

TIMBERLANE REGIONAL SCHOOL DISTRICT BUDGET COMMITTEE  
MEETING MINUTES

2019-2020 Budget Season  
September 27, 2018  
7:11 PM

SAU 55  
30 Greenough Road  
Plaistow, NH

**Call to Order**

Chairman Mascola called this September 27, 2018 meeting of the Timberlane Regional School District Budget Committee to order at 7:11 PM with the roll call.

**Roll Call 7:11 PM [00:00:16]**

**Present:** Brian Boyle, Alan David, David Gerns, Cathleen Gorman, Julie Hammond, John Hughes, Michael Mascola, Todd McCormick, Phil Sherwood

**Not Present:** Peter Bealo

**Administrators Present:** Geoffrey Dowd, Business Administrator

**Pledge of Allegiance 7:12 PM [00:00:54]**

Mr. McCormick led the pledge of allegiance.

**Approval of Minutes 7:15 PM [00:01:16]**

Committee members reviewed the September 13, 2018 minutes and noted corrections. Members opined on the degree of detail preferred as well as the need to include timestamps for referencing the recordings.

**MOTION AND VOTE:** Motion to accept the minutes from the September 13, 2018 meeting, made by Mr. Gerns, second by Mr. McCormick. The motion passed (8-0-1) with Mr. Hughes abstaining.

**Correspondence**

Correspondence was circulated.

**Delegations and Individuals**

Chairman Mascola noted no Delegations and Individuals participants.

**Administrative Report 7:17 PM [00:06:00]**

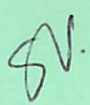
Chairman Mascola cautioned members about responding to committee emails as all official communications from the committee should come from the Chair; committee members should include a disclosure regarding not speaking on behalf of committee when responding.

**Reports of Committees (Budget Committee Members, School Board Representative) 7:18 PM [00:06:44]**

Committee reports included information on the CIP, school board activities (training, working on preparation of default budget, and the plan to give a formal presentation of default budget at the public hearing on the budget), warrant articles, the Sandown school board rep vacancy, and the Strategic Plan presentation and steps moving forward.

**Unfinished Business 07: 26 pm [00:14:56]**

**Facility Tours:** Chairman Mascola reported notice for the tours for the general public has been posted reflecting the dates of October (10/1, 10/15, 10/29 – all at 4:00 pm) 10/1 will be TRMS, PAC, TRHS. 10/15 Atkinson, Pollard. 10/29 Sandown North, TLC, Danville.



**New Business 07: 29 pm [00:17:18]**

**Budget Reviews:**

- 1)PAC – Chairman Mascola reported the PAC budget presentation will need to be scheduled to a later date. Mr. Dowd noted that budgets will be reviewed and will be ready by Tuesday for committee review on Thursday 10/11 meeting.
- 2)School Board – update on budget. Discussion ensued on the format of the school board budget and the need to have it vetted in full by the school board. Specifics items highlighted in the review of this budget included the treasurer and assistant treasurer stipend, annual meeting services, legal lines (\$50k increase), and legal ads. School Board liaison Boyle will bring comments back to the school board for consideration in finalizing their budget.

Discussion ensued on communicating with budget presenters about expectations and follow up, that the committee should take a broader view at not only what is needed but what is not getting done while being mindful that the Committee is not looking for a wish list and prioritizing major improvements in coordination with the CIP. Mr. Gerns was assigned the task of providing a 5-year projects plan for the next meeting.

Budget committee overall emphasized that the administrators should look closely at their budgets and prioritize, but also make sure they have the supporting documentation for items requested.

Also, note that the budget committee requested to obtain the budget proposals well in advance of the meeting/presentations.

**3)Budget Committee**

- Review of Revenue & Expenditure Report – we are still in September a couple more days, not closed out. During the last meeting July/August was discussed July/Aug. Ms. Gorman has concerns about vouchers that are posted for September. Mr. Boyle will forward her email. Mr. Dowd clarified that for the review billing process, sometimes they credit later when they bill us. (8:47) At the next October meeting the committee will discuss what happened in September. Enrollment reports should be coming out in October.
- Budget Committee Secretary appointment

**Other Business 8:49 pm [01:38:25]**

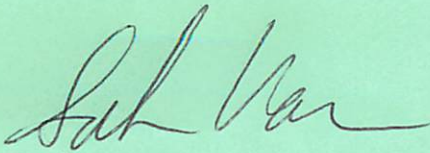
Reminder to meet for the tours on 10/1. Mr. Hughes reminded all of the Touch-A-Truck event on Saturday to benefit Mealey's Meals.

**Adjournment 8:50 pm [01:39:26]**

<b>MOTION AND VOTE:</b> Motion to adjourn the meeting at 8:50 pm, made by Mr. Gerns, second by Mr. Sherwood. The motion passed (9-0-0).
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Respectfully Submitted,





Sarah J. Vaira

Approved by the Budget Committee on October 11, 2018 with corrections.

This meeting can be watched in its entirety at <https://vimeo.com/album/255893/video/292333397>