



**MINUTES  
FINANCE COMMITTEE  
AVON BOARD OF EDUCATION**

**Avon Board of Education  
34 Simsbury, Avon, Connecticut 06001  
Meeting Room One  
Wednesday, February 20, 2019 - 12:00 p.m.**

**Attendance**

**Members Present:** Jay Spivak, Chair; David Cavanaugh (via phone), Laura Young

**Member(s) Absent:** Bogdan Oprica

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

**Others Present:** none

I. Call to order

*The meeting was called to order by Jay Spivak, Finance Committee Chair, at 12:02 pm.*

II. Approval of January 15, 2019 Minutes

*Laura Young moved, David Cavanaugh seconded, to approve the minutes of the January 15, 2019 Finance Committee meeting.  
The motion passed 3-0-0.*

III. Financial Report January 31, 2019

Ms. Michaud reviewed the Financial Report of Jan. 31<sup>st</sup>:

- There were no large payments made, next large payment will be in February for the second transportation payment which is still pending.
- Unencumbered balance declined by \$543,000 or .94% from Dec. 31.
- Special Education
  - Four additional students identified.
  - One student has left the program.
  - One significant change with an existing student.
  - Balance of over \$500,000 in the estimated variance.
- Month to Month comparison
  - More has been spent this year compared to last year but the spending trend is similar.

IV. Transfers

All transfer requests were reviewed and discussed as presented:

2019-40 – Other Supplies at PGS - \$500.00 – Removed as item was approved last month

2019-41 – Instructional Supplies for ELL & Guidance & Other Supplies at RBS - \$650.00

- 2019-42 – Printing at RBS - \$210.00
- 2019-43 – Transportation/Internship Program at AHS - \$1,000.00
- 2019-44 – General Supplies for Student Graduation at AHS - \$1,000.00
- 2019-45 – General Supplies for Student Graduation at AHS - \$3,000.00
- 2019-46 – Instructional Supplies for Music at TBS - \$461.73
- 2019-47 – Equipment for School at AHS - \$6,700.00
- 2019-48 – Other Supplies for Health Services in the District - \$1,000.00
- 2019-49 – Equipment for Instruction at TBS - \$708.92
- 2019-50 – Repairs & Maintenance at AHS & PGS - \$17,629.62

***Jay Spivak moved, Laura Young seconded, to approve and move to the full Board budget transfers as presented.***

***Motion passed 3-0-0***

V. New Business

a. Student Activity Quarterly Report

Ms. Michaud reported on Student Activity:

- Most of the activity in the student activity accounts have to do with upcoming field trips.
- The high school has been providing to the Town the parking fees more often rather than holding the parking fees as in the past. Collected Pay to Participate fees will be provided to the Town at the end of each season.
- High School Principal, Mr. Renkawitz, has been reviewing the student activity accounts closely especially the high school's clubs and activities fund which has \$73,000. The AP Testing funds are used to offset costs of administrating the program, testing costs and assist students who may need financial assistance. Typically the Yearbook fund carries a high balance this time of year as production invoices need to be remitted. The Yearbook will be having an RFP shortly. The Stipends Review Committee has also met to review stipends for clubs and activities. The final draft of the Committee's recommendations is currently being reviewed by the AEA and Board attorney, after which it will be brought forward to the Board with a deadline of March 1<sup>st</sup>.

b. Use of Facilities Report

Ms. Michaud gave a brief update:

- Expenditures increased by \$3,500 and the rental income increased by \$2,300, compared to last year's fiscal to date, expenditures are about exact while the rental income increased about \$5,100 due to the money being collected sooner than it was last year.
- Two new renters were had at Avon High School - Avon Volunteer Fire Dept. and CCSU volleyball camp.
- More activity is usually seen during the winter months.

c. Supplemental Appropriation – AHS Water Heater/Tank

Ms. Michaud stressed to the Finance Committee the importance of the supplemental appropriation:

- When the Capital Improvement Project was presented to the Town, the AHS domestic water heater/boiler tank was the number one priority. The Town has identified and granted the Board use of an existing HVAC system account that was established sometime prior to 2011. Through a supplemental appropriation process and an establishment of a new capital fund account, the HVAC funds will be designated to be used for the AHS Domestic Water Heater Boiler and Tank. The Finance Committee asked if an outside independent consultant was consulted and confirmed that a new

HVAC boiler is not needed to which Ms. Michaud confirmed a consultant was contacted and confirmed that a new HVAC was not needed given that the current boiler has an additional 10 year life expectancy remaining. The Finance Committee's concerns about the capability of the current HVAC system and the issues it had after the expansion, including air quality, were addressed by Ms. Michaud and Dr. Carnemolla. Ms. Michaud stated that the HVAC boilers were installed in 1998 making them 20 years old with a service life of 35 years. It was brought up by the Committee that concerns that the HVAC boiler was not sufficient for the high school's size which was why the HVAC fund was created. Dr. Carnemolla addressed the Committee's concerns regarding air quality saying that testing was currently being conducted and if an issue was to be discovered, it would need to be resolved regardless. Dr. Carnemolla and Ms. Michaud added that phase one of the HVAC/RTUs is included in the 5 year Capital Improvement Plan; there is a contingency plan in place. Dr. Carnemolla reminded the Committee that because the high school is used as a town shelter, should an issue come up with the HVAC boiler, the Town would need to agree to funds to remedy the problem.

***Jay Spivak moved, Laura Young seconded, to approve and move to the full Board budget the supplemental appropriation request to fund Avon High School's domestic water heater/boiler and tank totaling \$211,000 or as presented with adjustments.***

***Motion passed 3-0-0***

VI. Comments from the Public  
No comments from the public.

VII. Adjournment  
***Jay Spivak moved, Laura Young seconded, to adjourn at 12:27 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, Feb. 26, 2019*

Minutes respectfully received by Jeffrey S. Fleischman, Board Secretary  
*Jeffrey S. Fleischman, Feb. 26, 2019*