

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

**CONTOOCCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY COMMITTEE**

**Tuesday, January 10, 2023**

***Immediately following Public Hearing on Proposed FY'24 Budget @ 6:00 p.m.***

**Physical Location: SAU Board Room**

**Minutes**

**Committee Members:**

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

**Present:** Dick Dunning, Alan Edelkind, Jim Fredrickson, Katherine Heck, Janine Lesser, Tom Burgess, Kevin Pobst, Dr. Kimberly Saunders, Lori Schmidt, Tim Grossi, Jen Kiley, Bob Edwards

**1. Call meeting to Order**

**Jim Fredrickson called the meeting to order at 6:22 p.m.**

**2. Approval of December 13, 2022 Minutes**

**Dick Dunning moved to approve the minutes of December 13, 2022. Katherine Heck seconded. Unanimous.**

**3. High School/Middle School Renovation – Building Committee**

Jim Fredrickson reported that Mr. Bob Edwards has agreed to join the Building Committee. Tim Grossi reported that Lavallee Brensinger Architects have provided a timeline chart with details for proposed renovations. We need to get going. A meeting is scheduled on Thursday at 9:30 to discuss the project. Prints for the buildings have been requested for the high school and middle schools by the architect. The architect will be heavily involved from the start.

Jim Fredrickson asked what the meeting schedule will look like.

Dick Dunning said that monthly meetings should take place during the day.

The schedule and views on the process will be shared at the first meeting.

Kimberly Saunders suggested Wednesday meetings at 1:00 p.m. More to come.

January 18th at 1:00 p.m. was confirmed for the first meeting. The third Wednesday of each month at the SAU Office to follow.

Jim Fredrickson said that public input will be needed. Kevin Pobst offered to represent the public once he is off the board.

Dick Dunning said that having Kevin makes sense. Katherine Heck seconded. Confirmed.

**4. Financial Policies/Procedures**

Jim Fredrickson said that two policies and one procedure were moved to Budget & Property Committee for first reads on Tuesday. One policy will come to Budget & Property in March.

**5. Status Updates**

- FY'24 Budget/Capital Improvement Plans

There are no changes to the CIP.

- Warrant Article Recommendations  
Reviewed earlier tonight.
- SKIP  
Tim Grossi said that SKIP wants the district to retain snow shoveling etc. We are looking at budget increases. The district takes care of their trash, mows and landscapes, and shovels. We do not have staff to conduct this work.  
Tim said that ConVal's legal agreed to refresh and resend language to the SKIP Program.  
Tim said that we do not do this for any other daycare in the district.
- ConVal High School Parking Lot  
Tim Grossi reported having met with the surveyors. There are underground utility plans identified. By the end of the month, Tim Grossi anticipates having a rough plan in hand. We will know if there is enough money for the work in March.
- Safety Improvement Program  
Report anticipated at the end of April.
- RFI/Reconfiguration  
Alan Edelkind reported five companies will be responding to the RFI. He spoke with NESDEC on Friday. NESDEC would like to discuss further and provide a status update. By the end of the month, five responses are anticipated. Fifteen companies have either declined to respond or have not been heard from.
- FY'22 Audit  
Lori Schmidt reported that a final report is not yet in hand. Once the audit is complete they will come before the board to share a presentation.
- Other  
Tim Grossi reported that staff have until February 27th to be compliant. This is a result of State Fire Marshalls among other offices to have coffee pots, refrigerators removed from classrooms.
- Fee Schedules  
Tim Grossi said that it is about reciprocation. If a town and school district are exchanging space, one should not bill the other. Tim shared an example where this is occurring. There are concerns with dealing with this at the individual school level. They would not have the awareness of the sharing of space across the district.

Katherine Heck shared that a master building use schedule would be valuable to track who is using what space and when.

Tim Grossi said that "School Dude" software could do that but it requires a person to manage. Tim said that he needs to go through the application that is used and merge it with the fee schedule so that one is clear about the expectations of exchange of facilities or there will be a fee charged. The SAU would need to review. Tim said that he anticipates this to be complete by March.

Kimberly Saunders said that these are community buildings but so are the town spaces. Reviewing this needs to be reopened and it should be an open discussion.

Dick Dunning asked if there is a Swim Team or not.

Kimberly said that Keene has a Swim Team. We have always had a few students participate. We pay no stipend to anyone. The swimmers piggyback.

Katherine Heck said that they are an unofficial group and are getting funding through their own fundraisers.

Kimberly said that they would have to be a club.

Katherine said that coaching and fees are paid through the FCVA.

Dick Dunning asked if we are circumventing the process to become a team of being a club for three years and showing a commitment and then sanction as a team. It appears we have a team that calls themselves the "ConVal Swim Team". He said that it was murky.

Katherine Heck shared communications with the process.

Kimberly Saunders said that they are not a club nor a team until they come before the School Board.

Dick Dunning said that if something happens he worries about District liability. He is not opposed but there is a reason we do what we do to protect the district.

Kimberly agreed to meet with the Athletic Director.

**Dick Dunning motioned to adjourn the meeting at 6:54 p.m. Alan Edelkind seconded. Unanimous.**

Respectfully submitted,

Brenda Marschok