

*Wilton-Lyndeborough Cooperative School District*  
*School Administrative Unit #63*

192 Forest Road,  
Lyndeborough, NH 03082

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Bryan K. Lane  
Superintendent of Schools

Betty Moore, M.Ed.  
Director of Student Support Services

Lise Tucker  
Business Administrator

BUSINESS OFFICE REPORT

August 8, 2017

Pat has been working with administration and staff to ensure work agreements and benefits are in place for upcoming school year. Elayne has been working with administration and staff to coordinate purchases and payables for the upcoming school year.

Buddy has been working with his staff on completing the annual cleaning schedule. At this time, FRES is 95% complete, WLC is 90% complete and LCS is 75% complete. LCS is housing the summer school program. The gymnasiums have been refinished and painting has been done throughout the district.

The second phase of the WLC Roof replacement is in progress. This work is scheduled to be completed by August 15<sup>th</sup>.

We have renewed our one year agreement with Granite State Plumbing and Heating (GS). This is for HVAC and Refrigeration Mechanical Systems maintenance. These systems include our roof top units, boilers, water heaters, pumps and compressor evaporator fans for the refrigeration units. The collaborative goal is to achieve maximum efficiencies. The total cost for the district (LCS, FRES and WLC) is the same as last year - \$10,486.

We have secured our pricing with W.B. Mason. They were the lowest responsible bidder. They will supply us with 275 reams of copy paper for the fiscal year 17-18 at a price of \$22.42 per carton/case (10 reams per). This is a decrease of 5.5% from last year or a savings of \$346.50. Five companies were solicited. Three bids were received.

We have secured our pricing with First Point Power. We had two brokers who solicited five companies. Freedom Energy Logistics is the broker who won the bid. They will supply our electricity for the district for one year, starting November 2017. The price is \$.06955 per kWh, an increase in unit pricing from last year. The District was at \$.06835 per kWh. We are projecting a savings of \$6,073.70 as our kilowatt usage went from 730,879 in 15-16 to 671,275 in 16-17.

We have made arrangements and prepared purchase orders for the following Preventive Maintenance services. This includes the monitoring of our security and fire alarm systems through One Source Security for a total of \$1,710 for the year. This is year 2 of a 3 year agreement. We have made arrangements with Tri-State Fire Protection to perform our bi-annual kitchen hood suppression inspections for a total of \$1,497.60. This vendor will also do our required annual inspections for the fire alarm system panels, fire extinguishers, smoke detectors, sprinkler systems and elevator tests for a total of \$3,690.40. The fire extinguisher inspections were done this past month.