

**HOLLIS SCHOOL BOARD  
JUNE 5, 2019  
PUBLIC HEARING  
MEETING MINUTES**

Public Hearings were conducted by the Hollis School Board on Wednesday, June 5, 2019 at 6:15 p.m. at the Hollis Primary School.

Robert Mann, Chairman, presided:

Members of the Board Present:                      Tammy Fareed, Vice Chairman  
   Brooke Arthur, Secretary  
   Carryl Roy

Members of the Board Absent:                      Amy Kellner

Also in Attendance:                                      Andrew Corey, Superintendent  
   Gina Bergskaug, Assistant Superintendent  
   Kristen Maher, Assistant Business Administrator  
   Candice Fowler, Principal, Hollis Upper Elementary School  
   Paula Izbicki, Principal, Hollis Primary School

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**PUBLIC HEARING**

**SCHOOL BUILDING MAINTENANCE  
EXPENDABLE TRUST FUND**

**4 LUND LANE AND ASSOCIATED STRUCTURES  
EXPENDABLE TRUST FUND**

**WATER SYSTEM EXPENDABLE TRUST FUND**

In accordance with [RSA 198:20-c](#), Superintendent Corey provided an explanation of proposed expenditure(s) from the Hollis School Building Maintenance Expendable Trust Fund, the 4 Lund Lane and Associated Structures Expendable Trust Fund, and the Water System Expendable Trust Fund.

**School Building Maintenance Expendable Trust Fund**

Candice Fowler, Principal, Hollis Upper Elementary School (HUES) and Paula Izbicki, Principal, Hollis Primary School (HPS) identified several needed repairs/improvements for their respective buildings during the budget process. At the 2018 Budget Hearing, the Hollis Budget Committee and the Hollis School Board recommended the funding source for these particular items be the Hollis School Building Expendable Trust.

The Trust has also been suggested as the funding source for two additional items; the unexpected replacement of the heating control unit at HPS and unexpected roof replacement under the solar panels at HUES (amount not covered by the lease and the rebates).

<b>HUES Bathroom Flooring</b>	\$ 5,000 (end of life)
Water Heater Replacement	6,000 (propane heater is not an option)
Stair Treads-Phase 2	8,000 (2 <sup>nd</sup> of two phases - safety issues)
Muenters Unit Roof	35,021 (deferred for two years to accommodate HSTEP)
Solar Panel Roofing	<u>\$ 9,142</u> (total cost was over \$90,000)
<b>HUES Sub-Total</b>	<b>\$ 63,163</b>
<b>HPS Fire Alarm Upgrades</b>	\$ 25,000 (upgrades needed to keep system current)
Chair Replacements - Phase 1	5,440 (chairs are falling apart)
Classroom Cabinets - Phase 1	5,060 (needed storage)
Library Carpet	9,858 (end of life)
Flooring (Rm. 117/Nurse)	12,500 (end of life)
Shades for New Windows	5,200 (needed as a result of HSTEP)
Heating Control Unit	<u>21,999</u> (unexpected failure)
<b>HPS Sub-Total</b>	<b>\$ 85,057</b>
<b>HPS/HUES FY20 Water Testing</b>	\$ 3,000 (required to test every year for 3 years)

**TOTAL: \$151,220**

Current Balance:	\$119,509
To be added in FY20:	120,000
FY20 Expenditures:	<u>151,220</u>
Resulting Balance:	<b>\$ 88,289</b>

Vice Chairman Fareed commented on not recollecting the need for the solar panel roofing. Superintendent Corey responded when the solar panels were taken up at HUES, it was discovered the ballast was too great and had to be removed. The budgeted cost for roof replacement was approximately \$90,000. The actual cost was \$99,142. The cost was covered as part of the operating budget. Reaching the time of year when the Board discusses expenditures from the Maintenance Expendable Trust Fund, the request is being made that an allocation be made to cover this cost.

Vice Chairman Fareed stated the solar panel roofing and the solar panels were done the previous summer. Superintendent Corey stated the roofing expense of \$9,142 was carried over.

Ms. Arthur questioned how end of life is determined. Superintendent Corey stated the end of life for the bathroom flooring was determined by Ed Hinckley, Maintenance Supervisor, HUES. Replacement of the carpeting in the Library has been discussed for several years. Replacement was postponed until the completion of the HSTEP process understanding the wear that process could take on the carpet. In terms of mechanical items, end-of-life is determined by the companies that service the equipment. He provided other examples where equipment may no longer have replacement parts available.

Vice Chairman Fareed spoke of the Capital Improvement Plan (CIP), which identifies and plans for large capital expenses in the outyears.

Chairman Mann questioned the opinion of the Superintendent relative to the ending balance, should all requested expenditures be approved. He noted the ending balance would be approx. \$32,000 lower than what it was at the start of the current school year. Superintendent Corey commented on the items addressed through

the HSTEP project, e.g., many items that were approaching end of life. He spoke of the intentional decision to move the unexpected failure of the heating control unit because it is a maintenance item. He is of the belief a number of items would have to fail at the same time to be of concern. Although that could occur, there is the option of looking to the Unreserved Fund Balance, Contingency, and the Water System Expendable Trust.

Assistant Superintendent Bergskaug spoke of the study underway to identify the various other items to be grouped into the bond request for the Annual Meeting noting additional items that would otherwise fall under the CIP would likely be included in the bond request.

Vice Chairman Fareed spoke of her recollection there was debate with the Budget Committee over what items would qualify to be covered by the Water System Expendable Trust, and the argument the water testing should not qualify.

Superintendent Corey did not recall that argument, and noted the testing is an unfunded mandate from the State. Vice Chairman Fareed questioned if the \$3,000 cost could be allocated to the Water System Expendable Trust. Superintendent Corey stated it could come from either source. Understanding it is a recurring expense, it was viewed as a maintenance item.

#### **4 Lund Lane and Association Structures Expendable Trust Fund**

Part of the Hollis School District is ownership of the SAU building. There exists a separate Expendable Trust Fund for that building. The Trust is funded through rental income charged to each of the districts.

The four most pressing needs for the SAU property are:

1. Security Upgrades - Estimated Cost **\$12,000**
  - Install FOB system for building entry
  - Install three security cameras (2 outdoor/1 indoor) and monitor
2. Landscaping Issues - Estimated Cost **\$5,000**
  - Remove dying tree at parking lot edge
  - Install weed fabric, shrubs and rocks to beds
3. Interior Painting - Estimated Cost **\$3,000**
  - Main entrance painting and three other rooms
4. Bathroom upgrades (on hold until SAU barn plans completed)

Current Balance:	\$22,782
To be added in FY20:	23,970
FY20 Expenditures:	<u>20,000</u>
Resulting Balance:	<b>\$26,752</b>

Superintendent Corey commented although there are other items requiring addressing, they will be discussed as part of the request for the March Annual Meeting.

Vice Chairman Fareed commented with a FOB system, the front desk will have to be manned at all times. Superintendent Corey remarked it would not be much different than when an individual enters and rings the bell in the absence of a physical presence. There will be a buzzer that can be heard by everyone in the building.

Asked why the interior would be painted when there are anticipated changes to the building overall, Superintendent Corey remarked the existing portion of the building will likely have potential redesign; however, the majority of the rooms will be untouched.

**Water System Expendable Trust**

Emergency service and repairs to the water system at the Rocky Pond location in January and March 2019 – Total Cost **\$5,051.34**. One of the controls went down. From a technology standpoint, the water system was unaware there was no water in the tank. By 10:00 a.m. there was no water at the school. That situation was able to be rectified quickly because of the company the District utilizes. There are emergency plans in those situations, e.g., the students at HPS were preparing to go to HUES for the afternoon (buddy system in place where teachers know who they will combine with, etc.).

Current Balance:	\$50,000
To be added in FY20:	0
FY20 Expenditures:	<u>5,052</u>
Resulting Balance:	<b>\$44,948</b>

Asked if the anticipation is that a request will be made for an additional allocation into the fund at the March Annual Meeting, Superintendent Corey responded he does not. The next step desired is a water study. A number of years ago there were leaks in the connection to the middle school. There is the desire for a study to be conducted. Chairman Mann questioned if there is the need for a policy providing governance around that, e.g., every 2-3 years a study should be performed. Superintendent Corey stated that to be something that could be worked on over the summer months. Superintendent Corey commented on the need to discuss whether the trust would be used in the future to address septic as well.

Superintendent Corey commented the kitchen at HPS is governed under the old code. That means there is not a separate grease catcher. Everything goes into the leach field. Were work to be done on the kitchen, that has to be upgraded, e.g., once a renovation takes place, the kitchen facility would have to be brought up to current code requirements. He suggested the Board may wish to look at this and define water, septic, etc. under the trust.

Vice Chairman Fareed noted the system has been healthy for 40 years, and testing that was done when there was a problem showed that it remains healthy. Superintendent Corey noted it to be a system that is only used 9 months of the year.

*Chairman Mann opened the floor for public testimony.*

No public testimony was offered.

**MOTION BY MEMBER FAREED TO CLOSE THE PUBLIC HEARING**  
**MOTION SECONDED BY MEMBER ROY**  
**MOTION CARRIED**  
**4-0-0**

*The Public Hearing was declared closed at 6:35 p.m.*

Date \_\_\_\_\_

Signed \_\_\_\_\_