

Minutes
Nottingham Budget Committee Meeting
November 17, 2016

Members Present: Jennifer Biron, Anthony Dumas, Suzanne Edin, , Michael Koester, Carrie Lee, Jeff Wheeler, Tiler Eaton – BOS Rep, Jackie Snow – School Board Rep

Excused Absences:

Absent: Miska Hadik

Other in Attendance: Secretary Dawn Calley-Murdough,

Chair Dumas called the meeting to order with introductions and asked all those present to stand for the Pledge of Allegiance.

Chair Dumas stated the committee now has two vacancies, with the resignation of Gene Reed. Interested parties should contact the town office. Chair Dumas thanked Mr. Reed for his service to the committee.

Approval of Minutes

Motion: by Ms. Snow, second by Ms. Lee to approve the October 20, 2016 minutes as amended.

Vote: 6 in favor; 2 abstained.

Review of Budget RSA's and Rules: Mr. Hadik was absent and no review was completed.

Town 1st Draft 2017 Budget & General Updates: Mr. Sterndale reviewed the 1st draft of the proposed 2017 budget, stating the Selectmen have reviewed the information and will continue review and revisions at their future meetings.

Highlights of the proposed budget include the hiring of an additional officer for the Police Department, filling one current vacancy and adding a new position. The Selectmen previously approved the second position, in order to get staff prepared for training and attending the Police Academy starting in January 2017. This will add an approximate \$70,000.00 with the salary, retirement, necessary equipment and insurances.

There are some savings in the town building repair/maintenance lines with only one siding project currently planned. The town no longer expects to see any more payment holidays for insurances with the prior payouts from the NHMA.

A big financial unknown is what will happen with the recent sale of USA Springs property. There currently wasn't enough information about the sale to make any significant changes to the budget.

Two new selectmen add to the Executive budget for an increase of \$7,200.

Introduction of Credit cards usage by the Town Clerk is included and all applicable maintenance/fees are seen in the Town Clerk budget.

Election worker budgets are estimated, accurate amounts should be received soon.

Financial Administration and the Assessing Department remain fairly stable, with minor changes. They will also include the 2020 Revaluation CRF warrant article of \$25,000.00.

Legal budget expenses are expected to be used up for 2016, but the 2017 budget is currently unknown.

Personnel Administration (insurances, retirement) is expected to increase, with a health insurance increased rate of 5.3%, and the new police officer. The NH Retirement System increased the town rate for police and fire employee retirement amounts.

The Planning Board has been busy and has a small increase, the Zoning Board remains level funded.

Minutes
Nottingham Budget Committee Meeting
November 17, 2016

Town Hall and Other Buildings (THOB) see bigger savings with the completed roofing work in 2016 and Mr. Sterndale hopes to complete some siding work in 2017 on the Community Center Building. An additional request for some renovations of the Old Town Hall has been received; estimates for the work have been requested. The current electric rate is steady through early 2017, but there is an expected 10% increase in the supply cost after that. The Selectmen are considering installation of solar panels, but electric savings won't be seen until a few years after the installation. Oil/Propane (heat) budgets remain steady based on the currently received bids.

Chair Dumas asked about the increase in Workers Compensation expenses. Mr. Sterndale reported savings have been seen in the past with payment holidays, but none are expected this year.

Police Salary, along with other needed items has increased for the new officer, the department hopes to purchase a new cruiser.

The Fire Department may ask for the Quint vehicle, but it hasn't been reviewed by the Selectmen yet. The Department has remained fully staffed for 2016 and expects to remain so for 2017.

Building Inspector remains steady. Emergency Management has been reduced, no special projects are expected.

Highway has shifting amounts from salary to other accounts as they start to shift from employees to hired contractors for plowing. Despite an attempt to hire more personnel, the Department does not have enough staff to drive available town vehicles; the biggest hurdle is having qualified individuals go to work for private companies. Discussion has taken place with the CIP committee about the possibility to replace the purchase of a vehicle with hired equipment and plowing services; it will be paid for either way and it is hard to estimate what the expenditures will actually be, but some information is being put together to compare the costs.

The budget for Shim and Seal coat is always a best guess. There is also the expectation to include the warrant article for Road Construction/Reconstruction in the amount of \$200,000.00.

Recycling Department solid waste Disposal Fees are always a moving target and additional information is expected to help further refine the amount.

Mr. Sterndale stated he recommended including the Social Services (agencies) amounts into the 2017 general operating budget instead of making them a separate warrant article, as was done in the past. These amounts can still change during town meeting, but this will give the town more flexibility with payments. This flexibility is desired, especially if an agency stops operating, which has happened in the past. This is also a big part of the change for the operating budget.

The Recreation budget includes salary for two new people to provide lifeguard services at the town beach on the weekend, when it is the busiest.

Library has a small increase. The Historical Society may include a warrant article for work on the Dame School.

Conservation Commission remains level funded. Debt Service continues its decreased interest amount and will be lower in 2018 the last year of Community Center Renovation payments in 2017.

The Selectmen haven't completed a full review of warrant articles at this time.

Mr. Koester asked about planned work for the Marston Property. Mr. Sterndale reviewed the current status of work planned for the Marston Property, which will include the multipurpose field, walking trail and parking area proposed in 2016. The funds for this project were raised in 2016.

Minutes
Nottingham Budget Committee Meeting
November 17, 2016

Chair Dumas asked about grant proposals for the Quint. Mr. Sterndale reported he expects one to be finished as of November 18th, but while there are forestry grants and urban areas, there aren't many grants available for general municipal use.

Mr. Sterndale asked for the committee to determine who they would want to see for Department Heads. Chair Dumas stated the committee hasn't discussed it, but would expect to see those with larger changes to budgets.

School Updates: Ms. Snow provided answers to the outstanding questions from October 20th, as well as to the questions from the 1st draft of the 2017/2018 school budget.

Repairs and Maintenance is a shift of funds for the approved Warrant Article from 2016.

Increases in the Health Trust Insurance are based on the prior payment holidays and there isn't an expectation for any new payments as seen in prior years.

Guidance Counselor Insurance amounts changed due to the selection of different plans than what was estimated.

Catastrophic Aid is state revenue funding to help pay for student services that is more than 3.5% of daily average education expenditures. If there are students who need more services than what is determined adequate, by 3.5% assistance/reimbursement is provided by the state.

Ms. Snow stated the school budget and SAU will be back on December 8th for continued review of the 2017/2018 budget. There is a current expectation of a 9.3% increase in health insurance expenses, as well as the increases in retirement obligations. A large portion of the overall increase in the budget appears to come from the changes in contractual obligations.

The 8th grade students have been periodically queried about their high school choice for projection counts, but that information will continue to change.

Coe Brown finalized their tuition amount for 2016/2017 and discussion with Dover continues. Based on initial discussion with Dover there is an expected 11.22 % increase and talks will continue.

General discussion took place about the tuition rates, recent unexpected changes, and finalizing the number of projected students.

Ms. Snow stated some of the notes listed on 1st draft worksheets are from the prior year and will continue to be cleaned up.

There has been discussion about utilizing some of the capital reserve funds for the replacement of furniture and replacement of tech equipment, but the capital reserve funds are specifically building maintenance driven and not replacement of school equipment/furniture. There has been additional discussion about creating other capital reserve funds.

The School Board is discussing rubbish removal and the possible consideration of getting recyclable materials to the Nottingham Recycle Center.

Ms. Snow stated the School Board does not want to reduce the number of busses and hopes to replace the missing driver as seen in this year.

Discussion took place about possible difficulties if the school bus drivers happen to go on strike; it was stated the school is still obligated to provide transportation to the students even with a strike.

Ms. Lee stated there are difficulties in finding drivers in the transportation industry overall.

Minutes
Nottingham Budget Committee Meeting
November 17, 2016

Ms. Snow stated the School Board met the previous night and continues to review the budget, and is looking at the contractual obligations, separating out wants versus needs while maintaining an acceptable level of academics, and establishing a reasonable budget.

There are no expected worries with changing revenues. The School Board is starting to look at warrant articles, which will include teacher contracts, the para professional contract, and additional articles for grounds improvements, and maintaining existing articles: special education, books and building maintenance.

Ms. Snow reviewed the enrollment report, stating numbers have remained steady. The 8th grade class is a larger incoming freshman class. The School Board made a decision to use the Coe Brown rate for anticipated move-in students because it is the higher rate.

Mr. Koester asked about the final 2015/2016 final expenditures. Ms. Snow stated the School Board hasn't received the final audited amounts but doesn't expect any further changes from what was previously presented. The School Board made the decision that they would not include any additional funds into the emergency 2.5% Contingency Fund approved in a prior warrant article, and will move the funds for other warrant articles as approved.

Ms. Snow stated the School Board will meet the night before the 2nd draft will be presented to the Budget Committee but will keep track of what has changed between presentations.

Other Business: Mr. Koester asked to include review of the final CIP Report; an approximate 20 minutes would be needed.

Roundtable: Mr. Eaton stated a lot has been happening with the USA Springs property and there is information available on the town website.

Ms. Edin asked about the vacancies and how the committee can try and fill the seats. It was stated a variety of attempts have been made to get the word out to the public, additional work can take place, and anyone interested in filling the position should contact Chair Dumas or the Town Office.

Mr. Koester apologized about his late arrival to the November 10th meeting causing it to be cancelled; he got stuck in traffic that was caused by an accident.

Mr. Wheeler apologized for missing the prior week meeting.

Ms. Snow stated the School Board continues to review the possibility of full day kindergarten and the use of impact fees for installation of modular buildings; these may be requested by warrant articles.

Ms. Lee apologized for missing the prior week meeting.

Action Items: None

Town:

School:

ADJOURNMENT: Having no further business,

8:26 PM Motion: by Ms. Lee, second by Mr. Wheeler.

Vote: 8 in favor.

Respectfully Submitted,

Dawn Calley-Murdough