

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

CONTOOCH VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY COMMITTEE

Tuesday, November 8, 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 October 11, 2022 Minutes**
- 3. Review of updated FY24 Budget documents**
 - a. Trust Funds/Trustees
 - b. Capital Improvement Plans
- 4. Status updates**
 - a. Skip Building
 - b. CVHS Parking Lot
 - c. Safety Improvement Plan
 - d. High School/Middle School Renovation
 - e. RFI -Reconfiguration
 - f. FY22 Audit...Town tax allocation
 - g. Budget/Financial Policy/Process
- 5. Non-Public Session: RSA 91-A:3,II (if needed)**

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BUDGET & PROPERTY COMMITTEE

Tuesday, October 11, 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, Lori Schmidt, Tim Grossi, Janine Lesser, Jen Kiley

1. Call meeting to Order

Jim Fredrickson called the meeting to order 6:04 p.m.

2. Approval of September 13, 2022 Minutes

Dick Dunning moved to approve the minutes of September 13, 2022. Katherine Heck seconded. Katherine Heck abstained. All others in favor. Motion carried.

3. Trust Funds

Tim Grossi shared that in 2022, Peterborough Elementary School needed \$140K for roof work. An engineering firm conducted an evaluation of the roof and design. The result through a bid ranged from \$279-379K. The reasons why are a result of asbestos in the adhesive for the built-up roof underneath. Where the roof drains, the housings where the pipes are located need to be dealt with in terms of abatement.

The engineering firm is evaluating the bids for similarities and differences. More to come.

This work would take place in the spring of 2023.

This should be removed out of this year and into next year on the trust fund spreadsheet.

A public hearing will need to be held before Thanksgiving, the second board meeting in November.

A public hearing to purchase a work truck is scheduled for October 18th. The truck needs outfitting and will cost up to \$48K.

Are there any other changes anticipated?

23/24 reflects work on the Capital Improvement Plan.

4. SKIP Building

None.

5. Safety Improvement plan (update)

Principals, fire, and police will conduct homeland security inspections of buildings later this month.

Peterborough Elementary and South Meadow School will be inspected in November and the high school in December. The remaining schools will follow.

6. Capital Improvement plan (update)

Last year, \$277K was spent out of the budget for capital improvements. This year, \$463K is budgeted. A larger number should be considered for 2024. The spreadsheet should reflect what is placed in the budget.

The motion of the board was to take this year's budget and add automatic increases for fuel etc. and then bring that budget forward.

Other things for consideration could be brought forward afterward.

Katherine Heck said that the guidance was to get the baseline for level services and then bring additional requests with no specific dollars stated.

Jim Fredrickson said that if we had \$463K in the budget last year the same would be placed in the proposed budget. \$463K would be flat. This figure should be put into the spreadsheet. Confirmed. The base budget should include \$463K of capital improvements in the proposed. The trust fund summary will be looked at and all of it will be boiled down.

How much will be taken out of the budget and how much through trust funds needs determination. The high school parking lot is the big-ticket item.

7. ConVal High School Parking Lot

What was decided with the high school parking lot? Tim Grossi reported having called the engineering company that last did work on the parking lot. The price of the lot has probably doubled. A permit from the State of NH for catch basement issues will need to be applied. An estimate on the engineering is underway.

Other parking lots need attention as well at varying levels.

The trust fund summary needs to reflect engineering costs in 2023.

A placeholder for engineering costs in 2023 in the amount of \$75K was estimated. A public hearing will be needed as well. November 15th is the hope.

Dick Dunning asked if the other parking lots were moved out one year and those figures were moved into the high school, what would that do for the amount of money needed from trusts or regular budget.

January 17th is the last date to hold a budget hearing on the proposed budget.

8. RFI Consolidation/Reconfiguration

Tim Grossi provided an update. Tim said that he needs to send back the changes to legal to be signed.

Jen Kiley reported that the ATC Regional Advisory Committee (RAC) meeting took place last week. A presentation by NH Education took place. Once the Regional Agreement is finalized, three projects will have to be submitted; one from each district in the ATC. A meeting to discuss further has been requested for the three Superintendent's.

There is a significant advantage to accepting donations from companies to support funding.

Whatever will be spent on the ATC has to be very clear to qualify for reimbursement. The feasibility study is 100% the district's responsibility.

The board will have to approve Jen Kiley going into the community for in-kind donations and partnerships.

Discussion took place about the Regional Agreement.

The application for work, complete package, full cost needs to be submitted before January 1, 2024.

The feasibility study will determine what programs the CTE will carry. What is sustainable will be determined. The architects will determine the cost to build the space for those programs. New programs might include veterinary tech and animal science.

Public participation on the building committee will be important. The building committee can be set up after everything has been signed formally.

Two to three board members, two members of the public, school personnel, and administration should make up the committee.

If a firm is selected to look at consolidation, where does that fit in the budget? Where does the money come from? The board authorized up to \$100K previously. If a firm is selected, the funds would have to be found, it was not budgeted. Should money be placed in next year's budget for next year? No, because it was not in this year's budget.

A list should be under development for the items above the current budget.

Should the board be considering the options available to us without going to the Articles of Agreement that are in our control? For example, consolidating the two middle schools.

A firm will look at all of the options. The board will have to have conversations and make decisions. Money is being budgeted for renovations to the middle schools. If consolidation is underway, this needs consideration.

The safety project, consolidation, and renovation proposals all tie together.

Conceptual plans for a combined middle school building design is one thing. Consolidation of elementary schools is another.

What it would look like to have one middle school and what would it look like to keep two middle schools will be asked. Construction costs come later.

9. FY'22 Audit Update

Auditors had a hiccup in work but work has resumed.

The FY'22 audit status will be shared at the next Board meeting on October 18th.

10. FY'24 Budget Guidance & Schedule

A public hearing will also be held as a result of extraordinary need grant piece on October 18th.

The NH Retirement return is the portion of what was paid last year for teachers. It is approximately \$339K that can be taken as unanticipated revenue and spend or post it to revenue to offset taxes. A potential public hearing will be needed. Katherine Heck recommended keeping it. November 1st is the proposed public hearing date if required.

The DOE 25 is the final report on what was spent last year.

Katherine Heck reported that the rumor that the DRA cannot set the tax rate because of legal issues is untrue.

11. Budget Process Document

A Board "R" Document was referenced. Capital planning, procurement, and budget guidance policies were worked on and finalized. This will go on a future meeting agenda.

The budget development takes place in November through to finalization in January.

A presentation on why all of this matters will be shared. This will impact bidding and purchasing.

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

a. Negotiations

Katherine Heck moved to enter Non-Public Session in accordance with RSA 91-A:3,II at 7:49 p.m. for negotiations. Alan Edelkind seconded. Unanimous on a roll call vote.

Dick Dunning motioned to exit Non-Public Session at 8:00 p.m. Katherine Heck seconded. Unanimous.

Dick Dunning moved to seal the minutes of Non-Public Session for a period of two years. Katherine Heck seconded. Unanimous.

Dick Dunning motioned to adjourn at 8:00 p.m. Katherine Heck seconded. Unanimous.

Respectfully submitted,

Brenda Marschok