

SAU 41 GOVERNING BOARD

AGENDA

Thursday, December 16, 2021

6:00PM

**Captain Samuel Douglass Academy**

Times are estimates only and subject to change without notice

- 6:00 Call to Order
- Appointment of Process Observer
- Agenda Adjustments
- Public Input
- Approval of Minutes
- 6:15 Motion to recess SAU Board Meeting
- Open Public Hearing – SAU 41 – Fiscal Year 2022- 2023 budget presentation
- 6:35 Close the Public hearing on the SAU budget
- 6:40 Discussion
- Board Discussion on the Proposed SAU Budget
  - Fiscal Year 2022 SAU Budget Revenue & Expense Report
  - SAU lease committee update - 4 Lund Lane
  - SAU Goals
- 7:00 **Deliberation**
- To see what action the SAU Board will take regarding the 2022-2023 SAU proposed budget
- 7:15 Superintendent's Evaluation
- Timeline, Confirm assignments, explain process
- 7:30 Non – Public - under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 8:15 Motion to Adjourn

School Administrative Unit #41  
Hollis, Brookline, Hollis/Brookline Cooperative School Districts  
2022-2023 PROPOSED BUDGET

	Actual 2020-2021	Budgeted 2021-2022	Proposed Budget 2022-2023
<b>RECEIPTS</b>			
Indirect Costs	\$ 4,098	\$ 4,000	\$ 4,000
Other	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS (Exclusive of District Shares)</b>	<b>\$ 4,098</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>EXPENDITURES</b>			
<b>OFFICE OF SUPERINTENDENT</b>			
Salaries	\$ 159,187	\$ 162,689	\$ 167,570
Purchased Services & Equipment	\$ 73,467	\$ 75,348	\$ 75,819
Position Benefits	\$ 10,554	\$ 12,700	\$ 12,800
<b>SUB-TOTAL</b>	<b>\$ 243,208</b>	<b>\$ 250,737</b>	<b>\$ 256,189</b>
<b>ASSISTANT SUPERINTENDENT</b>			
Salaries	\$ 125,878	\$ 131,000	\$ 134,930
Position Benefits	\$ 6,428	\$ 7,800	\$ 7,850
<b>SUB-TOTAL</b>	<b>\$ 132,306</b>	<b>\$ 138,800</b>	<b>\$ 142,780</b>
<b>STUDENT SERVICES</b>			
Salaries	\$ 262,021	\$ 239,080	\$ 243,397
Purchased Services & Equipment	\$ -	\$ -	\$ -
Position Benefits	\$ 4,661	\$ 10,500	\$ 8,876
<b>SUB-TOTAL</b>	<b>\$ 266,682</b>	<b>\$ 249,580</b>	<b>\$ 252,273</b>
<b>FISCAL SERVICES</b>			
Salaries	\$ 466,116	\$ 493,601	\$ 500,731
Purchased Services & Equipment	\$ 4,648	\$ 4,750	\$ 4,750
Position Benefits	\$ 6,550	\$ 6,200	\$ 7,650
<b>SUB-TOTAL</b>	<b>\$ 477,314</b>	<b>\$ 504,551</b>	<b>\$ 513,131</b>
<b>OPERATION OF PLANT</b>			
Salaries	\$ 61,819	\$ 76,070	\$ 78,352
Operations	\$ 66,270	\$ 64,308	\$ 67,290
Position Benefits	\$ 1,000	\$ 3,200	\$ 3,200
<b>SUB-TOTAL</b>	<b>\$ 129,089</b>	<b>\$ 143,578</b>	<b>\$ 148,842</b>
<b>TECHNOLOGY SERVICES</b>			
Salaries	\$ 85,510	\$ 89,460	\$ 97,144
Purchased Services & Equipment	\$ 1,302	\$ 2,750	\$ 6,475
Position Benefits	\$ 600	\$ 1,350	\$ 4,040
<b>SUB-TOTAL</b>	<b>\$ 87,412</b>	<b>\$ 93,560</b>	<b>\$ 107,659</b>
<b>COMPLIANCE &amp; COMMUNICATION</b>			
Compliance and Communications Specialist	\$ -	\$ -	\$ 45,000
<b>EMPLOYEE BENEFITS</b>	<b>\$ 461,594</b>	<b>\$ 576,451</b>	<b>\$ 641,302</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,797,603</b>	<b>\$ 1,957,257</b>	<b>\$ 2,107,176</b>
Less Receipts	\$ 4,098	\$ 4,000	\$ 4,000
<b>Grand Total</b>	<b>\$ 1,793,505</b>	<b>\$ 1,953,257</b>	<b>\$ 2,103,176</b>

**DISTRIBUTION OF FUNDS TO BE RAISED BY DISTRICTS:**

	2020 Equalized Valuation (2)	Valuation %	2020-21 ADM (1)	Pupils %	Combined %	2021-22 Share	2022-23 Share	Change As a %	Change in \$
Districts									
Brookline	355,359,253	15.03%	561.3	23.70%	19.36%	\$ 361,236	\$ 407,208	12.73%	\$ 45,972
Hollis	795,944,182	33.66%	610.6	25.78%	29.72%	\$ 594,122	\$ 625,021	5.20%	\$ 30,899
H/B Coop	1,213,664,043	51.32%	1,196.7	50.52%	50.92%	\$ 997,899	\$ 1,070,947	7.32%	\$ 73,048
<b>Total</b>	<b>2,364,967,478</b>		<b>2,368.6</b>			<b>\$ 1,953,257</b>	<b>\$ 2,103,176</b>		<b>\$ 149,919</b>

Notes:

- (1) Per NH I4See reports for EOY enrollment
- (2) Using the report: Valuations, Property Tax Assessments & School Tax Rates for 2020 per the DOE website

**NOTICE OF PUBLIC HEARING**

**A Public Hearing on the proposed SCHOOL ADMINISTRATIVE UNIT #41 Budget will be held at 6:15 PM (time approximate) on December 16, 2021 at Captain Samuel Douglass Academy in Brookline.**

**SAU 41 members include the School Districts of Brookline, Hollis, and Hollis-Brookline Cooperative.  
Krista Whalen, Chair, SAU #41 Governing Board**

## **SAU #41**

School Administrative Unit

Serving the towns of  
Brookline and Hollis, NH

**FY23 Budget**  
**2022-2023 School Year**



**SAU Governing Board Meeting**  
**December 16, 2021**

# SAU 41 Budget Subcommittee

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- ❖ SAU:
  - ❖ Andy Corey, Superintendent
  - ❖ Gina Bergskaug, Assistant Superintendent
  - ❖ Kelly Seeley, Business Administrator
  - ❖ Linda Sherwood, Senior Assistant Business Administrator
- ❖ TREASURER, SAU Governing Board
  - ❖ Tammy Fareed
- ❖ BROOKLINE:
  - ❖ Karen Jew, Brookline School Board
  - ❖ Brian Rater, Brookline Finance Committee
- ❖ HOLLIS:
  - ❖ Carryl Roy, Hollis School Board
  - ❖ Michael Harris, Hollis Budget Committee
- ❖ COOP:
  - ❖ Krista Whalen, Coop School Board
  - ❖ Darlene Mann, Coop Budget Committee

# Agenda

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- SAU #41 Snapshot
- FY23 SAU #41 Budget Proposal
  - Budget Comparisons to Last Year
  - Budget Drivers
  - Budget Components
  - Budget Breakdown by Category
  - Proposed Compliance and Communications Specialist position
  - Unassigned Fund Balance
  - Revenue
  - Budget Apportionment by District
- Warrant Article
- Questions & Answers

## SAU #41 Snapshot

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- Current Year Operating Budgets -- \$52.9 MILLION COMBINED
  - SAU                      \$ 1,957,257
  - Brookline            \$10,527,012
  - Hollis                 \$14,739,494
  - COOP                 \$25,668,657
- Number of Students                      2,410
- Number of Staff                            436
- Number of Volunteers                    695
- Number of Coaching Positions        97
- Number of Active Substitutes        72
- Number of Invoices Processed Annually        About 10,000

# FY23 Budget Comparisons

*Comparison to  
Current FY22  
Budget*



FY22 Adopted Budget	FY23 Proposed Budget	Difference
\$ 1,957,257	\$ 2,107,176	+ \$ 149,919 + 7.7 %

*Comparison to  
\*Adjusted Budget*



FY23 Proposed Budget	FY23 Adjusted Budget	Difference
\$ 2,107,176	\$ 2,018,210	+ \$ 88,966

*\* The FY23 SAU Adjusted Budget is the FY22 approved budget plus any increases due to debt service, contracts or other obligations previously incurred or mandated, minus any one time expenditures.*

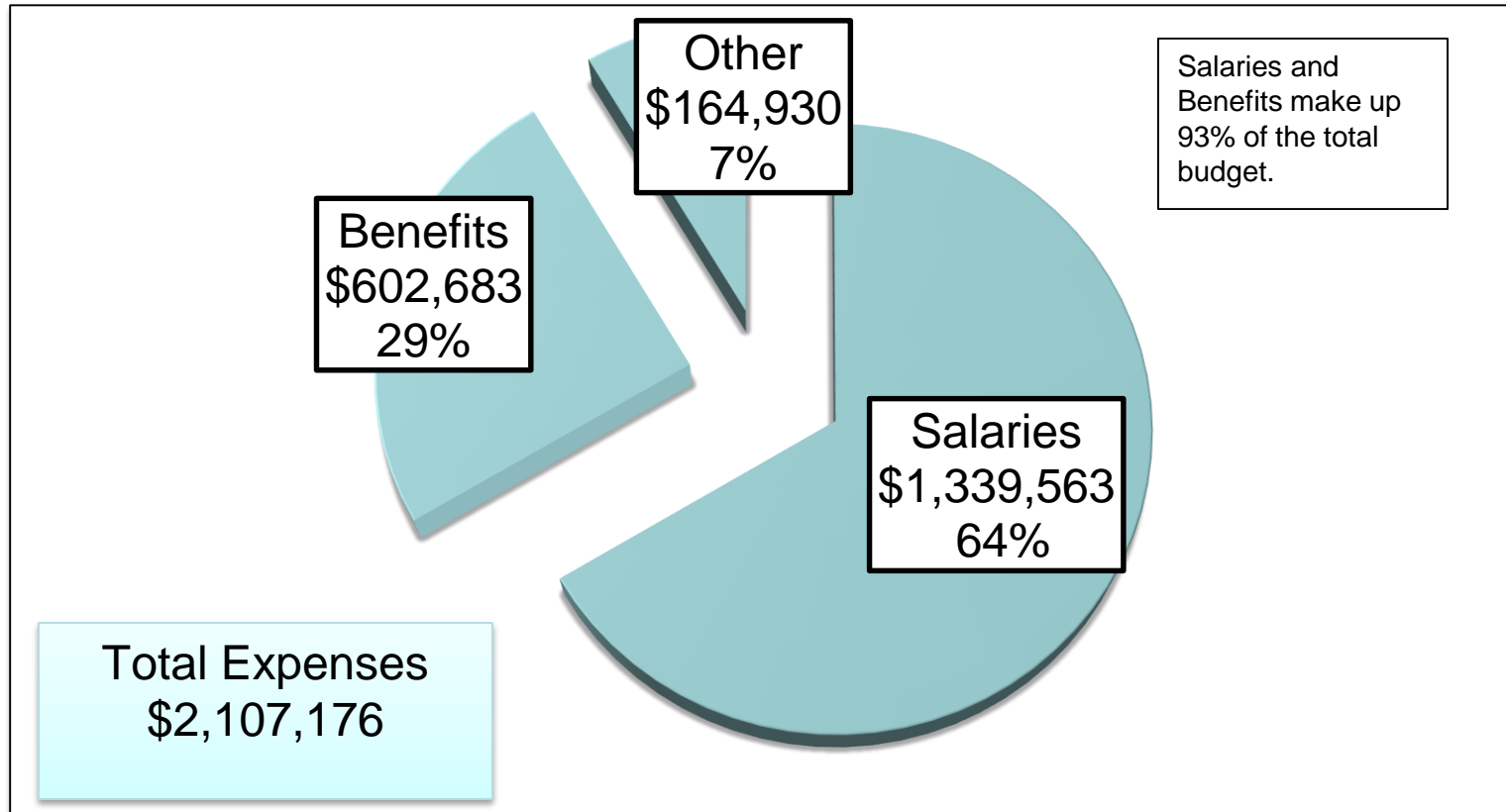
## FY23 Budget Drivers

Budget Drivers	Increase over FY22 Budget	
Salaries	+\$ 70,192	<ul style="list-style-type: none"> <li>• \$45,000 new Compliance and Communications Specialist position</li> <li>• \$ 16,000 Board approved salary adjustments</li> <li>• All Staff @ 3.0% increase</li> </ul>
Benefits	+\$ 64,042	<ul style="list-style-type: none"> <li>• \$32,555 benefits for new Compliance and Communications Specialist position</li> <li>• Health Insurance rates +3.9%</li> <li>• Health Insurance membership changes</li> </ul>
Equipment/Software	+\$ 5,025	<ul style="list-style-type: none"> <li>• Including \$3700 for 4 Desktops and 1 Laptop</li> </ul>



# FY23 Budget Components

## Budget Components



## FY23 Budget Categories

Category	FY22	FY23 Proposed	\$ Change
Wages	1,246,750	1,316,942	70,192
Benefits	538,641	602,683	64,042
Equipment & Software	11,450	16,475	5,025
Professional Development	20,700	23,565	2,865
Merit Increase	20,108	22,621	2,513
Operations & Maintenance	55,808	58,290	2,482
Expendables	14,600	16,500	1,900
Services	32,650	33,450	800
Travel	16,550	16,650	100
<b>Total</b>	<b>\$ 1,957,257</b>	<b>\$ 2,107,176</b>	<b>\$ 149,919</b>

+7.7%

## Proposed “Compliance & Communications Specialist”

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Identified Need: The increasing demands for compliance documentation and other communication matters is absorbing significant time of senior district leadership and cutting into the time needed to carry out their primary functions of educational and fiscal management.

Salary and Benefits = \$77,555

\$45,000 salary + \$32,555 benefits

Position Goal: To generate compliance documentation and to provide assistance to the Superintendent and Assistant Superintendent in conveying important/required information regarding the school district to the Department of Education, school boards, the school community, and the members of the public.

## Proposed “Compliance & Communications Specialist”

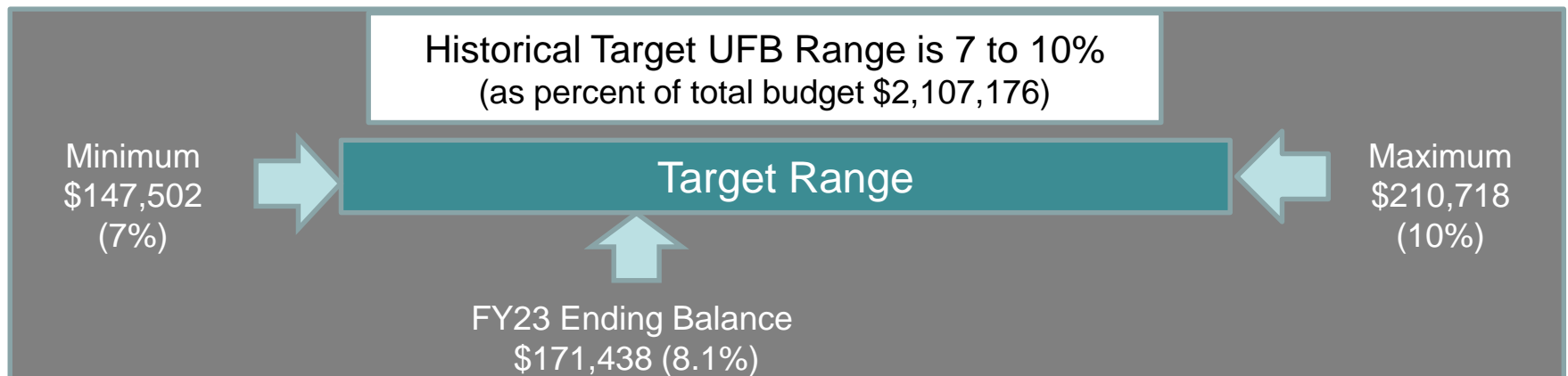
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### General Duties:

- Assist with completion of annual DOE data submission requirements
- Assist Assistant Superintendent with the communication and execution of State and Federal Grant requirements
  - General Assurances, Program Assurances, GEPA statement, & Time and Effort Reporting and/or Stipend Work agreements
- Assist with coordination of information for Annual Town Reports, District Reports, Notices, Memoranda, and other correspondence
- Support leadership with responses to inquiries, complaints, and requests
- Assist Director of Technology with compliance requirements (i.e. e-rate funding)
- Assist with coordination and maintenance of District website and social media platforms in the absence of paper media

## FY23 Budget: Unassigned Fund Balance

<b>UNASSIGNED FUND BALANCE</b> When revenue exceeds expenses at year end, the balance goes into this unassigned fund.	
FY22 Beginning Balance (7/1/2021)	<b>\$ 171,438</b>
FY22 Projected use of fund balance	0
FY22 Projected Ending Balance (6/30/2022)	<b>\$ 171,438</b>
FY23 Projected use of fund balance	0
FY23 Projected Ending Balance (6/30/2023)	<b>\$ 171,438</b>



## FY23 Budget: Revenue

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### REVENUE

Grants/Indirect Costs	\$ 4,000
Use of Fund Balance	0
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Total Revenue	\$ 4,000

# FY23 Budget: Apportionment

## Distribution of Funds to be Raised by Districts

	<b>2021-2022</b>	<b>2022-2023</b>	
Expenses	\$ 1,957,257	\$ 2,107,176	
Revenue	<u>\$ - 4,000</u>	<u>\$ - 4,000</u>	
<b>Total Appropriation</b>	<b>\$1,953,257</b>	<b>\$2,103,176</b>	
<b>School District</b>	<b>2021-2022 District Share</b>	<b>2022-2023 District Share</b>	<b>2022-2023 District %</b>
Brookline	\$ 361,236	\$ 407,208	19%
Hollis	\$ 594,122	\$ 625,021	30%
COOP	<u>\$ 997,899</u>	<u>\$ 1,070,947</u>	<u>51%</u>
<b>Total Appropriation</b>	<b>\$ 1,953,257</b>	<b>\$ 2,103,176</b>	<b>100.0%</b>

Distribution is determined by a calculation using equalized valuation as provided by the state and the average daily membership of students.

## FY23 Warrant Article

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Shall the voters of the \_\_\_\_\_ School District adopt a School Administrative Unit budget of \$2,103,176 for the forthcoming fiscal year in which \$XXXX is assigned to the school budget of this school district? This year's adjusted budget of \$2,018,210, with \$ XXXX assigned to the school budget of this school district, will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit. The budget committee **does/does not** recommend this appropriation. The school board **does/does not** recommend this appropriation.



## Questions & Answers



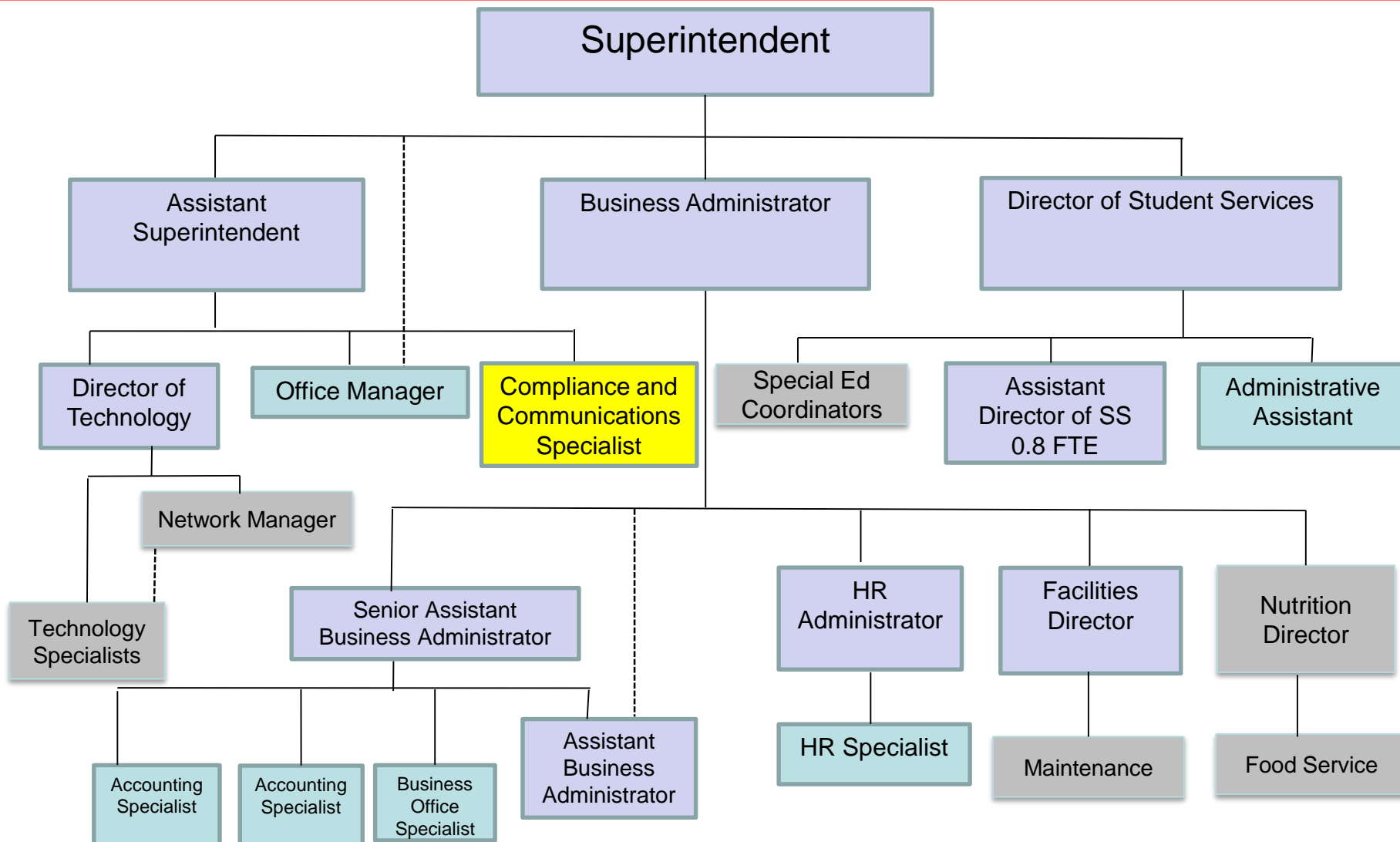
*We thank you  
for your support !*

**SAU 41 ORGANIZATIONAL STRUCTURE**

SAU Administrator

SAU Support Staff

In Schools' Budgets

Proposed  
support

# SAU #41 FY23 Budget Proposal

*Draft #5 - SAU Budget for Public Hearing*

<i>line</i>	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
	<b>Superintendent</b>										
1	10.2320.111.0	Salary	\$149,331	\$154,550	\$159,187	\$162,689	<b>\$167,570</b>	\$4,881	3.0%	\$167,570	
2	10.2320.243	Conferences	\$125	\$214	\$0	\$250	<b>\$250</b>	\$0	0.0%	\$250	
3	10.2320.531.0	Telephone, Contract	\$1,500	\$1,500	\$1,500	\$1,500	<b>\$1,500</b>	\$0	0.0%	\$1,500	
4	10.2320.580.0	Travel, Contract	\$3,000	\$3,000	\$3,000	\$3,000	<b>\$3,000</b>	\$0	0.0%	\$3,000	
5	10.2320.583	Travel -Conferences	\$386	\$494	\$0	\$600	<b>\$600</b>	\$0	0.0%	\$600	
6	10.2320.584	Travel-Out of District	\$1,268	\$448	\$0	\$1,000	<b>\$1,000</b>	\$0	0.0%	\$1,000	
7	10.2320.810.0	Dues	\$5,796	\$5,919	\$6,054	\$6,350	<b>\$6,450</b>	\$100	1.6%	\$6,450	
8	<b>TOTAL SUPERINTENDENT</b>		<b>\$161,406</b>	<b>\$166,125</b>	<b>\$169,741</b>	<b>\$175,389</b>	<b>\$180,370</b>	<b>\$4,981</b>	<b>2.8%</b>	<b>\$180,370</b>	
9	<b>Asst Superintendent of Curriculum</b>										
10	10.2210.115.0	Salary	\$116,000	\$122,212	\$125,878	\$131,000	<b>\$134,930</b>	\$3,930	3.0%	\$134,930	
11	10.2210.243	Conferences	\$742	\$219	\$51	\$500	<b>\$500</b>	\$0	0.0%	\$500	
12	10.2210.531.0	Telephone-Contract	\$1,800	\$1,800	\$1,800	\$1,800	<b>\$1,800</b>	\$0	0.0%	\$1,800	
13	10.2210.580.0	Travel -Contract	\$1,800	\$1,800	\$1,800	\$1,800	<b>\$1,800</b>	\$0	0.0%	\$1,800	
14	10.2210.583.	Travel -Conferences	\$2,248	\$117	\$0	\$500	<b>\$500</b>	\$0	0.0%	\$500	
15	10.2210.584.	Travel- Out of District	\$220	\$133	\$0	\$250	<b>\$250</b>	\$0	0.0%	\$250	
16	10.2210.810.0	Dues	\$2,608	\$2,859	\$2,776	\$2,950	<b>\$3,000</b>	\$50	1.7%	\$3,000	
17	<b>TOTAL ASST. SUPERINTENDENT</b>		<b>\$125,417</b>	<b>\$129,140</b>	<b>\$132,306</b>	<b>\$138,800</b>	<b>\$142,780</b>	<b>\$3,980</b>	<b>2.9%</b>	<b>\$142,780</b>	
18	<b>Governing Board</b>										
19	10.2312.310.0	School Board Secretary Stipend	\$920	\$645	\$545	\$920	<b>\$920</b>	\$0	0.0%	\$920	
20	10.2313.110.0	District Treasurer Stipend	\$600	\$600	\$600	\$600	<b>\$600</b>	\$0	0.0%	\$600	
21	<b>TOTAL GOV. BOARD</b>		<b>\$1,520</b>	<b>\$1,245</b>	<b>\$1,145</b>	<b>\$1,520</b>	<b>\$1,520</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$1,520</b>	
22	<b>new Compliance and Communications Specialist</b>						<b>\$45,000</b>	\$45,000	-	\$0 *	
24	<b>TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>-</b>	<b>\$0</b>	

						FY23 Proposed Budget	\$ Change			
<i>line</i>	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
25	<b>Student Services</b>									
26	10.2329.111.0	Salary, Director of Student Services	\$108,405	\$114,338	\$133,298	\$108,000	<b>\$111,240</b>	\$3,240	3.0%	\$111,240
27	10.2329.111	Salary, Transition Coordinator	\$0	\$54,202	\$0	\$0	<b>\$0</b>	\$0	-	\$0
28	10.2329.112	Salary, Asst. Director of Student Services	\$74,885	\$50,700	\$80,700	\$83,121	<b>\$82,750</b>	-\$371	-0.4%	\$82,750
29	10.2329.115.0	Salary, Student Services Admin Asst.	\$44,948	\$46,747	\$48,023	\$47,959	<b>\$49,407</b>	\$1,448	3.0%	\$49,407
30	10.2329.240.0	Course Reimbursement	\$130	\$6,515	\$0	\$0	<b>\$0</b>	\$0	-	\$0
31	10.2329.243 (	Conferences	\$775	\$846	\$0	\$1,000	<b>\$525</b>	-\$475	-47.5%	\$525
32	10.2329.531.0	Telephone-Contract	\$1,800	\$2,500	\$2,400	\$2,400	<b>\$2,400</b>	\$0	0.0%	\$2,400
33	10.2329.580.0	Travel- In District- contract	\$900	\$1,800	\$1,800	\$1,800	<b>\$1,800</b>	\$0	0.0%	\$1,800
34	10.2329.582	Travel- ADSS Out of District	\$1,816	\$348	\$211	\$500	<b>\$500</b>	\$0	0.0%	\$500
35	10.2329.583.0	Travel- Conferences	\$457	\$88	\$0	\$500	<b>\$250</b>	-\$250	-50.0%	\$250
36	10.2329.584	Travel- DSS- Out of District	\$1,154	\$796	\$0	\$2,000	<b>\$1,000</b>	-\$1,000	-50.0%	\$1,000
37	10.2329.585	Travel- Professional Development	\$519	\$0	\$0	\$500	<b>\$500</b>	\$0	0.0%	\$500
38	10.2329.810.0	Dues	\$1,510	\$1,710	\$250	\$1,800	<b>\$1,900</b>	\$100	5.6%	\$1,900
39	<b>TOTAL STUDENT SERVICES</b>					<b>\$249,580</b>	<b>\$252,273</b>	<b>\$2,692</b>	<b>1.1%</b>	<b>\$252,273</b>
40	<b>Director of Technology</b>									
41	10.2840.112.0	Salary	\$80,445	\$83,019	\$85,510	\$89,460	<b>\$97,144</b>	\$7,684	8.6%	\$97,144
42	10.2840.243	Conferences	\$0	\$0	\$0	\$0	<b>\$1,000</b>	\$1,000	-	\$0 *
43	10.2840.531.0	Telephone-Contract	\$600	\$600	\$600	\$600	<b>\$600</b>	\$0	0.0%	\$600
44		Travel- Contract					<b>\$600</b>	\$600	-	\$0 *
45	10.2840.580.0	Travel	\$24	\$0	\$0	\$500	<b>\$500</b>	\$0	0.0%	\$500
46	10.2840.583	Travel- Conferences	\$89	\$0	\$0	\$250	<b>\$1,000</b>	\$750	300.0%	\$250 *
47		Dues					<b>\$340</b>	\$340	-	*
48	<b>TOTAL DIRECTOR OF TECHNOLOGY</b>					<b>\$90,810</b>	<b>\$101,184</b>	<b>\$10,034</b>	<b>11.0%</b>	<b>\$98,494</b>

						FY23 Proposed Budget	\$ Change			
<i>line</i>	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
49	<b>Technology</b>									
50	10.2840.340.0	Contracted Scvs-Tyler Technologies	\$500	\$0	\$0	\$0	\$0	-	\$0	
51	10.2840.434	Computer Repairs	\$402	\$0	\$0	\$0	\$400	-	\$0 *	
52	10.2840.614.0	Technology Supplies	\$40	\$0	\$78	\$300	\$300	0.0%	\$300	
53	10.2840.650.0	Support Contracts/Hosted Services	\$0	\$1,837	\$0	\$0	\$0	-	\$0	
54	10.2840.658.0	Site Licenses	\$0	\$551	\$0	\$550	\$550	0.0%	\$550	
55	10.2840.734.0	Additional Equipment	\$817	\$0	\$713	\$0	\$750	-	\$0 *	
56	10.2840.738.0	Replacement Computers	\$689	\$1,213	\$511	\$1,900	\$4,475	135.5%	\$1,900 *	
57	<b>TOTAL TECHNOLOGY</b>		<b>\$2,448</b>	<b>\$3,600</b>	<b>\$1,302</b>	<b>\$2,750</b>	<b>\$6,475</b>	<b>135.5%</b>	<b>\$2,750</b>	
58	<b>Business Office</b>									
59	10.2510.111.0	Salary, Business Administrator	\$105,378	\$111,250	\$114,588	\$118,026	\$121,567	3.0%	\$121,567	
60	10.2510.112.0	Salary, Asst. Business Administrators	\$110,472	\$137,589	\$130,000	\$143,150	\$147,445	3.0%	\$147,445	
61	discontinued	Contract End Stipend	\$1,110	\$0	\$0	\$0	\$0	-	\$0	
62	10.2510.115.0	Salary, Business Office Staff	\$187,342	\$217,575	\$221,528	\$232,425	\$231,719	-0.3%	\$231,719	
63	10.2510.240.0	Course Reimbursement	\$550	\$0	\$25	\$250	\$500	100.0%	\$250 *	
64	10.2510.243.0	Conferences	\$80	\$0	\$0	\$250	\$250	0.0%	\$250	
65	10.2510.301.0	Professional Services- Training	\$0	\$0	\$1,595	\$1,100	\$1,800	63.6%	\$1,100 *	
66	10.2510.330.0	Audit	\$4,600	\$4,600	\$4,600	\$4,750	\$4,750	0.0%	\$4,750	
67	10.2510.331.0	Other Professional Services	\$145	\$0	\$48	\$0	\$0	-	\$0	
68	10.2510.335	Temp Agency	\$30,310	\$0	\$0	\$0	\$0	-	\$0	
69	10.2510.531.0	Telephone-BA-Contract	\$600	\$600	\$600	\$600	\$600	0.0%	\$600	
70	10.2510.580.0	Travel-BA-Contract	\$600	\$600	\$600	\$600	\$600	0.0%	\$600	
71	10.2510.583.0	Travel- Conferences	\$0	\$0	\$0	\$200	\$200	0.0%	\$200	
72	10.2510.584	Travel- ABA/Bus Office	\$916	\$523	\$63	\$1,200	\$1,200	0.0%	\$1,200	
73	10.2580.110	Covid Related Payroll		\$0	\$1,662	\$0	\$0	-	\$0	
74	10.2510.810.0	Dues-BA	\$1,795	\$1,876	\$2,005	\$2,000	\$2,500	25.0%	\$2,500	
75	<b>TOTAL BUSINESS OFFICE</b>		<b>\$443,898</b>	<b>\$474,615</b>	<b>\$477,314</b>	<b>\$504,551</b>	<b>\$513,131</b>	<b>1.7%</b>	<b>\$512,181</b>	

						FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
<i>line</i>	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget				
76	<b>Facilities Director</b>							-		
77	10.2620.112	Salary			\$61,569	\$76,070	<b>\$78,352</b>	\$2,282	3.0%	\$78,352
78	10.2620.240	Course Reimbursement				\$800	<b>\$800</b>	\$0	0.0%	\$800
79	10.2620.531	Telephone-contract			\$500	\$1,200	<b>\$1,200</b>	\$0	0.0%	\$1,200
80	10.2620.580	Travel- Contract			\$500	\$1,200	<b>\$1,200</b>	\$0	0.0%	\$1,200
81	<b>TOTAL FACILITIES DIRECTOR</b>		<b>\$0</b>	<b>\$0</b>	<b>\$62,569</b>	<b>\$79,270</b>	<b>\$81,552</b>	<b>\$2,282</b>	2.9%	<b>\$81,552</b>
82	<b>Maintenance</b>									
83	10.2620.117.0	PT Custodian	\$4,642	\$889	\$0	\$0	<b>\$0</b>	\$0	-	\$0
84	10.2620.118.0	Maintenance Work	\$1,500	\$1,500	\$250	\$0	<b>\$0</b>	\$0	-	\$0
85	10.2620.330	Custodial Services	\$0	\$6,255	\$7,645	\$8,500	<b>\$9,000</b>	\$500	5.9%	\$9,000
86	10.2620.391	Inspections	\$700	\$587	\$393	\$800	<b>\$800</b>	\$0	0.0%	\$800
87	10.2620.411.0	Septic	\$600	\$600	\$640	\$700	<b>\$700</b>	\$0	0.0%	\$700
88	10.2620.412.0	Furnace	\$0	\$0	\$0	\$500	<b>\$500</b>	\$0	0.0%	\$500
89	10.2620.422.0	Snow Removal	\$4,161	\$7,985	\$9,755	\$8,500	<b>\$10,000</b>	\$1,500	17.6%	\$10,000
90	10.2620.424.0	Mowing/ Landscaping	\$0	\$0	\$0	\$1,500	<b>\$1,000</b>	-\$500	-33.3%	\$1,000
91	10.2620.430.0	General Maintenance	\$2,385	\$1,832	\$1,638	\$2,650	<b>\$3,000</b>	\$350	13.2%	\$2,650 *
92	10.2620.441.0	Rent	\$18,970	\$23,970	\$23,970	\$23,970	<b>\$23,970</b>	\$0	0.0%	\$23,970
93	10.2620.442	Eagle Leasing portable unit	\$0	\$0	\$9,432	\$3,588	<b>\$3,720</b>	\$132	3.7%	\$3,720
94	10.2620.490	Maintenance Service Contracts	\$1,018	\$998	\$876	\$1,100	<b>\$1,100</b>	\$0	0.0%	\$1,100
95	10.2620.520	Property Liability Insurance	\$2,970	\$2,761	\$2,972	\$3,000	<b>\$3,000</b>	\$0	0.0%	\$3,000
96	10.2620.600	Custodial Supplies	\$0	\$0	\$76	\$0	<b>\$500</b>	\$500	-	\$0 *
97	10.2620.619	Supplies- Response to Covid	\$0	\$0	\$988	\$0	<b>\$0</b>	\$0	-	\$0
98	10.2620.622.0	Utilities	\$5,792	\$5,869	\$6,302	\$6,500	<b>\$7,000</b>	\$500	7.7%	\$7,000
99	10.2620.624.0	Heating Oil	\$2,153	\$2,548	\$1,582	\$3,000	<b>\$3,000</b>	\$0	0.0%	\$3,000
100	<b>TOTAL MAINTENANCE</b>		<b>\$44,891</b>	<b>\$55,794</b>	<b>\$66,520</b>	<b>\$64,308</b>	<b>\$67,290</b>	<b>\$2,982</b>	4.6%	<b>\$66,440</b>

						FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
<i>line</i>	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget				
101	<b>General</b>									
102	10.2320.116.f	Salary, Administrative Asst	\$26,286	\$33,730	\$34,364	\$34,628	<b>\$32,299</b>	-\$2,329	-6.7%	\$32,299
103	2320.117	Office Substitutes	\$0	\$0	\$85	\$0	<b>\$0</b>	\$0	-	\$0
104	10.2320.244	Summer Leadership Planning Session	\$557	\$1,810	\$1,399	\$1,200	<b>\$1,500</b>	\$300	25.0%	\$1,200 *
105	10.2320.330.f	Legal Services	\$2,002	\$3,044	\$855	\$3,000	<b>\$3,000</b>	\$0	0.0%	\$3,000
106	10.2320.331.f	Contracted Services	\$544	\$639	\$479	\$750	<b>\$700</b>	-\$50	-6.7%	\$700
107	10.2320.340	Print management	\$1,391	\$1,573	\$1,848	\$1,700	<b>\$2,000</b>	\$300	17.6%	\$2,000
108	10.2320.442.f	Copier Service/ Leases	\$4,081	\$3,981	\$3,932	\$4,500	<b>\$4,500</b>	\$0	0.0%	\$4,500
109	10.2320.532.f	Internet-eRate Funded	\$0	\$0	-\$238	\$0	<b>\$0</b>	\$0	-	\$0
110	10.2320.533.f	Telephone	\$5,820	\$6,602	\$6,662	\$6,400	<b>\$6,900</b>	\$500	7.8%	\$6,900
111	10.2320.534.f	Postage	\$4,576	\$4,236	\$3,855	\$5,000	<b>\$5,000</b>	\$0	0.0%	\$5,000
112	10.2320.540.f	Advertising	\$892	\$328	\$3,719	\$1,000	<b>\$1,000</b>	\$0	0.0%	\$1,000
113	10.2320.550.f	Printing supplies	\$19	\$100	\$758	\$150	<b>\$800</b>	\$650	433.3%	\$800
114	10.2320.581.f	Travel, Clerical Staff	\$67	\$112	\$61	\$150	<b>\$150</b>	\$0	0.0%	\$150
115	10.2320.590.f	Office Hospitality	\$532	\$378	\$195	\$700	<b>\$500</b>	-\$200	-28.6%	\$500
116	10.2320.614.f	Expendable Supplies	\$5,080	\$5,003	\$6,096	\$5,500	<b>\$6,500</b>	\$1,000	18.2%	\$5,500 *
117	10.2320.616.f	Annual Start of Year Assembly	\$1,701	\$2,135	\$1,179	\$2,200	<b>\$2,200</b>	\$0	0.0%	\$2,200
118	10.2320.617.f	New Hire Orientation	\$763	\$0	\$918	\$1,200	<b>\$1,500</b>	\$300	25.0%	\$1,200 *
119	10.2320.730	Office Equipment Repair/Replacement	\$625	\$1,951	\$1,996	\$2,000	<b>\$2,000</b>	\$0	0.0%	\$2,000
120	10.2320.733	Office Equipment	\$299	\$1,334	\$2,166	\$1,500	<b>\$1,500</b>	\$0	0.0%	\$1,500
121	10.2900.242.f	NHSAA Admin Membership	\$1,950	\$1,995	\$1,995	\$2,250	<b>\$2,250</b>	\$0	0.0%	\$2,250
122	<b>TOTAL GENERAL</b>		<b>\$57,186</b>	<b>\$68,950</b>	<b>\$72,322</b>	<b>\$73,828</b>	<b>\$74,299</b>	<b>\$471</b>	0.6%	<b>\$72,699</b>

						FY23 Proposed Budget	\$ Change			
<i>line</i>	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
123	<b>Benefits</b>									
124	10.2900.200.0	Support Staff Salary Increases-CPI	\$0	\$0	\$0	\$5,108	\$7,621	\$2,513	49.2%	\$5,108 *
125		Board approved salary adjustments	\$0	\$0	\$0	\$16,000	\$16,000	\$0	0.0%	\$16,000
126		FY22 Hiring Savings				\$1,704	\$0	-\$1,704	-100.0%	\$0 *
127	10.2900.118	Year End Merit Pool	\$11,000	\$20,000	\$21,179	\$15,000	\$15,000	\$0	0.0%	\$15,000
128	10.2900.119;	Admin Vacation Benefit	\$15,407	\$20,472	\$20,209	\$25,790	\$21,794	-\$3,996	-15.5%	\$21,794
129	10.2900.211.0	Health Insurance	\$118,131	\$150,113	\$147,305	\$175,277	\$223,541	\$48,264	27.5%	\$202,610 *
130	10.2900.212.0	Dental Insurance	\$12,847	\$14,346	\$14,646	\$16,390	\$15,710	-\$680	-4.1%	\$14,772 *
131	10.2900.213.0	Life, LTD, and ADD insurance	\$6,591	\$7,011	\$7,560	\$8,000	\$8,600	\$600	7.5%	\$8,600
132	10.2900.215.0	Flex Benefit Spending	-\$383	-\$202	\$27	\$0	\$0	\$0	-	\$0
133	10.2900.216.0	403b Employer Contribution	\$5,000	\$11,000	\$10,949	\$11,000	\$11,000	\$0	0.0%	\$11,000
134	10.2900.220.0	FICA/Medicare	\$76,034	\$86,510	\$91,873	\$99,612	\$103,645	\$4,033	4.0%	\$100,203 *
135	10.2900.231.0	NH Retirement	\$113,419	\$131,004	\$141,856	\$191,821	\$207,593	\$15,772	8.2%	\$201,266 *
136	10.2900.250.0	Unemployment Compensation	\$555	\$829	\$829	\$850	\$900	\$50	5.9%	\$900
137	10.2900.260.0	Workers' Compensation	\$3,163	\$3,069	\$2,660	\$3,400	\$3,400	\$0	0.0%	\$3,400
138	10.2900.330.0	Contracted Services-GASB 75	\$15,000	\$15,000	\$2,500	\$6,500	\$6,500	\$0	0.0%	\$6,500
139	10.2900.610	ADA-Accomodations	\$0	\$0		\$0	\$0	\$0	-	\$0
140	<b>TOTAL BENEFITS</b>		<b>\$376,764</b>	<b>\$459,153</b>	<b>\$461,592</b>	<b>\$576,451</b>	<b>\$641,304</b>	<b>\$64,853</b>	<b>11.3%</b>	<b>\$607,153</b>
141										



						FY22 Budget	FY23 Proposed Budget	\$ Change			
line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget		FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
142		Total Expenses	\$1,531,987	\$1,722,832	\$1,797,603	\$1,957,257	\$2,107,176	\$149,919	7.7%	\$2,018,210	3.1%
143											
144		SUMMARY	FY22 Budget	FY23 Budget	FY23 Adjusted Budget						
145		Total Expenses	\$ 1,957,257	\$ 2,107,176	\$ 2,018,210						
146		Less Revenue	\$ (4,000)	\$ (4,000)	\$ (4,000)						
147		Less Use of Fund Balance	\$ -	\$ -	\$ -						
148		Total Budget (on warrant article)	\$ 1,953,257	\$ 2,103,176	\$ 2,014,210						
150		Comparison to Adjusted Budget	FY23	The FY23 SAU Adjusted Budget is the FY22 approved budget plus any increases due to debt service, contracts or other obligations previously incurred or mandated, minus any one time expenditures in FY22.							
151		Total Expenses	\$ 2,107,176								
152		Adjusted	\$ 2,018,210								
153		Difference	\$ 88,966								
154											
155		FUND BALANCE PROJECTION	FY22	FY23							
156		Beginning Balance	\$ 171,438	\$ 171,438							
157		Anticipated Use	\$ -	\$ -							
158		Ending Balance	\$ 171,438	\$ 171,438							
159		As % of Budget (Target 7 to 10%)	8.8%	8.1%							

# SAU #41 ***PROPOSED*** Compliance and Communications Specialist

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**Position:** Compliance and Communications Specialist

**Contract Period:** 12 Month position

**Reports to:** Assistant Superintendent for Curriculum, Assessment and Instruction

**Supervises:** N/A

**Position Goal:** To provide communication and compliance assistance to the Superintendent and Assistant Superintendent of Schools, conveying information regarding school district functions and procedures; while supporting the work of various school boards.

**Qualifications:** High School Diploma, Associates Degree, Bachelor's Degree in communication or related field preferred.

Compliance/Communication/Clerical and computer experience preferred.

Applicants will be subject to all required hiring procedures for SAU 41.

**Licensure/Certification Requirements:** None

**Evaluation:** Performance of position responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.

**Other Considerations and Requirements:**

- Demonstrates aptitude for successful fulfillment of assigned tasks
- Experience with policy work, municipal procedures, and State legislation
- Such alternatives to the above qualifications as the Superintendent and Assistant Superintendent may find appropriate and acceptable

**General Duties, at the discretion of the SAU, may include:**

**1. Facilitates/Manages office communication and compliance**

- a. to manage the influx of legal requirements related to both district-wide communications and citizens' requests for information
- b. Assist with the completion of all annual Department of Education (State and Federal) required surveys (ex: homeschool count, teacher attainment/salary, Board membership, civil rights data collection, etc.)
- c. Coordinate crisis communications for the District
- d. Support leadership in responses to inquiries, complaints, and requests received from citizens, news media, and school district personnel
- e. Coordinate information distribution between the school community and the community at large
- f. Assist, create, and maintain the District website and social media platforms while providing guidance and insight for the same at the building level
- g. Assist with the writing of compliance and communication policies and procedures for handling sensitive information
- h. Develop, implement, and evaluate a comprehensive communication plan
- i. Organize, assimilate, and disseminate facts about schools to the public through media
- j. Solicit feedback through formal and informal means

- k. Assist with the school board process in include posting of agendas, meeting notices, public hearings notices timely including any electronic postings and compile agenda and supporting documents for all Board meetings in a professional and accurate manner
- l. Process/prepare confidential reports, statistical information, memoranda and letters
- m. Research, prepare and maintain materials related to special projects
- n. Attend to many tasks simultaneously, and/or sequence
- o. Maintain an appropriate level of confidentiality regarding records of the District.
- p. Maintain up-to-date website information for SAU Districts including meeting and event calendar, posting of meetings and relevant information.
- q. Is a member of the SAU Joint Loss Committee.
- r. Work with the Assistant Superintendent to communicate and execute general assurances related to all State and Federal grants.
- s. Assist with the regular review of the SAU 41 Districts policy and procedure manual.
- t. Meet regularly with the Director of Technology to assist with compliance requirements (ex: e-rate funding)
- u. Assists in maintaining documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- v. Assists with the coordination the information and documents for the Annual Town Reports.
- w. Prepares copies and distributes notices, memoranda or other correspondence for the purpose of informing school employees regarding activities, events or other work- related matters.
- x. All other duties as assigned by the Assistant Superintendent

## **2. Maintain the highest standards of professionalism**

- a. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency and productivity
- b. Follow the guidelines of confidentiality as established by the SAU
- c. Attend and participate in relevant training sessions, meetings and professional growth activities as requested/required.
- d. Perform in a professional manner when interacting with students, parents, faculty, administration and co-workers.

## **3. Knowledge, Skills and Abilities**

- a. Outstanding written and oral communication skills.
- b. Ability to describe a problem and work orally or in writing to supervise as required.
- c. Ability to establish and maintain cooperative working relationships
- d. Ability to carry out instructions furnished in written or oral form
- e. Ability to understand, apply and use personal computers and software applications (E.g. Word, excel, PowerPoint, the Internet, electronic mail)
- f. Ability to problem solve job-related issues
- g. Ability to process paperwork accurately according to standardized procedures
- h. Ability to maintain confidentiality of information regarding students, employees and others.

October 27, 2021

Elizabeth A. Brown  
The Hollis Brookline Cooperative School Board  
4 Lund Lane  
Hollis, NH 03049

**Submitted Electronically**

Ref.: Broker Market Evaluation – For Lease  
4 Lund Lane, Hollis, NH

**CONFIDENTIAL AND PROPRIETARY**

Dear Elizabeth:

As requested, we have completed an abbreviated market lease rate analysis for the property at 4 Lund Lane in Hollis, NH. 4 Lund Lane is a 2-story wood-framed commercial office building, currently owned by The Hollis School District, and leased to The Hollis Brookline SAU-41 for use as administrative offices and records storage. We have reviewed the property in terms of providing an arms-length, fair market lease rate based on the current Southern New Hampshire office market, and specifically focused on the Hollis submarket. This is a broker market rate analysis, not a full appraisal. Our charge was to advise as to the market rental rate for this property. No real estate is liquid per se, whether for sale or lease, and while time is of the essence, values are always subject to constantly varying market conditions.

**PROPERTY DESCRIPTION**

4 Lund Lane consists of an 11.33± acre site as improved by a ±3,700 SF administrative office building and attached barn. (±3,700 effective SF per the Town 's card. The barn is approximately ±1,400 SF). It is located within the Residential / Agricultural (R/A) zone within close proximity to the center of Town. The building is in average condition. The building is

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divided into numerous offices on the first and second floors, with the attic space utilized primarily for file and record storage. There is approximately  $\pm 12,000$  SF of paved area used for drive lanes and staff and visitor parking ( $\pm 24$  vehicle spaces).

Demand for leased office space within the Southern New Hampshire market remained relatively flat between 2014 and 2018, excluding the Portsmouth and Bedford submarkets where positive absorption was incremental and steady. The Nashua submarket began to see improved occupancy levels in 2018 and 2019. Stating the obvious, the COVID-19 pandemic had a near immediate and significant negative impact on the occupancy and utilization of office space. The office workforce shift toward a hybrid work schedule had begun well before the pandemic. That trend, however, accelerated exponentially when the nation and world shut-down. The daily utilization of leased office space in the US plummeted to under 5% for several months in 2020. New Hampshire has in many ways been ahead of our neighboring states with respect to a return to the office, although not without some submarket exceptions.

The utilization of leased office space has increased steadily since May of 2021, although it is still measurably below pre-pandemic levels. While some pundits initially forecasted “the end” of office space, most analysts were more pragmatic and tempered their forecasts to 60% to 70% occupancy rates over the following twenty-four to thirty-six months. Current estimates, depending on the analyst and market, are a little more optimistic forecasting future occupancy rates somewhere between 75% to 80% of pre-pandemic levels. Some markets will fall short of reaching occupancy levels above 60%, while others will surpass 85%. Class A office buildings will generally recover faster than Class B or Class C buildings.

In Nashua and Bedford, the long-term effect of the pandemic on the office market has recently become more evident as tenants that did not effectively utilize their leased space in 2020 and 2021 have either contracted into a smaller footprint, allowed their leases to expire, or opted to sublease their space. The amount of sublease space coming online in Southern New Hampshire within the past six months is notable, although not yet substantial at this point. Interestingly, smaller office suites (1,000 to 2,500 SF) have generally performed well for a large number of

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reasons as entrepreneurs, professionals and start-up companies look for work space outside of their home office to distance themselves from barking dogs and frequent interruptions.

The Hollis office submarket is small with limited inventory. While there are a couple prominent office tenants such as Farm <https://www.farmpd.com>, Lighthouse Surgical <https://lighthousesurg.com>, and Lumbard & Keller <https://www.lumbard.com>, the majority of office buildings are multi-tenanted with small 300 SF to 2,000 SF suites with very few spaces currently available for lease.

#### **SUBJECT PROPERTY: 4 LUND LANE**

The subject property is currently leased to an administrative office tenant that is utilizing the space effectively, however, there is little to no space available to reasonably accommodate additional staff, and the attic storage space is inadequate for their requirement. It is important to note that the volume and weight of the files and records stored within the attic is of concern and alternative storage options should be explored with haste.

There were no as-built or existing conditions floor plans readily available for reference. The building, constructed circa 1900, was previously a traditional residential New England farmhouse, before being converted into a professional office building. The building does not appear to be ADA compliant with respect to the front visitor entrance, nor does the majority of the office space or restrooms.

When evaluating the market value of a property, quite often the valuation is based solely on past comparable sales or lease comps. From our perspective, including historical data is certainly relevant when establishing a current market value, however, additional perspective is often gained by also considering what other competitive properties are currently available to tenants in the market. Our evaluation of the lease value of 4 Lund Lane takes into consideration previous lease comps and current market options. We view prior lease or sales comps as being in the “*Rear-View*” and current market options as being in the “*Windshield*”. **Exhibit A**, attached, is a summary of the data from both a Rear-View and Windshield perspective.

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It is important to note that while sales comps are a matter of public records, lease comps are not. There are almost no Landlords (and very few tenants) that are amenable to sharing publicly or privately the actual terms and conditions of a lease. There are a few exceptions, such as with publicly traded companies, but even then it can require substantial exploration to locate lease details for a specific property. **Exhibit A** may not identify the specific numerical address for every lease comp in an effort to maintain a level of confidentiality.

## SUMMARY

**Exhibit A** contains lease data based on different lease structures, including “NNN”, “Gross” and “Modified Gross” leases. To fairly equalize the rates and compensate for the varying lease structures, we’ve estimated typical Class B/C office building operating expenses and made commercially reasonable adjustments to each of the Rear-View lease rates to achieve a comparable NNN base rental rate.

A reasonable market lease renewal rate for 4 Lund Lane is in the range of **\$7.00/SF to \$7.85/SF** NNN with the Tenant paying all operating expenses directly (or reimbursing the Landlord). *(This range differs slightly from the adjusted rate reflected within **Exhibit A** as the lease rate for 12 Silver Lake Road is notably higher than the other comps based on the quality of the asset and high level of tenant fit-up).* Operating expenses for an office building with a NNN lease structure would include but not be limited to utilities, real estate taxes, insurance, landscaping, snow removal, general repairs and maintenance, janitorial, trash removal, etc., but would exclude capital repairs or replacements (in accordance with GAAP).

If the current Tenant were to no longer lease this property, the Landlord should evaluate whether to release the property, repurpose it to accommodate another use by the district, or sell the property, whether subdivided or in its entirety. Releasing to a new Tenant could potentially require substantial improvements to the base building to address ADA code requirements and bring other building components or systems up to current code.

This scope of this market evaluation did not include a determination of highest and best use, however, a *preliminary* valuation is included. It is based on a residential sale value as that is

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likely to yield the highest value in the current market. It does not take into consideration the added value of the land. It is presumed that the fields behind 4 Lund would be retained by the district if the building were ever sold. Given the limited road frontage, subdivision of the entire parcel could potentially be restricted.

Upon review, please call or reply with any questions or to schedule a mutually convenient time to discuss any questions that arise.

Sincerely,

Deane William Navaroli  
Principal  
William & Reeves

Encl.: Town Assessment Card  
Exhibit A



## **GENERAL DEFINITIONS**

### **What is a NNN Lease?**

A triple net lease (triple-net or NNN) is a lease agreement on a property whereby the tenant or lessee promises to pay all the expenses of the property, including real estate taxes, building insurance, and maintenance. These expenses are in addition to the cost of rent and utilities. In contrast, in standard commercial lease agreements, some or all of these payments are typically the responsibility of the landlord.

### **What Is a Modified Gross Lease?**

A modified gross lease is a type of real estate rental agreement where the tenant pays base rent at the lease's inception, but it takes on a proportional share of some of the other costs associated with the property as well, such as property taxes, utilities, insurance, and maintenance.

Modified gross leases are typically used for commercial spaces such as office buildings, where there is more than one tenant. This type of lease typically falls between a gross lease, where the landlord pays for operating expenses, and a net lease, which passes on property expenses to the tenant

### **What Is a Gross Lease?**

A gross lease is an agreement that requires the tenant to pay the property owner a flat rental fee in exchange for the exclusive use of the property. The fee includes all of the costs associated with property ownership, including taxes, insurance, and utilities. Gross leases can be modified to meet the needs of the tenants and are commonly used in the commercial property rental market

**Market Valuation Analysis: Past & Current Comps**  
**4 Lund Lane**  
**Hollis, NH**

**Projected Lease Value (Office)**

Town	Address	SF	Term (+)	\$/SF	\$ Annual	\$ Monthly	Notes	Adjusted \$/SF to (NNN)
Rearview	Hollis	1,908	5	\$15.80	\$30,146.40	\$2,512.20	Rent includes CAM, utilities, but excludes janitorial. Annual increases Modified Gross Lease	\$6.95
	Hollis	2,963	1	\$12.00	\$35,556.00	\$2,963.00	Estimated rate. Modified Gross Lease	\$5.65
	Hollis	5,700	5	\$16.00	\$91,200.00	\$7,600.00	Tenant pays operating expenses, utilities and real estate taxes. Landlord responsible to major R&M NNN Lease	\$16.00
	Hollis	1,100	~	\$12.00	\$13,200.00	\$1,100.00	Excludes janitorial and utilities Modified Gross Lease	6.35
	Hollis	625	~	\$18.00	\$11,250.00	\$937.50	Includes all expenses Gross Lease	\$8.15
Lease Comps			Average:	\$14.76			Average must be adjusted to reflect delta between NNN, MG and Gross Lease Structures	\$8.62

Town	Address	SF	Ask Rate	\$ Annual	\$ Monthly	Notes	Adjusted \$/SF to (NNN)
Windshield	Hollis	1,700	\$16.00	\$27,200.00	\$2,266.67	Rent includes CAM, but excludes utilities and janitorial. Annual increases Modified Gross	\$9.65
	Hollis	3,000	\$16.00	\$48,000.00	\$4,000.00	Base Rent only. Tenant reimburses proportionate share of CAM, utilities, excludes janitorial. NNN Lease	\$16.00
On-Market Competition		Average:	#DIV/0!			Average must be adjusted to reflect delta between NNN, MG and Gross Lease Structures	\$12.83

Town	Address	SF	Acres	\$/SF	\$ Annual	\$ Monthly	Notes
Subject	4 Lund Lane	3,700	11.33	\$14.76	\$54,612	\$4,551	Rearview Value
				\$16.00	\$59,200	\$4,933	Windshield Value
				\$15.38	\$56,906	\$4,742	Blended RV/ WS Average Value
				\$8.62	\$31,894	\$2,658	Adjusted to reflect NNN Lease Structure (Rearview only)

Tax Card for 4 Lund Lane currently assesses this property at \$477,600

**Estimated Operating Expense Adjustments (Gross, Modified Gross, NNN)**

Expense	\$/SF (est.)	Note
CAM/RET	\$6.35	RE taxes, snow removal, landscaping, insurance, life safety, R&M
Utilities	\$2.50	Electricity (lights & plugs, AC), heating fuel
Janitorial	\$1.00	Tenant premises janitorial

**Market Valuation Analysis: Past & Current Comps**  
**4 Lund Lane**  
**Hollis, NH**

**Projected Sale Value (Office / Residential)**

Town	Address	SF	AC	Sale Price	\$ / SF	\$ / AC	Closing Date	Notes
Rearview	Hollis	2,284	0.30	\$532,247	\$233	\$1,774,157	6/30/21	
	180 Wheeler Road	5,016	3.84	\$1,155,000	\$230	\$300,781	8/24/21	
	Hollis	3,954	1.00	\$677,000	\$171	\$677,000	9/30/20	
	27 Broad Street	5,700	7.83	\$972,500	\$171	\$124,202	9/28/21	
	Hollis	2,392	0.20	\$375,000	\$157	\$1,875,000	10/15/21	
	1 Depot Road	4,179	0.91	\$615,000	\$147	\$675,824	1/4/21	
	Hollis	7,700	3.00	\$895,000	\$116	\$298,333	Expired	
	59 Rummels Bridge Road	7,800	3.00	\$830,000	\$106	\$276,667	6/29/21	
Average:		4,878	2.51	\$756,468	\$166	\$750,245		
Sale Comps								

Ask Price	\$ / SF	\$ / AC	Sale / Ask %
\$995,000	\$436	\$3,316,667	-47%
\$875,000	\$174	\$227,865	32%
\$399,900	\$101	\$399,900	69%
\$549,900	\$96	\$70,230	77%
\$629,000	\$263	\$3,145,000	-40%
\$699,900	\$167	\$769,121	-12%
\$1,150,000	\$147	\$383,333	-28%
Average:		\$198	7%

Town	Address	SF	AC	Ask Price	\$ / SF	\$ / AC	Notes
Windsfield	Hollis	2,378	2.12	\$525,000	\$221	\$247,642	Listed 9/9/21
	108 Depot Road	4,380	2.03	\$899,900	\$205	\$443,300	Listed 8/12/21. Built in 2000 - location comp only
	222 Depot Road	4,264	2.13	\$699,900	\$164	\$328,592	Listed 10/18/21
On-Market Competition		3,674	2.09	\$708,267	\$197	\$339,845	

Town	Address	SF	Acres	\$/SF	\$/AC	Notes
Subject	4 Lund Lane	3,700	11.33	\$166.46	\$615.916	Rearview Value
				\$196.79	\$728.126	Windsfield Value
				\$181.63	\$672.021	Blended RV/ WS Average Value

Tax Card for 4 Lund Lane currently assesses this property at \$477,600

## 4 LUND LN

Location 4 LUND LN

Mblu 056/ 002/ / /

Acct# 1454

Owner HOLLIS SCHOOL DISTRICT SAU  
41

PBN

Assessment \$477,600

Appraisal \$477,600

PID 1262

Building Count 1

### Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2018	\$247,000	\$230,600	\$477,600
Assessment			
Valuation Year	Improvements	Land	Total
2018	\$247,000	\$230,600	\$477,600

### Owner of Record

Owner HOLLIS SCHOOL DISTRICT SAU 41  
Co-Owner  
Address PO BOX 1588  
HOLLIS, NH 03049-1588

Sale Price \$0  
Certificate  
Book & Page 5563/0750  
Sale Date 07/13/1994

### Ownership History

Ownership History				
Owner	Sale Price	Certificate	Book & Page	Sale Date
HOLLIS SCHOOL DISTRICT SAU 41	\$0		5563/0750	07/13/1994

### Building Information

#### Building 1 : Section 1

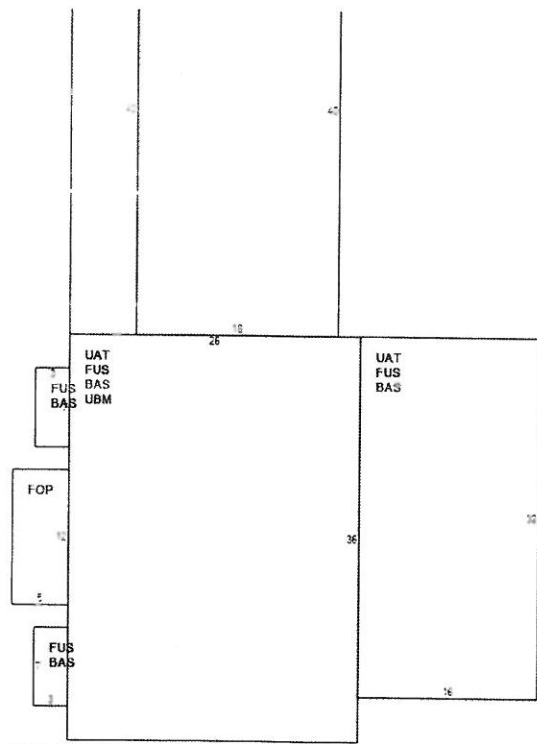
Year Built: 1900  
Living Area: 3,700  
Replacement Cost: \$389,172  
Building Percent Good: 53  
Replacement Cost  
Less Depreciation: \$206,300

#### Building Layout

Building Attributes	
Field	Description

FOP	UAT BAS
-----	------------

Style:	Office Bldg
Model	Comm/Ind
Grade	Average
Stories:	2
Occupancy	1.00
Exterior Wall 1	Vinyl Siding
Exterior Wall 2	
Roof Structure	Gable/Hip
Roof Cover	Asph/F Gls/Cmp
Interior Wall 1	Plastered
Interior Wall 2	Drywall/Sheet
Interior Floor 1	Carpet
Interior Floor 2	Inlaid Sht Gds
Heating Fuel	Oil
Heating Type	Hot Water
AC Type	None
Struct Class	
Bldg Use	PUB-SCHOOL MDL-94
Total Rooms	
Total Bedrms	00
Total Baths	0
1st Floor Use:	9033
Heat/AC	NONE
Frame Type	WOOD FRAME
Baths/Plumbing	AVERAGE
Ceiling/Wall	CEIL & WALLS
Rooms/Prtns	AVERAGE
Wall Height	8.00
% Conn Wall	



(ParcelSketch.ashx?pid=1262&bid=1262)

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
BAS	First Floor	2,210	2,210
FUS	Upper Story, Finished	1,490	1,490
FOP	Porch, Open, Finished	300	0
UAT	Attic, Unfinished	2,168	0
UBM	Basement, Unfinished	936	0
		7,104	3,700

## Extra Features

Extra Features	Legend
No Data for Extra Features	

## Land

### Land Use

**Use Code** 9033  
**Description** PUB-SCHOOL MDL-94  
**Zone** RA  
**Neighborhood**  
**Alt Land Appr** No  
**Category**

### Land Line Valuation

**Size (Acres)** 11.33  
**Frontage**  
**Depth**  
**Assessed Value** \$230,600  
**Appraised Value** \$230,600

## Outbuildings

Outbuildings						Legend
Code	Description	Sub Code	Sub Description	Size	Assessed Value	Bldg #
PAV1	PAVING-ASPHALT			4000.00 S.F.	\$4,000	1
BRN4	1 STY LFT&BSMT			1440.00 S.F.	\$36,700	1

#### Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2020	\$247,000	\$230,600	\$477,600
2019	\$247,000	\$230,600	\$477,600
2018	\$247,000	\$230,600	\$477,600

Assessment			
Valuation Year	Improvements	Land	Total
2020	\$247,000	\$230,600	\$477,600
2019	\$247,000	\$230,600	\$477,600
2018	\$247,000	\$230,600	\$477,600

# SAU 41

## Revenue and Expense Report

### FY22

as of 12/2/2021

Expense				
Expense Category	Budget	YTD Expense	Encumbered	Balance
Superintendent	\$ 175,389	\$ 83,922	\$ 91,298	\$ 170
Assistant Superintendent	\$ 138,800	\$ 64,798	\$ 73,905	\$ 97
Student Services	\$ 251,019	\$ 112,064	\$ 138,260	\$ 694
Business Office	\$ 503,139	\$ 224,833	\$ 276,877	\$ 1,429
Facility/ Maintenance	\$ 143,578	\$ 72,049	\$ 71,498	\$ 30
Network Admin/Technology	\$ 93,560	\$ 42,200	\$ 52,300	\$ (940)
General	\$ 72,617	\$ 27,379	\$ 40,196	\$ 5,041
Benefits	\$ 577,635	\$ 254,489	\$ 324,482	\$ (1,336)
School Board	\$ 1,520	\$ 593	\$ 927	\$ -
<b>Total Expenses</b>	<b>\$ 1,957,257</b>	<b>\$ 882,328</b>	<b>\$ 1,069,744</b>	<b>\$ 5,185</b>
<b>Plus FY21 Carryover</b>	<b>\$4,464</b>	<b>\$2,464</b>		<b>\$ 2,000</b>
<b>Total Expenses + Carryover</b>	<b>\$ 1,961,721</b>	<b>\$ 884,792</b>	<b>\$ 1,069,744</b>	<b>\$ 7,185</b>

Revenue				
Revenue Source	Budget	YTD Revenue	Expected	Balance
Assessments:				
Brookline	\$361,236	\$150,515	\$210,721	\$0
Hollis	\$594,122	\$247,551	\$346,571	\$0
Coop	\$997,899	\$415,791	\$582,108	\$0
Health Trust Surplus	\$0	\$12,850	\$0	\$12,850
Federal Grants	\$4,000	\$0	\$4,000	\$0
FY21 Carryover	\$4,464	\$2,464	\$0	\$2,000
Use of Fund Balance as Revenue	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$ 1,961,721</b>	<b>\$ 829,171</b>	<b>\$1,143,400</b>	<b>\$14,850</b>

<b>Budget Balance</b>	<b>\$ 22,035</b>
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Fund Balance	
Beginning Fund Balance as of 7/1/2021	\$ 171,438
FY22 Budget Balance	\$ 22,035
Expected use of fund balance	\$ -
<b>Ending Fund Balance as of 6/30/22</b>	<b>\$ 193,473</b>

As % of Expense Budget      9.9%  
Target 7 to 10%

## Explanation of Expense Balances

Category	Balance	Under Budget (Savings)
Business Office	\$1,429	New Hire Savings
General	\$5,041	Primarily office manager turnover
Category	Balance	Over Budget
Benefits	(\$1,336)	Health insurance coverage changes

Expense Category	Includes
Superintendent	Salary, contractual benefits, conferences, dues
Assistant Superintendent	Salary, contractual benefits, conferences, dues
School Board	Treasurer and Secretary stipends
Student Services	Salary, contractual benefits, conferences, dues
Business Office	Salary, contractual benefits, conferences, dues & audit
Maintenance	Salary, contractual benefits, conferences, inspections, furnace, septic, mowing, snow removal, insurance, utilities, etc.
Network Admin/Technology	Salary, contractual benefits, conferences, computers, site licenses
General	Office mgr, legal, copiers, printers, postage, expendables, advertising, building phone
Benefits	Insurance, retirement, taxes, vacation payouts, merit bonuses