



Meeting: Budget and Personnel Committee

Date: July 9, 2026 3:30 PM

Location: SAU 30 / Boardroom

Meeting Minutes

In Attendance: Committee Chair Dunn, Members Beck-Brown and Sullivan, Superintendent Baeta, Assistant Superintendent Hinds, Business Administrator Cilley and Facility Director Caruso

Start Time: 3:31 PM

End Time: 4:39 PM

Next Meeting: Monday, August 3, 2026 @ 8:30 AM

1. Personnel Update

- Assistant Superintendent Hinds offered a hiring update to the committee on positions filled, recently posted, and those ongoing.
- Resignation for the LHS Outreach Coordinator (Non-Union Position) was discussed with the committee.
- ESS School Nurse position will be on the School Board agenda for discussion and approval. There will also be a non-public session to discuss a request from a LEA Teacher to be released from their contract for the 2026-27 school year.

2. Budget

a. 2025-2026 Update

- Superintendent Baeta explained that the FY26 Close Out is Due September 1st to DOE and this information will be shared with the committee once that is complete.
- BA Cilley explained the remaining fund balance will be applied towards making the Food Service Department whole.

b. BMO Charge Update

- BA Cilley reviewed the requested breakdown of the June BMO charge with the committee.
- Building Codes were discussed: 10- District, 20- Elementary, 21- WHS, 22- PSS, 23- ESS, 34- LMS, 45- LHS, and 75- Huot.
- Fund Codes were discussed: 21- District, 22- Grant, and 25-Food Service.
- Any questions on the report from the committee will be emailed to the SAU Administration for clarification.
- BA Cilley explained the current purchasing procedure and process. This will be reviewed by the SAU Administration and any changes/updates will be communicated with the committee.

c. 2026-2027 Update

- The approved budget will be reviewed by individual line items by the Superintendent and BA next week.

3. Potential Use of Impact Fees

a. ESS Bus Loop Drainage Cost

- The City approved \$32,000.00 of Impact Fees to be used towards this project.
- FD Caruso discussed the scope of the project and drainage issues. This project is scheduled to start in August and will be completed by the start of school.
- The cost for paving this area will be \$36,000.00 to complete.

b. LHS Sewer Drain Cost

- Superintendent Baeta and FD Caruso explained that this project will not use Impact Fees and is currently on hold of switching the pipes from 2 to 4 inch pipes as work on the grease trap will be done first as that appears to be the problem and is more cost effective to try first.

4. LHS Grease Trap Cost

- Superintendent Baeta discussed that the work on the grease trap is a safety priority and needs to be done immediately.
- The cost of this work will be \$2,929.00 to complete.
- Future work on the snack shack is needed to improve the cleanliness and will be assessed for any updated equipment to help prevent clogs and backups.

5. Internal Process for Facility Projects based on LMS Access Road Project

- Superintendent Baeta discussed that he has already met with the BP Chair and Facility Chair regarding this project. The SAU Administration does not disagree that the process was not followed for this work to be completed.
- Committee Member Sullivan read a statement sharing his concerns on the process of this project.
- Going forward, Facilities will be overseen by the Superintendent.
- The idea of a CPI Plan being implemented was discussed and the difference between facility emergencies, budgeted projects and those that will be long term plans going forward was discussed. Policies will be reviewed to help determine dollar amounts that require committee or School Board action to determine a process and procedure going forward.

6. Lakes Region Consortium Update - June 24, 2026 @ Huot, 5-6:30 PM

- Assistant Superintendent Hinds discussed the recent presentation. The power point from the presentation will be included in the July 14 School Board Packet. There is also an analysis of the Consortium that is available to any School Board Member that is interested in receiving that document.

7. Review of Policy Section D Fiscal Management for Feedback to Policy Committee for August Meeting (NHSBA Sample Policies and Laconia Current Policies)

- Committee Chair Dunn discussed that she feels the BP Committee should review this section of policies and offer feedback to the Policy Committee for suggested revisions and updates.

- Copies of the NHSBA sample policies and Laconia current policies will be emailed to the committee members to begin this review.

8. LAYBL Score Board Donation

- The donation of new score boards were discussed by the committee for LHS. This will be on the School Board agenda for discussion and action.

9. Open Items

- Superintendent Baeta and FD Caruso discussed the LHS Water main work by Johnson & Jordan with the committee.
- There are leaking pinholes in the copper pipe on level 2A around the library that are in need of repair. The cost of this work is \$20,122.00
- There is also needed work on level 1A in front of the weight room.
- Superintendent Baeta will work with FD Caruso to combine these projects and he will communicate the additional cost to the committee.

10. Next Meeting Date: Monday, August 3, 2026 @ 8:30 AM