

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

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

Tuesday, April 13, 2021

5:30 PM

Physical Location: SAU #1 Board Room

Virtual Location:

<https://us02web.zoom.us/j/83100678874?pwd=cS8yNE12aTdEdm9CcTFTWDFZaStYQT09>

Meeting ID: 831 0067 8874

Password: N8m11D

Phone: +1 646 558 8656

Meeting ID: 831 0067 8874

Password: 000267

Agenda

Committee Members:

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

- 1. Call meeting to Order**
- 2. Elect Committee Chairman**
- 3. Approval of Minutes - March 4, 2021**
- 4. Solar Project**
- 5. Committee Priorities**
- 6. Policy DIA - Fund Balance**
- 7. Capital Improvement Plan**
- 8. FY22 Budget - MS22...Reallocation**
- 9. FY21 Budget - Fund Balance estimate, COVID Funding update**

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

CONTOOCCOOK 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.

Present: Jim Fredrickson, Richard Dunning, Katherine Heck, Robert Short, Jr., Janine Lesser, Rich Cahoon, Kevin Pobst, Dr. Kimberly Saunders, Lori Schmidt, Tim Grossi

1. Call meeting to Order

Jim Fredrickson called the meeting to order at 5:31 p.m.

2. Approval of Minutes – February 9, 2021

Dick Dunning moved to approve the minutes of February 9, 2021. Katherine Heck second. Unanimous.

3. Solar Project

Tim Grossi reported receiving information about solar panels. Fewer panels would be needed on the roof for the same result. Less degradation on these panels, meaning more power over the life of the panel, is anticipated. The payback is impacted by .08 return.

Jim Fredrickson spoke about research he conducted on panels and systems.

Rich Cahoon asked where the new panels are manufactured. Tim Grossi said that he believes they are made in China.

Rich Cahoon said that this is one more thing that has changed.

Tim Grossi said one is engineered in Norway and manufactured in Singapore. Tim said that there is 40,000 sq. ft. of room available for a solar array system.

Rich Cahoon said that he wants to know how long this vendor has been manufacturing panels.

Jim Fredrickson said that it is his understanding that there are two different suppliers. Which design will be used is one question.

Jim said that a meeting should be set up before any forward movement occurs.

Discussion took place about the need to discuss legal information.

A meeting with Dan Weeks will be scheduled. Answers can be received and discussed with legal.

4. Capital Improvement Plan

Tim Grossi said that the next two years are being looked at in terms of capital projects. The spreadsheet will be populated. The next two years, in terms of a bond proposal, should start a process.

Tim Grossi said that he is unsure what a renovated classroom or school looks like when addressing an educational shortfall. We need to commit to a bond to fix the high school, Great Brook, and South Meadow School. Input from the Education Committee should come in. What does education and support services look like for the next ten years? An engineer needs to come on board and all of the stakeholders need to be met with regularly to determine what it will look like and what it will cost.

Jim Fredrickson said that it sounds like a redesign of classrooms might be needed. Tim said a redesign of the space is needed. We have people working in places that they shouldn't be i.e. closets.

Jim said that if the end date is one year from now to propose a bond, when does costing take place?

Tim said that we would want figures for when we start putting together the budget. We are going to want to publicize it and communicate it.

Kimberly Saunders reminded that last year, we went into the queue. We have to send architectural plans to the group that decides how much money will come from the state.

Tim Grossi said that we have enough time to do this, but no time to spare. An RFP for architectural services or a construction manager needs to go forward.

Rich Cahoon said that educators look at what space should look like ten or twenty years from now.

Katherine Heck exited at 6:00 p.m.

Kimberly Saunders said that it is the two middle schools that really need to be looked at to determine how we want those buildings to function and look like.

Jim Fredrickson asked what the timeline is between now and next March. How much money is needed to look at design? Can trust fund money be used for this purpose?

Kevin Pobst said that he has not heard yet what the need is.

Kimberly said that an executive summary for need can be attached to what will be brought forward for the next meeting.

5. Board Reports

Jim Fredrickson said that there has been some discussion about what kinds of changes we might want to make using the existing reporting software to provide the board the information they are wanting.

Kimberly Saunders asked if what is being looked for can be communicated, she and Lori can address it.

Dick Dunning said that he would like a description of what is being looked for and Kimberly and Lori Schmidt can weigh in. He needs to know before he can support the request. Will it be more efficient?

Robert Short, Jr. said that the encumbrance report is difficult to read. It would be a financial report on a month to month basis, month actual, variances, etc.

Rob Short, Katherine Heck, and Jim Fredrickson will get together to look at further. Rob said that what is already in the system needs to be known. Nothing custom is being requested.

Kimberly said that our software system is robust. Various reports can be created. What is confusing is that she needs to know what isn't on the encumbrance report that is needed and what is on it that is not needed. Rob said that it is difficult to take in easily with the current report.

Jim Fredrickson said that this should be taken as an action item. After next week's vote, it can be looked at further.

Kimberly Saunders said that we used to report out by function, which is standard state reporting for schools. There was a board that felt that when we reported by function it was not transparent enough. The switch was made to reporting by object. We could simplify the report to provide a higher level picture.

Kimberly Saunders suggested that Infinite Visions be shared at the next Budget & Property Committee meeting.

6. Budget & Property Committee Priorities

Jim said that he had asked for a list for B&P to focus on. He received –

- CIP & Trust Fund
- 2022/23 budget guidance
- Solar Project
- Board reports
- Elementary school costs
- COVID Fund status
- Tuition Recommendation
- Bond
- Financial Policies
- Audit controls

Jim Fredrickson agreed to put the list together to bring forward next month.

A two week break in March, with all students returning on March 29th at the elementary level. Middle and high school will return on April 5th with high school still in cohort model to allow a remote week. Tier 1 students will have services.

Dick Dunning asked if we have staff that need to quarantine will they either teach remotely and get paid with staff that are not go unpaid. Confirmed.

Rich Cahoon asked if it was accurate to say that no quarantine period is consistent with the CDC guidance. Confirmed. Kimberly Saunders said that elementary students are least at risk; we are really protecting the staff.

Lori Schmidt said that we've been working on a transportation RFP. A document has been put together and has been reviewed by legal. She will email it out to this committee.

A price for double tier start times are being asked among other asks and are included in the RFP. Jim Fredrickson asked when it should go to the full board. Lori said that they do not need to go to the board.

Dick Dunning moved in accordance with RSA 91-A:3 II for legal advice. Robert Short, Jr. second. Unanimous.

Dick Dunning moved to exit non-public session at 6:50 p.m. Robert Short, Jr. second. Unanimous.

Dick Dunning motioned to adjourn at 6:51 p.m. Robert Short, Jr. second. Unanimous.

Respectfully submitted,

Brenda Marschok