



COLCHESTER BOARD OF EDUCATION
Colchester, Connecticut

BUDGET FINANCE COMMITTEE MEETING

October 4, 2023 8:00 AM
Pupil Services Conference Room

MINUTES

RECEIVED
COLCHESTER, CT
2023 OCT -5 PM 12:00
M. J. FURMAN
SCHOOL DEPT. CLERK

COMMITTEE MEMBERS PRESENT: Christopher Rivers, Alexander Oliphant, Michelle Millington

OTHERS PRESENT: Business Director Rachel Linkkila, Account 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**

Motion by: A.Oliphant

To add the administrators contract to the agenda as item 3.7

Second: M.Millington

Roll call: All in favor

Vote: Motion carried

3.1 Approval of Budget Finance Committee Minutes of September 6, 2023

Motion by: A.Oliphant

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

Second: M.Millington

Roll Call: All in favor

Vote: Motion carried

3.2 Monthly Budget Reports

Ms. Linkkila presented the July and August monthly budget reports. Ms. Linkkila discussed that the change from July to August was due to the encumbrances of employee salaries.

Discussion was had in regard to not having budget committee meetings in the summer months as the monthly budget reports would not have salaries and other items encumbered at that point. The Committee agreed to not have committee meetings during the summer.

Mr. Rivers asked that revenue be reported on at the Budget Finance Committee meetings quarterly. In regard to Special Education excess costs, the Committee asked that the Director of Pupil Services and Special Education present a quarterly report to the Committee.

Ms. Linkkila presented the monthly health reserve contribution reports to the Committee. The Board of Education did not make monthly contributions during the summer but will be doing so moving forward with a new purchase order in place. Discussion was had in regard to the town contributions for summer months also needing to be submitted.

Mr. Rivers presented a draft budget dashboard to help visualize expenditures and budget detail throughout the fiscal year for the community. The dashboard would be updated monthly. The Committee discussed launching the platform and agreed it would be a wonderful asset for transparency. Mr. Rivers will send the HTML file to the Committee today and plan to present the dashboard to the full Board at the next Regular Meeting.

3.3 Budget Transfers Under \$5,000

None.

Ms. Linkkila said that budget transfers will be presented to the Committee quarterly going forward.

3.4 Budget Transfers Over \$5,000

None.

3.5 Discussion on William J. Johnston Middle School Construction Bond

Mr. Rivers stated that the town handles all bonding; however due to the approximately \$2.5 million from the state due to Colchester he wanted to have Committee discussion. Mr. Rivers stated that he reached out to the State of Connecticut in regard to closing the project out. Ms. Linkkila stated the state sent a list of what needs to be completed to close out the project and she will work with the Town on helping them close out the project.

3.6 Discussion on Revenue Resources

Discussion on revenue resources and quarterly reports was had during item 3.2 monthly budget reports.

3.7 Administrators Contract

Mr. Rivers said that the Superintendent and union are close to finalizing the contract; however, it is close to the time that the state requires mediation to occur. To avoid mediation deadlines from the state, both the union and Board agreed to work on an extension while negotiations continue.

4. PUBLIC COMMENT

4.1 For Public Comments, Please See Bylaw on Meeting Conduct

None

5. ADJOURNMENT

Motion by: C.Rivers

To adjourn the meeting at 8:41AM

Seconded by: A.Oliphant

Roll call: All in favor.

Vote: Motion carried.

Respectfully submitted,

Heather R. Petit

Executive Assistant to the Superintendent/Board Clerk