

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, April 1, 2020

Finance Subcommittee Meeting

5:00 p.m.

Approved Minutes

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

Members Attending via Zoom: Mr. Grant, Mr. Bucco

Members Absent: Mr. Marquis

Others in Attendance: Dr. Riccio, Ms. Znamierowski

1. Meeting Opening

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

2. Routine Items

A. To recommend approval of the February 5, 2020 meeting minutes.

Dr. Picone made a motion to recommend the approval of the February 5, 2020 meeting minutes.

Mr. Strout seconded the motion. The motion passed.

3. Accepted Donations

A. Donation to the Automotive Technology Program

Dr. Riccio described the use of the vehicle.

Mr. O'Brien Made a motion to accept the donation of a 2008 Dodge MGN from Mr. French to the Automotive Technology Program with an estimated value of \$2,400.00.

Mr. Strout Seconded the motion. The motion passed.

B. Donation to the Masonry Program

Dr. Riccio described the use of these materials in the fall at Smith Hall.

Dr. Picone asked for the name of the person who donated the bricks.

Mr. O'Brien made a motion to accept a donation of bricks in the amount of \$400.00 to the Masonry Program.

Mr. Strout Seconded the motion. The motion passed.

4. Finance

A. January 2020 and February 2020 Expenditure Reports

Ms. Znamierowski reviewed the two expenditure reports. She advised that since the school is closed at this time there will not be any rental income.

Mr. Strout asked about the Sports Center status.

Dr. Riccio advised that they cannot operate in business as usual.

The attorney has advised to let the rent be forgone until they can re-open and catch up on the rent.

Mr. Strout explained how this situation evolved and the advice of the attorney.

Mr. O'Brien spoke of waiving rent at the Topsfield Fairgrounds. He questioned if this is a waiver or a postponement?

Mr. Strout made a motion to postpone the rent and allow the Sports Center to pay past rent and current rent in full in the future.

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

Mr. Strout made a motion to recommend placing the January 2020 and February 2020 Expenditure Summary Reports and place them on file for audit.

Dr. Picone seconded the motion. The motion passed.

B. Fiscal Year 2021 School Choice

Mr. Strout made a motion to approve the administrative recommendation that the District not participate in School Choice for the 2020 - 2021 school year.

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

C. Dude Solutions

Ms. Znamierowski reviewed past conversations about Dude Solutions. She reviewed the funds available to pay for this software. There is money in a few different accounts. She is looking for approval to use money as she sees fit to pay for this software.

Mr. O'Brien advised that he feels this should be held off based on unforeseen expenses that may come up.

Mr. Grant thought there were going to be different software options.

Dr. Riccio advised that there are no other companies that can offer the services that Dude Solutions offers.

Ms. Znamierowski reviewed unencumbered budget balances to date. There is limited money being sent on instructional supplies at this time. There are still operational costs for the farm and buildings. There is approximately 1.5 million dollars available in unencumbered funds.

Mr. Strout asked about additional funds needed for the roof project.

Dr. Riccio advised that implementing Dude Solutions will be a lengthy process based on the depth of the inventory that will be taken at the start up. There are a lot of upfront entries that will need to be done. There will be smaller costs for heating and electricity. There may also be an early retirement.

Mr. Strout reminded that Danvers uses Dude Solutions and he person

Mr. Strout made the motion to approve the purchase of Dude Solutions.

Dr. Picone seconded the motion.

Dr. Riccio went on to review the value of this program and it is not considered a luxury, but it is a need to have item.

Ms. Znamierowski advised that it may be able to use the Facilities budget to fund.

The motion passed.

D. Angell Clinic Financial Reports

Ms. Znamierowski reviewed the financial statements and detailed documents on the clinic.

There is approximately \$153K that needs to be funded by ENSATS for the fourth quarter. This includes the veterinarian salary. There are also some PO's to be paid for with the Skills Grant.

This is the first bill and in the future they will be received on a quarterly basis. This has been budgeted for.

Mr. Strout feels there needs to be a bigger, better sign on the road before the entrance.

Dr. Riccio advised what the new sign will look like and where it will be placed. It will not be electronic. It will be double sided.

Mr. Perkins suggested that the information on the clinic be included with report cards.

The clinic opened late so next year ENSATS should be in better shape.

ENSATS is at a 30/70 split between clients who can pay full price and clients that pay on a prorated scale. There needs to

Dr. Picone made a motion to approve payment of the MSPCA Angell Invoice #1 in the amount of \$153,244.

Mr. Strout seconded the motion. The motion passed.

E. Capital Equipment Funding

1. PICO Scope and Snap-On scan tool.

Dr. Riccio described the subcommittee that participates in the Capital Equipment Funding.

A google form is submitted to the subcommittee monthly to determine the need for requested equipment. Some requests are wants and some are needs. The two items being discussed tonight are considered needs. There are funds available in the revolving account for these purchases. They will be used to increase technology and meet the needs of the industry.

Ms. Znamierowski reviewed the amount of money that will be left in the account after these purchases.

2. Gator and Hydraulic Dental Chairs.

Dr. Riccio explained the need for a Gator to carry heavy, necessary equipment.

Dental Assisting is one of the top choice programs at ENSATS. There are currently not enough chairs. These chairs will be on a hydraulic system so there will be an expense for the installation.

Dr. Riccio went on to review the drainage challenge for the ENSATS sports fields.

3. Toro Infield Grooming Machine and Dump Body

Dr. Riccio went on to review the drainage challenge on the ENSATS fields.

She described the need for a Dump Body. A stainless steel body will be purchased. This will come out of the stabilization fund.

Mr. Perkins asked how much money would be left in the fund after this purchase.

These purchases are necessary since ENSATS acts as its own DPW.

Mr. Strout made a motion to fund \$5,400 for a PICO Scope and \$13,200 for Snap-On scan tool for Automotive Technology from the shop revolving fund for a total of \$18,600, to approve the purchase of a Gator for Arboriculture for \$9,000 and Hydraulic Dental Chairs and accessories for Dental Assisting for \$27,260 for a total of \$36,360 from available funds in the instructional equipment and repair of instructional equipment accounts, and to approve the purchase of a Toro Infield Grooming Machine for \$25,000 and Dump Body for \$16,000 totaling \$41,000 both for Facilities from the stabilization account.

Dr. Picone seconded the motion. The motion passed.

F. StudLRig New England - 2020 Marsha Paul Education Grant Application

Dr. Riccio explained this grant and materials that can be purchased.

Mr. Strout made a motion to accept the StudLRIG New England - 2020 Marsha Paul Education Grant Application

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

G. GIC Administrative Fee

Ms. Znamierowski described the history of this bill and each year it is billed for the previous year.

Dr. Picone made a motion to approve the FY 2019 GIC administrative fee from the FY 2020 budget.

Mr. Strout seconded the motion. The motion passed.

H. February 2020 Revolving Fund and Grant Reports- this was previously reviewed.

I. MSBA Additional Funds for Long Term Safety Considerations

Dr. Riccio described the two items that need to be added for Safety and Structural integrity.

There is a fire suppression system that adds an additional cost at \$290,000.

Ms. Znamierowski described the timeline for the approval of these items.

Mr. O'Brien asked if there were enough funds to pay for this and if it would have to go to bid prior to approval. He asked if it would be a dry or wet system.

Dr. Riccio advised that the MSBA designer will make that decision. Because this was built into the design phase it is helpful because it costs less to get the recommendations for future work from the designer.

Mr. Strout reviewed how this will be voted on and there needs to be a motion for this to move forward to the MSBA for approval.

Dr. Picone made the motion to bring this request to the MSBA for approval prior to April 15, 2020.

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

J. MSBA Alumni Gymnasium Project Oversight

Ms. Znamierowski asked the group who should oversee this project.

Mr. Strout made a suggestion of the members that will participate in overseeing this project.

Mr. Perkins asked about expenses and or savings related to COVID-19.

Dr. Riccio explained that the supply budget was shut down in March for only necessities.

ENSATS is keeping track of any costs associated with the COVID-19 shutdown.

ENSATS is making masks with the 3-D printer that comes with a cost.

The food distribution also comes at a cost.

Any of the PPE and food costs are being kept track of. There may be some Federal relief if ENSATS applies for a FEMA account.

There are also costs associated with paying the bus drivers while the school is closed.

There may be some cost savings with Stipends that may not need to be paid.

She reviewed where the Budget review process is at the Town Meetings and how it may impact the beginning of the next school year.

The Open Meeting rules have been relaxed due to the COVID-19 social distancing.

Dr. Picone asked what the impact might be when taxes are not being collected because businesses are shut down.

Dr. Riccio explained how the loss of revenue may require additional cuts from the budget.

Mr. O'Brien advised that there may be money unspent based on the shutdown. He asked how much could be carried over into the next school year.

Ms. Znamierowski explained the percentage that can be rolled into the E&D account.

Dr. Picone suggested that this be requested from the commissioner to be raised based on this unprecedented situation.

Dr. Riccio described what might happen if the budget has to be reduced.

The group discussed the potential of schools reopening this year.

Mr. O'Brien described what the reopening of public places could be like.

Dr. Riccio explained that graduation and prom are held in June, so nothing is cancelled at this point and something will be done at some point depending on COVID-19 guidelines.

The group went on to discuss how horrible this situation is and the effect it has on students, especially seniors.

Dr. Riccio went on to review that there may be other cost savings due to the shutdown.

Mr. O'Brien described the number of students that usually apply for scholarships and how many there have been so far this year.

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

6. Adjourn

Mr. Perkins made a motion to adjourn at 5:56

Mr. Strout seconded the motion. The motion passed.

The meeting adjourned at 5:56

The group continued to discuss future meetings and how they can be held based on a quorum and who needs to be in physical attendance and who can attend virtually.

Dr. Riccio described how members will receive the invitation to join the meeting and how to join the meeting via Zoom. .

Mr. O'Brien advised that he downloaded Zoom to his computer for ease of use prior to the meeting. The group concluded at 5:59 pm.

Respectfully submitted by the Recording Secretary via ZOOM

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