

Essex North Shore Agricultural and Technical School District
Essex North Shore Agricultural and Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Maple Street Bistro Conference Room

Wednesday, November 6, 2019
Finance Subcommittee Meeting
5:00 p.m.

Tentative Minutes

Members in Attendance: Mr. Perkins, Mr. O'Brien, Mr. Grant, Dr. Picone, Mr. Hathaway, Mr. Nichols.

Members Absent: Mr. Strout, Mr. Marquis

Others in Attendance: Ms. Znamierowski, Ms. Donnelly, Mr. Marino, Ms. McMahon

1. Meeting Opening

Mr. Perkins called the meeting to order at 4:49 pm.

2. Routine Items

Dr. Picone made the motion for the approval of the October 2, 2019, meeting minutes.

Mr. Hathaway seconded the motion. The motion passed.

3. Acceptance of Donations

Ms. Donnelly described the donations to be used for many projects at ENSATS.

Mr. Grant made a motion to recommend the acceptance of the donation of various construction materials with a value of \$40,000 from Home Depot of Danvers and Reading to Maintenance, Arbor, Landscape, Masonry, Carpentry and Construction Craft Labor Program.

Mr. Hathaway seconded the motion. The motion passed.

Dr. Picone made the motion to recommend the acceptance of Stone Veneer with an approximate value of \$1,310.40 from Ideal Concrete Block Co. of Waltham, MA for the Masonry Department.

Mr. Lannon seconded the motion. The motion passed.

4. Acceptance of Grants

Dr. Picone made the motion to accept the Career and Technical Education (CTE) Partnership Implementation Grant

Mr. Hathaway seconded the motion. The motion passed.

Ms. Donnelly described the uses of this Grant for the Adult Ed. program.

It was written in collaborations of North Shore Community College and MASS Hire.

The group discussed the participation in this program, how it is funded and how enrollment is handled.

The group asked for more information on this program.
Ms. Znamierowski will follow up with details.

Dr. Picone made the motion to accept the Advanced Manufacturing Training Grant.
Mr. Hathaway seconded the motion. The motion passed.

5. FY 2021 Budget

Ms. Znamierowski presented the budget timeline and advised that this timeline is now on the website. It is hoped that the budget will be completed in March.

Dr. Picone asked if Dr. Riccio has established a maximum budget.

Mr. O'Brien asked what the percentage of salary increases might be.

Ms. Znamierowski reviewed the guidelines of the budget approval.

Ms. Znamierowski presented the Capital Planning Request Form and reviewed past conversations regarding this form and how departments will submit this form. She gave the maximum amount that can be submitted on this form. There was no "maximum" amount for the form but a \$ threshold - \$5,000+ for equipment and \$25,000+ for capital projects. She advised that these funds could come from grants or the budget. Dr. Picone reminded that there is a line item in the budget for Capital Improvements.

The group discussed how such improvements will be decided on.

6. Finance

Ms. Znamierowski presented information on the School Bus Lease and the need for a five-year lease for one school bus. One bus will be traded in that may reduce the cost of the new bus.

Dr. Picone asked if ENSATS will own the bus at the end of the lease.

Ms. Znamierowski advised that yes, ENSATS will own the bus.

Dr. Picone made the motion to recommend approval of a 5-year school bus lease through TCF Equipment Finance with an annual payment of \$19,293.49.

Mr. Hathaway seconded the motion. The motion passed.

Ms. Znamierowski presented information on the FY 2019 Invoices and explained the history and why they were not paid in the 2019 budget.

Dr. Picone made a motion to recommend the payment of FY 2019 invoices from Johnson Plastics Plus for \$76.93 and The Garage for \$137.60 using FY2020 funding.

Mr. Hathaway seconded the motion. The motion passed.

Ms. Znamierowski presented information on the Larkin Cottage Homecoming Gala Finance Report. Mr. St. Pierre prepared the report that reflects approximately \$68,000 was received from Gala proceeds.

Dr. Picone complimented the event. He thought it was a well-run event and an enjoyable time. Mr. O'Brien asked if donations are valued and included in the proceeds. He asked if the proceeds met their expectations. Just over two hundred tickets were sold.

Ms. Znamierowski presented information on the Larkin Cottage Concrete and Foundation Work and the fact that ENSATS students cannot perform all of this work. She explained the need to use budget money for this project. She explained the two funds that would be used and the amounts. The rough estimate for this project is \$250,000.

The group reviewed the process of this project and the steps involved.

Ms. Znamierowski described that an alternate bid went out in case some of the work can be performed by ENSATS students.

Mr. Grant questioned how this project was budgeted in terms of donations and the budget.

Ms. Znamierowski is requesting this money in order to move forward with the project in hopes that future donations will cover this expense. The footprint of this project is 8,000 square feet and the building will be 5,000 sq ft.

Ms. Znamierowski advised that Dr. Riccio has several grants and other ideas to pay for this project.

The group advised that they would like to hear Dr. Riccio's ideas and plans for this project at the next meeting.

The issue at this time is that the money is needed now to make progress prior to the winter weather.

Ms. Znamierowski advised how the funds could be re-appropriated.

Mr. O'Brien made a motion to recommend an appropriation of funds for the Larkin Cottage Concrete and Foundation Work using the district's operational FY2020 budget; \$125,000 to come from the capital improvements budget and \$25,000 to come from the shop revolving fund.

Dr. Picone seconded the motion. The motion passed.

No action was taken on the Larkin Cottage Concrete and Foundation Work Bid Award.

Ms. Znamierowski presented information on the Financial Statements

Dr. Picone questioned if a variance report might be more useful in the future.

Ms. Znamierowski advised of how the timeline might be using a variance report.

Ms. McMahon questioned if a trial balance report would be useful.

Mr. Perkins suggested that this be put on the agenda for next month.

Ms. Znamierowski will provide a report next month and Ms. McMahon agreed to supply a sample of a trial balance at the next meeting. This type of report would be much shorter.

Dr. Picone gave suggestions on how this report could be prepared in reference to percentages used from the budget line items.

Dr. Picone made a motion to recommend to accept the July and August 2019 financial statements and place on file for audit.

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

Ms. Znamierowski presented information on the Alumni Gym Architectural Services. MSBA has approved the Alumni Gym project roof portion. There were no funds approved for the HVAC system and windows. It was determined that including these projects in the roof design project would be a logical decision to get these designs at the same time.

Dr. Picone made the motion to recommend approval to transfer \$12,000 from the Stabilization Fund for architectural services by Icon Architecture for additional design services for HVAC upgrade and window replacement for the Alumni Gymnasium MSBA project.

Mr. Hathaway seconded the motion. The motion passed.

7. Communications

Ms. Znamierowski presented the Notification from Giusti, Hingston, and Company regarding an audit. This audit should be completed by December. The student activity audit has been completed. There were no major concerns from 2018; which consisted of different staff and software. There is now a better system in place.

Ms. McMahon advised that there is no longer manual check writing. QuickBooks is now being used.

8. Discussion Items That Were Not Reasonably Anticipated by the Chairperson (M.G.L., Chapter 30A – Sections 18-25)

There was no information presented on a possible new agenda item.

9. Adjourn

Dr. Picone made the motion to adjourn at 5:35 pm.

Mr. Grant seconded the motion. The motion passed.

Mr. Nichols thanked the group for their patience during his past absences.

The meeting adjourned at 5:40 pm. *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