

Litchfield Board of Education
Special Joint Meeting Minutes
December 21, 2023

Facilities & Technology & Finance Committee

I. Call to Order The Facilities & Technology & Finance Committee meeting held at Litchfield Intermediate School and via teleconference was called to order at 6:30 p.m. by Mr. Shuhi.

Members present: Mr. Shuhi, Chair (Facilities & Technology Committee), Mr. Clock Chair (Finance Committee), Mr. Breslin, and Mr. Morosani. Also present: Mr. Leone, Superintendent, Mr. Terzian, Ms. Reardon, and Mr. Robillard, Accounting Manager.

II. Approval of Minutes

- a. Review the minutes of the Facilities & Technology & Finance Committee meeting of November 2, 2023

Mr. Clock made a motion to approve the Facilities & Technology & Finance Committee meeting on November 2, 2023. Mr. Morosani seconded the motion. There was no discussion. The motion passed unanimously.

III. Communications

None

IV. Public Participation

None

V. Old Business

None

VI. New Business

- a. Door Upgrades – LIS, LMS/LHS

Mr. Leone shared the door upgrade proposal was reviewed at the School Security & Safety meeting on November 16, 2023, and it was recommended the half-door metal insert to the doors at LIS, LMS/LHS be brought forward for review and Board approval. Mr. Robillard showed a sample of the metal insert for Committee member review. Discussion ensued that included but was not limited to should the district consider three-quarter metal panels. Ms. Reardon responded to the question sharing the view of School Security & Safety Committee members. Additionally, Mr. Leone added this is an Action Item for the full Board of Education at the meeting later in the evening.

- b. Playground Fence – LCS

Mr. Leone commented there is a need to install a fence at Litchfield Center School and the cost is roughly \$7k. He added there are funds available in the budget to cover these costs. This is an Action Item for the full Board of Education at the meeting later in the evening.

c. Generator at LHS

Mr. Leone provided background information regarding the generator for LHS that this is an approved Capital Expense of \$125k. It has been difficult for the district to acquire a replacement generator given the backlog from the manufacturer. He added that the district has acquired new bids and the cost of a generator is now north of \$270k. This product will likely not be available soon and will need to be carried over to Region 20. Mr. Leone has been working with the town and it has been confirmed the original approved \$125k will be carried over to Region 20 and applied toward this project.

d. Budget Update 2023-2024

Mr. Leone reviewed the 2023-2024 Finance Report. On the Revenue side, the district is expecting a legislative increase in Excess Costs (Special Education). On the Expense side, there is a decrease of \$100k in realized savings, an increase of \$50k in Classified Salaries for substitutes, a decrease of \$75k in Employee Benefits in realized savings, an increase of \$10k in Capital and Debt for Window Tinting and adjustment to Contingency of \$115k. Contingency currently sits at \$215k.

e. Budget Transfer – December 2023

Mr. Leone reviewed the Budget Transfer – December 2023 earlier in the meeting when providing the Budget Update 2023-2024.

VII. Future Agenda Items

None

VIII. Adjournment There being no further business to come before this committee **Mr. Morosani made a motion to adjourn. Mr. Clock seconded the motion. The motion passed unanimously.** The meeting adjourned at 6:48 p.m.

Respectfully submitted,
Christine Escobar
Secretary, pro-tem