

**BARRE TOWN MIDDLE AND ELEMENTARY SCHOOL
FINANCE/FACILITY COMMITTEE MEETING**
Barre Town Middle and Elementary School Library
April 26, 2017 – 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Jay Paterson – Chair
Jennifer Hutchinson
Kristin McCarthy

ADMINISTRATORS PRESENT:

Scott Griggs, Principal
Jaime Evans, Facilities Director
Terri Murray, Transportation Coordinator
Jennifer W. Nye, Principal
John Pandolfo, Superintendent
Lisa Perrault, Business Manager
Julia Pritchard, Director of Special Services

COMMITTEE MEMBERS ABSENT:

GUESTS PRESENT:

1. Call to Order

The Chair, Mr. Paterson, called the Wednesday, April 26, 2017, Finance Committee meeting to order at 6:00 p.m., which was held at the Barre Town Middle and Elementary School Library.

2. Additions and/or Deletions to the Agenda

Add 4.3 - Transportation
Add 4.4 - Future Reporting Structure

3. Administration

3.1 Review/Approve January 4, 2017 Finance Committee Meeting Minutes.

Approval of the January 4, 2017 Finance Committee Meeting Minutes has been postponed until the May 2017 meeting.

4. Other Business

4.1 Current Budget Status & Year-end Projections

Four documents were distributed; the BTMES FY17 Expenditures/Year-end Projection report, the BTMES General Fund Revenue report, the BTMES General Fund Expenditures report, and the BSU General Fund Expenditures report. Mrs. Perreault distributed an amended copy of the FY17 Expenditures/Year-end Projection report (with line #s added). Mrs. Perreault provided an overview of the report including information specific to line numbers;

#11 Curriculum – This position was previously grant funded and has been included in the FY18 budget.

#14 School Board – Savings are attributed to the VSBIT premium reduction.

#18 Duplicating Services – The increase in duplicating costs can be attributed to the new contract. It is hoped that future duplicating contracts (bid at the SU level) will result in lower costs.

#19 Facilities - Line items reflect that use of SU-wide positions (Facilities Director and Electrician) were not budgeted as such, as they were not planned at the time of budget creation. This results in some line items appearing to have significant overages, while some show significant savings. The savings relating to electricity is found under line item 207 in the General Fund Expenditures Report. Solar Management Services were also not budgeted in the BTMES FY 17 budget.

#20 Transportation - Shows a small deficit (approximately \$500).

#26 PE – Shows a significant savings amount due to savings in salaries and benefits.

#s 30 & 31 Special Education – Deficit is largely attributed to tuition (out placement), and contracted services. All known increases are reflected in the FY18 budget.

The overall year-end projection (unaudited) is a surplus of \$48,131

Brief discussion was held regarding transportation in FY18, including how SU assessments are billed, and income from the sale of buses.

Future discussions should include funding of transportation for field trips.

There is currently \$629,000 in the General Fund, \$372,000 in the Capital Reserve, and \$38,000 in the Tax Stabilization Fund. Sale of assets was estimated at \$300,000 though this may change due to mechanical issues with buses.

4.2 Summary of RFPs / Summer Projects

A document titled 'BTMES Facility Projects, RANs Etc. summer 2017 – 4/26/17' was distributed. The budget for facilities is \$125,750. Paving of the driveway to the woodchip shed is estimated at \$17,150. Additional paving is estimated as follows; \$30,000 to \$40,000 to pave the loop around the woodchip shed and approximately \$125,750 to pave the playground area (on the back side of the building). The roof probably does not need to be done this year. Mr. Evans will be inspecting the roof to confirm its condition. Mr. Evans does not wish to obtain roof quotes unless it is deemed that the work needs to be performed this year. It was noted that the Capital Improvement Fund should be used to finance paving, roof repairs/replacement, and replacement of the roof air conditioners. As only one of the two existing air conditioners is operational, air conditioner replacement is a high priority. The cost is approximately \$40,000, including labor and materials. Replacement of flooring in various classrooms is included in the FY18 budget (using 50K of the 80K budget). The RFP document is a work in progress and additional information will be added as information is obtained. Brief discussion was held regarding acquisition of a generator. As the Town has designated BTMES as a Red Cross Emergency Shelter, it is the consensus of the Committee that the Town finance the cost of a generator. Mr. Evans will look into meeting with Town officials regarding this matter, as well as transportation during emergencies (as BTMES will no longer have a fleet of buses). It is not known if the Vermont National Guard has a generator that could be used to power the school in an emergency situation. SU wide / multi-year bids for plowing and fuel are being researched.

4.3 Transportation

A document titled 'The facts about our current bussing situation' was distributed. Mrs. Murray provided an overview of the document and advised regarding the number of bus routes being cancelled. The number of cancelled routes in April is extremely high. The increasing number of cancellations is causing hardship to parents. During this time of the year, STA has an increase in field trips and other extra-curricular activities, which prevents them from providing an adequate number of substitute buses/drivers. Administrators have been researching alternative solutions. A potential solution, involving assistance from First Student is being researched, and pricing will be forthcoming. If possible, Administrators would like to implement the solution by May 15, 2017. Mr. Paterson advised that he has information regarding the possible availability of another bus driver. Mrs. Nye is drafting another letter to parents regarding transportation.

4.4 Future Reporting Structure

Mrs. McCarthy requested that large expenses be identified in the monthly reports. Mrs. Perreault advised regarding the many checks and balances involved with purchases. Mr. Pandolfo advised that he would like to implement the distribution of quarterly expenditure year-end projection reports (with footnotes) to all board members.

5. Adjournment

Mr. Pandolfo advised that the meeting schedule for all SU Board and Committee Meetings is available on-line.

In response to a query regarding completion of the transfer of the recreational fields, Mr. Paterson read an update from the Town Newsletter. An update will be provided at the May meeting.

Mr. Evans advised that he is continuing his research regarding the value of the Holbrook house. It was noted that the Board has not yet determined if acquisition of the property would be advantageous. It was also noted that acquisition of real estate requires voter approval.

On a motion by Mrs. Hutchinson, seconded by Mrs. McCarthy, the Committee unanimously voted to adjourn at 7:46 p.m.

Respectfully submitted,
Andrea Poulin