

TOWN OF GROTON FINANCE COMMITTEE

*Wednesday, August 16, 2017: 7:00 p.m.
Prescott School Conference Room
145 Main St. Groton, MA*

Present for Finance Committee: G. Green (Chair), B. Robertson (Vice Chair), A. Prest, L. Leonard, S. Whitefield

Absent: D. Manugian, J. Sjoberg

Present for School Committee: M. Gilbert (Chair), J. Kubick, J. McKenzie, R. McLane, B. LeBlanc

Also Present: P. Dufresne (Groton Town Accountant), L. Chesson (GDRSD Superintendent), M. Knight (GDRSD Business Manager), J. Anderson (Resident)

Documents available at the meeting: GDRSD FY18-FY26 Capital Plan Summary

The School Committee called their meeting to order at 7:00 p.m.

The Finance Committee called their meeting to order at 7:00 p.m.

GDRSD Capital Budget – Ms. Gilbert explained that a preliminary analysis of District E&D levels shows a healthy balance for the end of the fiscal year. She cautioned that several more years of careful management of E&D are necessary before she would feel comfortable charging capital expenses to this fund. She did note that the contingency budgeted in recent years to help build this balance could be earmarked for funding a Capital Stabilization Account rather than continuing to build E&D, provided the District chooses to authorize such a fund. She asked for feedback on how to structure funding for the significant capital needs anticipated in FY19.

Mr. Green felt it would be useful for the District to mirror the Town's structure for capital funding. A portion of Free Cash (E&D for the District) once certified, is transferred to the Capital Stabilization Fund, and then appropriated at a targeted level for specific uses pursuant to the multi-year capital spending plan. He recommended utilizing a dedicated warrant article (separate from the operating budget) for the larger capital items in any given year. Mr. Robertson agreed and stressed the importance of retaining the smaller items in the operating budget at roughly the same level year over year. Mr. Green noted that it would be useful to allow the Groton Town Manager to suggest funding options for FY19 given the size of the request.

Ms. Gilbert proposed drafting placeholder articles for District capital expenditures for the Fall Town Meeting warrant. This would allow the taxpayers an opportunity to vote to use Town Free Cash for this purpose and represents an additional bite at the apple for the District. Mr. Green said that the Finance Committee and Board of Selectmen try to avoid including financial articles in the fall; they feel the voters receive a more complete picture of the Town's financial position by presenting all the monetary articles

at one time in the spring. He added that unanticipated needs or articles for which time is of the essence are of course considered if necessary. Mr. Robertson said that having the capital numbers presented and available is crucial even if the article is not voted until spring. This will allow intelligent discussions of how to allocate whatever Free Cash is certified. Mr. Kubick agreed that a presentation of the capital plan would be appropriate for the Fall Town Meeting and would give Town Officials an opportunity to recommend support. Ms. Gilbert said she knows of at least one financial article that the Town will be including on the Fall Town Meeting warrant. She argued that if the Town has decided to open the Fall Town Meeting to financial articles, then the District should be allowed to include one as well.

Mr. Robertson encouraged the School Committee to make some policy decisions regarding its E&D levels so as not to make significant claims on municipal Free Cash and also to avoid having to return excess E&D to the Towns. Establishing minimum and maximum balances would be useful. Ms. Gilbert said that the School Committee would continue developing budget guidance plans for FY19 and is looking forward to an important meeting scheduled for September 13th.

Dr. Chesson informed the group that a spike in enrollment for Kindergarten next year may result in a need to adjust staff levels and associated budget lines. This is a relatively small increase and may not be indicative of a trend. Ms. Anderson opined that this spike is likely due to the closing of the Country Day School. Mr. Robertson stressed the importance of advertising the District's sustainability analysis and initiating some public discussions prior to the start of the budget cycle.

Mr. Green officially adjourned the Finance Committee meeting at 7:40 p.m.

Respectfully submitted,

Patricia Dufresne, Recording Secretary

**Groton Dunstable Regional Schools
FY2018-FY2026 Capital Plan
Project Summary Sheet**

	A	B	C	D	H	I	J	K
1	Page	Department	Location	Description	Projected Cost FY2019	FY 2019 Proj Groton	FY 2019 Proj Dunstable	Projected Cost FY2020
2		CAPITAL FUNDING						
3	1	Facilities	Maint	Replacement of Dump Truck	\$ 60,000	\$ 46,015	\$ 13,985	
4	2	Facilities	Maint	Replacement of Maintenance Vehicles				\$ 52,000
5	3	Special Education	PPS	Replacement of PAVE Van				
6	4	Technology	DW	Replacement of District Wide Phone System and Internet Infrastructure	\$ 450,000	\$ 345,115	\$ 104,885	
7				The technology upgrade cost represents the full cost of the project. This project may be reimbursed by eRate funds at a rate determined by the state.				
8	6	Athletics	HS	HS Resurfacing of the Track				\$ 150,000
9	7	Facilities	HS	HS HVAC System				
10	8	Facilities	MSS	MSS Repair/Replace Flooring	\$ 50,000	\$ 38,654	\$ 11,346	
11	8	Facilities	MSS	MSS Repair and Replace 2nd Floor Tile				\$ 50,000
12	9	Facilities	MSN	MSN HVAC System	\$ 50,000	\$ 38,654	\$ 11,346	\$ 50,000
13	10	Facilities	Boutwell	Boutwell HVAC System				
14	12	Facilities	Boutwell	Boutwell Roof				
15	14	Facilities	DW	District-Wide Furniture Replacement				
16	15	Athletics	HS	HS Renovation to Weight/Aerobic Room				
17	18	Facilities	SU	SU Removal of (2) Oil Tanks and Gas Conversion	\$ 25,000	\$ 9,305	\$ 15,695	
18	19	Athletics	DW	MS Fields	Conducting a field study in early FY 18 to properly assess need and work to get a cost.			
19	20	Facilities	SU	SU Replacement of the Union Building Boiler	\$ 80,000	\$ 29,775	\$ 50,225	
20	22	Facilities	SU	SU Replacement of the Septic System				
21	23	Facilities	HS	HS Black Box Theater Flooring and Lighting Replacement				\$ 40,000
22	24	Facilities	DW	HS and MS Roadway Repair				
23		Facilities	FR	FR Improvements of Building System				
24		Capital Page 1 Sub-Total			\$ 715,000	\$ 507,519	\$ 207,481	\$ 342,000

Groton Dunstable Regional Schools FY2018-FY2026 Capital Plan Project Summary Sheet

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1	A	B	C	D	H	I	J	K
	Page	Department	Location	Description	Projected Cost FY2019	FY 2019 Proj Groton	FY 2019 Proj Dunstable	Projected Cost FY2020
61		REVOLVING FUNDS						
62	11	Facilities		PTYC HVAC System to be done Summer				
63	13	Food Service	MSS	MSS Kitchen Equipment Upgrade				
64		Food Service	SU	Swallow Union Kitchen Equipment Upgrades				
65								
66		Revolving Accounts Total			\$ -			\$ -
67								
68		CPC FUNDS						
69	17	Facilities		SU Exterior Painting of Union Building				\$ 50,000
70		CPC Fund Total			\$ -			\$ 50,000
71								
72		New Building/ Major Renovation	Major Renovations projects are eligible for Massachusetts School Building Authority (MSBA) funding					
73	16	FR		FR School Renovation	\$500,000 - \$1,000,000			\$??,???,???
74	21	Facilities		SU (Main Building) Roof Replacement				
75		MSBA Funds/Major Debt Exclusion Total			\$500,000 - \$1,000,000			\$??,???,???

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	L	M	N	O	P	Q	R	S
1	FY 2020 Proj Groton	FY 2020 Proj Dunstable	Projected Cost FY2021	FY 2021 Proj Groton	FY 2021 Proj Dunstable	Projected Cost FY2022	FY 2022 Proj Groton	FY 2022 Proj Dunstable
2								
3								
4	\$ 39,880	\$ 12,120				\$ 54,000	\$ 41,414	\$ 12,586
5			\$ 70,000	\$ 53,685	\$ 16,315			
6								
7								
8	\$ 111,282	\$ 38,718						
9								
10								
11	\$ 38,654	\$ 11,346						
12	\$ 38,654	\$ 11,346	\$ 50,000	\$ 38,654	\$ 11,346	\$ 50,000	\$ 38,654	\$ 11,346
13								
14								
15			\$ 50,000	\$ 38,346	\$ 11,654	\$ 50,000	\$ 38,346	\$ 11,654
16			\$ 75,000	\$ 55,641	\$ 19,359			
17								
18								
19								
20								
21	\$ 29,675	\$ 10,325						
22								
23								
24	\$ 258,146	\$ 83,854	\$ 245,000	\$ 186,326	\$ 58,674	\$ 154,000	\$ 118,414	\$ 35,586

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	L	M	N	O	P	Q	R	S
1	FY 2020 Proj Groton	FY 2020 Proj Dunstable	Projected Cost FY2021	FY 2021 Proj Groton	FY 2021 Proj Dunstable	Projected Cost FY2022	FY 2022 Proj Groton	FY 2022 Proj Dunstable
25	\$ 2,977	\$ 5,023						
26								
27	\$ 1,861	\$ 3,139						
28								
29	\$ 3,835	\$ 1,165	\$ 5,000	\$ 3,835	\$ 1,165	\$ 5,000	\$ 3,835	\$ 1,165
30	\$ 15,462	\$ 4,538						
31	\$ 7,669	\$ 2,331	\$ 10,000	\$ 7,669	\$ 2,331	\$ 10,000	\$ 7,669	\$ 2,331
32								
33								
34	\$ 7,419	\$ 2,581	\$ 10,000	\$ 7,419	\$ 2,581	\$ 10,000	\$ 7,419	\$ 2,581
35								
36	\$ 7,731	\$ 2,269						
37	\$ 7,731	\$ 2,269						
38	\$ 8,436	\$ 2,564						
39			\$ 7,000	\$ 5,193	\$ 1,807			
40			\$ 8,000	\$ 6,135	\$ 1,865			
41			\$ 10,000	\$ 7,419	\$ 2,581			
42						\$ 8,000	\$ 6,135	\$ 1,865
43						\$ 5,000	\$ 3,709	\$ 1,291
44						\$ 10,000	\$ 7,731	\$ 2,269
45						\$ 10,000	\$ 7,731	\$ 2,269
46								
47								
48	\$ 3,709	\$ 1,291						
49			\$ 40,000	\$ 29,675	\$ 10,325			
50	\$ 7,419	\$ 2,581						
51			\$ 10,000	\$ 7,419	\$ 2,581			
52			\$ 5,000	\$ 3,865	\$ 1,135			
53	\$ 7,976	\$ 2,424						
54	\$ 49,217	\$ 14,958	\$ 32,300	\$ 24,772	\$ 7,528	\$ 25,500	\$ 19,557	\$ 5,943
55	\$ 22,049	\$ 6,701	\$ 39,000	\$ 29,910	\$ 9,090	\$ 26,750	\$ 20,515	\$ 6,235
56	\$ 21,474	\$ 6,526	\$ 19,000	\$ 14,572	\$ 4,428	\$ -		
57	\$ 9,157	\$ 2,783	\$ 6,900	\$ 5,292	\$ 1,608	\$ -		
58	\$ 184,122	\$ 63,143	\$ 202,200	\$ 153,174	\$ 49,026	\$ 110,250	\$ 84,301	\$ 25,949
59	\$ 442,268	\$ 146,997	\$ 447,200	\$ 339,500	\$ 107,700	\$ 264,250	\$ 202,715	\$ 61,535
60								

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61								
62								
63								
64			\$ 20,000					
65								
66			\$ 20,000			\$ -		
67								
68								
69								
70			\$ -			\$ -		
71								
72								
73								
74								
75			\$ -			\$ -		

**Groton Dunstable Regional Schools
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	T	U	V	W	X	Y
1	Projected Cost FY2023	FY 2023 Proj Groton	FY 2023 Proj Dunstable	Projected Cost FY2024	Projected Cost FY2025	Projected Cost FY 2026
2						
3				\$ 70,000		
4				\$ 56,000		\$ 58,000
5						
6				\$ 200,000		
7						
8						
9						
10						
11						
12	\$ 50,000	\$ 38,654	\$ 11,346			
13						
14						\$ 300,000
15	\$ 50,000	\$ 38,346	\$ 11,654			
16						
17						
18						
19						
20						\$ 150,000
21						
22	\$ 200,000	\$ 153,385	\$ 46,615			
23						
24	\$ 300,000	\$ 230,385	\$ 69,615	\$ 326,000	\$ -	\$ 508,000

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	T	U	V	W	X	Y
1	Projected Cost FY2023	FY 2023 Proj Groton	FY 2023 Proj Dunstable	Projected Cost FY2024	Projected Cost FY2025	Projected Cost FY 2026
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46	\$ 8,000	\$ 2,977	\$ 5,023			
47						
48						
49						
50						
51						
52						
53		\$ -	\$ -	\$ 60,000		
54	\$ 46,750	\$ 35,854	\$ 10,896	\$ 102,425		
55	\$ 32,250	\$ 24,733	\$ 7,517	\$ 23,500		
56	\$ 10,500	\$ 8,053	\$ 2,447	\$ 30,000		
57	\$ 5,040	\$ 3,865	\$ 1,175	\$ 5,040		
58	\$ 102,540	\$ 75,482	\$ 27,058	\$ 220,965	\$ -	\$ -
59	\$ 402,540	\$ 305,867	\$ 96,673	\$ 546,965	\$ -	\$ 508,000
60						

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	T	U	V	W	X	Y
1	Projected Cost FY2023	FY 2023 Proj Groton	FY 2023 Proj Dunstable	Projected Cost FY2024	Projected Cost FY2025	Projected Cost FY 2026
61						
62						
63						
64						
65						
66	\$ -			\$ -	\$ -	\$ -
67						
68						
69						
70	\$ -			\$ -	\$ -	\$ -
71						
72						
73						
74						\$ 2,000,000
75	\$ -			\$ -	\$ -	\$ 2,000,000