

**HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT  
BUDGET COMMITTEE  
APRIL 21, 2022  
MEETING MINUTES**

The Organizational Meeting of the Hollis Brookline Cooperative School District (COOP) Budget Committee was conducted on Thursday, April 21, 2022, at 6:50 p.m. at the Hollis Brookline Middle School Library.

Chairman Darlene Mann, presided:

Members of the Budget Cmte. Present: Raul Blanche  
Matthew Maguire  
Anthony Stanizzi  
Tom Whalen

Members of the Budget Cmte. Absent: David Blinn  
Brian Rater  
Cindy VanCoughnett, School Bd. Rep.

Also in Attendance: Kelly Seeley, Business Administrator  
Holly Deurloo Babcock, Chair, Hollis Brookline Coop. School Bd.

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**PLEDGE OF ALLEGIANCE**

Chairman Mann lead in the Pledge of Allegiance.

**AGENDA ADJUSTMENTS** - None

**APPOINTMENT OF MEETING OBSERVER**

Chairman Mann appointed Raul Blanche to serve as Process Observer.

**ELECTION OF OFFICERS**

The Committee discussed the necessity of filling the position of Board Secretary given a recording secretary is in place. Should the need arise for a member of the Committee to prepare minutes, whether for a non-public session or serving as backup for the recording secretary, a member could be voted in, or a volunteer sought.

Chairman Mann called for nominations for Chairman of the Hollis Brookline Cooperative School District Budget Committee for the 2022-2023 term.

**MEMBER WHALEN NOMINATED MEMBER MANN  
SECONDED BY MEMBER MAGUIRE**

**VOTE ON ELECTION OF DARLENE MANN TO THE POSITION OF CHAIRMAN OF THE  
HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT BUDGET COMMITTEE FOR THE  
2022-2023 TERM**

**MOTION CARRIED**

**4-0-1**

*Member Mann Abstained*

*Darlene Mann declared Chairman of the Hollis Brookline Cooperative School District Budget Committee for the 2022-2023 term.*

Chairman Mann called for nominations for Vice Chairman of the Hollis Brookline Cooperative School District Budget Committee for the 2022-2023 term.

**MEMBER STANIZZI NOMINATED MEMBER BLANCHE  
SECONDED BY MEMBER MAGUIRE**

**VOTE ON ELECTION OF RAUL BLANCHE TO THE POSITION OF VICE CHAIRMAN OF THE  
HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT BUDGET COMMITTEE FOR THE  
2022-2023 TERM**

**MOTION CARRIED**

**4-0-1**

*Member Blanche Abstained*

*Raul Blanche declared Vice Chairman of the Hollis Brookline Cooperative School District Budget Committee for the 2022-2023 term.*

**APPROVAL OF MINUTES**

**Jt. Mtg.** Hollis Brookline COOP School Bd. / COOP Budget Committee. . . . . [February 2, 2022](#)

*The following amendments were offered:*

- Page 3 Line 1; insert “by” following “driven”
- Page 3, Line 37; insert a “)” following “Brookline”
- Page 5 Line 16; delete “after”
- Page 5, Line 22; replace “projects” with “projections”

**MOTION BY MEMBER WHALEN TO ACCEPT, AS AMENDED  
MOTION SECONDED BY MEMBER BLANCHE  
MOTION CARRIED**

**5-0-0**

Hollis Brookline Cooperative School District – **Public Hearing – Energy Upgrades** . . . . . [February 2, 2022](#)

**MOTION BY MEMBER BLANCHE TO ACCEPT, AS PRESENTED  
MOTION SECONDED BY MEMBER STANIZZI  
MOTION CARRIED**

**5-0-0**

Hollis Brookline Cooperative School District – **Public Hrg. – Pet. Warrant Article**. . . . . [February 2, 2022](#)

**MOTION BY MEMBER BLANCHE TO ACCEPT, AS PRESENTED  
MOTION SECONDED BY MEMBER MAGUIRE  
MOTION CARRIED**

**5-0-0**

Hollis Brookline Cooperative School District – **Public Hearing – FY23 Budget** . . . . . [February 2, 2022](#)

**MOTION BY MEMBER BLANCHE TO ACCEPT, AS PRESENTED**  
**MOTION SECONDED BY MEMBER MAGUIRE**  
**MOTION CARRIED**  
**5-0-0**

**PUBLIC INPUT** - None

**GENERAL BUSINESS**

- District Meeting Review and FY23 Planning

The full Warrant was approved as written. The budget moving into FY23 is \$26,898,443.

Article 7, Petition Warrant Article concerning adoption of the provisions of RSA 40:13 (known as SB 2) failed to pass.

Article 8, Petition Warrant Article concerning rescinding authorization under RSA 198:4-b II so that the district returns 100% of year-end unassigned general funds to the taxpayers failed to pass.

Article 9, Petition Warrant Article concerning adopting and implementing a policy to ensure that each textbook or other assigned book used in the district as well as a copy of all professional training materials provided to teachers, administrators, and staff of the district paid with school district funds be made available to the public at the Hollis Social Library and at the Brookline Public Library in hard copy or electronic form organized by grade or teacher failed to pass.

Article 10, Petition Warrant Article concerning adoption of provisions of RSA 32:5 V-b requiring that the annual budget and all special warrant articles having a tax impact, as determined by the school board, shall contain a notation stating the estimated tax impact of the article failed to pass.

Chairman Mann opened the floor for comments from members regarding the budget process itself, e.g., processes that went well, items that should be given additional attention during the process, and if there were any particular topics members would like to be provided additional information on.

During the May meeting, an overview of Food Service will be provided. In June, an audit will be reviewed of ongoing maintenance items. The Committee does not meet during the month of July. The Auditor will be present at the August meeting to provide an overview of the last audit. The budget cycle begins again in September.

Vice Chairman Blanche suggested there be routine discussion of particular line items within the budget, e.g., special education, retirement system, and that an overview be provided prior to the start of the budget cycle.

In prior years, before contract negotiations began, the Committee put together a short list of items they wished to be considered. He would like to see that discussed. Holly Deurloo Babcock, Chairman, Hollis Brookline Cooperative School Board, noted the teachers contract is heading into the 2<sup>nd</sup> year of a three-year contract. Chairman Mann spoke of information that has been provided in the past, e.g., a view of the historical benefit rates and percentage-wise where the district falls with coverage limits, etc. She will update that document. As it is not a negotiating year, there is time to review that and the language of the current Collective Bargaining Agreement.

Chairman Mann noted Lauren DiGennaro is the new Director of Student Services. Director DiGennaro will be asked to attend a meeting to provide an overview.

With regard to the New Hampshire Retirement System (NHRS), the rates will change as we go into the new planning year, and there are a few pieces of legislation having the potential to significantly affect the contribution of the district. One piece of legislation would make a COLA adjustment to members who have 5 or more years in the retirement system and the additional costs could be overlaid into the rate increase. A review of contribution rates and the impact to the district would be helpful.

Another piece of legislation would return a portion of the NHRS funding back to the State level as opposed to it all being paid by the district.

Member Whalen commented on Member Rater's offer to provide a legislative update. It would be helpful to have someone track that information. He suggested the information include an analysis of the impact of legislation.

Member Stanizzi spoke of turnover in teachers and recruiting. He had an opportunity to speak with teachers from different areas of the country. An area of concern mentioned by all was that of out-of-pocket expenses. He questioned if there is a mechanism for compensating teachers for such expenses. Chairman Mann stated discussion could be had around expendable supplies and how they are managed in the district. There is an expendable supply line item within the budget. Some districts provide full support and do not distribute classroom lists, etc. Other districts give parents the list. Chairman Mann noted it is not an issue that has ever been brought before the Committee.

COOP School Board Chair, Deurloo Babcock commented it is more common in elementary school districts. In her years on the school board, it is not generally something that comes to the Board officially through negotiations or as a complaint or concern. In terms of teacher turnover, she believes more of that will be experienced, and we have seen a few more resignations/retirements this year. However, the district is in pretty good shape. She believes the trends are coming, e.g., lack of students in college on this career path will be more of an issue that will impact the district in the long run.

Kelly Seeley, Business Administrator, remarked, as far as the Administration is concerned, it is the expectation that everything is in the budget that they would need, and it should be that way. She does not reimburse teachers for expenses. It is expected that it is all in the budget. In her experience and looking at what remains in the expendable supplies, we have adequate funding.

Member Maguire commented on the helpfulness of the physical walkthroughs of buildings when discussing maintenance issues.

Chairman Mann spoke of the reports the NH DOE website offers. The Committee could utilize a portion of a meeting to walk through the website itself. Vice Chairman Blanche suggested members prepare a list of the top ten websites utilized for reference material.

- Financial Update

On the expense side of the ledger, as of 4-6-22, the district is underspent in the area of special education and transportation as well as benefits. Program changes and students moving out-of-district account for the savings. Savings in the area of benefits relate mostly to employees making plan changes that were not anticipated. The total expense balance is 805,583.

On the revenue side, additional revenue is seen in the area of special education aid as well as in the other category, which is primarily from the Health Trust surplus that was provided to all three districts.

Chairman Mann commented as the special education aid runs in arrears, what would be seen next year is likely lower than this number for the exact reason that we have lower costs, e.g., some students may have aged out or moved out-of-district. Ms. Seeley stated that to be the expectation.

The result is an Unreserved Fund Balance of \$1,068,819 before funding the allocations approved by the voters to the various funds; Maintenance Trust \$200,000, Special Education Trust \$25,000 and Retained Fund Balance \$188,559. The total reduction is \$413,559 leaving a projected fund balance of \$655,260 (as of 4-6-22).

Included in the expenses is the cost of work on the dirt student lot (left side on the way up to the high school). The area has to be prepped with gravel a year in advance of any paving. Crosswalks and other safety measures would be considered in advance of the anticipated paving (FY24).

Chairman Mann questioned the food service fund balance. Ms. Seeley noted the district does not normally have free lunches for all students. This year students seem to be taking advantage of that. The revenue is outpacing expenses, and those have to be an even number at the end of the day. The reduction of the amount of \$193,105 is identified as "to food service fund balance" and represents the amount over the anticipated expenses that will be transferred to Fund 21, which is the food service fund.

Chairman Mann questioned if consideration is given to pre-purchasing of supplies or locking in discounted rates for expendable items like classroom supplies. Is there the potential for shortages because of the supply chain issue? Ms. Seeley responded she is uncertain we are seeing that now like we did a year ago at this time. The district is not actively planning to take such actions. In fact, the auditors will not permit some advance purchases (cannot spend for FY23). There are plans to accelerate something planned to be put in for FY24, which are the interactive flat panels. The Smartboards are starting to age and are no longer available. Replacement choices have to be made. An interactive flat panel was recently installed at the Captain Samuel Douglass Academy. One will be installed in the Hollis School District and the COOP School District during spring break to be piloted. With these units there is no longer the need to attach a computer or utilize a projector.

Ms. Seeley stated the bids for the lease were received. There were four in total, two of which are close; Bank of America and TD Bank. TD Bank offered an interest rate of 2.899% and Bank of America came in at 2.925%. The decision was to go with Bank of America. The reason being that TD Bank submitted the bid with 14 payments when the request was for 15. That made the interest cost much higher than the result of the higher interest rate with Bank of America.

Asked, Ms. Seeley stated the Brookline School District has a bond to put in an elevator and security office. The library will be moved to the bottom floor, which is currently used predominantly for storage. It has two classrooms, which, along with some of the storage, will be turned into the new library. The current library will become two classrooms.

In the Hollis School District the bond will address a number of items; roofing projects, air source heat pumps, cladding of the outside of the gymnasium, bathrooms, interior doors, and kitchen.

Chairman Mann commented on the bonds being through the Municipal Bond Bank, and that the normal schedule has been moved up in order to firm the rates before there is an increase.

The COOP School District has a lease for the HVAC unit replacements (20-year-old units).

The list that was provided (copy attached) identifies the projects being conducted in each of the three school districts.

In the COOP district, the HBHS will see one of the 10 roof sections replaced. A truck and trailer will be purchased for use in all three districts (housed and purchased through the COOP; costs divided between districts). The IT storage unit will be a permanent storage unit to store all of the equipment that is put on the truck each year. Another storage type of unit will be purchased to store tables and chairs. Rekeying of interior and exterior doors will be addressed. Paving projects will be done (at both the HBMS and HBHS). HVAC upgrades (not related to units being replaced) will be done. Interior and exterior doors will be replaced. The Family and Consumer Science kitchen needs new countertops. An AC unit will be installed in the computer science room. Window blinds, screens and seals are an ongoing project. Boiler jacket replacements will be addressed.

At the HBMS, there will be HVAC upgrades, window replacements, and interior and exterior lighting. The Computer Science classroom will be renovated. Diesel pump maintenance will be performed and MPR tables will be purchased (nearing completion of the replacement project). Driveway paving will be done (as you enter the HBMS). Flooring in Room 220 and tile at the base of the library will be addressed.

Asked for clarification, Ms. Seeley stated the identified projects are planned for the summer. Some will likely blend into the next summer.

- School Board Update

COOP School Board Chair Deurloo Babcock commented on discussion that occurred at the recent School Board meeting concerning the parking lot project as concerns have been raised around safety. As school board members, they hear a lot about parking from parents and students. There will be continued discussion on the agenda for the May meeting.

Asked about the process at year-end concerning the Chromebooks, Ms. Seeley stated Chromebooks and staff laptops are collected and maintained/updated (by IT department).

**ANNOUNCEMENTS** - None

### **AGENDA BUILDING**

Chairman Mann noted the Committee will continue meeting on the 4<sup>th</sup> Thursday of the month. The next meeting is scheduled for May 26<sup>th</sup>.

### **PROCESS OBSERVER READOUT**

Vice Chairman Blanche commented from a content perspective, a lot of good topics were discussed.

### **ADJOURNMENT**

**MOTION BY MEMBER BLANCHE TO ADJOURN**

**MOTION SECONDED BY MEMBER WHALEN**

**MOTION CARRIED**

**5-0-0**

The April 21, 2022 Organizational Meeting of the COOP Budget Committee adjourned at 7:41 p.m.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

<b>FY23 Summer Projects</b>		
<b>Project</b>	<b>Budget</b>	<b>Lead</b>
<b>Multiple Districts</b>		
<b>Gym Inspections</b>		
HUES	\$3,000	Ben
RMMS	\$3,000	Ben
CSDA	\$3,000	Ben
HBHS	\$3,000	Ben
HBMS	\$3,000	Ben
<b>Bollards</b>		
HUES	\$4,000	Ben
HPS	\$4,000	Ben
HBHS	\$4,000	Ben
HBMS	\$4,000	Ben
CSDA-Maybe	\$4,000	Ben
RMMS-Maybe	\$4,000	Ben
<b>HSD</b>		
<b>HSD-Bond Projects</b>		
Cladding-Gym		Lance
Interior Doors		Lance
Bathrooms		Lance
ASHP		Lance
Roofing		Lance
<b>HPS/HUES</b>		
No Touch Batteries	\$7,000	Ed/Chuck
<b>HPS</b>		
Door Hardware	\$2,000	Chuck
Window Shades	\$2,000	Chuck
Ceiling Tiles	\$5,000	Chuck
Classroom Flooring	\$33,455	Chuck
Asbestos-Window #1	\$14,000	Lance
<b>HUES</b>		
Skylight shades	\$7,325	Ed
Gym Floor Refinish	\$3,000	Ed
Diesel Pump Maintenance	\$2,000	Ed
Water Bottle Filling Station (3)	\$9,000	Ed
Cafeteria Tables	\$14,000	Ed
Swingset + installation	\$10,000	Ed
Annual Mulch	\$2,400	Ed
Benches	\$1,600	Ed
Picnic Tables	\$3,000	Ed
Sprinkler Tank Repair	\$20,000	Ed
Cafeteria Flooring	\$15,000	Lance
Classroom/Hallway Flooring	\$34,700	Lance
Carpet Extractor	\$2,000	Ed
White Board Paint	\$1,350	Ed
Library Bookcase Replacements	\$1,000	Ed

	Classroom Furniture	\$5,000	Ed
<b>BSD</b>			
<b>BSD-Bond projects</b>			Lance
	Elevator		
	Security Office		
	Library		
	Classrooms		
	2nd floor above security office		
<b>RMMS/CSDA</b>			
	Parking Lot Reseal		Lance
<b>RMMS</b>			
	Cafeteria Tables (3)	\$8,000	Ben
	Playground Mulch	\$3,200	James
	Trim Replacement	\$8,000	James
	Push-Bar Replacements	\$5,000	James
	Window Balance/Seals	\$5,000	James
	Gutter & Storm Drains	\$3,600	James
	Classroom Flooring	\$17,000	James
<b>CSDA</b>			
	Snowblower	\$3,000	Dawna
	Window Balance/Seals	\$5,000	Dawna
	Flooring-Specialists	\$17,000	Ben
	Gym Floor Refinishing	\$3,000	Dawna
	Exterior Doors (2)	\$6,700	Dawna
<b>Coop</b>			
<b>HBHS</b>			
	Coop-Lease HVAC Units		Lance
	Roof Section #1	\$70,000	Lance
	Truck w/trailer	\$37,250	Lance/Ben
	IT Storage unit	\$6,000	Lance/Ben
	Storage unit-tables and chairs	\$8,000	Ben
	Interior/Exterior Rekeying	\$5,000	Lance
	Paving from 122 to New	\$70,000	Lance
	Paving-turf field parking	\$90,000	Lance
	HVAC upgrades	\$12,000	Steve
	Interior Doors	\$3,000	Steve
	Exterior Doors	\$6,000	Steve
	FACS kitchen countertops	\$25,000	Steve
	A/C & Elec in Computer Science	\$10,000	Steve
	Window blinds	\$3,000	Steve
	Window screens	\$3,000	Steve
	Window seals	\$3,500	Steve
	Boiler Jacket Replacements	\$4,000	Steve
<b>HBMS</b>			
	HVAC Upgrades	\$60,000	Ben
	Window Replacements-Cambry	\$20,000	Lance
	Interior Lighting-High Rise	\$10,000	Mike
	Exterior Lighting	\$3,000	Mike



	Turcotte's Room Renovation	\$11,000	Team
	-Demo		
	-Flooring		
	-ASHP		
	-Electrical		
	-Tables		
	Diesel Pump Maintenance	\$2,000	Lance
	MPR Tables	\$6,000	Ben
	Driveway Paving	\$20,000	Lance
	Flooring-Room 220	\$2,250	Mike
	Retile at base of Library	\$8,000	Mike