



**Minutes**  
**FINANCE COMMITTEE**  
**Avon Board of Education 34 Simsbury, Avon, Connecticut 06001**  
**Via Zoom**  
**Tuesday, October 17, 2023 – 6:00 p.m.**

**Attendance**

**Members Present:** Lynn Katz, Committee Chair; Deb Chute; Laura Young,

**Member(s) Absent:** Jeffrey S. Fleischman

**Administration Present:** Dr. Bridget H. Carnemolla, Superintendent; Jess Giannini, Assistant Superintendent; Susan Russo, Business Manager; Myles Altimus, Director of Operations

**Others Present:** Christine Sardinkas, Board Recording Secretary

- I. Call to order  
*The meeting was called to order by Ms. Lynn Katz, at 6:00 pm.*
  
- II. Approval of September 19, 2023 Minutes  
*Ms. Deb Chute moved to approve the minutes of the September 19, 2023 Finance Committee meeting, Ms. Laura Young seconded.*  
*The motion passed 3-0-0.*
  
- III. Financial Report September 2023 Ms. Russo explained the Financial Highlights-  
Ms. Russo began with the September Financial Report, showing our balance for this year compared to last year:  
General Funds:  
9/30/2023, \$ 7,272,198 or 10.90% unencumbered  
9/30/2022, \$ 5,458,714 or 8.44% unencumbered  
Ms. Russo stated that the major difference is one of the Purchase Orders (for Kelly Services) had not been encumbered by August 30, 2023, therefore will be included in the ending balance in September.  
  
Certified staff showed some variances due to Administrative salaries shifting due to the principal shifts at RBS. Certified staff salaries see a positive balance with some stipend positions not yet filled. Non Certified staff had some variances due to staff movement and additional Teaching Assistants.  
  
Special Education is still in motion with encumbrances still in process, but also seeing increased student needs, therefore deficits in transportation lines can be seen, but the transfer of money will not take place until all contracts are in and all transportation and equipment needs are known.  
  
*Ms. Young motioned to have the Financial Report moved to the Full Board, Ms. Chute seconded.*  
*Motion Passed 3-0-0*
  
- IV. Transfers  
Transfers:  
2024-016 - \$75.00 - AHS Competition Fees  
2024-017 - \$35.32 - Increase in Scholastic News Cost  
2024-018 - \$69,626.16 - Non-Certified Staffing moves  
  
*Ms. Chute moved to have the transfers brought to the full board for approval, Ms. Young seconded.*  
*Motion passed 3-0-0*

V. New Business

A. FY 24-25 Capital Improvement Request

Mr. Myles Altimus, Director of Operations, talked to the Capital Improvement presentation. Mr. Altimus started with the history of what has been done last year, with ARPA funds included Air Handling at the High School, carpet replacement district wide and technology upgrades district wide.

Mr. Altimus then went on to discuss the requests to be done for this upcoming school, which are done or almost done, they include PGS notification system, AMS Emergency Generator, AHS floor replacement and partial roof replacement as well as District wide security upgrades. Ms. Katz inquired about the generator's cost at AMS, would it affect other line items if it is more than we budgeted? Mr. Altimus noted that there is a buffer put in when they estimate the cost.

The next part of the presentation was about next year's request, 2024-2025, which includes phase 2 of AHS roof, where Mr. Altimus explained that the part of the roof being repaired this year (phase 1) is from 1998.

Electrical upgrades and outside door repair at AMS, which are only used in an emergency until the doors are properly fixed. Ms. Young asked why the doors at AMS shifted so greatly, was it water damage? Mr. Altimus answered that much of it may have been due to the salt put down during snowstorms and the frost heaves through the years. The electrical at AMS, Mr. Altimus explained, is being examined by an electrical engineer to see what needs to be replaced, and what can be fixed and what is still usable at this point. The panels at AMS in question are quite old, so repairing some of the panels is not possible for today's standards. Ms. Katz questioned the panels impacting other items to be fixed, and Mr. Altimus stated that at this point we have budgeted enough to cover the panels, but Dr. Carnemolla wanted to clarify that it is uncertain what these panels will cost and how many will need to be replaced and therefore shifting in the budget is not out of the question, for things that may need to take a back seat to the electrical panels at AMS. Finally, Central Office improvements; Mr. Altimus stated that the Central Office costs the district more money per square foot to run than any of the schools, due to its age and structure. Ms. Young asked regarding the long term plan where the staff may be put into different buildings? Dr. Carnemolla said she has been talking with the Town Manager regarding the possibility of relocating. The report that the town hired architect has put together will show the town that fixing the Central Office would not be cost effective, and not in the best interest of the town. Ms. Chute followed up with the question of can the Board expedite the process for the Central Office and is relocation a possibility? Dr. Carnemolla answered that the report that was done by the architect is with the Town Manager, and he still needs to share that with the Town Council, once that is done, it will be shared with her (Dr. Carnemolla). A short discussion ensued about the repairs on the Central Office being so extensive it would be cost prohibitive, as well as the timeline of relocating and where, if that is an option on the table. Ms. Katz asked what the report says the cost of fully implementing the needed changes. Dr. Carnemolla responded that the cost would be in the millions.

TBS is in line to have their basketball courts replaced due to 1,300 linear feet of cracking, therefore recommendation is to replace the whole court. TBS Tennis courts will be prepped this year and then replaced next year. Ms. Young questioned the root of the problem for the cracks for both the basketball and tennis courts, which is the drainage underneath the courts. Mr. Altimus replied that the new way they are prepping and redoing the courts will address the problem. RBS replacing their playground equipment. Ms. Katz asked about grants available to help with the costs of the playground equipment and Susan Russo answered that Avon would most likely not be eligible for these grants, but would look into IDEA Grants. Ms. Chute asked when this project will start and Mr. Altimus answered that the funds won't be in place until July 1, 2024, as the projects are slotted for the 2024-2025 school year. There will also be continued work district wide on floors/carpets and lock replacements (interior), and security updates. TBS Roof is the final priority for 24-25, it is in good condition, but want to make sure it is evaluated before it becomes a problem.

Ms. Young asked when they would address the AMS Court repair needs, Mr. Altimus stated that the purchase order is in for crack repairs, and the plan is to do both tennis courts at AMS next year.

***Ms. Deb Chute moved to bring the Capital Improvement Plan to the full board and Laura Young seconded.***

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

VII. Comments from the Public

There were no comments from the public.

VIII. Adjournment

***Ms. Deb Chute made a motion to adjourn the meeting at 6:48 p.m., Laura Young seconded.***

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

Minutes prepared by Christine Sardinkas, Recording Secretary

Minutes respectfully submitted by Lynn Katz, Finance Committee Chair

Minutes respectfully received by Jeffrey S. Fleischman, Board Secretary

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