

**FACILITIES SUBCOMMITTEE MEETING
MINUTES**

November 12, 2019

6:00 p.m.

Agriscience

536 Daniels Farm Road

Trumbull, CT

Members Present:

Jeffrey M. Donofrio, Chairman

Lucinda Timpanelli, Board Member

Michael Ward, Board Member

Also in attendance:

Cindy Katske, Chief Administrative Officer

Dr. Gary Cialfi, Superintendent

Mark Deming, Facilities Director

Sean O'Keefe, Business Administrator

The meeting was called to order at 6:00 p.m. It was moved (Ward) seconded (Donofrio) to approve Minutes from the February 26, 2019 meeting. Vote: 2 in favor (Timpanelli abstained).

Per Mr. Donofrio's request, Mark Deming reviewed the Facilities Budget (attached) stating that new high efficiency boilers, equipment and pumps have been installed in the schools. Staff training regarding repair and maintenance of this new equipment is needed. Discussion ensued.

By unanimous consent, it was recommend to move the 2020 - 2021 Facilities Budget forward to the Board for approval.

Jeff Donofrio requested an update on the Booth Hill/Jane Ryan Window Project. Mr. Deming stated that today he did a walk through to finalize the punch list and will do another walk through prior to the last meeting. Upon project completion, the Booth Hill/Jane Ryan Building Committee will have a final close out meeting.

By unanimous consent, the meeting adjourned at 6:34 p.m.

Departmental Report - 2020-21 Budget Request
October 2019

Facilities - BOE Approved

Account #	Account Description	2018-19 Budget		2018-19 Expended	2019-20 Budget	2020-21 Request	2020-21 Comments/Explanations
		Original	Transfers				
Admin							
01802320-51140	Substitutes	\$22,000	\$0	\$22,000	\$77,123	\$80,000	
01822230-55800	Professional Devt	\$1,000	\$0	\$1,000	\$0	\$1,000	
01822230-55910	Other Purch'd Svcs	\$7,500	\$0	\$7,500	\$14,334	\$13,500	
01822230-56110	Office Supplies	\$4,045	\$0	\$4,045	\$8,446	\$4,000	
01822230-56425	Periodicals	\$350	\$0	\$350	\$0	\$350	
01822230-57301	Equipment	\$200	\$0	\$200	\$0	\$200	
01822230-58900	Dues & Fees	\$800	\$0	\$800	\$1,193	\$800	
01842610-55803	Mileage	\$1,200	\$0	\$1,200	\$2,632	\$1,200	
	Admin Total	\$37,095	\$0	\$37,095	\$103,728	\$101,050	
District Wide							
01842611-54101	Electricity	\$884,610	\$0	\$884,610	\$1,168,069	\$1,150,000	
01842611-54105	Water	\$129,000	\$0	\$129,000	\$126,749	\$125,000	
01842611-56201	Heating Oil	\$0	\$0	\$0	\$0	\$0	
01842611-56202	Natural Gas	\$390,480	\$0	\$390,480	\$431,262	\$425,000	
01842611-57202	Energy Project Lease Pymts	\$700,000	\$0	\$700,000	\$697,063	\$800,000	
	District Wide Total	\$2,104,090	\$0	\$2,104,090	\$2,423,142	\$2,500,000	
Snow Removal							
01842610-51143	Salaries	\$20,000	\$0	\$20,000	\$25,191	\$21,000	
01852622-54300	Repairs & Svc Fees	\$20,000	\$0	\$20,000	\$0	\$20,000	
01852622-56134	Supplies	\$8,428	\$0	\$8,428	\$1,945	\$12,000	
01852622-57307	Equipment	\$5,000	\$0	\$5,000	\$0	\$5,000	
	Snow Removal Total	\$53,428	\$0	\$53,428	\$27,136	\$58,000	
Vehicles							

01852623-54300	Repairs & Svc Fees	\$0	\$12,000	\$0	\$12,000	\$6,936	\$14,000	\$14,000
01852623-56133	Gas/Diesel	\$0	\$50,000	\$0	\$50,000	\$42,487	\$50,000	\$45,000
01852623-56134	Supplies	\$0	\$16,013	\$0	\$16,013	\$15,425	\$15,000	\$16,000
01852623-57307	Equipment	\$0	\$800	\$0	\$800	\$0	\$1,000	\$0
	Vehicles Total	\$0	\$78,813	\$0	\$78,813	\$64,847	\$80,000	\$75,000
<u>Grounds</u>								
01852625-54300	Repairs & Svc Fees	\$0	\$35,000	\$0	\$35,000	\$9,471	\$35,000	\$35,000
01852625-56134	Supplies	\$0	\$29,497	\$0	\$29,497	\$14,419	\$30,000	\$30,000
01852625-57307	Equipment	\$0	\$12,250	\$0	\$12,250	\$1,358	\$17,250	\$18,370 Lease Payments new mower
	Grounds Total	\$0	\$76,747	\$0	\$76,747	\$25,247	\$82,250	\$83,370
<u>Inside Maintenance</u>								
01852632-54300	Repairs & Svc Fees	\$0	\$25,000	\$0	\$25,000	\$13,370	\$25,000	\$25,000
01852632-55910	Other Purch'd Svcs	\$0	\$1,500	\$0	\$1,500	\$719	\$1,500	\$1,500
01852632-56134	Supplies	\$0	\$35,397	\$0	\$35,397	\$31,126	\$37,000	\$37,000
01852632-57307	Equipment	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$1,000
	Vehicles Total	\$0	\$62,897	\$0	\$62,897	\$45,214	\$64,500	\$64,500
<u>Electrical</u>								
01852633-54300	Repairs & Svc Fees	\$0	\$32,000	\$0	\$32,000	\$41,754	\$32,000	\$50,000
01852633-56134	Supplies	\$0	\$61,101	\$0	\$61,101	\$47,510	\$62,000	\$62,000
01852633-57307	Equipment	\$0	\$800	\$0	\$800	\$5,823	\$2,000	\$2,500
	Electrical Total	\$0	\$93,901	\$0	\$93,901	\$95,088	\$96,000	\$114,500
<u>HVAC</u>								
01852639-54300	Repairs & Svc Fees	\$0	\$65,000	\$0	\$65,000	\$191,063	\$90,000	\$190,000 water treatment, roof top replacements
01852639-56134	Supplies	\$0	\$46,353	\$0	\$46,353	\$51,149	\$50,000	\$55,000
01852639-57307	Equipment	\$0	\$1,200	\$0	\$1,200	\$1,444	\$8,000	\$40,343 Lease payments TECEC chiller
	HVAC Total	\$0	\$112,553	\$0	\$112,553	\$243,656	\$148,000	\$285,343
<u>Plumbing</u>								
01852644-54300	Repairs & Svc Fees	\$0	\$10,000	\$0	\$10,000	\$8,792	\$25,000	\$25,000

01852644-56134	Supplies	\$37,925	\$0	\$37,925	\$26,197	\$40,000	\$35,000
01852644-57307	Equipment	\$1,000	\$0	\$1,000	\$33	\$500	\$1,000
	Plumbing Total	\$48,925	\$0	\$48,925	\$35,022	\$65,500	\$61,000
Roofing							
01852645-54300	Repairs & Svc Fees	\$25,000	\$0	\$25,000	\$40,931	\$50,000	\$50,000
01852645-56134	Supplies	\$2,528	\$0	\$2,528	\$643	\$500	\$500
	Roofing Total	\$27,528	\$0	\$27,528	\$41,574	\$50,500	\$50,500
Building Improvements							
01852647-53300	Other Professional Svcs	\$0	\$0	\$0	\$0	\$0	\$0
01852647-54300	Repairs & Svc Fees	\$12,000	\$0	\$12,000	\$3,809	\$15,000	\$15,000
01852651-57202	Projects	\$85,000	\$0	\$85,000	\$4,800	\$105,000	\$105,000
01852651-57301	Furniture	\$1,200	\$0	\$1,200	\$0	\$0	\$1,200
	Building Improvements Total	\$98,200	\$0	\$98,200	\$8,609	\$120,000	\$121,200
Custodial							
01842610-51141	Custodial OT	\$46,031	\$0	\$46,031	\$55,365	\$42,000	\$55,000
01842610-51142	School OT	\$76,056	\$0	\$76,056	\$101,054	\$70,001	\$102,000
01842610-51145	Custodial Support	\$18,000	\$0	\$18,000	\$5,926	\$6,000	\$6,000
01842610-51149	Custodial Night Differential	\$10,500	\$0	\$10,500	\$9,112	\$11,000	\$10,000
01842610-54103	Trash/Recycling	\$50,000	\$0	\$50,000	\$48,097	\$50,000	\$50,000
01842610-54202	Cleaning	\$2,500	\$0	\$2,500	\$3,823	\$2,500	\$3,900
01842610-54300	Repairs	\$13,000	\$0	\$13,000	\$485	\$15,000	\$15,000
01842610-56130	Supplies	\$136,529	\$0	\$136,529	\$165,764	\$173,000	\$173,000
01842610-57301	Equipment	\$0	\$0	\$0	\$0	\$5,000	\$5,000
	Custodial Total	\$352,616	\$0	\$352,616	\$389,625	\$374,501	\$419,900
Maintenance							
01852620-51141	Maintenance OT	\$13,362	\$0	\$13,362	\$41,320	\$13,200	\$42,000
01852620-51145	Summer help	\$55,000	\$0	\$55,000	\$41,006	\$35,000	\$42,000

01852631-54300	Repairs & Svc Fees	\$0	\$36,000	\$33,206	\$36,000	\$36,000
01852631-54301	Other Professional Svcs	\$0	\$35,000	\$17,284	\$35,000	\$25,000
01852631-56134	Supplies	\$0	\$1,938	\$894	\$2,500	\$2,000
01852654-57340	Vehicle	\$0	\$18,000	\$7,436	\$18,000	\$18,000
	Maintenance Total	\$0	\$159,300	\$141,146	\$139,700	\$165,000
<u>IAQ</u>						
01852648-54300	Repairs & Svc Fees	\$0	\$8,000	\$666	\$0	
01852648-56134	Supplies	\$0	\$5,057	\$13,696	\$10,000	\$12,000
01852648-57307	Equipment	\$0	\$1,500	\$0	\$1,500	
	IAQ Total	\$0	\$14,557	\$14,362	\$11,500	\$12,000
	Facilities Total	\$0	\$3,320,650	\$3,658,396	\$3,388,601	\$4,111,363