

**Nottingham Budget Committee Meeting**  
**10-1-20**  
**Minutes**

**1 Call to Order**

2 Members Present: Tim Dabrieo (Chair), John Decker (Vice Chair), Michelle King, Tom  
3 Leveille, Michael Koester, Sandra Jones, Shawn Green, Tom Butkiewicz, James Stevens, John  
4 Morin (Select Board rep), Kelley Gordon (School Board rep), John Morin (Select Board rep),

5 Absent:

6 Others: Lorraine Petrini, Chris Sterndale

7 Chair opened the meeting at 6:30pm. Mr. Morin had not arrived via Zoom

**8 Approve Minutes**

9 **Mr. Decker made a motion to approve the public minutes from 2-6-20 as written. Mr.**  
10 **Koester seconded. Unanimously approved by a vote of 10-0.**

11 **Mr. Decker made a motion to approve the public minutes from 7-16-20 as written. Dr.**  
12 **Butkiewicz seconded. Unanimously approved by a vote of 10-0.**

**13 Review of Budget and Finance Workshop**

14 Mr. Decker, Mr. Dabrieo and Dr. Butkiewicz attended the workshop online. Ms. Jones and Mr.  
15 Leveille reviewed the materials online. Mr. Koester said he had a lot of technical difficulties  
16 joining the meeting but was able to be part of some of it. Dr. Butkiewicz went over a particular  
17 case about a school board that he found informative. Mr. Dabrieo thought this was the best  
18 workshop he has attended. Mr. Decker thought it was a good workshop.

19 Mr. Morin arrived at 6:45pm via Zoom.

**20 Meetings**

21 Mr. Dabrieo went over the upcoming meetings. Dec 24 and Dec 31 are two Thursdays which  
22 will have to be rescheduled. Mr. Dabrieo and Ms. Gordon agree that they will need to be 3 weeks  
23 ahead of where they were in the past for meetings because both school and town are on SB2  
24 now. The public hearing for town and school will have to be before January 19. Ms. Gordon and  
25 Mr. Sterndale were asked to think about when the deliberative sessions for school and town will  
26 be. There likely will not be another October meeting for BC. There may be a school bond  
27 hearing the week of January 12-19 as well as the two hearings for BOS and School Board. Mr.  
28 Dabrieo proposed January 14 for the town hearing. Ms. Gordon will discuss with the school  
29 board what date will work for the school hearing at the next meeting.

30 **Mr. Dabrieo made a motion to have the town hearing on January 14. Ms. King seconded.**  
31 **There was a consensus of the board.**

32 Ms. Gordon will ask the school if January 18 or 19 works for the school hearing.

33 The next budget committee will meet on November 5.

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34 Mr. Decker suggested the BC meet with the Select Board and the town department heads on the  
35 same day, perhaps on a Saturday.

36 Mr. Dabrieo will work with Ms. Gordon and Mr. Sterndale to develop the calendar to present to  
37 the BC at next meeting.

38 Saturday, January 30 was the suggested date for town deliberative session. The BC concurred.

### 39 Town Update

40 Mr. Morin said the BOS is working to hire a new police chief. The sale of the USA Springs  
41 property is going on. Nottingham Lake roads were paved. The third and last watercross event  
42 went on last week. The Planning Board will meet with the watercross event for future events.

43 Mr. Sterndale said the town will finish the year under budget. Revenues for the town are going  
44 well. There is a GOFER grant for \$130k to cover pandemic expenses such as restricted payroll  
45 for police and fire. It hasn't been approved yet. There was a grant for first responders which was  
46 about \$30k. There was a grant for \$11-15K for election related costs. There is \$5k in a privately  
47 funded grant for elections as well.

48 Mr. Sterndale said that the town clerk and the recycling center are most disrupted because of  
49 COVID-19. There has been a lot more electronic traffic and absentee ballot work for the town  
50 clerk. There are several elections costs on the budget. The revaluation will be paid and come out  
51 of the budget in the near future. There are 3 lawsuits in the legal line. Mr. Stevens asked about  
52 line 81. Mr. Sterndale said line 78 is revaluation line. Line 81 is the sum of 69-80. Mr. Sterndale  
53 said there have been vacancies in fire and police. The FICA line will be under budget because of  
54 tax credits; FEMLA allowed employees to take time off and be paid for it. The town will be  
55 reimbursed with tax credits for that. The police and fire retirement portion paid for by the town  
56 will be going up 10% next year. The old town hall had some electric work done and it is back  
57 open for the public. The highway garage needed a well dug for water; that line will be over the  
58 year. Police payroll includes a vacancy right now. Fire dept has 2 vacancies. There were some  
59 stipends paid by the state for the firefighters. There are tax savings from not paving Ledge Farm  
60 Road and it was used for paving roads around Nottingham Lake. The recycling department has  
61 increased hauling costs and hauling does not bring in as much revenue. Cardboard is being put in  
62 with paper and they are selling it as paper which does not bring in as much revenue. Mr.  
63 Sterndale said they are trying to reduce contact for the employees by having them not bail the  
64 cardboard. Bailing cardboard involves touching every piece of cardboard. Dr. Butkiewicz asked  
65 what the cost breakdown for bailing vs. putting it in with paper. Mr. Sterndale said they are  
66 coming up with costs after another month or two. Dr. Butkiewicz asked if they had to have  
67 attendants for recycling. Mr. Sterndale said they don't have to have attendants but it does assist  
68 townspeople when questions arise. Dr. Butkiewicz said he had previously lived somewhere  
69 where they had less attendants and instead had massive bins that people put their recycling in.  
70 Mr. Sterndale said they will likely continue to do cans outside and not go back to the way they

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used to do it. The rec and library line items are under budget. There is a report that is being developed regarding winter sand and what else is at the gravel pit that they could sell.

**School Update**

Ms. Gordon went over the school update:

The 2019-2020 Fund Balance is \$273,225.21. The school made a motion to retain 1.5% of the Fiscal Year 2020 net appropriation. The retention was \$158,738.36. The final unaudited Fund Balance is \$114,441.86 which is what will be returned to the town.

There was a motion made and passed on 9/15 by the School Board to freeze the budget. The school will need to have superintendent authorization and board approval for any overspend.

\$27K was received by the School Board from the state for COVID related costs. The school has spent well over the \$27,000 in CARES act funding. The funding will go to offset the COVID costs. The CARES Act will determine what is covered on these items. Dr. Butkiewicz asked for further clarification on freezing the budget. Ms. Gordon said freezing the budget means that they will not overspend the budget at all this year. The Board will be alerted if the superintendent needs to approve any expenditure. No one at the school is using the 3d printer right now to save costs. The school overspent the Dover bus line by \$4k because of an added stop. Ms. Gordon said they are still looking into why the cost continued after the buses were stopped. Mr. Stevens asked about budget. Ms. Gordon reiterated it's early in the budget but they are going to ensure they will not go over the budget. Mr. Stevens asked about the procedural accounting statements. Dr. Butkiewicz asked about enrollment. Ms. Gordon said she can send enrollment figures to BC. She said it hasn't changed drastically. The remote students are still assessing the teachers and services at the school. They are teaching less kindergarteners in the building. There has been some switching from one high school to the other. They are still using a contract person for the BA at the superintendent's office. They are looking to see what is the best option at this point.

**Subcommittee Reports**

*School Facilities Committee*

Mr. Koester said they met via by Zoom over the summer. The state application for state building aid was submitted in June. It could cover as much as 28% of the project cost. The estimated project cost is \$5.9M. Mr. Levielle asked about the shortage of building materials and increased costs for these. Mr. Koester said they received an estimate from the architect; they don't build a contingency amount in that. There will be a not to exceed limit. Mr. Stevens asked about alternate ways to find construction managers, etc. Mr. Koester said they are relying on the architect. Mr. Koester suggested Mr. Stevens join the committee due to his construction expertise.

*Capital Improvement Plan*

Ms. King said there has not been an update.

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109 *SAU Study Committee*

110 Mr. Decker said they are still determining the best course as to whether Nottingham should stay  
111 with the SAU or separate to form one themselves. There may be a hearing to present the report to  
112 the town. Then it would be brought to State Board of Education. After that, it would be put on  
113 the ballot in March 2021 ballot.

114 **Other**

115 *Parting Thoughts*

116 Mr. Dabrieo said Chief Foss is retiring soon. Mr. Morin said they will likely do something for  
117 him but nothing has been finalized.

118 Dr. Butkiewicz said with the pandemic affecting people's jobs, he suggested spending less in the  
119 town and he believes there are 100 people who haven't paid taxes. Mr. Sterndale gave info to  
120 Mr. Dabrieo about people who have not paid their taxes. The information will be presented at the  
121 next meeting. Mr. Morin said they won't take someone's house due to back taxes if that is their  
122 sole residence. The town has been very lenient over the years for people who can't pay taxes.  
123 There was a discussion between Mr. Morin and Ms. Gordon regarding town and school taxes.  
124 Mr. Levielle asked about a percentage recommendation; Mr. Morin said extra new costs are what  
125 increases the budget and they are usually new costs like a new police officer. Mr. Morin  
126 suggested a \$20 per year to use the recycling center. He doesn't believe it's fair to department  
127 heads to hit a certain percentage for the budget. Dr. Butkiewicz said they could ask the  
128 department heads to come up with a budget that is 5% less than last year. Mr. Morin said  
129 Nottingham Food Pantry is accepting food donations or a check for this weekend's concert at the  
130 community center.

131 *Next Meeting*

132 Thursday November 5

133 **Adjourn**

134 **Mr. Decker made a motion to adjourn at pm. Mr. Green seconded. Unanimously approved**  
135 **by a vote of 11-0.**

136