

Sanborn Regional School District

Finance Committee Minutes

Sanborn Regional High School, 17 Danville Road, Kingston, NH

Wed February 20, 2019 – 4:30 PM

Committee Members: Jim Baker (Chair), Electra Alessio, Tammy Mahoney, Michele Croteau

1. Jim Baker called the meeting to order @ 4:30. The following recorded as present:
 - a. Members: Jim Baker, Tammy Mahoney, Electra Alessio
 - b. Administrators: Michele Croteau
 - c. Others:
2. **Electra Alessio moved to approve the minutes, Tammy Mahoney second, all in favor.**
 - a. [Wednesday, January 16, 2019](#)
3. Response to Open Items - no open items from last meeting
4. Revolving Fund Balance - Michele Croteau reported that she is working to create a format to calculate and report the revolving fund balance on a monthly basis. At this time the balance is \$233,747.14. The balance at the beginning of the year was 238,715 (and change). There have been \$1,971 in revenues, \$6,940 in expenses. These figures are as of January 31, 2019. Discussed the confusion with the process in how the system reports the activity for the Facilities Revolving Fund.
 - a. Facilities Use Revolving Fund as of November 30, 2018 - \$177,905.33
 - b. Trust & Revolving Funds Balance Summary
5. January 2019 Budget Reports - Jim Baker questioned the difference between adopted budget and budget on the 'January 2019 Expenditure Report, Excluding Health/Dental'. Michele Croteau clarified that it's just looking at the expenditure side, and to see the actual amounts the totals from both the reports linked below would need to be added together. Michele also explained the difference between 'Adopted Budget' and 'Budget' (difference lies in how the funds are allocated, but the totals are the same). A 'spot check' of the figures was done to confirm that the numbers tie. Jim Baker noted a substantial reduction in the amount remaining for December and January that he didn't see reflected in the January 2019 reports. Michele explained how the expenses and encumbrances will affect the amount remaining and discussed what the total expenses and encumbrances

were for the reporting period. These reports only show the expenditure side and does not reflect any revenues.

- a. [January 2019 Expenditure Report, Health/Dental Summary](#)
 - b. [January 2019 Expenditure Report, Excluding Health/Dental](#)
6. Seminary Property Update - Michele Croteau reviewed the status of the discussion with Wilcox & Barton regarding the seminary property. At this time they still have not submitted a proposal, however they have asked whether a proposal for redevelopment would need to go out to bid. Attorney Gorrow advised that if the district looks to hire someone to redevelop the property to retain, it wouldn't necessarily need to go to bid, but if the district chose to sell the property for redevelopment it would need to go before a vote to sell the property. If an agreement was entered into with someone to redevelop the property in exchange for a long-term lease, that agreement would need to go before the voters. Tom Ambrose and Michele Croteau will be following up Wilcox & Barton. Discussion as to whether a warrant may be needed in order to enter into negotiations similar to the previous warrant to allow negotiations with the town of Kingston. Michele to look into the previous warrant article to verify if it allowed the district to enter into negotiations with other parties, beside just the town of Kingston.

Jim Baker moved to go into Non-Public at 5:02 PM for the purposes of discussing a confidential negotiation (RSA 91-A:3(k)), Electra Allesio second, roll call vote, all in favor.

Finance Committee public meeting resumed at 5:38 PM

7. Fremont Tuition Negotiations - discussed in non-public as noted above.
8. RFPs
 - a. Copier Options - Michele Croteau discussed the current copier agreement with Kyocera. The agreement ends June 30, 2019. The initial plan was to go out to bid, but Michele was also able to negotiate an option to extend the current agreement with Kyocera for 2 years. Michele presented the extension agreement with Kyocera to the committee to consider, as well as the option to engage SPC as a broker. Jim Baker asked if the district could go out to bid and if a better bid was submitted, could it be presented to Kyocera for them to try to beat. Michele explained that it would be an option to do that, but that Kyocera would be submitting a bid also and in doing that it could become an issue with other vendors responding to the RFP. The decision was made to go back to Kyocera to negotiate a better deal (a savings match to year 1 savings on year 2 - approx. \$15,000) on the extension of the current agreement.
 - i. Go out to bid
 - ii. Engage [SPC](#) as a broker

- iii. Extend existing contract with [Kyocera](#)
 1. Savings in year 1: \$15,018
 2. Savings in year 2: \$ 5,080
 - b. Photography - Briefly discussed the RFP for the photography services. The RFP has been posted and the district is awaiting bids. Photography services are free to the district. Tammy Mahoney questioned who the current photography vendor is. Michele did not have that information immediately available.
 - i. [RFP](#) - posted 2/14/19
9. Budget Adjustments
 - a. [January 2019 Month End](#) - Michele Croteau reviewed this adjustment for non-salary related items at the end of the month to cover over-expenditures in the cost of negotiations. **Tammy Mahoney moved to approve, Electra Alessio second, all in favor.**
 - b. [Transaction 5787](#) - Result of payroll entries to adjust for areas where expenditures were higher and covering them from areas that have amounts remaining. **Tammy Mahoney moved to approve, Electra Alessio second, all in favor.**
 - c. [Transaction 5703](#) - This is for grant expenditures. **Tammy Mahoney moved to approve, Electra Alessio second, all in favor.**
10. Other - Tammy Mahoney raised the issue of suspending the committee meetings during the period between the election and the organizational meeting, until the chairman appointed new committee members (same procedure followed last year). It was agreed that this would be a good policy to follow. Jim Baker pointed out that the three current committee members will still be on the board, so should be able to continue until new members are appointed. Michele Croteau will touch base as the date approaches for the next meeting.
11. Next Meeting: March 13, 2019 @ 4:30pm
12. Public Comments
13. **Jim Baker moved to adjourn @ 5:57 PM, Electra Alessio second, all in favor.**