

**Town of Northwood  
Budget Committee Minutes  
October 30, 2013**

Chair Ginger Dole calls the meeting to order at 7:00 p.m.

**PRESENT:** Chair Ginger Dole, Vice-Chair Betsy Colburn, Selectmen Representative James Hadley, Water District Representative John Jacobsmeyer, Bonnie Sears, Bunny Behm, Nicole Roy, James Ryan, Keith McGuigan, Hal Kreider, James Vaillancourt, Thomas Chase, Board Administrator Linda Smith, and Board Secretary Lisa Fellows-Weaver. *School Board Representative Timothy Jandebour arrives at 7:36 p.m.*

**ABSENT:** Excused: Daniel McNally, and Lois Nichols

**TOWN REPRESENTATIVE:**

Finance Administrator Sandy Garrett

**PUBLIC PRESENT:**

Mike Carlton

**MINUTES:**

***July 30, 2013***

**Motion is made by Bunny Behm, second by Jim Ryan, to accept the minutes of July 30, 2013, as written. Vote: 12/0.**

***October 1, 2013***

**Motion is made by Betsy Colburn, second by Jim Ryan, to accept the minutes of October 1, 2013, as amended as follows:**

Page 1: *...include the meeting dates within the motion.* **Vote: 12/0.**

Ms. Behm expresses concern with the fact that the ad for members was not correct and suggests that the committee may not want to act on filling the vacancies as the ad was not accurate as voted. Ms. Smith states that the ad was noticed on the town's web site and the ordinary places of posting; the Forum, post office, town hall, and library. She adds that two letters of interest were received. She states that sometimes with the ads there is no response received regardless of how long the ad runs. Discussion ensues. Ms. Dole states that she feels the committee should address the vacancy as there is an interested party present. Ms. Smith states that she did contact the two interested persons. Discussion ensues regarding the process.

**TOWN**

***Third Quarter***

Mr. Hadley explains that this report indicates approximately 80% of the year. He states that 71% has been spent and he feels that the town is on track for the third quarter. He states that the encumbrances, which are for goods or services that have been obligated but not drawn down yet, are at 8%. He states that an encumbrance

*Official as of December 7, 2013*

**Town of Northwood  
Budget Committee Minutes  
October 30, 2013**

could occur due to ongoing construction on Bow Lake Road. He adds that there will be a surplus this year; however, the amount is unknown at this time.

Mr. Kreider asks if there are any encumbrances related to snow removal. Mr. Hadley replies that he believes that there is \$10,000 remaining. Ms. Dole states that there is an encumbrance listed in the Snow and Ice Contracted Services line.

Mr. Chase asks about additional paving projects. Mr. Hadley states that since the bond did not pass, the portion of Bow Lake Road was the only road completed this year.

***Revenue Report***

Mr. Hadley states that the estimated revenues should be received. He explains that the rooms and meals tax will be paid out at the end of year; \$188,000 is anticipated. Mr. Hadley states that the motor vehicle registration fees have been higher than anticipated over the past few years.

Mr. Hadley states that the selectmen voted on the budget last night and have reviewed all of the warrant articles and will vote on the warrant articles November 12.

**COVEWAY VILLAGE DISTRICT**

Jim Vaillancourt, district representative, explains that the village district has the same fiscal year as the town. He states that he is on schedule to present the budget for the Cove Village District at the December 7 meeting if that is still scheduled. He states that he has authority to okay a date after November 28.

**OTHER**

***Budget Calendar***

Ms. Dole explains that she received a request from the town administrator for the budget committee to consider meeting two nights, November 19 and 20, rather than Saturday, December 7, due to the fact that the town administrator and finance administrator are not available that day. She states that she felt that the committee should discuss the change. She notes that the dates were scheduled in July. **Ms. Colburn makes a motion, second by Ms. Behm, to leave the calendar as created in July 2013.** Mr. Hadley agrees with the motion and adds that if there are questions that he cannot answer he should be able to have the answers by the next meeting. **Motion passes; 11/1.** Keith McGuigan is opposed.

***Vacancy***

Ms. Dole states that there are two candidates. Mike Carlton is present. He passes around a few copies of his resume and introduces himself. He provides an overview of his background and interests.

**Town of Northwood  
Budget Committee Minutes  
October 30, 2013**

Ms. Dole reads a letter of interest submitted by Joseph McCaffrey, who is not present.

Paper ballots are distributed and collected. Votes are counted and Ms. Smith states that Mike Carlton has been chosen.

Mr. Jandebour arrives at 7:36 p.m.

**SCHOOL**

Mr. Jandebour expresses satisfaction with the new staff and new things that are occurring at the school and SAU office. He states that much is being addressed and is making things become clearer. He states that there are many changes coming forth; some are difficult.

Mr. Jandebour states that they were not aware of the balance of funds prior to year end, which caused them to retain funds that otherwise, would have been spent. He notes that there has been a safety issue at the school's ball fields, which has been addressed.

A lengthy discussion is held regarding the revenue statement received. Mr. Vaillancourt notes that the figures do not match. He states that it shows a deficit of \$54,000. He adds that there was \$329,000 left over, which he feels should have been returned to the town. Mr. Hadley states that funds were returned back to the town. Ms. Colburn states that the actual funds are not actually given back to the town; the amount provided to the school is reduced.

Further discussion is held regarding the forms provided and the completed audit. Mr. Jandebour explains that Dr. Gadowski is trying to improve relationships between the school, SAU and the town.

Mr. Jandebour states that as far as the audit, all of the information has been provided to the auditors and the auditors have since requested additional information. He states that nothing additional has been received and he adds that it is expected to be received at any time. Further discussion ensues as to the documents provided and the differences in final figures. Ms. Dole suggests that the committee hold off on further discussion until the final report is provided.

Mr. Jandebour states that there is a new staff member specifically for Northwood now and he is working diligently to get caught up. He mentions that the encumbrances are not accurate.

Mr. Jandebour reviews the attendance numbers for the elementary and CBNA. He states that there are 15 students less in the CBNA tuition line than what has been budgeted. He states that the school board has talked about this matter and he believes the school board is in agreement that they will not be spending these funds.

*Official as of December 7, 2013*

**Town of Northwood  
Budget Committee Minutes  
October 30, 2013**

He adds that K-8 has 23 less student than what was expected; the total enrollment is 406.

Mr. Jandebaur mentions the teachers who retired based on the special meeting warrant article. He states that the school is saving \$91,000 this year and over the next four years there will be a savings of \$131,000. He states that this was a great deal. He notes that the new hires have made a great overall change to the environment. He adds that there are still 13 teachers that are at their maximum step.

Mr. Kreider asks where the \$131,000 savings is coming from. Mr. Jandebaur replies that this savings is from the salaries, including FICA, insurance, and several staff are now taking the insurance buyout of \$5,000. A detail sheet will be emailed showing more of the salary appropriations.

Mr. Jandebaur states that the budget does not provide a column showing Mr. Hartford's budget, which is what the school board had worked from. He explains that the original appropriation is the default budget and perhaps it would be beneficial if Mr. Hartford's budget was provided as it may show a clearer picture. Ms. Dole states that the revised budget was completed before July based on the amount of students anticipated attending, also based on teachers' salaries and retirement of up to 6 new teachers. All of the adjustments were made after the vote and after the school year began. There are fewer students at both schools and the teachers that retired were not all regular education teachers.

Ms. Behm asks why the CBNA tuition line was not amended. Ms. Dole replies that the amount of students was unknown in July and the number when school began ended up being less. Ms. Behm states that moving money is very confusing. Mr. Jandebaur states that there will not be any moving of funds between budget lines anymore; however, it will be done through this year, then will be corrected.

Mr. Jandebaur states that with the new proposed budget, items are concise and in the correct lines. Additional discussion is held regarding budget formatting. Ms. Dole suggests that the school remove the last two columns.

Mr. Jandebaur notes that the budget will also be less in the special education section. He adds that there is also a new transportation services contract for special ed., which will result in a contract that will save \$100,000.

Mr. Kreider asks what can be done in order to do a better job with the material provided. He states that figures do not match and some of the materials were just provided. Ms. Dole states that the committee will have the school's budget materials on Dec. 7, seven days in advance.

*Official as of December 7, 2013*

**Town of Northwood  
Budget Committee Minutes  
October 30, 2013**

Mr. Kreider requests a key indicating what each column is, what it is used for, and how it is derived.

Ms. Dole requests that the special ed. listing have a date.

Mr. Vaillancourt states that there are no anticipated funds listed on lines 2290, 5733, and 5737. Mr. Jandebour states that next month's report will show most of these issues resolved. He states that there is a new special education director who is trying to reorganize the special education section. He states that now items will not just be lumped together.

Mr. Vaillancourt asks why \$111,000 was moved into technology. Mr. Jandebour will look into this item and get back to the committee.

Mr. Vaillancourt notes that the committee does not vote on a default budget. He states that there is no voting done on line items. A total budget is approved; one lump sum. After the vote, the funds can be used and allocated elsewhere. He states that all he is interested in is the revised budget. Mr. Jandebour states that in July the school board approved a budget presented by Mr. Hartford. He will provide copies to the committee.

Mr. Jandebour states that the school asked the voters for funds for technology through a warrant article. He states that it was not approved and with "No means No", no money can be spent on technology, including money in the budget, and no gifts can be accepted for technology either.

Mr. Kreider states that each member of the audience at the deliberative session should be provided a copy of the budget, line by line, so that they can see each line and the funding. Mr. Kreider notes that this also applies to lines that contain a \$0, as no money can be expended in that line. Discussion ensues.

Further discussion ensues regarding the formatting of information relative to transportation, and placements, for special education.

**Adjournment**

**Mr. Vaillancourt makes a motion, second by Ms. Colburn, to adjourn. Motion passes unanimously at 8:22 p.m.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary

*Official as of December 7, 2013*