

**Goffstown School District**  
**October 16, 2017**  
**Administration and Finance Committee Meeting**  
**Goffstown High School – Media Center**  
**27 Wallace Road, Goffstown NH 03045**

**Committee Members Present:**

Dan Cloutier  
Heather Trzepacz  
Lorry Cloutier

**Administration Present:**

Ray Labore, Business Administrator  
Randy Loring, SAU 19 Facilities Director

**New Boston SB Representative:**

None

**Budget Committee Member Present:**

None

**Call to Order:**

The meeting was called to order by Dan Cloutier at 6:10PM.

**Approval of October 2, 2017 Committee Minutes:**

*Heather Trzepacz motioned to approve the October 2, 2017 minutes as presented. Seconded by Dan Cloutier. Vote 2-0-1 – Motion passed. Lorry Cloutier abstaining. Not present at the Oct 2 meeting.*

**Facilities Director Report:**

Modular Classrooms School Project Status:

The Facilities Director reported that the Modular Units are commissioned and in full use at both the Bartlett and Maple Avenue Elementary Schools.

GHS and MVMS Playing Field Stairway Status:

Projects are mostly complete. Remaining work at MVMS GHS is the finish installation and painting of the handrail systems.

Gym Floor at MVMS:

Work is underway and is expected to be complete by early November.

Maintenance and Custodial Supplies:

The Facilities Director described the current facilities supplies purchasing and inventory management controls. He presented a financial / budget status and described the new internal controls that are implemented this school year.

Upcoming School Project Status:

The Facilities Director presented the following reports to the committee:

Supplies expenditures and encumbrances:

Maintenance Supplies			Custodial Supplies		
	7/1/2017	9/30/2017		7/1/2017	9/30/2017
High School	\$1,911.49		High School	\$11,462.93	
		\$1,911.49	Summer Supplies	\$3,118.50	\$8,344.43
Mountain View	\$14,149.97		Mountain View	\$8,338.97	
Gene Lift	\$11,587.50	\$2,562.47	Summer Supplies	\$1,984.00	\$6,354.97
Bartlett Elementary	\$931.86		Bartlett Elementary	\$3,369.31	
AC Classrooms	\$931.86	\$0.00	Summer Supplies	\$500.00	\$2,869.31
Maple Ave	\$505.86		Maple Ave	\$5,086.91	
Glen Lake	\$0.00		Glen Lake	\$422.00	
			Summer Supplies	\$50.00	\$372.00
	\$17,499.18	\$4,979.82		\$28,680.12	\$21,727.62
				\$46,179.30	
				\$26,707.44	\$8,902.48

**Maintenance Work:**

**Bartlett**

Makeup water valve boiler and shut off valve

2. Add glycol to heat loop gym unit
3. Roofing needs work or replacing has rolled asphalt roofing has many holes
4. Back roof back entry way needs repair or replacement
5. Auto vents for venting air out of heating loop all over. Can't do until we have make up water valve installed
6. Gas Room Heater portable needs new one
7. Mixing valve for hot water needs to be replaced rotten out cover cannot adjust
8. Boiler gauges need to be replaced
9. Finish up with box for pipe under portable

**Maple**

1. Controls not tied into new boilers to see temps and controls
- 2 Domestic hot water no controls connected to see what is going on
- 3 Roof on gym/cafe needs to be replaced cannot repairer too many tile need to be replaced and do not think they can get tiles like that any more
- 4 Roof leak left side of building roof decking rotting out and possibility of roof drain leaking

**Glen Lake**

1 Domestic hot water circulator no motor on it and can't find out what size motor that it was there. May need to change hole pump

### **Mountain View Middle School**

1. Air compressor for sprinkler dry system need to be replaced. Very noisy like it is ready to die any time getting quote from sprinkler company to replace
2. HV 2 gym unit need to have controls to look at may be bad actuator
3. HV 3 calf unit need to have controls to look at may be bad actuator
4. RTU1 library should start to think about replacing hole unit it is getting very old and very costly to do repairs on unit also unit cooling side has R22 refrigerant in it that they are not producing any more and the cost is extremely high to replace refrigerant also compressor number one is in bad shape it a mater of time it will die and also all of the contactors should be replaced in resent past have had to have a lot of work done to them replacing condenser fans and having condenser coil repaired it had a bad refrigerant leaks RTU has past its use full life
5. RTU 2 main office is very old and should be replaced it has past it use full life and many repairs have ben done to it both units have a life expectancy of 10 to 15 years also new unit will have a lot better efficiency and cheaper to run
6. unit serving music room blower contactor not wired right need to have electrician to fix. condenser that serves unit is very old need to think about changing condenser unit but it is R22 may need to change out hole unit Inside and out

### **GHS**

Things need to be fixed for heating

1. Triple duty valve leaking needs replacing
2. Expansion tanks need to be replaced
3. Removal of old hot water tank
4. Check valves in boiler room need replacing having big back flow problems in school it is a safety problem and also damaging ice machines
5. Elbow needs replacing hallway leaking needs replacing
6. Need to have boilers cleaned and oil side fixed and inspected
7. Actuators need to be replaced for make up air
8. Oil pump that serves oil supply to boilers one N/G other is ok but need to have bad one replaced for back up
9. Boiler one keeps on tripping out still happening from last year
10. Hot Water Pump in large calf needs to be replaced leaking badly Actuators need to be replaced for heating
11. HV1 art AC1 main office AC2 guidance office HV6 gym HV9 TOG plus baseboard HV10 T11
12. HV13 cafe

### **Manifest and Invoice Review:**

The Business Administrator presented the following highlights for the manifest dated October 16, 2017. The total value of the manifest is \$2,425,478.25

***Heather Trzepacz. motioned to recommend the October 16, 2017 manifest – seconded by Lorry Cloutier Vote 3-0-0 – unanimous – motion passed.***

Goffstown School Board Meeting			
Manifest Summary Review			
10/16/2017			
<b>Total Manifest Value</b>		\$ 2,425,478.25	
<b>Major Items:</b>			
<b>Payroll / Taxes / Benefits</b>			
9/29/17Payroll		\$ 2,113.34	To replace rejected Auto-deposit
10/12/2017 Payroll		\$ 539,376.74	
10/12/2017 Payroll Taxes		\$ 186,294.70	
NHRS		\$ 327,206.87	Sep Contributions
HealthTrust		\$ 993,519.04	125 Plan Contributions, Sep and Oct Health and Dental Premiums
TSA Consulting		\$ 15,434.99	403b Contributions
	Sub Total	\$ 2,063,945.68	85.1% of Total
<b>A/P Activity</b>			
<b>SPED:</b>			
The Birchtree Center		\$ 9,589.86	October (Autism) Services for one Student (Newington NH)
CORE Vocational Services		\$ 8,250.50	Setember Svcs for 2 Students (Gilmanton, NH)
Lighthouse School		\$ 8,676.80	Sep Service for 1 Student
	SPED Sub total	\$ 26,517.16	1.1% of Total
<b>General Expenses</b>			
Cintas Fire Protection		\$ 6,072.04	Fire Alarm Systems Inspection and MAintenance
Eversource		\$ 6,586.46	GHS, Maple and MVMS Accounts
Goffstown Truck Center		\$ 5,041.81	Athletics Transportation
Performance Food Group		\$ 9,172.74	Food Supplies
Reliable Technologies		\$ 6,975.66	Business Machine Supplies
SAU 19		\$ 153,680.00	Oct Assessment
St. Johnsbury Academy		\$ 8,570.00	Staff Professional Development
WB Mason		\$ 6,413.18	Classroom amd Office Supplies
	Gen Sub total	\$ 202,511.89	8.3% of Total
	Sub Total (Itemized Expenses)	\$ 2,292,974.73	94.5% of Total
<b>Activity Funds</b>		\$ -	

**Start Time Change for 11/6/17 Meeting:**

The committee agreed to revert to their usual 6:30PM start time for their next meeting on 11/6/17.

**Non-Public Session:**

None

**Adjournment:**

*Heather Trzepacz. motioned to adjourn the meeting at 6:59PM – seconded by Dan Cloutier All in favor 2-0-0 – unanimous – Motion passed.*

Respectfully Submitted by:

Raymond Labore  
Business Administrator

