

Advisory Budget Committee Meeting
Monday, June 10, 2013 4:30 PM
Meeting, Room Town Hall

Present: Jean Beadle, Barbara Sheppard, Kathy Garry, Alan Ballard, Betsey Patten, Chris Shipp
Public: None

Alan Ballard moved to approve the minutes with the change of "Allan" to "Alan". Kathy Garry seconded. MOTION CARRIED unanimously.

Information from School Board meeting: Central School Principal Dawn Tapper has resigned. The School Board is going to replace with an interim position. Graduation was held successfully on Saturday, June 8.

Review and approval of School Board Financial report and related responses to questions from ABC:
Discussion took place regarding: 1) The unemployment benefits which cannot be predicted. 2) Home schoolers need to file a plan with the State board of Education 3) The Committee noted it is difficult to forecast the Special Education (SPED) Budget eighteen months in advance (as is the current practice) because of the transient SPED enrollment and State placements 4) the job description for the Elementary guidance counselor is being reviewed
Alan move to accept the review and responses from the school board and wait for the guidance counselor explanation. Barbara Sheppard seconded. MOTION CARRIED unanimously.

Review and approval of the Town Financial report and related responses to questions from ABC:
Discussion took place regarding: 1) Recreation Revolving Fund will be reviewed every quarter with an expanded section on expenses provided by the staff. Kathy moved to accept the review and responses as presented. Alan seconded. MOTION CARRIED unanimously.

Review of Library Q1 financials: Barbara explained that there were computer problems that were the cause of the overrun in the Computer Support account. If there are any more issues the board will go to outside resources. The library shares the buying of oil with the town and several area school districts. The ABC noted that the Library financial was appropriate.

Recreation Revolving Fund analysis: Jean presented the Summary of the Bank Statement and Summary of Activity with some issues that will be discussed with the Financial Officer. It was noted that this report was done on an unaudited report. The ABC will be monitoring the tracking program this year. (The analysis is attached to the minutes)

Recreation Trip Report: The 2013 trip report from the Recreation Department was reviewed. The ABC has three questions that will be explained: 1) Number of Participants – does this number include the staff or not? 2) Is there a guideline for the number of staff that accompanies each trip? 3) Is there a standard ratio guideline for cancelling a trip is not enough participants sign up? The ABC received a copy of a memo report for the March 2013 trip report to the Selectmen from the Recreation Director.

ABC Meeting schedule for 2013: Second and Fourth Mondays at 4:30 pm at the Town Hall. Police Memo re: Community Drug and Alcohol Prevention and Education Program: Status Report will be discussed at the next meeting.

Next Budget Cycle Focus: The Committee began a preliminary discussion of focus areas for the upcoming budget cycle. This discussion will be continued at our next regularly scheduled meeting.

Library – Encourage different accounting procedures

Town and School – Discuss Human Resources need. Kathy will have a copy of the County’s job description at the next meeting.

School – Emphasize Wolfeboro programs, size of buses and occupancy numbers, Technology policy, Tax dollars for the best “bang for the buck”

The board members can e-mail Jean with any additional focus issues for the 2013 budget cycle.

Betsey Patten moved to adjourn at 6:15 pm. Barbara seconded. MOTION CARRIED unanimously.

Next meeting scheduled for June 24, 2013 at 4:30. The questions and responses from the recent Town and School financial reviews are attached to the minutes.

Respectfully Submitted

Betsey Patten,
Vice Chairman, ABC

DRAFT