

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY**

**Thursday, March 4, 2021**

**5:30 PM**

**Physical Location: None**

**Virtual Location:**

**<https://us02web.zoom.us/j/86960281550?pwd=cVZreStVWXRnS0o2T3ZCaVZYakN5Zz09>**

**Meeting ID: 869 6028 1550**

**Password: U63LBD**

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

**Meeting ID: 869 6028 1550**

**Password: 076759**

**Minutes**

**Committee Members:**

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

- 1. Call meeting to Order**
- 2. Approval of Minutes – February 9, 2021**
- 3. Solar Project**
- 4. Capital Improvement Plan**
- 5. Board Reports**
- 6. Budget & Property Committee Priorities**

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

**CONTOOCCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY**

**Tuesday, February 9, 2021**

**5:30 PM**

**Physical Location: None**

**Virtual Location:**

**<https://us02web.zoom.us/j/88574232787?pwd=ZWtvRy9qOUU2VU9ldUY3YmpycjZwdz09>**

**Meeting ID: 885 7423 2787**

**Password: WTrJU1**

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

**Meeting ID: 885 7423 2787**

**Password: 760383**

**Minutes**

**Committee Members:**

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

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

**1. Call meeting to Order**

**Jim Fredrickson called the meeting to order at 5:35 p.m.**

**2. Approval of Minutes – January 12, 2021**

**Dick Dunning moved to approve the minutes of January 12, 2021.**

**Katherine Heck second. Unanimous.**

**3. Solar Project**

Tim Grossi reported that a meeting with Dan Weeks, Revision Energy, took place last week to look at the roof and electrical. They went up on the roof. Revision has requested additional information. A structural engineer will be required to answer those questions. Electrical bills were requested. Tentative schedules for summer installations were looked at.

Lori Schmidt is working with legal on the review of the red-lined contract.

Tim Schmidt said that a more efficient panel is being researched.

Jim Fredrickson said that an alternative, with newer panels and less degradation, is anticipated.

Structural plans are needed to learn more about the weight bearing capabilities.

Tim Grossi said that his recollection is that the structural engineering was agreed upon.

#### 4. Capital Improvement Plan Updates

Jim Fredrickson said that a year from now, we will likely have a warrant article for some type of funding mechanism for the capital improvements.

Tim Grossi asked "what should be on the Capital Improvement Plan?" needs consideration. Does VCT flooring of a certain dollar value qualify? Is there a minimum cost threshold that qualifies it to be included in the CIP?

Jim Fredrickson said that the cost associated with keeping buildings in operation will be a factor in determining what to do with them. In terms of the lower threshold, we need to keep anything budget and property related.

Katherine Heck said that she thinks that when we draft a more comprehensive CIP, we expand some of the columns on the list and place thresholds for those that will fall automatically in the budget. Drafting a CIP is a large undertaking and involves policy.

Jim Fredrickson said that the starting point is determining what needs to be done. Then funding can be determined. The second step is how we are going to pay for it.

Kevin Pobst said that he is hoping that a process to consider warrant articles for consolidation in the school district.

Lori Schmidt said that we have to have an official record. There is a specific reason she does not want to combine the trust sheets and the CIP.

She said that every time she opens up the CIP, the document freezes her computer and she cannot work. There is a functionality issue in the spreadsheets causing her to not want to combine them.

Katherine said that there are management internal records and there are external tools that the governing body would use to communicate outward to the public.

Rob Short said that they should be linked so that they auto update.

Jim Fredrickson asked if we want a more inclusive list. Katherine Heck said that after you hit the \$50M threshold, a monetary threshold would be set to determine what goes in the budget and what goes into the CIP. When it starts to hit certain thresholds that align with the purchase and bidding policy they get added.

Lori Schmidt agreed that a dollar threshold is a reasonable place to begin. When we have routine activity year after year, she said that she sees it as maintenance and it should be included in the budget.

Rob Short said that two lists are needed; one with all that needs to be done on a time table. The second would have a dollar threshold or whether it is a budget item or long-term plan. If flooring breaks out every year, it still adds up to a considerable sum over the years.

Katherine Heck said that Tim Grossi would say that floors need to be replaced and the board would ask what the plan is. If it meets a threshold, it falls either in the budget or the CIP.

Jim Fredrickson said that the focus should be over the next several years.

Lori Schmidt said that she is thinking about the accounting side of a plan; she looks at replacement flooring to add back and depreciate. She is not trying to minimize the importance of tracking this information. It should be built into the operating budget and that there should be a plan for flooring.

Dick Dunning said that we need to look at the long term costs of keeping a building open. We are at a point where we cannot address the issue of maintaining buildings with 50% or less capacity.

Katherine Heck said that three years might be the minimum to bond. By law, if you bond it, you usually have less than three years to complete it.

Jim Fredrickson asked how we could have a ten year bond with only three years to complete it.

Katherine Heck said that you are bonding the payment of the project but not the term to complete it.

Jim Fredrickson asked Tim Grossi to take a look at the plan for the next three years out to 2025 with the idea of coming up with an appropriate bond.

Kevin Pobst asked how the projects are prioritized. He wondered why we wouldn't prioritize the high, middle, and elementary schools in Peterborough and Antrim. If we are going to spend money, let's spend money on buildings we know will be operational ten years from now.

Tim Grossi said that the high school should be the flagship of the district and it is not. The middle schools are 34 years old right now.

Lori Schmidt said that we have the columns of aggregate need and need vs. want. Do we want to add a column to add the categories of schools to blend? Confirmed.

Alan Edelkind said that by prioritizing the large elementary schools and smaller second is putting the cart before the horse. Determination of whether or not schools will be kept or not should be determined. We have a Strategic Plan to go through this whole process. That process should drive what we are going to do.

Jim Fredrickson suggested keeping the thought but not adding the columns yet.

## **5. ESSER II Funding**

Lori Schmidt said that she called the NH DOE to ask if we can reevaluate all of the pots and how we are planning to use them. We had no hope of receiving FEMA funding. We included items in a supplementary place. Had we known that we might receive FEMA dollars she would not include them in the source that she did.

They confirmed that the dollar value was incurred. We are reevaluating everything to determine if it was operational before December 30<sup>th</sup> to see if it can be applied.

Lori said that she has identified expenses that can be reimbursed. If FEMA doesn't provide money, she can shift to ESSER funding.

Lori Schmidt said that information from the DOE comes forward and they try to keep track of Bills coming down the pike to allow the district to stay on top of all of this. Professional affiliations are also relied upon.

## **6. Warrant Article 12 – District Policy**

Jim Fredrickson asked the committee to take a look at a write up he did on Warrant Article 12. He said that a policy will need development.

Robert Short, Jr. said that the clarification of the total that could be retained was helpful and informative for him.

Lori Schmidt said that it is retained on a year to year basis. If it is not used, it goes back.

Katherine provided clarification. Policy will visit this topic on February 16<sup>th</sup>.

Funds retained would show up as fund balance retained or restrictive fund balance. It doesn't go to the Trustee of the Trust Funds. She suggested that we take those monies and put it into an account so that it is identified. If we wanted to use it, we would go through a public hearing. It is meant to assist with cash flow.

Jim Fredrickson said that getting the information out about this fund will be discussed at Thursday's Communication Committee meeting.

## **7. FY'21-22 Committee Goals and Objectives**

Jim Fredrickson asked everyone to take a few minutes before the next Budget & Property Committee meeting to write down what the goals and objectives should be moving forward. Jim shared some of his thoughts.

**Dick Dunning motioned to adjourn at 6:42 p.m. Robert Short, Jr. second. Unanimous.**

Respectfully submitted,

Brenda Marschok