

Approved Minutes

NORTH HAMPTON BUDGET COMMITTEE

Meeting

Thursday, October 6, 2005

Attendance:

Attendees: (1) Ms. Mary Pat Dolan, Chairperson; (2) Andrew Hart, School Board Representative; (3) Mr. Paul Marston, Member; (4) Mr. Larry Miller; (5) Mr. Terry Conklin; (6) Ms. Susan Spencer. Absent: Don Gould, Peter Simmons, Robbie Robinson

Meeting Called to Order:

Ms. Dolan called the meeting into session at 6:40 p.m. in the Mary Hebert Conference Room. The Meeting Minutes of 8/4/05 was distributed via email to all members. . Andrew Hart motioned to accept. Paul Marston seconded the motion to approve. 4-0-1 with Mr. Conklin abstaining. None opposed.

1. The NHS year end (04-05 _budget was provided to the Budget Committee members in advance of the meeting. In the absence of any questions, discussion was deferred to Mr. Hart's presentation later in the meeting.
2. Mr. Miller updated the committee on WHS budget issues. There was no formal update as a WHS BudCom meeting has not been held since the last N.H. BudCom meeting.
3. Mr. Hart reported that NHS is just starting to prepare the budget report and that the Principal is working on completing the report. This will be a follow up item for the November 1, 2005 meeting.
3. Ms. Dolan said that trying to get the Assessors and the Fire Department coordinated for for a working session a scheduling challenge, however, a Budget Committee Working Session has been scheduled for October 18, 2005, with the Fire Departments tour at 9:00 a.m. and the Assessors meeting at 10:00 a.m.
4. Next meeting is November 1, 2005 @ 6:30 p.m. which will include the Town Department Presentation, Library Trustees and the Warrant Articles.
5. Mr. Conklin spoke of the objectives for changing the Budget Report Format. He met with Mr. Pardue and presented the alternative reporting format, summarized by expense type – as opposed to department. The Town went to a new accounting system and that the process for changing the Budget Report Format was done manually to get the process going. Laurel Pohl was extremely instrumental in gathering and implementing all the

data. The traditional P&L passed on to Mr. Pardue has an audit trail which will allow the town to program this into the financial system as an additional report. Mr. Pardue liked the format, and passed the project onto a UNH intern who will be working on this and the report will have an additional column for this year's budget. Mr. Conklin recommended that the SAU should also use the same format and that the report format would be more understandable and meaningful to the community when the budgets are made public.

Mr. Conklin stated that Mr. Mike Pardue agreed to prepare additional reports going back several years including population, households, head count by department (full-time equivalents), etc.

As this format relates to the School Budget, the new format will be broken down into similar with summarized expense categories setting forth debt service, labor, facilities, heat, janitorial, etc.

Ms. Dolan requested for any comments or further suggestions regarding the Budget Report Format for the Town or the SAU. Everyone agreed on the new format.

It was unanimous that each department will be requested to submit actual vs. budgeted, and to list unexpected expenditures that occur. It was also important to note that salaries drive a lot of the money not spent, and this should also be noted in the actual vs. budgeted.

6. Mr. Miller mentioned that back in 1957, a mandate by the Budget Committee approved for a Water Commission, which has a charter. This will be looked into further as a follow up item.

7. Mr. Hart distributed an Overview of North Hampton School that was prepared for the Budget Committee and that was discussed along with the recent year end results. Mr. Hart first reviewed the cost increases and forecasted line items for the projected 2006-2007 budget:

- a. Cost of oil. Budget was locked at \$1.10 per gallon and the new contract is for \$2.25 per gallons based on 28,000 gallons for the year. Last years budget was over spent by \$24,000 dollars. The cost for this year will be twice as much.
- b. Electricity. Assistant Superintendent Ralph Minichello received an estimate for the upcoming year from Unitel and was told that there would be a 60% increase for this year
- c. Health Insurance. Mr. Fred Englebach will use a 15%, projected increase for budget purposes. The maximum amount of the health insurance increase will be provided to the SAU by mid November. He will have the actual cost by March.

- d. Negotiations continue with the teachers union at a SAU wide level. These will continue into the beginning of the year
- e. Transportation. The current year cost for bus transportation is \$147,000 which includes a single contract at the SAU level. This contract is dependent on staggered start times across schools in the SAU so that a minimal number of buses are used by the district. There are 8 buses servicing surrounding towns of North Hampton, Hampton, Hampton Falls and Seabrook. The Seabrook Schools initiated a new start time for their school which resulted in a need for additional buses and individually negotiated contracts with First Student. They decided it was more beneficial to get their own contract and have a reasonable starting hour for the school children. This year the NHS transportation budget will be presented for \$256,000.00 which only includes 7 buses.

At this point, Mr. Hart concluded the discussion of the preliminary budget issues for NHS and began a detailed review of the NHS Overview, which was provided to all members. The document provides a comprehensive summary of the North Hampton School. There were questions and discussion about the document. This will be included as part of the Budget Committee Manual.

Mr. Hart then reviewed the 04 – 05 budget to actual year end results, indicating that there were no significant issues in the most recent fiscal year. Mr. Hart reviewed the budget variances with explanations for the committee.

Ms Dolan stated that the Budget Committee would see the School Budget again December. The Budget Committee will focus on the Town Budgets in November

9. Ms. Spencer inquired about meeting dates for the Town and School Deliberative Sessions. Ms. Dolan will put this as a follow up item

Ms. Dolan asked if there were any more issues to discuss. Mr. Conklin moved to adjourn and Paul Marston seconded. All were in favor. Budget Committee adjourned at 8:40 p.m.

Respectfully submitted,

Ms. Jeanne M. Beaulieu
Office Team Recording Secretary

These minutes are DRAFT until approved by the Budget Committee.