

**Town of Northwood  
Budget Committee Minutes  
July 20, 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, Tom Chase, Selectmen Representative Scott Bryer,  
5 Daniel McNally, Bunny Behm, Betty Smith, Joe McCaffrey, Mike Carlton, John  
6 Jacobsmeyer, Brad Hall; Board Administrator Linda Smith, and Land Use Secretary  
7 Susan Jastremski-Pastor

8

9 **ABSENT:**

10 **Excused: Hal Kreider**

11 **Jon Boudreau will be late.**

12

13 **May 31, 2016 Minutes**

14 ***Ms. B. Smith makes a motion to accept the minutes. Ms. Behm seconds.***

15 Changes proposed:

16 *Page 1, Water Public Hearing, close public session and back to work session times.*

17 *Page 4, line 9 Change "Doyle" to "Dole"*

18 **Minutes accepted as amended; Vote 11/0**

19 **It is suggested by Mr. Chase and other members of the committee that name**  
20 **plates would be helpful.**

21 **Town Second Quarter:**

22 Selectman Bryer states there are changes to the executive office on page 2. There is  
23 about 35% left of the budget. The reasons being are that contracted services line went  
24 over. It was a very tight budget to begin with, and we needed to have Mainstay  
25 Computers come in because there was a virus in the Town Hall computers. Printing  
26 and advertising is over because the town had to post several employment ads.

27 The municipal secretary hours are over because when the previous board secretary  
28 left, the municipal secretary took over some of the work load. But between the two  
29 positions it should even out.

30 Turning to page 6, the personnel administration line is where it should be.

31 Chair Dole asks about workers compensation, are we self-insured or policy premium?  
32 Selectman Bryer states we are not self-insured we have a policy.

33 Turning to page 8, the general liability policy came in higher than expected this year.  
34 On Pg. 13 Highway budget has 39% remaining because of a large amount encumbered

*Official on December 3, 2016*

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1 for fuel. Some of the paving has been completed near the Mary Waldron beach area.  
2 On Pg. 14, \$83,000 spent from the block grant leaves 62% remaining. He anticipates  
3 that a significant amount of the funds will be used for paving. Angela Drive and  
4 Patience Way bids will be discussed at the highway advisory meeting.

5 Highway cleaning and maintenance is at 84% and construction season will use the  
6 majority of this.

7 There has been an increase in the amount of waste dropped off at the transfer station.  
8 Mr. McCaffrey asks what the percentage of increase will be. Selectman Bryer states  
9 that it's not necessarily for the entire year. Joe Gunter states that it looks like we will  
10 end up at 24% increase for the whole year based on the amount of waste being taken  
11 out.

12 Selectman Bryer states that the town is at 42% of the current remaining budget  
13 amount as of today.

14 Ms. Behm refers back to page 13, the Building/Code Enforcement line. She asks why  
15 the money is not being spent. Mr. Gunter states that there are funds in the budget for  
16 an assistant that has not been hired.

17 Chair Dole refers to page 3, voter registration contracted services? She would like to  
18 know what that meant. Mr. Gunter states that he thinks it's the voting machine  
19 operation and he can confirm this with the town clerk.

20 ***Jon Boudreau arrives at 7:10***

21 **School Budget – End of fiscal year**

22 Ms. Gunter refers to page 1, Regular education teacher salaries are over and the  
23 corresponding health insurance. Last year they replaced four teaching positions and  
24 had four retiree insurance buy outs.

25 Ms. Gunter refers to page 2; under classroom reference books and language arts.  
26 Deficits are because of new math and reading programs they purchased from the wish  
27 list.

28 Page 3, Special Education; other non-public tuition a student out of district came into  
29 the district. That will show up again in transportation.

30 Ms. Behm commends the school board on the fact there are funds left in the  
31 substitute line.

32 Ms. Colburn asks about funds being encumbered for supplies. Ms. Gunter will check  
33 into what is included.

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- 1 Ms. Behm asks about summer school and athletic stipends. Ms. Colburn states that  
2 the Athletic Director isn't in the retirement system. And the coaching is not all in  
3 house.
- 4 Ms. Behm asks about summer school salaries on page 4. She asks why is there no  
5 retirement. Ms. Colburn states that the summer school instructors may not be in the  
6 retirement system.
- 7 Ms. Colburn asks about professional development on page 5, there is money left  
8 encumbered for the nurse. Ms. Gunter states that she will check into this.
- 9 Ms. Gunter states that under Improvement of Instruction there were mentors brought  
10 in to help the new faculty.
- 11 Ms. Behm refers to page 6; under curriculum director, she understood that there has  
12 to be funds on a function code, there has to be at least one dollar to spend money  
13 within the function code. Tim Jandebaur a school board member, states the board is  
14 going to look into this concern and feels there may be a change in how this is done.
- 15 Ms. Gunter refers to Pg. 7; under total media, the deficit reflects a board authorized  
16 purchase of new computers.
- 17 Ms. Gunter refers to Pg 8; office of principal, they bought out the earned vacation and  
18 sick time for the outgoing principal.
- 19 Ms. Behm, Pg. 8 School board services. The school district auditor under school  
20 board, she thought this was a contracted position. Mr. Jandebaur responds that there  
21 were items that the contract did not cover.
- 22 Ms. Gunter refers to page 11; transportation special education; as she mentioned  
23 before, this was due to a student coming in from out of district
- 24 Food services directory deficit due to the buyout of vacation and sick time from the  
25 outgoing food services director.
- 26 Mr. McCaffrey asks what money is coming in for food services. Ms. Gunter states that  
27 the deficit this year is about \$40,000 and last year it was \$30,000.
- 28 Chair Dole refers to page 12, Equipment repairs. \$2000 was budgeted, but only \$205  
29 spent. She understood that there were repairs to get done. Mr. Jandebaur states that  
30 a decision had to be made to put money into the kitchen. The repairs were estimated  
31 to be 50,000 to bring it up to code so we were looking to determine if we were going to  
32 use contracted food services.

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1 Chair Dole refers to graduation expenses on page 9 and asks if there is anything  
2 special that occurred. Ms. Colburn states that the DARE graduation was paid out of  
3 that line this year.

4 Chair Dole asks about building maintenance on page 10, \$31,385 was budgeted and a  
5 little over \$14,000 remains. She thought there were items that were going to be taken  
6 care of. Mr. Jandebuer states that he will ask about this; he believes that items were  
7 spent and they are in other lines other than building maintenance.

8 Chair Dole asks about new equipment line for \$4706. Mr. Jandebuer states that they  
9 repaired the old tractor instead of buying a new one.

10 Ms. Gunter refers to the handout that she distributed of questions that were asked at  
11 the last meeting. Chair Dole asks the committee if anyone still has questions after  
12 receiving the responses from the school board.

13 Mr. McCaffrey asks about the difference in insurance costs and whether it is going  
14 down over the years. Mr. Jandebuer states that they receive a “do not exceed” number  
15 and the actual number comes in at a later date. In his years, the amount has never  
16 been more than the anticipated amount. Chair Dole states that personnel changes  
17 also affect this number.

18 Ms. Colburn states that she has concern over the answer to the Alternate Education  
19 question. She does not believe that there have been 6 students in this program. Ms.  
20 Gunter states that all 6 students were not in the program all year, some were only in  
21 for weeks at a time. Chair Dole asks if the students are all from Northwood or different  
22 areas. Mr. Chase states that he’d be interested in having students listed by letter and  
23 the amount of time they are in Alternate Education? Chair Dole agrees, because it  
24 would help us determine where they are from and how long they are at the school. Ms.  
25 Gunter states that with so few students in the program this could be an identifier  
26 which is not allowed. Additional discussion ensues on determining the number of  
27 students enrolled in this program. Chair Dole would like to verify how many of the 6  
28 students are from Northwood.

29 Mr. McCaffrey asks about school board association policy review. Ms. Gunter states  
30 that they are waiting to receive their report.

31 Mr. McCaffrey asks about the computer purchases. Ms. Gunter states that higher  
32 grades do have adequate equipment and the purchases were for lower grades.

33 Mr. McCaffrey notes that there is one new home school student.

34 **Internal Business**

35 **Vacancies**

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1 David Ruth is present to ask to be on the budget committee. He states that he started  
2 with youth sports leagues and served 8 years on school board. He feels he can bring a  
3 lot of experience to the town. He adds that he has worked with numerous budgets. He  
4 states he reviews the material and vote objectively.

5 Ms. Colburn asks if he is aware of the first two Saturdays of Budget Committee  
6 meetings in December. Mr. Ruth states that he is aware of the day long meetings.

7 Chair Dole asks if he thinks he could take off the school board hat to work with the  
8 committee. Mr. Ruth states that he always made decisions that he felt were in the best  
9 interest of the town and the children. His fiduciary duty will be to the budget  
10 committee.

11 ***Mr. Chase makes a motion to nominate David Ruth to be a member of the***  
12 ***Budget Committee. Mr. McCaffrey seconds. Vote 12/0.***

13 Chair Dole states that Tuesday, October 18, will be the quarterly meeting. It will cover  
14 the first quarter school and the third quarter town. The packets should be mailed out  
15 by Friday, October 7<sup>th</sup>. An updated list of members should be included.

16 Ms. Colburn asks that all budget materials should be single sided.

17 Mr. Chase makes a motion to adjourn at 8:15pm. Mr. Boudreau seconds. Vote 12/0.

18

19 ***Respectfully Submitted,***  
20 ***Susan Jastremski-Pastor***  
21 ***Land Use Secretary***

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