

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

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY COMMITTEE**

**Tuesday, August 15, 2023**

**5:45 p.m.**

**Physical Location: SAU Finch Room**

**Agenda**

**Committee Members:**

- Alan Edelkind
- Jim Fredrickson
- Katherine Heck
- Mike Hoyt
- Greg Kriebel

- 1. Call meeting to Order**
- 2. Approval of June 20, 2023 Minutes**
- 3. FY'25 Budget Guidance**
- 4. Capital Improvement Plan Update - addition of technology & security plans**
- 5. Trust Fund Update - projected balances and investment guidance**
- 6. Adjourn**

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**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY COMMITTEE**

**Tuesday, June 20, 2023**

**5:45 p.m.**

**Physical Location: SAU Finch Room**

**Minutes**

**Committee Members:**

- Alan Edelkind
- Jim Fredrickson
- Katherine Heck
- Mike Hoyt
- Greg Kriebel

**Present:** Alan Edelkind, Jim Fredrickson, Mike Hoyt, Greg Kriebel, Katherine Heck, Dr. Kimberly Saunders, Tim Grossi, Lori Schmidt, Dick Dunning

**1. Call meeting to Order**

**Jim Fredrickson called the meeting to order at 5:45 p.m.**

**2. Approval of May 16, 2023 Minutes**

**Greg Kriebel moved to approve the minutes of May 16, 2023. Dick Dunning seconded.**

**Jim Fredrickson moved to amend the minutes to correct the statement "2.5% is \$1.9M to read 2.5% is \$1.09M.**

**Unanimous as amended.**

**3. Trust Fund Update - Projected balances and investment guidance**

Jim Fredrickson reported that Lori Schmidt has updated the information on the trust funds.

**4. Capital Improvement Plan Update - addition of technology and security plans**

A separate Capital Improvement Plan (CIP) spreadsheet will be developed with confidential information held aside related to security and other purposes.

Lori Schmidt reported sharing details on plans with the Trustees of the Trust Funds. What is anticipated to be deposited and spent will be shared.

Guidance will be used to better invest the district's money. They want to tie the CIP to a financial plan. They are looking at liquidity, safety, and risk. Our CIP has been a roadmap that has been altered as needed.

Concern over how tight we could get was shared. We need more fluidity with our resources than other capital plans.

How can words be put to paper to share the intent? A summary of our CIP and what our trusts are intended for is asked. How much should be liquid and how much would be long-term? They are looking for guidance on long-term investing.

As an example, funds are set aside to buy out the solar project. They should not be touched.

We do not have a summary to provide to the trustees.

The investment policy would be used to determine the strategy to invest. There is some latitude to address our liquidity and invest a little more aggressively.

When we need to pull out \$1.5M for a paving project the district needs to be sure that it can be pulled

out without a penalty.

Other than the solar project, what other trust fund do we have that we can take that type of risk with? Athletics might have a portion to invest more aggressively.

Kimberly Saunders said that one board cannot hold a future board to that.

How are we going to do this? Who is going to do this?

It was not clear how funds in other trusts, other than the solar fund, could be invested longer term.

These conversations are important to have a more robust plan. The right answer might be to wait until the report from the consolidation/reconfiguration comes in.

When we make a commitment to invest in a trust, there should be a plan for those dollars. e.g. to purchase a new boiler, or pave a parking lot.

Guidance to provide to the Trustees right now would be to look at the monies in the Solar Project Trust.

## **5. FY'23 Fund Balance - Retention & Return**

The big question is around the year end encumbrance that needs to be approved tonight.

The expense and encumbrance report needs to be approved.

Additional money is not included in the report for technology. A vendor could not fulfill a previous order approved by the board. A replacement order is more costly. Additional money will be asked tonight. Of the \$6M, it is unclear what will roll over. We have significant payroll before the end of the month. Contracted services run through June 30th. We have encumbered those expenses.

Two separate items need consideration, purchases that will occur prior to June 30th and those that will be encumbered but roll into the next fiscal year.

It was suggested that a number be discussed with fund balance so that we can talk about encumbrances. We have a number and the decisions will be backed in.

Consolidation RFP, technology, and one other consideration needs to be decided. If we want to retain funds the amount needs to be decided.

\$170K for technology will be asked at the full Board meeting. The Consolidation RFP needs approval for \$200K, along with additional expenses.

\$762K, \$170K, and \$200K are up for consideration. How much is available to make the decision? The remainder could be used to reduce taxes.

Discussion about the New Hampshire Retirement System funds being accepted. It was on the MS document.

\$2.9M is the number for discussion. It would be \$1.9 after the warrant articles.

We have \$1.9M and have talked about technology.

Kimberly Saunders suggested that the \$200K for reconfiguration/consolidation has been encumbered.

The \$170K for technology has not been encumbered nor has the confidential recommendation. It would be suggested to use \$500K for the fund balance to not wipe out the trust fund balance.

**Katherine Heck moved to enter into Non-Public Session in accordance with RSA 91-A:3,II at 6:27 p.m.. Greg Kriebel seconded. Unanimous on a roll call vote.**

**Greg Kriebel moved to exit the non-public session at 6:49 p.m. Katherine Heck seconded. Unanimous.**

Town payment discussion was touched on briefly.

## **6. Initial discussion – FY'25 Budget Guidance**

### **7. School Use**

### **8. Pierce School Playground**

### **9. Other**

**10. Adjourn**

**Greg Kriebel motioned to adjourn at 6:57 p.m. Katherine Heck seconded. Unanimous.**

Respectfully submitted,

Brenda Marschok