



**COLCHESTER BOARD OF EDUCATION**  
Colchester, Connecticut

**BUDGET FINANCE COMMITTEE MEETING**

December 6, 2023 8:00 AM  
Board of Education Conference Room  
127 Norwich Avenue, Colchester

**MINUTES**

**COMMITTEE MEMBERS PRESENT:** Christopher Rivers, Alexander Oliphant

**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 8:05 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 November 1, 2023

**Motion by:** A.Oliphant

To approve the Budget Finance Committee meeting minutes of November 1, 2023

**Second:** C.Rivers

**Roll Call:** All in favor

**Vote:** Motion carried

3.2 Monthly Budget Reports

Rachel Linkkila presented the October and November budget reports. Ms. Linkkila said that the total cost of line 43327 (private tuition) will be paid by the Capital Reserve Account.

3.3 Budget Transfers Under \$5,000

Ms. Linkkila spoke to the budget transfer request. Ms. Linkkila stated that Munis came in a little more expensive than originally quoted as did auto insurance/

### 3.4 Budget Transfers Over \$5,000

Ms. Linkkila spoke to budget transfer requests over \$5,000. Ms. Linkkila said that workers' compensation came in higher than projected and will be offset by savings in health insurance. Ms. Linkkila said she would not change the projected amount for health insurance at this time to which the committee agreed. The Superintendent recommended looking into other workers compensation organizations and also reaching out to surrounding school districts to see if their contracts are shared with the town.

**Motion by:** A.Oliphant

To approve the budget transfers over \$5,000 as presented and move to the full board for approval

**Second:** C.Rivers

**Roll Call:** All in favor

**Vote:** Motion carried

### 3.5 Discussion on Revenue Resources

Revenue resources is a quarterly report and will be discussed at the next Budget Finance Committee meeting.

### 3.6 HVAC Grant

Superintendent Sullivan discussed the HVAC grant application. Mr. Sullivan said they are continuing to work on the application. Mr. Sullivan said he met with Trane yesterday in regard to the project work if awarded. Mr. Sullivan said if awarded the grant, it would cover all the HVAC needs at Bacon Academy. Mr. Sullivan said that the coolers at Colchester Elementary School and Jack Jackter Intermediate School will need to be replaced in the coming years as well and the cost would be approximately \$800,000 per school. Mr. Sullivan said that the current air quality grant allows stimulus money as the District's percentage of the match. The Board of Education would potentially have to allocate approximately 40% of the project cost, while approximately 60% would be funded by the state. Mr. Sullivan said he will bring the grant to the next Board meeting at which time he will ask the Board to make very specific motions as a requirement of the grant application. Mr. Sullivan stated that a requirement of the grant is for the town to establish a building committee. Superintendent Sullivan stated he spoke with the First Selectman about the grant and requirements thereof.

### 3.7 Budget Process

Mr. Rivers stated he will reach out to the Board of Finance in regard to the timeline for the upcoming budget process.

Superintendent Sullivan stated he would like to have Tuesday, January 30, 2023, and Saturday, February 10, 2023, as Board of Education budget workshops. Mr. Sullivan said the preferred date for presentation to the Board of Finance would be February 21, 2023, or February 28, 2023.

3.8 Update on William J. Johnston Middle School Construction Bond

Ms. Linkkila said that she received information from the state in regard to the construction bond. Ms. Linkkila stated that William J. Johnston Middle School (WJJMS) is a two-project bond (WJJMS and Pupil Services). Ms. Linkkila said she submitted a payment request for WJJMS to the state and will be requesting payment for Pupil Services (PPS) once the state opens the online process for PPS. Ms. Linkkila said that the first step is requesting payment, and then the state will conduct an audit before finalizing payment.

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 8:41 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