

Minutes
Nottingham Budget Committee Meeting
September 20, 2012

MEMBERS PRESENT: Chair Donna Danis, Vice Chair Michael Koester, Peter Perron, Korey Ferland, Jeff Wheeler, Barbara Scannell, Jason Marcotte, Chet Batchelder, Gene Reed, Barbara Walder and Mark Carpenter (7:30pm).

OTHERS IN ATTENDANCE: Heidi Seaverns

Chair Danis called the meeting to order at 7:05PM and introductions were completed. Chair Danis informed the members that Peter Perron was now the School Board representative to the Committee with Dawn Fernald as his back up. Members welcomed Mr. Perron back to the committee.

OUTSTANDING MINUTES:

Motion: Motion by Mr. Batchelder, second by Mr. Marcotte to approve the minutes of the August 16, 2012 meeting as written. Many members commented that the minutes were very well done.

Vote: 8 -0-3 (Koester, Reed, Walder) in favor.

DISCUSSION OF LAST MEETING ACTION ITEMS:

Chair Danis suggested the committee go through the action item list from the last meeting to see what information is available. The first item was why there was money left in athletic & athletic salary lines in the School Budget. Mr. Perron stated he was not familiar with these lines and would address it at the board's next meeting. Members stated that would be acceptable. Next action item was the end of year report for the school. Mr. Perron informed the members that the initial audit has been done and he expects to be able to provide final numbers soon. It was suggested that the School Board provide a summary of the differences between the numbers presented as the preliminary report and those on the audited version and the reason(s) for the changes. Mr. Perron thought this was a good idea and will work to get the document produced. The next item discussed was the School technology plan presentation that the Committee would like to see. Chair Danis stated that the members would like to understand the plan better before they get deeper into the budget process. Mr. Perron explained that the School Board has decided to make the move to laptops on a mobile cart that would go to the classrooms. This will free up the technology room for other uses. The laptops are just as capable as a desktop computer. Chair Danis asked how many computers are in the classroom now. Mr. Perron said there were 25 computers in the classroom. The plan is to have 30 laptops on the cart as well as a printer. Kevin Smith is evaluating the wireless capability in the building, which may need an upgrade. Ms. Walder asked why there has been a change to the plan when the existing plan is less than a year old. Mr. Perron explained that the plan is a fluid document and they (School Board) have changed the how in the plan not the purpose. He reported there was a discussion about using I pads vs. laptops and the Board decided to use the laptops. It was suggested that Mr. Smith, Technology Director at the school, present the plan to the committee. Mr. Perron will come to the next meeting with a tentative date for the presentation. Next item to be addressed was the explanation of the overspent technology line. Chair Danis stated she had received an email from the SAU late this afternoon explaining what had happened with the technology line. Ms. Seaverns had copied the handout for the members. Mr. Perron stated he too had received the information this afternoon. Mr. Reed commented that the SAU is always providing information at the last minute and it is frustrating. Chair Danis then said that the flow of information had been better last year and she is confident that Mr. Perron will work to get the information to the members sooner. Mr. Perron went through the handout provided by the SAU. The purchases were invoiced before the close of fiscal year 2011 but were not actually purchased in the next year. Mr. Batchelder

Minutes
Nottingham Budget Committee Meeting
September 20, 2012

43 stated that the auditor's had kicked out the expense correctly and showed it in the next year's budget
44 since it was not spent until then. He suggested that if this happens again, the School Board transfer
45 money from another line to zero out the line at the beginning of the year. It would make it easier
46 going forward. Mr. Reed stated that this specific information was not available to the voters at the
47 deliberative session and he thinks that this is a problem. Mr. Batchelder explained that the School
48 Board does have the authority to transfer money between lines as long as there is at least \$1 in the
49 line. If there is no appropriation in the line, they cannot transfer money into it. Mr. Perron stated he
50 is working on the School Board's policies. The line item transfer is one of the issues he is working
51 on. He is going to propose that every transfer be voted on and show which line money is coming
52 from & going to and that Scholl Board approval is needed on any line item transfer. Mr. Perron
53 went on to address the second memo that deals with encumbrances. There must be a legal obligation
54 to encumber-a specific vendor with a specific amount. He reported that the items in question were
55 not purchased as there was no invoice for them. He thanked the committee for bringing this item to
56 the School Board's attention. The next action item dealt with the availability of the 1st quarter
57 financials from the School. Mr. Perron stated he should be able to have those available for the
58 October 18th meeting. The last action item dealing with the school is the scheduling of a joint
59 meeting between the Budget Committee (BC) & the School Board (SB). Chair Danis explained to
60 the new members that in the past few years, the BC has met with the SB to discuss the process and
61 what is expected of every one. Mr. Perron informed the members that the Board of Selectmen
62 (BOS) is scheduled to attend the SB meeting on October 17th. Chair Danis asked the members if
63 they would be available to attend the October 3rd SB meeting. She told the members that attendance
64 was not mandatory. Most of the members said they would be able to attend. Mr. Perron will confirm
65 the BC attendance at the October 3rd SB meeting with Pat Beach at the SAU. The 3 remaining
66 action items dealt with the Town. The first item was identifying the qualifications of the new Fire
67 Department employee. Mr. Carpenter stated that the new hire was certified Firefighter/EMT. The
68 second item dealt with fuel oil prices. Mr. Carpenter reported that Mr. Brown had locked in prices
69 on heating oil, propane and diesel fuel earlier today. The last action item was to report if the Town
70 had considered creating/joining an energy alliance with other municipalities. Mr. Carpenter said he
71 had spoken with Mr. Brown about this issue. There had not been a lot of interest in past years for
72 this type of purchasing. Mr. Marcotte thought that the Town could save some money in this
73 endeavor. Mr. Carpenter suggested that Mr. Marcotte contact Mr. Brown directly about this issue.
74 This completed the action item list.

75 **SCHEDULING:**

76 Chair Danis asked if members had the opportunity to review the draft schedule she had prepared.
77 She said it was essentially the same format as last year's with the adjustment of 2 days later (2012
78 leap year). The last day to hold the BC public hearing on the School Budget is January 15, 2013.
79 The last day to hold the BC public hearing on the Town Budget is February 15, 2013. The meeting
80 scheduled for November 22 (Thanksgiving day) was changed to November 29. Mr. Carpenter asked
81 if the BC might want to switch the dates for the 1st drafts for the School & the Town. Members were
82 comfortable with the way the schedule was drafted. The next meeting was tentatively scheduled for
83 October 4. Since the BC will be meeting with the SB on October 3rd, it was decided to not meet on
84 the third. The next meeting will be October 18, 2013. The committee will review 1st quarter
85 financials from the School, 3rd quarter financials from the Town and review the BC prepared School
86 default budget (if ready). Chair Danis will make the changes to the schedule and forward to the
87 members.

Minutes
Nottingham Budget Committee Meeting
September 20, 2012

REPORT ON LGC TRAINING:

Chair Danis asked Mr. Marcotte & Mr. Batchelder for a report on the LGC training they attended. Mr. Marcotte said the training was well attended. His prior budgeting experience has been from a managerial perspective and he enjoyed learning about the process from the other side. Mr. Batchelder commented that this training was the best he had been to. He handed out to the members a list of Budget Committee responsibilities. He explained that the whole morning session was dedicated to the Municipal Budget Act and was a very thorough presentation. He said that the Budget Committee needs to emphasize/disclose the items in the default budget at the School Budget public hearing, which has not really been done in the past. He informed the members that there has been legislation passed that requires both Town & School District to include a tax impact figure for each article on the warrant. The process involves a warrant article asking for approval of this action in 2013. If it passes, the tax impact would be required on each article starting in 2014. There would need to be an article on both the Town & the School warrants asking for authorizing the action. Mr. Perron asked if an article for a bond would need to include each year's impact. Mr. Batchelder did not know. There was a brief discussion about the pros & cons of the relevance of providing a tax impact figure. Mr. Batchelder reminded everyone that there has to be an article to start this on both the Town & the School warrants in 2013.

BUDGET COMMITTEE DEFAULT BUDGET & OTHER COMMITTEE ASSIGNMENTS:

Chair Danis explained that the School Board develops the default budget. Over the past few years, the Budget Committee has developed their own default budget. She went on to say that it is a good exercise for new members to help them understand how the budget is developed. Mr. Koester said that last years default budget developed by the committee was pretty close to the SB default budget. Chair Danis asked for volunteers to serve on the Default Budget Subcommittee. Mr. Koester volunteered to serve again. He stated that the default budget is based on prior years appropriations adjusted by contractual obligations. Korey Ferland and Jeff Wheeler volunteered for the committee as well. Mr. Koester will coordinate a meeting with Mr. Wheeler & Mr. Ferland. Next committee to be discussed was the Capital Improvement Committee. Mr. Carpenter stated he was the BOS representative to this committee and requests for additions to the plan will be going out to the department heads next week. He explained that the CIP charts out the capital expenses for the Town & School over the next 5-7 years. Both Mr. Marcotte & Ms. Walder volunteered for the committee. On a related note, Mr. Perron informed the members that the School Building Committee has been disbanded. The SB is in the process of forming a district space advisory committee. The committee will be made up of a BC representative, BOS representative, a couple community at large members with Dawn Fernald as the SB representative. He will keep the BC posted as to when the first meeting will happen. Mr. Marcotte & Mr. Koester asked about the impact fees and how much has been collected. Ms. Seaverns said she believes 2 impact fees have been collected. It was asked how many lots are in the new subdivision on Ledge Farm Road. Ms. Seaverns said she believes there are 20 lots and she is unsure if impact fees apply to this subdivision. She indicated she would research this & email the members the answers to these questions.

OTHER BUSINESS /ROUNDTABLE:

Ms. Walder asked if the Town was going to enact the Pay as You Throw (PAYT) program and also why the Town does not recycle yogurt containers and other similar containers. Mr. Carpenter said that the current building is really not conducive to multiple types of recycling. The traffic into the

Minutes
Nottingham Budget Committee Meeting
September 20, 2012

Recycling Center has been rerouted and this has been more effective in spreading out the containers for various items. The ramp for the waste container is in the process of being made into a dual ramp for ease of drop-off. It will not take a lot of work to bring PAYT along, which should translate to a savings for the Town in collection fees. Mr. Carpenter informed the members that the Town has signed a four year agreement with Waste Management with reduced rates as well as a fixed increase of 2% per year. Waste Management has also given the Town 50 free Bagsters for residents to use. These can be used for small construction projects and will cut down on the Town's costs for removal of this type of debris. They sell for \$29.95 at Loews & Home Depot. There is also a coupon for \$10 off the hauling fee that will be handed out to anyone receiving a bag. Mr. Marcotte asked if the Town had looked into single stream recycling. There had been a discussion about the Town entering into a single stream cooperative, but the venture did not happen. Mr. Reed commented that since the Town purchased the Versa handler, the staff is able to compact the loads thus saving the Town on transportation costs.

Next issue to be discussed was the back up documentation that is provided by the School Board in the budget preparation process. All members were in agreement that they would like the SB to provide that next level of detail to the members. Historically, this type of information has been requested but not received. The BC would like to see the calculations for tuition, FICA, retirement & health insurance, to name a few items. This will be discussed at the joint meeting between the SB & the BC. Mr. Koester remarked that the tuition lines are typically only spent at about 65%. He feels that this is a pretty straightforward type of calculation-numbers of students times the rate. Mr. Batchelder would like to get numbers from the SB for Dover High students & Coe Brown students as part of the 1st quarter review. Mr. Carpenter suggested that names could be redacted in the documents if privacy is an issue. He went on to say that he hopes the SB would try to do more with less, as the Town tries to given the economic climate. Mr. Reed then asked what the process to get questions answered is. Chair Danis said that discussions should happen in a meeting and if a majority of the members agree, the question will be moved forward by the Chair. Mr. Batchelder agreed. Mr. Ferland asked what type of conversations can happen outside a meeting. It was stated that there should be no conversations going on outside a meeting. An email sent to all members with an agenda, schedule or minutes attached is fine but no more than that should happen. Discussion continued on this topic. Ms. Scannell & Mr. Reed both stated that they may want an answer to a question that the rest of the members do not feel is of interest and it is their right to get an answer. On a somewhat related note, Mr. Batchelder stated that the committee does not have to post an agenda. Ms. Seaverns confirmed this. As long as there is a schedule of meetings posted, an agenda does not have to be posted. There can be one created for the meeting but it does not have to be posted.

Chair Danis asked the members for any comments. Mr. Perron said he was happy to be back on the Committee. Mr. Batchelder & Mr. Koester asked that the membership list be distributed again. Mr. Koester will also schedule a meeting for the Default Budget subcommittee. Chair Danis congratulated everyone on a good job and reminded everyone next meeting of the Committee would be October 18th at 7PM. Mr. Ferland looks forward to the process.

ACTION ITEMS:

1. Peter Perron - Determine reason for leftover money on the athletic and athletic salary lines.

Minutes
Nottingham Budget Committee Meeting
September 20, 2012

- 174 2. Peter Perron - Audited school reports with breakdown of summary of differences between
175 preliminary figures presented to Committee & audited numbers.
- 176 3. Peter Perron-Date for presentation of the current School Technology Plan by Technology
177 Director.
- 178 4. Mark Carpenter-reasons why does the Recycling Ctr. not accept all plastics like yogurt
179 containers and the like.
- 180 Having no further business,
- 181 9:00 PM **Motion:** Motion by Mr. Reed, second by Mr. Marcotte.
- 182 **Vote:** 11-0 in favor.
- 183 Respectfully Submitted,
- 184 Heidi Seaverns
- 185