



TOWN OF OLD SAYBROOK  
Board of Finance

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302 Main Street • Old Saybrook, Connecticut 06475-1741

BOARD OF FINANCE MEETING MINUTES  
October 15, 2019 7:00 P.M.  
FIRST FLOOR CONFERENCE ROOM

BOF Attendant Members

David LaMay, Chairman  
Carol Rzasa, V. Chairwoman  
Tom Stevenson  
Barry O’Nell  
Paul Carver  
John O’Brien  
Donna Nucci

Absent Members

In Attendance

Carl Fortuna, First Selectman  
Bob Fish, Treasurer  
Julie Pendleton, Director of Operations, Facilities and Finance  
Jan Perruccio, Superintendent of Schools  
Gerri Lewis, Clerk

**1. Call to order:**

Chairman LaMay called the meeting to order at 7:00 P.M.

**2. Pledge of Allegiance:**

Chairman LaMay led the pledge.

**3. Roll Call:** All present.

**4. Minutes**

A motion to approve the minutes of the October 1, 2019 meeting was made by Mr. Carver, seconded by Mr. O’Nell. Motion passed by Mr. O’Brien, Mr. O’Nell, Mr. Carver, Ms. Rzasa, Mr. Stevenson and Ms. Nucci. Mr. LaMay Abstained. 6-0-1

**5. Board of Education Report**

A memo including a chart on the expenditures to date including July through mid October was handed out to the board. Tuition and transportation expenditures were not updated with all the anticipated expenditures and will be completed by the end of October. It was noted that that 25% of the fiscal year as of September 30, 2019 was completed. Also reported was that by the end of October, most of the encumbrances and forecasts for expenditures through June 30, 2020 will have been completed. See below.

To: Old Saybrook Board of Education  
Old Saybrook Board of Finance

October 15, 2019

From: Julie Pendleton, Director of Operations, Facilities & Finance  
Jan Perruccio, Superintendent of Schools

RE: Budget Update September/October 2019-2020

The budget is not fully encumbered currently. Reflected in the expenditures to date are July through mid October expenditures. Tuition and transportation expenditures are not updated with all anticipated expenditures and will be completed by the end of October. We have completed 25% of the fiscal year as of September 30, 2019. By the end of October, we will have completed most of the encumbrances and forecasts for expenditures through June 30, 2020. At that time the chart will be updated and the status of the budget will reflect our best projection of expenditures. Once encumbrances are completed these large balances will more accurately be reflected.

Account Title	Appropriation 19/20	Expended	Encumbered	Balance	Reason
111 Certified Staff	12,367,481	3,772,944	8,487,176	107,361	Staff Changes and 1 additional grant applied
112 Instructional Asst.	1,085,332	113,852	884,839	86,640	Reduction of paras
220 Social Security/Med	351,742	118,718	395,703	37,320	Savings due to staff changes
330 Prof Dev.	121,365	16,411	18,840	86,113	Expended throughout the year
350 Other Prof. Services	35,880	0	0	35,880	Athletic Trainer/Medical Advisor to be encum
430 Repairs & Maint.	275,507	49,497	91,095	134,914	Expenditure made throughout the year
450 Construction	148,500	86,917	4,102	57,480	Capital Maintenance Projects
510 Transportation	1,512,987	50,805	317,333	1,144,849	Transportation to be encumbered
520 Property Insurance	107,500	36,446	36,447	34,607	Expenditures made throughout the year
560 Tuition to	163,348	10,851	0	152,497	Tuition to be encumbered

Account Title	Appropriation 19/20	Expended	Encumbered	Balance	Reason
<b>LEA's</b>					
<b>562 Tuition- Magnet</b>	<b>110,118</b>	<b>0</b>	<b>0</b>	<b>110,118</b>	<b>Tuition to be encumbered</b>
<b>581 Travel-Conferences</b>	<b>40,050</b>	<b>2,694</b>	<b>1,332</b>	<b>36,024</b>	<b>Expended throughout the year</b>
<b>600 Supplies</b>	<b>445,933</b>	<b>84,795</b>	<b>87,340</b>	<b>273,597</b>	<b>Expended throughout the year</b>
<b>613 Main. &amp; Cust. Supplies</b>	<b>86,025</b>	<b>11,584</b>	<b>17,940</b>	<b>56,501</b>	<b>Expended throughout the year</b>
<b>626 Gasoline/Diesel</b>	<b>129,910</b>	<b>0</b>	<b>19,200</b>	<b>110,710</b>	<b>Locked in October @2.11 per gallon</b>
<b>641 Text/Workbooks</b>	<b>58,741</b>	<b>16,519</b>	<b>1,321</b>	<b>40,900</b>	<b>ELA purchased throughout the year</b>
<b>650 Licensing</b>	<b>253,920</b>	<b>127,532</b>	<b>6,700</b>	<b>119,687</b>	<b>Renewals throughout the year</b>
<b>732 Mach. Veh. Equipment</b>	<b>116,665</b>	<b>8,853</b>	<b>58,301</b>	<b>49,511</b>	<b>Will be purchasing in the spring</b>
<b>734 Tech Hardware</b>	<b>257,721</b>	<b>11,066</b>	<b>1,184</b>	<b>245,471</b>	<b>Purchases throughout the year</b>
<b>810 Dues &amp; Fees</b>	<b>64,081</b>	<b>31,102</b>	<b>3,434</b>	<b>29,545</b>	<b>Expenditures made throughout the year</b>

The chart below reflects the year to date expenditures for Capital purchases and Capital Maintenance

\*Capital Expenditures FY 2019-2020:

OBJECT	Expended/Encumbered	Project Detail
<b>430- Construction Services</b>	<b>\$140,592</b>	Millwork, Hood System, Oil Tank, flooring, Fertilizer, Tree removal/Trimming, Electrical repairs, HVAC Repairs
<b>732- Machinery, Vehicles, &amp; Furniture</b>	<b>\$67,154</b>	Classroom Furniture
<b>Tech Related Hardware</b>	<b>\$12,249</b>	Misc. Technology

TRANSFERS:

We have transferred \$300,000 into the regular exchange account from the special education exchange account and have a little over \$300,000 in each exchange account. The monies deposited into these accounts come from fees collected from outside groups that use the facilities, tuitions from other school districts that have children placed in our school district, fees from pre-school tuitions, rebates from our insurance carrier, and other miscellaneous sources of income.

At this time there are no unexpected expenditures that have been identified. We are working on the remaining encumbrances and will continue to refine all of the projections and forecasts throughout the year

Mr. O'Brien asked about the jump in the electricity. Ms. Pendleton replied that it was caused by the irrigation of all of the ball fields and in town groups use of the auditoriums in the evening.

Mr. O'Brien noted that he wanted to see more transparency of money spent. He also noted that with the Capital Plan, there should be shown the money carried forward, money spent and current balance.

In discussion of the droppings on the ball fields, Ms. Perruccio noted that the cost was \$21,000 to have Border Collies chase away the Canadian Geese for 3 months. It was becoming a health hazard as well.

Chairman LaMay thanked Ms. Pendleton and Ms. Perruccio.

At this time Selectman Fortuna brought up that he would like 2 representatives from the Board of Finance on the Capital Planning Committee. He asked Mr. O'Neill and Ms. Rzasa to which they agreed.

## **7. Selectman Report**

Selectman Fortuna briefly noted the following:

- Paving at the Fire Department;
- Paving at the Y&FS lot;
- Paving at North Cove Road, Church St. and Cromwell Place;

Ms. Nucci inquired about sidewalks from the high school to the library. Selectman Fortuna noted that he will follow up on this.

Ms. Nucci also inquired about the lawsuit that Selectman Fortuna was going to email. He said he would email the lawsuit.

- Fencing at Trask Road Tennis courts; courts will be done in the Spring due to weather.

Selectman Fortuna noted that this was John O'Brien's last meeting and wanted to take this time to say thank you with a "gift of cheer" to John for the 14 years he was on the finance board. He noted how much he appreciated John for his thoughtfulness and respectfulness of the process. All wished John well.

Chairman LaMay thanked Selectman Fortuna.

Ms. Nucci asked if there was a template for the department heads to complete for their budget going forward. Selectman Fortuna noted that there is a financial template. He said he would need more clarification but would ask the department heads to look into it a bit more. Ms. Rzasa noted that the budget process gives the department heads a chance to present their finance planning to the board of finance.

## **8. COMMENTS FROM THE CHAIR**

Chairman LaMay and the board, again, thanked John O'Brien for his years of service on the Board of Finance and wished him well.

**12. PUBLIC COMMENT** None.

## **13. ADJOURNMENT**

A motion to adjourn at 7:50 p.m. was made by Ms. Rzasa, seconded by Mr. Stevenson and was so voted by Mr. O'Brien, Ms. Rzasa, Mr. Carver, Mr. O'Neill, Ms. Nucci, Mr. Stevenson and Chairman LaMay. 7-0-0

This meeting is recorded on the town's youtube website.

Submitted:Gerri Lewis, Clerk