

**MILFORD SCHOOL BOARD  
AGENDA  
Monday, October 17, 2011  
Milford High School – Lecture Hall Room # 182 – 7:00 PM**

7:00 PM      Hearing on Unanticipated Revenue      **EXHIBIT**

1. Call to Order
2. Board Member Comments
3. Public Comments
4. Reports and Presentations
  - a. Superintendent's Report
  - b. Technology Presentation
5. New Business
  - a. Electricity Buying Consortium      **EXHIBIT**
  - b. Enrollment Projections
  - c. School Board Goals – Review of Progress      **EXHIBIT**
6. Old Business
  - a. Capital Projects List      **EXHIBIT**
  - b. Sale of Brookview Drive Lots
7. Housekeeping Items
  - a. Approval of Minutes 10/3/11
  - b. Approval of Manifests  
    Vouchers # 7,1040,1047,1048,1050,1051,1052,1053,1054
8. Public Comment
9. Nonpublic Session RSA 91-A :3II (c)
  - a. Personnel
  - b. Collective Bargaining
10. Adjournment

MILFORD SCHOOL DISTRICT

SAU 40  
100 West Street  
Milford, NH 03055  
603-673-2202  
Fax 603-673-2237

**Laurel K. Johnson**  
Assistant Superintendent of Schools

**Robert A. Suprenant**  
Superintendent of Schools

**Katherine E.L. Chambers**  
Business Administrator

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MEMORANDUM

October 11, 2011

To: Robert Suprenant, Superintendent of Schools  
Milford School Board  
From: K. Chambers, Business Administrator  
Re: RSA 198:20-b Hearing for Unanticipated Revenue

RSA 198:20-b, I provides that "... any school district at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the school board to apply for, accept, and expend, without further action by the school district, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year." The Milford School District adopted the provision of this law at the annual district meeting in 1993. The reason for this is that, while every attempt is made in developing budgets to estimate the amount of grants and private donations, much of what will be available and received is unknown at that time. This process allows the District to take advantage of grant and private donation opportunities that occur during the year which were not or could not have been anticipated in advance.

RSA 198:20-b goes on to provides that "for unanticipated funds in the amount of \$5,000 or more, the school board shall hold a prior public hearing on the action to be taken...".

The process for the hearing is as follows:

1. Chairman opens the Hearing.
2. Chairman provides an explanation of the purpose of the hearing and reviews the breakdown of the funding sources.
3. Chairman accepts comments/questions/discussion from School Board members.
4. Chairman accepts comments/questions/discussion from the public.
5. Chairman closes the Hearing, returns to the regular school board meeting.
6. Motion is made by a Board member to receive and expend the funds for the various grants and programs. (**Suggested motion: I move to accept and expend an additional \$29,185.23 for the purposes outlined in the various grants and special programs.**)
7. Vote on the motion.

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## MEMORANDUM

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**TO:** MILFORD SCHOOL BOARD  
**FROM:** KATIE CHAMBERS, BUSINESS ADMINISTRATOR  
**SUBJECT:** NHRS – STATE AID  
**DATE:** 10/03/2011  
**CC:** SUPERINTENDENT SUPRENANT

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House Bill 2 (Chapter 224, Laws of 2011) authorized the State of New Hampshire to spend \$3.5 million in Fiscal Year 2012 to offset political subdivision employer contributions for Group I Teacher and Group II Police and Fire members. House Bill 2 also eliminated the state's cost sharing of a percentage of political subdivision employer contributions for Group I Teacher and Group II Police and Fire members. For all compensation paid on or after July 1, 2011, political subdivision employers must pay the full contribution rates determined by the actuary and approved by the NHRS Board of Trustees

Using Fiscal Year 2011 data reported to the retirement system by political subdivisions as the allocation base, the New Hampshire Retirement System determined the pro rata portion of the \$3.5 million to be paid out to each eligible employer. This one-time, lump sum was received September 27th. The amount for Milford was \$29,185.23

These funds may be accepted in one of two ways:

- 1) The funds may be accepted as state aid revenue which will reduce the tax rate this year. It is estimated this would reduce the tax rate by just under 2 cents.
- 2) The funds may be considered unanticipated revenue. A public hearing would be held at the School Board meeting on October 17<sup>th</sup>. The Board would need to vote to accept the unanticipated revenue for the purposes of expending the funds to pay NHRS expenses. This would have the effect of reducing the tax rate next year by just under 2 cents.

I anticipate that this year's tax rate will be below what the School Board had anticipated when preparing the 2011/12 budget because the June 30<sup>th</sup> fund balance was more than expected, largely due to the Federal Ed Job funding that was accepted last year. Therefore, I would recommend the second option which will help stabilize the tax rate going into next year, partially offsetting the cliff effect that Ed Job funding will have on next year's tax rate.

**DRAFT Commitment Letter**

The Nashua Regional Planning Commission will issue a Request for Proposals (RFP) on behalf of the municipalities and schools that sign this letter to competitive electricity suppliers currently registered with the NH Public Utilities Commission. If a proposal is accepted, the municipalities and schools will enter into a 12-24 month contract for their municipal and/or school electricity accounts based on their combined electricity usage, allowing for greater negotiating power and a more competitive rate than if they went out to bid on their own.

Peregrine Energy Group, at no cost through the Energy Technical Assistance and Planning program, will prepare the RFP, answer questions from potential bidders, compare information on prices offered, make recommendation based on current utility rates and their sense of the market, and help negotiate a contract. The ultimate selection of an electricity supplier will be the decision of participating municipalities and schools.

Participating municipalities and schools have set a threshold rate of 7% below the current Public Service of NH Energy Service Charge rate of \$0.0889 per kilowatt hour, set on July 1, 2011. Any proposals with rates above this threshold will not be considered. Any proposals with rates below this threshold will be considered and the most competitive offer will be accepted, provided that the contract terms are mutually agreeable to all parties.

It is necessary for each municipality and school to sign this letter of commitment before proposals come in, not only due to the short turn-around time to enter into agreements before the quoted electricity rate is no longer valid but also to assure bidders that the total approximate annual electricity load for the region will not change from what is included in the RFP.

**Please Sign Below**

The Municipality/School District of \_\_\_\_\_ agrees to enter into a 12-24 month contract for its electricity supply, provided that the quoted rate is at least 7% below the current Public Service of NH Energy Service Charge rate of \$0.0889 per kilowatt hour and the contract terms are mutually agreeable to all parties. My signature affirms that on behalf of the municipality/school district that I represent, I understand what is stated above and I have the authority to engage my municipality/school district in this agreement.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Task</b>	<b>Deadline</b>	<b>Responsible Party</b>
Distribute updated Letter of Commitment and RFP to municipalities and schools	Thursday September 22	NRPC
Develop Evaluation Criteria for proposals and distribute for Review	Monday October 3	Peregrine Energy Group
Review RFP and Letter of Commitment and provide feedback to Jill Longval	Monday October 17	Individual municipalities and school boards
Consolidate all feedback and update documents accordingly	Monday October 24	NRPC
Distribute Final RFP and Letter of Commitment to municipalities and schools	Monday October 31	NRPC
Review and approve Final RFP and Letter of Commitment. Sign Letter of Commitment and any applicable data release forms and return to Jill Longval	Monday November 7	Individual municipalities and school boards
Issue RFP on behalf of municipalities and schools	Monday November 7	NRPC
Provide answers to questions from bidders	As received, deadline for questions November 18	Peregrine Energy Group
Post answers to questions from bidders on NRPC website	As received	NRPC
Review and evaluate proposals	As received, RFP closes November 29	Peregrine Energy Group
Present recommendations regarding bids received, select up to 2 qualified bidders, obtain standard contracts from selected bidders	November 30	Peregrine Energy Group
Select winning proposal Municipalities & school boards conduct final contract review & comment.	November 30	Consensus among municipalities and school boards
Consolidate all feedback and update documents accordingly. Coordinate review with winning bidder.	Monday December 12	NRPC & Peregrine
Review and sign contract (w/o pricing agreement)	January 2 (at latest)	Individual municipalities and school boards
Execute pricing document	January 9 (at latest)	Agents designated by each individual municipality and school board
New supply starts	February 1	Winning bidder

## Actions to Implement 2011-2012 School Board Goals

Approved April 4, 2011; Updated Oct 17, 2011

### 1. Contract Negotiations

Negotiate with the Milford Educational Support Staff Association for a successor collective bargaining agreement to present to the voters on the March warrant.

Date	Item	Status
May #1	Determine extent of board involvement and/or use of paid negotiator	Complete
May #2	Discuss parameters for negotiations	Complete
June #1	Establish parameters for negotiations	Complete
Ongoing	Regular updates to the board	Ongoing
Nov #1	Tentative approval to the Board for approval in time for budget consideration	
January	Presentation to the voters	

### 2. Capital Improvement Projects

Review, and update if necessary, the district's capital improvement projects.

Date	Item	Status
Sept # 1	Review the District's capital improvement needs	Complete
Sept # 2	Establish District priorities	1 <sup>st</sup> pass done, 2 <sup>nd</sup> pass Oct # 2
Nov # 1	Present priorities for budget consideration	
January	Presentation to voters pending budget considerations	

### 3. Information Technology Improvements

Review the status of the District's staffing and equipment.

Date	Item	Status
May # 1	Review District's proposed Technology Plan	Complete
May # 2	Act on the proposed Technology Plan	Approved
Nov # 1	Present priorities for budget consideration	
January	Presentation to voters	

MILFORD SCHOOL DISTRICT  
 CAPITAL PROJECTS LIST  
 AS OF 10/17/11

-- TOP PRIORITIES ONLY--

DESCRIPTION	Budget Estimates	YEAR 1	2012/13	YEAR 2	2013/14	YEAR 3	2014/15	YEAR 4	2015/16	YEAR 5	2016/17	YEAR 6	2017/18	YEAR 7 2018/19
<b>HIGH SCHOOL</b>														
Replace fire alarm panel/system	\$ 414,500					\$ 110,500		\$ 115,000		\$ 115,000		\$ 74,000		
Roof replacement over WOW	\$ 1,500													
<b>MIDDLE SCHOOL</b>														
Roof replacement	\$ 584,000					\$ 110,500		\$ 115,000		\$ 115,000		\$ 156,000		\$ 87,500
Expansion of electrical panel	\$ 29,525	\$ 29,525												
Remove asbestos tile and carpet from 2 remaining sections of building & library	\$ 105,181			\$ 96,066		\$ 9,115								
<b>HERON POND</b>														
Roof guard replacement (total \$52,117)	\$ 20,000													
	\$ 32,117	\$ 32,117												
<b>DISTRICT WIDE</b>														
Phone/Intercom/Voice Mail System to VOIP system	\$ 263,320	\$ 129,386	\$ 133,934											
Replacement of one pickup/plow truck	\$ 45,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
<b>FUNDING SOURCE</b>														
Routine budget line item - current year	\$ 21,500													
Routine budget line item - future years	\$ 45,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000				
<b>Warrant or Maintenance Budget - future years</b>	<b>\$ 1,428,643</b>	<b>\$ 191,028</b>	<b>\$ 230,000</b>	<b>\$ 230,115</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ 87,500</b>
Parking expansion - purchase of property (West St lot) - warrant article	\$ 110,000	\$ 110,000												
Parking expansion - construction (West St lot)(2009 est) - warrant article	\$ 119,676		\$ 119,676											
<b>TOTAL from all funding sources:</b>	<b>\$ 1,724,819</b>	<b>\$ 310,028</b>	<b>\$ 358,676</b>	<b>\$ 239,115</b>	<b>\$ 239,000</b>	<b>\$ 239,000</b>	<b>\$ 239,000</b>	<b>\$ 239,000</b>	<b>\$ 239,000</b>	<b>\$ 239,000</b>	<b>\$ 239,000</b>	<b>\$ 230,000</b>	<b>\$ 230,000</b>	<b>\$ 87,500</b>

NOTE: Costs include no inflation factor, no financing or interest expenses, and no state building aid.