

**TOWN OF FARMINGTON  
BUDGET COMMITTEE  
MEETING MINUTES  
Wednesday – December 28, 2011  
356 Main Street - Farmington, NH**

**Members Present:** Arthur Capello, Sam Cataldo, Brian St.Onge, Ann Titus, Mike Morin and Neil Johnson

Members Absent: Steve Henry and Cindy Snowdon

**Selectman’s Rep:** Paula Proulx (absent)

**School Board Rep:** Joe Pitre

**Public Present:** Gail Ellis and Mike O’Neil

Chairman Arthur Capello opened the meeting at 7:00pm. Arthur explained that there is an open seat on the Board since Chris Somma has missed the last four meetings and Gail Ellis has offered to fill that seat. *Ann Titus motioned to appoint Gail Ellis to the Budget Committee until the March Town Meeting, 2<sup>nd</sup> Neil Johnson. Motion carried with all in favor.*

**1. Review of Minutes:**

*A. Neil Johnson motioned to accept the minutes of 11-30-11 as written, 2<sup>nd</sup> Joe Pitre. Motion carried with all in favor.*

*B. Neil Johnson motioned to accept the minutes of 12-10-11 as amended, 2<sup>nd</sup> Ann Titus. Motion carried with all in favor.*

**2. Bud-Stats/Revenue Reports for School:**

A. Mike O’Neil, Interim School Finance Administrator brought forward answers to the Committee from the last regular budget meeting;

1. What services does Northstar provide? – Northstar is a program within the Strafford Learning Center to provide alternative pathways to school completion. Their mission “is to prevent students from dropping out of school.”

2. Why is there an increase in the FLA telephone line? – The encumbrance created on 7-1-11 was based on historic actual usage which includes the Athletic Director’s phone activity (same person); as of this fall, he has received a phone from the NH Athletic Assoc. and we should see a large reduction in monthly costs.

3. Why is the mileage line so high for Voc Ed? – In the past, we transported Voc Ed students via buses to Dover, Rochester and Somersworth; however the busses now transport to Wolfeboro where the majority of our students attend. There are still several students who still attend Dover; they transport themselves and are reimbursed for their tolls and mileage; these encumbrances are for the balance of the year. Sam asked what the mileage rate is and Mike replied \$0.55/mile.

4. What was expended from the FHS Equipment Replacement-Installed line? – This was for 12 student stools and 2 teacher desks; these will be moved to the furniture account line.

5. Why is the transport, Special Ed purchases services line overspent? – This line is for students who need highly specialized transportation and it is provided by a contracted service provider. Additionally, mileage reimbursement for parents who transport for themselves. As with all

Special Education line items, these can change regularly and often based on individual needs for new enrollments and/or placements.

6. What happens when a grant line is over-expended? – These budgets are in process and will be adjusted once fully processed through the Dept of Educ.; grant expenditures can be made on verbal approval, but due to reduced staffing at the State Level, considerable time could pass before the final written approval is process.

7. An explanation of line 10-1100-54440-##-88 (Computer lease lines)? – The computer lease was posted without the PO, which left the encumbrance open; this encumbrance has since been closed. Additionally, the expenditure was posted entirely to HW; this too has been corrected. Ultimately, these lines collectively will be over by \$2,483.63 which is due to the lease that expired on 6/30/11 and the new lease effective 7/1/11; the budget estimated last fall is slightly under the new negotiated lease.

8. Explanation of line 10-1100-56104-14-33 (Supplies, Eng/Lang Arts HWMS 4-6)? – This is for various English classroom supplies, books,etc.

9. Explanation of line 10-1100-56400-11-33 (textbooks)? – This was for replacement books at VVCS and Math and Science books at FHS; some of this expense will be reclassified to a prior year carryover encumbrance, however, we are awaiting a credit memo from the company.

10. Explanation of line 10-1200-53308-00-20 (Contracted Services) overspent by \$8,900? – This encumbrance should be in account # 10-1200-53900-00-20 and has been adjusted.

11. Explanation of line 10-1200-53308-14-20 (Contracted Services) overspent by \$2,000? – This is a student related expenditure for behavior services from Strafford Learning Center.

12. Explanation of line 10-1200-55690-11-20 has an overage of \$63,130.24? – The Out of District Tuition lines are considered collectively across all locations; which are in the black at the moment for a total of \$467,047.36. When initially budgeted, it is hard to determine where the needs will be once the school year begins and continues. The only time a budget adjustment will take place in this category is if they collectively go over budget.

13. Line 10-1491-51120-30-00 has an overage of \$28,154.00? – This was a position change from the full time RTI position (10-2211-51102-##) to a half time reading position at the FHS.

14. Line 10-2120-53201-30-33 has an overage of \$2,340? – This is fees for students to take SAT and PSAT tests and will require a budget transfer from another funding line.

15. Line 10-2150-53308-00-20 is overspent by \$48,805? – This year the speech services were contracted instead of a salaried position; funded from savings in speech salaries.

16. Line 10-2220-56400-14-33 is overspent by \$1,992.38? – This line has a \$3,450 encumbrance which should be closed.

17. It was questioned why lines 10-2332- for various accounts are overspent? – This will have a budget transfer from the Contracted Services Medicaid line 1200-53104-00-20? – This will have a budget transfer from the Contracted Services Medicaid line 1200-53101-00-20; this year we are bringing the Medicaid billing in-house to save on costs and produce more revenue; this will be discussed further at the budget presentations.

18. Line 10-2620-54396-# (Repairs,Paving) – This was an approved overage per the school board for paving repairs to all schools and will require a budget transfer.

### **3. Review of Town Reports:**

A. Mike asked why the fire department per diem line is so far overspent?

B. Neil stated that the water lines are still out of line and he realizes there were some issues this year but would like to know if this has been fixed for next year.

C. Neil asked why a lot of the highway lines are not spent and Brandy explained the department heads were asked to hold their budgets and those lines should be spent or encumbered in the next week.

D. Mike reminded the Committee that he asked for an accounting of the Rec Revolving Fund. Brandy explained that Paula did request it again at the last Selectmen's meeting.

E. Gail asked there is money encumbered funds for the Safe Routes to School and FEMA Ice Storm. Brandy explained that the state held up the paperwork for the Safe Routes project but it is still ongoing and she assumes the FEMA monies will be discussed during the budget process, but Paula will check.

F. Arthur pointed out that over \$5,000 was brought in from Hay Day revenue which is more than what was expected so is Hay Day self supporting? It should be, Arthur noted that no other town he knows of budgets for a town "celebration."

#### **4. Set Dates for Town Budget Presentations:**

The Committee set the date for the town budget presentation for January 28, 2011 starting at 9am with the town setting the schedule. The public hearing will be held February 15, 2011 at 6pm with a snow date of February 17, 2011.

*At 8:04pm, Ann Titus motioned to adjourn, 2<sup>nd</sup> Mike Morin. Motion carried.*

Respectfully Submitted,

Brandy Sanger  
Recording Secretary