

Approved Minutes
Essex North Shore Agricultural and Technical School District
Finance Subcommittee
562 Maple Street
Hathorne, Massachusetts 01937
Media Center
Wednesday, June 6, 2018
5:30 p.m.

Members Present: Mr. Perkins, Chairperson, Mr. Marquis, Vice-Chair, Mr. Delaney, Dr. Picone, Mr. Prazar, Ms. Teixeira, Mr. Strout, Mr. O'Brien

Others Present: Dr. Lupini, Dr. Riccio, Mr. Lannon, Ms. Znamierowski, Ms. McMahan, Joe St. Pierre

1. Mr. Perkins called the meeting to order at 5: 37

2. *Approval of Meeting Minutes*

Mr. Marquis made the motion to approve the meeting minutes for the Finance Subcommittee of May 2, 2018. Mr. Delaney seconded the motion. The motion passed.

3. *Financial Statements*

Ms. Znamierowski discussed the budget, cash, and interest rates. All communities have paid their assessments except Peabody. We should end on a positive note overall.

The statements will be placed on file for audit in the Superintendent/Director's office

Mr. Marquis: asked about the 5,900 school choice deficit

Ms. Znamierowski: These are assessments from school choice students in other vocational schools.

Dr. Picone: questioned if the school lunch is subsidized.

Ms. Znamierowski: answered, "Yes, the manager and assistant manager are subsidized."

There was discussion about the budget of school lunches, benefits, salaries and subsidization.

Dr. Picone: asked if they were all eligible working over twenty hours.

Mr. O'Brien: asked Ms. Znamierowski about school choice.

Ms. Znamierowski: explained the chapter 74 education program.

There was discussion of past practice on school choice and taking programs that are offered at ENSATS.

Mr. Marquis made the motion to approve the financial statements for March 31, 2018.

Ms. Teixeira seconded the motion. All in Favor.

The statements will be placed on file in the Superintendent/Director's office.

4. *District Signage*

Ms. Znamierowski reviewed the packet with the group (**attached to minutes**)

"We have three quotes we need to decide on placement." She offered the group an opportunity to ask questions.

The group reviewed the different choices of signs included in the packet.

Ms. Teixeira: asked how the students of ENSATS would contribute to the signage.

Joe St. Pierre: replied, "They will dig the footings, place the sod."

Mr. O'Brien: discussed what he liked about sign number three and its placement.

Ms. Teixeira: questioned the scale of the graphic and the actual space on the property. "It seems like it would be more visible in the middle of the property."

Joe St. Pierre: answered, "I have been involved in this project for three months and we have not found the ideal spot yet."

Ms. Teixeira: suggested a site visit.

Mr. Marquis: questioned the differences in the quotes and if it was the roof accent?

Joe St. Pierre: replied, "Yes."

Mr. Perkins: asked, "Would the masonry program be involved with the footings?"

Joe St. Pierre: stated, "It depends on how soon you want to build it."

Ms. Teixeira: asked if it was feasible to wait until then?

Mr. Marquis: asked if they would do the footing and the block?

Joe St. Pierre: answered, "Yes."

Mr. O'Brien: brought up that he would like the sign to be higher to be above the wall.

Mr. Perkins: asked if there were questions or concerns.

Mr. Perkins: asked for a motion to approve a sign

Ms. Teixeira: made the motion to approve the sign for \$32,000 with the Hawk.

Mr. O'Brien: seconded the motion

The motion passed.

Mr. Perkins: stated, "Now we need to discuss the location."

Joe St. Pierre: spoke of what Harvey thought was best on the site visit, which is site C. "It looks cluttered heading north, but the other location is just as cluttered. The sun is an issue at certain times of day. It is a tough decision."

Dr. Perkins: asked Joe what his recommendation would be.

Dr. Perkins: made the motion to accept location C for the sign placement

Joe St. Pierre: agreed with Harvey on location C.

Mr. Lannon: brought up how Danvers decided on sign placement. The recommendation was to never have it at the middle of a building.

Mr. O'Brien: agreed that the C location is his preference.

Mr. Perkins: asked if they were ready to vote.

Ms. Teixeira: seconded the motion. All in favor.

There was discussion of when construction can start and lighting capabilities.

5. Diesel Fuel Bid 2019-1

Ms. Znamierowski discussed the bid and how the rate is determined.

Mr. Marquis made the motion to accept the Bid 2019-1 Diesel Fuel from Thursday, May 31, 2018, to Dennis K. Burke, Inc. of Taunton, Massachusetts.

Dr. Picone seconded the motion. All in Favor.

6. Bus Bid 2019-2

Ms. Znamierowski explained to the group of what was required in the bidding process. It was discussed that Anderson did not comply with the requirements, but O'Connor did. Anderson could not comply with about six of the necessary requirements. She discussed the elements that are required in the busses. It was recommended that ENSATS lease the busses from O'Connor bus sales \$257,235.

Mr. Marquis made the motion to award the Bid 2019-2 - 3-52 passenger buses from Thursday, May 31, 2018 to O'Connor Bus Sales.

Dr. Picone: questioned the likelihood that Anderson will challenge the bid.

Ms. Znamierowski: thought it was unlikely because they could not meet the requirements.

Ms. Teixeira: seconded the motion. All in Favor.

7. Establishing Scholarships

Mr. Perkins: asked how the scholarship funds are kept.

Ms. Znamierowski: explained the process of maintaining scholarships.

Mr. Marquis: asked about the \$2,000 break down of the scholarship.

There was discussion about scholarships

Mr. Marquis: made the motion to establish a scholarship sponsored by Julia Shia Sole Proprietor, DBA Madhouse Motors, Boston, Massachusetts of \$1,000 for a graduating senior from the Machine Tool Technology Program.

Mr. Marquis: made the motion to establish the Ellen R. Kline Memorial Scholarship sponsored by Mr. Kline of Wilmington, Massachusetts in the amount of \$2,000.

Dr. Picone seconded the motion. All in Favor.

8. Fiscal Year 2018 Grant

Ms. Teixeira made the motion to accept the following FY2018 Grant:

<u>Grant Description</u>	<u>Amount</u>
2018 Lowe's Toolbox for Education Project Name: Orchard Planting	\$5,000

Mr. Marquis: seconded the motion. All in Favor.

Ms. Teixeira: asked if thank you notes were sent out to the Grant funders.

9. Fiscal Year 2017 End of the Year Audit Report – Giusti, Hingston & Company

Ms. Znamierowski: reviewed the report and policies and procedures. There was one item that was missed on the report, depreciation.

Dr. Picone: thanked Marie for doing a good job.

Mr. Marquis: made the motion to accept the end of the Year Audit Report received from Giusti, Hingston & Company. The administration recommends accepting the report as submitted.

Mr. O'Brien: seconded the motion. All in Favor

10. RFP 2018-1 South Campus Building Assessment

The Administration will provide an update on proposals and outline potential next steps.

Ms. Teixeira: reviewed why this is important and why it is included on the agenda tonight. We have received six proposals and we have come up with three that best meet the criteria. Do we want to finalize a proposal and come up with a contract? The maximum we have to pay is \$70,000. How do we want to proceed?

Ms. Teixeira: asked what the assessment is for?

Ms. Znamierowski: explained that it was for the four buildings across the street and their feasibility.

Dr. Lupini: explained the recommendation and why it is needed.

Volunteers were asked for to be on the ad hoc negotiation team.

Ms. Znamierowski: explained the timing and the schedule.

Mr. O'Brien, Mr. Lannon and Mr. Marquis, Joe St. Pierre, Mr. Strout, and Dr. Riccio will be on the ad hoc negotiating committee.

Mr. O'Brien: noted that the assessment has already been approved because it was in the budget.

11. Vote to Incur Debt

The District Treasurer is hereby authorized under the provisions of General Laws, Chapter 71, §16 (g), as amended by Chapter 463 of the Acts of 2004, Chapter 9 of the Acts of 2006, Chapter 304 of the Acts of 2008, and Chapter 130 of the Acts of 2010, and with the approval of the Chair of the District Committee, to borrow money from time to time in anticipation of revenue for the fiscal year beginning July 1, 2018, and to issue a note or notes thereof, payable within one year, and to review any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, §17.

Ms. Znamierowski: explained that this is a vote just in case we need to borrow.

Dr. Picone: questioned how it is determined if money does need to be borrowed.

Mr. Marquis: made the motion to accept the vote to Incur Debt. Mr. Prazar seconded the motion. All in Favor.

12. Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30A - Sections 18-25)

13. Mr. Marquis made the motion to adjourn at 6:18. Ms. Teixeira seconded the motion. All in Favor.

The listing of matters is those reasonably anticipated by the Chair in accordance with M.G.L., Chapter 30A, Section 18-25, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

***All Documents related to this meeting are on file in the Superintendent/Director'*