

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

**CONTOOCCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY COMMITTEE**

**Tuesday, April 12, 2022**

**6:00 p.m.**

**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 March 22, 2022 Minutes**
- 3. Modernization Project – Status**
- 4. Facility Policy Review (FA, FAA, FE)**
- 5. Capital Improvement Plans – Policy & Procedures**
- 6. Trust Fund Summary (updated to reflect past and pending approvals)**
- 7. PES Outdoor Learning Space**
- 8. Hancock Elementary School Pavilion Construction Update**
- 9. Other**

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**CONTOOCH VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY COMMITTEE**

**Tuesday, March 22, 2022**

**6:00 p.m.**

**Physical Location: SAU Board Room**

**Minutes**

**Committee Members:**

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

**Present:** Richard Dunning, Alan Edelkind, Jim Fredrickson, Katherine Heck, Tim Grossi

**1. Call meeting to Order**

**Alan Edelkind called the meeting to order at 6:04 p.m.**

**2. Elect Chairman**

**Dick Dunning motioned to nominate Jim Fredrickson as Budget & Property Committee Chair. Katherine Heck second. Unanimous.**

**3. Approval of Minutes – February 10, 2022**

**Dick Dunning moved to approve the minutes of February 10, 2022. Alan Edelkind second. Katherine Heck abstained. All others in favor. Motion carried.**

**4. Approved FY'23 Budget**

Jim Fredrickson said that the purpose of this agenda item is to get a consolidated budget in a different format. Going public with the district assessment is important. With everything in it is currently 4.3%. It is compared to last year's approved budget and does not account for the return of funds. Jim Fredrickson recommended waiting until more is known on how much the funds that were returned impact.

Katherine said that people will see the June tax bill and think that is what they just voted on in March. The June tax bill is based on 50% of the prior year. We could remind people how it is calculated. The impact on the tax rate will not be known until we know how much will be returned this year. Katherine asked that we start talking about fund balance early on. We need to have a handle on the number before the fiscal year closes.

An action item is to push for a calculation of the FY'22 fund balance as early on as possible.

Katherine reminded of the warrant article about retaining fund balance in the fiscal year 2022/2023.

A series of communication will explain the different moving parts.

**5. FY'24 Budget – Format**

Jim Fredrickson said that for the budget next year, discussion has occurred about changing the format. We use the format that we are currently used to.

Katherine Heck said that the MS DRA forms are not user friendly.

## **6. Capital Improvement Plan & Policy**

Jim Fredrickson said that Lori Schmidt is working on a document that would be supported by the spreadsheet listing things to do. The procedure side is being worked on in the Business Office. Establishing a procedure to account for assets is being worked on. Backing into a framework document is a focus. Creating a comprehensive Capital Improvement Plan (CIP) document is the hope. It would coordinate capital projects and financial strategy. It would create thresholds. It is recommended that cost thresholds be created. Items for the budget and capital improvement plan need to be identified. Construction efficiencies were discussed.

The purpose of the Capital list is for visibility.

A non-recurring expense would be considered for the CIP that is over a certain amount.

Katherine Heck agreed to touch base with Lori Schmidt.

Additional years will be added to the spreadsheet out four additional years.

Katherine Heck shared sample policies e.g. Facilities Development Goals/Priority Objectives, Annual Facility Plan, and Facilities Construction. These will complement the Capital Improvement Policy.

Facilities Construction - this is the multi-year Capital Improvement Plan. This ties into the Modernization Program.

Jim Fredrickson said that Modernization will be a brief topic at the next Community Public Forum.

FA - Facilities Development Goals/Priority Objectives Policy

FAA - Annual Facility Plan - this lays out nicely with how ConVal produces a budget. Unused facilities were discussed within the policy. Each year, the School Board shall adopt an updated Facility Plan. A Capital Plan deals with priority and how it will be funded while the Facilities Plan addresses what is actually needed and what the goals are for the building to allow the use for education today.

Tim Grossi said that the facilities plan is the lower dollar value which is budgeted yearly. The CIP is the higher dollar value work.

Jim Fredrickson said that the concept and what classrooms look like would be part of the Facilities Plan.

Dick Dunning said that the Facilities Plan is what we dream of and the Capital Plan is how we pay for it. Within the Facilities Plan would be recurring costs.

Non-recurring annual costs go in the Capital Improvement Plan. Recurring costs go into the budget.

These policies will be reviewed for the April 12th Budget & Property Committee meeting. Policies would go back to the Policy Committee eventually. The committee will review the policies, return to the April 12th meeting, and then onto the Policy Committee.

Jim Fredrickson will develop a "picture" to help the public better understand e.g. a two by two table.

## **7. Modernization Program**

Jim Fredrickson said that work at the two middle schools, high school, and CTE will be complicated.

There are multiple funding sources; bond, state aid, federal aid, trust funds, budget etc.

A more formal Building Committee will be set up at a later time.

The first step is getting the RFP out. A walk-through will be necessary.

What authority approval will the Steering Committee be provided?

The makeup of the Science construction project was reviewed. Bob Edwards was the Committee Chairman for that project.

Public Hearings will be needed.

An investment policy was discussed. A recommendation from Budget & Property should go to the Policy Committee and then to the full board.

Where should this discussion happen? The full board can act.

Dick Dunning said that the Trustees of the Trust Funds have been asking for investment guidance for a long time.

"Trust Fund Investment Policy" was requested for the April 5th School Board agenda.

There are limitations under the law as to how a school district can invest. The Trustees execute what the school district wants in terms of investment strategies.

#### **8. Committee Priorities – Twelve Months**

- Capital Improvement Plan
- Policy and FY'24 Budget Guidance

Tim Grossi shared his concern with oil and propane cost per gallon. Consumption was discussed. Tim is waiting for rates for electricity from the PUC.

#### **9. Public Hearings**

Public Hearings near to be scheduled for replacement technology, athletic equipment, the return of unanticipated income from HealthTrust, and facility equipment purchases.

#### **10. Other**

Tim Grossi reported that the SKIP contract was delivered. SKIP serves a great purpose for the community.

Dick Dunning asked if the \$1.00 per year for the Hancock Lease has been paid. Will confirm.

**Dick Dunning motioned to adjourn at 7:07 p.m. Katherine Heck second. Unanimous.**

Respectfully submitted,

Brenda Marschok