

Essex North Shore Agricultural & Technical School District
Finance Subcommittee

Essex North Shore Agricultural & Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Maple Street Bistro

Wednesday, April 3, 2019

5:00 p.m.

Approved Minutes

Members Attending: Bruce Perkins/Chair, James O'Brien, Christopher Grant,
James Picone, Andrew Prazar, William Nichols, Mark Strout, Ex Officio

Absent: Wayne Marquis

Also Attending: Dr. Riccio, Marie Znamierowski, Kathleen Turner

1. Call to Order

Mr. Perkins called the meeting to order at 5:00 pm

Approval of Meeting Minutes

Mr. Prazar made the motion to approve the meeting minutes from the Finance Subcommittee meeting of March 6, 2019.

Dr. Picone seconded the motion. The motion passed.

Financial Statements

Ms. Znamierowski reviewed enrollments and assessments. Expenditures are on target. Revolving funds were also reviewed.

Dr. Picone asked about the deficit on the report.

Ms. Znamierowski explained how this budget balance is reflected in a different aspect.

Dr. Picone asked what is going on with culinary arts.

Ms. Znamierowski explained why the reports shows a negative although they are in a positive. The balance sheet shows a \$130,000 positive.

Dr. Riccio explained how the revolving fund is calculated to cover incidental fees.

Mr. Perkins explained that Shawsheen handles their revolving fund the same way.

The group reviewed how payments are made and if there are every any insufficient fund charges.

Ms. Znamierowski reviewed how the grant money is applied to the budget.

Mr. Strout made the motion to approve the Revenue and Expenditure Reports for January 31, 2019. The statements will be placed on file for audit.

Dr. Picone seconded the motion. The motion passed.

Request for Proposal 2020-1

The group reviewed the status of the building that will be used for this lease.

Dr. Riccio explained the work and upgrades that have been made as requested by the tenant of the building.

Mr. Perkins asked about air quality in the building.

Dr. Riccio said the basement is not being used.

The one year lease is in the best interest since there are no plans for that building for the next year.

Mr. Perkins asked how many staff families take advantage of the Day Care program on campus.

Dr. Riccio estimated there are seven families using this Day Care.

made the motion to award a one-year lease to Peas in a Pod, Inc. of Saugus, MA the sole bidder. The contract will generate rental income to the District of \$7,040 per month.

The total anticipated annual rent is \$84,480.

Mr. Strout made the motion. Dr. Picone seconded the motion. The motion passed.

Request for Proposal (RFP) Update

Dr. Riccio explained the situation of this building and the repairs needed to bring the building up to code presented information on the McNamara O'Shea Science Building and Larkin Cottage

Mr. Strout reminded that the report recommended the building be demolished in some of the options.

Mr. O'Brien asked about the decision to demolish the building for \$1,000,000.

Mr. Prazar asked if there is any imminent danger in leaving the building standing.

It was discussed that the building does not need to be torn down for physical safety purposes, but for the cost to renovate it.

Ms. Znamierowski reminded that this is the first phase of the demolition and no money has been spent.

Dr. Riccio explained that this is in preliminary stages and there is a range of expense to demolish the building and potentially other buildings.

The group discussed the overall plans of the buildings on campus and their sustainability. The phases of building and demolition should be done in stages in order to utilize the property. The groups that have come to ENSATS to review the property needs were reviewed. There is some pro-bono work being done at this time by some engineers. The students are also involved in some of this preliminary work and surveys.

Once the proposals have been selected they will be brought to the School Committee.

Dr. Riccio asked about the timeline for the project.

Mr. O'Brien reviewed the timelines and the ability to be flexible depending on the stages of the building.

The group discussed the options that are available and the timing for the School Committee vote in May.

Mr. Strout reminded that in February it was voted to demolish the McNamara O'Shea building.

The group discussed the School Committee meeting in February when the options were presented and the vote that took place in February.

Ms. Znamierowski discussed the need for a committee to review the proposals.

Dr. Riccio asked Mr. O'Brien if he would like to be on the Larkin Cottage committee based on his experience with the Agriculture piece of the Larkin Cottage.

Mr. Prazar asked about the funding for the Larkin Cottage project.

Dr. Riccio explained the donors, grants, and foundations that are participating in fundraising, donations, and grants. There are also local business people who are donating funds or resources for the project.

Dr. Riccio explained a security grant that submitted yesterday. It is a partnership grant.

This will be for keyless entry points for both buildings and security cameras.

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

7. Adjourn

Mr. Strout made the motion to adjourn at 5:35
Mr. O'Brien seconded the motion. The motion passed.

The meeting adjourned at 5:35
Respectfully submitted by the Recording Secretary.

The listing of matters is those reasonably anticipated by the Chair in accordance with M.G.L., Chapter 30A, Sections 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.