

## **Budget and Finance Committee Meeting 11/16/2021**

**Called to Order:** 6:01pm

**Members Present In Person:** Tracy Bigney, Linda Graban, and Cherie Faulkner

**Also Present In Person:** Susan Smith, Kelly Theriault, and Holly Whitmore

### **FY22 Financials:**

**Cost Center Summary:** Superintendent Smith said Transportation, line 570, purchase order of \$35,000 to make bus payment was already paid and the correction was made. Tracy Bigney asked what determines encumbering funds. Kelly Theriault advised purchase orders are used to encumber funds. Linda Graban asked about legal fee costs on page 2. Superintendent Smith advised most of the expense was from the Bus Garage. The cost center still has anticipated legal fees for contract negotiations.

**October FY22 Detail:** Discussion on updating the student information system and financial software costs.

**Hot Lunch:** Financially, hot lunch is doing well. Currently short staffed, Kelly Theriault has been helping in the Holbrook Kitchen with serving. Product availability has been a struggle.

**Collective Bargaining Agreements:** Administrator Amendment is ready for the Board. Drummond and Woodsum is offering Collective Bargaining Training on January 28, 2022, 8:30am-1:00pm via zoom. We can pay for one connection and share with multiple people.

The November Board meeting will have an Executive Session regarding contract negotiations; Board Team. The December Board meeting will have an Executive Session regarding contract negotiations; perimeters and priorities.

**FY23 Budget Planning:** Changes were made to the FY23 Budget Timeline. March 9, 2022, Budget and Finance regular monthly meeting will be at 5:00pm and the workshop meeting will start at approximately 5:30pm.

**Facilities/Transportation:** The generator has not arrived yet. Rebidding for Eddington Indoor Air Quality has been advertised. Pre-bid meeting is Friday, November 19<sup>th</sup>. Bids are due December 2, 2021. Holbrook Indoor Air Quality project has not gone to bid yet.

**Other:** Discussion on the facilities use request from the Rock Church. Linda Graban and Cherie Faulkner expressed several concerns about the Church using the Holden School. They did not feel the Church was a local organization. They were also concerned about COVID-19, COVID-19 protocols, and classroom use. Ms. Graban and Ms. Faulkner would like to see all school activities returned to "normal" before outside use of the facilities is allowed. They are okay with the Holbrook Rec using the facilities and buses.

### **Next Meetings**

- Wednesday, December 8, 2021 at 5:30pm

**Adjourned:** 8:34pm

APPROVED: December 20, 2021