

Budget Committee Minutes 07/27/11

Contributed by Lisa Fellows-Weaver
Wednesday, 21 September 2011

Budget Committee

Minutes

July 27, 2011

Official as of August 29, 2011

Chairman Daniel McNally calls the meeting to order at 7:00 p.m.

PRESENT: Chairman Daniel McNally, Vice-Chairman Jim Vaillancourt, Selectmen Representative Robert Holden, School Board Representative Tim Jandebeur, Mark Boucher, Betsy Colburn, Nona Holmes, Kate McNally, Bonnie Sears, John Difeo, Ginger Dole, Board Administrator Linda Smith, and Board Secretary Lisa Fellows-Weaver.

ABSENT: Excused Muriel Johnson and Herb Johnson; Water District Representative John Jacobsmeyer.

Internal Business

Letter of Resignation – Tim Jandebeur

Mr. McNally reads a letter of resignation provided by Mr. Jandebeur, resigning as a committee member, effective July 27, 2011. Mr. Vaillancourt makes a motion, second by Mr. Holden to accept the resignation with regret. Motion passes unanimously; 11/0.

Mr. Jandebeur states that he has been assigned to be the liaison from the school board.

Minutes:

The following are outstanding sets of budget committee minutes:

8/18/10-partial; 10/20/10; 1/8/11; 1/10/11; 1/15/11; 1/20/11; 1/26/11; 1/29/11, 2/5/11, 5/17/11.

Ms. Smith states that a subcommittee of three committee members was set up to review all outstanding minutes; only one member sent their changes in. She explains that all outstanding minutes have been proofread and any corrections have been made. She notes that there were neither corrections to the content nor any substantive changes necessary.

May 17, 2011

Page 6:…change …not… to …now…

Ms. McNally makes a motion to approve all outstanding minutes, second by Ms. Colburn. Motion passes unanimously; 11/0.

Meeting Business

Mr. Holden requests that the town be addressed first as the finance administrator, Sandy Garrett, is present.

Town Second Quarter Report

Mr. Holden states that he does not see any surprises with the budget so far this year. He explains that there is 51% remaining in the budget and if this holds true through the next six months, there could be a surplus of approximately \$65,000. He states that the town will need to watch the expenditures over the next few months. He indicates that there are some lines that are over expended and there will be lines that may be over expended. He states that in looking at the bottom line at 6 months, the town is right on track.

Mr. Holden states that the legal lines and gas lines are over expended; however, the bottom line is within the parameters.

Executive Office - 41309

Ms. Garrett refers to the postage line, line 625, and states that it appears the line is over expended. She explains the process of allocating funds to departments. She states that she draws the check from this line to Pitney Bowes and at the end of each quarter a postage reading is performed for each department and allocated back to this account to offset the original check.

Legal Operations - 41531

Mr. Holden asks Ms. Garrett to comment relative to the town's legal lines. Ms. Garrett explains that \$1 is budgeted in the department's budgets. She states that each department that uses legal, their costs are allocated

into the department. Therefore, the legal lines are over expended for the departments as there is no money in the lines; it is all included into legal operations. She states that this is helpful for tracking costs per department. She notes that the police department and commission are exempt as they have their own legal lines and draw from their own legal lines.

Ms. Smith comments that the ZBA case that was incurring legal fees has concluded and she adds that she does not anticipate any further legal costs for the zoning board.

Ms. Garrett comments that there is nothing else in the budget that is unusual or that was not planned and budgeted for. She states that she does not have any major concerns at this time and feels that the town is right on track. She adds that she is not aware of any items of concern forthcoming.

Ms. Dole asks if the amount remaining in the legal operations covers the amounts on the legal lines for the zoning board and planning board or is that exclusive to the boards. Ms. Garrett states that when she cuts checks she must put in where the expense is coming from to properly class the expense to the proper department. She explains that the \$10,000 in legal operations is for legal purposes; however, the amounts expended in the separate lines should not exceed the total budget.

Mr. Vaillancourt states that the town's expense for legal is \$4,745 with \$6,600 allocated specifically to the ZBA and \$1,000 to the planning board. Ms. Garrett replies that the amount expended is \$2,056.69 and \$2,688.31 is encumbered on a purchase order. Mr. Vaillancourt states that overall, this line is over expended with the money spent and amount encumbered.

Mr. Vaillancourt asks if these are unusual expenses or has the town been lucky over the past few years, or has the legal line been cut too low. Mr. Holden replies that it is probably a little of all of those circumstances. He explains that the legal line was reduced from \$30,000 to \$10,000 and the ZBA had special circumstances, which has been resolved. He states that this item will be discussed at the selectmen's meeting and he encourages all to utilize LGC for legal if at all possible.

Ms. Smith states that the majority of the encumbered funds will be returned. Mr. Holden states that \$3,400 has been expended and \$3,100 will be returned; therefore, the legal operations will not be over expended.

Fire Department - 42211

Ms. Dole asks about the overage in the equipment line, line 612. She states that \$1,400 was budgeted and \$5,725 has been expended. Ms. Garrett replies that she is not sure of the purchases at the fire department. Mr. Difeo explains that the department purchased a CPR life pack. Ms. Garrett will provide a detail of this line.

Ms. Dole asks about the vehicle maintenance line, line 660, as it too is over expended. Mr. Holden replies that he will provide a list of items relative to this line.

Ms. Dole asks if heating fuel has been purchased to date. Mr. Holden states that the pre-buy has not been executed yet and is an item the board of selectmen will be addressing soon. He states that he believes the current contract ends in August.

Highway Administration - 43111

Ms. Sears asks about the salary for the road agent, line 130. Mr. McNally explains that the road agent is an elected position who also works as a laborer. Ms. Garrett explains that lines 111 and 130 are salary lines for the road agent.

Sanitation Administration - 43211

Ms. McNally notes that only 36% remains in the salary/PT line, 110. Mr. Holden refers to line 111/Salary Foreman and states that this is under expended. He states that this is just accurately tracking and recording where the funds are spent. Mr. Vaillancourt asks where the expenses were paid from to cover the absence of the supervisor. Mr. Holden states that this is why the PT line, line 100, is over expended. Mr. Vaillancourt asks if the supervisor was covered using less funds. Mr. Holden replies yes.

Snow & Ice Control - 43125

Ms. Sears states that there is only \$16,000 left in this department's budget to cover through December 31. Mr. Holden states that it is the selectmen's responsibility to keep the town roads open. He states that the town is on track to have a surplus if the town continues to operate at the same level through the end of the year.

Contracted Services - Overall

Mr. Vaillancourt states that looking half way through 2011, that there is \$38,000 under budget. He states that overall the contracted services lines are over, totaling \$125,000. He states that he is assuming that these are over because they are front loaded in the beginning of the year and contracted in January for the whole year.

Benefits - Overall

Mr. Vaillancourt states that there is \$80,000 in retirement, and health and dental. He asks if this is a timing issue or are

we really under \$80,000 for these benefits. Ms. Garrett explains that there was an employee who had planned to join the family plan and this was budgeted for and this employee has since opted out this year. Therefore, there is \$20,000 that will not be used for health benefits this year; however, will be used next year and will need to be budgeted again.

Ms. Garrett further explains that last year during the budget season the town was given three different rates, to be effective July 1. The highest was budgeted for and the rate came in at the mid range. She adds that the state is now not paying any of the state's portion of retirement so the town is picking up the state's portion as well as the employer's portion. Ms. Garrett states that in the end the amounts should be really close. She adds that this is from July 2011 – July 2012.

Fire Department - 42211

Mr. Vaillancourt states that it appears that salaries are \$49,000 or 7% under what was projected. He states that this is indicated in the fire department as well as the parks and rec department. He states that he is not concerned with the rec. department as it is seasonal; however, he is concerned with the fire department as they appear to be \$24,000 under. He asks about the stipends, line 191. Ms. Garrett states that stipends are paid out in November. She adds that there is also a staff member out on FMLA leave and while they are out they are not accruing a salary. She explains that coverage for this staff member is through part time call personnel and that line, 113, will increase.

Tax Collector/Town Clerk - 41504

Mr. Vaillancourt asks about the contracted services line, line 390. He states that \$11,000 was budgeted and almost \$10,000 has been spent. Ms. Garrett states that this line is accumulative of many items such as the ballot box resetting, copier rental, Avitar services, EB-2 reg. fees. Mr. Vaillancourt asks if there will be more expenses from this line for the rest of the year. Ms. Garrett replies yes.

Mr. Vaillancourt asks about postage, line 625. Ms. Garrett explains that this line includes the mailings of tax bills and the monthly registration renewals that are sent out. Mr. Vaillancourt states that he is trying to understand how the postage is broken out to departments. Ms. Garrett explains that at the end of each quarter she takes a postage reading from the meter, which breaks down how much each department has used. She states that the June reading was not able to be done due to complications with the machine and now has been, done, in July. She feels that the breakdown will be on track for all departments once it is allocated.

Police - 42111

Mr. Vaillancourt refers to the police department salaries and states that the figures are right on track. He asks about line 140, over time, and asks if the majority of the overtime for the officers is a seasonal item. Ms. Smith states that overtime salaries could be used to cover vacations. Mr. Holden states that the amount budgeted was an estimate and there could be more spent if there were an injury, etc.

Grant Programs - 45890

Mr. Vaillancourt states that all of the grant lines total \$185,000 with \$5,000 encumbered so far. Ms. Garrett explains that historically the PD grant lines are budgeted at \$5,000. She states that from year to year it is unknown what the department will apply for and qualify for. She states that the DWI and speed grants are standard grants every year. She adds that the department has never spent more than \$5,000 and in order to receive the funds, the department must spend it to get it back. She notes that the grants are federal funds.

Animal Control - 44141

Mr. Vaillancourt asks about the animal control officer position. Mr. Holden states that filling the position is up to the discretion of the police commission. He states that any calls are now being handled by the police and highway departments. He adds that the goal is to hire someone to fill the position. Mr. Vaillancourt suggests removing the line and position from the budget as it is adding to the negative bottom line. Ms. Smith states that there is a candidate for the position and the department is actively pursuing filing the position.

Fire Department - 42211

Ms. Sears asks about the fire chief salary. She notes that the stipend is \$4,000. Mr. Holden explains that the salaries cover 4 full time employees. He adds that the fire chief is a volunteer position and only receives a stipend.

Mr. Holden states that he hopes that the budget committee found it helpful to have the finance administrator present so that the answers are addressed instantly. He adds that every effort will be made for the finance administrator to attend future meetings.

Mr. Vaillancourt requests that a revenue report be provided to the committee. Mr. Holden states that this information is not typically distributed at the quarterly meetings. Ms. Smith explains that the Department of Revenue has stated in their workshops that when forecasting budgets to budget for actual needs, without basing on the revenues. This is why the revenues are not provided quarterly. Mr. Vaillancourt states that he is being asked as a budget committee member to work through a budget and to come up with revenues and expenses to recommend to the town. He states that he wants to look at the revenues to get the total picture. Mr. Holden states that the revenue reports will be provided in future

quarterly packets.

Moderator - 41303

Ms. Dole asks why the moderator has not been paid. Ms. Garrett states that the moderator donated his time this year.

School Fourth Quarter Report

Mr. Vaillancourt expresses concern with the accuracy of the report that has been provided by the school as it was indicated at a recent school board meeting that there was much work still to be done and the school has not finished closing the end of year. He adds that he believes it was noted at the school board meeting that the year would not be closed out until September.

Ms. Dole also expresses concern and states that the closing date on the budget provided is encumbered from 7-1-2010 through 5-31-2011. She states that the budget does not include any expenses processed through June. She states that even though there may be additional invoices and expenses anticipated; it is difficult to see the accuracy without updated figures.

Mr. Jandebeur requests to address prior questions from the May meeting. He states that one question was relative to the support staff and teachers indicated on the longevity line. He states that this was for the 2010-2011 year and is included in the salary lines. He states that there has been a new line created and in the future this line will be used rather than having longevity included in the salary lines.

Mr. Jandebeur states that as far as health insurance, there was an error in budgeting with a large sum of money. He explains that they did lose a few teachers and also gained a few. He adds that there were three new paraprofessionals during the course of the year, a new nurse, and a new guidance counselor. He states that they lost one teacher and a half time music teacher. In addition, benefits were removed for one food service worker. He states that the line was grossly over spent. He states that overall the health insurance is a very large increase. He adds that they have reduced a number of staff in the school and the new line is accurate.

Mr. Jandebeur states that in February there was \$130,000 remaining and in May \$153,000. He states that this is a mistake with encumbering. He states that there were tremendous mistakes and this will be addressed in the coming year. Mr. Jandebeur explains that the school board is instituting a program so that there will be a paper trail for all purchases. He states that all items will require a purchase order and anything over a certain amount will need an additional approval. Mr. Jandebeur states that there are big changes in the works.

Mr. Jandebeur states that retirement and FICA have been addressed and the figures in the forthcoming budget should be accurate.

As far as the tuition for special education non public schools, Mr. Jandebeur states that he has not had the time to review this item. He states that as far as warning the budget committee, Ms. Kebler feels that she did notify the budget committee and others feel that this wasn't done. Mr. Jandebeur states that the school board was provided a letter that they will review at the upcoming meeting. He explains that based on that letter, it appears to him that everything that the budget committee would like to see regarding costs of special education will be provided by Ms. Kebler. He adds that other information will be provided for the next budget season with no names. In addition, Mr. Jandebeur states that he has emailed Ms. Kebler requesting a complete breakdown of special ed. He adds that Ms. Kebler has requested time to process this request. He feels that these answers need to be provided for accurate budgeting for next year. He adds that all parties involved need to be confident in the numbers.

Mr. Jandebeur explains that the committee received a copy of the new approved budget for 2011-2012 and there should also be a monthly enrollment report. He states that the enrollment report will now be included in each quarterly packet. He adds that the audit was included along with the management letter from the audit. He apologizes that this information was late and he will make sure that the items will be provided in a timely manner in the future.

A discussion is held regarding the start up costs for New England Children's Center, (NECC). Mr. Jandebeur explains that NECC has been hired and costs will be provided. He adds that 7 tutors have been hired and are in place. He adds that as of this moment there is one student that is coming from out of district and 5 students that are going into this program from within the school. He states that he does not see any savings; however, the idea is that if the program gets going and the school takes it over, in the end there will be some savings. He adds that the school board and budget committee will need to review the numbers. Ms. McNally states that \$150,000 was mentioned at a school board meeting and she notes that there is a line in the revised budget for next year that has a sum of \$119,000 for the paraprofessionals/tutors; however, there is no contractual service for the NECC teacher. Mr. Jandebeur states that this is a very important question that he will find the answer out for the committee.

Mr. Jandebeur states that there are issues within last year's budget and they are working on addressing all of the issues. He states that he understands that the numbers need to be correct in order to budget. He adds that this is his number one goal, to mend the fences and have a unified budget.

Ms. Dole asks if there are 7 tutors plus a lead teacher there will be 8 individuals working and will be working with at least 6 students. Mr. Jandebour states that is correct and adds that it was stated at a meeting that there would be room for 8 students and Northwood had 4 already. He adds that the total is now 6. Ms. McNally asks what the maximum number will be and Mr. Jandebour replies it is 6 students. Ms. Dole asks what would happen if there were another student that came in. Mr. Jandebour states that the number of students who can be in the program has changed and he is uncomfortable with that. He states that Ms. Kebler is still trying to finish out the 2010-2011 year. She is also making sure that all catastrophic aid is being used. He states that he is working on this and will do his best to provide all the answers to the committee that has been requested.

Mr. Jandebour continues and explains that there were problems with encumbrances with the guidance testing. He states that this is an overriding theme and they are trying to change so that these same mistakes are not made next year. He adds that Marjorie Whittmore, finance administrator, is working on encumbering all of the known items for next year.

Mr. Jandebour explains that the deficit in the nurse assistant line includes line items that were incorrect; however, the bottom line total is accurate. He notes that the new budget is accurate.

Mr. Jandebour states that the SAU overages are another item that the school board will address with the SAU. He adds that there were mistakes with the original budgeting. He states that the responsibility of payment is currently under discussion. Ms. McNally requests that an updated SAU financial statement be sent to the members. Mr. Jandebour states that he will make sure that this is provided.

A discussion is held regarding the responsibilities of the school board members and budget committee members. Mr. Vaillancourt states that he would like to be looking at the last quarter materials tonight. Mr. Jandebour agrees and adds that he would like the committee to take this year's anomaly and let the board see what they can do for next year. He adds that there is nothing that can be done or said regarding the fact that this year is not complete. Additional discussion is held regarding what information is necessary as to monthly and quarterly reports as well as the need for completed information.

Mr. Jandebour states that the school board will be discussing having their information available at the meetings for the public. In addition, Mr. Jandebour states that the school board needs to make decisions as to who does what and who is doing what. This will be addressed as well as the need for clear and concise directions. Mr. Jandebour states that the school board is not happy with the way the past year transpired and he requests some time to address these issues. Ms. McNally states that there is a level of building the trust that comes with accurate information. Mr. Jandebour agrees and sincerely hopes that this discussion will not occur again.

Mr. Jandebour continues with past questions and addresses the issue of having an overage of \$410,000 in special ed. and still have a \$128,000 in savings in transportation. He states that these are encumbrance issues and the saving is less than what is shown.

Mr. Jandebour states that he has had discussions with Mr. Hartford regarding the capital reserve/tuition and special ed. and he will continue to look into this issue.

Mr. Jandebour states that the committee will receive financials, has received the enrollments, and will have the special ed. information.

Mr. Vaillancourt states that when looking at the revised budget and the actual budget passed by warrant article, it is \$10,356 higher. Mr. Jandebour states that the amount is the exact figure of the savings in the support staff contract. He explains that the year before the support staff took a hit and made less money. He adds that he is not sure as to how it ended up on the Coe-Brown tuition line. Mr. Jandebour states that there are financial issues that do not make sense.

Mr. Vaillancourt states that he is delighted and appreciates the honesty tonight and he feels that it is a good foundation on which the committee can build on in working with the school board.

Discussion ensues relative to the reports and information necessary to compare information for an analysis to match all of the expenses. Mr. Jandebour states that he believes that the committee will have all of the information they have requested and need. Mr. Vaillancourt states that he wants to work through the school board representative, not the RSA's (state laws), to get all of the information necessary for the committee to be able to recommend a good budget to the residents. Mr. Jandebour states that he has requested a few items be added to the school board agenda at the upcoming meeting and one item is to establish a protocol for the school board and budget committee.

Mr. Vaillancourt refers to Dept. 2150-Speech Contracted Services and notes that line 020 was reduced. He states that the revised budget is \$167,000 and it appears that \$200,000 will be spent this year. He adds that last year there was \$196,000 spent. He requests further details to show how these funds were spent.

Mr. Vaillancourt states that it appears that the legal lines/2310-5330-002 will be over expended as \$20,000 was budgeted and \$46,000 was expended. Mr. Jandebour states that the new budget is \$75,000 so the school board was not realistic and this year they are being more realistic. He notes that they are aware of a few issues forthcoming.

Mr. Vaillancourt states that the CBNA's tuition line is going down as expected. Mr. Jandebour agrees and notes that this is where a substantial amount of the \$577,000 was collected.

In addition, Mr. Vaillancourt indicates that special ed. transportation is also down. Mr. Jandebour states that it is less; however, all of it is not encumbered. He adds that this will be addressed for the end of the fiscal year.

Mr. Vaillancourt states that the school budget has been over two years in a row and it appears that the budget will be over again this year. He refers to RSA 32:11, which states that if the governing body over expends, they must send a letter to DRA or to the Dept. of Education. He asks if a letter was sent. Mr. Jandebour replies that he is embarrassed to say no and adds that he is not even sure if the school board was aware of the RSA requirements. Mr. Jandebour states that he intends to address this at the next meeting and adds that the school board should have come to the budget committee and followed the procedure.

Mr. Vaillancourt refers to RSA 32:12 and Mr. Jandebour states that the correct RSA is 32:11-A. Mr. Vaillancourt states that the RSA states that the school board shall present to the budget committee two years of special education analysis, revenues and expenses. He asks if the school board feels it is meeting that RSA with the reports being provided. Mr. Jandebour states that he is not able to speak for the school board; however, this issue is on the agenda and he will do everything he can to have the analysis provided by September 30 as he knows it is imperative to have the information.

Mr. Jandebour states that the school board has been remiss and untimely in getting the financials to the committee. He states that he has looked into other school systems and Northwood is regularly way behind in what should be happening. He believes that this all comes back to who is doing what and what the direction is. He states that these are the areas that the school board needs to look into. He states that a lot of the issues can be accomplished before the school year begins. He adds that he believes that the school board does feel that there is a need to address what is going on.

Ms. Dole states that she is extremely hopeful that the message has been received that the majority of this committee is frustrated in the inability to do their job under RSA due to the lack of timely and correct information. She states that she hopes that the situation will be resolved. She expresses concern with the funding for the end of year balance. She adds that the committee needs the answers and she knows that Mr. Jandebour is working on getting the answers so that when it is time to recommend a budget this fall, the committee has accurate information. She states that she needs justification for the requested funding.

Ms. McNally states that it is hard to know the total cost of the NECC programs as there is no salary indicated for the teacher. Mr. Jandebour states that he agrees and states that he will get this information. He adds that he believes in transparency in government.

Ms. Colburn suggests another meeting as she feels that it is not necessary to review the May 31 information as it is two months old. She states that the June 30 information should have been provided. The general consensus of the committee is in agreement.

Ms. Dole makes a motion, second by Ms. Colburn, to hold a budget committee meeting August 29 at 7 p.m. to address the school board June 30 financial statements as complete as it can be at that point, and to have any additional information that can be provided by the school board. Ms. McNally requests that the audit letter be addressed as well as to what the school board is doing to address the issues noted within the letter. Ms. Colburn notes that the letter does not indicate it is for Northwood and it is not signed. Motion passes unanimously; 11/0.

Mr. Jandebour confirms the items requested by the committee.

- June 30th financial statement

- Management letter received presuming it is from Northwood as it is not noted in the letter anywhere and what specifically the school board has implemented to make the recommended changes and improvements.

Ms. Smith states that the budget committee can ask for any materials it chooses to; however, she is not certain that it is in the realm of the budget committee's role to call the school board to task on the auditor's letter. She adds that it is an issue that should be addressed at a school board meeting as they are the managers of the funds, not the budget committee. She states that the school board is under no obligation to provide their response to the letter.

Ms. Dole states that many of the items in the letter refer to budgeting issues and reporting, which is why she feels that it pertains to the budget committee being able to their job.

Ms. McNally agrees with Ms. Dole and states that she would like some assurance that some of the issues can be addressed. She adds that the recommendations in the management letter should correct some of the issues that the budget committee has seen.

Ms. Colburn asks if the committee can request a signed management letter for year 2010 and she notes that there is no reference to Northwood within the document, it is not signed, and it is not on letter head.

- Actual costs for the NECC

- SAU June 30 financial reports

Ms. McNally states that it was estimated that the SAU study committee was expected to cost \$5,000. She asks for the actual amount and where the money came from. Mr. Jandebour replies that the total amount presented was the amount it would cost if approved, with some additional costs going forward. He states that he does not believe that the costs have reached \$5,000 although the original expense of \$800 did not include police. Ms. Colburn asks for a full breakdown of these costs.

Ms. McNally states that the SAU is now closed on Fridays during July and August. She asks how this is being handled, either by furlough days, vacation time, are the employees working longer days during the week, etc. Mr. Jandebour states that he will check into this. He notes that the closing was approved at a joint board meeting.

Ms. Colburn requests that a column be added for the June 30th 2011 final expenditures. Mr. Jandebour states that he has also requested that this item be added to the school board's agenda. He states that he agrees that the column is necessary.

Mr. Jandebour states that Brent Lemire is attending the August 1 school board meeting to address budgeting and to discuss who should do the budget within the SAU and school board.

Mr. Jandebour states that the school board has set a goal to have a budget completed by Thanksgiving.

Mr. Holden states that the selectmen will be meeting August 9 to discuss the budget and he believes the August 23 meeting will be with the department heads. He states that the selectmen have a goal to have the budget completed by November 15.

Town

Mr. Holden provides follow up on earlier questions.

Fire Department - 42211

Mr. Holden refers to line 612 and explains that the department purchased a life pack and batteries. He states that it was a requirement by the state that this item must be purchased by June 30. The cost was \$5,725. Mr. Difeo states that he believes that this was a new requirement that occurred after the budget season.

Mr. Holden refers to line 660 and explains that the vehicle maintenance is a collage of expenses including a \$1,000 deductible, expenses for Alan's Diesel, Heritage Hardware, Stratham Tire, Grappone, etc.

Mr. Holden notes that there was also a question relative to \$7,000 in the encumbrance line. He explains that this includes encumbrances for Alan's Diesel for \$4,600, \$800 for Heritage Hardware, and \$1,300 for Sullivan Tire.

Internal Business:

Calendar for Fall Budget Committee Meetings

Ms. Colburn expresses concern with timing and holidays. She states that she was under the impression that the town's budget would be provided to the budget committee by November 1 and the school's budget would be provided by December 1. She does not believe that the committee will be able to complete the two budgets in December in the holiday season. Mr. Holden states that the selectmen's last review of the budget is November 15. Further discussion ensues regarding the schedule and the SB2 process. Ms. Dole states that it is imperative to have all the materials in advance as it will reduce the amount of questions. Ms. Smith states that the departments are providing a narrative this year included with their budget. Mr. Holden states that the committee really needs to be focused and be prepared.

Scheduling discussion continues and the committee agrees to set the following dates:

- November 22 – Copies of the town budget will be available to committee members to pick up at town hall during regular business hours or between 6-7 p.m. Reminder memo to be sent out. Members agree that the packets will not be mailed out this year.

- November 29 – Town presents to BC at 7:00 p.m. Copies of the school budget to be available to committee members.

- December 1 – Town Work Session at 7:00 p.m.

- December 3 – Town and Water District Work Session 9-3.

- December 7 – School presents to BC at 7:00 p.m.

- December 10 – School Work Session 9-3

- December 12 – School Work Session 9-3

- December 15 – Snow Date at 7:00 p.m.

Mr. Vaillancourt makes a motion, second by Ms. Colburn, to propose the following dates as the budget committee's schedule for 2011-2012 budgets, to have town financial support staff present at the 11/29; 12/1; and 12/3 meetings; and for school financial staff support to be available at the following meetings: 12/7; 12/10; and 12/12; snow date is scheduled for 12/15.

Motion passes unanimously; 11/0.

Work Session

Fall quarterly meeting is scheduled for October 26, at 7 p.m.

Budget

A draft budget is provided and reviewed with a proposed budget total of \$475. Ms. Smith explains the proposed budget and notes that this is \$200 less than the 2011 budget. Mr. Vaillancourt makes a motion, second by Ms. Dole, to provide the budget committee's budget as presented. Motion passes unanimously; 11/0.

Budget Conference

The LGC budget conference is scheduled for September 20 and 22. Additional information will be provided at the August 29 meeting.

Vacancy

A discussion is held regarding the vacancy available due to the resignation of Mr. Jandebour as a "member-at-large (elected). The committee discusses options relative to filling the vacancy and agrees to post the vacancy and any interested parties submit a letter of intent by August 29. Mr. Difeo makes a motion, second by Ms. Colburn, to post and advertise the vacancy in the Forum, Sun, town's website, bulletin board, and post in all regular places. If the position is not filled by October 20, the position will remain open until the 2012 elections. Motion passes unanimously; 11/0.

Adjournment

Mr. Vaillancourt makes a motion, second by Ms. Colburn, to adjourn. Motion is unanimously accepted at 9:55 p.m.

Respectfully submitted

Lisa Fellows-Weaver

Board Secretary