

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

**CONTOOCCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY**

**Tuesday, August 10, 2021**

**5:30 PM**

**Physical Location: SAU Board Room**

**Agenda**

**Committee Members:**

- Richard Dunning
- Alan Edelkind
- Jim Fredrickson, Chairman
- Katherine Heck
- Greg Kriebel

- 1. Call meeting to Order**
- 2. Approval of Minutes – May 13, 2021**
- 3. Solar Project Status**
- 4. 2022-2023 Budget Guidance**
- 5. Capital Improvement Plan & Policy**
- 6. Technology Plan**
- 7. Review/Update Budget & Property Committee Action Plans**

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**BUDGET & PROPERTY**

**Thursday, May 13, 2021**

**5:30 PM**

Physical Location: None

Virtual Location:

<https://us02web.zoom.us/j/83815020461?pwd=ODINTE4yZFY5bFdUMUZmU0lIUmphQT09>

**Meeting ID: 838 1502 0461**

**Password: vG02GS**

**Phone: +1 646 558 8656**

**Meeting ID: 838 1502 0461**

**Password: 658907**

**Minutes**

**Committee Members:**

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

**Committee Members Present:** Jim Fredrickson, Richard Dunning, Alan Edelkind, Robert Short, Jr.

**Others Present:** Attorney, Stephen Bennett, Lori Schmidt

**1. Call meeting to Order**

**Jim Fredrickson called the meeting to order at 5:33 p.m.**

**2. Approval of Minutes – April 13, 2021**

**Dick Dunning moved to approve the minutes of April 13, 2021. Alan Edelkind second. Unanimous.**

**3. Solar Project**

Lori Schmidt said that the contract needs discussion in Non-Public Session. Tim Grossi and Revision Energy have been in discussion about placement of equipment. A recommendation will be needed from the board.

**Dick Dunning moved to enter into Non-Public Session in accordance with RSA 91-A:3, II at 5:34 p.m. Robert Short, Jr. second. Unanimous.**

**Dick Dunning moved to exit non-public session at 6:05 p.m. Robert Short, Jr. second. Unanimous.**

**Dick Dunning moved to seal the minutes of non-public session for a period of five years. Robert Short, Jr. second. Unanimous.**

#### **4. Committee Priorities and Action Plan**

Jim Fredrickson referenced information that he put together which included action items and sent it to the committee. He said that he has tried to capture the major objectives, major contracts, trust fund utilization, and capture tasks. It is effective to identify specific tasks. He noted a column to identify priorities and who would be the lead. A "staff" column could be added.

Jim Fredrickson asked the committee to review his document. It will serve as a preliminary agenda for subsequent meetings.

Dates would be updated as it progressed.

Capital Improvement Plan (CIP) Summary, Trust Fund Summary, and Budget & Property Committee Action Plan are some of the categories.

Jim Fredrickson said that the FY'23 budget guidance is a committee responsibility to provide guidance to staff. Is it possible to do a fiscal stress analysis prior to that? It is tied into budget guidance.

The project list has been updated. What process and policy will be used needs to be determined. Jim said that Tim Grossi has looked out three years. Material costs are going crazy and vendors cannot honor a quote much past the end of the day provided. It is difficult to apply real numbers.

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

Lori Schmidt said that a CIP is for capital improvement and not routine repair and replacement.

Robert Short, Jr. asked if a separate tab could be added.

Discussion took place about thresholds so that the two move in parallel.

FY'23 Capital Budget will need to be nailed down which will require a daily focus.

Jim Fredrickson said that when considering school renovation, modernizing classrooms needs focus.

Long term plans would include everything beyond next year.

Policy DIA will go for a first read on Tuesday to the full board.

Elementary school costs will require a briefing by Lori Schmidt to share cost information. Lori said that she thought that specific guidance was asked so she could move forward. Jim said that the first thing would be for Lori to provide a brief on what she currently has available and what has already been done. Lori said that allocation of benefits is a big piece. Costs by level rather than by school is a focus.

Jim and Lori agreed to sit down to discuss further.

Lori said that that knowing how to allocate transportation and special education would be helpful for this task.

Dick Dunning asked Lori if we were to say that "these" are the elementary schools that would be closed and anticipate costs of various items given that the children would attend other schools, certain reductions would result. Staffing requirements, special education, and food service requirements would also be determined. Would the receiving school be able to handle the influx? Costs could be determined. It doesn't even include the educational benefits which could be priceless. The costs could be discussed. Dick Dunning asked Lori if it is a task that would be impossible for administration. He didn't think so. In addition, what would the impact of a single starting time have on the district?

Lori asked if Dick was willing to have the discussion about closing specific schools. Dick said that we must have that discussion as a board. We will not have an impact on this budget if we do not discuss the consolidation of schools. He only sees an increase in budget and decrease in school enrollment. We need to address the costs and savings of consolidation.

Jim Fredrickson said that it is not for this committee to determine which schools might be closed. Rather, determining what the cost is to run each of our schools is needed. It sets up the discussion later on.

Dick Dunning said that this has been kicked around for years and years. This board needs to make a recommendation for consolidation and bring it for a vote in our communities.

Alan Edelkind said that all we want to do is capture the current costs to run schools. Robert Short agreed with Dick and said that understanding the costs for each of the schools can be used to facilitate further conversation on consolidation.

Dick Dunning suggested that looking at schools with an enrollment below a fixed number for starters.

Rob Short asked for the budget coming up, has it been pushed down. Lori said that time is needed to flesh out raises and changes in accounts.

Jim Fredrickson spoke about writing a financial article to share with the public about how things move across the accounts.

Robert Short, Jr. spoke about the ability of our financial system to generate reports that reflect the information the board is asking for. An investment might be needed, at some point, to allow the reports needed to be generated. Jim Fredrickson said that this would be an action item for recommendation.

#### **6. FY'21 Budget- Fund Balance Estimate, COVID Funding Update**

Jim Fredrickson said that he is looking for an idea on the anticipated fund balance.

Lori Schmidt said that it is being refined. She anticipated bringing more information at the start of June. Lori said that the General Ledger is in solid shape.

#### **7. FY'22 Budget – Remote K-8 Costs/Offsets, COVID Funding Impact**

Jim Fredrickson spoke about making a motion that should be self-contained. This was part of the loss learning motion. He said that he would like to track the \$150K when knocking off items on the spreadsheet when expenses are incurred and revenues received. We've approved \$2.4M; how do we estimate the timing. A mechanism to measure timing of revenue and expenses is needed.

Lori Schmidt said that these monies are managed through the State Grant Management System. We will receive an allocation and build a budget for those monies. With ESSER funds, we can look back to when COVID began and build a budget and submit it.

Jim Fredrickson said that a system to provide a better sense of when we are incurring expenses is needed for these funds.

Providing a monthly report of grant activity is possible.

#### **8. Non-Public Session: RSA 91-A:3,II**

##### **a. Negotiations**

Non-Public session was entered into earlier in tonight's meeting. See minutes above.

**Dick Dunning motioned to adjourn at 7:03 p.m. Robert Short, Jr. second. Unanimous.**

Respectfully submitted,

Brenda Marschok