

Minutes to September 15, 2021 Finance Committee Meeting

Attendees:

J. Baker (remote) / M. Bashaw / J. Fitzpatrick) / M. Angell / T. Ambrose

Minutes from 8/18/21. J. Baker Motioned for acceptance and M. Bashaw seconded. Roll call vote unanimously approved

Year- end final numbers

Final number was 2.282 (~2.3M). Prior estimate was ~ 1.8M. In Meeting of 8/18 the action was to review the reconciliation at this meeting.

M. Angell informed that he has not done the analysis yet and that he would have it for the next meeting.

Trust Fund Balances

Special Education Expendable Trust (Aug 31)	\$241,201.96
Capital Improvement and Maintenance (Aug 31)	\$223,062.18
Unanticipated Educational Expense (June 30)	\$150,211.45

The report has not yet been received by the SAU office for August

J. Baker reported that the July balance as reported at facilities meeting was 150,214.02 (only diff is the one moth of interest).

Facilities Use revolving Fund (July 31)	\$171,433.80
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There were some expenditures in July from this fund for the accounting software

Total funds is ~ \$785K

M. Angell to get all balances updated through September 30, for the October meeting.

Budget Adjustments - None

Open / Other Items:

1) *Roof damage at Seminary* – M. Angell corrected the record from 8/18 meeting. This is not completed. And Mr. Angell does not think it will be covered by insurance (we cannot demonstrate that it is a storm related issue as opposed to a maintenance and repair issue – Though the insurance company has not been contacted yet). It is a flashing issue lodged between dormer and another section of roof. M. Angell also stated that it is not presently leaking.

M. Angell will follow up with further details, including insurance coverage.

2) *Stair repair needed at Bakie* (metal stair lip exposed, cutting risk). M. Angell had the exposed piece of metal cut-off, so it no longer presents a safety issue. Longer term fix will still be needed and will be brought forward to the facilities committee.

Memorial Playground Equipment – inspection was completed, and new chains ordered and need to be installed to secure the equipment and once installed will again be in spec.

M. Angell will advise at the next meeting on status of completion.

3) *4 new leaks found in High School roof* – M. Angell provided an update and a correction to the record as not all were in fact repaired and completed.

2 leaks on Silo. The one where the scupper is has been repaired and is complete. The one where the Atrium roof intersects with the Silo continues to have a slow leak which we are informed has been the situation since the building was constructed.

Area over the library. Siding on second floor has failed and water is getting into the building from the siding, not the roof. The warranty that the siding has can not be honored as the company that installed it is no longer in business.

M. Angell to be bringing to facilities a plan for replacing all the siding in sections.

4) *Dust collection system at High School* – The Motor and controller had failed. We have been able to get both repaired and the unit is now operating normally.

5) *Software and Subscription Spreadsheet* – Adding the costs for each line item. M. Angell has been working on this and will create a list that will have the cost by line item for both last year and this year. Chair Fitzpatrick asked for the finalized information at the next meeting. **M. Angell** to provide

6) *Book Purchases* – M. Angell was only able to pull some on the data. Has not been able to pull all the data yet. **M. Angell** to provide for the next meeting.

Chair Fitzpatrick to forward to other Sub Committee members the files he has received from Dr Haynes

Covid Spending and grant comparison – Spreadsheet from June not updated. M. Angell noted that he still needed to review with Dr Haynes. **M. Angell** to update for next meeting

Paving Costs – District was under budget by \$500 to the quote. Also was able to get the 2nd parking lot in Bakie paved (which was not in the original quote)

M. Basha asked about what efficiencies are being gained with the software implementation. T. Ambrose noted the many software programs to reduce inefficiencies but difficult getting usage information. Also noted that the focus was distracted due to Covid. M. Basha asked further about any savings potential for the accounting software. T. Ambrose noted that he does not expect this but does expect that the reporting capabilities will be far greater than what exists today.

This discussion led into a discussion of the recent issue in Peterborough. And availability of data to the public and the risks involved as occurred previously. M. Angell did say the Chair Fitzpatrick was being set up for access to the system to review information online. **M. Angell** to provide update on access for the next meeting. (M. Angell needs to go through first and then write up directions on how to get invoices).

M. Angell will provide normal narrative with the next manifest again

Business Administrator comments:

Finished 2nd Payroll on new system. Efforts to do so have been significant. We have received significant help from the vendor.

First payroll run only had 4 minor issues, that were fixed immediately. The issues affected 4 people only. They were not 4 global issues, across the employee base.

Setups still in development to generate the needed reports. Revenue Data in the system is not yet complete.

We are receiving the money from Newton and Kingston as planned. Freemont has not been billed yet.

Total Expenditures through Aug 31 = \$3.967M.

Total encumbrances as of Aug 31 = \$20,661M.

Remaining balance = \$10.678M

M. Angell believes that some of the encumbrances are not yet included due to focus on getting payroll out. **M. Angell** will get this trued up to make sure that all the encumbrances have been accounted for

J. Baker asked about uncollected lunch balances during the review. **M. Angell** to advise what the uncollected balance was in 2020.