

**TIMBERLANE REGIONAL SCHOOL DISTRICT BUDGET COMMITTEE
MEETING MINUTES**

**2019-2020 Budget Season
September 26, 2019
7:00 PM**

Call to Order

Chairman Mascola called this September 26, 2019 meeting of the Timberlane Regional School District Budget Committee to order at 7:03 PM with the roll call.

Roll Call

Present: Peter Bealo (8:16PM), Brian Boyle, Alan David, David Gerns, Cathleen Gorman (7:20PM), Julie Hammond, John Hughes, Michael Mascola, Todd McCormick, Phil Sherwood

Administrators Present: Geoff Dowd, CFO/Business Administrator

Pledge of Allegiance

Michael Mascola led the assembly in the Pledge of Allegiance.

Approval of Minutes: (7:06 PM)

The minutes for the May 20, 2019 meeting were presented.

<p>MOTION AND VOTE: Motion to accept the minutes from the May 20, 2019 Organizational meeting, made by Todd McCormick; second by Phil Sherwood. The motion passed 7-0-1 (Mr. McCormick abstained).</p>

Correspondence:

There was no correspondence.

Delegations and Individuals: (7:07 PM)

Rob Collins/Danville (Handout provided) – Mr. Collins provided a quick overview of the Articles of Agreement. He explained that during the 06/06/19 School Board meeting there were a number of important projects brought before the Board and the way those projects were funded was not in line with the Articles of Agreement. He stated the board made a decision to move funds from the Operating Budget to Capital lines. He then spoke to over taxation and under taxation scenarios between the four towns as a result of that action, taxation calculations used to fund operating (ADM) and capital (EVP) budgets, and on the School Board communicating clearly to the Budget Committee what projects they want done during the budget development process; as this would help prevent the need to spend the surplus money on the capital projects at the end of the 2020 school year.

Discussion ensued on the School Board having auditor approval to move the funds, and that moving forward, the Budget Committee will be mindful of the concern shared by Mr. Collins.

(Cathleen Gorman arrived at 7:20PM)

Administrative Report: (7:22 PM)

- New Recording Secretary – Mr. Dowd publically thanked Sarah Vaira for the work she did while serving as the previous Recording Secretary and then introduced Donna Reardon as the new recording secretary candidate.

MOTION AND VOTE: Motion to nominate Donna Reardon as the Recording Secretary made by Todd McCormick; second by Phil Sherwood. The motion passed 9-0-0.

- The Business Operations Coordinator has resigned from the District.
- A number of major roofing projects were completed this summer (Atkinson Academy, Pollard and Sandown).
- PAC Work Update – The project design has masonry work to be done on the bottom 8-10 feet from the ground up and options are being considered for the most economical way to do that work.
- Facilities Tours – Building tours will be scheduled once a Facilities Director is hired.

Reports of Committees: (7:27 PM)

Budget Committee Members:

- CIP Committee - Mr. Hughes reported that the CIP met once over the summer. To date, there is not another meeting on the calendar. During that first meeting the process was discussed, but there were no numbers to look at yet.
- SAU Withdrawal Committee Update – Mr. Hughes reported the committee had its public hearing on 08/20/19 and discussed the process moving forward (review of the plan by the Board of Education). At the public hearing funding for the transition was discussed - for a Superintendent, staffing and legal obligations. Hampstead represented they support withdrawal conceptually; however, they have concerns about post-employment and other obligations. Next steps - Once approved by the Board of Education, the matter goes on the ballot for the voters. The withdrawal plan is available for review on the SharePoint site for public viewing.
 - The Budget Committee thanked Mr. Hughes for representing the Budget Committee so well, for the time he put in and for keeping everyone in the loop on what is going on.

School Board Rep: (7:45PM)

- CIP Committee - Mr. Boyle reported the CIP Committee will start up again once the Director of Facilities position is filled.
- Mr. Boyle explained that the School Board had a consensus discussion about next year's proposed budget. During that discussion the Board came up with a number of \$70M, but may be more like \$70.5M. Discussion ensued regarding the creation of a formal plan to support a recommended budget for continued improvement of the district. Committee members discussed the numbers presented, were in agreement those numbers are a good place to start, and requested to review them in more detail.

(Peter Bealo arrived at 8:16 PM)

- Also discussed were ways to be more productive and use time more efficiently with the review of the administrators' presentations. The committee discussed finding a balance of time with the administrators, possibly condensing more presentations into each meeting, which would allow for additional time to meet and fine tune the budget. At this time the presenters schedule for

10/10/19 will remain unchanged with Atkinson Academy, Danville, and Sandown North presenting. The committee requested that those presentations be posted ahead of time for review so they can focus on questions during the meeting.

New Business: (8:28 PM)

- Review 2018-19 Budget to Actuals - Mr. Dowd reviewed the line items on the reports provided. Discussion ensued on clarification of 18-19 Expended preliminary and encumbrances, on the differences between outsourcing for positions that aren't filled in house in comparison to an in-house staff member, on clarifying the favorable variance isn't just the salary as benefits are also factored into the salary, on clarification of the Operations Building Services amount for Replacement Equipment, and on the insurance projection being an area of review for potential reduction.
- School Board Budget (School Board line items only) - Mr. Dowd shared the school board proposed budget noting the withdrawal transition costs are included as requested by the Board. Discussion ensued on what those transition costs include (legal expenses and staffing).
- Budget Committee Budget (Budget Committee line items only) - Most of the expenses are associated with meetings and trainings.

Future Agenda & Dates:

- Parking Lot - Mr. Dowd will update the committee on the Facility Tours.
- Presenters on 10/10/19 include Atkinson Academy, Danville and Sandown North. Meeting packets will be available to review the Friday or Monday before the meeting date with Mr. Dowd informing Committee members when they are posted.

Adjournment:

MOTION AND VOTE: Motion to adjourn the meeting at 9:05pm, made by Mr. David; second by Mr. Bealo. The motion passed unanimous (10-0-0).

Budget Committee Future Dates:

October 10, 2019 – 7:00 PM at the SAU

October 24, 2019 – 7:00 PM at the SAU

November 14, 2019 – 7:00 PM at the SAU

November 26, 2019 – 7:00 PM at the SAU

Respectfully Submitted,

Donna P. Reardon

Approved by the Budget Committee on 10/10/2019

This meeting can be watched in its entirety at <https://livestream.com/TRSD/TRSB/videos/196934196>