

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Rd.
Peterborough, New Hampshire
CONTOOCOOK VALLEY SCHOOL DISTRICT**

BUDGET & PROPERTY

Tuesday, July 24, 2018

**SAU Office
6:00 PM**

Agenda

Committee Members:

- Jim Fredrickson, Chair
- Rich Cahoon
- Richard Dunning
- Niki McGettigan
- Stephan Morrissey
- Pierce Rigrod

- 1. Call to Order**
- 2. Approval of Minutes – June 26, 2018**
- 3. 2019-20 Budget Discussion**
- 4. Other**

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CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

Tuesday, June 26, 2018

SAU Office

5:30 PM

Minutes

Committee Members:

- Jim Fredrickson, Chair
- Rich Cahoon
- Richard Dunning
- Niki McGettigan
- Stephan Morrissey
- Pierce Rigrod

Present: Jim Fredrickson, Niki McGettigan (5:47), Stephan Morrissey, Pierce Rigrod, Mindy Ryan, Myron Steere, Tim Grossi, John Jordan (5:50)

1. Call to Order

Jim Fredrickson called the meeting to order at 5:33 p.m.

2. Approval of Minutes – May 22, 2018

Stephan Morrissey moved to accept the minutes of May 22, 2018. Pierce Rigrod second. Jim Fredrickson abstained. All else in favor. Motion carried.

3. Antrim Gym floor resanding/refinishing plan

Jim Fredrickson reported having met with the Antrim Town Administrator and also the recreation department. The resurfacing of the gym has some history. He met at the end of February; security access was a priority and was completed. In May, a letter requesting \$6,700 as 50% share of the cost of resurfacing of the floor was requested. Jim reminded the town that the agreement outlines how this should have taken place. The town has contacted a floor contractor. Different opinions have been heard as to whether or not the floor needs refinishing. The District was invited to attend a Select board meeting last week. The town wanted to know if the Board or this committee has discussed any issues that were placed on the table. Jim Fredrickson was asked if he is speaking on behalf of the board; Jim confirmed. The Town confirmed that they intend to refinish the floor. Meeting with the floor contractor was requested; a meeting on July 2nd was scheduled.

Jim asked if we want to attend on July 2nd. Clarity on the 50/50 piece was asked.

Tim Grossi reported the schedule that floors are refinished in terms of years. Antrim proposed completely peeling off the floor and painting new lines and urethane. NE Sports Floors was called several years ago, moisture was discussed. NE Sports Floors was called again several weeks ago. A representative was sent to look at the floor. Again, drainage was cited as a problem. They could refinish the floor but it won't solve problems.

Jim reported hearing discussion at the most recent meeting about work being planned to work on drainage. The attitude appears to be that the town views the gym as theirs and will do with it what they want and we will cost share. We could agree to sand the floor and pay half.

Tim Grossi said that sanding the floor and taking material off will not make it stronger.

Myron Steere said that the school district pays 100% of the electricity and heating and has been for years. It should also be shared.

Jim Fredrickson said that this was discussed and suggested that it be determined by usage. The Town did not recognize the responsibility for the off usage time; someone has to pay for it.

What do we do about the floor? We could say that we will pay half. We could pay less than half. We could meet with floor contractor.

Jim's recommendation is to have a meeting with interested parties and the contractor. The town wants the work done in August.

Stephan Morrissey suggested coming to an agreement that we will do the work and meet by paying half, with a letter noting taking floor away through sanding will not be the district's responsibility.

Tim Grossi suggested fixing the drainage first. A capital plan needs to be in place so that money is not wasted and compromises structural integrity. A new floor should be quoted and planned for.

In the interim, a screen and recoat (a top coat) is the suggestion.

Jim suggested that a meeting at the SAU should be scheduled.

Pierce Rigrod moved to pay for half of the cost of re-sanding the floor. Stephan Morrissey second. There is an opinion that it is not worth sanding until drainage is done.

What if we don't pay for it? It makes a point that there has not been discussion about this.

The town would have paid us \$1,200 for the floor this round.

Call for vote:

In favor of paying for half of the cost of re-sanding the floor? None

Opposed: Stephan Morrissey, Pierce Rigrod, Niki McGettigan, and Jim Fredrickson

Myron Steere said that the other issue is that Antrim sent a change in the contract that related to hours. If Budget & Property wishes to renegotiate the contract it should be discussed. Does this committee need to go to the board about not paying for sanding? No, we are upholding the contract.

A joint meeting with governing authorities from both sides, in the presence of the floor contractor, should be scheduled so everyone can hear what is said.

Jim Fredrickson said that there is value in all three selectmen hearing the dialogue.

Stephan suggested a Budget & Property meeting held at GBS for this discussion.

If we are under a cost sharing agreement and there is violation, how are we obligated? Jim read the agreement portion related to decision making. If the agreement says that both sides must agree and the district does not, we should not pay. The agreement doesn't hold on this particular work.

Jim Fredrickson will approach the town to schedule a meeting the week of July 8th.

A document listing of questions should be developed to generate an open spirit of cooperation.

4. 2019-20 Budget Guidelines

Jim Fredrickson said that written guidelines that can be executed needs to be formed.

Stephan Morrissey said that he understood that the high end was a continuing effort and the low was default. Jim was looking for something specific, in writing, so that everyone understood the expectation.

Maintenance of effort, less expenditures that can be reduced. It should be developed further.

Pierce Rigrod will draft the understanding.

5. Student Activity Funds

Mindy Ryan reported that the auditor's went through and arrived at findings. Student Activity Funds did not come up under significant deficiencies or material weaknesses. They did however come up on the management letter under other findings. The auditors broke it down by school with CVHS, SMS, and GBS. Two schools had untimely deposits. Receipts at the high school were 60 or more days late. They have to be deposited into the bank within seven days.

Purchasing equipment through student activities funds cannot take place. The fund can reimburse the district but it cannot be purchased from the student activities funds.

The board was presented with a copy of the full audit report and the letter.

Jim Fredrickson said that this was referred by the board to the Budget & Property Committee meeting; he asked why. Myron said that the board needs to reinforce what is important to the Superintendent so that it is enforced. The burden is put on the Superintendent for reinforcement otherwise the School Board could take action.

Mindy Ryan reported rectifying steps at an administrative meeting. A reminder of the expectations was shared. Guidelines and reminders were also shared with the administrative assistants.

Jim said that a response of actions should be shared with the board.

A compliance report six months out, detailing summary of actions, was requested.

A summary of actions and a report in six months was requested.

Pierce Rigrod moved that a summary of actions and a report in six months come forward.

Stephan Morrissey second. Unanimous.

6. 2017-18 Operating Budget....status report (encumbrances, end of year estimate)

There is currently a \$1,636,670.09 balance on hand. Items anticipated outstanding in the current year were detailed. The result is currently, a balance of \$753,098.59. Substitutes and other outstanding items remain.

John Jordan asked about the original budget calculations of the potential to return \$750K to the voters; is this the \$750 being referred to. Confirmed.

Mindy Ryan reminded that there is still a lot of activity and finalization going on this week. Adjustments take place in July working toward closing out the books.

7. 2018-19 Contract status....brief review of status of significant contracts for 2019-2020 school year

Fuel – oil and propane are underway. The copier contract still needs to be signed.

We are in good shape for the upcoming fiscal year.

For the following fiscal year, 2019/2020, the biggest item is the teacher's contract and the food service contract. The custodial contract is a year to year contract as is waste management. Pest service is annual as is life safety services. Primex insurance is a three year contract.

8. Trust Fund Balance/Summary Report

Balances on hand and transfers on hand have taken place. Net income is the interest earned on the funds. Transfers out reflect expenses.

The "Date the Board approved expenditures out" of the funds should be added as a column.

Myron Steere said that he heard the current helmets were sent out for reconditioning. He asked why if we are purchasing new helmets with sensors. Mindy Ryan will find out.

Jim Fredrickson cited this tool, reflecting expenditures, incoming funds, and balances as a valuable tool.

Information on expenditures and how it was spent was requested. This will help determine what the right number is to carry as a balance.

9. CVHS Science Project update

Tim Grossi reported that demo has begun. Facilities removed the furniture that would be kept, remaining has been disposed of. Tim reported drainage issues discovered. All glass drainage lines, which allowed disposal of certain chemicals years ago, exist. To replace the lines from glass, will require cutting of concrete and run all new PVC drainage lines. Tim should know more by Friday. Electrical may be done internally. This will result in a savings.

Niki McGettigan asked Tim to share pictures for the Communication Committee to use.

10. Other

None.

Stephan Morrissey moved to adjourn at 6:59 p.m. Pierce Rigrod second. Unanimous.

Respectfully submitted,

Brenda Marschok