



HAMPTON BOARD OF EDUCATION
HAMPTON, CT 06247
FINANCE AND OPERATIONS COMMITTEE
MEETING MINUTES
THURSDAY, MAY 16, 2024
HAMPTON ELEMENTARY SCHOOL MEDIA ROOM/LIBRARY
7:00 PM

1. Call to Order

The meeting was called to order at 7:14. Those in attendance were committee members Mark Becker, Maryellen Donnelly, and John Russell, and Superintendent of Schools Andrew Skarzynski.

2. Audience for Staff & Citizens

Allan Cahill said that the radio tower on the school roof needs to be checked because it is bent. Allan Cahill and Board of Finance Chair Kathy Donahue participated in the meeting.

3. Review of April 18, 2024 Minutes

There were no recommendations for change.

4. Discussion on RFP for Evening Housekeeping Services

Superintendent Skarzynski reported that there is no need for a RFP. Two positions will be advertised for housekeeping services, one overlapping with the head custodian and the other beginning in the evening. Job descriptions will be reviewed and reflect supervision of the positions by the head custodian.

5. Discussion on Classroom Mini Split Project

Maryellen Donnelly will contact Hampton's Eversource Energy Efficiency Associate Consultant to request that the Letter of Agreement (LOA) with Eversource be revised so that payment of the incentive is sent to Town Hall rather than the Hampton BOE if Hampton follows through with installing the specified equipment. Allan Cahill will consider signing the LOA.

Mark Becker stated that options to cool the school at the present time need to be considered.

6. 5-Year Plan Topics Including Library Sunroom Repair and Any Other Pressing Issues

Sunroom: One quote for fencing has been received and another is expected in a week. The third company is waiting for mini chain link prices. Glasshouse will honor its January 10, 2023 quote for glass replacement. A second Florian installer will provide a

quote for replacement of glass. Allan Cahill and Mark Becker will speak with the family who dedicated the sunroom to the school to ask for consideration to remove the sunroom. Superintendent Skarzynski will advertise the RFP for domestic hot water when the RFPs are received back from the attorney who has nearly completed the revisions.

John Russell presented quotes on removal of the oil tank. He will ask if companies are available for summer work and obtain quotes for purchase of an above-ground oil tank for 3,000, 6,000 gallons &/or other sizes. Permits and grants are other considerations.

7. Discussion of 2023/2024 Budget

The district continues to operate within the current budget. Superintendent Skarzynski reviewed some line items over and under budgeted amounts.

8. Discussion of 2024/2025 Budget

On May 15, the Board of Finance (BOF) discussed the budget passed by the BOE in March and requested that it be revised down. The budget will be added to the May 22 BOE agenda. A revision would need to be voted on by the BOE and presented to the BOF. A public hearing is expected on June 5.

9. Audience for Staff & Citizens

Kathy Donahue asked what the percent increase for paraprofessionals was during the current school year and in the 2024-25 school budget, and if paraprofessionals increase a numerical step each year and/or a percentage each year.

Allan Cahill stated that the March BOE meeting minutes did not include his request for the school district to provide snow removal in the HES parking lots and driveway. He suggested that the school district ask Eastconn to do the work in lieu of taxes not paid to the town due to non-profit status, or that the expense be part of the school budget. The cost of the service needs have not been determined.

10. Review Next Agenda Planning Including Date and Time

The next meeting will be held on Thursday, June 20, 2024 at 7 PM in the Hampton Elementary School Media Room/Library.

11. Adjournment

The meeting adjourned at 8:53.

Respectfully submitted,

Maryellen Donnelly