

Minutes
Nottingham Budget Committee Meeting
October 18, 2018

Members Present: Jennifer Biron, Tim Dabrieo, Miska Hadik, Michael Koester, Lee Lederer, Karyl Martin, Erin Maskwa, John Morin, Benjamin Bartlett – BOS Rep, Roslyn Chavda – School Board Rep

Excused Absences: Carrie Lee

Other in Attendance: Secretary Dawn Calley-Murdough, Chris Sterndale

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

Town 3rd Quarter Financial Review/General Town Updates: Mr. Sterndale reviewed the highlights of the 3rd quarter financials.

There are a few items for expenses that are still to come, such as the General Election, building renovation for the Town Clerk's office and other general building security upgrades.

Mr. Sterndale updated the committee that the town health insurance costs are expected to go up for the next budget cycle. The town continues to see legal expenses with tax abatement cases and minor USA Spring legal issues. Health insurance expenses will be close with the addition of qualifying town employees that didn't utilize insurance before and other employees changing from a single plan to a family plan; there is an expectation that the 2019 health insurance budget will go up approximately 11%. Police and Fire retirement expenses are set by NH Retirement and are expected to remain steady for the next couple of years.

The town offices and fire station now have their solar panels up and running, but the town doesn't expect to see financial gains for approximately 7 years. The town is generating power, but the town is contracted to purchase the power generated from the panel in a net-metering option. The town will start to see electric savings when the town purchases the solar panels.

The Police Department has been fully staffed and is expect to remain so, ending the year on budget. The new cruiser purchase has been completed. There are expected adjustments for all department vehicle fuel accounts, as allocation of those expenses are expected to be calculated to the end of the year. The town also expects to see fuel prices increase for 2019.

The Fire Department always completes their vehicle and equipment inspections late in the year and will be losing another full time member, decreasing that salary line while increasing the part time salary line at the same time. The dry hydrant has been replaced as planned and on budget.

The Highway Department has purchased the approved new truck and plow. Shim and Seal coat in the highway budget is the road re-paving and it has been completed at this point. Work on other roads as proposed in March was completed, with the last coat on Lakeview and Kelsey with expected savings. The other major roadwork just started on Cooper Hill and is funded from the separate warrant article.

Mr. Sterndale reviewed the results from the landfill PFOA water testing, stating the additional testing for surrounding properties has been completed. The tests for other property owners showed up clear for PFAS, but the town will be required to complete additional testing at the landfill per NH Department of Environmental Services requirements.

The town has started to see lower revenues for recycled items at the Recycle Center with the overall changes in the world recycling market. This means there are items the town previously received revenues from but is now paying for disposal. Mr. Sterndale answered Mr. Koester question that

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41 there were unexpected building repair expenses with the replacement of a trailer doors and
42 equipment repairs.

43 General Assistance/Welfare has been relatively quiet. Social Services payments have been made in
44 full, the Library has received their full payment for 2018 operating expenses.

45 Mr. Sterndale reported the town expects to come in under budget for 2018 at 95%. The town also
46 completed their annual audit with a new firm, with positive results and a few minor operational
47 changes. The town hopes to receive their preliminary tax rate with the expectation of board
48 approval in late October.

49 Chair Hadik asked about the Historical expenses. Mr. Sterndale stated they are the Dame School
50 Renovations, which required additional repairs on the older building, and there are expected
51 offsetting revenues.

52 Mr. Sterndale updated the committee on building repairs, with HVAC repairs at the Community
53 Center and an upcoming upgraded door security that was approved in 2017, but the work didn't take
54 place until 2018.

55 Ms. Lederer asked about salt expenses for the highway expenses. Mr. Sterndale reported there is
56 cross over between the 2018 year ending and the start of the 2019 budget. The town used extra at
57 the start of 2018 with an extra icy winter and could end up over spending that line depending on the
58 weather between now and December.

59 Chair Hadik asked if the highway screener was repaired. Mr. Sterndale reported it continues to be a
60 work in progress and is currently renting a gravel screener. The town is now having to work harder
61 to get material from the gravel pit, and will need to be reviewed for future needs.

62 **General School Updates:** Dr. Chavda reviewed the 2017/2018 year end financial report, stating the
63 surplus amount was fairly consistent to prior years, with an approximate amount of \$218,000.00.
64 There were no large text book purchases, anticipated amounts were spent on salaries, and no
65 unexpected expenses.

66 Ms. Maskwa asked about Substitute Teacher Salaries. Dr. Chavda stated this could be coverage by
67 a sub for absent staff in other areas.

68 Mr. Dabrieo asked about the over spending on SpEd Tuition Nonpublic Elem account. Dr. Chavda
69 stated this was a transfer from previously provided in-school student assistance to now paying for
70 the student to attend another school for better services.

71 After additional review of the financial reports Ms. Biron stated there appear to be mathematical
72 calculation errors throughout the report. Dr. Chavda reported the SAU has discussed new financial
73 software because the current software is no longer being supported and has many problems. The
74 joint school board is currently in the process of trying to select new software. Mr. Koester asked for
75 a consideration of software that allows for exports into MS Excel. Dr. Chavda stated one of the
76 software company being reviewed requires 6 month preselection.

77 After discussion the committee determined they would postpone discussion on the budgets due to
78 the math errors.

79 Dr. Chavda reviewed that the School Board has met with each department head to start planning for
80 the 2019/2020 budget. There are some school grounds issues with sink holes, two of which have

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81 already been repaired and more are expected that will need future repair. Proposed building
82 maintenance may include updated doors for security purposes, and paving at the back of the school.
83 Dr. Chavda stated the board will continue to talk about increasing security measures at the school.

84 Food services is expecting increases in food prices, specifically milk and grain, but he continues to
85 use the Obama era food service guidelines and that may change. The rest of the budget expects to
86 remain level funded.

87 The Library received new equipment in 2018, including furniture and carpeting, along with A/C and
88 heat, and there is an expectation for only a slight increase for a few supplies and library
89 memberships.

90 There are expected savings with the continued use of older Chromebooks, which are being well
91 maintained. The Tech. Director has an expectation to replace some of the units, but not as many as
92 previously expected. There are additional costs expected for software, printing, and computer
93 hardware. There will also be the expected expenses for maintenance of all computer equipment.

94 The school is looking at curriculum changes by purchasing more nodules for the IXL software for
95 math and language arts. There are expected changes in testing software, and a review is taking
96 place for new math textbooks. A summer curriculum is also being explored, including a mentoring
97 program for teachers and paraprofessionals.

98 Chair Hadik asked about teacher continuing education. Dr. Chavda stated the School Board
99 encourages use of those funds.

100 Chair Hadik asked to have corrected financials emailed to the committee members for review, prior
101 to the next meeting. The committee expressed support for receiving all meeting documents ahead
102 of the meeting to give them time to review the information before the meeting.

103 **Sub-Committee Reports:**

104 Ms. Lederer stated she hasn't received anything from the CIP committee yet and asked to have the
105 town website CIP membership updated.

106 Ms. Martin stated the Transportation Sub-Committee last met to review signing the recommended
107 contracts, but didn't meet to review bus routes. There is the expectation to meet again in the spring.
108 The school is down one bus again, providing some transportation funds with a lower expense, but
109 causing traffic jams during morning drop off and afternoon pick up.

110 **Approval of Minutes**

111 General discussion took place about a new method to review and suggest corrections to draft
112 minutes in Google Docs. It was stated there was a learning curve but it will help prevent using a
113 significant amount of paper by printing draft minutes for everyone.

114 A suggestion was made to include a check box for members to use to identify they have reviewed
115 the minutes.

116 **Motion:** by Dr. Chavda, second by Ms. Lederer to approve the October 4, 2018 minutes as
117 amended.

118 **Vote:** 9 in favor; 1 abstained.

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119 **OTHER BUSINESS:**

120 **ROUNDTABLE:** Ms. Lederer asked about the other minutes that need approval. It was stated it
121 was an error on the agenda, it should be the February minutes that still need approval.

122 Ms. Calley-Murdough reviewed the information still needed for the committee meeting schedule.
123 The last December meeting date was needed and if the committee will hold a 3rd draft review of the
124 school budget.

125 Mr. Koester asked that absent members from the School Board and Select Board have their
126 substitute members attend. Dr. Chavda stated she does have an alternate and Mr. Bartlett stated he
127 tried to have a substitute but unfortunately it was a last minutes change.

128 **ACTION ITEMS:**

129 **Town:**

130 **School:** Update school 2017/2018 year end financials

131 **ADJOURN:** Having no further business,

132 **7:59 PM Motion:** by Dr. Chavda, second by Ms. Martin.

133 **Vote:** 10 – 0 in favor.

134 Respectfully Submitted,

135 Dawn Calley-Murdough