

December 9, 2022

To: MERSD School Committee (SC)

From: Avi Urbas, Director of Finance & Operations

Copy: Pam Beaudoin, Superintendent of Schools

Re: Financial Package for 12/14/22 School Committee Meeting

Hello, MERSD School Committee.

Attached please find financials for the 12/14/22 School Committee Meeting, including:

- Accounts Payable (AP) vouchers, V1024-V1026
- Treasurer's Cash Report for October 2022

AP Vouchers

V1024: \$14,752.32 in invoices to JCJ Architecture for "additional services" provided as part of the Manchester Memorial Elementary School (MMES) building project. These invoices were approved at the 10/25/22 meeting of the MMES School Building Committee (SBC). Additional services are pre-approved contracts outside of the main design services contract that are requested by the project team. Typically they are provided by one of the architect's sub-consultants, who work under JCJ's direction. Invoices on V1024 for Additional Services include:

- \$2.7K to JCJ on invoice 60 related to soil sampling (\$2K via CDW sub-consultants) and Conservation Commission work on a Certificate of Compliance for the project (\$715 via Samiotes sub-consultants).
- \$12K to JCJ on invoice 62 for additional soil testing (\$2.4K via CDW sub-consultants) and presentations to and plans/drawings for the Manchester Conservation Commission (\$9.7K via Samiotes sub-consultants)

V1025: \$17.85 in taxes owed on meals purchased by adults in October, placed on a separate voucher because it is paid by way of electronic payment to the MA Department of Revenue.

V1026: main AP voucher totaling \$223,861.33, which is smaller than usual, reflecting the fact that we paid bills earlier this week. Of note:

- Facilities & Administration
 - \$3.6K to Electronic Security & Control Systems (ESCS) for our annual license of the new security camera software (Milestones). Recall that we paid \$23K and \$22K from Stabilization funds in FY22 to upgrade the video camera monitoring solutions at Essex Elementary School (EES) and the Middle High School (MSHS) respectively in order to match the Milestones system installed at MMES through the building project. We intentionally used the building project as a time to move to a newer system because much has changed in the industry in the 13 years since the MSHS was constructed, when we first installed the prior solution (Ocularis). With the upgrade completed last year, these invoices represent our go-forward, recurring annual cost for software use and support.

- \$5.5K to Fulton Heating Solutions for annual preventative maintenance (PM) on 4 high efficiency boilers – 2 each at the MSHS and MMES. As mentioned in our budget transfer, we have continued to invest more in annual PM, which costs more money initially, but saves money over time, by keeping expensive assets in good working condition, thereby minimizing the need for expensive, preventable repairs and also extending the useful life of assets and delaying the need for costly replacement. This item is within budget.
- \$3.9K progress payment to Gale Associates for turf design contract, bringing payments to date to \$31.6K out of a total contract price of \$54K. This is paid from Stabilization.
- \$9.3K to Snowcap Technologies for migration of our email server (Microsoft Exchange) from a locally hosted 2013 solution to a cloud-based up-to-date solution (\$7.3K) Our pre-existing solution was approaching the ending date for support. The other \$2K was for set up and configuration of email cybersecurity filtering services that is integrated into the new cloud-based Exchange server. This contract was included as part of our fall budget transfer request.

Treasurer's Cash Report for October

Cash report for October is attached, following the same format as presented last week for September. Total cash is up slightly to \$10.6 million from \$10.5 million at the end of September with total receipts in the month of \$1.89 million (detail included), offset by AP and payroll expenditures for October that were previously submitted to School Committee for review and approval.

Best regards,

Avi Urbas