

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

**CONTOOCCOOK VALLEY SCHOOL DISTRICT**

**BUDGET & PROPERTY COMMITTEE**

**Tuesday, October 17, 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, Katherine Heck, Mike Hoyt, Greg Kriebel, Brian Cisneros, Dick Dunning, Tim Grossi

**1. Call meeting to Order**

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

**2. Approval of August 15, 2023 Minutes**

**Greg Kriebel moved to approve the minutes of August 15, 2023. Katherine Heck seconded. Unanimous.**

**3. Review of Updated Capital Improvement Plan (CIP)**

Jim Fredrickson reported that this should be updated.

Tim Grossi reported updating the critical pieces; boilers, roofs coming up in the next 2 or three years. The rest of the plan is based on a 10K view without diving into detail.

Jim Fredrickson said that what needs to be done next year and how it will be funded e.g. budget or trust fund should be identified.

Security updates were touched on. Information will be updated in the CIP.

Katherine Heck shared the availability of grant funding for security purposes. She agreed to share links.

**4. Review of Trust Fund Summary**

Jim Fredrickson reported that this should be updated to reflect the July 1st balance, actual deposits, withdrawals and forecast figures.

**5. Status of FY'23 Audit**

Brian Cisneros reported that the audit is done and that he has one more piece of information to submit. Discussion took place about slimming down the line items to account for everything. The software will be able to pull information more easily.

**6. Use of Facilities Policy**

Tim Grossi shared policy KF, Community Use of School Facilities last updated in 2014. The building use form, facility fee schedule (including the labor rates for custodial), and seasonal use requests. In addition, he shared a sampling of some requests of which some are on Saturday dates.

Tim said that our recreation departments, Peterborough specifically, have a good working relationship using one another's facilities. Other schools outside of ConVal also have relationships. Katherine Heck spoke about the potential of turf through the Dublin School at one time. Tim Grossi asked permission to grab pieces and present it back to this committee for consideration. The purpose is not to send everyone a bill, it is to get closer to breaking even with costs. It would be helpful to make shifts in usage toward when custodial or other staff are already in the schools rather than when staff would not normally be in the buildings. Katherine Heck suggested that the statement that states that the policy will be periodically (#9 on page 2) reviewed be expanded state more closely that the intent is to close the gap in recovery costs. December is when it is anticipated to undergo further review for drafting in January with a July 1st effective date.

## **7. FY'25 Budget Meeting**

Jim Fredrickson reported that he will set up the spreadsheet to track the proposed budget and as changes are voted it will automatically update. The impact on District Assessment will be apparent as the updates are made.

## **8. Non-Public Session: RSA 91-A:3,II**

**Katherine Heck moved to enter Non-Public Session in accordance with RSA 91-A:3,II for negotiations. Greg Kriebel seconded. Unanimous.**

**Katherine Heck motioned to exit Non-Public Session at 6:33 p.m. Greg Kriebel seconded. Unanimous.**

**Katherine Heck motioned to seal the minutes of Non-Public Session for a period of two years. Greg Kriebel seconded. Unanimous.**

## **9. Adjourn**

**Katherine Heck motioned to adjourn at 6:33 p.m. Greg Kriebel seconded. Unanimous.**

Respectfully submitted,

Brenda Marschok