

**Minutes  
Finance Committee  
May 14, 2019**

Present:

Tony Pesco, Committee Chair  
Ruby Hedge, Committee Member  
Dr. William McKersie, Superintendent of Schools  
Richard Rudl, Director of Finance and Operations

Absent:

Dan McNeill, Committee Member

Guests:

Michael Rizzo, Assistant Superintendent for Pupil Personnel Services

Public:

Ellen Uzenoff, Weston Resident

The meeting was called to order by Mr. Pesco at 9:02 a.m.

The Committee discussed the following items regarding the monthly financial update including internal services fund (for dental):

- Mr. Rudl reported a projected fund balance for FY 2019 of \$1,908 excluding sewage costs and negative (\$470,549) including sewage costs. Encumbrances total \$10,902,394 and SPED encumbrance holds total \$75,000 against a budget of \$51,483,816.
- Mr. Rudl informed the Committee that the report reflects transfers totaling \$162,209. Of these transfers, seven are in excess of \$5,000. These include \$27,500 for increased funding for SPED legal fees, \$17,476 for field maintenance, \$19,531 for tennis court repairs, and \$13,306 for a reduction in excess cost re-imburement.
- Mr. Rudl reported that there is a potential shortfall of (\$469,601) to the budget. He added that District staff has been notified that the budget will be frozen as of May 30 and that this will help cover unanticipated expenditures with facilities and special education as the year comes to a close.
- Regarding the Internal Services Fund, which now only includes dental and medical claims run-out, Mr. Rudl reported that the current fund balance is \$1,537,542.

The Committee discussed the following regarding the monthly financial update on PPS/SPED:

- Mr. Rudl reported that regarding special education out of district tuition and unilateral agreements for FY 2019, actual costs are \$2,007,130 but projected costs are \$753,835 with encumbrance holds totaling \$75,000 for a total projection of \$2,835,965. This is against a budget of \$2,836,781 resulting in a positive balance of \$816.

The Committee discussed the following regarding the SPED transportation proposal:

- Mr. Rudl informed the Committee that the District has been exploring the possibility of using a third party for out of district transportation as given the FY20 budget and the elimination of the Transportation Coordinator position, running an in-house fleet of SPED transportation is no longer feasible. The District sought proposals from First Student, Relia and WE Transportation. Based on the proposals, the District is recommending contracting with First Student for the in-district Type II mid-buses and with Relia for the out of district transportation. This, along with the elimination of the Transportation Coordinator position, reduction in fuel consumption, vehicle maintenance and vehicle insurance, will save the District approximately \$191,000 in FY20. The Committee agreed to move this to the full Board of Education for approval at their May meeting.

The Committee discussed the following regarding the internal controls update:

- At the request of Dr. McKersie, Mr. Rudl created a report that indicates the internal controls the District currently has in place and items flagged for internal control improvement in the areas of finance, facilities and food service. Mr. Rudl reported that the requisition process the District has in place prevents goods and services from being purchased without prior approval. Mr. Pesco suggested that a summary of the report should be provided to the entire Board of Education at their June meeting. Ms. Hedge added that this should be reviewed yearly and should be a standing item on the Finance Committee agenda at the beginning of the school year.

The Committee discussed the following regarding the 2020 tuition rates for non-residents:

- Mr. Rudl shared the proposed non-resident tuition rates with the Committee. The rates are based on a formula created by the State. The Committee agreed to bring the rates to the full Board of Education for approval at their May meeting.

The Committee discussed the following regarding the 2020 utility rates for facility rentals:

- Mr. Rudl shared the proposed utility rates for facility rentals with the Committee. Mr. Rudl recommended increasing the rates by the consumer price index, which is currently

at 2.2%. The rates would be increased to \$11.36 for classrooms and \$17.05 for all other rooms. The Committee agreed to bring the rates to the full Board of Education for approval at their May meeting.

The Committee discussed the following regarding a budget de-brief:

- Mr. Pesco suggested that the full Board of Education should be involved in the de-brief and the agenda item will be added to the June Finance Committee meeting. The Committee agreed that more needs to be done to ensure that the Board of Finance and Board of Selectmen are prepared to talk about the budget in detail. The Committee also suggested having longer term projections.

The Committee discussed the following regarding approval of the April minutes:

- The Committee approved the April minutes.

There being no further business to discuss, the meeting adjourned at 10:43 a.m.

The next meeting will be held on June 11.

Respectfully submitted:

Andrew Galli

Administrative Assistant to the Director of Finance and Operations