

Budget and Finance Committee Meeting

09/15/2021

Called to Order: 6:01pm

Members Present: Tracy Bigney, Linda Graban (left meeting at 6:30pm), Cherie Faulkner

Also Present: Holly Whitmore (Board Member), Susan Smith, and Kelly Theriault

Change in Agenda: Superintendent Smith recommended to move Other, Next Meeting Dates, Bids, and Financials to the start of the meeting, before Linda Graban has to leave. All agreed.

Other

- Elect Chair/Vice-Chair: Cherie Faulkner accepted the nomination to be Chair and Linda Graban accepted the nomination to be Vice-Chair. All approved. Superintendent Smith asked Cherie Faulkner if she wanted to do minutes, or continue with the recording and Shelley Wyman helping with minutes. Cherie confirmed to continue with recording and Shelley.

Next Meetings

- Wednesday, September 22, 2021 at 6:00pm (for Eddington IAQ Bid Update)
- Wednesday, October 13, 2021 at 6:00pm
- Wednesday, November 10, 2021 at 6:00pm
- Wednesday, December 8, 2021 at 6:00pm
- Committee will try to meet the 2nd Wednesday of each month at 6:00pm.

Bids:

- **Eddington SRRF IAQ**
 - Bids came in today from Carpenter Associates. Only one bid was received (ABM, Inc.). The bid came in twice the amount budgeted. Superintendent Smith called Randy Bragg, at Carpenter Associates to question why the bid was so much higher than expected. Through various lines we could put toward the Eddington Project:
 - \$630,000 in bond budget
 - \$ 32,500 bid contingency (built into bond budget)
 - \$ 63,000 construction contingency
 - \$127,000 ESSER 3 Application
 - \$852,500 Total

Superintendent Smith discussed this amount with Randy Bragg. He is going to meet with the bidder and ask about the Schedule of Values and their input on how to trim the project. Randy thinks the money needs to go toward classroom spaces as that is where kids spend most of their time. Superintendent Smith will schedule a virtual meeting with Randy Bragg for next week on September 22, 2021 to finalize the Eddington IAQ bid detail and confirm recommendation to the Board for September 27, 2021.

Negotiations:

- Superintendent Smith advised she reached out to Steve Carr, former Board Member/Negotiation Committee Member and he is interested in negotiating again. She did not reach out to Jenn Newcomb. Superintendent Smith and Holly Whitmore spoke with legal counsel. They could sit in on negotiations, however it may not be received well or set a good tone to start off negotiations. Sitting in on negotiations would be costly and can be more polarizing. Legal counsel could provide support behind the scenes. The committee would like Superintendent Smith to start with sending the current Teacher Agreement to legal counsel for review and suggestions.

FY21 Financials:

- **August FY22**

Transportation, Facilities, and System Admin. were a little off from average expenses at this time of year (83% remaining). Workers comp and encumbered items were the reason for the difference. No red flags.
- Kelly Theriault advised there is no hot lunch financial at this time as school just started and nothing to compile yet. Tracy Bigney asked why food orders do not have purchase orders. Kelly Theriault advised it is tracked differently, but any maintenance needs have purchase orders. Commodities and after-school snack program was explained.

Audit FY21:

- Bill Hall, RHR Smith was on site today. He only needed one day on site as a pre-audit had been conducted with Kelly Theriault. A single item audit will need to be done due to COVID federal funds received. He asked for award letters and trial balance of all federal funds to narrow down which account he will do a single audit on. Overall, the audit is going very well and we are in good shape.

- Tracy Bigney asked how many years we have worked with RHR Smith. Kelly Theriault advised we have worked with them for several years and are in year two of a three-year contract.
- Susan Smith advised when we go to bid, we will need to budget more funds as the cost for auditors has increased significantly.

Facilities:

- **Projects**
 - Holden IAQ project is going slower than anticipated.
 - Holden Generator is taking longer to arrive than anticipated. Hopeful to receive and install in November.
 - Eddington Roof is going to bid again. It has started leaking again. This bid previously came in significantly higher than anticipated.
 - Eddington Intercom is going to bid for replacement.
 - Clifton Selectboard meeting went well. They were very supportive of the purchase of the bus garage and using the additional state revenue this year to off-set taxes next year.
 - Holden Town Council meeting went well. They were also supportive of the purchase of the bus garage.

Meeting Adjourned: 7:05pm

APPROVED: October 25, 2021