

R.S.U 63
Minutes of Budget & Finance Committee Meeting
May 14, 2019
HOLBROOK CONFERENCE ROOM

Attendance: Gavin Robinson (Budget and Finance Committee Chair), Jen Newcomb (Budget and Finance Committee Member), Steve Carr (Budget and Finance Committee Member - Phone), Superintendent Susan Smith, Tom Copeland (Town of Holden), Arthur Unobski (Town of Holden), Kelly Theriault (Business Manager - 4:38pm)

1. Called the meeting to Order: 4:32pm
2. FY19 Financials Review
 - a. General Fund –
 - i. Jen Newcomb asked about the Cost Center Summary reflecting \$579,917 in the projected balance. What is left in the FY19 budget that we could use to lower FY20?
Discussed furniture being ordered already, paper is always a need, and flashing light at Holbrook is a one-time item. Susan advised that the second Boiler at Holden is leaking heavily and needs to be repaired. Hot water is running off electric heater for kitchen. There is no heat or hot water in the rest of the building. Susan also mentioned that we just transferred ½ time Pre-K teacher. Based on number of students who have enrolled at this point Susan did not feel comfortable advertising that position yet. In addition, Holbrook's Ed Tech position has not been advertised as we may be able to utilize in-house options. Kelly mentioned perhaps moving those funds to contingency in the event

enrollment in Pre-K increased. That way, if the students enroll, we do not have to turn them away. Jen asked for a new draft of the budget by Monday. Susan advised we had four new high school student register within the last week which will also affect the budget. Discussed whether to just take risk at this point re: increase in student or re-allocation of funds. Decided to purchase the flashing light this year and fund Pre-K half time teacher and Ed Tech (if needed) from additional fund balance. These changes will create FY20 Budget Draft 6, which is the last iteration for Board approval and the budget that goes to the Towns to be voted on May 29th.

b. Hot Lunch

i. Provided at the meeting.

c. Grants

i. Discussed Title I; will be within \$200. Local entitlement was slow from State. Kelly needed to reach out. Will carryover Title II funds to cover Title I shortfall expected next year to help local budget. Everything appears in order.

3. FY20 Budget

a. Susan & Kelly presented Warrant Articles. Facilities will change. Need number from UTC for Article 15 (from purchasing lights this year). Article 18 will be deleted as we will not need it for the bond. Discussed whether we might need or want a general Article regarding using funds from our capital reserves as the reserves were intended to be used. Jen

questioned if we can find a way to ensure the capital funds are communicated every year. Kelly will set up budget with a balance sheet which reports that each year.

- b. How do we set up if Bond is not passed but the budget is?
 - i. Discussed how to structure the Articles for access to the capital reserve. Committee felt that it is important to leave that reserve aside for emergency purpose.
- c. Discussed the roof project and possible coverage of prior workers by bond. Legal cost may be cost prohibitive to pursuing roof replacement/repair by those means.

4. Bid(s) Update

- a. Kelly presented the Audit bids. 5 firms bid. Three had pass peer review ratings, including the lowest bidder. If we take the lowest bidder we can cut the budget line item from 12.5K to 9K. Discussed that the lowest bid technically came in late, however it was postal stamped and should have arrived earlier. We are recommending lowest bidder to Board.
- b. Susan presented Facilities bids. Sidewalk lowest bidder is Whitmore at \$12,050, and we budgeted \$12,000. One bid for the Eddington Roof at \$10,000 from Complete Construction. Bid is less than prior estimate. Discussed Holden/Holbrook heat and Mechanical Services. Overall bids appear effected by experience with ESG and some firms may not be bidding or are expressing concern they are bidding on work ESG proposed doing. We are being cautious to ensure work out for bid is not the same as work proposed by ESG. The Boiler is \$11,918 versus budget of \$12,000 and Controls are \$58,700. Which was

budgeted at \$100,000. There is a chance the Holbrook Roof bid will come in higher, which means our Bond will be less than the \$248,000 we are asking tax payers for. Gavin asked whether these projects are all long-term investments. Susan explained, of the \$58,700, \$4,000 is needed for immediate repair of the uninvent system at Holbrook, which is not a long-term investment, in order to get the old technology to “speak” to the new controls.

- c. Recommended WB Mason to continue as paper-supplier as they were lowest per case. For Heating Fuel we recommended AE Robinson with lowest K1 and #2.
- d. Van bid is due back 5/17 (Selling)
- e. Roof will go out to bid after Jake has a chance to work with a consultant on specs.

5. Audit Management Letter

- a. Carry-No new update

6. Other - None

7. Next meeting date: Monday 6/17/19 at the Holden School 5:00pm

8. Adjourn: 6:10pm