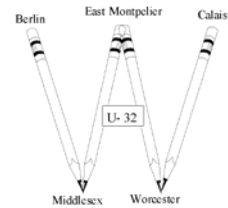


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

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Jennifer Miller-Arsenault
Interim Superintendent



WCUUSD Finance Committee Meeting Minutes Approved 11.16.21 8:30-9:30 a.m. Central Office, 1130 Gallison Hill Rd., Montpelier Via Video Conference

Committee Members Present: Flor Diaz Smith, Chris McVeigh, Kari Bradley, Susanne Gann, Jennifer Miller-Arsenault, Scott Thompson, Bill Ford, John Hemmelgarn (Black River Design), Steven Dellinger-Pate

- 1. Call to Order:** Flor Diaz Smith called the meeting to order at 8:30 a.m.
- 2. Approve Minutes of 10.19.21, 11.9.21:** Chris McVeigh motioned to approve the minutes. Scott Thompson seconded. The motion passed unanimously.
- 3. Informational Reports:**
 - 3.1. Monthly Reflection:** Susanne went over the priorities for the month to include open enrollment, a meeting with the new FSA/MSA provider, an administrative support meeting that included some training, and the NEMRC accounting server has been transferred to the cloud with a few bumps mostly around password entering. Matt Kittredge sent the announced tuition bills out. Allowable tuition for FY 20 was received. The AOE is a full year late which resulted in refunds to districts who send their students here. Staff received the first draft of the annual audit report. This information will be presented in December when we have a final draft. The employee contract updates are done which allowed personnel projections to be completed.
 - 3.2. Quarterly Fund Balance Update:** The fund balance update was complete which resulted in the additional savings of \$171,623.00 primarily due to the difference between budgeted and new hire benefit selections. This improves the fund balance to \$1,468,571 beyond the 2% target.
- 4. Discussion/Action:**
 - 4.1. FY 23 Capital Improvement Project Plan Review and Approval:**

Scott Thompson motioned to recommended on behalf of the finance committee that the board authorize the Superintendent to complete bidding for the projects listed on the WCUUSD Capital Improvement Project Plan, FY 22-23 budget column, for a total estimated cost of \$1,533, 863. Chris McVeigh seconded and the motion passed unanimously. John Hemmelgarn of Black River Design gave an overview of the projects. The projects included are U-32 roof repair, air handling unit updates, window replacement at U-32, bathroom partitions to be replaced at U-32, downstairs restrooms at U-32, Softball dugouts, scoreboard, Berlin elementary ADA access to rear exits, handicapped restroom at Rumney, Rumney counters and sinks, Doty door hardware to meet security standards, and Calais kindergarten ventilation. Bill Ford gave an overview in regards to the security card system he is working with Chris O'Brien on this project. John advised this amount included the gender neutral

bathrooms at U-32. Susanne confirmed that the 20k for the Calais project is included in this amount. Chris asked about contingency planning for these projects due to increased costs. John advised he is basing his proposal based on what he has seen in the last few months plus a 10% contingency. **The motion passed unanimously.**

- 4.2. Energy Project Consultant and Net Metering Contracts Review and Approval: Scott Thompson motioned to recommend that the board authorize the Superintendent to sign a limited contract with Jeff Forward, Forward thinking Consultants LLC, at a rate of \$100 /hour not to exceed \$2000.00 for identifying the right net metering partners for WCUUSD . Kari seconded and the motion passed.** Flor advised there are talks with Robby at Kingsbury to extend the contract for 18 months. **Kari motioned to recommend that the board authorize the Superintendent to sign a one-month extension to the current net metering agreement with Kingsbury Hydro Electric. Chris seconded and the motion passed.**
- 4.3. Auto Floor Scrubber for U-32 – Lease Award: Scott Thompson motioned on behalf of the finance committee to recommend that the board authorize the Superintendent to sign a 36 month lease agreement with HillYard and All Lines leasing Company for \$971.22/month for 2 Trident ride-on auto scrubbers and 1 Trident walk behind auto scrubber, with the option to purchase the equipment for \$1.00 at the end of the lease. Chris seconded and the motion passed.**
- 4.4. Transportation Bid Award: Scott Thompson motioned to recommend on behalf of the finance committee to award the bid to First Student based on the options with direction for selecting diesel or electric buses. Kari made a motion to amend that we recommend diesel because we cannot afford electric. Scott suggested maybe piloting an electric bus to see how it works before making a final decision. Susanne advised that First Students’ proposal was a pilot proposal with only three electric buses, which would not be available until the third year. The motion passed unanimously.**
- 4.5. Copier Bid Award: Scott Thompson motioned on behalf of the finance committee to recommend that the board award the copier and printer bid to SymQuest with Konica Minolta copiers and printers and the board approve and authorize the Superintendent to sign the proposed tax-exempt lease with M.S.T. Government Leasing, LLC for the purpose of leasing, refinancing, and funding photocopy equipment leases including consultant fees and related costs of issuances of such leases in an amount not to exceed \$183,517.21 and an annual interest rate of 3.290% through August 1, 2025. Kari seconded and the motion passed.**
- 4.6. FY 23 General Fund Budget Draft #1:** Susanne advised a level service budget has been provided and she gave an overview of some of the highlights of the budget. She advised the transportation bid is not included in this. She went over next steps in the budget process. Scott asked about changes in the election process and if we should plug them into our budget timeline. Flor advised that we would talk with the District Clerk again to follow up on this. Kari asked if we are thinking about our insurance policies, specifically around cybersecurity. Jen advised we go out to bid every year and that it is on our radar.
- 4.7. Budget Training for School Board Members:** Susanne advised this is an outline of the training she will be providing. It is modeled after training done by Lori in the past.

5. Next Meeting Date and Future Agenda Items

- 5.1.** Next Meeting December 14, 2021
- 5.2.** FY 21 Audit Report Review/Approve
- 5.3.** FY 23 General Fund Budget Draft #2
- 5.4.** Review Town Meeting/Annual Report Format
- 5.5.** Clerk of the Works Contract and Architecture Design Contract Approval
- 5.6.** Extent of Board Involvement/Best Uses/Future Uses of Funds
- 5.7.** Articulating purpose of the Finance Committee

6. Adjourn: The meeting adjourned by consensus at 9:32 a.m.