

# SUB-COMMITTEE MEETING MINUTES - Approved

DISTRICT: Auburn

NAME OF MEETING: SAU15 Withdrawal Study Financial Sub-Committee

DATE/TIME/LOCATION OF MEETING:

September 25, 2016 / 1:00pm-2:30pm / Auburn Town Hall

COMMITTEE MEMBERS IN ATTENDANCE:

- Janice Baker, Member (Phoned in to meeting)
- Bill Wood, Member
- Joanne Linxweiler, Member
- Dave Wesche, Financial Sub Lead
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SESSION START TIME: 1:04pm Meeting called to order

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

Review agenda

Minutes from last meeting were not reviewed so we will read before next Monday's meeting and be prepared to motion both sets of minutes.

Recap current state of financial analysis

Changes/additions since Monday's meeting

Review/discuss additional information required

- SAU15 task analysis – Completed on 9/19/16 @ 1:30pm - 4:10pm by Dave & Joanne. We conducted the interview with all 10 of the SAU staff. Discussed the work/task content for each employee in SAU#15. Thanks goes to all the SAU staff for being such gracious hosts and accommodating our request.
- SAU15 asset listing – SAU15 Asset listing currently does not exist. Software was the only asset of interest and investigated possible alternatives if Auburn were to create their own SAU.
- A proposed Auburn only budget was created and emulates the current SAU15 budget structure (all line items). Changes were made based on a single district SAU.
- Our options for budget included two options for the financial analysis: 1. Full SAU15 budget (10 people), 2. Reduced SAU15 budget w/ projected workload reduction due to Auburn withdrawal. Results have been determined.
- It was decided that the Auburn SAU housing options would be thought of as long-term. (Portable lease/buy, Safety Complex land – 3,200 sq.ft.) It was determined that ~400-500 sq.ft. should meet the needs for a 5 person SAU organization. Portable seems to be the most likely option. Hook-ups will be a one-time expense (Water/septic/Electrical/Propane)
- Joanne and Bill explored the following:
  - Site for temporary SAU offices (portable locations) w/ Denise/Cary
  - Town payroll software w/ Adele Frisella
- The budget numbers were discussed at great length and were considered conservative but necessary at the specified levels due to start-up requirements for building infrastructure.

Next steps: Dave will edit some minor updates and send to the team. The Sub-committee will discuss the information with the remaining study committee on Monday night at 6pm.

MOTION/SECOND AND TIME OF ADJOURNMENT: Motion by Joanne Linxweiler, seconded by Bill Wood, to adjourn at 2:29 p.m., and the motion carried unanimously.

NAME OF RECORDING SECRETARY: Dave Wesche