



TOWN OF NORTHWOOD, NEW HAMPSHIRE

BUDGET COMMITTEE

818 First New Hampshire Turnpike, Northwood NH 03261
(603)942-5586 Extension 205 Facsimile: (603)942-9107

December 9, 2017 (Amended)

Chair Dole called the Budget Committee meeting to order on December 9, 2017 at 9:05 a.m.

PRESENT: Chair Ginger Dole, Vice-Chair Betsy Colburn, Selectmen Representative Scott Bryer, School Board Representative Barbie Hartford, Water District Representative Robert Young, Thomas Chase, Betty Smith, Daniel McNally, Bunny Behm, Joseph McCaffrey, Michael Moore, Brian Winslow.

ABSENT: Brad Hall (Excused); Jon Boudreau (Excused); Hal Kreider (Excused); Dave Ruth (Unexcused).

VOTING DESIGNATION; Chair Ginger Dole, Vice-Chair Betsy Colburn, Selectmen Representative Scott Bryer, Water District Representative Robert Young, School Board Representative Barbie Hartford, Thomas Chase, Daniel McNally, Bunny Behm, Betty Smith, Joe McCaffrey, Michael Moore, Brian Winslow,

TOWN STAFF

Board Administrator Linda Smith
Municipal Secretary Delores Fritz

SCHOOL REPRESENTATIVES

Principal Jocelyn Young, Superintendent Dr. Robert Gadomski, Assistant Superintendent/Student Services Scott Reuning, Business Administrator Marjorie Whitmore, School Board Chair Keith McGuigan, School Board Member Tim Jandebour is present in the audience.

NORTHWOOD SCHOOL DISTRICT PROPOSED 2018-2019 OPERATING BUDGET & WARRANT ARTICLES

Ms. Colburn motioned to bottom line school district operating budget in the amount of \$11,830,426. Ms. Behm seconded motion

Page 2: Dept. 5610 – Line 002: Ms. B. Smith noted that art supplies have increased – why? Principal Young noted that the art room serves nine grade levels, and last year she was held to a budget of \$1,000, so this year they tried to honor the fact that she does work with every student in the building, and that comes out to around \$3 per student.

Page 1: Dept. 5211 – Line 000: Mr. McCaffrey noted that there are insurance rate decreases. Have the insurance company rates decreased. Chair Dole related that is determined by insurance company.

Page 3: Dept. 5610 – Line 183: Mr. Winslow noted that the Remedial Reading Supplies have increased. Principal Young related school now has remedial reading specialist and this is for classroom workbooks.

Mr. Moore requested that the line number be referenced when referring to a particular line.

Page 6: Dept. 5610: Mr. McCaffrey noted the Special Education needs have decreased. Is that because of their leaving the district or moving on to high school? Mr. Reuning noted it was because of their moving on to high school. Mr. McCaffrey noted but not because of leaving district? Mr. Reuning related that “No, they have moved on to high school.”

Page 8: Dept. 5220 – Line 000: Mr. Young wanted to know if the truant officer is only for Northwood. Dr. Gadomski noted that the officer is paid by the hour and used when necessary.

Page 10: Dept. 5733 – Line 001: Ms. B. Smith asked what equipment was replaced? Dr. Gadomski noted it depends and differs from year-to-year.

Page 12: Dept. 5640 – Line 000. Mr. Chase questioned how the curriculum is going with the addition of the full-time director position.? Principal Young noted that it has so far been successful. Teachers have noted that students are doing well. Dr. Gadomski noted that it is freeing up administrative staff.

Page 14: Technology Support: Mr. Chase related that the technical support person is important and seems to be doing well and successful. Dr. Gadomski related that teachers throughout the school have related that they are grateful that he is there.

Page 15: Dept. 5733 – Line 001: Mr. Moore requested information as to what this is for? Ms. Hartford related that part of it is for Chromebooks. Principal Young noted that some of it is for the books but also Google and aids in the student’s transition to the device. Selectman Bryer wanted to know if the Chromebooks leave the school with the student? Principal Young noted that fourth graders each have their own device and that Chromebooks can be in pretty bad shape after a year with a student.

Page 16: Dept. 5737 – Notes: Mr. McCaffrey noted that last year there were additional computers purchased which exceeded number of students. Why is it you are buying more computers? Why not make use of the previous overages and why do you need more?

Principal Young noted that currently there are 20 more computers than there are students, at a cost of about \$200 each. These are used by children and the lifetime of these computers is short. The Technology Program replaces about 20% of the

computers each year. Mr. McCaffrey asked if these are replaced because they are damaged? Principal Young noted that “Yes” some are broken. Ms. Hartford noted that we try to replace the older ones and we try to keep the computers up-to-date.

Dr. Gadomski related that the replacement of this equipment is fairly consistent. Mr. McCaffrey asked if any are more durable? Principal Young explained that some are. Dr. Gadomski noted that the school is replacing them so that there will not be a big spike in purchases later. Ms. Hartford noted that school has a technology plan which is available for anyone to review. Mr. Moore questioned the difference between computers and computer carts which was explained to him by Principal Young. Ms. Hartford noted that some teacher’ computers need to be replaced which are purchased at a higher cost. Selectman Bryer noted that this is confusing. Perhaps it would be nice to classify them as to students and those for staff. Are teachers getting better computers than the students? Ms. Hartford indicated “Yes.” Chair Dole related that would be a good idea for next year.

Page 16: Dept. 5313 – Line 000: Ms. B. Smith related that criminal records checks have increased. Are more people coming into the system? Dr. Gadomski related that this is something that we have not budgeted for in the past.

Page 19: Dept. 5430 – Line 001: Mr. McCaffrey noted that this was less in the previous budget and asked several questions pertaining to the type of clock and the kind of light bulbs which Principal Young noted was due to the age of the clock system and that LED bulbs were more efficient. Chair Dole related that the school had done due diligence in purchasing what was necessary and efficient.

Page 20: Dept. 5624 – Line 000: Mr. Moore related that it was previously noted that the school contract for oil is at a lesser value than the town. Ms. Hartford explained that the school contract runs for an 18-month period of time rather than the town’s contract which is for twelve months. Dr. Gadomski noted that this was sent out to bid. School has been advised that there is a pending oil additive that might make the product costly. Ms. Hartford advised school would advise as soon as they can lock in the price and know what the adjustment will be.

Page 21: Dept. 5519 – Line 061: Ms. Behm noted there is a decrease in that line. Mr. McCaffrey noted that as addressed previously, some of the students are moving on to high school.

Page 23: Total Elementary costs are down 4.5%.

Mr. Chase questioned how the transition from half-day to full-day kindergarten is going. Dr. Gadomski related that the switch has been going as estimated. There are two classrooms, two teachers and two aides.

Page 24: Dept. 5561 – Line 000: Mr. Reuining explained the rationale as to why this tuition is decreased to \$1.00 because student who attends is expected to graduate.

Page 25: Capital Reserve Fund: Ms. B. Smith questioned whether a Capital Reserve Fund is needed? Dr. Gadomski noted “No.”

Ms. Behm questioned why the high school bus transportation is going down? Dr. Gadomski explained it has to do with extended runs of the buses and overall it turns out to be less expensive.

At the end of the budget review, Ms. L. Smith noted that the voters of the Town of Northwood adopted a conflict ordinance if individuals are on the committee. It is noted that Ms. Hartford and Ms. Colburn are both school employees. Selectman Bryer noted that there are no real employees on the budget committee and that the ordinance was done in reference to bids. It was never intended to include committee members. Ms. L. Smith noted that she would leave this matter up to the committee members. Ms. Behm noted that she had been on the committee for many years as school board representative and always voted. Chair Dole related that until we can get this clarified, it would be best if Ms. Hartford and Ms. Colburn abstain.

Ms. B. Smith motion to approve Northwood School District bottom line proposed budget for 2018 for \$11,830,426. Ms. Hartford seconds motion. Motion carries 11/1. Mr. McCaffrey voted no.

WARRANT ARTICLES

Article #3: To see if the Northwood School District will vote to raise and appropriate “up to” Ten Thousand Dollars (\$10,000) to be placed in the Building Capital Improvement Capital Reserve Fund for the purpose of financing any and all capital improvements to school buildings as well as all or part of the cost of new construction for the Northwood School District, with such amount to be funded from year-end undesignated fund balance (surplus) available on **July 1, 2018**. Current balance at **12/31/17 is \$101,360.77**.

Ms. B. Smith motion to approve Article 3. Ms. Hartford seconds motion. After discussion motion carried 11/1. Mr. McCaffrey voted no.

Ms. Behm questioned if there was something specific that school wanted to do. Ms. Hartford explained that they would like to replace some lockers. Ms. Behm questioned whether School would consider student lockers as capital improvement? Ms. Hartford replied “Yes.” Dr. Gadomski noted that he had checked with the attorney and if they are affixed to the building, then would be considered as capital improvement. Selectman Bryer asked what is the cost of the lockers? Dr. Gadomski noted that the cost would be about \$26K. Selectman Bryer noted that if it includes nuts/bolts, it could be interpreted either way.

Mr. McCaffrey replied that it occurs to me that it is more like furniture. There are some affixed to the wall already. Selectman Bryer noted that \$26K is a substantial expense. Mr. McCaffrey asked “How many lockers?” Dr. Gadomski replied about 136. Ms. Hartford noted that the old lockers are rusting and falling apart. This would be for lockers for third graders.

Chair Dole noted that this article is simply to raise and appropriate the funds and not to determine what comes out of this fund; it is up to the school board. This has no bearing on what it is to be used for.

Chair Dole polled committee members to determine if discussion is ended and we can vote on the article. Committee voted 11/1. Mr. McCaffrey voted no.

Mr. Young questioned who has the authority to spend capital reserve fund. Selectman Bryer noted that it has to be an expendable fund. Chair Dole suggested that the SAU clarify whether article is written with correct title of the fund and this can be re-addressed at the school public hearing.

4. **INTERNAL BUSINESS**

Ms. L. Smith will mail out the minutes as soon as they are complete and committee can review and make any changes.

Ms. Hartford related that the school budget vote was 3-2.

5. **REMINDERS/UPCOMING MEETINGS**

Chair Dole reminded committee that the town public hearing will be Wednesday, January 10, 2018 at 6:30 P.M. Remember that January 9th is the last day to record articles that include money.

Ms. L. Smith recommended committee review the conflict ordinance concerning procedures and what members can/cannot do. Chair Dole related that the last procedures were revised on October 20, 2015 and some are not clearly defined.

Ms. L. Smith noted that when you sign up for the budget committee, an oath is administered. Some time in March there may be new individuals on committee. Selectman Bryer noted that he assisted in drafting the policy. He suggested calling counsel and check on the phrasing noted in the policy. "The policy does not stretch to elected positions. It was written to address family members, such as a spouse, who is employed at the school." Ms. L. Smith noted that this should be in the procedures. Chair Dole related that this should be discussed before March.

Chair Dole noted the deliberative session will be the first week of February probably before the 10th.

Ms. Colburn noted "we are making a mountain out of a molehill. It relates to the bottom line." This has already been through legal. Chair Dole noted that this is only one of the issues. Mr. Chase related that maybe a committee could address this. Ms. Colburn noted that she was on the subcommittee. Mr. Winslow noted that he agreed with Mr. Chase that this is an easy fix. This policy does not apply to elected officials.

Chair Dole related that a copy of the town's policy will be reviewed and we can compare to the budget committee's procedures and then discuss on January 9th.

6. **ADJOURNMENT**

Ms. Colburn motioned to adjourn. Ms. Hartford seconds motion. Motion carries 12/0.

Meeting adjourned at 10:40 A.M.

Respectfully submitted,

Delores A. Fritz
Municipal Secretary