

New Milford Board of Education
Operations Sub-Committee Meeting Minutes
April 21, 2026 7:15 pm
Sarah Noble Intermediate School Library Media Center

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2026 APR 23 P 2:09
NEW MILFORD, CT

Present:	Mrs. Wendy Faulenbach, Chairperson Mr. Tom O'Brien Mr. Brian McCauley Mr. Eric Hansell
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Absent:	
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Mr. Anthony Giovannone, Director of Finance Mr. Jeffrey Turner, Director of Technology
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1.		Call to Order The New Milford Board of Education Operations Subcommittee was called to order at 7:15pm by Mrs. Wendy Faulenbach, Chairperson.	Call to Order
2.		Public Comment There was none.	Public Comment
3.	A.	Discussion and Possible Action Monthly Reports 1. Budget Position dated March 31, 2026 2. Purchase Resolution D-805 3. Request for Budget Transfers Budget position: Mr. Giovannone stated the district is 96.34% spent vs. 96.19% last year. Certified salaries, payroll encumbrances were adjusted at the end of March for liability. The first payment for excess cost was received and the fiscal year end deposit has been updated. Purchase resolution: Mr. Giovannone stated many are routine items; purchases for end of year items and the corresponding transfer request. Items include furniture, rugs, musical instruments, chromebooks and a slab roller. These were items requested during budget but were not included. There is a savings for this current year and the request is to utilize the savings towards those requests. Mrs.	Discussion and Possible Action A. Monthly Reports 1. Budget Position dated March 31, 2026 2. Purchase Resolution D-805 3. Request for Budget Transfers

	<p>Faulenbach noted this would come at no cost to the tax payer.</p> <p>Mrs. Faulenbach asked about substitutes. Mr. Giovannone stated there is a need to increase the budget for 26/27, as well as the current year. Funds will be transferred from legal services and distributed partially to substitutes and to end of year purchases. Mr. O'Brien asked about the low amount encumbered for legal services. Mr. Giovannone stated they were still working off of last year's retainer, so a smaller amount has been utilized from this year's budget.</p> <p>Purchase orders: Mrs. Faulenbach asked to clarify that the dates on the document are not the timing of payment. Mr. Giovannone stated that was correct. The amounts should not change but it's not an authorization to submit a check to a specific vendor.</p> <p><i>Mr. O'Brien moved to bring the Operations Subcommittee monthly reports to the Board of Education for discussion and possible action, seconded by Mr. McCauley. The motion passed unanimously.</i></p> <p>B. Healthy Food Certification (HFC) Statement for School Year 2026-27</p> <p>Mrs. Faulenbach stated this is an annual certification. Dr. Parlato stated that to be eligible it has to be read into the record.</p> <p><i>Mr. Hansell moved to bring the Healthy Food Certification (HFC) Statement for School Year 2026-27 to the Board of Education for discussion and possible action. Seconded by Mr. McCauley. The motion passed unanimously.</i></p>	<p>Motion passed to bring the Operations Subcommittee monthly reports to the Board of Education for discussion and possible action. Motion passed unanimously.</p> <p>B. Healthy Food Certification (HFC) Statement for School Year 2026-27</p> <p>Motion passed to bring the Healthy Food Certification (HFC) Statement for School Year 2026-27 to the Board of Education for discussion and possible action. Motion passed unanimously.</p>
<p>4.</p>	<p>A. Employment Report - April 2026 Dr. Parlato stated there are no certified staff resignations, which is a good sign. The woodshop position at the high school, and a special education teacher position at the middle school were filled. Mrs. Faulenbach asked when the woodshop position was filled. Dr. Parlato stated they had</p>	<p>Items of Information A. Employment Report - April 2026</p>

	<p>someone in the position, working as a substitute, but that person did not have their certification. The district worked with the state department to get that certification.</p> <p>B. Enrollment Report - April 2026 Dr. Parlato stated it is stable. An RFP closes tomorrow for an enrollment study. Mrs. Faulenbach asked about funding the project. Dr. Parlato stated the town committed to paying for ½ of the project.</p> <p>C. Fiscal Year 24/25 Audit Report Mr. Giovannone stated there was an update to the March 3rd memo. The reimbursement of \$1,218,617 that was transferred into the Board of Education Capital Reserve Account was incorrectly stated as \$1,318,617. The total balance is now \$2,263,806.</p> <p>The \$232,906 to reimburse the Town for the 2% Educational Cost Sharing (ECS) set aside that the Board of Education participated in was not actioned as part of the June 25, 2025 Board of Finance meeting. It will need to be accounted for at the end of Fiscal Year 25/26 (current year). This is per the new Town Finance Director. It will not negatively impact the board, it's just a timing issue.</p> <p>Mrs. Faulenbach asked to clarify that the motion for End of Year balance, the carve out for 2% to pay the town will not happen for 24/25 and will instead go into Capital Reserve then come out of the 25/26 budget. Mr. Giovannone stated yes. Mrs. Faulenbach asked if the town was ok with it being delayed. Mr. Giovannone stated yes.</p> <p>Mrs. Faulenbach noted there will be the ECS payment, the ESG payment, the turfield payment and now the ECS payment for 24/25. Mr. Giovannone stated that was correct and because the ECS payment for 25/26 is still unknown, language in the motion can be to "not exceed" a certain amount. Mrs. Faulenbach stated there should be a conversation with the town before June 30th.</p>	<p>B. Enrollment Report - April 2026</p> <p>C. Fiscal Year 24/25 Audit Report</p>
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	<p>Mr. O'Brien asked if the ECS 2% was essentially an interest free loan. Mr. Giovannone stated the town received \$11,000,000 from the state, and the district is entitled to 2% of that. Dr. Parlato stated there is no legislative requirement to pay it back. Mrs. Faulenbach stated they are always told to think outside of the box and this is the district trying to find flexibility outside of the operational budget. As a district, we do the right thing and reimburse the town. Dr. Parlato stated it has been very helpful with unexpected costs such as the legislative required reading program last year that was \$300,000.</p> <p>D. ESG Payment Schedule and Credits</p> <p>Mr. Giovannone stated there were a lot of questions after the February Board of Education meeting, where the first measurement and verification report from ESG was reviewed. The documentation created now has the credits broken out. The town confirmed they received the ITC credit and recorded it as revenue on their side. Mr. O'Brien asked why the town was holding those funds since the district is paying $\frac{2}{3}$ of the project. Mrs. Faulenbach replied that there was a meeting with the Mayor and that question was asked. The town recognized some finances on their side including initiating the project and the ITC credit was identified as cashflow on the town side.</p> <p>Mr. O'Brien stated that the Board of Education assumed $\frac{2}{3}$ of the cost of the project, and noted they should be included. Mrs. Faulenbach stated she agreed that there could have been better communication. Some of the incentives were built in for cashflow and this \$1,000,000 of energy credits was in addition to the cashflow baked into the project. The town has expenditures they need to reconcile before the end of year, and they are utilizing this money towards that.</p> <p>Dr. Parlato stated that the district raised the question about how the solar financial incentives and energy credits were being used. Mrs. Faulenbach added that because of that there was an in-person meeting. There was a million dollars</p>	<p>D. ESG Payment Schedule and Credits</p>
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	<p>recognized to the town side. The mayor has been invited to the next BOE meeting. Mr. O'Brien stated that the district is the lion's share of the project, and there should have been dialogue about this. Dr. Parlato agreed, stating that there should have been explanation about exactly where the incentives and credits were going if they were not baked into the lease payments.</p> <p>Mr. Giovannone continued by breaking down the credits and payment schedule explaining that the project was delayed over a year. Some of the credits on page 1 were part of the cashflow and some were used to solve for the first payment. In year 1, the town paid the bill, with interest rate buy downs and utility interests. Year 2 is when the town paid and the board reimbursed them. Year 3 is when the board paid our position, and then this year is reflected. Mrs. Faulenbach noted there were two year's worth of payments in one year. Mr. Giovannone stated that was correct.</p> <p>Mr. O'Brien asked if the credits and incentives were explained when the project was first proposed. Mr. Giovannone stated they discussed incentives but the project was delayed 18 months, so there were no savings paid in year 1.</p> <p>Mrs. Faulenbach stated that Mr. Giovannone's document does a very good job memorializing the project.</p> <p>Mr. O'Brien asked about the dates and energy credits on Mr. Giovannone's document. Mr. Giovannone replied that some have been received by the town, some are on a quarterly basis. The district does not have that schedule.</p> <p>Mrs. Faulenbach noted the town has a new Finance Director and that is a lot to take on, but the board can not be expected to take on all the surprise expenditures that have been coming up, such as preventative maintenance contracts. Mrs. Faulenbach recommended, and those in attendance agreed, that the unanticipated expenditures should be captured and planned for within the scope of the project.</p>	
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	<p>Mr. O'Brien asked if it would be beneficial to have NV5 come in to explain the current process. Mr. Hansell stated it would not be worth the time.</p> <p>E. Excess Cost Mr. Giovannone stated they have received the first of two payments. The first payment was short of the budget and the second payment will also be short. The district has unexpended funds, and the state can not reimburse on funds that were not spent. We will be short on revenue but the unexpended expenses will wash it out. They have adjusted down the placeholders for next year based on forecast.</p>	<p>E. Excess Cost</p>
5.	<p>Public Comment There was none.</p>	<p>Public Comment</p>
6.	<p>Adjourn <i>Mr. O'Brien moved to adjourn the meeting at 8:06 pm, seconded by Mr. Hansell, and passed unanimously.</i></p>	<p>Adjourn Motion made and passed unanimously to adjourn the meeting at 8:06 pm.</p>

Respectfully submitted:



Mrs. Wendy Faulenbach
 Chairman, Operations Subcommittee