

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire**

CONTOOCCOOK VALLEY SCHOOL BOARD

**Tuesday, June 19, 2007
SAU Office**

**Budget & Property
7:00 p.m.**

MINUTES

Attendees: Craig Hicks, Dan Harper, Tom Welden, Butch Estey, Arthur Knight, Bill McKinnon, Bart Goodeve, Beverly Bacon, Gail Cromwell, Ray Cote, Marian Alese, Linda Potter, Sue Copley, Sue Dell

Craig Hicks called the meeting to order at 7:00 p.m.

1. Approval of Minutes

- April 30, 2007

Butch Estey moved to accept the minutes of the April 30, 2007 meeting. Tom Welden second. Bart Goodeve, Ray Cote, Arthur Knight and Dan Harper abstained. All else in favor.

2. PES Flooring

Marian Alese said that Glenn Taylor and Sue Copley are present tonight. Marian referenced information in tonight's packet related to both carpeting and tile. Marian outlined the current costs including manpower to care for 4,000 sq. ft. of carpeting. In addition, she outlined the projected care for tile should tile be installed.

Ray asked for a definition of burnish. Glenn Taylor said that an auto scrubber is used and a glaze restorer. Burnishing heats up the glaze to adhere it to the floor and snaps back the shine. Craig questioned that this process would take place three times a week. Glenn confirmed that in some areas this process does take place three or more times a week. Gail Cromwell asked if we have considered ceramic tile. She said that they have come down in price and may require less maintenance. In addition, they now make non-slip tile. Glenn said that it is prone to damage should something drop on the tile and it is costly. He did not recommend them for industrial use.

Tom Welden asked about the time differential between battery sweeping vs. burnishing. Glenn said that an auto scrubber is a 20 inch machine. He explained the time differential with different machines.

Ray said that he takes great pride in our schools. He asked where the balance was. He said that he is more concerned with the brightness crossing the floor vs. the brightness of the floor. He said that he understands wear and tear and that they get quite a lot of use. Bart Goodeve said that we are missing the useful life of the surface.

Craig said that if you take any carpet and put 15 years of wear and tear into it there is a growth of junk that goes into it. He said that he can't imagine putting a carpet down and

leaving it there for 15 years. He wants to know what the new surface will be other than carpet.

Bart said that he finds the presentation a little misleading. He said that he finds it difficult to comprehend that flooring will require three times the maintenance of carpeting. Butch Estey said that the information assumes 52 weeks of usage a year. He said that the building was not used 52 weeks. Marian said that she pointed out that the information reflected 52 weeks. Sue Copley said that there are two areas that got flooded, the hallway and the library.

Gail Cromwell asked for a straw vote. Hard surface was the vote of most. Craig referenced page eight of tonight's packet. He said that the damaged area reflects 4,000 sq ft. The carpeting in the entranceway will need to be replaced at some point. The rubber is cost effective and is not shiny. It might be easier to keep up for the maintenance crew. He asked if this could be entertained for the entire area.

Ray said that he is concerned about slippage. He would like information about salt and sand mixing with rubber. Arthur said that if we are supporting hard surfaces we need to consider the maintenance. He suggested that it be cleaned less than recommended.

Tom said that we have professionals that know about these products. His concern was that if we give direction about materials, he does not want the Board to make a decision regarding how many times a surface needs to be cleaned.

Butch asked what type of tile has raised circles in it. Glenn said that it is rubber. It serves a purpose. It is not the easiest to care for. Dirt builds up around the circles and time in maintenance is required to keep it up. Glenn said that it will cost more long-term to go with a hard surface floor. He said that it requires time to go over the floors multiple times. For example, dry mop and then scrub. It only requires one sweep to vacuum.

Craig added that he wouldn't mind getting educated by having a flooring specialist come in to discuss options.

Butch asked if we had time. Craig said that we did and he would like to discuss it and get the flooring in place by July.

Craig asked if the cast iron safety valve at PES was investigated. He asked why we had no one to call on other than from Albany. Glenn Taylor said that they are an Aramark preferred vendor. We got an excellent price and they have a huge crew that could support the time frame that we required.

Arthur said that the gym floors are supposed to be waxed and peeled more than they are done and he said that they are not in the bad shape. The industry standard is to clean it more than it is and he said that it is fine.

Gail asked if carpeting was being replaced elsewhere this summer. Marian said that carpeting is on the horizon but discussion has been frozen until we resolve this issue.

3. CVHS Architect Scope

Craig said that a difference of opinion existed. We were unsure of the scope that we were looking at. Craig asked if we were looking at bigger picture items other than the ADA requirements. Craig asked Richard Bergeron what his sense would be.

Bart said that the ADA requirement is pressing. We cannot delay it with a five year building plan. It does not seem difficult to get an architect to conceptualize.

Marian said that we already have that. We could begin with that and go from there.

Sue Dell said that the Pennoyer drawings have been looked at but it was not finalized.

Gail said that since this is driven by NEAS&C we should ask them if we can do a simple project. We could take the weight room and room next to the gym and make it into a handicap area for girls. It would be simple if they would accept it. Gail said that they

were allowed to do an area that was handicap accessible in Massachusetts. Another way to address the problem is to have each locker room have a ground level and a second floor to it.

Bart asked how big a gun was being held to our heads with NEAS&C. He was unsure whether they would slice it for us. Craig said that the plan is due in October and then it needs to be funded.

Tom said that there are two issues. One is short term. The bigger part is looking at the scope and size of the project to receive matching money. He said that if there is a way to do it we should find an architect that specializes in ADA compliance.

Craig said that it sounds like we hire someone and deal with the ADA compliance solely. He said that it is very simple and it is fine with him.

Butch said that he would like to have the architect consider the future.

Craig said that Architectural firms are the next question. Whatever construction we do we want good building principles for sustainability. He said that he would prefer not to use Dennis Myers again. They are very expensive.

Marian said that we would put out an RFP.

Gail asked what the advertising process was and how far the net would be thrown.

Marian said that the Nashua, Concord and Union Leader papers would be used.

Marian referenced pages 12 and 13 of the agenda packet. She said that outstanding items still exist. Grant reimbursements have not been received. Marian said that we will probably receive them this month.

Butch asked when the oil would be put out to bid.

Marian said that we talked with SAC about beginning that process very soon.

Craig asked why the oil reflects "0 remaining".

Marian said that she spent it all. Marian said that we paid a higher price this year because we went with the towns. It was thirty or forty cents more per gallon.

Gail said that we spent all of the snowplowing and asked if it was because we paid it whether we used it or not. Marian said that we had a contract so that is true.

Marian said that she does not do a formal newspaper bid for contractors. She contacts individual vendors.

Gail asked if we could do that differently to attract different people. Plowing for the larger complexes is \$50,000 per year and she said that we should get competitive bids.

Craig said that Marian is probably doing that anyway but we could run an ad in the paper.

Gail asked what was left on page thirteen.

Marian said that there is \$1,853 left. This does not reflect grant reimbursements for the last quarter.

Craig said that he has a hard time with the insurance line. He asked what happened.

Marian said that workers comp and property liability have gone up.

Craig said that legal bills are coming back to haunt us. He asked about tuition.

Marian said that there may be some encumbrances that may be reduced. There may be expenditures as well such as PES.

Butch asked Linda how many court placements we currently have. Linda Potter replied that there would be roughly seven. They are expected to return next year.

Butch asked what we are encumbering.

Marian said that there are encumbrances in each account. There are buy backs, maintenance issues, the annual interim purchase orders for services rendered etc.

Gail asked how we did on the paper reduction. Marian said that we will know at the end of the year. She said that the SAU really made an effort to reduce paper as well as some of the schools.

Butch said that the phone is over by \$ 4,500. He asked what could be done to bring that down.

Bart said that the report looks as it should for this time of year. He said that you don't want to make money at the expense of the taxpayers.

Craig said that you return it to the taxpayers.

Marian reminded that there are additional revenues that we did not expect.

Craig said that he would rather see a couple of thousand dollars remaining rather than eighteen hundred dollars. Bart said that we did not want to see that in this document.

Ray said that he did not want the attitude that the trust fund was moving. We still have to make that decision.

4. FYI

- Breakdown of 110 Account (Per Gail's Request)
2006 – 2007 Expense TO DATE

Gail referenced page eleven. She said that the breakdown reflects line 110 in the budget.

Marian said that the SAU Office figure includes Superintendent, Assistant Superintendent, Business Administrator, Special Education Director, Finance, Administrative Assistant to the Superintendent and the Assistant Superintendent.

The Admin assistants are school based assistants plus the two admin assistants in Linda Potters office.

The Assistant Special Ed Director is included in the Administrators line item.

Gail said that this information is very useful.

Gail said that she is puzzled that when we do the budget we do a budget for regular salaries. The SAU is a separate line. Gail said that she could not verify that because she could not find the right copy of the budget.

Butch asked if we should look at the Articles of Agreement that state that every town has their own elementary school with the exception of Sharon. He would like further discussion down the road.

Tom said that we could discuss it here and at the SAC meetings.

Ray Cote said that is an interesting discussion to have. Discussion around requiring students attending the school in their towns should be discussed.

Marian said that she thought that grade five could go back to the elementary schools should the population shift.

Bart asked if it was so much to have the flexibility to shut the school down or to have the flexibility to use the schools correctly.

Butch said that we should toss it out there for discussion.

Marian said that this discussion has taken place. It needs to take place around transportation as well.

Bart said that his concern is that you inflame the question by raising the possibility of closing one school. The minute we raise this question this will be the argument rather than have the question of shifting students discussed.

Craig said that the idea of having parents drive to another school should be discussed.

Dan Harper said that the sense of community would be lost if a school was closed.

Arthur Knight said that populations could be looked at. Barriers could be broken down. He said that populations could be looked at and lines drawn around the populations.

Bart wanted to emphasize that the elementary school is the town connection. He agreed that we should be thinking around populations.

Gail asked Marian if she had information about how many students were bussed this year. How many students were on each route?

Tom said that there is a proposal from Monadnock Family Services (MFS) about the LADC. Tom asked if the Drug Policy Committee could get together with the high school to look at the desire. (See attachment #1)

Butch asked why this proposal was done. He wanted to know who requested the proposal. He had concerns with hiring someone this way. He thought that there would be someone in the buildings.

Marian said that Monadnock Family Services saw that the Board voted this position in and contacted us.

Linda Potter confirmed that this is how the proposal was prepared.

Bart said that this is not what we were talking about when the Board voted. We are looking for a counselor that was LADC certified. We were not just looking for services. We wanted this person to be on site.

Tom said that because the services could be provided, MFS provided a proposal.

Butch said that this is a perfect example of why we need an HR position. It boggled his mind that a job description is not in place and a proposal is complete.

Butch suggested that if a job description was the desire the committee along with Sue Dell could prepare one.

Ray Cote asked what is going on. We have a presentation. We are told that a proposal was prepared. It doesn't happen to meet our requirements. We have had fifteen minutes of discussion. Someone in the community presented information to us. It appears that it was originated from the outside in.

Tom said that we do need clarification. If the Drug Committee could meet with Sue and come up with information and provide it to Marian and the SAU.

Bart said that it appeared that a decision that was made was reinterpreted.

Gail said that this proposal arose because we advertised for the job without a job description. This is the result and she is not complaining.

Marian said that when people call she has never had anyone ask about a job description.

Respectfully submitted,

Brenda Marschok