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Facilities/Capital Planning Subcommittee Meeting Minutes

November 20, 2024

TOWN CLERK
RUE 5003

The Facilities/Capital Planning Subcommittee meeting was called to order by Chair Fiore at 6:03 p.m. with the following members present: Messrs. Moffatt and O'Donnell. Mrs. Gillis was absent. Also in attendance were Mr. Tony McIntosh, Superintendent-Director, Ms. Jenna Lesko, Business Manager, and Mrs. Patricia Meuse and Mr. Ronald Fusco, School Committee members.

Motion made by Mr. O'Donnell, seconded by Mr. Moffatt, to approve the Minutes of March 26, 2024, as written. Motion carried unanimously, 3-0.

The Budget Subcommittee met jointly with the Facilities/Capital Planning Subcommittee for a presentation on the FY26 Capital and Operating budgets to be done simultaneously.

Discussion/Update on Process and Content for FY26 Capital and Operating Budgets

Ms. Lesko went over the processes and the timeline for completing both budgets and the work that has been done currently. She explained that she went through the process with the department chairs and sent out the spreadsheet for requests. The first deadline is December 10th where she will throw everything together to see how it looks, and then the administrative team will meet to look over the requests prior to the Business Manager and Superintendent making deletions. Teachers have been asked to prioritize the most important items in their requests.

The group talked about Facilities issues with the building and those items that need attention in the coming year. Mr. O'Donnell talked about completing projects that have been started, i.e., the field house and Bakery update. Superintendent McIntosh and Mr. Robert Lawler, Director of Facilities, will walk the building and go through each area to look more closely at those projects that will need to be done sooner rather than later, a 1-3-5 year outlook. Mr. Moffatt requested that the subcommittees see the results of this walk-through in a spreadsheet/PowerPoint. Some projects may need to be done through a bond issue or an accelerated repair through the MSBA if they are needed immediately. They also talked about taking money from E&D if necessary.

Discussion turned to insurance rates and the effect on the budget. Rates could potentially stay the same for the balance of the year and then incremental increases every year would ensure that the Trust Fund is always funded.

FY25 Capital and Operating Budgets Spending Update

Mr. McIntosh then went through the FY25 Capital budget, updating the group on the status of each of the projects funded through the capital budget process. He talked about the Operating budget with salaries making up the greatest amount of the budget. Being in a contract year, there's a need to place-hold the salaries for 2025-2026 so the subcommittee will need to come up with a number that they're comfortable with for this projection.

Meeting Dates / Budget Timeline

The Subcommittees discussed upcoming meeting dates and the timeline for approval of the capital and operating budgets. The Budget and Facilities subcommittees will meet again on December 17, 2024 at 6:00 p.m., prior to the full meeting, for updates on the capital and operating budgets. A joint meeting will be held on January 14, 2025 at 6:00 p.m. for final approval of the Capital budget, prior to the Advisory dinner and full committee's vote on January 28, 2025. There will be a joint meeting on February 4, 2025 to approve the final operating budget and the Public Hearing will be on February 25, 2025, with the vote on the operating budget following the hearing.

Format for Quarterly Reporting

The Subcommittees would like to see revolving account updates on the quarterly reports to the full Committee.

Motion made by Mr. O'Donnell, seconded by Mr. Moffatt, to adjourn at 8:03 p.m. Motion carried unanimously.

Respectfully submitted,

Karen Faiola
Recording Secretary

Charles Fiore
Chair, Facilities/Capital Planning
Subcommittee