

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Rd.
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

Tuesday, June 11, 2019

**SAU #1 Board Room
6:00 PM**

Minutes

Committee Members:

- Jim Fredrickson, Chair
- Rich Cahoon
- Richard Dunning
- Niki McGettigan
- Stephan Morrissey
- Kristen Reilly

Present: Niki McGettigan, Rich Cahoon, Stephan Morrissey, Janine Lesser, Kristen Reilly, Jim Fredrickson (6:05), Myron Steere, Tim Grossi, Kimberly Saunders, Dr. Greg Kriebel (CVSA), Cindy Hixon (CVSA), John Jordan (SAC)

1. Call to Order

Myron Steere called the meeting to order at 6:00 PM

2. Approval of Minutes – May 14, 2019 Stephan(abstained) and seconded by Kristen Myron Steere moved to approve the Minutes of May 14, 2019. Kristen Reilly seconded. Stephan Morrissey abstained.

3. Elementary School Costs – Update

Dr. Saunders reported that our Business Administrator concluded that he did not have any new information to report.

4. Solar Project - Update

Tim Grossi shared emails he had from Michelle Russell, a member of the solar group, moving forward cautiously. There is hope that we may be able to integrate this proposal within the ATC center, if all goes well. The committee agreed to keep this item on the agenda for follow ups. The Solar Group hopes to attend a future B & P meeting (July 11?).

5. LED Lighting Plan

Part of the solar sizing on is our ability to reduce the daily demands in our building/HS. Mr. Grossi doesn't have the manpower to send someone to change everything over, but is working on specific areas. Next year we will convert the hallways. They will make an impact but it won't be a 100% conversion. \$6600. per school (elementary) to change over to LED, and there are 6 left to do; this over a 100,000 sq. feet. The smaller schools could be done in about 2.5 months. We've used refund money and may do so in the future, as it's not in the

budget. Jim Fredrickson asked if there is a plan to have this done by a certain time. Tim Grossi indicated he did not, as he has a full plate already. The conversion at PES had made a major impact on the costs, and actually lowered us to a different rating. The Committee agreed to keep this topic on the agenda as a reminder for follow ups.

Stephan Morrissey asked about water costs. Tim Grossi indicated the fields are on a separate meter. To install a septic it would have to be in a holding tank and have it pumped. We have moisture meters that are measured routinely.

6. Potential Leasing Plan

As opportunities arise, Dave Jack will report out.

7. Outside Use of District Facilities

Did anyone look at this? Rich Cahoon did and feels that if we're not going to chase the money, then don't charge the money. Presently, it is very loosey-goosey. The only policy change that we could make is to put a size restrictions on the events. Who will chase the money?

Do we want to look like we're event planning? We assigns custodians to work a weekend event for a nonprofit and we make no money but have to pay overtime to the custodians. We let groups use our building for free yet these groups charge us. We don't have the capacity to deal with this.

There is an expectation that our school are community buildings.

Janine Lesser suggested charging for the services provided, rather than for the building. Jim Fredrickson asked as a committee what do we want to do. Dr. Saunders indicated she does not have the staff to do the work. Our current policy also requires insurance, yet some groups don't have any. We can direct them to Primex.

Stephan asked why not ask for a blanket donation. The committee mentioned making facilities available on Saturdays only, but Tim Grossi indicated it would be better doing the opposite. Marian Alese once suggested putting these expenses as a line item in the budget; either it passes or it doesn't. Maybe we can poll the outside use from each building. In order to chase it and do it well, we would need an additional person just for this and it's not good sense.

Can we go back and figure out last year's costs? Is it more about the frequency of use. We want to keep this agenda item open and we will provide a usage report for July or later. Rich Cahoon will bring the Building Usage policy. It was asked if town halls charge for use. Some do and some don't. The majority of users accessing our building work out ok, it's that smaller amount that is problematic.

Dr. Saunders will provide details on building use. Keep on agenda as a future agenda topic.

8. Capital Improvement Plan – Update

July 1 is fiscal year 2020.

Changes: added accurate roofs estimates and boilers cost; asphalt, flooring, atriiums, etc. This is over the whole plan. Tim Grossi will send details of the summary.

Myron asked about high school parking lot. It is in the summary.

~~Rich Cahoon will be meeting with the theatre people on Thursday. They have raised \$1 million. There are lots of things that could be done with the space but the group is fixed on a new theater. Rich Cahoon asked if they wanted to kick in but they refused. The MOU has specific requirements. The fundraising has been going on for 5 years. The theatre group (also known as 'Fill the Void'), which is working to build Thornton Wilder Center for the Arts, has not raised \$1 million dollars. Two architectural feasibility studies have been completed, as have two financial feasibility studies, for which the group has raised funds through direct appeals, grants, and fundraisers. The group is currently working with Robert Pettegrew Associates to assess the feasibility of conducting a capital campaign.~~

While fundraising for this organization has been ongoing for several years, the purpose for this fundraising has been to support operating expenses and the aforementioned feasibility studies; it has not resulted in raising \$1 million dollars.

Jim asked about the budget schedule for the next school year's When does it start? What kind of input does administration need from this committee? Dr. Saunders indicated she could not answer that question at this time.

Projections of teachers, salaries, those who stay, and new teachers, when would that information be available. By November.

The committee does guidance/planning usually during the retreat. We would need to know what the maximum budget is and will that information by the August retreat. We will bring a program plan to the retreat.

We have a 2-year teacher contract starting July 1st. Jim Fredrickson wants to look at discretionary lines, like we did a few years ago. This shows transparency. The Board wants to give guidance. We have a discretionary list of 40 items.

Jim Fredrickson wants to meet with Dr. Saunders to plan ahead and will set up an apt. with Brenda Marschok.

9. Other

ConVal Friends of Athletics (CVSA) asked to reconsider the decision on the safe. This is an all-volunteer organization that came into existence a few years ago. It is an umbrella organization that covers all but the three main sports. Last year raised they raised \$63,700. That goes back to the sports teams; the Ski team was able to buy matching uniform, for example.

This group also brought in almost \$18,000 in concessions. This organization is requesting to install a safe to be placed in the concession closet at the high school and only CVSA staff will have access to it.

The concern was from the auditors having staff handling monies. Money will be in the safe for only 24 hours or less. Myron Steere suggested we go back to the auditors with the new request. The group has y have liability insurance. Maureen is the treasure.

Kristen Reilly asked if there were other reasons of concerns. Tim Grossi indicated we've had 3 thefts over the past few years. Greg Kriebel indicated CVSA came into existence because of these money/theft issues. Rich Cahoon asked about the Primex policy. Dr. Saunders did not speak with them but she can call them.

Jim Fredrickson indicated we need to verify the policy and then call Primex and the auditors. Rich Cahoon feels the policy applies to district employees only and is the least of our worries.

Stephan Morrissey asked why the deposits are not made that same day/evening. Mr. Kriebel is not sure but will check with the Treasurer. Niki McGettigan thanked them for all they do to support our students. It was indicated that whoever is present at the event counts the money.

This committee will take a look at this issue, calling both the auditors and Primex. The CVSA would like to place the safe for the start of school in August.

Fuel Oil:

It's that time of year again when Tim Grossi looks at fuel pricing. He is looking for approval to continue to work with Allen & Mathewson/relationship to negotiate oil prices for the 2019-2020 year. (Dr. Saunders can sign the contract if need be.) Presently it is \$53.00 a barrel. Tim Grossi will need a vote from the Board.

Stephan Morrissey motioned to allow the Facilities Director to move forward regarding negotiations with Allen & Mathewson. Seconded by Rich Cahoon.

Stephan Morrissey moved to adjourn at 7:15 PM. Seconded by Kristen Reilly. Unanimous.

Respectfully submitted,

Carol Hills