. All in favor. Dates will change depending on the bid.
 - j. THS ADA Compliance Elevator Educational Specifications
Mr. Bascetta did not want to bring this forward now. He wants to bring this forward at the next meeting. There are some complications with the space.
 - k. RFP Updates
Mr. Domanico presented
 - i. Propane and Fuel for busses
 - ii. Food services
 - iii. Web hosting and design
 - iv. IT services
 - v. Mr. Bascetta said the snow removal contract expires this year. They have agreed to extend this for another year. We can extend 3-5 years. (\$99,000) Proposal to extend?
 - l. Digital Back Update on Wifi Update
Mr. Domanico-DBO only does the network connection, not the Wifi. Mr. Thibault said the Board approved the 10 gig. Mr. Luna said that did complete the upgrade in the spring, but haven't activated it. Carousel was supposed to upgrade our switches, but just got the approval today for e-rate. We were waiting for e-rate funds. The switches will be upgraded. Can go to a 10 gig system, but have to upgrade equipment-100K and 200K, possible cost, because not e-ratable. The district will be up to 10 gig by the end of the year.
6. Action Items
- a. Dr. Brogis motioned that the committee move the monthly financials to Board of Education. Mr. Vergaro seconded the motion. All in favor.
 - b. Dr. Brogis motioned that the committee move all budget transfers to Board of Education. Mr. Vergaro seconded the motion. All in favor.
 - c. Dr. Brogis motioned that the committee move the enrollment numbers to the Board of Education. Mr. Vergaro seconded the motion. All in favor.

- d. Dr. Brogis motioned that the committee move the THS ADA Interior Compliance Bid Package RFP to the Board of Education. Mr. Vergaro seconded the motion. All in favor.

7. Approval of Meeting Minutes

Dr. Brogis made a motion to approve the September 14, 2016 minutes. Mr. Vergaro seconded the motion. All in favor.

Mr. Thibault made a motion to approve the October 12, 2016 minutes with the amendment that Mr. Thibault was in attendance. Mr. Traub seconded the motion. All in favor. Dr. Brogis and Mr. Vegaro abstained.

8. Comments for the Good of the Order

Mr. Vegaro requested a space utilization analysis for Migeon personnel. Mr. Vegaro requested that the community share input with the Board on budgetary issues.

9. Topics for Future Meeting

- a. RFP list
- b. Budget Projection Report
- c. Capital proposal
- d. Snow Plowing Contract
- e. Monthly financials
- f. Budget transfers
- g. Student Activity Accounts
- h. Analysis of Migeon office space and options

10. Adjournment

Dr. Brogis made a motion to adjourn. Mr. Vergaro seconded the motion. All in favor. The meeting was adjourned at 9:25 p.m.