

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

CONTOOCCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

Thursday, January 2, 2020

**SAU #1 Board Room
6:30 PM**

Minutes

Committee Members:

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

Present: Jim Fredrickson, Richard Dunning, Niki McGettigan, Kristen Reilly, Dr. Kimberly Saunders, Lori Schmidt, Tim Grossi, Katherine Heck, Janine Lesser, Alan Edelkind, John Jordan (SAC)

1. Call to Order

Jim Fredrickson called to meeting to order at 6:31 p.m.

2. Approval of Minutes – December 10, 2019

Dick Dunning moved to approve the minutes of December 10, 2019. Niki McGettigan second. Kristen Reilly abstained. All others in favor. Motion carried.

3. 2020-21 Budget

It was shared that Version 5 is the latest budget.

4. Capital Improvement Plan/Funding Options

Jim Fredrickson referenced information titled "ConVal Capital Improvement Plan" which lists the funding source i.e. Trust Funds, Warrant Article, Budget. Additionally, he referenced information from a pivot table that separates information out by school, trade, and funding. Areas where building aid might be available were pulled out. Building aid in itself is not a funding option. Those items that are labeled with the funding source of "Trust Funds" were further broken down by the specific trust.

Regular routine and maintenance is separate from a renovation.

Lori Schmidt said that a goal moving forward to be to set some criteria.

Katherine Heck said that most capital improvement plans define the criteria for items landing in the plan. \$15K is a great place to start.

Tim Grossi spoke about the difference in costs for different schools. Thresholds should be determined.

Kimberly Sanders said that one of the reasons to create a Capital Improvement Plan is to plan your investments. What does our trust need to be to accomplish the various work? If a bond falls off, what is the next step?

Jim Fredrickson said that a project that merits looking at and tracking could be placed in the plan. This would allow it to stay visible.

Katherine Heck said that the law should come first i.e. lead in pipes, air quality, or safety. Maintenance would follow.

Jim Fredrickson further shared the breakdown of the information provided (see attachments).

Katherine Heck noted an RSA that would require that Building Aid be paid back should the building not be in use for 20 years. What waiver might be possible in the event that a school closed in order not to have to pay those funds back?

Jim Fredrickson said that items going for building aid should be tracked.

Katherine said that items currently funded through building aid would apply from the past. Do we know if there is a waiver available to not repay building aid?

Discussion took place about which schools building aid was applied. The majority of work was done in larger schools.

Kimberly Saunders understood Katherine's concern that the district would have to look back 20 years to see what the payback is for items that building aid was received. It would be factored into the cost of consolidation should that ever occur.

5. Warrant Article Recommendations

Parking Lots – Tim Grossi said that stand alone asphalt projects were looked at. Tim recommended the high school alone and packaging up the remainder.

Katherine Heck asked if two separate articles might be of interest; the first would say X, but if one failed the second would prevail. Both could get voted down.

John Jordan said that the Town of Hancock does their asphalt work in five year packages. Normal maintenance is paid for through the highway block grant.

Jim Fredrickson said that there are several choices, move some of the paving out, put it in one warrant article, or two warrant articles.

Kimberly Saunders said that she has heard that prior to her being Superintendent, the high school parking lot would be paid for through trust funds.

Katherine Heck suggested evening the money in and out for the parking lot.

Kimberly Saunders said that some of the pavement could be paid for through trust fund money and move some as a warrant article.

Katherine Heck further asked how many in the room think that a \$1 million warrant for paving would pass in their towns. Another way of funding should be considered.

Dick Dunning said that in order to get the paving work done, it should be funded through trusts and not a warrant article.

Getting the high school parking lot work done is a priority.

Discussion took place about the importance of capital planning, looking ahead at the work intended, coupled with the funding sources.

Kimberly said that the amount that we would be bonding would be approximately \$19.36M.

Katherine Heck said that she does not feel that the capital trust is being funded at the rate it should.

Using the reserve to keep the tax rate flat is important.

An \$800,000 figure was suggested for Capital Reserve.

Over a period of years, we have placed \$100K, \$150K, \$150K, \$250K, and \$250K in capital reserves.

How can we continue to fund reserve funds with a shrinking budget balance? We should continue to transfer funds at the end of the year.

Once district is approved for building aid, the district would need to develop architectural plans, and then decide how the district wants to fund it.

What do we want to do with trust funds this year? Do we want to ask for \$450K for the capital trust fund? \$550K for the high school parking lot was cited as the minimum.

Dick Dunning said that a warrant article specifically for the parking lot was suggested.

Take \$550K from the trust to the high school, put the rest on a warrant for passage. It would allow to leverage significant savings.

Move \$550K from the capital reserve trust fund for the high school parking lot was suggested. Increase the \$450K to \$550 for capital trust fund. \$367 would be bumped to \$917K. We would have \$1M in trust leftover after next year. We have to get building aid and we have to get a bond.

Where does PES HVAC stand? It stands in the trust fund.

If we vote to do the work as a board and proceed and do the work and pay for it through a trust fund, building aid is not available. This amount should be removed from building aid (\$67,320). Strategy is to fund the high school parking lot through the trust fund. Ask for \$542K through unreserved fund balance on warrant article (not associated with the high school parking lot). Place a separate warrant article for \$550K for other paving. \$25K for the Athletic Trust was recommended.

6. Status Update:

1. Solar Project Letter of Intent

Discussion still in process.

2. Antrim Gym

Agreement to cover 50% of utility costs with statements to be shared quarterly was confirmed. Fuel cost percentages based on a percentage of usage has been agreed. 50/50 in the gym. When it comes to electrical, shares have been agreed upon. A draft revised agreement related to Shea Field will be sent to the district.

Quarterly bills will be sent from the District to the Town of Antrim. Agreement should be signed and in place for the start of the next school year; July 1st.

7. Other

None.

Kristen Reilly motioned to adjourn at 8:07 p.m. Dick Dunning second. Unanimous.

Respectfully submitted,

Brenda Marschok

CONVAL Capital Improvement Plan

School	Year	Trade	Building Aid	\$\$\$	Funding	Trust	Comments	Questions
AES	2021	Building Controls/HVAC		\$ 21,000	Trust Funds	Capital	2 new HVAC Units	
BES	2021	Parking Lots		\$ 37,000	Warrant Article		paving	
BES	2021	Flooring		\$ 13,000	Trust Funds	Capital	VCT Flooring - classrooms	
CVHS	2021	AHU/Ventilation		\$ 20,800	Budget		HVAC Health OC Rm 413	
CVHS	2021	Windows/Doors		\$ 7,600	Budget		200 level	
CVHS	2021	Classroom Renovations		\$ 33,000	Budget		classroom renovations 3 per year	
CVHS	2021	Fields		\$ 62,000	Trust Funds	Athletic	track overlay athletic trust	
CVHS	2021	Parking Lots		\$ 550,000	Warrant Article		paving	
CVHS	2021	Security		\$ 19,000	Trust Funds	Capital	front entry security enhancement	
DCS	2021	Parking Lots		\$ 64,000	Warrant Article		paving	Roof
DCS	2021	Flooring		\$ 19,000	Trust Funds	Capital	VCT Classroom flooring	
FES	2021	Parking Lots		\$ 75,000	Warrant Article		paving	
FES	2021	Flooring		\$ 11,000	Trust Funds	Capital	VCT Flooring	
GBS	2021	Kitchens		\$ 32,000	Trust Funds	Capital	kitchen equipment	
GES	2021	Flooring		\$ 11,000	Trust Funds	Capital	VCT Flooring	
GES	2021	Parking Lots		\$ 48,000	Warrant Article		paving	
HES	2021	Parking Lots		\$ 58,000	Warrant Article		paving	
HES	2021	Flooring		\$ 11,000	Trust Funds	Capital	VCT Flooring	
PES	2021	Building Controls/HVAC		\$ 187,000	Trust Funds	Capital	3 story HVAC	
PES	2021	Fields		\$ 160,000	Trust Funds	Athletic	fields PES softball	
PES	2021	Parking Lots		\$ 170,000	Warrant Article		paving	
SMS	2021	AHU/Ventilation		\$ 18,000	Budget		new HVAC	
SMS	2021	Security		\$ 43,000	Trust Funds	Capital	security cameras	
TES	2021	Parking Lots		\$ 90,000	Warrant Article		paving	

in Budget V3?

LHT Renovation

CONVAL Capital Improvement Plan

Sum of \$\$									
School	2020	2021	2022	2023	2024	2025	2026	2027	Grand Total
AES	\$ 48,500	\$ 21,000	\$ 27,000	\$ 27,000				\$ 120,000	\$ 243,500
BES	\$ 6,600	\$ 50,000	\$ 13,000	\$ 13,000	\$ 9,000		\$ 120,000		\$ 211,600
CVHS	\$ 94,800	\$ 692,400	\$ 323,000	\$ 5,336,622	\$ 33,000	\$ 222,200	\$ 96,700		\$ 6,798,722
DCS	\$ 120,000	\$ 83,000	\$ 19,000			\$ 30,000			\$ 252,000
District	\$ 35,000		\$ 35,000						\$ 70,000
FES		\$ 86,000	\$ 19,000	\$ 23,000				\$ 110,000	\$ 238,000
GBS	\$ 71,100	\$ 32,000	\$ 155,000	\$ 5,042,000	\$ 218,000	\$ 198,000	\$ 165,000	\$ 87,000	\$ 5,968,100
GES		\$ 59,000	\$ 11,000	\$ 19,000			\$ 110,000		\$ 199,000
HES		\$ 69,000	\$ 11,000		\$ 21,000		\$ 110,000		\$ 211,000
PES	\$ 73,400	\$ 517,000	\$ 295,000	\$ 54,000	\$ 32,000	\$ 32,000	\$ 155,000	\$ 185,000	\$ 1,343,400
SMS	\$ 93,400	\$ 61,000	\$ 791,000	\$ 571,000	\$ 7,774,000	\$ 220,000	\$ 165,000	\$ 87,000	\$ 9,762,400
TES	\$ 9,500	\$ 90,000	\$ 11,000	\$ 19,000	\$ 19,000		\$ 115,000		\$ 263,500
Grand Total	\$ 552,300	\$ 1,760,400	\$ 1,710,000	\$ 11,104,622	\$ 8,106,000	\$ 702,200	\$ 1,036,700	\$ 589,000	\$ 25,561,222

Sum of \$\$									
Trade	2020	2021	2022	2023	2024	2025	2026	2027	Grand Total
AHU/Ventilation	\$ 84,300	\$ 38,800	\$ 17,000						\$ 140,100
Building Controls,	\$ 37,400	\$ 208,000	\$ 76,000	\$ 22,000					\$ 343,400
Classroom Renov	\$ 33,000	\$ 33,000	\$ 33,000	\$ 4,032,000	\$ 33,000				\$ 4,164,000
Electrical			\$ 52,000						\$ 52,000
Fields		\$ 222,000		\$ 75,000					\$ 297,000
Flooring	\$ 96,700	\$ 65,000	\$ 659,000	\$ 221,000	\$ 144,000	\$ 80,000			\$ 1,265,700
Hallway Renovations				\$ 189,622					\$ 189,622
Infrastructure				\$ 4,756,000	\$ 7,544,000				\$ 12,300,000
Infrastructure/LHT Reno				\$ 1,000,000					\$ 1,000,000
Kitchens	\$ 21,000	\$ 32,000							\$ 53,000
Mechanical	\$ 150,200		\$ 310,000	\$ 310,000		\$ 165,000	\$ 940,000	\$ 230,000	\$ 2,105,200
Parking Lots	\$ 33,200	\$ 1,092,000			\$ 170,000	\$ 220,000			\$ 1,515,200
Roofing			\$ 355,000	\$ 499,000	\$ 215,000	\$ 207,200	\$ 96,700	\$ 359,000	\$ 1,731,900
Security		\$ 62,000	\$ 38,000						\$ 100,000
Vehicles	\$ 35,000		\$ 35,000						\$ 70,000
Windows/Doors	\$ 61,500	\$ 7,600	\$ 135,000			\$ 30,000			\$ 234,100
Grand Total	\$ 552,300	\$ 1,760,400	\$ 1,710,000	\$ 11,104,622	\$ 8,106,000	\$ 702,200	\$ 1,036,700	\$ 589,000	\$ 25,561,222

Sum of \$\$									
Funding	2020	2021	2022	2023	2024	2025	2026	2027	Grand Total
????	\$ 517,300								\$ 517,300
Bond			\$ 418,000	\$ 6,158,622	\$ 100,000	\$ 255,200	\$ 376,700	\$ 197,000	\$ 7,505,522
Budget		\$ 79,400	\$ 52,000		\$ 170,000	\$ 165,000			\$ 466,400
TBD			\$ 1,205,000	\$ 684,000	\$ 7,836,000	\$ 282,000	\$ 660,000	\$ 392,000	\$ 11,059,000
Trust Funds	\$ 35,000	\$ 589,000	\$ 35,000	\$ 4,262,000					\$ 4,921,000
Warrant Article		\$ 1,092,000							\$ 1,092,000
Grand Total	\$ 552,300	\$ 1,760,400	\$ 1,710,000	\$ 11,104,622	\$ 8,106,000	\$ 702,200	\$ 1,036,700	\$ 589,000	\$ 25,561,222

Funding Trust Funds

Sum of \$\$					
Row Labels	2020	2021	2022	2023	Grand Total
Athletic		\$ 222,000			\$ 222,000
Capital		\$ 367,000		\$ 4,262,000	\$ 4,629,000
Equipment	\$ 35,000		\$ 35,000		\$ 70,000
Grand Total	\$ 35,000	\$ 589,000	\$ 35,000	\$ 4,262,000	\$ 4,921,000

Discussion B&P Jan 2, 2020
 1) 2021 Plan ... Budget (V5), Warrant Articles, Trust Funds
 2) Bond....scope
 3) Building Aid

CONVAL Capital Improvement Plan

Total

Total \$\$ Row Labels	Column Labels							Grand Total
	2021	2022	2023	2024	2025	2026	2027	
AES	\$ 21,000	\$ 27,000	\$ 27,000				\$ 120,000	\$ 195,000
BES	\$ 50,000	\$ 13,000	\$ 13,000	\$ 9,000		\$ 120,000		\$ 205,000
CVHS	\$ 692,400	\$ 323,000	\$ 5,336,622	\$ 33,000	\$ 222,200	\$ 96,700		\$ 6,703,922
DCS	\$ 83,000	\$ 19,000			\$ 30,000			\$ 132,000
District		\$ 35,000						\$ 35,000
FES	\$ 86,000	\$ 19,000	\$ 23,000				\$ 110,000	\$ 238,000
GBS	\$ 32,000	\$ 155,000	\$ 5,042,000	\$ 218,000	\$ 198,000	\$ 165,000	\$ 87,000	\$ 5,897,000
GES	\$ 59,000	\$ 11,000	\$ 19,000			\$ 110,000		\$ 199,000
HES	\$ 69,000	\$ 11,000		\$ 21,000		\$ 110,000		\$ 211,000
PES	\$ 517,000	\$ 295,000	\$ 54,000	\$ 32,000	\$ 32,000	\$ 155,000	\$ 185,000	\$ 1,270,000
SMS	\$ 61,000	\$ 791,000	\$ 571,000	\$ 7,774,000	\$ 220,000	\$ 165,000	\$ 87,000	\$ 9,669,000
TES	\$ 90,000	\$ 11,000	\$ 19,000	\$ 19,000		\$ 115,000		\$ 254,000
Grand Total	\$ 1,760,400	\$ 1,710,000	\$ 11,104,622	\$ 8,106,000	\$ 702,200	\$ 1,036,700	\$ 589,000	\$ 25,008,922

Building Aid \$ Row Labels	Column Labels							Grand Total
	2021	2022	2023	2024	2025	2026	2027	
AES							\$ 43,200	\$ 43,200
BES						\$ 43,200		\$ 43,200
CVHS		\$ 55,800	\$ 1,811,520		\$ 59,400			\$ 1,926,720
DCS								
District								
FES							\$ 39,600	\$ 39,600
GBS			\$ 1,767,960		\$ 54,000	\$ 59,400		\$ 1,881,360
GES						\$ 39,600		\$ 39,600
HES						\$ 39,600		\$ 39,600
PES	\$ 67,320	\$ 55,800	\$ 7,920			\$ 55,800		\$ 186,840
SMS			\$ 205,560	\$ 2,715,840		\$ 59,400		\$ 2,980,800
TES						\$ 41,400		\$ 41,400
Grand Total	\$ 67,320	\$ 111,600	\$ 3,792,960	\$ 2,715,840	\$ 113,400	\$ 338,400	\$ 82,800	\$ 7,222,320

CONVAL School District Trust Fund Summary

	Special Education	Capital Reserve	Athletics/CoCurricular	Health Maintenance	Equipment	Notes
2018-2019 School Year						
July 1, 2018 Balance	\$ 506,187.36	\$ 1,046,105.10	\$ 282,546.20	\$ 400,001.50	\$ 200,000.00	\$ 2,434,840.16
<i>Completed Transfers</i>						
Warrant Article funding	\$ -	\$ 250,000.00	\$ 75,000.00	\$ -	\$ 100,000.00	2
Transfers In	\$ -	\$ 600,000.00	\$ -	\$ -	\$ -	\$ -
Net Income 6/30/19	\$ 12,864.73	\$ 32,546.83	\$ 10,250.81	\$ 13,787.97	\$ 7,025.19	\$ -
Transfers Out	\$ -	\$ 662,781.68	\$ -	\$ -	\$ 26,149.00	\$ -
June 30, 2019 Balance	\$ 519,052.09	\$ 1,265,870.25	\$ 367,797.01	\$ 413,789.47	\$ 280,876.19	\$ 2,847,385.01
as of 6-30-19						
2019-2020 School Year						
July 1, 2019 Balance	\$ 519,052.09	\$ 1,265,870.25	\$ 367,797.01	\$ 413,789.47	\$ 280,876.19	\$ 2,847,385.01
<i>Completed Transfers</i>						
Transfers In	\$ -	\$ 330,624.98	\$ -	\$ -	\$ -	\$ -
Net Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Balance	\$ 519,052.09	\$ 1,296,495.23	\$ 367,797.01	\$ 413,789.47	\$ 280,876.19	\$ -
<i>Projected Transfers</i>						
Warrant Articles (Approved)	\$ 200,000.00	\$ 250,000.00	\$ -	\$ 50,000.00	\$ 100,000.00	3
Net Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ 179,908.00	\$ -	\$ -	\$ -	\$ -
Estimated June 30, 2020 Balance	\$ 719,052.09	\$ 1,366,587.23	\$ 367,797.01	\$ 463,789.47	\$ 380,876.19	\$ 3,298,101.99
2020-2021 School Year						
July 1, 2020 Balance	\$ 719,052.09	\$ 1,366,587.23	\$ 367,797.01	\$ 463,789.47	\$ 380,876.19	\$ 3,298,101.99
<i>Completed Transfers</i>						
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Balance	\$ 719,052.09	\$ 1,366,587.23	\$ 367,797.01	\$ 463,789.47	\$ 380,876.19	\$ -
<i>Projected Transfers</i>						
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Warrant Articles (proposed)	\$ -	\$ 450,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	4
Net Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ 367,000.00	\$ 222,000.00	\$ -	\$ -	\$ 589,000.00
Estimated June 30, 2021 Balance	\$ 719,052.09	\$ 1,449,587.23	\$ 170,797.01	\$ 488,789.47	\$ 380,876.19	\$ 3,209,101.99
Projected Transfers Out	\$ -	\$ 179,908.00	\$ -	\$ -	\$ -	\$ -
Funds to be expended:	\$ -	\$ 147,000.00	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ 32,908.00	\$ -	\$ -	\$ -	\$ -

Notes:

- 1) Warrant Articles Approved - March 2017 . From June 30, 2017 fund balance. Transferred in 2018
- 2) Warrant Articles Approved - March 2018 . From June 30, 2018 fund balance. Transferred in 2019
- 3) Warrant Articles Approved - March 2019 . From June 30, 2019 fund balance. Transferred in 2020
- 4) Warrant Articles Approved - March 2020 . From June 30, 2020 fund balance. Transferred in 2021