

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Selectmen's Advisory Committee

Thursday, August 22, 2019

7:00 p.m.

SAU #1

Minutes

Present: John Jordan, Karen Hatcher, George Willard, Henry Kunhardt, Dale Gabel, Fred Woodhouse, Tim Theberge, Bernd Foecking, Kat Foecking, Larry Pimental, Tim Grossi, Michelle Voto, Kathie Morrocco, Jim Elder, Janine Lesser, Myron Steere, Dr. Kimberly Saunders, David Jack

John Jordan called the meeting to order at 7:00 p.m.

1. Accept Minutes of June 20, 2019

Karen Hatcher moved to accept the minutes of June 20, 2019. Fred Woodhouse second. Unanimous.

2. Regional Broadband

Tim Theberge reported that Hancock reps met with Comcast to discuss the Franchise Agreement for broadband. The town gets approximately 4% of every user that subscribes to cable. The discussion was used to explore coverage in town.

John Jordan said that a greater distribution of broadband is needed.

Tim Theberge said that Comcast views it as a math problem. When you have 20 houses per mile, they are interested. When it falls to fewer houses, there is a cost of \$40K. They would be interested in wiring Hancock if the agreement was favorable for them. For Hancock, to wire the rest of the town would be \$850K. This is to cover the additional 27% that is not covered.

Tim Theberge asked Comcast if five or six towns came together, would it make a difference. The response was the same; if the 20 house per mile was met, they would be interested. The franchise agreements are by town. When roads cross towns, it is problematic.

If a town has done an RFI, it will show where there is coverage and where there is not.

Karen Hatcher said that the next step, if there is interest across the towns was the reason for the meeting. First Light is a private company that provides fiber optic connectivity using grant money by the feds. If the line runs right by your house, you can't simply plug into it. It serves specific users; government or other user.

Dr. Kimberly Saunders said that the contract should be dug into. *Learn Everywhere* was passed so why can't families tie into it. If we provide Chromebooks to extend education, why can't we tap into it?

Karen Hatcher said that a meeting was envisioned for the community for September 11th or 18th. Is there something preliminary that can be done ahead?

September 18th was discussed for a community meeting. Brenda Marschok will search for space in the Lucy Hurlin Theatre or Board Room. Invites will be sent out. 7:00 start time.

Goals for the meeting will be developed for the agenda in conjunction with Mark Schaub, District Technology Administrator.

3. ConVal Encumbrances

John Jordan reported that he had a concern about encumbrances. He understood that encumbrances had to be made before the end of the fiscal year. What John would like to do is ask the Department of Revenue Administration (DRA) to review the situation. It is not a problem that SAC can solve.

John Jordan said that the school withdrew \$141K in encumbrances.

Dr. Saunders said that she would be happy to submit information to the DRA.

Dale Gabel asked if the auditors keep track of this. Dr. Saunders confirmed that they do.

John Jordan said that the primary task of SAC is part of this.

Karen Hatcher said that she does not feel qualified to discuss this. When the budget is being discussed, it should be discussed in the context of the budget. Is the question "Is the district following the process according to the DRA?? John Jordan said that yes, it is.

Dr. Saunders read the part of the Articles of Agreement that define the charge of SAC: "The Committee shall have the responsibility to meet with the School Board for District financial planning, inputs and other matters of mutual interest."

Dale Gabel asked who is best qualified to answer these questions. The auditors and the DRA. If the DRA has questions during the audit, they will address them.

John Jordan said that encumbrances were made for the 18/19 fiscal year in July. When he saw that on the agenda, he called the DRA and asked if they can make encumbrances after the fiscal year and the DRA said that they could not.

Bernd Foecking said that they withdrew the encumbrances.

David Jack said that two sets of encumbrances were being reviewed. \$141K was withdrawn and not encumbered. The second set were done before the end of the school year in the amount of \$541K and were encumbered before the end of the year. The board was approving those to go forward. Mr. Jack said that an encumbrance happens when a purchase order is issued. The other piece, \$141K was never encumbered and was withdrawn from the floor.

Dr. Saunders said that the list of items being moved forward had never been presented in that format before. We never provided a list of the amount of business that takes place during the summer to function. That was the district's attempt to increase transparency. The \$141K was the facilities department, made up of 8 people for 11 buildings, who moved their work to allow themselves to work on the bond last year (Science labs and classrooms). In doing so, they saved the district \$646K that we did not have to bond or take out of capital reserve. Dr. Saunders was asking the board, because of that, it pushed work back and the department could not accomplish everything. When John brought it up, Kimberly said that it was withdrawn. Now we will be asking for the money from the capital reserve. The work still has to happen. Some of what was withdrawn was already encumbered.

John Jordan said that all appropriations lapse at the end of the fiscal year.

Henry Kunhardt said that it appears that there is a misunderstanding and SAC does not need to get involved.

Dale Gabel said that as long as it has been encumbered it can be spent in the next fiscal year.

The consensus was that a formal motion would not be made.

4. ConVal Trust Funds Update

Henry Kunhardt read an email from John Jordan that included a typo stating \$20M rather than \$2.9M. Clarification was provided. Kimberly noted that the district might be able to clarify however the district is not copied in the email exchange. John Jordan agreed to include Tim Theberge, Kimberly, and administration in future email communication.

5. Capital Improvement Plans

John Jordan said that the thought is to share information about large purposes ahead of time.

Dr. Saunders said that it would be great if we all knew what large projects are coming everyone's way. Eventually the high school parking lot will be needing replacement. If another town is paving, work could be leveraged for savings.

Making a larger capital plan that balances out the peaks and balances is the thought. We have an HVAC person that might provide a second set of eyes at an RFP. This is an opportunity for the town and district to work collaboratively.

John Jordan said that accessing State contracts for projects has been helpful. There are ways that we can help each other.

Tim Theberge said that recreational and sports fields might be an area of collaboration. Sharing knowledge in this area leverages opportunities.

John Jordan asked everyone to get their towns CIP to Tim Theberge.

Dr. Saunders said that there is a lot of capacity for cost sharing and cost savings. An example might be snow plowing. Could the towns assist in plowing their small school parking lots?

Conversations with the right people in the right areas is needed.

6. Other

John Jordan noted the most recent ConVal enrollment information.

Dr. Saunders said that the figures are really fluid right now; our best numbers are on October 1st.

Fred Woodhouse said that he would like to take Kimberly up on her offer to tour the schools.

The next Selectmen's Advisory Committee meeting is scheduled for September 26th.

Karen Hatcher moved to adjourn at 7:58 p.m. Dale Gabel second. Unanimous.

Respectfully submitted,

Brenda Marschok