



**SPECIAL MEETING MINUTES
FINANCE COMMITTEE
AVON BOARD OF EDUCATION**

**Avon Board of Education
34 Simsbury, Avon, Connecticut 06001
Meeting Room Two
Tuesday, September 11, 2018 - 6:00 p.m.**

Attendance

Members Present: Jay Spivak, Chair; David Cavanaugh; Bogdan Oprica

Member(s) Absent: Laura Young

Administration Present: Dr. Bridget Heston Carnemolla, Superintendent; Heather Michaud, Director of Fiscal Affairs

I. Call to order

The meeting was called to order by Jay Spivak, Finance Committee Chair at 6:01pm.

II. Approval of June 12, 2018 Minutes

David Cavanaugh moved, Bogdan Oprica seconded to approve the minutes of the June 12, 2018 Finance Committee meeting.

The motion passed 3-0-0.

III. Financial Report June 30, 2018

- Fiscal year 2017-2018 closed with an unencumbered balance of \$27,396.82 or .0483% of the budget remaining.
- Open Encumbrance listing as of June 30, 2018 showed a total of \$996,769.18. Municipalities are permitted to carry over valid encumbrances at the year end. Valid encumbrances are defined as approved purchase orders for goods or services where the orders have been accepted by the vendor as of June 30. The list contains 120 purchase orders with 30 already closed out to date. . Several large projects such as window treatments and facilities work were included.
- Mr. Cavanaugh inquired about Turf Products Corp. showing an amount of \$63,000. Ms. Michaud replied it was part of the baseball field upkeep which is now closed and completed.
- Mr. Spivak inquired about Olson Backman which Ms. Michaud replied the purchase order was for blackout shades.
- Special Education Escrow account from fiscal year 2016/2017 included two adjustments which resulted in a variance of \$59,100.12 was sent to the Town of Avon. The District will ask the Town if the returned escrow funds can be used for special education tuition relating to the students assigned to the account.
- Use of Facilities, the fiscal year closed out with an unaudited balance of \$100,762.59. The funds collected from rentals are held in an enterprise account which is cash based and allowed to roll from year to year and does not require appropriation similar to student activities accounts. All school enterprise accounts are audited annually. During period 13 as purchase orders were being closed out there were enough funds unencumbered to make a journal entry from the Use of Facilities account to the General Fund for the AHS Gym floor project expense. This adjustment maintained the funds in the Use of Facilities, thus enabling the Board to return less unencumbered funds to the Town. Additionally, rental income is down a total of \$9,183.38 from the year prior.

- Special Education data is being compiled and will be available possibly in October.
- The month to month comparison chart shows the total of unencumbered balance as \$27,396.82 or 0.05% of the budget returned to the Town. Mr. Spivak asked to have a year to year comparison chart. Ms. Michaud said she will provide the information expanding the existing chart.

IV. Transfers

All transfers were reviewed and discussed.

Jay Spivak moved, Bogdan Oprica seconded, to approve and move to the full Board budget transfers as presented.

The motion passed 3-0-0.

V. New Business

a. Student Activity Quarterly Report

- The numbers at the high school are inflated as invoices continue to come in during the summer months. Mr. Spivak expressed his concern with the balance amounts, especially from clubs and activities, and feels that it should be going to the students. Mr. Spivak asked if the advisors know that money is available to them. Ms. Michaud responded that the clubs and activity advisors know their balances as does the new principal who would like to see this money put to use.
- Mr. Cavanaugh asked if robotics was part of the student activities. Ms. Michaud replied that it is not, it is part of the general fund.
- Mr. Oprica asked about the parking and how money is collected and spent at the high school. Mr. Cavanaugh mentioned that some parents debate over the fees but Mr. Cavanaugh added that the fees are to allocate a scarce resource with the vast number of people who want parking. Alternative is a lottery. The Superintendent said there are far less spots available than students needing parking. They are looking at the fee structure, what is a reasonable amount and address what might be done for students who need to drive but do not have the resources to pay for parking. This will be discussed in the budget process. Mr. Cavanaugh added there are reduced parking terms at some towns, i.e., one day or short term parking spaces. Ms. Michaud said the discussion regarding fees is scheduled for October.

b. Facilities Use Revenue

- Ms. Michaud stated that revenue was down compared to last year as activities such as Avon Rec and Park and Avon Basketball was reduced.
- Mr. Spivak asked if the District was turning down anyone requesting use of the buildings to which Ms. Michaud replied they definitely were not.
- Mr. Cavanaugh mentioned that St. Ann's is the biggest facility users at AMS finding it cheaper to rent than to build their own building.

c. Facilities – Transfer of Funds from Town Capital Accounts

- The Superintendent recommended this item be tabled as the District and the Town need to have more discussion about some of the capital projects coming up. It is premature to talk about tonight. Mr. Spivak asked when the Finance Committee would have the capital discussion to which Ms. Michaud replied next month.

VI. Old Business

a. Update on Athletic Fields

- Ms. Michaud reported that at the end of the last school year, a listing of all the athletic fields was created showing the current field condition and the recommendations suggested by Championship Turf, who is still on retainer to work on the fields.
- The football field is playable with the potential of turf replacement; the multi-purpose field that is utilized by field hockey and lacrosse is pending on its playability even after work done over

the summer and recommends a full refurbishment to the field as it is no longer included in the turf project. An engineer will come to assess the situation.

- AHS fields have been fertilized, however, it was found that the grub control mix did not give the desired results and a stronger grub control must be used to which Mr. Spivak mentioned is a reoccurring issue.
- Mr. Cavanaugh asked if any of the fields had sprinkler systems to which Ms. Michaud answered that sprinklers were at the high school.
- AMS softball field will be also be recommended for full refurbishment in the future.
- Ms. Michaud added that short term is to rake and sod fields immediately and will not impede practice. Long term is to bring in experts to get recommendations regarding repairs, which could possibly be costly. Mr. Spivak added that the field hockey field has never been at the quality needed for field hockey use and hopes the district finds the experts needed.

b. Update on Gym Floors

- Ms. Michaud stated that a five year cycle is being recommended with \$25-30K a year to maintain the schedule. Four of the gym floors are smaller in square footage and could possibly be done in one year. The old gym at the high school was the first to receive a refurbishment due to use and wear. The superintendent recommends that the district be proactive in capital management thus adhering to the schedule.

VII. Comments from the Public

- Debra Chute, Board Chair, asked if scoreboards are being looked at as they are not all functioning. Ms. Michaud replied yes, they are; also looking at whose responsibility it is to maintain them. Mr. Spivak added that outdoor scoreboards are only used during varsity games, but why not during DV or JV games. Ms. Michaud commented that she will look into this. Ms. Chute added that there is also an issue with basketball games using the scoreboard at TBS.

VIII. Adjournment

Jay Spivak moved, David Cavanaugh seconded, to adjourn at 6:46 pm.

The motion passed 3-0-0.

Minutes prepared by Shirley Moy, Recording Secretary

Minutes respectfully submitted by Jay Spivak, Finance Committee Chair

Jay Spivak, September 20, 2018