

**Milton School Committee
(at Finance Subcommittee Meeting)
July 26, 2011
Superintendent's Room
7:00AM**

Minutes

Call to order –7:06 AM

Attendees: Mary Gormley, John Phelan, Matt Gillis, Mary Kelly, Glenn Pavlicek, Denis Keohane, Leroy Walker

Agenda

1. Business Office Reduction / Reorganization
 - a. A document was presented by Mr. Gillis on the reorganization of the business office. (see attached)
 - b. The document shows the present duties and the shift of those duties that reflect the decrease of .5 FTE.
 - c. There will be a need to see the “dollars” attached to each change the impact the general fund.
 - d. The payroll system process (with the Town) and the new demands from the state for data reporting have skewed the process and dollar amounts.
2. Park and Recreation
 - a. Dave Perdios returned the School Department email request for information on the budget.
 - b. The document is a spreadsheet outlining the “School based costs” the Parks department incurs for salary and materials that are needed to take care of the fields for the school use.(see attached)
 - c. The total provided is \$78,294.00.
 - d. The total allocation from the Town for Parks and Recreation is \$300,000.00.
 - e. We will invite Dave Perdios next Tuesday (8/2/11) morning for a Sub Committee meeting at 7:00AM to review the “back up” to his document.
3. Board of Selectmen Memorandum
 - a. A meeting to discuss the common interest in how personnel contracts and the process now that the Schools and the Board of Selectman are co-supervising the Consolidated Facilities position.
4. Warrant Committee Memorandum regarding Consolidated Facilities
 - a. The request from the Warrant Committee for the supplies and costs dedicated to facilities work.
 - b. The request includes information on utilities.
 - c. The utilities amount was “stricken” from the agreement (Consolidated Committee).
 - d. The Warrant Committee sent a form for Mr. Gillis to populate with budget information (see attached).
 - e. The amounts should include the “actual” expenditures for FY12.
 - f. The chart only shows what is coming out of the budget appropriation and does not show some components that are supported by revolving account charge offs.
 - g. The response to the Warrant Committee should include the language in the Consolidated Facilities Committee agreement that outlines that utilities are not to be included.
 - h. The School Department will review the “minutes” of the meeting that were taken from the meeting on Consolidated Committee.

5. Consolidated Facilities Department Budget (see item #4)
6. Full Day Kindergarten Update
 - a. A memo was submitted from Matt Gillis updating the fiscal information for the FY12 FDK collections.
7. Solar Panel Update
 - a. The number of solar panels the roofs can sustain per the new codes have been reduced.
 - b. Therefore the amount of savings will be reduced.
 - c. The off- site panel project has some contractual differences.
 - d. This may require a conversation with John Flynn (Town Attorney) about how to proceed with next steps for renegotiations of the contract with other bidders.
8. Payroll System Update
 - a. Mary Kelly to speak with the Town Treasurer to see how to best move forward on the integrated payroll system between the school department and the Town offices.
 - b. Town Accountant's office is being Audited which may push the date back.
 - c. The discussion turned to reviewing the best timing for preparation, training and implementation.
 - d. Business plan type document that outlines the challenge, the goal, the impact and the timelines involved.
 - e. The issue is getting the Town side on board.

Meeting adjourned 4-0 - 8:07 AM