

**BARRE UNIFIED UNION SCHOOL DISTRICT  
FINANCE COMMITTEE MEETING**  
BUUSD Central Office and Via Video Conference – Google Meet  
August 3, 2021 - 5:30 p.m.

**MINUTES**

**COMMITTEE MEMBERS PRESENT:**

Sarah Pregent (BC) - Chair  
Renee Badeau (BT) – Vice Chair  
Gina Akley (BT)  
Chris Parker (BT)

**COMMITTEE MEMBERS ABSENT:**

**OTHER BOARD MEMBERS PRESENT:**

**ADMINISTRATORS PRESENT:**

Chris Hennessey, Superintendent  
Jamie Evans, Facilities Director  
Carol Marold, Director of Human Resources  
Lisa Perreault, Business Manager

**PUBLIC MEMBERS PRESENT:**

Josh Howard                      Paul Malone                      Terry Reil

**1. Call to Order**

The Chair, Mrs. Pregent, called the Tuesday, August 3, 2021 BUUSD Finance Committee meeting to order at 5:33 p.m., which was held at the BUUSD Central Office and via video conference.

**2. Additions and/or Deletions to the Agenda**

None.

**3. Public Comment**

None.

**4. Approval of Minutes**

**4.1 Meeting Minutes From June 15, 2021**

On a motion by Ms. Badeau, seconded by Mrs. Akley, the Committee unanimously voted to approve as amended, the Minutes of the June 15, 2021 BUUSD Finance Committee meeting.

**5. New Business**

**5.1 Budget Development Calendar/Process**

A document titled BUUSD FY23 Budget Development Schedule (dated 08/03/21).

A copy of the Budgeting Policy (F30) was distributed.

Mrs. Perreault provided a brief overview of the Budget Development Schedule and advised that it is usually reviewed by the Board in late summer. Mrs. Perreault advised that Policy F30 is included in the packet for informational purposes, but noted that the Policy Committee may wish to review the policy and make revisions (resulting from consolidation under Act 46), specifically where the policy refers to “its member districts” and perhaps replace that verbiage with “and its member schools”.

**5.2 Summer Project Updates**

A document titled ‘BUUSD FY22 RFP Schedule, Facility Projects, etc...Spring/Summer 2021, August, 2021’ was distributed.

Mrs. Perreault provided a brief overview of the document, advising that contracts for transportation services and wood chips are in progress. It is anticipated that the inspection for the Certificate of Occupancy of the SEA building will occur mid to late of next week (week of 08/10/21).

**5.3 Use of Anticipated Surplus**

A document titled ‘Superintendent’s Recommendation for Use of Surplus Funds-Revised 8/3/21’ was distributed.

A document titled ‘SHS Sprinkler Project’ (including a drawing), was also distributed.

It was noted that the unaudited projected surplus is now \$3.2 million. Mr. Evans provided an overview of the ‘Sprinkler’ document, advising that all of the schools, except SHS are fully sprinkled. Mr. Evans provided some historical information pertaining to installation of sprinklers to various sections of SHS, including; from the Building Trades Shop, to just short of the auditorium (in 2016), the new gymnasium, locker rooms and other adjacent areas (around 1995), and the stage and auditorium. Several meetings were held with the State and various Fire Marshalls, and plans were being made to sprinkle the remainder of the building. Due to funding constraints, sprinkler installation was put on hold. Given the current surplus, Mr. Evans would like to revisit installation of sprinklers for the remainder of SHS. Mr. Hennessey advised regarding the 08/18/21 Community Forum for input on the use of ESSER funds. Mr. Malone addressed the Committee, advising that when he was on the SHS Board, and Chair of the SHS Facilities Committee, SHS was given a waiver from the State, advising that sprinklers for the remainder of the building would only be necessary if major renovations or new construction occurred. Mr. Malone advised that there is strong documentation on file at the Central Office pertaining to this waiver. Mrs. Perreault believes that there was discussion that eventually SHS would need to be fully sprinkled and advised that it will be important to review all documentation. Mr. Evans confirmed receipt of the waiver, and advised regarding installation of fire doors as part of that process, and also advised regarding subsequent discussion with Fire Marshalls. Mr. Evans advised that alterations to the current building would trigger a requirement to sprinkle the entire building. Public input was received regarding the surplus, and it was suggested that all of the surplus funds be moved to the Capital Improvement Fund and that other large projects be removed from future budgets. It was noted that the Capital Improvement Fund did not need to be used to finance the BCEMS roof project. Additional public input was received including a request that the BUUSD seek a second legal opinion relating to allocation of surplus funds, and the possibility of holding a community vote pertaining to the allocation of the surplus funds. Mrs. Perreault provided an overview of the use of the General Fund, and advised that she did seek a second legal opinion. It was noted that this year’s large surplus is unprecedented and is mainly due to COVID. Funds assigned by the Board will be reflected as such in the audit. Mrs. Perreault provided a brief overview of items that contributed to the surplus. Mrs. Perreault advised regarding the recommendation to utilize \$1,000,000 to “pay off” the Current Expense Note (approved by the Board after estimates for construction of the SEA Project came in much higher than anticipated). It was noted that the Current Expense Note is a line of credit and that the BUUSD has not needed to use this line of credit. Only potential interest from the Note has been budgeted. The Committee held lengthy discussion including; the Superintendent’s recommendation, public forums in general, confirmation that voters approve dollar amounts, but not how the dollars are spent, use of monies in the General Fund, and use of the Tax Stabilization Fund to ‘level’ the tax rate.

**Mrs. Akley moved to recommend that the Board accept the Superintendent’s Recommendation for Surplus Funds. Ms. Parker seconded the motion.** Addition Discussion was held. **Mrs. Akley and Ms. Parker rescinded the motion.**

**The Committee agreed that Mrs. Pregent will update the Board, and advise that the Committee would like to solicit additional information, including Board Member input on how to move forward on this matter.**

#### **5.4 Review Unaudited FY21 Year-End Projections**

Four documents were distributed;  
BUUSD FY21 Year-End Projection Report (dated 08/03/21)  
BUUSD Expense Report (dated 07/29/21)  
CVCC FY21 Year-End Projections Report (dated 08/03/21)  
BUUSD CVCC FY21 Budget (dated 07/29/21)

The BUUSD has an unaudited projected surplus of \$3.2 million. Most of the surplus is due to COVID.  
CVCC has an unaudited projected deficit of \$20,000. Mrs. Perreault advised that there may be some minor adjustments to the CVCC projection. The Fund Balance is approximately \$180,000, some of which can be used to cover the deficit. There were no questions from the Committee.

#### **5.5 Financial Procedures Review (if applicable)**

A copy of the Purchasing Procedure, Revised 08/03/21 was distributed.  
A copy of the Fiscal Management and General Financial Accountability Policy (F20) was distributed.  
Mrs. Perreault advised regarding a recent change in law which amends the requirement for three bids (from projects over \$15,000, to projects over \$40,000). Mrs. Perreault advised that procedures should be changed to reflect this change and that the policy should be changed prior to changing procedures. Mrs. Akley requested that the policy contain a clause that requires Board notification for projects that are estimated at \$40,000 or below, and end up costing more than \$40,000. Mr. Evans advised that the increase in the amount for projects requiring 3 bids (from 15K to 40K) will greatly streamline the process for preparing for projects.

**Ms. Parker will add policy F20 to the “Parking Lot” for the Policy Committee.**

#### **6. Old Business**

None.

#### **7. Other Business**

None.

**8. Items for Future Agendas**

- ESSER Fund Update – Including Survey and Forum Results
- FY21 Year-End Projections (if necessary)
- FY22 Financials

**9. Next Meeting Date**

The next meeting will be held on Tuesday, September 7, 2021 at 5:30 p.m., at the BUUSD Central Office and via video conference.

**10. Adjournment**

**On a motion by Ms. Badeau, seconded by Ms. Parker, the Committee unanimously agreed to adjourn at 7:14 p.m.**

Respectfully submitted,  
*Andrea Poulin*