

**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

Minutes

Committee Members:

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

Present: Richard Dunning, Alan Edelkind, Jim Fredrickson, Janine Lesser, Dr. Kimberly Saunders, Tim Grossi

1. Call meeting to Order

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

2. Approval of August 9, 2022 Minutes

Dick Dunning moved to approve the minutes of August 9, 2022. Alan Edelkind seconded. Unanimous.

3. Safety Improvement plan (update)

Tim Grossi reported that the plan submitted requesting \$99,419.73 for a variety of equipment and labeling for emergency response people have been delivered. Sign-offs are in place on applications. Grant recipients have been announced. ConVal may be part of the second wave. There is the potential to receive up to 20% of this amount. The dollars to complete the signage should be set aside. Dates are scheduled to address Homeland Security Assessments in the schools.

4. Capital improvement plan (update)

The roof engineering figure at Peterborough Elementary School is pending to be put out to quote. There is a roof in the Capital Improvement Plan this year. When the total plan is together, what should be included for next year? Out of \$8.5M, what should be placed in the budget?

5. ConVal High School Parking Lot

The ConVal High School parking lot was separated into two phases; the first was the bus lanes and the second was the larger part of the parking lot. In addition, there are additional parking areas that need attention near the loading dock and toward the maintenance area.

A plan to do the whole project (A) and the handicap option (B) is needed.

The Department of Environmental Safety and Bureau of Surface Shed will be needed to address water shed. Storm water pollution runoff planning will be required.

In 2020, the parking lot cost information came back at almost \$700,000; oil and granite were cheaper and available then.

The engineering plan was \$37K in 2020. An engineer needs to come on board for this project. Do we have trust fund money available to hire an engineer? Confirmed. A public hearing would be required.

As much information as possible is needed to budget this project and determine the trust fund and budget funding that would be needed.

Reaching out to the original engineering firm to ask for a ballpark dollar amount for this project was suggested.

Building aid is not possible for the parking lot. An estimate to do the study is needed.

Tim Grossi will reach out to an engineering company.

6. RFI Consolidation/Reconfiguration

NESDEC responded to the RFI stating that they applaud the quest for answers but that it is too much for them to do.

The opportunity to bid on the RFI was sent to fifteen places. Two have responded by declining. No other responses have been received. The deadline to respond is October 15, 2022.

7. FY'22 Audit Update

The auditors have completed work. There is no estimate on when the audit will be back.

When will we know what will be available to return to taxpayers? In the next several weeks.

FY'22 funds need to be returned.

8. FY'24 Budget Guidance & Schedule

Jim Fredrickson shared what the guidance was last time. The questions are what should be put in the Capital Improvement Plan (CIP)? Last year, 1% was put in the CIP.

\$1,000,000 was suggested for the CIP. This is 2% of the budget. Last year, \$463,000 was added. If we move to \$1M it is a 1% increase.

Status quo, increase the budget with \$1M in CIP, contractual calculations will be completed and added in.

Discussion took place about the implementation of the Strategic Plan and the aggressive goals embedded in it. It will require resources.

Guidance can be given but there needs to be a place where administration tells the board what they need.

Consolidation will improve student outcomes.

9. Budget Process Document

The DRA SB2 timeline is available. Kimberly will bring information forward at the next meeting.

Jim Fredrickson referenced a document that Katherine Heck put together. More input is needed.

Alan Edelkind suggested tabling this until Lori Schmidt and/or Katherine Heck are present.

Janine Lesser will send a cleaned-up document to both Lori and Katherine Heck.

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

None.

Dick Dunning motioned to adjourn at 7:08 p.m. Alan Edelkind seconded. Unanimous.

Respectfully submitted,

Brenda Marschok