

Budget and Finance Committee Meeting 10/13/2021

Called to Order: 5:59pm

Members Present In Person: Tracy Bigney and Cherie Faulkner

Members Present via Google Meet: Linda Graban,

Also Present In Person: Susan Smith and Holly Whitmore

Also Present via Google Meet: Randy Bragg and Kelly Theriault

Bids:

Eddington Indoor Air Quality Bid: Superintendent Smith emailed the SRRF Timeline to members prior to the meeting for review. Cherie Faulkner asked if the work must be completed by summer of 2023. Superintendent Smith advised the work needs to be completed by August of 2022. Kelly Theriault emailed the information from Randy Bragg and hard copies were provided to members in person. Mr. Bragg gave a summary of the information as follows. Randy Bragg asked ABM to break down the bid based on best price for the design. ABM did not change the numbers much. The revised library wing cost is \$127,000 and the revised multimedia wing cost is \$175,800. The Classroom wing cost is \$785,400 for cabinet unit heaters in each classroom but does not include work in the library wing and multimedia wing. Randy Bragg shared floor plans explaining the ERV-4 area (\$164,000). Discussion on CO2 controls, vents, unit placement in classrooms, and product availability. Budget amounts, contingency, and ESSER funds discussed.

Linda Graban asked about putting the project out to bid again. Randy Bragg advised it could be done, but will take approximately a month or longer and additional fees. This will prolong the project to be at bid discussion again (current status) at the end of the year. Linda Graban asked what the design fee would be. Mr. Bragg responded approximately \$10,000. Randy Bragg estimated cabinet units should cost approximately \$500,000 based on comparison discussion with TRANE. Cherie Faulkner and Linda Graban felt it might be worth it to go back to bid with new design. Randy Bragg recommends floor units and go back to bid as soon as possible with broken out cost bid. Holly Whitmore asked if go back to bid and putting this off will impact material costs and supply. Randy Bragg advised that is always a concern.

Susan asked if it was the consensus of the Committee to make a recommendation to go back out to bid through Carpenter Associates with new classroom design and break out costs by wing. All members of the Budget and Finance Committee agreed. Randy Bragg confirmed he felt they could be ready to send out bid packets in a month. Superintendent Smith asked if both Eddington and Holbrook Indoor Air Quality bids could be done at the same time for review at the December 15th Budget and Finance Committee Meeting for recommendation to the full Board at the Board Meeting on December 20, 2021.

Eddington Roof: Three bids were received. We have \$10,000 budgeted for this project. The roof is leaking significantly. Discussion took place on bid comparison. The Committee recommends to move forward with Complete Construction at \$21,500 if Complete Construction adds a five-year workmanship warrantee.

Eddington Intercom: Two bids were received. We have \$15,000 budgeted for this project. Walkie-Talkies may be an option. That is something Holbrook Staff are doing and it works very well. The Committee recommends to hold off on this project as bids are significantly higher than budgeted and the money is needed for the Eddington roof.

FY21 Financials:

Cost Center Summary: Facilities is approximately \$16,000 over budget right now. Staff salary cost centers are over right now due to absences, pay increases, and new hire increased salaries. Special Education cost center is being reviewed. Some unexpected high school transfers have come up recently.

September FY22 Detail: Tuition bills are coming in. No red flags right now.

Hot Lunch: Kelly Theriault advised hot lunch revenue comes from the State as all meals are free this year. \$41,000 is the amount submitted for reimbursement for the month of September. Breakfast numbers are higher than last year and continue to work on increasing those numbers. Lunch numbers are about the same as pre-pandemic.

Facilities/Transportation: Kelly, Jake, and Susan did a cost estimate on the Bus Garage. Anticipated rent savings was \$12,908.00. Additional costs are estimated to be \$18,000. These include moving the compressor and radio tower, legal fees and closing costs, Phase I Environmental Assessment, survey, and AHERA Plan. This cost is about \$5,000 over anticipated rent savings. We have a bus driver, a van driver, and a custodian out on medical leave. Unbudgeted costs will be needed to cover additional substitute wages.

Other: Staffing has been a problem this year. We have had many leave requests for many different reasons. We are finding creative ways to cover the leaves. Discussion on BionaxNOW Testing and quarantine rules.

Next Meetings

- Wednesday, November 10, 2021 at 6:00pm
- Wednesday, December 15, 2021 at 6:00pm
- Committee will try to meet the 2nd Wednesday of each month at 6:00pm.

Adjourned: 7:50pm

APPROVED: October 25, 2021