

**Town of Northwood
Budget Committee Minutes
May 31, 2016**

1 **Chair Ginger Dole calls the meeting to order at 7:00.**

2

3 **PRESENT:** Present: Chair Ginger Dole, Vice-Chair Betsy Colburn, School Board
4 Representative Bree Gunter, Selectmen Representative Scott Bryer, Daniel McNally,
5 Bunny Behm, Betty Smith, Hal Kreider, Joe McCaffrey, Water District Representative
6 John Jacobsmeyer, Mike Carlton, Brad Hall; Board Administrator Linda Smith. Tom
7 Chase arrived at 7:32

8 **ABSENT:**

9 Unexcused: Jon Boudreau

10

11 **April 19, 2016 Minutes**

12 Mr. Bryer motions to accept the minutes. Mr. McNally seconds. Minutes accepted as
13 amended; Vote 9/3 abstain Mr. Kreider, Mr. McCaffrey and Mr. Carlton

14 **Water District Budget**

15 Mr. Young states the committee has received the Water District budget handout. He
16 states that there are four warrant items that are going to require money. Pages 2-4
17 address warrants article 4, which is the operating budget. Page 5 lists 3 items at the
18 top of the page warrant items #5, #6, #7. Bottom of page 4, warrant item #4196 is the
19 expendable trust fund totaling \$1000 this is funded by cell tower rents. Item #419 5
20 funds are going into a pre-existing capital reserve fund, splitting this year and coming
21 from cell tower rents: \$8088 Item #4332 which is warrant item 7 that is where they
22 are going to put additional monies into expendable trust fund.

23 **Operating budget for the coming year will be \$14,299.**

24 **Mr. McNally makes a motion to recommend operating budget of \$14,299.**

25 **Ms. B. Smith seconds. Roll call vote: 12/0.**

26

27 **Mr. McNally makes a motion to recommend #7 for \$3,921. Ms. B. Smith seconds.**

28 **Mr. Young explains the split in cell tower rent funds. Roll call vote: 12/0.**

29

30 **Mr. McNally makes a motion to recommend art #6 \$8088. Capital Reserve fund.**

31 **Betty Smith seconds. Roll call vote: 12/0.**

32 **Mr. McNally makes a motion to recommend Art # 5 \$1000, Expendable trust Mr.**

33 **McCaffrey seconds. Roll call vote: 12/0.**

34 **Chair Dole closes the work session on the Water District and opens the public**
35 **hearing and announces the vote. No public is present to speak to the water**
36 **district proposed budget. Chair Dole closes the public session and goes back into**
37 **the work session.**

Official on July 20, 2016

**Town of Northwood
Budget Committee Minutes
May 31, 2016**

1

2 **School District**

3 School Board Representative Bree Gunter is present and is assisted by School Board
4 member Tim Jandebaur.

5 Ms. Gunter states that the committee has received the School District budget
6 handout.

7 **Regular Education:** Ms. Gunter points out surpluses in the budget, and explains that
8 regular education surpluses are because of four retiree insurance buy outs. Deficits
9 are because of new math and reading programs. Ms. Behm asks about health
10 insurance surplus. Is it because rate came in lower than estimate? Mr. Jandebaur
11 states that there was a 12% overage budgeted, and it turned out to be 4% actual. Ms.
12 Behm also asks if the money for the language arts & math programs is in the July 1
13 budget. Mr. Jandebaur states that those two programs are not in the default budget so
14 they were purchased in this year's budget.

15 **Special Education:** Surplus aide wages due to a Special Ed aide switching to NECC
16 tutor. The Health Insurance shows a surplus due to rates being lower than projected.
17 Pg. 3 surplus is due to student switching schools, at a lower cost. Mr. Bryer-asks if
18 board can choose schools if there's a lower rate available. Ms. Gunter states no. Ms.
19 Colburn asks if it's May 31, why are anticipated numbers in here now? Mr. Jandebaur
20 states that we asked the administration what they may need that was not budgeted.
21 Ms.Colburn asks if it's possible to get the "wish list" for 2016. Mr.Jandebaur says yes.

22 ***Tom Chase arrives at 7:32***

23 **Guidance:** Ms. Gunter points out a deficit, explaining that there was a new hire that
24 required a higher rate due to more experience.

25 **Nursing:** Nothing has changed.

26 **Improvement of instruction:** Ms. Gunter points out a deficit of \$5000 on page 6.
27 This is due to a retirement incentive that teachers took as part of their contract; there
28 are teachers who are mentors for new hires.

29 **Curriculum director:** Ms. Gunter points out deficits due to the position being
30 contracted out. Mr. Jandebaur states they did have money in the budget for a part
31 time curriculum director. Chair Dole explains the history of the hiring of the
32 curriculum director. Mr. Jandebaur states we opted for the part time curriculum
33 director, who then left. Dr. Bob asked if he could use the current contracted person for
34 the position in order to keep some of the programs. She works per diem. Ms. Colburn
35 states that she thinks the figure under instructional is high for courses that will need

Official on July 20, 2016

**Town of Northwood
Budget Committee Minutes
May 31, 2016**

1 to be done by the end of June. Mr. Jandebour states this total amount is left in there
2 based on the contract.

3 **Library:** Ms. Gunter explains surplus due to the librarian changing her insurance
4 plan and got a lower rate.

5 **Media:** Ms. Gunter explains that it shows some deficit and some surplus throughout
6 this department because there were purchases of items that they didn't realize they
7 needed. But the surpluses even out at the bottom. Chair Dole comments that concern
8 over the expenses being in the correct lines the department purchased a lot of
9 computers so it seems we should not have a lot of repairs. Mr. Jandebour states that
10 they still have a fair amount of older computers and the school board may have not
11 budgeted enough for repairs. Mr. McCaffrey asks about warranties? Mr. Jandebour
12 states, yes. Many parents took advantage of a program for extended warranties or
13 damage warranties.

14 **School Board Services:** Ms. Gunter explains that the deficits are due to criminal
15 records checks for substitute, chaperones and volunteers that were needed this year.
16 Another deficit was for an attorney negotiator for grievances and collective bargaining
17 that the school needed to deal with this year. Ms.Colburn asks about monies
18 encumbered for advertising and legal notices balance. Mr. Jandebour says they will
19 look into that, it may be the advertising for the principal position.

20 **Office of the Principal:** Ms. Gunter explains that the school bought out the outgoing
21 assistant principal earned vacation time, and she worked some summer hours,
22 therefore creating that deficit. Ms. Behm asked about new furniture being a zero line.
23 Chair Dole asks to check with the SAU on why the expenditure is showing on lines
24 with zero. Mr. Kreider recalls that it is OK as long as there are no zeros in the
25 department or section on the MS-737. Further discussion ensues and opinions are
26 given on whether the zeros are ok or if the line needs \$1. Ms.Colburn notes there are
27 funds in the supplies list.

28 **Maintenance and operations:** Ms. Gunter explains there is a deficit because of high
29 turnover in custodial staff. Maintenance has a surplus. Ms. Gunter assured the board
30 that the facilities committee will be utilizing it. Chair Dole asks about the asbestos
31 inspection and when it's getting done. Mr. Jandebour states that they don't know at
32 the moment. Ms. Colburn comments on custodial wages having a deficit, she asks if
33 there were vacancies, why the deficit. Ms. Gunter states it's because of a new person
34 being paid at a higher wage.

35

36 **School Transportation**

Official on July 20, 2016

**Town of Northwood
Budget Committee Minutes
May 31, 2016**

1 Ms. Gunter points out a deficit because the district added a new bus line. Special Ed
2 transportation shows a surplus because an out of district student now lives in the
3 district so no bus is needed. Chair Dole asks about contracted service for the
4 intercom-when is this due to be done? Chair Dole also asks about field trip
5 transportation. Who pays for the field trips? Ms. Colburn states that the money is
6 raised by the classes, not in the budget. Mr. McCaffrey asks when the last bond
7 payment is. Mr. Jandebaur states next year is the last bond payment.

8 **Food Service**

9 Ms. Gunter states there aren't any changes to food service. Ms. Behm asks about a
10 25k transfer to food service when there is a balance showing. Mr. Jandebaur states
11 that they budgeted based on last year's and the history of the food service; it will be
12 only what is needed to balance their budget.

13 **Capital Reserve Funds** Chair Dole these items should not be included as part of the
14 operating budget as they are not a part of it.

15 **Anticipated balance: \$268,765**

16 **High School**

17 Ms. Behm applauds that special education and other public schools show positive
18 anticipated balance and the savings that has occurred over the last few years. She
19 also notes that there are funds left for tuition that should not have been included.

20 Chair Dole asks about page 14 special education tuition, clarifies that all students are
21 accounted for in special education and this line only covers the difference between
22 spec education and regular education. Mr. Jandebaur states that this line also
23 includes the paraprofessional aides when it is a 1:1.

24 Chair Dole is concerned that there is money left on the line because elementary
25 special education is included in two places in both the high school special education
26 and elementary special education.

27 Chair Dole refers to special education placements just under \$560,000. Mr.
28 Jandebaur states that there have been some changes to the students in special
29 education which are reflected in the current statement. Ms. Colburn asks to please list
30 where the alternative education students are within the budget.

31 Ms. Gunter thanks budget committee for their patience, and Tim Jandebaur for his
32 assistance.

33 **Internal Business**

Official on July 20, 2016

**Town of Northwood
Budget Committee Minutes
May 31, 2016**

1 Chair Dole states that vacancies will be addressed on July 20. The committee will also
2 be addressing the end of year budget for school and second quarter for town. Chair
3 Dole requests that financial statements be mailed on July 11. Chair Dole suggests that
4 members to contact herself or Linda Smith if you do not receive your packets on time.

5 **Mr. Bryer makes a motion to adjourn at 8:25 PM. Second by Ms. B. Smith**

6

7 ***Respectfully Submitted,***

8

9 ***Susan Jastremski-Pastor***

10 ***Land Use Secretary***

11

Official on July 20, 2016