

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

**CONTOOCH VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY COMMITTEE**

**Tuesday, September 13, 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 August 9, 2022 Minutes**
- 3. Safety Improvement plan (update)**
- 4. Capital improvement plan (update)**
- 5. ConVal High School Parking Lot**
- 6. RFI Consolidation/Reconfiguration**
- 7. FY'22 Audit Update**
- 8. FY'24 Budget Guidance & Schedule**
- 9. Budget Process Document**
- 10. Non-Public Session : RSA 91-A:3,II**

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**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY COMMITTEE**

**Tuesday, August 9, 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:** Jim Fredrickson, Richard Dunning, Katherine Heck, Dr. Kimberly Saunders, Tim Grossi, Lori Schmidt, Janine Lesser

**1. Call meeting to Order**

**Jim Fredrickson called the meeting to order at 6:00 p.m.**

**2. Approval of June 14, 2022 Minutes**

**Dick Dunning moved to approve the minutes of June 14, 2022. Katherine Heck seconded. Unanimous.**

**3. Safety Improvement Plans**

Tim Grossi reported that Homeland Security conducted an audit of facilities to determine safety concerns in 2018. Eleven commonalities were identified. Tim shared the results of the report.

Funding sources from the Federal Government may be applied for to implement upgrades. A summary of items with an associated timeline was requested.

**4. Capital Improvement Plans – Update**

Jim Fredrickson asked for an updated Capital Improvement Plan (CIP). Between the trust fund summary and CIP, what has been done and improved was requested. Tim Grossi reported that it is updated.

The request is to update it so that by November, Budget & Property Committee will have reviewed it.

Tim Grossi spoke about solid surface vs carpet tiles in renovations.

Jim Fredrickson said that he would like to see the documents with updated dollars in September.

June 30, 2023 is when the ability to retain funds goes into play. The budget that will go forward in March is not the budget that would be impacted. It is the current budget that we just started. If there is money left over in this year, it could be used to retain. Katherine Heck said that it can be used for an emergency or to offset taxes. It is not just to be used because it is left over. If we want to spend it, a warrant article would go before the voters. It is not considered "extra money".

## 5. FY'24 Budget Guidance

Jim Fredrickson said that the big unknown will be inflation. We need budget guidance developed. If, at the end of the current fiscal year, we have relief available if it is an emergency.

Kimberly Saunders cited an example that might qualify as emergent.

Fund balance should not play any role when developing a budget.

No update on estimated fund balance for last year was available pending audit.

Jim Fredrickson asked if there were any significant program additions or expansions planned. Kimberly Saunders reported that there were none.

Dick Dunning asked if there were upgrades to the curriculum planned. Kimberly Saunders said that she would have to look at the curriculum renewal cycle plan.

Status quo with curriculum renewal.

What is the baseline that would be used for salary? Staff are still being hired; more to come in September to determine salary baseline. October will provide a better estimate. Identifying the budget increases that are driven by escalation is important.

Capital Improvement dollars approximated \$1 million this year. Jim Fredrickson said that he would like to list what the target will be for the FY'24 budget.

The percentage is dictated by the needs in the buildings.

Jim Fredrickson said that the budget guidance provided might be a specific percentage.

Katherine Heck said that she is uncomfortable giving a percentage at this point in time.

Inflation estimates might be handled with a range e.g. fuel oil. Jim Fredrickson said that he would like to see an escalation range of high, low, and medium.

Katherine Heck cited MCI (Municipal Cost Index) as a resource to project costs. It provides four different indexes that could be averaged.

Dick Dunning said that looking at past projections against actual data would be helpful as a guideline to project the future. If they are off by 3%, we could adjust our projections.

Collecting information for communication was suggested.

Capital Improvement Policy - Katherine Heck reported work on policies that impact work on budget. Examples are DAF, bidding policy, purchasing policy etc. Aligning them vertically is underway. The local board can set guidelines.

The bidding policy is not practicable. Katherine reported that she and Lori met on this topic. Katherine Heck shared the Federal Guidelines 2CFR200 that outlined micro purchases (\$10K or less not requiring quotes), Small Purchases (up to \$250K, quotes needed and a written analysis), Sealed Bids (greater than \$250K, price is major factor, sealed 3 to 5 written quotes, formal advertising), Competitive Proposals (greater than \$250K, construction projects, fixed price or cost, RFP and evaluation required), Sole Source (public emergency, authorized by treasury).

The suggestion is to align school policy and federal guidelines and promulgate procedures to have adequate internal controls over purchasing.

More to come in September.

**6. High School/Middle School Renovation**

None.

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

None.

**Dick Dunning motioned to adjourn at 6:52 p.m. Katherine Heck seconded. Unanimous.**

Respectfully submitted,

Brenda Marschok