

**Unapproved**

**BUDGET COMMITTEE MEETING**

**MINUTES**

**HOOKSETT MUNICIPAL OFFICES**

**COUNCIL CHAMBERS**

**35 Main Street**

**Thursday, DECEMBER 8, 2016**

**6:30 PM**

**CALL TO ORDER**

J. Hyde called the meeting to order at 6:30 pm.

Pledge of Allegiance

**ATTENDANCE**

Chair Jason Hyde, J. Di Mattina, C. Morneau, Steve Perrotta, S. Peterson, Richard Ross, Brian Tilton, Michael Yakubovich, Marc Miville Town Council Rep. and Greg Martakos School Board Rep.

Absent: Central Water Precinct, and Village Water Precinct

**APPROVAL OF MINUTES**

**December 1, 2016**

**OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD**

**NOMINATIONS AND APPOINTMENTS**

**BUSINESS**

**School District Budget**

Presentations from Principals (see attached)

School District Maintenance Budget – Ray Gagnon

S. Peterson: I looked at the budget and there are a lot of the same things that were in the budget in the past. When you get to the end of a budget cycle, you will see money there. I don't know who makes the requests, but I would think you could request some of these items be done before the money is returned.

The glycol barrels; I didn't see them in this budget so when you drain down the system....is it going to get done this year?

R. Gagnon: Operation and life safety are the building priorities.

S. Peterson: I know you wanted to replace valves and the glycol replacement is \$11,000. You wanted the barrels and I supported that.

R. Gagnon: We are in the process of doing that now.

S. Peterson: You also asked for a glycol filter. In all the years I've done this I have never used a glycol filter.

R. Gagnon: The glycol filter is because of how it is has to be treated. We have a treatment program and we will have to filter out the impurities

S. Peterson: You have a contractor doing the P.M's? I don't see them in this budget at all.

R. Gagnon: All mechanical is done by J. Lawrence Hall.

S. Peterson: The SAU, they are on town water and sewer?

R. Gagnon: They have town sewer and a well.

S. Peterson: Why is the Underhill budget the same as Cawley for the P.M.?

R. Gagnon: We used the estimates from Denron. Those numbers will be changing. The numbers have gotten less.

S. Peterson: The kitchen hood at Underhill is listed in the book twice with different amounts.

R. Gagnon: There is cleaning and inspection as well as service.

The School District will provide an updated maintenance budget.

G. Martakos will get an accurate budget for maintenance based on the current information.

M. Miville: ESL – Student Services; how many teachers and how many students per teacher?

Dr. Littlefield:

Cawley: ½ teacher: 6 students

Memorial 1 teacher: 17 students

Underhill 1 teacher: 18 students

M. Miville: Can we reduce staff by sharing the ESL teacher between the schools?

Dr. Littlefield: No we cannot.

M. Miville asked the School Board Rep. to compile a list of cuts made by the School Board as a reference guide.

***M. Miville motion to accept the School Board budget for 2017-18. Seconded by S. Perrotta.  
Vote unanimously in favor***

**Municipal Budget**

Insurance Rate Increase

***M. Miville motioned to increase the municipal budget \$390,413 for insurance rate increases. Seconded by C. Morneau.***

C. Morneau: I would prefer to see this cost come from fund balance.

S. Peterson: What else is coming from fund balance?

M. Miville: There looking at \$650,000 for engineering, the bridge for 1.3 million and now \$390,000 for insurance.

M. Miville: The TIF Committee is considering taking the \$650,000 from the fund balance rather than float a bond on the warrant article.

***S. Perrotta motioned to amend the motion to add \$313, 330 to the Municipal Budget for insurance. Seconded by C. Morneau.***

S. Perrotta: This is 80% of the increase and the balance should be absorbed in the budget.

M. Miville: I don't think they care if they get any of the money added to the budget.

S. Perrotta: Based on this comment by Mr. Miville, I withdraw my amendment.

J. Hyde: This type of emergency for insurance is what the fund balance is for. The Council will have to prioritize the Bridge and the study or the insurance for employees.

<b><i>C. Morneau</i></b>	<b><i>No</i></b>
<b><i>J. Di Mattina</i></b>	<b><i>No</i></b>
<b><i>B. Tilton</i></b>	<b><i>No</i></b>
<b><i>R. Ross</i></b>	<b><i>No</i></b>
<b><i>G. Martakos</i></b>	<b><i>No</i></b>
<b><i>M. Miville</i></b>	<b><i>Yes</i></b>
<b><i>M. Yakubovich</i></b>	<b><i>No</i></b>
<b><i>S. Peterson</i></b>	<b><i>No</i></b>
<b><i>S. Perrotta</i></b>	<b><i>No</i></b>
<b><i>J. Hyde</i></b>	<b><i>No</i></b>
<b><i>1:9 motion failed</i></b>	

*M. Miville motioned to recommend the Municipal Budget in the amount of \$17,942,370 and advance to the Public Hearing. Seconded by S. Peterson.*

*S. Perrotta Yes*

*J. Di Mattina Yes*

*B. Tilton Yes*

*R. Ross Yes*

*S. Peterson Yes*

*M. Yakubovich Yes*

*G. Martakos Yes*

*M. Miville Yes*

*C. Morneau Yes*

*J. Hyde Yes*

*Vote unanimously in favor*

School Budget

*C. Morneau motioned to reduce 2840-5241-0-00-33 from \$1560 to \$1250. Seconded by*

*B. Tilton*

*Roll call vote 9:1*

*C. Morneau motioned to reduce 2840-5293-0-00-33 from \$1200 to \$1000. Seconded by*

*B. Tilton.*

*Roll call vote 9:1*

*C. Morneau motioned to reduce 2840-5431-0-00-33 from \$4000 to \$3000. Seconded by*

*J. Di Mattina.*

G. Martakos stated that the School Board cut computers from the budget and some of the computers will need to be repaired

*S. Peterson No*

*S. Perrotta Yes*

*J. Di Mattina Yes*

*B. Tilton Yes*

*R. Ross No*

*M. Yakubovich Yes*

*G. Martakos No*

*M. Miville Yes*

*C. Morneau Yes*

*J. Hyde Yes*

*7:3 motion carried*

## OTHER BUSINESS

### OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

No comments

**ADJOURNMENT**

*S. Peterson motioned to adjourn. Seconded by R. Ross.*

Respectfully submitted,

Lee Ann Moynihan

# Fred C. Underhill School Budget Presentation to Hooksett Budget Committee

Thursday, December 8, 2016

6:30 P.M.

Hooksett Town Hall

# Fred C. Underhill School



# Fred. C Underhill School Budget Development

This budget process took place over the course of several months. Several considerations were made while the budget was created:

- Core academic programs, supplemental support, assessments, co-curricular opportunities, and other educational experiences

- Analyze efficiencies in school operations

- Analyze demographic data and enrollment projections

- Being fiscally responsible

- Competitive pricing

- Contractual obligations and fixed costs





# Fred. C Underhill School Budget Requests

1. Reduce Kindergarten Teaching Staff by 0.5 FTE
  - \$19,074.50 (Decrease)
2. Add Science Textbooks and Increase Science Supplies
  - $\$31,591.51 + \$4379.00 = \$35,970.51$
3. Add Dismissal Online Program "Pickup Patrol"
  - \$850.00 (Increase)
4. Increase Music Teacher Position from 0.9 FTE to 1.0 FTE
  - -- Not Approved by Superintendent.

# Fred. C Underhill School Budget Summary



Principal Proposed Budget	\$169,615.48
Superintendent Proposed Budget	\$162,680.23 (Reduced by \$6,935.25)
Hooksett School Board Proposed Budget	\$161,969.67 (Reduced by \$710.56)

# Hooksett Memorial School 2017/2018 Budget

Thursday, December 8, 2016

6:30 P.M.

Hooksett Town Hall



# Hooksett Memorial School

## Grades 3-5



# Hooksett Memorial School Budget Development - 2017/2018

In preparation of the budget, we have reflected upon the goal of achieving the curricular objectives while being fiscally responsible. Staff assisted in building a school budget based on the unique learning needs of all students and with the state adopted standards, as we prepare our children for college and career readiness.



# Hooksett Memorial School Budget - 2017/2018

## Superintendent & Hooksett School Board Highlights



Principal requested increase time of Art Teacher position at HMS, from 60% to 100% FTE. The estimated salary increase was \$24,013.00. This was not approved at the superintendent level.

Principal requested increase of Part-Time Administrative Assistant position to full-time, from 70% to 100% FTE. The estimated salary/benefits increase was approximately \$27,000.00. This was not approved at the superintendent level.

Principal request for Classroom Sound Amplification systems for all homerooms. The anticipated costs totalled \$23,452.00 (\$1066.00 per unit x 22 classrooms). This was not approved at the superintendent level. School staff is reviewing possible grants to support this request.

Principal request for online keyboarding program, \$1,500.00, was reduced to zero at the Hooksett School Board level. Other options will be explored by school staff.

Principal request for art supplies was reduced by \$500.00 at the Hooksett School Board level.

In regard to shipping charges, we at all schools, comparison shop, watch the total costs, where we are paying charges but that total would be competitive.

Staff was reduced by one classroom teacher by the Hooksett School Board. This was based on enrollment. (\$52,881.71)

New Science Program, at \$39,614.19. New materials are aligned to current standards.

# Hooksett Memorial School Budget Summary - 2017/2018

Initial Staff Proposed Budget	\$181,487.32
Principal Proposed Budget	\$176,646.19 <i>(reduced by \$4,841.13)</i>
Superintendent Proposed Budget	\$170,226.21 <i>(reduced by \$6,419.98)</i>
Hooksett School Board Proposed Budget	\$167,432.98 <i>(reduced by \$2,793.23)</i>



Cawley Middle School  
Grades 6, 7, 8  
2017/2018 Budget

Thursday, December 8, 2016  
6:30 P.M.  
Hooksett Town Hall

# Cawley Middle School



## Budget Highlights

Afterschool Academic Support – Two certified teachers to provide academic support before or after school = \$8,632.40 (Reduced by the Superintendent)

Washington D.C. Coordinator - Stipend position to coordinate multiple aspects of the 8th grade trip. This is a year long process requiring intense planning and communication with parents, students, medical personal and chaperones = \$1,200.00 (Reduced by the Superintendent)

Math Textbooks for Algebra 1 - The new textbooks are aligned with current standards. One class set will be purchased along with an online subscription = \$3,718.49

New Science Program - The new program includes a textbook and online subscription = \$60,851.58



# Cawley Middle School Budget - 2017/2018

In preparation of the Cawley Middle School budget, we have reflected upon the overall goal of providing students with a high quality education while being fiscally respectful and responsible.



Initial Staff Requests	\$352,292.67
Principal Requests	\$333,220.16 (Reduced by \$19,072.51)
Superintendent's Requests	\$300,076.16 (Reduced by \$33,144.00)
Hooksett School Board Requests	\$300,076.16