

Budget Committee

Regular Meeting Minutes

October 21, 2014

The Chairman opened the meeting at 6:30 pm

Roll Call: The Chair called the roll of the seating members Bruce Woodruff, Larry Brown, Eric Ohlenbusch, Bob Carrier, Devon Pageau, Stan Nadeau (Water District) Ann Walsh (School Board) Mike Beaulieu (Selectmen), Jennifer Crone.

Public: Pam Smith, Pat Smith,(DPW) Nick Marique (Fire Dept)

A quorum was present

Approval of Minutes: The Chair ask if there were any changes that need to be made to the minutes of September 16th 2014 if not I need a motion to approve. Larry B. made the motion to approve the minutes second by Stan N. motion passed 9-0

Review of upcoming schedule of meetings: Bruce sent the Budget Committee the 2014/2015 revised schedule for the Town and School budgets.

Bruce went over the schedule and ask the Committee to review the upcoming schedule for the proposed School budget and the proposed Town budget.

We have three meetings coming up to review the School budget the next meeting is on a Monday Nov 3rd at 6:00pm at Nute cafeteria all meetings at the Nute cafeteria 6:00pm.

We may need a forth meeting if necessary to finalize the School budget.

Bruce sent out a tentative schedule which was sent to the BC for the Towns dept heads to present their budgets and a chance for BC members to ask questions.

Bruce believes the Town Administrator has shown the tentative schedule to the dept heads.

We have four meetings scheduled for the Town budget the first meeting is Dec 2nd downstairs

Bruce also pointed out the last day for giving notice is January 20th public hearing on the budget. I want to get this notice out in advance of January 13th. I will send everyone that timeline about notice when will have the public hearing set it up with the TA and Board of Selectmen and have a discussion on whether they think we need to schedule two hearings the second one could be stopped if there's not a lot of comments. We would also have to schedule two snow dates for the public hearings. You do not have to hold the second public hearing if there's not a lot of public comment at the first one.

Bruce: ask if there were any questions. Bob: ask if the January 13th public hearing was for the School? Ann: Yes. Bruce: that date is only on the schedule to show that's the last day that we can publish a notice of the public hearing on the budget.

Jen: said the deliberative session for the School is February 7th. Bruce: ask Ann what is the responsibility of the Budget Committee attending the public hearing for the School budget.

Ann: The Joint Board holds the public hearing. Ann said we are starting that budget tomorrow night and hopefully have it done in the next two weeks. We will probably hold a public hearing sometime in November.

Bruce: The school deliberative session is February 7th Ann: were flexible it can be February 1st or the 7th. The dates for the deliberative session for the Town and School have not been decided yet.

Bruce: The other dates in February 10th and 17th have to do with the water district. This is a rough schedule of what we're going to do. Bruce said when the dept heads present their budgets and answer any questions and not deliberate with them while there here. We can discuss ups or downs the Committee recommends later in the meeting or later in the schedule.

Bruce has been given all the documents in pdf form muni smart sheets and individual sheets. The Selectmen has settle on their proposed budget. He ask the Committee if they want all the documents at once or just the ones at each meetings with the depts heads. The Committee said they would like all the documents at once. Bruce will send the documents electronically and he would like everyone to let him know if they received them. He's requesting in advance of each of the meetings we get the printed packets for that night.

Jen: said it's not a good idea to print your own copies. She said last year she printed the documents only to find they made changes to them and the documents were useless.

Bruce said he ask for the printed documents in advance for that meeting and we can picked them up or get them the night of the meeting.

Review the School budget: Ann: We have hired Jason Castle as Business Administrator he started three weeks ago. He's never worked in a School district before.

He did an internship in Dover and he's actually still an employee of MRI. They have hired him on.

there willing to carry him as an employee for this School year and if at the end of the trial period if were pleased at the work he has done we will take him on as full time BA.

The expense report shows where we are I looked at last year's we were \$1.5 million less this year \$ 1.6 million. The salaries have not been corrected yet and the first three lines Title one grants still being taken out there they just haven't the time to do that yet.

The health ins. that need to be adjusted and encumbered.

Larry: ask about the insurance for the cafeteria employees. Ann: responded the cafeteria workers don't work for the School district anymore they work for that company. We're probably going to look at the health ins. next year we're in the middle of negotiations were probably going to get a one or two year contract but with all the health ins. changes that are coming up in the next two years.

Larry: ask somewhere there were \$30,000 expected savings. Ann: responded last year the food service was close to \$80,000 at the end of the year in debt. This year is guaranteed that were only going to be \$50,000 in debt and every year after that the deficit is supposed to be getting better and how it's working in other School districts after 4 or 5 years there showing a profit.

We are in the middle of our budget process. We met a couple times and we meeting tomorrow night hope to finalize the budget and send it to the Budget Committee.

Bruce: ask the first budget meeting is Nov 3rd how much in advance will we get any paperwork.

Ann: If were able to finalize the budget tomorrow night. We will get it to you the 1st of the following week so you will have them one week in advance.

Bob C. ask about the \$1.00 in the food contract services is this company independent from the School district? **Ann:** said yes **Bob** ask is the expenses and encumbrance going to affect the School budget.

Ann: We signed a contract with them and when we created the budget. We didn't hired the food service company at that point so we're using that money we would have spent on our regular salaries and health ins. to pay for the food service Co.

Review of the Town Budget: **Mike** said the budget is where it should be. As of 9/29/14. 63% spent.

Stan: ask **Ann** at the last meeting volunteered to call **DRA** about getting an opinion in writing on unfunded lines that were added midyear to the budget and did she get an answer? **Ann:** responded I talked with **Mike Effingham** from **MRI** and he confirmed that the School district and the Town **DRA** looks at the function lines. **Ann** ask where can I find this in writing. He told **Ann** were to look. **Ann** spent hours looking at regulations and it's not in writing.

Ann called **DRA** and spoke with **Michelle** she confirmed it's the function line of both the Town and the School budget that they care about. **Ann** if there's nothing in that line you can't spend out of it?

Michelle replied if there's a zero in the function line you can't but if it's a sub line you can.

Ann ask can you add a line midyear. She said yes as long as you have money in that function line.

Ann: ask could you put that in an e-mail and send it to me. She replied if we have time. There's has been no response yet. **Ann:** said to her by looking at the law it confuses people because it's very vague and she said you can interpret the law into whatever you want.

The consensus from the Board is that will never get it in writing.

Members Comments: **Bruce:** sent an e-mail with an attachment from the Planners Association on page 4 Changes to the budgeting law for SB2 Towns. We will be following that.

Bruce: looking at the schedule it shows March 10th second session March 17th left open for possible recounts and April 21st Budget Committee organizational meeting.

Bruce: said that he will not seek re-election

Jen: The first meeting is Dec 2nd will we be asking questions **Bruce:** responded yes we will be asking questions but not deliberate with them while there here.

Bob: Where getting ready to go through the budget process for the Town and School. We need the people to show up at these meetings and listen to the Town dept heads and School Boards presentation of their budgets and what their needs are. We need to post the proposed budgets and meetings so when they come to the public hearings they will be able to ask question.

There was a discussion on how we could get the word out to the people. We need to get the proposed budget on the Towns web site and get the School budget on their web site so people will have more time to look at the budget and not come to the public hearing and maybe get 5 minutes to look at a printed copy of the budget.

Bob: The Misc. lines with a \$1.00 in the line are being abused. Bruce once said there should be a reasonable amount spent on those lines.

Devon: why we have the dept heads come to two budget presentations why not have one joint meeting. **Bruce:** This has been done both ways and understands that it's a burden.

Devon: You ask the generic questions and get the answers and both Boards go their separate ways.

Bruce: He doesn't know why no-one approached me to try and set it up maybe they thought I would say no.

Larry: There was a suspicion on the part of the Selectmen that they would be sandbagged by the dept head who would bring in apple pie and the American flag waving together and the Selectmen force by public opinion to put in budget items which in cooler judgment realized they were breaking the bank and was one reason for the structure approach of the chain of command dept heads reporting to the Selectmen.

Ann: adding to Devon comments The School district side we have the dept heads come to the School Board and present their budgets. The SB has to take that information and have to decide what is more important to the School needs. The SB has to present the budget to the BC and we bring our dept heads in to answer questions.

Citizens Comments: Pat Smith speaking with dept heads we ask the same question. We thought it would be much better that all dept heads come and do their presentations to both Boards at the same time both Boards get the same information at the same time.

Nick: reminded the Committee about the CIP meeting October 29th at the School cafeteria.

Adjourn: Bruce ask for a motion to adjourn Larry made the motion second by Stan

Motion passed at 7:20 pm

Submitted by Bob Carrier Vice-Chair

Chairman _____