

**Monadnock Regional School District  
Finance/Facilities Committee Meeting Minutes  
May 8, 2024  
SAU Conference Room, Swanzey, NH**

**Board Members Present:** Cheryl McDaniel-Thomas, Scott Peters, Eric Stanley, Betty Tatro and Jeff Cesaitis

**Administration Present:** J. Morin, Business Administrator and T. Breen, Director of Building and Grounds.

**1. Public Comments:** The committee welcomed Jack Gettens, a Budget Committee Member to the meeting.

**2. Approval of the Feb. 6th and April 10th Fin/Fac Meeting Minutes: MOTION:** B. Tatro **MOVED** to approve the Feb. 6, 2024 Fin/Fac Meeting Minutes as presented. **SECOND:** S.Peters **VOTE:** B. Tatro-yes, S.Peters-yes, C. McDaniel-Thomas-yes, J. Cesaitis-abstain and E. Stanley-abstain. **Motion passes. MOTION:** S.Peters **MOVED** to approve the April 10, 2024 Fin/Fac Meeting Minutes as presented. **SECOND:** E.Stanley **VOTE:** B. Tatro-yes, S.Peters-yes, C. McDaniel-Thomas-yes, E.Stanley-yes and J. Cesaitis-abstain. **Motion passes.**

**3. Old Business:**

**a. Review Progress on building project:** T.Breen reported that the Wilcox project will be completed tomorrow. The dehumidifiers will complete the job. There is an alarm panel problem at the high school. There is no safety issue. This will be completed ASAP. The cost is about \$10,000.00. The pressure tank at Troy School needs to be replaced and the cost is \$2000.00. J. Morin explained that the bidding is coming in for the Elementary School Renovation Project and we are looking to be within budget so far. The groundbreaking for the Elementary School Renovation Project was discussed.

**b. Receive financial report of business administrator:** J. Morin explained there is .46% of the budget remaining. She said that she and J. Rathbun review the budget every week looking at the encumbrances and working with all of the cost centers. There was a \$50,000.00 purchase order that closed today. There are wellness days that need to be paid. There are CARES funds and the Special Ed. Expendable Trust to be used in the worst-case scenario meaning the district is in the red at the end of the year. She said it is close but she is committed to making it through. There are still out of district vendors who are not up to date on the billing.

**c. Review budget Process:** S.Peters prepared a spreadsheet to help the Board keep track of specific dates that need to be met during the budget process. He explained that there are items that are required by law and how the Board can improve the process. He presented a column of items that need to be completed for the budget process. He presented a column of who will be responsible for the task. There was a column that would be able to be filled in with the date to complete the task. The tasks for example

included the time in which the budget books would be ready for the Board and the Budget Committee to review, the date for petitioned articles, the date of the Public Hearing, deadline to post petitioned warrant articles, the date of the Deliberative Session and more. It was explained that J. Rathbun would like the Board to provide input on any proposed dollar items for the proposed wishlist. J. Morin would suggest September as a deadline. It is also suggested to have a wishlist supported by a motion instead of individual Board Members suggesting. S.Peters would like to present this schedule at the Joint Board Meeting. It was mentioned that the Board Chair usually would submit an annual State of the District Report in the Annual Report.

**d. Updates for CIP plan:** It was commented that the administration feels that with all of the work being asked by K. Barker this is not the year to ask for a Middle/High School analysis from Barker Architect. **MOTION:** S.Peters **MOVED** not to expand the details of the CIP until 2025. **SECOND:** J. Cesaitis. **DISCUSSION:** It was commented that there is work in the CIP not well explained but we do not have the resources to do this kind of research. **VOTE:** Unanimous for those present. **Motion passes.** J. Morin explained that T.Breen and his team have been doing some of the work. S.Peters commented that we want to knock the elementary renovation project out of the park. The committee will set an inflation rate and go through the CIP for the Joint Meeting.

**4. New Business:**

**a. Determine plan to seek information for unaffiliated comp study:** J. Rathbun has some information on the comp study. That will be helpful to the committee.

**b. Discuss how to approach policy review of books D and F**

**5. Setting next meeting's agenda: June 12, 2024**

**6. Public Comments:** S.Peters commented at the committee meetings is where the real work gets done.

**7. Adjourn: MOTION:** B. Tatro **MOVED** to adjourn the meeting at 7:58 PM. **SECOND:** J.Cesaitis **VOTE:** Unanimous for those present. **Motion passes.**

**Respectfully submitted,**

**Laura L. Aivaliotis**  
**Recording Secretary**