



**MINUTES
FINANCE COMMITTEE
AVON BOARD OF EDUCATION**

**Avon Board of Education
34 Simsbury, Avon, Connecticut 06001
Meeting Room Two
Tuesday, November 13, 2018 - 6:00 p.m.**

Attendance

Members Present: Jay Spivak, Chair; David Cavanaugh; Bogdan Oprica (by phone until arrival at 6:30 pm); Laura Young

Member(s) Absent:

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

Others Present: Board Chair Deb Chute, Ex Officio; Shirley Moy, Recording Secretary

I. Call to order

The meeting was called to order by Jay Spivak, Finance Committee Chair, at 6:00 pm.

II. Approval of October 9, 2018 Minutes

Laura Young moved, David Cavanaugh seconded, to approve the minutes of the October 9, 2018 Finance Committee meeting.

The motion passed 4-0-0.

III. Financial Report October 31, 2018

Ms. Michaud reviewed the Financial Report of October 31st and explained that aside from additional expenditures and a small number of encumbrances, there was nothing notable to report.

IV. Transfers

All transfers were reviewed and discussed.

Chair Spivak asked how much would be left in the Contracted Services / World Language account after the transfers being requested were processed, to which Ms. Michaud replied approximately \$70,000. Ms. Michaud also explained that although some of the transfers were previously addressed with the committee, the standard transfer document was now being presented for approval to adhere to procedures reviewed by the auditors.

Ms. Michaud reviewed the memo to Board members, dated Nov. 8th, regarding RBS student lockers. This contract approval was tabled in the Spring, however, the auditors allowed the encumbrance to be maintained. Ms. Michaud summarized that a total of 348 12 inch individual lockers are being recommended. The new layout will include an additional three banks of lockers allowing room for growth at the school. If approval is granted and the order

placed, the new lockers are expected to be installed during the Spring break so as not to disrupt school.

Ms. Young asked about the transfer for the salary variance to which Ms. Michaud replied it was less than \$1,000,000, which is different from years past. Furthermore, the transfer request was primarily based on where employees were budgeted versus the positions they were assigned. Employee FTE and funding will now match to allow more clarity and transparency. There were no variances from hiring or retirements. Mr. Oprica asked for clarification as to whether there were no retirements to which Ms. Michaud replied that there were retirements, but the retirements were budgeted. Dr. Carnemolla added that during the hiring process she was able to adhere closely to what was budgeted for the positions. Mr. Spivak asked the Superintendent if she saw any other necessary changes as the budget is being built, to which Dr. Carnemolla said that with grant funding and Choice reimbursements it is difficult to know, however, with the historical reports it helps to manage the budget process.

Ms. Young asked for an explanation regarding the Fall operating variance to which Ms. Michaud replied this is usually done in January but was happy to report that all the purchase orders were entered for insurance, utilities and other services of that nature which appeared to be on target to budget, however, the workers compensation and umbrella liability came in a little higher.

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

Motion passed 4-0-0

V. New Business

a. Student Activities – Quarter 1 FY 2018-19

Ms. Michaud presented the Committee with a quarterly report showing the five schools' account activity for Student Activities. AHS and AMS trend high for the first quarter due to Pay to Participate fees received at both schools and Fall parking fees at the high school. Mr. Renkawitz, AHS Principal, will be working with the clubs to be sure the clubs spend the money in their accounts which will further reduce the account balance. Remaining schools are in line with where they should be in the Fall. Ms. Young commented that the Town may start charging a fee for activities played at Avon High School to help cover some of the Town costs.

b. Facilities Report

Ms. Michaud explained that there has not been much facility use in the Fall as most of the facility use is in the winter months. Avon Rec and Park basketball is just starting and will be using the various schools. St. Ann's payment for use of the Middle School was received.

c. Multipurpose Natural Turf Field Award

Ms. Michaud shared that although it was hoped to break ground in the Fall, the field is completely saturated which inhibits bringing heavy equipment onto the field. Ms. Michaud asked that the Board move forward to get the fields ready by next Fall. Two bids came in, Dr. Carnemolla explained, with one bid three times the cost and the company did not have the experience of rebuilding a field. Ms. Michaud recommended using Liberty Landscapes which did a great job rebuilding the baseball field.

d. RBS Locker Contract Award

See discussion above.

e. Third Party Administration Contract

Ms. Michaud explained Third Party Administrator contracts are required for municipal employers who offer various 403B plans. The District currently uses Milliman as the Third

Party Administrator, however, Milliman charges the District for providing information to employees' requests for calculations. Ms. Michaud recommends using US Omni, an online administrator that would provide much more accessibility and ease which would be a benefit to employees. US Omni also does not charge for retirees and is estimated to cost the District \$5,400 a year (\$3 per active employee). Ms. Michaud would like to roll this program out in the Spring and have it available to employees in the Fall. Ms. Young asked about the cyber security to which Ms. Michaud stated US Omni is a standalone company which alleviates worry. Mr. Spivak asked if there were other areas Milliman currently oversees that could be transferred to which Ms. Michaud replied no.

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

VII. Adjournment
*Jay Spivak move, David Cavanaugh seconded, to adjourn at 6:32 pm.
Motion passed 4-0-0*

*David Cavanaugh moved, Laura Young seconded, to rescind the motion to adjourn
Motion passed 4-0-0*

*Jay Spivak moved, David Cavanaugh seconded, to approve and move to the full Board the AHS Natural Turf Field Contract recommended for award to Liberty Landscape, LLC with an estimated total cost of \$64,777.00.
Motion passed 4-0-0*

Jay Spivak moved, David Cavanaugh seconded, to approve and move to the full Board the RBS Student Locker Contract recommended for award to PSI-New England Storage Products with an estimated total cost of \$46,449.14 including funding recommendations as follows:

- *\$25,940.00 from PO #182077, a FY 2017/2018 encumbrance*
- *\$20,509.14 from FY 2018/2019 General Fund*

*Jay Spivak move, David Cavanaugh seconded, to adjourn at 6:35 pm.
Motion passed 4-0-0*

Minutes prepared by Shirley Moy, Recording Secretary
Minutes respectfully submitted by Jay Spivak, Finance Committee Chair

Jay Spivak, November 28, 2018

Minutes are approved at the next Finance Committee meeting, and any corrections to the minutes, if needed, will be made at that time.