

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY**

**Tuesday, February 11, 2020**

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

**Agenda**

**Committee Members:**

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

- 1. Call to Order**
- 2. Approval of Minutes – January 2, 2020**
- 3. Capital Improvement Plan- Update**
- 4. Solar Letter of Intent – Update**
- 5. Antrim Gym – Update**
- 6. Elementary School Costs**
- 7. Other**

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

**CONTOOCOOK 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 1<sup>st</sup>.

#### **7. Other**

None.

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

Respectfully submitted,

Brenda Marschok