Date: 22 March 2017

Budget Subcommittee Meeting Minutes

Members Present: T. Buono, P. Fitzsimmons, L. Richards, W. Hodges

Others Present: K. Prentakis, S. Givens

T. Buono called the meeting to order at 7:08pm.

The draft minutes for the meeting of February 5, 2017 were reviewed. *P.* *Fitzsimmons motioned to accept the minutes as presented. Second by W. Hodges.* Motion passed unanimously.

AP Testing, SAT, ACT and College application were briefly discussed. S. Givens noted that a practice needs to be established in the Guidance department regarding granting of waivers for fees related to the college application process and testing. She is still working with Guidance on developing a process and will come back to the committee with suggestions.

The committee discussed the timeframe that should be covered for quarterly financial reports. S. Givens commented that the reporting has always been for the benefit of the School Committee and is not bound by any regulatory requirement in terms of issuance within a particular time frame. The committee discussed what the benefit would be to have two interim financial reports rather than a quarterly report. Since there is much financial information that is provided to the committee during the budget season, it was felt that having two interim financial reports, rather than quarterly reports, would make more sense. It was agreed that one report would be issued in November (October 31st cut-off) and the other report in April (March 31st cut-off). This way, the November report would capture relevant financial data at the beginning of the year such as insurance, SPED rates, and student enrollment and the April report would provide a good picture of how the district would be ending the year financially. It was agreed that we would bring this proposal forward to the full committee at our next meeting.

The committee reviewed the final version on E&D/Stabilization Funds that P. Fitzsimmons drafted. The document outlines the purpose and practice to be implemented in accessing/using the funds. The committee agreed on the content and that the document should be sent to the full committee for review and discussion.

S. Givens provided a follow-up on the power surge damage that occurred after the last snowstorm. The surge damaged the fire panel that is part of the warrant article for the 3 towns. S. Givens received an emergency waiver from the State to replace the panels. They are covered by insurance and are estimated to cost around $51,500. We could reduce the warrant by the amount. However, it is believed that an overloaded circuit breaker in the library is causing the power surges. This issue had been identified in the Habeeb Facility Assessment report. The breaker is projected to cost $40,500 to fix. The committee discussed whether the warrant article should be reduced by $51,500 or $11,000 (51,500-40,500 for the circuit breaker fix). The committee felt that it was best to fix the circuit breaker now since we are investing in an upgrade of the system that could be compromised if we don’t fix the breaker. The committee recommended reducing the warrant article by $11,000 and explaining to the Boards of Selectmen and Finance Committees for the towns the reason and rationale for the reduction.

T. Buono distributed an Excel spreadsheet that was an example of how she was envisioning the long-term capital strategic plan process. The spreadsheet contained only the Priority 1 items from the Habeeb Facilities Assessment Report and provided columns to indicate funding sources. A brief discussion ensued on how to properly identify large projects requiring overrides/debt exclusions, bonding, and discussion with the Massachusetts School Building Authority for financial assistance. It was agreed that committee members would go back and review the Habeeb report and identify critical large projects that would need to be completed in the next few years in time for our next meeting on April 5th. We will review the items on April 5th and then schedule a meeting with the engineer from Habeeb to see if these items make sense. S. Givens noted that she is having a meeting with the School Dude representative next Friday. School Dude is our facility management system. They have a capital plan component to their system. S. Givens will see if it is a worthwhile component to purchase for use in the capital strategic planning process.

*P. Fitzsimmons motioned to adjourn the meeting at 8:25pm. Second by L.Richards.* Motion passed unanimously.