

Minutes
Nottingham Budget Committee Meeting
September 29, 2016

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

Excused Absences: Miska Hadik

Other in Attendance: Secretary Dawn Calley-Murdough,

Mr. Dumas called the meeting to order, asked members to stand for the pledge of allegiance, and introductions were completed.

Chair Dumas asked if the other members would be interested in reviewing and discussing budget related statutes and rules at the beginning of each meeting, to help have a better understanding of what is required of the Budget Committee as they work on the town and school budgets. This process was done in the past with prior Nottingham Budget Committees, should take approximately 15 minutes at the start of each meeting, and will require some homework on the part of the members to summarize specific laws and/or rules.

The members expressed their interest and Chair Dumas would provide committee members with a list of statutes and signup sheet for members to sign up.

Approval of Minutes

Motion: by Ms. Snow, second by Ms. Lee to approve the July 14, 2016 minutes as amended.

Vote: 5 in favor; 3 abstained.

Review 2016 NHMA Budget Workshops: Committee members reviewed the information they received with their attendance to the annual NHMA Budget Workshops. Chair Dumas stated the material from the workshop will be made available to all members for their review.

Chair Dumas reviewed there was similar information presented in prior years, this year included information about state aid to municipalities, a handout regarding the math process in setting the tax rates, and methods for municipalities to handle trust fund donations. It was beneficial to hear budget related questions and about issues that take place in other towns and the members of the Budget Committee has access to free NHMA legal group if they have any budget related questions.

Ms. Lee stated new material was presented about available free online workshops and asked how committee members could access the NHMA training website, which requires login criteria. It was stated the town could probably provide access.

Ms. Edin stated it was beneficial to hear about some of the statutes and rules.

Sub-Committee Appointments/Reports: Transportation: Ms. Edin volunteered to be the representative to the school Transportation Sub-Committee with no objections.

Ms. Snow reported the sub-committee is currently on hiatus given the current signed contract, although work will continue to monitor existing routes and buses, and consider public input regarding the buses. There was some complication with a last minute resignation of a bus driver, creating an unplanned elimination of one bus and adjustments to the other bus routes to compensate for the loss.

Mr. Reed and Chair Dumas asked if there would be any savings with the loss of one bus and needed adjustments. Ms. Snow stated there will be some savings, but there is hope to hire another bus

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driver and return the bus back into the route/schedule and discussion is taking place about a change in payment to Dail Transportation with the loss of one full bus and driver.

Ms. Snow stated the bus contract will end in June 2018. Chair Dumas asked for the new contract process consider some type risk clause in regards to the payments if there is a loss.

Default Sub-Committee: Mr. Koester reviewed the past history and reasons for the default sub-committee and stated the current positive relationship and response/method the current School Board takes to provide a default budget has mostly eliminated the need to have the sub-committee.

Mr. Reed stated the Budget Committee has the ability to comment and suggest recommendation to the School Board about the default budget but does not have the authority to make actual changes to the proposed budget.

It was stated the Budget Committee could put forward a warrant article seeking official authority regarding the default budget, if the committee wanted, but it wasn't needed at this time.

CIP Committee: Mr. Koester reported the committee has met twice, with Donna Danis as the Select Board Rep, John Morin as the Planning Board Rep, Roslyn Chavda as the School Board Rep, and assistance given by Town Administrator Chris Sterndale.

The committee is reviewing existing budgets, requested items by departments, and is considering changes to the review and report processes for the on-going long term similar requests. The cost of big ticket items is also being reviewed and there is discussion on how best to include how the item will be funded in the CIP Report, including how to best document how the purchase will impact the tax rate, as not all items are funded by taxation but by reserve fund, impact fees, or other sources of funding.

The committee does not have another meeting scheduled at this time. One challenge of the committee is to find an easy method to communicate the information from the CIP Committee. Mr. Koester stated there will be a presentation of the CIP information and materials when the process is complete, to help explain how these items will impact the tax burden.

Proposed Meeting Calendar: The committee reviewed the proposed calendar, made suggested changes, and agreed with the final dates listed for upcoming committee meetings. Chair Dumas asked to include the legislative deadlines as a reminder for the members.

General School Updates: Ms. Snow stated the budget process has just started with the School Administration and the SAU. The School Board will hold community meeting to consider their input on full day kindergarten, world languages, and improvements to the school grounds and playground. Additional budget items of interest that will be reviewed by the School Board as they prepare the first draft of the 2017/2018 budget will include the teacher and paraprofessional contracts and how the federal health care related changes will affect those contracts, continuing retirement buyouts, and .

Peter Perron resigned from the School Board, who appreciates and thanks him for all his hard work. Christine Dabrieo has been elected as the new School Board Member until the March 2017 elections. The school also has a new Assistant Principal and a new Maintenance Director.

The School Board will continue to receive the student enrollment report. The K-8 enrollment appears to continue to grow; the 3rd grade class is at the highest number it has ever been. Additional books were need and the vendor provided them to the school for free.

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The School Board will have their first review of the budget October 19th. The School Administration has already started their budget review process, two contract will be reviewed, and the School Board is beginning to review academic and facility goals, the playground, communication and engagement goals are being worked on to better publicize what is happening with the public. The School Board continues to look at methods to increase efficiency in all areas.

Information has been received from Dover that there was an error in the 2015/2016 tuition rate and Nottingham was overcharged and will receive a credit. However, the final tuition amount for the 2016/2017 school year increased an approximate \$100.00. The total amount needed for Dover High School is now more than what was estimated during the prior budget process; the proposed tuition for Dover High School is now \$13,368.96 per student. The Coe Brown tuition rate is \$14,669.00 per student, which is closing the gap between the schools. Luckily there is some tuition wiggle room with the decreased estimate with the proposed Coe Brown tuition amount. The School Board will meet with the Dover School District about the tuition issue.

Ms. Snow stated the Nottingham School has already started to ask the 8th grade students which high school they will attend for the budget planning process.

The School Board will also hold a community forum on Oct 5th at 6:30 pm.

It was stated the School Board is reviewing the idea of full day Kindergarten, including the need for two additional classrooms if the change is adopted. General discussion took place about kindergarten enrollment and changes in populations and what is being considered for possible installation of modular classrooms.

Ms. Snow stated she would need to get the answer regarding the over budgeted amount for FICA in the prior school budget review.

General Town Update: Mr. Eaton reported there isn't much going on for the town; things are status quo with departmental activity.

Chair Dumas asked to make sure that the Fire Department takes action to seek grants if they decide to pursue purchasing a quint

Ms. Lee asked about Marston volunteers and current activity. Mr. Hadik wasn't in attendance to provide an update.

Mr. Reed asked about USA Springs finally wrapping up. Mr. Eaton stated he would be able to provide an update at the next meeting.

OTHER BUSINESS: Ms. Lee asked for a status on the Pawtuckaway Lake milfoil issue. Ms. Lee also mentioned the recent work and landscaping that took place at the Dame Building. The work was completed/donated by Lowes.

Ms. Biron asked if anyone volunteered to fill the committee vacancy. Chair Dumas reported despite active notices on Facebook and the Town website, no one has come forward and asked the active members to reach out to their friends and neighbors to try and find a volunteer.

Mr. Reed stated the MS-1, Property Valuation form, was completed and sent to the NH Department of Revenue. This form is used to help set the tax rate.

Mr. Koester reminded viewers there is an opportunity to submit sealed bids for properties that are for sale; bids are due tomorrow.

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Mr. Eaton reviewed the Select Board met with the Historical Society and the town needs help in clearing/cleaning up some of the private cemeteries. Mr. Eaton stated he would seek help from local high school students for possible consideration as a required volunteer project/service time.

ROUNDTABLE: Mr. Eaton stated he was happy to be part of the committee.

Ms. Edin stated it was good to be back.

ACTION ITEMS:

Town: 1. Update on USA Springs, Marston, and the Pawtuckaway Lake milfoil issues.

2. Fire Department seeking grants for the Quint.

School: 1. Why was FICA #110-5220-000 over budgeted.

Chair: 1. Chair to provide list of RSA's and rules to committee members.

ADJOURNMENT: Having no further business,

8:36 PM Motion: by Ms. Lee, second by Ms. Snow.

Vote: 9 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough