

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY COMMITTEE

Monday, October 1, 2007
SAU OFFICE
7:00 PM

MINUTES

Attendees: Craig Hicks, Tom Welden, Bill McKinnon, Gail Cromwell, Mary Loftis, Ray Cote, Beverly Bacon, Dick Bergeron, Marian Alese, Linda Potter, Sue Dell, Sue Copley, Dick Dunning

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

1. Approval of Minutes

September 17, 2007

Gail Cromwell moved to accept the minutes of the September 17, 2007 meeting. Tom Welden second. Gail Cromwell amended the last paragraph on page 5 by adding that “Gail Cromwell was noted that it would cause siblings to attend different schools.” In addition, Gail amended the first sentence in the second paragraph to read “Gail Cromwell said that she *previously* thought...” Ray Cote amended page 3 under the Temple School HVAC Demo to read “Ray Cote raised concerns about security...” rather than “asked about security issues”. Mary Loftis and Beverly Bacon abstained. All else in favor as amended.

2. Sample Budget Prep Documents

Marian referenced page seven of tonight’s packet. First a budget prep calendar will be distributed. A Draft of the Budget Prep calendar is included on page 8. In November, budget worksheets are due back to the SAU. Individual schools will be met with. The account structure information and how things are categorized is included on page nine of tonight’s packet. Craig asked if we will know what we are spending on technology. Marian said that the conversation of “what is technology” has begun but not finished. She said that the information is available now.

Gail Cromwell complimented the administration for going to zero based budgeting. Dick said that it is easy when you are new. Gail asked Marian who prepares the maintenance budget when the sheets go out to the schools. Marian said that Jon Eldridge does.

Tom Welden said that he is worried about the time table. December 3rd is the date to receive the first draft. He felt that this was late. He added that budget goals and budget targets are needed.

Marian said that the date is as is because the hope and expectation is that the conversations will take place before the final budget is proposed to the Board. This is why we are looking at staffing, bus routes, and possible redistricting in the next thirty to sixty days. When the budget is presented to the Board it is the hope that it is something the Board can accept.

Craig said that staff review is scheduled to be complete by October 15th and can be brought to the Board as the information is gained. We will be getting the pieces as they are arrived at. He said that the staff is such a big component that once we have a handle on it it will be brought forward.

Marian said that when the Board gets the budget on December 3rd it will not be the start of it.

3. CVHS Architect Discussion

Re-bid or direct contact

Marian said that one firm that responded did so after the deadline date. Dick said that we can expedite the re-bid. Craig said that we need a number in the budget for December 3rd. Marian said that we can get the bid out in the paper by this Sunday. She can send specs out to those that have bid. Craig asked why we need to do that again. Dick said that by law, because the deadline was missed, the original process must be ignored. Dick said that we can expedite the process without going to look for new firms. Those that bid can be asked to re-bid. In addition, Marian will send out the specs. Dick said that we should be fine with time. Gail asked where we would advertise. Marian said that the local newspapers, Telegraph, Keene Sentinel and Union Leader. Craig asked what the harm is in inviting certain folks to bid. Dick said that it would be opening up the district to problems legally. Craig suggested that we entertain a design/build option. Marian said that we did not know what the scope of the problem was. Craig was concerned about the time available. He said that a plan might be six weeks away. Gail said that one problem with design/build is that they won't know what we have to do legally. Craig said that the State of NH has an accessibility person available to provide advice.

Dick said that we need a comparison of the two processes.

Jon Eldridge said that one concern of his is with the architect stamp. Craig felt that it would work together.

Tom said that he wants to be sure that the broader scope is looked at. He does not want to put a band aid on something.

Marian reminded that what we need to do right now for NEAS&C is to have a plan in place. We don't need to have the number for adding an auditorium or field house. She felt that we would be alright. The pieces are there with having a number to use in December.

Sue Dell reminded the committee that other ADA issues exist in the gym part of the building. She said that the report was due today. She said that she reported that we have put out an RFQ. Jon Eldridge asked for clarification that we were trying to get to the design price. Tom said that we need to know what it will cost to build because it will go into the budget.

Gail summarized that we will pursue architects and pursue the design/build as well. It was confirmed.

Meeting adjourned at 7:36 p.m.

Respectfully submitted,

Brenda Marschok