

Finance Committee Meeting Minutes

May 14, 2019

MRSD/SAU 93 Conference Room

Swanzey, NH

Members Present: Neil Moriarty, Karen Wheeler, Betty Tatro, Colleen Toomey and Winston Wright.

Also Present: L. Witte, Superintendent, J. Swanson, Business Administrator, A. Salzmann, principal and L. Aivaliotis, Recording Secretary

1. Public Comments: There were no Public Comments.

2. Approval of the March 7, 2019 and April 9, 2019 Meeting

Minutes: MOTION: N. Moriarty **MOVED** to approve the March 7, 2019 Meeting Minutes as presented. **SECOND:** W. Wright. **VOTE:** Unanimous for those present. **Motion passes. MOTION:** N. Moriarty **MOVED** to approve the April 9, 2019 Meeting Minutes as presented. **SECOND:** B. Tatro. **VOTE:** unanimous for those present. **Motion passes.**

3. Business Administrator and Report:

a. Monthly Expense Report: J. Swanson passed out the Monthly Expense Report. She explained the District has spent down to under 3 million dollars. The amount spent this year is considerably down from last year. The reason for the savings is some positions were not filled, some areas identified were not spent and adjustments were made for next year. Emerson has the smallest balance remaining due to the Board approving a classroom para which was not in the budget. They are in good standings. B. Tatro

commented the idea is to use the funds budgeted. J. Swanson explained they had purchase order deadlines 2 weeks ago. She explained the District is looking at technology and furniture for the new configuration for the classrooms next year.

b. Budget Transfers: MOTION: N. Moriarty **MOVED** to approve the transfer in the amount of \$13,155.00 from Maintenance Supplies to Maintenance Replacement Equipment for a new floor scrubber as presented by J. Swanson. **SECOND:** W. Wright. **VOTE:** Unanimous for those present. **Motion passes.**

4. Main Agenda Topics:

a. Encumbrance Consideration:

i. Math Curriculum: J. Rathbun explained we are trying to get back on the curriculum cycle. We have not had a reading program for 15 years. The team recently reviewed different programs and the group decided to take on a balanced approach. You do not need textbooks. The program being introduced is Ready/Gen. We do not want to go back to textbooks. The cost of the program is \$195,293.61. K-6 will receive the materials upfront as well as online access for 6 years. The consumables will be sent each year. The cost of the program is for 6 years. If the funds cannot be encumbered, we will have to fund it over 3 years. There will be a large amount of chapter books including high interest materials. The committee did get 3 bids. This is cheapest but what the committee wanted. J. Swanson said they would like to take the funds from surplus. There will be about a 2-million-dollar surplus. **MOTION:** W. Wright **MOVED** to support and encumber the request for Ready/Gen to come out of the surplus and to forward it to the full Board for

approval. **SECOND:** B. Tatro. **VOTE:** N. Moriarty-no, W. Wright-yes, B. Tatro-yes and K. Wheeler-yes. **Motion passes.**

ii. **Tractor for Building and Grounds:** D. LaPointe presented 2 bids for a new tractor. He received 2 quotes, Gary's Power Equipment in the amount of \$34,000.00 and another quote in the amount of \$47,000.00. **MOTION:** N. Moriarty **MOVED** to waive the 3 bid consideration, to approve the quote in the amount of \$34,000.00 from Gary's Power and Equipment, to encumber the funds from the surplus and to forward it to the full Board for approval. **SECOND:** W. Wright. **VOTE:** Unanimous for those present. **Motion passes. C. Toomey arrives.**

iii. **Painting of the halls & lockers at the MHS:** D. LaPointe explained the MS/HS has had improvements done but the lockers, hall ways and door trim have not been done. This project may not be finished by the end of the summer but it will be finished by the end of the school year. **MOTION:** W. Wright. **MOVED** to approve and encumber up to \$76,600.00 for painting the hallways, lockers and door frames, to receive 3 bids, to have the funds come out of the surplus and to forward to the full Board for approval. **SECOND:** B. Tatro. **VOTE:** Unanimous for those present. **Motion passes.**

iv. **Truck for Buildings & Grounds:** D. LaPointe explained they currently have a Dodge flatbed which is not allowed on the road. They use the Dodge for sanding. He said there is a need for a new truck. He said Fairfields has a 250 GMC with an 8' plow for \$44,931.00. He will be getting 2 more bids. **MOTION:** N. Moriarty **MOVED** to approve and encumber a \$45,000.00 ceiling for a new truck with an 8' plow from the surplus, to receive 2 more bids and to forward it to the full Board for approval. **SECOND:** B. Tatro.

VOTE: Unanimous for those present. **Motion passes.** J. Swanson would suggest anything the Board wishes to encumber should come before the Finance Committee with a quote. **MOTION:** K. Wheeler **MOVED** any request of encumbrance of funds along with a receipt to come before the Finance Committee prior to the June 11, 2019 Meeting. **SECOND:** N. Moriarty. **VOTE:** B. Tatro-abstain, K. Wheeler-yes, N. Moriarty-yes, C. Toomey-yes and W. Wright-yes. **Motion passes.**

b. **Capital Reserve Funds and description:** J. Swanson passed out a list of funds being held by the Trustees of the Trust Fund. She provided information on the year the article passed the number of the article, the name of the Trust, the amount and the reason for the Trust. The Trustees made a few suggestions regarding the Trusts. L. Witte suggested not to close the Before and After Trust.

5. The next Finance Meeting is scheduled for June 11, 2019 and the committee will be discussing Capital Reserve Accounts for next year warrant.

6. Public Comments: There were no Public Comments.

7. Adjourn: MOTION: N. Moriarty **MOVED** to adjourn the meeting at 6:29 PM. **SECOND:** B. Tatro **VOTE:** Unanimous for those present. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
Recording Secretary