

# SUB-COMMITTEE MEETING MINUTES - Approved

DISTRICT: Auburn

NAME OF MEETING: SAU15 Withdrawal Study Financial Sub-Committee

DATE/TIME/LOCATION OF MEETING:

September 19, 2016 / 6:30am-8:30am / Auburn Town Hall

COMMITTEE MEMBERS IN ATTENDANCE:

- Janice Baker, Member
- Bill Wood, Member
- Joanne Linxweiler, Member
- Dave Wesche, Financial Sub Lead

SESSION START TIME: 6:32am

DESCRIPTION OF MEETING ACTIVITY AND ALL MOTIONS/SECONDS AND ANY ACTION TAKEN:

Review agenda (additional items?)

Recap current state of financial analysis

Changes/additions since Wednesday's meeting

Review/discuss additional information required

- SAU15 task analysis – Currently scheduled for 9/19/16 @ 1:30pm (Dave & Joanne will conduct the interviews)
- SAU Org Chart (current) – Handout provided. SAU15 currently has 10 people TOTAL.
- SAU15 asset listing – SAU15 Asset listing currently does not exist. We will investigate what is there but primarily focus on Software.
- Additional budget/expense items not currently included. We determined that we would emulate the current SAU15 budget structure (all line items) rather than the Chester budget for our analysis.
- Analysis options for budget: We decided that we will present two options for the financial analysis: 1. Full SAU15 budget (10 people), 2. Reduced SAU15 budget w/ projected work load reduction due to Auburn withdrawal.
- Temporary Auburn SAU housing options (Portable lease/buy, AVS, Pingree Hill Fire Station, Safety Complex, Town Hall) It was determined that ~225 sq.ft. per person should meet the needs for a 3 person SAU organization. Portable seems to be the most likely option. Hook-ups need to be included (Water/Electrical/Propane?)

Plan for obtaining remaining information still outstanding

- Joanne to explore the following:
  - Site for temporary SAU offices (portable locations) w/ Denise/Cary
  - Town payroll software w/ Adele Frisella
- Dave & Joanne will visit SAU15 on Monday for Task Analysis and gather other information required by the committee.
- Dave will rework budget and analysis as detailed above once task analysis is complete and forward to the team.

Next steps: Meeting scheduled for SUNDAY (9/25/16 1pm – Auburn Town Hall Basement)

MOTION/SECOND AND TIME OF ADJOURNMENT: Motion by Joanne Linxweiler, seconded by Janice Baker, to adjourn at 8:28 a.m., and the motion carried unanimously.

NAME OF RECORDING SECRETARY: Dave Wesche