

**Town of Northwood
Budget Committee Minutes
August 20, 2014**

Chair Ginger Dole calls the meeting to order at 7:03 p.m.

PRESENT: Chair Ginger Dole, Vice Chair Betsy Colburn, Selectmen Representative Robert Holden, School Board Representative Timothy Jandebour, Water District Representative John Jacobsmeyer, Bunny Behm, Mike Carlton, Thomas Chase, Hal Kreider, Joseph McCaffrey, Board Administrator Linda Smith, and Board Secretary Lisa Fellows-Weaver.

ABSENT: Excused: Daniel McNally, Brad Hall, Nicole Roy, and Keith McGuigan.

MINUTES

April 29, 2014

Ms. Behm makes a motion, second by Ms. Colburn, to accept the minutes of April 29, 2014, as written. Motion passes unanimously; 10/0.

TOWN REPRESENTATIVE:

Finance Administrator Sandy Garrett

TOWN

Expenditure Report

Mr. Holden provides a brief overview. He states that the town is on track for this time of year. He states that the paving project is going out to bid and this will be the last of the larger projects for this year. He adds that there is an anticipated amount of \$50,000 to \$60,000 being left over.

Revenue

Mr. Kreider refers to the revenue report and states that it appears that the revenue is behind. Mr. Holden reminds the committee that the Rooms and Meals Tax comes in towards the end of the year. Ms. Garrett adds that typically the Rooms and Meals Tax is received at the very end of December. She adds that these are estimated revenues based on a two year analysis and there are many variables.

Mr. McCaffrey asks what the percentage is of the Rooms and Meals Tax. Mr. Holden states that the percentage is issued from the state that is a reimbursement to the town.

Expenditure Report

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Mr. McCaffrey asks about the health and dental for the town administrator. Mr. Holden states that the insurance plan changed this past year. Ms. Garrett states that this year the coverage is a single plan.

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SCHOOL

Revenue

Mr. Jandebaur refers to the revenue report and states that the school is \$107,734.65 ahead in revenue at this time. He notes that this is due to many reasons. He explains that catastrophic aid came in higher, etc. However, he states that it is overall due to the fact that the SAU staff is doing a better job in pursuing funds. He states that the committee will see more of this in the next few years.

Mr. Chase states that this is an increase of less than 1% and the other implication is that the SAU was getting monies that have been due to the school. He states that going forward this is a one-time benefit of collecting funds that were due to the SAU. Mr. Jandebaur states that he would agree to some extent; however, there has been a tremendous change in personnel over the past year and half and you will begin to see the positive aspect of these changes.

Mr. Kreider asks about the unanticipated revenue and if this is from other school districts. Mr. Jandebaur replies that the majority of this money has been pursued by Scott Reuning from the SAU. He notes that there is \$274,045 left over in the budget.

Budget

Mr. Jandebaur provides an overview of the budget. He states that the Teachers' Salaries lines are over \$57,177 due to an event that occurred, which cost \$85,000. He states that this is a non-public issue. He adds that there is an incredible amount of overspending in the substitute wages. He states that there was approximately 716 teacher substitute days last year. He states that there have been long discussions regarding this matter.

Mr. Jandebaur states that overall he is pleased with the budget at this time.

Mr. Jandebaur provides a list showing what has been saved in the school for year 2013-2014. He states that this really shows that there are staff that are doing their jobs.

Mr. Kreider asks for clarification on funds from what was voted on in March. Ms. Dole explains that the town's budget is a calendar year and what was voted on in March 2014 is for January 1, 2014 through December 31, 2014. She states that the school's budget was voted in March 2014 and covers for July 1, 2014 through June 30, 2015.

Additional discussion is held regarding billing. Mr. Jandebaur states that with the changes of staff that have occurred, staff members are able to review the invoices

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instead of just paying outright. Mr. Jandebaur further explains that there are many different vendors that the school deals with on a daily basis; some are other school districts, many businesses, and other entities. He states that this will also help in reducing the budget.

SAU-44 Report Card

Mr. Jandebaur provides copies of the report card for the SAU. He explains that the report consists of a variety of data for the elementary and high school in an easy format and it is for information purposes. Discussion ensues comparing the three towns within the SAU. Mr. Jandebaur states that he believes that the report will be done quarterly.

OTHER

School Proposed Budget

Ms. Dole states that a copy of the school's proposed budget for July 2014 through June 2015 has been provided. She states that this is for information purposes only. The first quarter of the school's budget will be discussed at the October meeting. Additional information will be provided in the October mailings.

Northwood Cove Village District

Ms. Dole states that the only time the budget committee will address the Cove Village District will be during the regular budget season.

Letter of Resignation

A letter of resignation has been received from Bonnie Sears. **Mr. Holden makes a motion, second by Mr. Chase, to accept the resignation of Ms. Sears, with regret. Motion passes unanimously; 10/0.** A letter to be sent to Ms. Sears thanking her for her service on the budget committee.

Letter of Interests

Ms. Smith states that she received an email from a resident expressing interest in serving on the budget committee.

Vacancy Advertisement

A discussion is held regarding placing an ad in the Suncook Sun. The committee agrees to wait until after Labor Day and place an ad to post in the September 17 edition. Interested parties should submit a letter of interest and plan to attend the October 15 meeting. Deadline for submissions will be October 3. It should be noted that the interested parties should contact staff for a list of all upcoming meetings. **Ms. Behm makes a motion, second by Mr. McCaffrey, to post an ad for budget committee members. Motion passes unanimously; 10/0.**

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2015 Proposed Budget

A brief discussion is held regarding various lines in the committee's budget. **Mr. Jandebaur makes a motion, second by Ms. Colburn, to level fund the budget committee's budget at \$675 for 2015.** Additional discussion is held regarding increasing the training line; it is agreed to proceed with a level funded budget for 2015. **Motion passes unanimously; 10/0.**

Members List

An updated members list is provided.

Rules of Procedures

Amended copies of the committee's Rules of Procedure are provided; amendments based on the April 29 meeting.

Upcoming Meeting Schedule

Wednesday, October 15, 2014; 7:00 p.m. Quarterly Meeting

Saturday, December 6, 9:00 a.m. - Town

Monday, December 8, 7:00 p.m. - Town

Wednesday, December 10, 7:00 p.m. - Town

Saturday, December 13 at 9:00 a.m. - School

Monday, December 15, 7:00 p.m. - School or Town

Wednesday, December 17, 7:00 p.m. - School or Town

Wednesday, January 14, 2015 at 7:00 p.m. Public Hearing Town

Thursday, January 15, 2015 at 7:00 p.m. Public Hearing School

An additional meeting is scheduled for January 7, 2015 at 7 p.m. for the possibility of petition articles.

CORRESPONDENCE

A lengthy discussion is held regarding receiving political and campaigning advertisements/mailings through the town as committee members. Some members comment that this is an inappropriate use of town staff and this type of mail should not be solicited. Other members feel that it could just be disposed of while some do not feel that the town should determine what correspondence addressed to members should be recycled. Other members feel that the distribution of mail/correspondence is not the town hall's place and it should just be forwarded along. This topic will come up for discussion again should there be a need to do so.

ADJOURNMENT

Mr. McCaffrey makes a motion, second by Mr. Holden, to adjourn at 8:23 p.m. Motion passes unanimously; 10/0.

Respectfully submitted,

Lisa Fellows-Weaver Board Secretary

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