

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

**CONTOOCH VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY COMMITTEE**

**Tuesday, June 9, 2020**

**5:30 p.m.**

**Physical Location: None**

**Virtual Location:**

<https://us02web.zoom.us/j/84942658566?pwd=NkRacTc3ODdWS3FVc3FBT0NOMSttQT09>

**Meeting ID:** 849 4265 8566

**Password:** 1JXpaD

**Phone:** +1 646 558 8656 US

**Meeting ID:** 849 4265 8566

**Password:** 724030

**MINUTES**

**Committee Members:**

- Richard Dunning
- Alan Edelkind
- Jim Fredrickson, Chair
- Katherine Heck
- Robert Short, Jr.

**Present:** Richard Dunning, Alan Edelkind, Jim Fredrickson, Katherine Heck, Robert Short, Jr., Tim Grossi, Lori Schmidt

**1. Call Meeting to Order**

**Jim Fredrickson called the meeting to order at 5:34 p.m.**

**2. Approve minutes of May 12, 2020**

**Dick Dunning moved to accept the minutes of April 12, 2020. Katherine Heck second. Unanimous on a roll call vote.**

**3. Solar Project**

Jim Fredrickson asked Tim Grossi what the schedule is to move forward with RFP's. Lori Schmidt said that it is her understanding that Kimberly Saunders would like an RFP posted by July 1, 2020. Jim Fredrickson asked Tim the extent that he would like the board involved. Since this is an RFP, there should be no specific discussion.

Tim Grossi said that additional eyes would be great.

Jim Fredrickson said that he understands that an accelerated plan would be the desire of interested parties, but July 1<sup>st</sup> seems like a reasonable date.

The Budget & Property Committee members will review the RFP once in.

Emily Manns asked if her services, and/or the services of the energy committee might participate. She asked for guidance on what might permit or prevent her participation in this process. Katherine Heck said that once the RFP goes together, it falls under legal because it is a negotiation. Under RSA 91A, certain rules must be followed. The negotiation process cannot be impeded or hampered.

Jim Fredrickson confirmed, that to date, non-public discussion has been a result of negotiation discussion. The process, as a true negotiation, must be handled properly.

Jim asked Emily Manns her relationship with Revision Energy. Ms. Manns confirmed that she had none.

Lori Schmidt said that once there is a final RFP, we will post it on the website and let potential vendors know.

Jim said that he is aware of three interested parties. At least these three should be informed. Lori confirmed that she will let them know.

#### **4. Policy review - Budget Transfer Limit**

Policy BBJ allows the Superintendent to make transfers up to \$10K. Lori Schmidt confirmed. Jim Fredrickson asked if that was an appropriate number. Lori said that she feels this is appropriate. Jim asked the committee members if they were in agreement with the \$10K threshold.

The bidding process sets a different threshold. Alignment was discussed.

Katherine Heck said that it could be moved up. Bidding of \$50K might be too high.

Lori Schmidt said that \$10-15K is reasonable.

Transfer of appropriations would change from \$10K to \$15K and bidding should go to no higher than \$30K.

Robert Short, Jr. asked at what point we capitalize an item. You would want a transfer amount below that amount without a vote for financial oversight.

Lori Schmidt said that she will have to review the audit report for that figure.

Rob said that might be added to the policy.

Katherine Heck agreed to bring this to Policy Committee. She will meet with Lori to develop recommendations.

Jim said that Rich Cahoon previously recommended that the Policy Committee take this on as well.

#### **5. Capital Improvement Plan**

Jim Fredrickson said that he is unaware of any changes to make to the Capital Improvement Plan. Tim Grossi reported that the Peterborough Elementary School (PES) construction work on HVAC began two weeks ago. Next week, the duct work will be dismantled on the roof and the air handling unit will be removed. The air conditioning units have been ordered.

The current time and dollar estimate for completion should be in line with what was previously stated. Work should be complete in the second week in August.

Jim asked if the thoughts on the PES field have changed. Tim Grossi said that his understanding is that it is on hold.

#### **6. Remote Learning Cost Update**

Lori Schmidt said that she has not updated information since the last board meeting. She continues to revise supplies. Year end is rounding out.

Jim Fredrickson said that the larger question is the impact on next year.

Lori Schmidt spoke about the potential impact under different models. Projections have not begun for next year. Lori said that she is on three committees looking at reopening.

Alan Edelkind asked when the real figures for this year will be available. Lori Schmidt said that a September 1<sup>st</sup> time frame is possible.

#### **7. Antrim Gym Agreement**

Jim Fredrickson said that the towns got caught up with COVID-19 as well. A revised agreement was recently received from Antrim. Jim said that he has several edits he would like to propose.

He was unsure if the full board needed to vote on the agreement. He asked Lori if the full board needed to vote. Jim said that it has been to the board as informational only. Jim said that in the past, the Board Chair, Town, and District have signed. Dick Dunning said that his recommendation is to bring it to the full board and then have Rich sign it. The board should be aware of the agreement. Katherine Heck said that she would think that the full board would vote if the Board Chair is signing it. Jim Fredrickson said that the intent is to have this in place for July 1<sup>st</sup>.

## **8. ConVal Banking Status Discussion**

Lori Schmidt said that she had previously raised concern that she wanted to look at banking options. She reached out to our current bank, People's United, for a presentation. Our interest rates were decreased because federal rates were decreased. She also reached out to TD Bank. She said that TD Bank would pay the same interest rate that People's uses but they would pay on the full amount rather than what is "swept".

She recommends moving from People's Bank to TD Bank. She would like to consolidate accounts to earn interest on larger amounts. She needs Board authorization to open and/or close an account. Lori also proposed moving student activity accounts to TD Bank as well.

Jim Fredrickson said that this would appear as a new business agenda item at the next board meeting and Lori could present. Lori confirmed.

Katherine Heck thanked Lori for looking into this. She asked if an RFP was conducted. She said that a competitive bid process would typically take place. Katherine said that she would be interested in reading the TD Bank proposal.

Lori said that when she came on board with ConVal, she had difficulty signing on with People's Bank to manage money. Eventually, she met with three individuals from Boston and she shared her experience with them. People's attempted to increase our interest rate as a result but were unsuccessful. She asked for a presentation from People's and their response was that our account was on a waiver and they would continue to honor that.

Robert Short, Jr., referenced our audit report that mentions various accounts. He asked if that would be cleaned up. Lori said that she will conduct research on various accounts and clean up.

Lori spoke about former class accounts for past graduates. Lori said that classes should be contacted to give up the funds and transfer or open an account of their own. She said that it is something that will be pursued.

Katherine Heck asked if Lori wanted to do this for the new fiscal year. Lori said that the incoming accountant could handle this project and get forms signed off. Lori would first focus on the general account. Next would be food service account activity. Others would roll out from there.

## **9. Other**

Alan Edelkind asked Tim Grossi what is happening with the Dublin Consolidated School boiler. Tim reported having met with a mechanical design engineer. Twenty or so years ago, the standards were different. Now we do demand control ventilation. If you don't need 100% outside air, the dampers close. Calculations are being run and standards have to be met. The boiler size will be determined. Information should be available next week. That specifications can be put out to bid from there. With a smaller boiler footprint, more people may want to bid. It is progressing well.

## **10. Adjourn**

**Dick Dunning moved to adjourn at 6:33 p.m. Robert Short, Jr. second. Unanimous.**

Respectfully submitted,

Brenda Marschok