

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

REGULAR MEETING

MINUTES

AUGUST 15, 2013

MEMBERS PRESENT: G.R. Harvey, Essex, Chairman
M. Patterson, Department of Agriculture, Vice Chairman
L. Bonfanti, Peabody, Secretary
L. Siewko-Story, Department of Agriculture (Arrived 7:33 p.m.)
D. Porteous, Beverly
R. Fravel, Danvers
M. Teixeira, Gloucester
D. Ketcham, Hamilton (Left at 8:06 p.m.)
P. Anderson, Lynnfield
M. Sweeney, Marblehead
B. Perkins, Rockport
W. Jackson, Swampscott
W. Nichols, Wenham

MEMBERS ABSENT: D. Cahill, Department of Agriculture
M. Crowe, Boxford
J. Sabella, Manchester
E. Weitzler, Middleton
Nahant
T. St. Pierre, Salem
C. Robinson, Topsfield

OTHERS PRESENT: D. O'Connell, Superintendent-Director, ENSATSD
M. Znamierowski, Business Manager
C. Worth, District Treasurer
P. Frazier, Senior Vice President, FirstSouthwest
K. Nigro, PMA
S. Smith, Attorney
C. Levesque, Recording Secretary

1. Call to Order

The meeting was called to order at 7:00 p.m. The recording secretary called the roll. It was noted that a quorum was present.

A Motion was made by Dr. Patterson and seconded by Mrs. Sweeney and VOTED unanimously to move Item 3C, General Obligation Bond Anticipation Notes out of order.

Mr. Peter Frazier, Senior Vice President, FirstSouthwest distributed and reviewed the \$35,000,000.00 General Obligation Bond Anticipation Notes. Four bids were received and Mr. Frazier recommends that the Committee accept Eastern Bank and Century Bank's bids.

A Motion was made by Mr. Bonfanti and seconded by Mrs. Sweeney to certify that at the meeting of the Committee held August 15, 2013, of which meeting all members of the Committee were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the Committee in my custody:

Voted: to approve the sale of the General Obligation Bond Anticipation Notes (the “Notes”) of the District dated August 30, 2013, and payable June 20, 2014, at par and accrued interest plus the premiums indicated as follows:

Number	Denominator	Interest Rate	Premium	Purchaser
1	\$34,000,000	1.25%	\$114,662.00	Eastern Bank
2	1,000,000	0.75%	1,250.00	Century Bank

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated August 6, 2013, and a final Official Statement dated August 13, 2013, each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the District Treasurer and the Chairman of the Committee be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the District Treasurer to establish post issuance federal tax compliance procedures in such form as the District Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes.

Further Voted: that each member of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that (i) the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town or City Clerks as applicable, of each of the member municipalities of the District (collectively, the “Municipal Clerks”) and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal buildings in which the offices of the Municipal Clerks and the District Secretary are located, or in accordance with an approved alternative method of notice prescribed or approved by the Massachusetts Attorney General as set forth in 940 CMR 29.03(4), as least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c30A, §§18-25 as amended

Roll Call Vote:

Yes- Mr. Porteous, Mr. Fravel, Ms. Teixeira, Mr. Ketcham, Dr. Anderson, Mrs. Sweeney, Mr. Bonfanti, Mr. Perkins, Mr. Jackson, Mr. Nichols, Dr. Patterson, Mr. Harvey.

No-None

Motion Carries Unanimously

Mr. Frazier distributed and reviewed the FY 2014 Surplus Debt Service Assessment Options & Disposition of Note Premiums and Member Municipality Proration of Debt Service.

Mr. Frazier explained that the District’s debt service assessment to member municipalities for FY14 is \$1,237,171.00, leaving a surplus assessment of \$501,275.99.

Essex North Shore Agricultural & Technical School Committee

August 15, 2013
Approved: September 19, 2013

The following are options for the District to consider with respect to the surplus assessment:

1. The District can reduce the FY14 assessments to member municipalities on a pro rata basis (this option should be done before the members set their tax rates).
2. The District can retire a like amount of principal upon maturity of the outstanding notes at maturity on June 20, 2014.
3. The District can reserve the surplus and apply it to the FY15 debt service assessment.

After discussion, a motion was made by Mr. Porteous, seconded by Mrs. Sweeney to eliminate Option 1.

Mr. Bonfanti prefers that the Committee table action on this item as he would like to discuss the Options with Peabody's Finance Director. Ms. Teixeira agrees with Mr. Bonfanti as she needs to speak with the Mayor of Gloucester regarding the Options.

Mrs. Znamierowski reminded the Committee that she sends out assessments on September 1st and if there is no decision reached tonight she will issue the September 1st assessments and after a decision is made by the Committee will make the necessary adjustments to the next assessments.

After discussion, the Committee voted NO unanimously on the Motion made by Mr. Porteous and seconded by Mrs. Sweeney to eliminate Option 1.

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira and VOTED unanimously to postpone action on the Disposition of Premium Notes to the September 19th meeting.

2. Tentative Regular Meeting Minutes of July 25, 2013 for Approval

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira and VOTED to approve the Tentative Regular Meeting Minutes of July 25, 2013. Mr. Ketcham, Mr. Bonfanti and Dr. Patterson abstained.

3. Treasurer's Report

A Motion was made by Dr. Anderson and seconded by Ms. Teixeira and VOTED unanimously to approve the Balance Sheet of July 31, 2013 and place on file for audit.

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira and VOTED unanimously to approve the July 2013 Profit and Loss and place on file for audit.

Mrs. Znamierowski reported that the Fiscal Year Ended June 30, 2013 Auditor's Report was included in the packet. There is no management letter as there is nothing specific to report.

Mrs. Znamierowski reported that there was a finding in the report that sales tax was paid on one invoice and they will seek a refund.

4. Communications

Mr. O'Connell reported that he was asked by Ms. Patricia Gregson, Vocational Workforce and College Readiness to write a letter to Mr. Jeff Wulfson, Deputy Commissioner, seeking approval for the new Chapter 74 Programs. This letter is a follow up to a conversation Mr. O'Connell had with Ms. Gregson approximately two months ago.

5. Owner's Project Manager Report – Mr. Kevin Nigro

Mr. Nigro reported that the NSATS Farmstead is part of FFE and therefore would not require a vote by the Committee.

Mr. Nigro stated that due to the great pick up by Mrs. Znamierowski and Mrs. Worth regarding sales tax, Gilbane will research Invoices 1-14 for sales tax. If it is found that sales tax was paid Gilbane will credit the District through requisition.

Invoices

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira and VOTED unanimously to approve the following DesignPartnership invoices in the amounts of: \$1,232.00; \$99,887.00 and \$95,388.00, as recommended by the School Building Committee.

A Motion was made by Mrs. Sweeney and seconded by Dr. Anderson and VOTED unanimously to approve Gilbane Co. requisition No. 15 in the amount of \$6,436,520.00, as recommended by the School Building Committee.

A Motion was made by Dr. Anderson and seconded by Mrs. Sweeney and VOTED unanimously to approve the X-Ray, Inc. of Rhode Island invoice in the amount of \$39,729.50, as recommended by the School Building Committee.

Bid Packagers

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira and VOTED unanimously to award #12A – Window Treatments to Walker Specialties, Inc. of Boston, MA in the amount of \$122,953.00, as recommended by the School Building Committee.

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira and VOTED unanimously to award #10B – Signage, be awarded to Sunshine Signs of North Grafton, MA in the amount of \$122,953.00, as recommended by the School Building Committee.

Mr. O’Connell reported that the cost to construct the Greenhouse Hoop House is \$180,000.00, which the Essex Aggie Trustees voted to pay half (\$90,000.00) towards the project. Dr. Patterson added that the Board of Trustees is totally committed to this project.

Status Report

Mr. Nigro submitted the Owners Project Manager Progress Report as of August 12, 2013.

Mr. Nigro reported on the challenges of finding irrigation for the two baseball and football fields. The areas that have been tested did not produce acceptable amounts of water. The engineer suggests drilling two more wells, link them together and store in storage tanks at a cost of \$200,000.00.

Mr. Nigro reported that no mold was found in the Animal Science Building. When the animals are moved into the building a veterinarian will be available to monitor the animals. An air quality hygienist is on Gilbane’s staff and will be available to monitor the building.

Dr. Patterson stated that the Board of Trustees would like a tour of the new building. Mr. Nigro said to contact him to schedule a tour for the Trustees.

6. Essex North Shore Agricultural & Technical Foundation, Inc. – Mr. Dean Porteous
Mr. Porteous reported that he will schedule a meeting of the Foundation in the very near future.

Mr. O’Connell reported that the Third Annual Essex North Shore Agricultural Technical Foundation, Inc. John Flibotte Golf Tournament held on Monday, July 15th at Ferncroft Country Club profited approximately \$15,000.00 after expenses. Mr. O’Connell stated that Mr. Perkins had the only foursome that was all vocational.

7. Superintendent-Director's Report – Mr. Daniel O'Connell

Merger Transition

Mr. O'Connell reviewed some items that have been completed or ongoing on the Merger Transition Plan:

- Scope & Sequence
- Open House – October 19th
- Mapping curriculum using the Atlas Online Curriculum program

Mr. Bonfanti stated that he and Mr. O'Connell met with Mayor Bettencourt and Superintendent Mastrocola to clarify certain areas: i.e. staff, equipment, etc. Mr. O'Connell stated that he felt this was a positive and productive meeting.

Mr. O'Connell reported that the Business Manager at Essex Aggie resigned; therefore he recommends eliminating the Comptroller position from the Organization Chart.

A motion was made by Mrs. Sweeney and seconded by Ms. Teixeira and VOTED unanimously to eliminate the position of Comptroller from the Organization Chart.

Mr. O'Connell stated that a "For Sale" sign has been put up at the entrance to the main building.

Mr. O'Connell reported that there is a difference of opinion regarding healthcare options available to employees of the new district. Mrs. Znamierowski is checking with GIC and Mr. O'Connell with the Health Trust. Also, Attorney Stevens with McLane, Graf, Raulerson & Middleton will provide Mr. O'Connell with an opinion based on her review of the relevant statutes.

8. Sub-Committee Reports

Finance & Property Sub-Committee

A Motion was made by Dr. Anderson and seconded by Ms. Teixeira to approve the Preliminary FY2014 Budget of \$267,145.00.

Mr. Nichols questioned the expenditure of \$3,000.00 for Web Hosting as it should only have a cost of \$500.00. Mr. O'Connell will investigate the cost of Web Hosting with the Technology Director.

There was discussion regarding the Premium on Notes as this revenue may not be part of the FY14 Budget.

A Motion was made by Dr. Anderson and seconded by Ms. Teixeira to withdraw the Motion to approve the Preliminary Budget of \$267,145.00

District Policy Sub-Committee

A Motion was made by Mrs. Sweeney and seconded by Mr. Porteous and VOTED unanimously to waive additional readings of the Admission Policy for Essex Technical High School.

A Motion was made by Mrs. Sweeney and seconded by Ms. Teixeira to adopt the Admission Policy dated July 17, 2013 for Essex Technical High School, as amended.

There was no meeting or report by the **Personnel Policy Sub-Committee**.

9. Warrant

A Motion was made by Dr. Anderson and seconded by Mrs. Sweeney and VOTED unanimously to accept the warrant of August 15, 2013 and place it on file for audit.

10. Adjourn

A Motion was made by Mrs. Sweeney and seconded by Mr. Bonfanti and VOTED unanimously to adjourn.

Mr. Harvey declared the meeting adjourned.

The North Shore Regional Vocational School District School Committee adjourned at 9:25 p.m.

Respectfully submitted,

Secretary

Meeting handouts:

- General Obligation Bond Anticipation Notes – FirstSouthwest
- FY2014 Surplus Debt Service Assessment Options & Disposition of Note Premiums
- Member Municipality Proration of Debt Service