

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

**2019-2020 Budget Season  
November 29, 2018  
7:43 PM**

**SAU 55  
30 Greenough Road  
Plaistow, NH**

**Call to Order**

Chairman Mascola called this November 29, 2018 meeting of the Timberlane Regional School District Budget Committee to order at 7:43 PM with the roll call.

**Roll Call 7:43 PM [00:00:26]**

**Present:** Brian Boyle, Alan David, David Gerns, Michael Mascola, Todd McCormick

**Not Present during roll call:** Peter Bealo, Julie Hammond, Cathleen Gorman, John Hughes, Phil Sherwood

***[NOTE - Present after roll call: Julie Hammond (arrived late 7:57 PM). Cathleen Gorman (via phone),  
Geoffrey Dowd, Business Administrator (via phone)]***

**Pledge of Allegiance 7:44 PM [00:00:56]**

Chairman Mascola led the pledge of allegiance.

<b>MOTION AND VOTE: Motion to invite Cathleen Gorman and Geoff Dowd to join the meeting via telephone made by Mr. Gerns, second by Mr. McCormick. The motion passed unanimous (5-0-0).</b>
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Dean Zanello dialed the two callers into the meeting. Chairman Mascola gave an update of who is present at the meeting. **7:45 PM [00:01:51]**

**Approval of Minutes 7:46 PM [00:03:04]**

<b>MOTION AND VOTE: Motion to accept the minutes from the November 8, 2018 meeting, made by Mr. Gerns, second by Mr. McCormick. The motion passed (4-0-2) with Mr. McCormick and Ms. Gorman abstaining.</b>
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**Correspondence 7:47 PM [00:04:00]**

The correspondence folder was circulated.

**Delegations and Individuals 7:47 PM [00:04:03]**

There were no delegations.

**Administrative Report 7:47 PM [00:04:26]**

Mr. Dowd will report as the meeting progresses.

Budget Chair Update – Nothing additional was reported by Chairman Mascola.

**Reports of Committees (Budget Committee Members, School Board Representative) 7:48 PM [00:05:02]**

Mr. Boyle reported the School Board was snowed out last meeting and conducted a 1-hour workshop tonight to go through all numbers.

**Unfinished Business 7:48 PM [00:05:36]**

Parking lot – nothing to update.

**CIP Presentation – 7:48 PM [00:05:41]**

Sue Sherman opened with a “thank you to all” and provided a 1-year summary sheet (2019-2020). School Board culled through and indicated the approved items with numbers. The summary sheet is sorted with Technology capital improvements vs. Facilities improvements. Tom Geary is present as well to assist with specific questions on projects. Mr. Geary provided backup documentations through PDF as well.

Ms. Sherman reviewed technology projects noting the \$1.2 ask for facilities and tech projects, which is approximately the same as in the last few years. Projects were moved due to default budget. Ms. Sherman reviewed overall technology items and projects for replacement (i.e. cleaner access points, larger tablets and laptop needs). Chairman Mascola reminded that Mr. Ken Henderson covered the \$349K in his presentation previously to the committee.

Mr. Geary reviewed facilities projects opening with a description of horizontal construction (site, parking lots, playgrounds, exterior) versus vertical projects (permanent fixtures to building), and FFE (Furniture Fixtures and Equipment). He continued to review the financial summary of projects mentioning that roofs are reaching end of life. The high school Track was moved to year 3, with some discussion about the effect on home meets.

*[Mr. Mascola paused to check of Mr. Dowd and Ms. Gorman still on the phone line, all is okay.]*

Mr. Dowd commented and clarified on technology budget projects.

*[7:57 Ms. Hammond arrived.]*

**8:04 PM [00:21:28]**

Chairman Mascola clarified the projects and amounts on the list presented and reminded that the work of this committee is to see where CIP expenditure will end up. \$349K (level amount) was presented by Ken (as a lesser amount \$315K) last week but showing as a project on CIP list. The list shows the total “projects” as \$1.28M total. Difference is the shortage and for this board to discuss.

**8:08 PM [00:25:00]**

Mr. Geary provided clarification regarding roofs, the stage at Pollard, the burnisher ride-ons, and wall ball construction.

**Maintenance & Facilities [00:20:16]**

Mr. Geary reviewed the summary sheet pointing out increases in custodial fees for laundering services as well as an increase in water/sewer septic for water testing treatment and maintenance. Snow removal increases for sand/salt were reported mentioning the decrease in slips, trips and falls from last year. Mr. Geary continued by reviewing other increases for general repairs and grounds equipment and vehicle maintenance to keep in line with trends and maintenance on the aging fleet. He also reviewed other decreases including rubbish removal, travel workshop, custodial supplies, ground supplies, and vehicle fuel. There is an increase to information access fees for the work order management system which includes equipment logs, a capital planning component and scheduling for facilities/rentals. Overall, he reviewed a total net decrease of \$414. There was discussion regarding septic and reminder that this will be reviewed during the capital budget review.

**Facility Projects: 8:25 PM [00:41:49]**

Mr. Geary reviewed the summary sheet (site and building projects) \$500K for the two accounts. He noted the \$500K requested is a reserve should there be a need to respond to catastrophic failures (i.e. septic or a boiler failure), over and above the CIP list.

*[Phone check on Ms. Gorman, dialed her back in during Curriculum presentation.]*

**Curriculum & Professional Learning 8:29 PM [00:41:49]**

Kristy Michaud, Sandy Allaire presented the **Professional Learning** budget, which overall is down \$3K. All are leveled or less. She then covered the **Curriculum** budget, which is down \$5,869.19 and reviewed highlights including supply line decrease. Information Access has also decreased \$16K result of elementary information access and more accurately budgeting where the projected needs are. She reviewed other travel decreases, minor adjustments based on mileage and other travel for administrators. Ms. Michaud and Ms. Allaire feel confident the work can be done with same quality balancing this budget and other grant funds.

**Student Services / Special Education 8:36 PM [00:53:45]**

Susan Rasicot had to leave due to the delay and was not able to present. Mr. Dowd noted on the pupil personnel for Special Ed is a little anomaly - a little duplicate - regarding transportation. Mr. Dowd left this in the budget, for the committee to review, as an FYI. Chairman will work to set up for Ms. Rasicot to come to the next meeting.

**Review of Rev Exp Report 8:39 PM [00:56:32]**

Please hold questions until Mr. Dowd is physically here and please send questions ahead of time for consideration and review.

**Other Business 8:40 PM [00:57:00]**

No additional business discussed.

**Future Agenda & Dates**

The next meeting is 12/13/2018, and then 12/27/2018. Chairman Mascola reminded that both dates are critical for the board to attend. Geoff will be able to present a budget from administration; he is trying to get close to final as possible. Discussion ensued about possibility of a joint meeting on 12/27/2018 with the School Board for administration to present. Mr. Dowd cautioned about timing and budget cycle. Chairman Mascola suggested this can be stacked on 12/13/2018 meeting and urged the budget committee members to please hold all future dates – we need everyone there.

**Adjournment 8:47 PM [01:03:25]**

**MOTION AND VOTE: Motion to adjourn the meeting at 8:47 pm, made by Mr. Gerns, second by Mr. McCormick. The motion passed unanimous (6-0-0).**

Respectfully Submitted,



Sarah J. Vaira

Approved by the Budget Committee on 12/13/2018.

This meeting can be watched in its entirety at <https://vimeo.com/album/255893/video/304414231>