

Sanborn Regional School District

Finance Committee Minutes

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

Wed June 12, 2019 – 3:45 PM

Committee Members: Jim Baker, Electra Alessio, Jamie Fitzpatrick, Michele Croteau

Attendees:

Jim Baker, Committee Chair
Jamie Fitzpatrick, Committee Member
Electra Alessio, Committee Member
Matt Angell, Office Manager
Annie Collyer, Community Member

Call to Order:

Committee meeting began at 3:39 PM

Review of Minutes [Wednesday, May 8, 2019](#):

Electra Alessio moved to approve the minutes, Jamie Fitzpatrick second, all in favor.

Response to Open Items:

Jim Baker asked about Manifest #26, specifically the check from Drummond Woodsom, would like to know what the invoice is for. Electra Alessio requested a review of the expenditures for attorney's fees and what category each belongs to so that trends can be identified. General discussion regarding more transparent reporting of the manifest. Jamie Fitzpatrick questioned the charge for a John Deere tractor and a Start Sound Music System. Matt Angell is going to look into these charges.

Revolving Fund Balance:

Briefly reviewed the balances of the Revolving and Reserved funds.

[Trust & Revolving Funds Balance Summary](#)

May 2019 Budget Reports:

Reviewed the monthly budget reports. Matt Angell discussed the two methods of calculating the balance remaining at the end of the fiscal year (Budgetary and GAP). Matt and Jim Baker explained to the committee how they calculated the remaining balance. Matt is also going to try to spend some funds on the phase 1 items of the middle school transition. Matt Angell is estimating \$1.5 million left at the end of the year to go back to the taxpayers. Also reviewed collecting the impact fees from Kingston for next year. Matt explained that the district can retain up to 2.5% of net assessments

(\$718,000 is the upper limit of that 2.5%). Matt is going to ask to retain \$500,000 of the remaining fund balance. Matt briefly spoke about the estimated revenues.

[May 2019 Expenditure Report, Health/Dental Summary](#)

[May 2019 Expenditure Report, Excluding Health/Dental](#)

[May 2019 Revenues](#)

Budget Adjustments [Budget Adjustment# 2141:](#)

Jim Baker asked what the term MEM stood for on Budget Adjustment 2141. Matt Angell explained that the adjustment is for an out-of-state residential placement for special education.

Other [Middle School Transition:](#)

Matt Angell broke the middle school transition into three phases and has been meeting with vendors. Presently, he only has project scope and will be getting numbers in the next few days. The first phase will consist of the Middle School Entrance Vestibule, Middle School office fit out, removing a section of hallway lockers, fitting out the principal's office, new phone system, wiring for high school computer labs, and air conditioning for possibly a wing of the high school building. For phase 1 and 2 Matt will be gathering quotes. Phase 3 will be much larger and will go before the school board.

Jamie Fitzpatrick asked Matt to talk about deferred compensation. Matt briefly explained NH Retirement, 403b, and 457 plans. Matt clarified that the district does not pay any fees, that all the costs associated come out of the employee's contribution. Jamie questioned why we are doing this if it is not negotiated in the contract.

Jim Baker questioned the deductible of the Primex insurance policy. Matt explained how insurance works for a public entity and why the deductible is \$1,000.

Public Comments:

Annie Collyer asked if the air conditioning for room 137 is included in the tech thing. Matt is addressing the air conditioning needs with phase 1 of the Middle School Transition and is not looking into an individual unit specifically for room 137. Annie also wanted clarification that if the estimated budget for the Middle School Transition is \$750,000, that the \$250,000 that Matt Angell is trying to spend for some phase 1 items before the end of this fiscal year will reduce that final estimated \$750,000 figure. Matt confirmed that was the case. Annie commented that she has a problem with the reduction of revenues for facility rentals for this year, specifically with the introduction of a \$6,000 stipend for a facility manager for the auditorium.

Jim Baker motioned to adjourn @4:47 PM, all in favor.