



COLCHESTER BOARD OF EDUCATION
Colchester, Connecticut

BUDGET FINANCE COMMITTEE MEETING

June 7, 2023 8:00 AM
Pupil Services Conference Room

MINUTES

COMMITTEE MEMBERS PRESENT: Christopher Rivers, Alexander Oliphant

OTHER BOARD MEMBERS PRESENT: Mary Tomasi

ADMINISTRATION PRESENT: Superintendent Daniel P. Sullivan, III, Assistant Superintendent Dr. Charles E. Hewes

OTHERS PRESENT: Business Director Rachel Linkkila, Accountant Michelle Marceau, Executive Assistant to the Superintendent/Board Clerk Heather Petit

1. **CALL TO ORDER**

1.1 Call to Order

Committee Chair Christopher Rivers called the meeting to order at 8:02 AM

1.2 Roll Call

Committee Chair Christopher Rivers conducted a roll call of the Committee

2. **PUBLIC COMMENT**

2.1 For Public Comments, Please See Bylaw on Meeting Conduct
None.

3. ***PRIORITY DISCUSSION/ACTION ITEMS**

3.1 *Approval of Budget Finance Committee Minutes of May 3, 2023

Motion by: A.Oliphant

To approve the Budget Finance Committee minutes of May 3, 2023

Seconded by: C.Rivers

Roll call: All in favor.

Vote: Motion carried.

3.2 Budget Reports

Rachel Linkkila reviewed the monthly budget report for May 2023. Discussion was had in regard to legal fees. Superintendent Sullivan reported that the budget that was passed at the State held districts harmless in regard to education cost sharing (ECS) for this year and next.

Ms. Linkkila reviewed the cafeteria report. Currently, the state is offering free meals which contributes to food services' current available balance.

3.3 Budget Transfers Under \$5,000

Ms. Linkkila discussed budget transfers under \$5,000. Ms. Linkkila said insurance and telephone upgrades came in higher than budgeted.

3.4 Budget Transfers Over \$5,000

Ms. Linkkila reviewed the end of year budget transfer request over \$5,000. Ms. Linkkila said that she would like to transfer funds from the salary line to cover the telephone upgrade. The funds available in the salary line are partly due to not filling the communications office professional in the central office, as well as shifting from a Director of Human Resources to a Human Resources Coordinator. Ms. Linkkila stated that although the district was able to save money on electricity, heating oil costs increased so there is a transfer request between these two lines.

Motion by: A. Oliphant

To accept budget transfers over \$5,000 and send them to the full board for review and approval.

Seconded by: C. Rivers

Roll call: All in favor.

Vote: Motion carried

3.5 *Funding for Summer Projects

Discussion was had in regard to summer maintenance projects needing to be completed throughout the district. Ms. Linkkila said she took small line overages from several lines to pay for building repairs that were essential throughout the year. Discussion was had in regard to summer maintenance projects, the technology plan, and capital plan. The Committee recommended that the technology plan and capital plan be brought to the facilities committee for review.

Motion by: A. Oliphant

To add the solar/electricity proposal discussion to the agenda as item 3.6

Seconded by: C. Rivers

Roll call: All in favor.

Vote: Motion carried

3.6 Solar/Electricity Proposal

Mr. Sullivan discussed the electricity/solar proposal which will need to be decided on by July.

The Committee decided that the next meeting of the Budget Finance Committee will be Wednesday, July 12, 2023 at 8:00 AM in lieu of July 5, 2023.

4. PUBLIC COMMENT

4.1 For Public Comments, Please See Bylaw on Meeting Conduct
None.

5. ADJOURNMENT

Motion by: A.Oliphant

To adjourn the meeting at 9:00 AM

Seconded by: C.Rivers

Roll call: Motion carried

Respectfully submitted,

Heather R. Petit

Executive Assistant to the Superintendent/Board Clerk