

**WINCHESTER SCHOOL BOARD
BUDGET MEETING -WINCHESTER LIBRARY
DECEMBER 6, 2016**

School Board Members Present: K. Bazan, L. Picard, T. Croteau

Absent: S. Thompson, H.Griffus

Administration Present: J. Lewis, E. Jackson, M. Duprey

K. Bazan called the budget meeting to order at 6:06 pm.

FACILITIES:

E. Jackson reviewed the Facilities lines.

Line 235 - Buildings and Grounds Wages:

E. Jackson advised this was previously the Director of Maintenance position. Explained she added a person to work 10 hours a week during the Summer, maybe a high school student, to work on preventative maintenance items; would need to plan ahead. Also added four hours a day for 10 days total in the Winter.

The Board discussed maybe moving the dumpster to an enclosed area.

K. Bazan thinks that is a Town ordinance.

Line 243 - Maintenance of Grounds:

K. Bazan feels it is worth looking at doing work on the playing field/soccer field. Thinks there is a lot that can be done.

E. Jackson advised they will be redoing the softball/baseball field in the Spring. They are ready to go. There is lots of crabgrass; lots of work to be done.

Line 244 – Repairs and Maintenance:

J. Lewis advised some plumbing is very old. Need to be proactive. Feels we will be in desperate need after next year.

T. Croteau advised there are rotted countertops and cabinets, etc.

K. Bazan – Have made an effort to have the tiles cleaned.

E. Jackson reviewed a list of items to be worked on. Advised she would like to do the remaining HVAC systems, paving of the emergency lane/bus parking, 5th grade glass hallway roof and field work – baseball and softball, to be done now.

M. Duprey spoke about paving. Feels the area is dangerous and for the Middle School students there is nowhere to go at recess. They want a basketball hoop, but it is tough to play basketball in gravel.

T. Croteau would be in favor of increasing the line by \$20,000 so they can get things done as suggested by E. Jackson.

K. Bazan asked if Octagon Cleaning could come and do HVAC cleaning from the Fifth grade through to the Middle School, maybe during Christmas break or February break.

E. Jackson - Yes, it was the first thing on her list.

After discussion the Board agreed to increase the line to \$65,000.

L. Picard would like to see the indoor bleachers done. Explained they couldn't utilize them at the concert. She wants the gym space to be what it can be.

K. Bazan – It is not handicap accessible.

J. Lewis advised they have a moral obligation to do that.

K. Bazan feels they should make some sort of purchase of bleachers that would be good for sporting events and performances.

J. Lewis feels it is time.

T. Croteau – We should work on the stage, too.

E. Jackson – Where would we store chairs, etc? We are running out of space in the building.

T. Croteau – What about the shed in the back? Need to build that up.

E. Jackson advised currently the School Building Improvement Fund has \$196,478.22 as of June 30th plus the proposed \$50,000.

T. Croteau advised he had asked about putting a thermostat in the Ford Building that would only go to a certain temperature.

E. Jackson advised they can do that; the issue is draftiness.

E. Jackson advised rental income from the Ford Building pays for the electrical cost.

T. Croteau feels part of the Capital Improvement project should be windows and insulation in that building.

K. Bazan – Should look at the roof.

E. Jackson would like to take down the trees. Thinks maybe they could take some down and maybe replace some.

K. Bazan knows they are damaging the building.

E. Jackson advised the area is slippery when wet. Feels they need to prioritize what they want to do.

Line 251 - Heating Oil:

E. Jackson advised for next year she added to the budget 36,800 gallons of oil at \$2.25 per gallon. The Board advised they would be fine with that.

Line 253 - Replacement Furniture:

T. Croteau advised he has no problem adding \$10,000 to update furniture. The same furniture has been here since he and L. Picard were in school.

T. Croteau thinks maybe they could do a trial with a small classroom with an assortment of different furniture types.

K. Bazan wants to be sure to keep an inventory so we know what's being replaced/repared.

E. Jackson – Need to go through each room. As things break, need to fix/replace them.

T. Croteau feels they should have a rotation; every grade or two gets new furniture.

E. Jackson feels there needs to be a better plan for repairs and maintenance.

M. Duprey advised the House of Corrections does painting and charges just for the cost of paint.

J. Lewis advised it would need to be done when there were no kids in the building.

The Board agreed to increase that line to \$25,000.

L. Picard would like a list of items that they are looking to do so the Board can support that \$25,000 number.

T. Croteau feels if they put it in there, need to be sure it is used.

E. Jackson advised the line was overspent last year. It includes easels, puppet theater furniture, etc.

E. Jackson will confirm the term of the Moderator position with Jim Tetreault at the Town.

J. Lewis did send a note to Henry Parkhurst.

The Deliberative Session will be held at 7:00 pm. on February 9th with a School Board meeting beginning at 6:30 pm.

The Board reviewed Warrant Articles:

Article Two:

E. Jackson advised she does not have the default budget number yet. She is still waiting for some numbers that need to be added.

Article Five – Special Education Expendable Trust Fund:

K. Bazan feels the amount should be \$25,000 this year. It should read exactly the same as last year.

E. Jackson advised it will come out of this year's money.

E. Jackson advised we currently have \$204,563.60 in that fund plus the proposed \$25,000. This is the lowest case load Taylor Radcliffe has had. At some point it will go back up.

Article Six – Building Improvements Capital Reserve Fund:

J. Lewis thinks they should fund this warrant article from the surplus, if there is one.

K. Bazan feels there is a pretty good chance we could get a grant for bleachers, especially because of the condition they are in and that they need to be handicap accessible.

L. Picard advised the entire list being recommended is \$207,000, including \$15,000 for the Ford Building. It does not include showers or a stage.

E. Jackson added the sound system.

K. Bazan would like to include crack sealing of the elementary parking lot and paving. It would be two different figures. They did a great job on the other parking lot.

T. Croteau feels they should ask Pinney Plumbing what the cost of a new boiler system would look like.

K. Bazan – Let's get a life span.

J. Lewis advised it would just be the cost of a new one and next time they come in he will ask them to look at it.

K. Bazan thinks they need to do a separate warrant article for the Elementary HVAC System. Feels they should establish a fund with some money in it so when they are ready to do it they would have it.

E. Jackson advised they could use the Capital Reserve; could do two separate warrant articles. One fund could have \$1 to \$100,000 in it and the other one would be specifically earmarked for a certain project.

K. Bazan thinks they should put more into the Capital Reserve than the \$50,000.

The Board discussed a Contingency Fund.

K. Bazan advised if the heating system goes tomorrow, the Building Fund would be gone and we couldn't do any other projects.

L. Picard wants to have the flexibility to use the Capital Reserve funds for what is needed.

The Board agreed to increase the warrant article with specific language for the HVAC system and the preservation of the Thayer building.

J. Lewis feels they need an architect for the third floor. He wants a place where people can go and learn and stay, even with the possibility of staying overnight. They could study during the day. It could also be an advanced learning opportunity.

K. Bazan feels they should include the opportunity of bringing in an architect with a warrant article for Preservation of the Thayer Building.

K. Bazan recommended a \$50,000 warrant article that includes an Architect.

Sue Rice – Are you picturing a Student Adjustment person if you do an overnight? Will that person handle that?

J. Lewis – Yes; it is a place to start.

T. Croteau - Spoke to Homeland Security. The E.L.M. Center is still an emergency shelter. Dick Lapointe, E. Jackson and J. Lewis need to discuss it. If the school is designated as an emergency shelter, we are entitled to certain grants.

E. Jackson advised she has discussed that with Dick LaPointe and they met with Homeland Security.

J. Lewis will call the people who maintain the oil burner and see how long we have left. What do we need to do?

T. Croteau advised he can call them.

K. Bazan feels they are not talking about the oil burner so much, because the oil cost is so low.

T. Croteau – Had talked about weatherization. There is not so much of a cost.

E. Jackson – Mostly in the Thayer Building. Thinks they could add it to the shower project.

Proposed Warrant Articles:

The Board proposed the following warrant articles: Capital Reserve, Thayer Preservation plus Architect, Special Ed Trust Fund and Unreserved Fund Balance.

L. Picard would like to have money to draw from when unforeseen issues come up or we need to do something that wasn't anticipated.

T. Croteau asked for a figure of what has been returned to taxpayers in the past five years.

E. Jackson thought the average was \$300,000. Explained they will now be returning \$789,000 so the average will be more than that.

Meeting Dates:

Still need to do Transportation and Private/Public Tuitions,

The 12/15 School Board meeting will start at 6:00 pm. with the majority of time being dedicated to the budget. There will be no guest speaker.

The last budget meeting will be on the 20th at 6:00 pm. and E. Jackson will prepare everything to be given to the Budget Committee before Christmas break.

E. Jackson will prepare the total budget number for the Board meeting.

K. Bazan will advise the Budget Committee that they can pick up the budget on the 22nd or 23rd.

K. Bazan will call a Budget Meeting for 1/3/17.

The Board and Budget Committee will both need to post the meetings. K. Bazan will ask for a 6:00 pm. meeting.

The Board reviewed the Manifest and asked questions.

L. Picard MOVED to approve the Accounts Payable Manifest of 12/6/16 in the amount of \$92,688.56; SECONDED by: T. Croteau, VOTED: 3-0, MOTION PASSED.

K. Bazan MOVED adjourned the meeting at 7:57 pm; SECONDED by: T. Croteau, MOTION PASSED.

Respectfully submitted,

Peggy Higgins
School Board Secretary