

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, October 2, 2019

5:00 p.m.

Approved Minutes

Members in Attendance: Mr. Perkins, Mr. Marquis, Mr. O'Brien, Mr. Grant, Dr. Picone, Mr. Strout

Others in Attendance: Dr. Riccio, Ms. Znamierowski, Ms. McMahan

1. Call to Order

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

2. Approval of Meeting Minutes

Mr. Strout made the motion for the approval of meeting minutes for the Finance Subcommittee meeting of September 4, 2019.

Mr. O'Brien seconded the motion. The motion passed.

3. Acceptance of Donations

Dr. Riccio explained the history of this horse being donated.

Mr. Marquis asked how the horses are valued.

Mr. O'Brien advised that they are valued on the breed.

The subcommittee discussed the horse, breeds and values

Mr. Marquis made the motion to accept the donation of an Argentinian Polo Horse Mare with a value of 15,000.00 from Dr. Bryan Parrott of Ipswich, Massachusetts to the Equine Science Department.

Mr. Strout seconded the motion. The motion passed.

Dr. Riccio explained that this is a new certification that students took in Boston. 33 students out of 33 students passed the performance portion, 32 students passed the written part of the certification.

ENSATS had a very high success rate for the first time to test. The test was taken in Boston. There was a \$40 fee charged to take the test. There was subsidization for students with financial needs.

Mr. Perkins made a motion to accept the donation of \$2,000.00 toward the Radiology Certification Course from Tufts University School of Dental Medicine, Boston, Massachusetts.

Mr. Strout seconded the motion. The motion passed.

4. Fiscal Year 2019 Invoice

Ms. Znamierowski explained the background on this invoice that was presented late from the Insurance agency.

Mr. Perkins asked about accruals being rolled over to cover late bills such as this.

Ms. Znamierowski explained that this is a one payment bill that never got billed.

Mr. Marquis asked where the funds would come from.

The administration recommends payment of the following FY19 invoices from the FY20 Budget:

Mr. Strout made the motion to pay to Leslie Ray Insurance Agency \$5,321.25

Mr. Marquis seconded the motion. The motion passed.

Ms. Znamierowski explained the history of this missed PO submission.

Mr. Perkins made the motion to pay Idexx Vet Tech Maintenance Software \$183.28.

Mr. Strout seconded the motion. The motion passed.

5.

The Child Care Center Lease was discussed. Dr. Riccio explained the background on this lease.

Mr. Strout had concerns about the physical conditions last year but feels at this point much of this has been repaired and maintained.

Dr. Riccio explained that there are still doors and windows that need renovation. There is an ADA compliant ramp being built at this location.

Mr. Perkins asked if they are a good tenant.

Dr. Riccio explained that the payments have been slow this fall.

Dr. Riccio explained that ENSATS has invested the same amount that will be earned in revenue from this tenant.

Mr. O'Brien asked about the status of this building in the renovation project. It is generally felt that the vendor could stay and pay rent as this facility is not currently in the renovation plans.

Dr. Riccio advised that there is currently a partnership with Coordinated Family & Community Engagement, a special education early education program that are occupying space at Gallant Hall.

They do not pay rent, however, were able to provide ENSATS with \$3,000 for minor renovations.

Rent and space being used at ENSATS were discussed by the group. The contract ends in August for the current Day Care Program.

There has been no increase in rent since this tenant began renting from ENSATS.

Dr. Picone asked Dr. Riccio what her recommendation would be for this tenant.

Dr. Riccio explained how she would plan to move forward with this tenant and changes that might be made to the contract and rental fees.

The group decided there is time to decide how to proceed with this tenant at ENSATS.

Dr. Picone made the motion that a report is made in December regarding the status of this tenant and the plans to move forward.

Mr. Marquis seconded the motion. The motion passed.

Dr. Riccio went on to discuss some of the internal factors that might be affecting this tenant.

6.

The bi-monthly Warrant was discussed. Dr. Riccio explained that some districts have more than one warrant a month. She explained the challenges involved with just one warrant a month and how some vendors may have to wait an extraordinarily long time for payment. Docu Sign was suggested for the School Committee to use for signature purposes. There will be a presentation on Docu Sign at next Thursday's School Committee meeting.

Mr. Perkins asked how the process would work logistically for the members to sign without being on ENSATS property.

The group went on to discuss the convenience of Docu Sign.

Ms. McMahan asked about using this software for payroll purposes.

Ms. Znamierowski advised that there might be two warrants a month; one on the third Thursday and one on the fourth Thursday of the month.

Ms. McMahan reminded the group that the blacksmith might have to wait forty-five days to be paid based on the current warrant system.

Mr. Marquis made the motion to authorize a bi-monthly warrant.

Mr. Perkins seconded the motion. The motion passed.

7.

The Larkin Cottage Homecoming Gala, Saturday, October 19, 2019, was discussed.

Dr. Riccio explained the current events around this Gala. She reported on the number of tables that have been sold at this point.

Dr. Picone asked what the deadline is for a reservation.

The menu has been determined.

Mr. O'Brien suggested Ipswich Brewery be called for this event as they are very good about donating.

There will not be a live auction. There will be silent auction items.

Mr. O'Brien offered suggestions on how to make the auction process go smoothly.

A raffle is suggested for a BMW fold-up bike that was donated. Other items that have been donated were reviewed.

The logistics and parking for the Gala were discussed.

Some ENSATS staff that have volunteered their time to help with the serving at the Gala.

Dr. Riccio explained that the groundbreaking for Larkin Cottage will take place next Friday, October 11, 2019, at 8:00 am.

Dr. Riccio advised that they have received approval to move forward with the MSBA roof project on the Alumni gym.

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

9.

Mr. Strout made a motion to adjourn.

Mr. Perkins seconded the motion. The motion passed.

The meeting adjourned at:

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