



**COLCHESTER BOARD OF EDUCATION**  
Colchester, Connecticut

**BUDGET FINANCE COMMITTEE MEETING**

January 3, 2024 8:00 AM  
Board of Education Conference Room  
127 Norwich Avenue, Colchester

**MINUTES**

**COMMITTEE MEMBERS PRESENT:** Christopher Rivers, Michelle Millington

**ADMINISTRATION PRESENT:** Superintendent Daniel P. Sullivan, III, Assistant Superintendent Jessica L. Kuckel

**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 8:04 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 December 6, 2023

**Motion by:** M.Millington

To approve the Budget Finance Committee meeting minutes of December 6, 2023

**Second:** C.Rivers

**Roll Call:** All in favor.

**Vote:** Motion carried.

3.2 Monthly Budget Reports

Rachel Linkkila discussed the December monthly budget report. Ms. Linkkila said that CREC went up 14.5% for magnet tuition so this line is over as it was budgeted for a 3% increase. Ms. Linkkila stated that there are fewer students attending VOAG so that savings can be used for the magnet tuition.

Ms. Linkkila presented the quarterly revenue report. Mr. Rivers recommended to keep the object codes but remove the org number for consistency.

The Committee discussed the health insurance reserve reports. Ms. Linkkila said that the town has not contributed to the reserve as they should be as of this time. Ms. Linkkila stated that as of December, the town was \$861,000 negative in the health reserve account. Ms. Linkkila said the town should have \$500,000 in the reserve by June 30, 2024. The Committee discussed bringing recommendations to the town in follow up to a communication sent approximately a year ago. The Committee further discussed having an informal meeting with the Town on how to move forward.

Mr. Rivers said he will work with the Board of Education finance department over the next few weeks on the dashboard for the website.

3.3 Budget Transfers Under \$5,000  
None.

3.4 Budget Transfers Over \$5,000  
None.

3.6 HVAC Grant  
Mr. Rivers said the HVAC grant was submitted to the State and the District received email confirmation of submission.

3.7 Update on William J. Johnston Middle School Construction Bond  
Ms. Linkkila worked with the state and requested final payment for the Pupil Services portion of the project; the William J. Johnston Middle School portion was already requested for reimbursement. The Committee asked for detail on what has been paid and potential reimbursement.

4. PUBLIC COMMENT

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

5. ADJOURNMENT

**Motion by:** M.Millington  
To adjourn the meeting at 8:43 AM  
**Seconded by:** C.Rivers  
**Roll call:** All in favor.  
**Vote:** Motion carried.

Respectfully submitted,

Heather R. Petit  
Executive Assistant to the Superintendent/Board Clerk