

Essex North Shore Agricultural and Technical School District
Finance Subcommittee

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

Wednesday, June 5, 2019
5:00 p.m.

Approved Minutes

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

Absent: William Nichols

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

1. *Call to Order*

2. *Approval of Meeting Minutes*

Mr. Strout made the motion to approve the meeting minutes for the Finance Subcommittee meeting of May 1, 2019.

Mr. Marquis seconded the motion. The motion passed.

3. *Security Services Bid 2020-2*

Bid 2020-2 Security Services are scheduled to be publicly opened on Monday, June 3, 2019.

Ms. Znamierowski provided details on the security services bid and reviewed the numbers that have been presented.

Dr. Picone asked about the bid and how many people are involved with this service.

Ms. Znamierowski advised as to how many people and how many shifts are involved.

Dr. Riccio provided information on the reports that will be available with this service.

Mr. Marquis asked who this service would report to at ENSATS.

Dr. Riccio explained the different staff members that will be involved and the feedback that will be given after the service begins.

Dr. Picone asked if there is a camera at the door to ensure the service is actually actively watching the cameras.

Dr. Riccio explained that there will be additional cameras added.

Dr. Picone made the recommendation to award Bid 2020-2 Security Services.

Mr. Marquis seconded the motion. The motion passed.

4. *Establishing Scholarships*

Ms. Znamierowski described the scholarship and how it came to be.

Dr. Riccio went into further detail about the family that has provided this Scholarship. It is four \$2,500 scholarships.

The group went on to discuss other scholarships that are being awarded to

ENSASTS students.

Mr. Strout made the motion to establish the Garth G. Tolman Tradesman Memorial Award and acceptance of the initial donation of \$10,000 for a graduating senior from the Electrical Career & Technical Education Program.

Dr. Picone seconded the motion. The motion passed.

5. *Appropriation of Funds*

Dr. Riccio and Ms. Znamierowski explained the need for this appropriation. Dr. Riccio described space that can be updated at Smith Hall and the Day Care that will be utilizing this space. Access to the building will be modified and the carpet will be addressed to remove moisture. This will be a \$10,000 estimate. There is also flooring going into Smith Hall. Electrical upgrades need to be made. Gallant Hall also needs thermostat improvements. Alumni Gym is not ADA compliant. Doors and Entryways will be updated for compliance and will be wheelchair accessible. The LED lighting will also be addressed in the Alumni Gym. Two containers need to be obtained for storage of artifacts while the Larkin Cottage is being renovated. The Guidance office suites will need a new reception desk area. Pilates, Yoga, and Meditation areas are planned as part of the wellness center.

Dr. Picone asked who would be participating in these improvements. Who the vendors are and if the projects went out to bid.

Ms. Znamierowski advised as to where these funds would come from. Accounts will be cleaned up and documented for this appropriation.

Mr. Perkins asked how many students will be employed by ENSATS this summer.

Dr. Riccio explained the different projects and the students that will be participating in them this summer.

Dr. Picone made the motion to recommend the appropriation of funds in the amount of \$175,000 for various 2019 summer projects.

Mr. Strout seconded the motion. The motion passed.

6. *Reserve Funds for MSPCA*

Ms. Znamierowski explained the need for these funds and who she spoke with in order to calculate the costs of the start-up costs for this project.

The group advised that this should be reviewed quarterly and reports will be provided for Ms. Znamierowski to review for future funding. It is important to have this money set aside prior to June 30, 2019.

Mr. O'Brien suggested raising the money to a more reasonable number to assure the funds are available.

Mr. Strout recommended \$350,000 be set aside rather than the original \$208,000 requested.

Mr. O'Brien made the motion to recommend reserving funds in the amount of \$350,000 in anticipation of the MSPCA Angell Clinic estimated operating deficit in the fiscal year 2020.

Dr. Picone seconded the motion. The motion passed.

Mr. Marquis asked if the project is on schedule.

Dr. Riccio visited the site this morning and reviewed the progress that has been made.

Mr. O'Brien asked who comes in to approve the site prior to opening and the licenses involved.

Dr. Riccio explained the process that takes place and whose responsibility it is. It may be opening ahead of the projected schedule.

7. *Acceptance of Donations*

Dr. Riccio described the horse and who is vetting the horse prior to accepting the donation. She also went on to describe the donation of granite, bricks, and car described below.

Mr. Strout made the motion to accept the donation of an eight-year-old mare named Reverance, "RiRi"

with a value of \$5,000.00 from Ms. Rachel Foster of Hudson, Massachusetts to the Equine Science Program.

Mr. Prazar seconded the motion. The motion passed.

Mr. Strout made the motion to accept the donation of granite from Swenson Granite Works,

Rowley, Massachusetts with an approximate value of \$1,500.00 to the Landscape Program.

Mr. Prazar seconded the motion. The motion passed.

Mr. Strout made the motion to accept the donation of Bowerston Shale Bricks from Wilmington Masonry & Hardscape Supply Co., Inc. of North Reading,

Massachusetts with an approximate value of \$4,860.00 to the Masonry Program.

Mr. Prazar seconded the motion. The motion passed

Mr. Strout made the motion to accept the donation of a 2012 Buick Verano from Ms. Kimberley Hubbard with an approximate value of \$6,031.00 to the Automotive Technology Program.

Mr. Prazar seconded the motion. The motion passed.

8. *School Lunch Program SY 2019 – 2020*

Dr. Riccio described a review that took place and the reasoning behind this reduction.

The group asked how many students eat breakfast in the morning and if there is the time when the buses arrive for the students to eat.

Dr. Riccio described the need for an afternoon healthy snack for students.

Ms. Znamierowski stated that the reviewer thought the breakfast price was a little higher than average.

The group asked what the breakfast consisted of.

Mr. Strout advised that is great to be able to reduce the price

Mr. Strout made the motion To reduce the cost of breakfast for students from \$2.75 to \$1.75 in the 2019 – 2020 school year.

Mr. Marquis seconded the motion. The motion passed.

9. *Transfer of Funds*

Ms. Znamierowski described the necessity for this transfer.

Dr. Picone asked about a vote on transferring money to the stabilization fund.

Mr. Strout made the motion to transfer \$75,000 from the FY2019 Operating Budget to the Stabilization Fund.

Dr. Picone seconded the motion. The motion passed.

Ms. McMahon asked if the board would entertain passing a motion that this type of transfer is put in place for the future without a standing vote per transfer.

The group said they would take it under advisement.

10. *Massachusetts School Building Authority*

Dr. Riccio explained the process behind this appropriation of funds and the ability to be invited into the accelerated program.

The group asked about the estimated amount for the schematic and how much the roof will cost. There needs to be a vote by June 7. There can be a vote to appropriate the funds and approve the amount later.

Mr. O'Brien made the motion to appropriate the funds necessary to complete the Schematic Design within sixty days (August 26, 2019) of being invited into the Accelerated Repair Program at the MSBA's Board of Directors meeting on June 26, 2019.

Dr. Picone seconded the motion. The motion passed.

Mr. Strout was concerned about the deadline and getting a School Committee vote prior to the deadline. An email vote will be created for members to vote electronically.

The group discussed the group of people being worked with during this process. This will be on the School Committee agenda on June 13, 2019.

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.

Ms. Znamierowski explained the process.

Mr. Marquis made the motion that 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, 2019, 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.

Dr. Picone seconded the motion. The motion passed.

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

Dr. Riccio described the grant received to continue working with Danvers and Peabody students not attending ENSATS.

She also described other donations and grants that have been received by ENSATS.

Mr. Grant asked where they stand with the Larkin Cottage fundraising.

Dr. Riccio described some of the donations that have been received and meetings that have taken place so far. A Gala is planned for October 2019.

Mr. Grant made recommendations on the use of donations for other fundraising projects.

Mr. Strout asked if there is an amount decided for the cost of Gala tickets.

Dr. Picone asked what time the prom is tonight. It is at Danversport Yacht club tonight.

Mr. O'Brien brought up the concern that the seniors were going to Boston this year.

Dr. Riccio explained the costs involved and the upfront deposit required. A message was sent to parents to see if they would approve paying the amount required for a prom in Boston.

The group discussed an after prom and the safety of it being hosted at the school.

The ability to drive to prom and have cars onsite was discussed.

Graduation after parties were also discussed.

The safety of students during this time of year was discussed.

13. Adjourn

Mr. Strout made the motion to adjourn at 6:55 p.m.
seconded the motion. The motion passed.

The meeting adjourned at 6:55 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, 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.