

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

CONTOOCH VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY COMMITTEE

Tuesday, December 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 November 8, 2022 Minutes

3. Trust Funds

- Trustees
- Warrant Article Recommendations

4. High School/Middle School Renovation – Building Committee

5. Financial Policies/Procedures

6. Status Updates

- FY'24 Budget/Capital Improvement Plans
- SKIP
- ConVal High School Parking Lot
- Safety Improvement Program
- RFI/Reconfiguration
- FY'22 Audit

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Tuesday, November 8, 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, Greg Kriebel, Janine Lesser, Dr. Kimberly Saunders, Tim Grossi, Lori Schmidt

1. Call meeting to Order

Jim Fredrickson called the meeting to order at 6:01 p.m.

2. Approval of October 11, 2022 Minutes

Dick Dunning moved to approve the minutes of October 11, 2022. Alan Edelkind seconded. Unanimous.

3. Review of updated FY24 Budget documents

a. Trust Funds/Trustees

This agenda item will be rescheduled on a future agenda.

b. Capital Improvement Plans

Jim Fredrickson referenced the Capital Improvement Plans (CIP). It is important that the Trust Fund Summary match up to reflect what will be spent out of trust funds next year and what will be budgeted. \$437,700 of CIP is planned.

The CVHS parking lot needs consideration. Saturday's budget documents need to be reviewed.

4. Status updates

a. Skip Building

Janine Lesser said that the SKIP Board Chair has not been heard back from. Janine reported that she stopped at SKIP and they report that the board is in disarray and that new board members are needed. The lease is under legal review by SKIP. The outstanding question is "who does the building belong to?". The SKIP director believes that the building was gifted to the program in 1993.

Tim Grossi said that the building existed somewhere else and was moved to the current location. The file available does not reflect that the building was gifted.

The towns plot plans and assessment reflect that ConVal owns the property.

Children from outside of Peterborough are serviced by the SKIP program.

Dick Dunning said that we have been given the run around for some time and that leaves the district liable. The issue is the responsibility of the district not to put us at risk. At some point, and that is now, the district has to say that the lease will not be renewed without a plan.

Kimberly Saunders said that deeper than that is ownership of the building. Clearly we own the land. Building ownership needs to be confirmed. Shutting down the program was not seen as an option. That would impact children and families. The suggestion was made to seek legal assistance. Dick Dunning suspected that there is a \$1.00 per year lease. Katherine Heck said that there is nothing on the tax maps that reflect that SKIP owns this asset. The conversation has been had with legal and the lease was written from there. Signing the lease is needed to protect the district and sort out from there. Contacting any known current or former board members was requested. Kimberly Saunders agreed to have ConVal's attorney reach out to SKIP's Board and lawyer.

b. CVHS Parking Lot

Tim Grossi reported having met with Nobis Engineering to walk the property in its entirety. A proposal is anticipated soon.

c. Safety Improvement Plan

Tim Grossi reported that the money put in for the Safe Grant is still in the running. Homeland Security for GBS, AES, and PES have been met with. SMS next week. Feedback was given.

d. High School/Middle School Renovation

Tim Grossi reported that the contract has undergone legal review. It was sent to the architects. More should be known within the month.

e. RFI -Reconfiguration

Companies that have not responded to the RFI will be reached out to. This work will begin after the forum on Thursday.

The CTE Agreement will be on Tuesday's School Board agenda for approval.

f. FY22 Audit...Town tax allocation

An allocation document will be available at Tuesday's Board meeting.

A copy of the complete audit should be provided to the DRA.

It is anticipated that \$2.7M unassigned fund balance will be returned to the towns.

Katherine Heck said that at the end of this year we can retain up to 2% of the unassigned fund balance. We want to retain fund balance. A review of the previous ten years return numbers should be done to smooth and estimate retaining.

Looking at more data in the operating budget, how monies were spent, and who was in charge all factor in.

g. Budget/Financial Policy/Process

Lori Schmidt reported that NHSBA policy and ConVal policy for bidding requirements for purchasing, purchasing procedures, and budget procedures were referenced.

The biggest change is that this body has to deliberate before going to policy in the bidding process. Aligning with federal requirements to put provisions in place at different levels will be looked at. Our policy should align with federal requirements. Requiring three written quotes can be difficult. Policies should be effective and efficient. Having policies that make sense are important.

It was suggested that Katherine Heck and Lori Schmidt should provide an overview at a future meeting of Budget & Property.

Dick Dunning said that the budget is typically brought to the communities. Kimberly said that she has met in the towns in the past in January after the proposed budget is finalized.

5. Non-Public Session: RSA 91-A:3,II (if needed)

None.

The next Budget & Property Committee meeting will include a discussion on the proposed budget among other items.

Dick Dunning motioned to adjourn at 7:02 p.m. Katherine Heck seconded. Unanimous.

Respectfully submitted,

Brenda Marschok