

LINCOLN-WOODSTOCK COOPERATIVE SCHOOL BOARD
SAU #68
DATE: May 13, 2026
5% RETAINED FUND BALANCE PUBLIC HEARING MINUTES

SCHOOL BOARD PRESENT:

Jay Duguay, Chairperson
Mandi Avery
Kevin Bell
Joe Bossie
Tamra Ham
Tricia Lindow
Jasmine Weeden

ADMINISTRATION/STAFF/STUDENT PRESENT:

Dr. Mary Steady, Superintendent of Schools
Debbie O'Connor, Financial Manager
Sharon Holt, SAU #68 Administrative Assistant
Heather Krill, Teacher Representative

PUBLIC PRESENT:

None

The Public Hearing was held in the Elementary School Multipurpose Room.

School Board Chairperson, Jay Duguay called the 5% Retained Fund Balance Public Hearing to order at 6:31 PM.

Jay Duguay commented that the Public Hearing was being held to gather public comment on the use of monies from the 5% Retained Fund Balance for SAU office relocation expenses and a multi-sport field safety net system.

Debbie O'Connor noted information on the expenses relating to the SAU office relocation and the multi-sport field safety net system was provided to the Board members. Regarding the SAU office relocation expenses, originally it was estimated that the move would cost approximately \$45,000 but it appears it will most likely be closer to \$73,000. The biggest unknown cost at this time is the cost to actually do the construction/cutting through the concrete for the new door and windows. Use of funds from the retained fund balance need to be expended by June 30th. These funds cannot be encumbered. Unused funds remain in the unassigned fund balance to factored into the new unassigned fund balance, up to 5% of the unassigned fund balance can be retained yearly. The original intent for use of retained funds was for unexpected or emergency cost such as the health care assessment this past December. In the past, the NH Department of Education actually had to approve the use of retained funds however, that law requirement changed. Both the SAU move and multi-sport net system are unexpected and/or unbudgeted expenses.

- The Board members discussed the possibility of voting to approve the full up to amount of \$72,931.24 relating to the SAU relocation versus reducing the amount by \$10,000 which is the amount of the available SAU office rent in the 2026-2027 fiscal year budget that will not be utilized because of the office move. As funds utilized from the retained fund balance need to be expended by June 30th, it was decided to approve the full up to amount knowing that if an expense cannot be paid by June 30th, the \$10,000 will be available in the budget for the new fiscal year to help cover those costs. The Facilities Trust fund could be utilized for any such expenses as well. Additionally, any funds from the up to amount of \$72,931.24 not expended by June 30th will be included in the new calculation of the unassigned fund balance.

There were no members of the public present at the Public Hearing to provide comment.

Tamra Ham made a motion seconded by Kevin Bell to approve and expend up to seventy-two thousand, nine hundred thirty-one dollars and twenty-four cents (\$72,931.24) from the 5% Retained Fund Balance for SAU office relocation expenses. Discussion: None. Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.

Debbie O'Connor noted the quote provided with the expense information regarding the field safety net system includes three nets and sleeves as well as additional sleeves to be able to relocate the nets based on seasonal sports. During the soccer season the nets will be located at the Connector Road end of the Town recreation field and along the woods perimeter of the High School field. The location of the nets can be changed based on the soccer field orientation. During baseball/softball season the nets along the woods will be relocated to the space in between the Town recreation field and the High School field.

- The Board discussed the location of the nets and needed length from the goals for placement. The quote includes the cost of three 80' x 20' sections of net.
- The Board discussed the possible lengthening of the field however, lengthening of the field is cost prohibitive.

There were no members of the public present at the Public Hearing to provide comment.

Tamra Ham made a motion seconded by Tricia Lindow to approve and expend up to twenty-four thousand two hundred seventy-five dollars and seventy-seven cents (\$24,275.77) from the 5% Retained Fund Balance for the multi-sport field safety net system. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members were in favor and the motion carried unanimously.**

Tamra Ham made a motion seconded by Jasmine Weeden to close the Public Hearing. Discussion: None. **Jay Duguay called a vote to approve the motion. All Board members present were in favor and the Public Hearing closed at 6:50 PM.**

Respectfully submitted,
Sharon Holt, SAU #68 Administrative Assistant