

# BUDGET COMMITTEE MEETING – May 19, 2016

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Approved

## BUDGET COMMITTEE MEETING

### Minutes

Hooksett Town Hall

35 Main Street

Thursday, May 19, 2016

6:30 pm

#### **CALL TO ORDER**

Chairman Pearl called the meeting to order 6:33 pm.

Pledge of Allegiance

#### **ATTENDANCE**

David Pearl, Chris Morneau, Jason Hyde, Steve Peterson, Brian Tilton, Steve Perrotta, Greg Martakos, School Board Rep. and Marc Miville, Council Rep.

#### **APPROVAL OF MINUTES**

March 3, 2016

*B. Tilton motioned to approve the minutes of March 3, 2016. Seconded by M. Miville. Vote unanimously in favor.*

April 2, 2016

*C. Morneau motioned to approve the minutes of April 2, 2016. Seconded by S. Peterson. Vote unanimously in favor*

#### **PUBLIC INPUT**

No comments

#### **NEW BUSINESS**

##### **Budget Committee – Self audit and review procedures**

D. Pearl: Did everyone feel they had adequate time to review the budgets last year?

C. Morneau: I feel we had enough time and I hope we can things on an expedient manner from the school.

D. Pearl: I am happy to see the screens mounted and would like to see the budgets project as we work through.

S. Perrotta: I think there were times when we weren't consistent with the Town's budget to go through each budget individually. There were a number of documents in the binders that I never looked at and was not at any disadvantage having not seen them. Also there were documents I would like to see.

B. Tilton: I found the documents included in the binder helpful as I reviewed the budget lines and description. I also found it helpful to have Dr. Shankle present through the entire process. That helped to explain a lot and help our process be very efficient. I think we should be able to scrutinize each budget a little further.  
I believe that you can break down even small expenditures which add up.

D. Pearl: With the schools, with each person specialized on a department, should we do the same with the town and specialize on a particular department.

M. Miville: I'm a line by line person. Last year, all the books were scanned and everyone was able to see all the books. I support going line by line regardless of the costs.  
I'm not in favor of portioning out the books because I want to see all the information.

S. Perrotta: I was referring to going out and doing tour visits. I think everyone should see all the books.

D. Pearl: This was the first year that we all got copies of the entire School Budget. I think that was a great help and we should continue that practice.  
I think everyone should receive all the books but possible have members assigned to specific departments to look more in-depth.

D. Pearl: I would like to only see what the School Board approved and I am not concerned with the teachers', Principals', and Administration's requests.

M. Miville: Last year I made a request that failed. We received another monthly email report from the School Business Administrator of the Budget Transfers. I think we should examine what is being proposed as well as what is being adjusted throughout the year. It is legitimate for them to make those moves, but it also tells a story. We can see a clear indication of what is truly needed.

### **Election Results**

#### Newly Elected Members

New members include Steve Perrotta and Richard Ross who were elected for a one year term and Chris Morneau and Brian Tilton for three year terms.

#### Vacancies and nominations

*M. Miville motioned to create a letter to solicit citizens to apply for the position on the Budget Committee to fill the vacant 3 year term for 1 year due in 30 days. Seconded by Chris Morneau.*

*Vote unanimously in favor.*

### **2016-2017 Budget Schedule**

L. Moynihan reviewed a draft of the 2016-2017 Budget Committee meeting schedule. The Board will vote on the final schedule at their first meeting in July.

### **Document formats**

J. Hyde requested an excel format and 3 years of proposed/approved and actuals.

D. Pearl: I would like to develop a printed request and an excel request.

We still need to have it printed on paper. I like the town budget which has the default budget sitting next to the request. We did get a default budget from the school this year but it was a separate document. It was near impossible to find it within the budget. The default budget was an issue with the school. We don't control the default budget but we use that number when making our decisions.

C. Morneau: I would like to get a list or highlight of what was cut by the School Board.

S. Perrotta: Budgets are a plan and these budgets are being prepared a year in advance. I heard discussion tonight on changes. We should get an update on what changed. We also need a general idea of why the funds are needed and understanding why they need the items. We are approving budgets that are rolling forward from a year past. If they are building a 4% increase in operating supplies, and you had an increase from last year, you need to know where you are expecting to land this year.

D. Pearl: The school district use to send the Superintendent in for an overview at the beginning of the Budget process. He would come here before he spoke to his Board. Last year we decided to wait to see what they were asking for rather than a Superintendent's plan before the School Board votes. I like the idea of the narrative as long as it is current and consistent with the School Board's vote.

I would like to see a spreadsheet that has a column that is a percentage that is spent as of that date.

S. Perrotta: We would need to look at year-to-date spending.

S. Perrotta: Every Department is responsible for their budget and should be able to project where their budget will land.

D. Pearl: Excel spreadsheet – 3 years of actual approved, the current proposed, and the default. I like the 3 year history even if it is just approved to see the trend.

D. Pearl will print up a sample spreadsheet and it can be discussed at the July meeting.

### **Visiting Town and school facilities**

D. Pearl: This year there were school visits during the Budget season. The idea was do we want an opportunity for the members to visit facilities outside the pressure and timeline of preparing the budget. This would not preclude another from visiting, if necessary, during the Budget season. We could do this over the summer or in September.

D. Pearl stated that he will put together a list of possible visitation locations and dates.

J. Hyde: The Technology Director for the school had a well put together presentation. It was visual and you could print the slides and make notes. If we as a Board are going to ask the School and the Town how we want to see things, I would like to see a picture of what you want. If you want a chair, show me a picture of the broken chair. It will force the departments to concentrate on what they are doing. It will hopefully head off a lot of questions.

D. Pearl: I agree that the only one that uses technology, having spent 3 years on the School Board is the Technology Director and the kids. I don't know if I want to see a picture of everything that's broken. I agree that seeing things visually is an advantage. Maybe we should put together a statement or request of how we would like the information presented and they should utilize technology to make it more presentable. A slide with fuel cost trends would be great.

Jason Hyde will develop a formal statement on use of technology to present information.

D. Pearl: We discussed transportation at length last year. I would like to see a report or analysis on what we are spending. We are busing to two (2) high schools in Manchester as well as Derry. We are not obligated to bus any high school students. I'm not suggesting we do this but there are towns that do not bus high school students. We are spending a lot of money on transportation and I would like to know what the School Board is planning to do to reduce costs and find efficiencies. We now rely on our vendor to tell us how many buses we need. I don't think that is a good way to manage costs. I will work on language to bring back in July. At the July meeting, I will make a motion to request a report on that.

J. Hyde: Not to totally dismiss the vendor information, because there is information that they can provide that can be important but at the same time they have a vested interest to get you to spend more money. We as the schools should make sure what they are being told is true. I would like to see a report of how many students per bus and how long the routes are. I would like to a historical trend as well.

M. Miville: I suggest if we are going to make such a request for an in-depth study, we should do that before the Budget Review because it could be timely.

S. Perrotta: Should we be working with some parameters as a Board. We all look at what we want in the budget. For example, do we want to limit the increase to half a percent or we would like the School to not increase more than 2%. If we have numbers in mind, we should work with that or at least within some parameters. I would like to see new funding offerings that are within the master plan.

D. Pearl: We can make a statement of what we want to see. Any motion that is seconded and passed, that is what will be. I would entertain the motion. If we were to set those parameters, here is what we will get; you are setting limits without knowing what is needed.

C. Morneau: A problem with doing that, if there is an increase in teachers' or Administrators' salaries, they could quickly reach that percentage.

D. Pearl: I noticed a difference in the explanation of warrant articles from the town and school. The school did not have a clear explanation of the warrant articles. A summary of warrant article spending (one page) is more efficient.

### **OTHER BUSINESS**

Tax impact- distributed.

### **Agenda items for the Next meeting in July**

- **Reaffirm the Rules of Budget Committee**
- **91A refresher & Budget Committee statute**
- **Documents and Forms**
- **Calendar**
- **Visitation schedule**
- **Nomination of Budget Committee Officers**
- **Nominations and Appointments.**

*D. Pearl motioned to schedule a Budget meeting for July 14, 2016 at 6:30 pm.*

*Seconded by G. Martakos.*

*Vote unanimously in favor.*

### **ADJOURNMENT**

*C. Morneau motioned to adjourn at 9:30 pm. Seconded by S. Peterson.*

*Vote unanimously in favor.*

Respectfully submitted,

Lee Ann Moynihan