

Essex North Shore Agricultural and Technical School

Finance Subcommittee

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

Wednesday, December 5, 2018

5:30 p.m.

Approved Minutes

Members Present: Bruce Perkins, James O'Brien, Gary Hathaway, Andrew Prazar,  
Dr. James Picone, Mark Strout.

Others Present: Marie Znamierowski, Dr. Riccio, Joe St. Pierre

*1. Call to Order*

Mr. Perkins called the meeting to order at: 5:30

*2. Approval of Meeting Minutes*

Mark Strout made the motion to approve the meeting minutes from the Finance Subcommittee meeting of November 1, 2018.

Gary Hathaway seconded the motion.

The motion passed.

*3. Financial Statements*

Ms. Znamierowski reviewed the financial statements, assessments and billings with the group. She reviewed her ability to for see revenue and expenditures. She is hoping to have three months of statements at the next meeting.

Dr. Picone: asked if any of the member communities were slow to pay their assessments.

Ms. Znamierowski: said there might be one or two that lag. Generally they are paid on time.

Dr. Picone: asked if they receive acknowledgment from the town that they have received the assessment and have budgeted for it. How many non-member community students attend ENSATS?

The group discussed that the state formula that is used for assessments.

James O'Brien Made the motion to approve financial statements for July 31, 2018.

The statements will be placed on file for audit.

Dr. Picone seconded the motion.

The motion passed.

*4. Acceptance of Donation*

Dr. Riccio discussed this donation based on community service performed by the ENSATS students.

Gary Hathaway made the motion to accept a donation of \$1,000 from the Employee Directed Giving, Cummings Properties, to the Cosmetology Career & Technical Education Program.

James O'Brien seconded the motion.

The motion passed.

Dr. Picone: asked if a letter is sent with this donation.

Dr. Riccio: explained the process of the thank you letter from the students.

#### *5. Student Records Compilation Update*

Dr. Riccio passed out an action plan to the members. It is part of this packet. She reviewed the records, stakeholders and schools that are involved. She reviewed the timeline for this endeavor. Digitization of records was discussed.

The group discussed the timeline for keeping records and when they are able to be destroyed.

Mr. Perkins: brought up the ability for schools to stay in compliance with record keeping requirements.

#### *6. South Campus Building Assessment Update*

Dr. Riccio reviewed the draft report that came in today. It is 78 pages long. There is a sense of urgency for two of the buildings in determining their future.

Mr. Perkins: asked if there might be grant money available for Larkin Cottage?

Dr. Riccio: reviewed the options over the next five to ten years. The roof on the Alumni building was discussed and the ability to get funds to replace it. Cost effective ways of making many of the repairs using the students and staff as labor were discussed.

Cosmetic repairs that have been made were reviewed. Activities that are happening in this building were discussed. LED lighting and the possible availability of a grant in February was a topic.

Dr. Picone: suggested a phone call to Danvers regarding the lighting.

Structure improvements and codes were reviewed along with state inspections.

Sprinklers will be an additional cost. The stage will need to be updated.

Mr. Strout: asked that the feasibility group meet to discuss a possible recommendation to the full school committee.

The group will meet to discuss the recommendation that will be made based on South Campus updates.

Dr. Riccio: brought up the walkway that will need to be built to access the South Campus from the main campus.

Mr. Perkins: asked about the Larkin Cottage.

Dr. Riccio: discussed different Alumni Foundations that are interested in the Larkin Cottage project. Three different plans will be developed for potential updates made to the cottage. She reviewed some of the conceptual ideas that have been thought about.

A conceptual drawing will be available in January or February. Potentially selling alumni bricks as a means of raising funds has been discussed. There have been many artifacts from the Aggie discovered in the attic of the Larkin Cottage.

- Feasibility Study
- Larkin Cottage
- Child Care Center
- 

Mr. Strout: made the recommendation for the Feasibility Committee meet to review the study and make a presentation to the full School Committee.

The child care center lease is ending in August. Dr. Riccio reviewed the conversation she had with the Director of the Child Care center regarding a one year lease. The rent income was reviewed and the expense for utilities was presented.

Mr. O'Brien: recommended keeping the daycare in the building for the next year.

Mr. Perkins: brought up concerns about the condition of the building and if there is a different location available.

Dr. Picone: asked what the hours of the day care center are and how many children

attend.

The condition of the building and grounds of the daycare was reviewed and the need to invest some money in it in order to keep it habitable.

Mr. Perkins: asked if they were being asked to make a recommendation to the full Committee to extend the lease for one year to the day care.

Dr. Picone: asked that Dr. Riccio get legal advice about extending the day care lease from Attorney Norris.

Mr. Perkins: recommended that Joe St. Pierre develop a cost estimate for temporary repairs.

Mr. O'Brien: made the motion to move forward with a one year lease to the day care based on the lawyer's opinion and cost estimate from the Facilities Director.

Dr. Picone seconded the motion.

The motion passed.

#### *7. Angell Animal Medical Center Memorandum of Understanding*

The MOU is part of this packet and was reviewed by the group. Angell representatives will be at the next meeting with a presentation.

Mr. O'Brien: asked about Angell's ability to care for horses.

Mr. Hathaway: asked if the ratio had been decided.

Dr. Riccio: feels the 70/30 option is best for ENSATS.

Mr. Hathaway: asked why not have an 80/20 ratio based on the investments ENSATS is making in the program.

Dr. Riccio: said she would check to see if a more favorable ratio is available.

The group discussed the reasons to start with a more aggressive ratio at least for the first year. It is anticipated that ENSATS could lose money the first year due to startup costs.

Mr. Strout: made the statement that the Northshore vets in the area are supportive of this initiative, but wondered why they would want the competition.

There was discussion among the members of how this program will be an opportunity for the vet tech students.

It is thought that the Perkins grant may be an option for some of the equipment to be purchased. There may be other grants available for the equipment purchases. The Special Education assessments will help offset some of the expenses.

Mr. O'Brien: made the recommendation that this be brought before the full School Committee.

Mr. Perkins: explained the reasons why he supports this program.

Mr. O'Brien: made the motion that this be brought to the full school Committee to move forward with this program.

Mr. Prazar seconded the motion.

The motion passed.

#### *8. Fiscal Year 2020 Budget Update*

Dr. Riccio reviewed the budget with the members. This is part of the packet.

She discussed level funding certain departments because the technology budget will be higher next year. There will need to be software updates and hardware changes.

Dr. Riccio: discussed some of the new technology that has been purchased for next year.

Dr. Picone: asked about budget projections and purchasing prior to June first if there are funds leftover.

Ms. Znamierowski: discussed the timeline of reviewing the budget and making purchases before the end of the fiscal year.

Dr. Picone: asked if there are any contracts coming up for negotiations next year?

Yes, teachers and Administrator contracts.

Mr. Perkins asked if there were any other topics to be discussed.

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

*10. Adjourn*

Mr. Strout made the motion to adjourn at: 6:41 p.m.

Mr. O'Brien seconded the motion.

The motion passed.

The meeting adjourned at: 6:41 p.m.

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, 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.*