

Winnisquam Regional School District, SAU 59
Finance Committee Meeting
Middle School Conference Room
September 15, 2014
5:30 pm

Minutes

Present: Wayne Crowley, Mike Gagne, Sean Goodwin, Nina Gardner, Tammy Davis, Janice Grenier, Cheryl Somma, Joseph Stone, Tim Knowles, Rene Lacau

1. Review of the Minutes of Monday, August 18 - approved as presented
2. Budget Line Item Adjustments - Ms. Somma explained to the committee the addition of a cover sheet for the BLAs that list the journal dates, numbers and total amounts. This inclusion is a recommendation from Plodzick & Sanderson the District's Auditors. It was noted that two entries were missing from the printout. Ms. Grenier stated that she will research and include them in next month's listing.
 - The Committee recommends approval of the BLAs listed totaling \$15,005.06
3. Out-of-District Placements - number 6 with anticipated spending of \$192,177 which is \$522,823 less than current budget.
4. Expenditure Manifest
 - The Finance Committee recommends approval of the previously reviewed and approved expenditures:

o 1026	8/21/14	\$ 185,080.22
o 1030	8/28/14	\$ 45.08
o 1035	9/04/14	\$ 315,080.47
5. Financial Reports - The Committee reviewed the FY 2013/14 final general fund balance report. The total fund balance was \$815,922 with \$308,975 committed for encumbrances, \$450,000 committed for amounts voted (Capital Reserve) and \$56,947 unassigned and returned to reduce current year appropriations to the towns.

Also discussed were summaries by function and cost center that included the total variance from voted budget and FY 2013 encumbrances. The detail reports will be included with the FY 2015/16 Budget documents.

The food service fund balance was restated from the August Finance Committee meeting to include the write-off of bad debt to the general fund. The final balance for the year is a positive \$3,842 leaving a fund balance of \$161,367.
6. Projects Update - Tim Knowles of DTZ gave an update of the Safety & Security, Middle School Hot Water and Middle School Insulation projects.

Safety & Security project is complete at the elementary schools and training for staff will begin the week of 9/22. The middle and high schools should be complete by 9/26 and training for staff will be the following week.

Middle School Hot Water project was put out to bid but there were no responders. The bid will be reposted with a wider distribution and follow up on inquires.

Middle School Insulation project was put out to bid but there were no responders. This bid will also be reposted as above. Mr. Knowles inspected the attic and found the fire damper actuators are stuck closed preventing exhaust air from the classrooms to enter the corridor. The air is exhausting through open doors, windows and through the ceiling. Mr. Knowles is gathering quotes for the mechanical work on the exhaust system then recommends testing and balancing the after the mechanical work is complete to show if the air is flowing per design. The insulation work will begin after this air balancing is complete.

The committee again asked if the building is working per design. They are concerned that the changes recommended will increase heating cost and want the system studied from a holistic approach. They asked DTZ to ensure that the work recommended does not negatively affect other systems within the building compromising their effectiveness.

7. Information Items:

- Utilities
- Budget savings vs unplanned expenditures
- Legal Summary

8. Adjournment