

Minutes
Nottingham Budget Committee Meeting
October 16, 2014

Members Present: Chet Batchelder, Anthony Dumas, Miska Hadik, Michael Koester, Doug Poulin, Gene Reed, Jackie Snow, Donna Danis – BOS Representative, Susan Levenson – School Board Representative

Excused Absences: Korey Ferland, Jeff Wheeler, Peter Perron

Other in Attendance: Secretary Dawn Wirkkala,

Chair Batchelder called the meeting to order and introductions were completed.

APPROVAL OF MINUTES:

Motion: by Ms. Danis, second by Mr. Hadik to approve the September 25, 2014 minutes as amended.

Vote: 7 in favor and 1 abstained

Ms. Levenson arrived at 7:11 pm

TOWN 3rd QUARTER TOWN FINANCIAL REVIEW: Ms. Danis reviewed that expenditures are completed through the end of September. After discussing the budget with Mr. Sterndale, he reviewed possible projections of total 2014 expenses and anticipates 3.38% of the budget unused. The biggest wildcards will be any November or December winter expenses and any vacant positions.

Ms. Danis reviewed there are some accounts that appear to be over expended, however in some cases it is because they have received off setting revenue payments and in other situations payments were applied to the wrong accounts or new account numbers.

Chair Batchelder asked about the office supply expenses. Ms. Wirkkala stated some of the purchases were put into the wrong accounts; it should be applied to equipment and not office supplies. Ms. Danis stated the same types of adjustments are needed with the Tax Collector Fees and Salary lines and the Library Building Maintenance accounts.

Chair Batchelder asked about the Fire Department vaccinations and testing. Ms. Danis stated she wasn't sure if it has been completed for everyone.

Mr. Hadik asked about the Highway Hired Equipment account amount being over spent, almost by 50%. Ms. Danis stated she hasn't seen the proposed 2015 budget from Mr. Sterndale yet.

Ms. Danis stated she did not review specific information about the revenues with Mr. Sterndale, but they are higher than prior year.

General discussion took place about the revenue information, explanations of the different entries were provided, such as the Moose Grant revenue and Road Bonds. The Moose Grant funds could be considered an off-setting account; funds were received and used by the Historical Society for historical diary restoration. Road Bonds are not revenue, but a deposit kept in an escrow account for developers building roads in town to make sure they are built correctly and any amount unused is returned to the developer.

It was stated there will be more changes in the reports from the accounting software as it are utilized more like a fund accounting software instead of a cash based system and different funds are added. Some of the funds will be the General Fund, Recreation Revolving, Conservation Fund,

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SCHOOL 1st QUARTER FINANCIAL REVIEW: Chair Batchelder asked about the report dates. Ms. Levenson explained the dates are confusing but expenses are for the first quarter of the 2014/2015 school year.

Ms. Danis asked if there would be more use of the “Anticipated” expense column for known expenses, such as salaries. Ms. Levenson stated it should be and will ask the Business Administrator. Ms. Snow stated it was utilized more in the prior year report.

Chair Batchelder asked about the Special Education Tuition Non-public School account, budgeted \$340,000.00 with no current expenditures. Ms. Levenson reviewed it appears those funds may be reported in other account lines.

Ms. Levenson stated Ms. Whitmore reported to the School Board that there does not currently appear to be any issues with the budget so far.

Ms. Levenson stated the School Board received per student tuition amounts from Dover and Coe-Brown High Schools; Dover is \$11,515.88 and Coe-Brown is \$14,493.00. Dover is an approximate increase of \$500.00 from the prior year and the School Board is requesting a review on how that amount is calculated. The amount for Coe Brown makes the differential amount \$2,978.00.

Ms. Levenson presented preliminary expense information from the SAU separating expenses from the Elementary school versus High Schools. The information is very preliminary, not complete, but will continue to be worked on as the year moves forward.

Ms. Levenson stated the School Board is currently negotiating a new Teachers contract, as well as both new contracts with both high schools. Nottingham is working under a short term memorandum of understanding with Coe-Brown to continue the 2014/2015 school year.

Discussion took place about the negotiation process between the School Board and the High Schools, including how the tuition amount is established, what is included in the tuition amount such as capital improvement expenses, and consideration of other schools during the negotiation process.

Ms. Levenson stated part of the negotiation is the fact that Dover is looking at a possible large addition or new school, which would be included in the tuition amount for the next year. Dover may also include an administrative fee of approximately 8%, but additional detailed information will be coming during the negotiation process. The School Board has received notice from Barrington that they are not interested in sharing transportation.

Ms. Levenson stated the final audit reports for the 2013/2014 school year should be received soon.

Ms. Levenson reviewed the attendance counts for each of the school and the home school student count.

Chair Batchelder asked about answers to previous budget questions – Food Service Program and Professional Development expenses. Ms. Levenson stated the surplus in the Food Service Programs took advantage or more state purchasing programs, which is a less of expensive option and Professional Development expenses did not take advantage of courses; teachers are allowed \$4,000.00 but classes weren’t taken. Ms. Levenson stated in the past it appears professional development requests may not have received approval, but it probably will change going forward. General discussion took place about the amount required to fund according to the Teacher’s

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contract versus the amount historically used, which is an approximate \$20.00 per \$100.00 funded. Ms. Levenson stated the curriculum director will be working with the teachers on professional development with the changes in testing and curriculum.

Ms. Levenson stated the school Board will be meeting with the Board of Selectmen on November 3 and will hold their regular board meeting at the Town Offices in Conf. Room #2.

Chair Batchelder reminded Ms. Levenson the school will present their first draft of the budget on November 6. Ms. Levenson stated they would be ready.

SCHOOL/TOWN GENERAL UPDATES:

Ms. Danis reported that Mr. Sterndale has started work on the Town budget and is working with Department Heads; the Selectmen have reviewed a preliminary list of warrant articles, but have not yet seen the initial draft of the budget.

SUB-COMMITTEE UPDATES:

MPEC: Ms. Danis reviewed the Community Input session on Friday, October 24th is being widely promoted and registrations are being accepted. Pre-registrations will allow the group to have enough chairs and tables ready for those attending, as well as food and child care. However, anyone is welcome whether they register or not.

Ms. Danis reported she and Ms. Horvath met with some seniors at the Senior Luncheon on Wednesday, October 15 with positive results and additional suggestions not previously considered.

Ms. Danis reported volunteers are needed to help pick up trash from the Marston property Saturday, October 18th in order to try and make the property accessible to the general public.

Mr. Reed asked if there are town demographics available to provide additional information about the types of services that might be provided at Marston. Ms. Danis stated she would look for the information.

CIP Committee: Mr. Reed reported the committee will have their first meeting Tuesday, October 21 at 7 pm.

Transportation: Ms. Snow reported the committee is trying to set up a meeting with the transportation company, rider counts have been received and an RFP is being established. The committee will start to review possible transportation changes.

OTHER BUSINESS: The next meeting is November 6 with the first draft of the school budget and the true beginning of the budget process. It is a continual learning process as the committee members learn more and more about the budget information. Chair Batchelder encouraged members to ask any questions they might have about the process and/or information being provided.

Mr. Dumas stated he has received comments from people about Nottingham building their own high school and asked if it has ever been reviewed. Ms. Levenson stated the School Board can look at the idea; however, it is her personal opinion that the exposure provided to the students by attending other well established schools in other towns and more students is a positive thing. Nottingham does not currently have enough students to be able to offer the level of education being provided by the other schools, extracurricular activities such as athletics, AP courses, foreign languages, and other academic activities.

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Chair Batchelder stated Nottingham worked with Deerfield in the past about building a cooperative high school and it was quickly realized it would not be beneficial. An option Nottingham could consider is working on development of the USA Springs property for Town or School use.

Ms. Levenson stated the School Board could provide some general information about the startup costs and annual expenses of operating a high school.

Ms. Levenson stated the School Board received a letter from Newmarket about becoming the school of record for Nottingham, despite their current challenges.

ROUNDTABLE:

Mr. Dumas asked about the PLIA boat inspections over the past summer. Ms. Danis stated 5900 boat inspections were conducted with 10 saves; Nottingham has the highest count of saves in the state. A “save” is finding milfoil on a boat before it enters the water.

Mr. Koester apologized for missing the prior meeting.

Mr. Poulin thanked everyone for the information they provide.

ACTION ITEMS:

Town

1. Status of Fire Department Vaccinations.
2. Total balance of the Recreation Revolving Fund.

School

1. Will the “Anticipated” expense information be included in the reports on a regular basis?
2. Will Acct. #01-1200-5569-061 be used or are expenses accounted for in other account lines?

ADJOURNMENT: Having no further business,

8:32 PM **Motion:** by Mr. Poulin, second by Ms. Snow.

Vote: 8 – 0 in favor.

Respectfully Submitted,

Dawn Wirkkala