

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

**CONTOOCCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY**

**Capital Improvement Plan Work Session**

**Thursday, November 5, 2020**

**1:30 – 2:30 PM**

**Physical Location: SAU #1 Office – Board Room  
106 Hancock Rd., Peterborough, NH**

**Virtual Location:**

**<https://us02web.zoom.us/j/89287486437?pwd=M0hQU1dQQi82dDF5V2dKTC9RMzZTUT09>**

**Meeting ID: 892 8748 6437**

**Password: pap3uF**

**Phone: +1 312 626 6799 US**

**Meeting ID: 892 8748 6437**

**Password: 472611**

**Minutes**

**Committee Members:**

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

**Present:** Dick Dunning, Alan Edelkind, Jim Fredrickson, Katherine Heck, Tim Grossi, Lori Schmidt, Dr. Kimberly Saunders

**1. Call Meeting to Order**

**Jim Fredrickson called the meeting to order at 1:38 p.m.**

**2. Review of Capital Improvement Plan**

Jim Fredrickson said that reviewing the Capital Improvement Plan (CIP) and how it will be funded is the discussion point for this meeting. Between today and Tuesday, he asked that it be finalized and an updated version be brought to Tuesday's Budget & Property Committee meeting. Decisions about Warrant Articles and spending need to be made.

If there is an unanticipated COVID cost, we would try to cover it this year and not next.

Lori Schmidt shared the CIP document data and summary.

Kimberly Saunders said that we have to think about a long-term plan on how we are going to financially pay for these projects. At one point, we thought that we would float a bond. That is not the thought at this point. State Aid is an unlikely resource. Kimberly suggested looking at in chunks.

Jim Fredrickson asked what the choices are for funding 2022 projects. Lori Schmidt said that most are proposed to come from Trust Funds while some will come out of the budget.

Classroom pavilions were discussed. \$600,000 was the figure discussed associated with this. Would pavilions even be constructed in 2022?

Jim Fredrickson asked how we would know what we would pull into this year. Tim Grossi said that the roofs would be pulled in, possibly paving, and then flooring.

How much will be taken out of 2021 for COVID amounts?

Athletic Equipment included football and uniforms; deferring in the next year was decided. At least half of the \$37,550 won't be going through the trusts.

Looking at 2023 and plugging figures into the trusts was suggested.

Lori Schmidt said that she believes that she can reduce this by approximately \$90K.

\$416,000 in roofing for atrium roofs at South Meadow School is a big item in 2022. 2022 is at a total of \$961,000.

Jim Fredrickson asked what the proper percentage that should be looked at for a CIP in a \$50M budget should be. Katherine Heck said that 5-10%; closer to 5% with the COVID situation. Katherine Heck spoke about testing fiscal capacity that provides indicators on where we are at for budget preparation i.e. unemployment rates, property value etc. She said that hitting a \$50M budget for this area is high. She asked the interest of going through the exercise of testing fiscal capacity.

Jim Fredrickson asked if Lori Schmidt and Kimberly if they could project a budget, factoring in the CVEA etc. Kimberly said that cannot be identified yet. Administrators are just finishing their budgets today.

Katherine Heck said that the exercise would identify budget capacity.

Jim Fredrickson proposed taking 2022 and adding \$.5M for the atrium roof. What would the next several items be that would be pursued?

The atrium roofs, the third story wing roofing would be the next priority, and the CVHS Boiler are all priorities, pavilions would follow.

Jim Fredrickson said that VCT flooring and paving are on the list as well as the Peterborough Elementary School (PES) Softball field.

Are the PES fields a priority? Dick Dunning said that he did not believe so.

Kimberly said that the optics of spending money on a new softball field is not a good thing. Improvement of the field vs. a new softball field was discussed for outdoor play.

Shifts were made, in and out, as items were prioritized by year. 2022 totals \$1.4M.

Go back, and see how much can be handled in the budget and the rest could be looked at in trusts.

A bond was mentioned, and immediately taken off the table. It is not a good environment to entertain a bond.

Lori Schmidt continued to make the shifts in items in and out of various years as discussion took place.

Updating for fiscal capacity analysis for the district was suggested.

Katherine Heck brought focus to the GFOA Best Practice slide in her presentation as well as CIP In Practice. Ranking by project will be looked at more closely.

Lori Schmidt and Tim Grossi agreed that the ranking could be incorporated by adding two columns to include this information.

Discussion ensued. Because Capital Plans are living documents, they change.

Lori Schmidt and Tim Grossi will update the CIP.

Katherine Heck will take a pass at financial capacity.

Capital Planning Best Practices – when do we present to the board?

Columns will be added to spreadsheets

### **3. Adjourn**

**Jim Fredrickson adjourned the meeting at 3:05 p.m. Unanimous.**

Respectfully submitted,

Brenda Marschok