

Minutes
Nottingham Budget Committee Meeting
October 19, 2017

Members Present: Jennifer Biron, Suzanne Edin, Miska Hadik, Michael Koester, Carrie Lee, Karyl Martin, Erin Maskwa, Les Thompson, Peter White, Anthony Dumas – BOS Rep, Roslyn Chavda – School Board Rep

Excused Absences:

Other in Attendance: Secretary Dawn Calley-Murdough, Town Administrator 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 3rd quarter financials, stating the town is running much closer to 75% than in previous years. This is in part because of the town being fully staffed in all positions throughout most of the year, for all departments and is reflected in the salary accounts. Most of the large projects have been completed, including road construction on Lakeview and the purchase of the police cruiser and ambulance.

Unexpected items to hit the town are major repairs to the highway vehicles. Highway Salaries are above expected 3rd quarter financials, primarily because of the overtime for plowing early in the year. Less road overlay work was completed through the Shim/Sealcoat account, as funds were needed to cover unexpected and expensive equipment/vehicle repairs and early winter plowing expenses. The town also has remaining fund available to cover the November/December snow season. The town received an additional \$128,000.00 in highway funds, which was used to complete the Lakeview Road project in one year rather than two years, and the second phase is being completed now. Receiving this extra money will move up future road projects.

The Fire Department processes many of their registrations and annual renewals late in the year, giving them the appearance of lower expenditures at this time. Legal expenses are higher than expected in dealing with the USA Springs/Route 4 property. The town made the final payment on the Community Center renovation bond in 2017, which may provide additional savings for 2018.

Chair Hadik asked about the Fire Station Principal payment being over spent. Mr. Sterndale stated it is an extra payment from the town impact fees, with offsetting funds.

Ms. Edin asked about the overages on Postage amounts for most departments and Fire Department Training. Mr. Sterndale stated he would need to determine the answer regarding postage. As for training, the department is fully staffed and more individuals have attended training.

Mr. Thompson asked the budget year of the town, the date of the expense report, and if most departments have consistent rates of decrease every month or are there outliers at certain times of the year. Mr. Sterndale stated the town budgets for the calendar year, typically follows expenses as planned, but there are certain times of the year when software licensing, personnel certifications, vehicle purchases, that happen and cause what appears to be a big spike.

Chair Hadik asked why the Building Department Equipment line was so high. Mr. Sterndale reported he believed some expenses were put in the wrong account, and would verify the amount.

Mr. Dumas reported the town did hire a Director of Public Works, but due to an unfortunate accident, it was determined he would no longer be able to work for the town. The Select Board will discuss the issue in more detail at their Monday meeting.

Chair Hadik asked if the solar contract was signed. It was determined the contract was signed.

Minutes
Nottingham Budget Committee Meeting
October 19, 2017

General School Updates: Dr. Chavda reported the School Board met the prior night. The majority of the meeting was to receive a facility assessment report from the NH School Board Association in an effort to help determine how many students could and should fit in the existing building. It will also help the School Board determine how they can include new programs, such as world language, and provide additional classroom spaces, conference rooms, full day kindergarten, and storage. The report supported what the board already knew about the existing structure, what is needed and how they might move forward. Information was provided about declining enrollment numbers, but it did not reflect why the number of building permits hasn't changed enrollment.

Based on new and existing information, the board determined they would move forward with introducing full day kindergarten and the budget will reflect the additional staff and needed materials.

The School Board has also looked at including a foreign language or world language program into the school day. Mr. White suggested teaching sign language. Chair Hadik asked about the One World program, which while a great after school program it didn't always work with other programming schedules. Dr. Chavda stated she wasn't sure what happened to the program and stated that Ms. Levenson reported to the School Board that Nottingham is the only school attending Coe Brown that doesn't offer a world language.

Mr. White asked about additional state funding to support full day kindergarten. Dr. Chavda stated the School Board will seek and accept secondary funding, but would not rely on it and would plan on fully funding the program.

Dr. Chavda reported there is an expectation to save on transportation expenses with full day kindergarten, eliminating the mid-day bus.

Chair Hadik asked if the school was fully staffed. Dr. Chavda stated all areas but the Kitchen are fully staffed; interviews are taking place.

Approval of Minutes

Motion: by Mr. Dumas, second by Ms. Biron to approve the September 14, 2017 minutes as amended.

Vote: 10 in favor; 1 abstained.

OTHER BUSINESS:

Default Budget Process: Mr. Koester reviewed the default budget process, stating it is a requirement for the school and not the town. The Budget Committee participated in the default budget process in years past as concerns were raised, but it hasn't been a recent problem. Mr. Koester stated the Budget Committee typically does not receive the Default Budget until later in the season and isn't able to pay as much attention to it as maybe they should.

It was stated the default budget is the prior year budget, minus one time/one year expenses, and adding in contractual financial obligations.

Mr. Koester stated the Budget Committee member can question items on the default budget when it is presented. Dr. Chavda reported the School Board is in the process of putting the default budget together.

Minutes
Nottingham Budget Committee Meeting
October 19, 2017

ROUNDTABLE: Chair Hadik officially welcomed Mr. White and Mr. Thompson.

ACTION ITEMS:

Town: Verify expenditures for Postage and Building Inspector Equipment.

Mr. White asked about the removal of asbestos from the back portion of the Community Center building. This is the unused portion of the building.

School:

ADJOURN: Having no further business,

8:07 PM Motion: by Ms. Lee, second by Ms. Edin.

Vote: 11 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough