

**HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
BUDGET COMMITTEE
DECEMBER 22, 2022
MEETING MINUTES**

A regular meeting of the Hollis Brookline Cooperative School District (COOP) Budget Committee was conducted on Thursday, December 22, 2022, at 6:30 p.m. at the Hollis Brookline Middle School Library.

Chairman, Darlene Mann, presided:

Members of the Budget Cmte. Present: Raul Blanche, Vice Chairman
 Matthew Maguire
 Brian Rater (arrived at 6:36 p.m.)
 Anthony Stanizzi
 Cindy VanCoughnett, School Bd. Rep.
 Tom Whalen

Members of the Budget Cmte. Absent: David Blinn

Also in Attendance: Kelly Seeley, Business Administrator

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 Meeting Observer.

APPROVAL OF MINUTES

COOP Budget Committee [November 21, 2022](#)

The following amendment was offered:

Page 3, Line 18; replace “\$785,179” with “\$75,279”

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

5-0-1

Member Maguire Abstained

COOP Budget Committee - **Non-Public**. [November 21, 2022](#)

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

5-0-1

Member Maguire Abstained

PUBLIC INPUT - None

GENERAL BUSINESS

• **FY24 Budget Discussion:**

- 1) Chair Mann discussed background information related to a 2018 legal opinion on governing board responsibilities related to use of the SAU unreserved fund balance and how responsibilities of the governing board differ from the school board.
- 2) Chair Mann drove discussion on Round 4 of the proposed Operating budget focusing on cost and revenue line items that changed from the previous version of the budget. The cost items that caused the increase focused on an addition of a special education class and related transportation. The cost decrease was based on fewer than expected professional staff retirements and expected reduction in salary for new replacements. The version 3 view of the budget was \$26,526,912 and the version 4 is now \$26,499,039. The change in the expected budget results in \$66,091 below guidance.
- 3) Next, the members discussed a proposed warrant article to cover future expenses associated with implementing an energy efficient lease plan. The cost items will include new boilers and piping at the High and Middle schools nearing end-of-life status (replace oil with propane), install LED lighting throughout, and renovate the Science wing at the Middle school. The total estimated cost of the warrant will be in the \$4.0M range. The total cost of the lease per year is estimated at about \$300,000. Estimated energy cost savings per year will be about \$150,000.
- 4) Administrator Seeley provided an update on the 5-Year projects including upcoming maintenance and upgrades for the auditorium to be implemented over a 4-year period, needed road paving at the Middle school, energy efficient building renovations at both schools, and a building side walkway at the High school.
- 5) Administrator Seeley also provided clarification on a previous question by member Whalen regarding costs related to services provided by Charter schools at their location versus locally at HBHS. The COOP costs are greater if the services are provided out of district. Currently the COOP does not have any students receiving services from a charter school.

• **School Board Update**

Member VanCoughnett provided a short discussion on a proposal to provide a \$500 stipend for the district moderator, Drew Mason, for his work in preparing for and conducting the district's annual meeting(s) during March.

ANNOUNCEMENTS - None

AGENDA BUILDING

Chair Mann highlighted action items and due dates including:

- 1) the budget committee's annual report to the towns of Hollis and Brookline, due in Hollis during the second week in January (January 13, 2023), and
- 2) Creation of the draft slide deck presentation for review at the January 2023 COOP Budget Committee meeting.

PROCESS OBSERVER READOUT

The meeting was conducted efficiently and effectively.

ADJOURNMENT

MOTION BY MEMBER WHALEN TO ADJOURN

MOTION SECONDED BY MEMBER RATER

MOTION CARRIED

7-0-0

The December 22, 2022, meeting of the COOP Budget Committee was adjourned at 7:17 p.m.

Date: _____

Signed: _____