

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

2018-19 Budget Season
September 28, 2017
8:37 PM

SAU #55 Boardroom
30 Greenough Road
Plaistow, NH

CALL TO ORDER 08:37 PM

Chairman Gerns called this September 28, 2017 Organizational Meeting of the Timberlane Regional School District Budget Committee to order at 8:37 PM with the roll call.

ROLL CALL

Budget Committee Members Present: Mr. Alan David, Mrs. Eileen Dube, Mr. David Gerns, Mr. Daniel Guide (School Board Rep), Mrs. Julie Hammond, Mr. John Hughes, Mr. Michael Mascola, Mr. Shawn O'Neil, Mr. Jim Paul.

Not Present: Mr. Lee Dube.

Administrators Present: Geoff Dowd, CFO / Business Administrator.

PLEDGE OF ALLEGIANCE

Mr. Paul led the pledge of allegiance.

APPROVAL OF MINUTES – September 14, 2017 Meeting

Mr. O'Neil suggested a word change correction to more accurately reflect the 8:26 PM motion.

08:40 PM [00:02:54]

MOTION: Motion to Approve the Minutes of the September 14th, 2017 meeting, with the word change correction. Made by Mr. Mascola, second by Mrs. Dube. Chairman Gerns called the vote, which passed (8-0-1) with Mr. Paul abstaining.

CORRESPONDENCE

The Committee reviewed the correspondence folder.

DELEGATIONS AND INDIVIDUALS

Chairman Gerns noted no delegations or individuals.

ADMINISTRATIVE REPORT

Mr. Dowd spoke to the District's yearly expenditures, not including salaries and benefits. Last year, the District's yearly expenditures were about \$19 million. Chairman Gerns requested the Budget Committee receive a detailed breakdown expense report for the next meeting.

REPORTS OF COMMITTEES [00:05:30]

Budget Committee Members

Mr. Mascola requested a breakdown of building requests, as comprised by building administrators. Mr. Mascola and Mrs. Dube will work together to provide this supplemental information.

School Board Representative

Mr. Guide provided a Strategic Planning Committee update in regards to the recommendation of Mrs. Dube to the Committee. While Mr. Paul is an at large member on Strategic Planning, the Committee is open to having Mrs.

Dube join as well. Mrs. Dube noted the largest priority of the request was to have Budget Committee representation on Strategic Planning.

Mr. Guide shared that the School Board Chair would like to represent a 3% cut in the 18-19 budget; a consensus was taken of 5-4, with 2 SB members indicating they would need additional information before making a decision. Chairman Gerns noted the School Board will need to provide the Budget Committee with a formal proposal, in which recommendations on how to achieve this goal are clear. Mr. Guide also clarified this goal to be a 3% cut off the total budget.

NEW BUSINESS [00:10:45]

FY 2017-18 CIP Presentation (Budget Year 2018-19)

Mrs. Sue Sherman presented on the history of the Capital Improvement Plan Committee and provided the Budget Committee with the School Board accepted FY 2017-18 CIP report.

The CIP Committee is a standing school board committee that began in FY 2015-16, and is comprised of four school board members from each community, four community representatives, two budget committee representatives, and three SLT members. The process of developing a short and long range CIP allows for the forecasting out of projects and therefore expenses, in an effort to stabilize tax differences from year to year. The current plan for FY 2017-18 details 34 projects, in which the threshold to be included is \$10,000. Mr. Dowd noted the planning numbers provided are based on a gross budgeting perspective, in which any offset of revenue is not subtracted.

Discussion ensued about the estimate planning numbers provided and their basis. While some projects' estimates are exact quotes provided by vendors/contractors, some are place holder estimates. Mr. O'Neil noted that as we move forward with a project and look towards taking on financial responsibilities, all estimates will need to be refined. Mr. Dowd stated that budget owners' presentations will be an opportunity to explore these planning numbers in depth and will allow for questions of specific projects. Mr. Mascola asked about the towns' input on CIP projects in regards to the tax payers. Mrs. Sherman noted that three town selectman serve on the Committee as community representatives, and that all documents are online for public consumption.

Review of Prior Year Expenditures [00:38:19]

Mr. Dowd provided a 2016-17 General Fund Expenditures Report, and a corresponding Account Code Format report to interpret budget lines. The General Fund Expenditures Report captures a consolidated view of the entire budget, while giving detail to the General Fund specifically. Discussion ensued about encumbrance during the fiscal year as opposed to across fiscal years, and auditors' approaches to consolidation.

ADJOURNMENT

October 12, 2017 will be the next meeting, which will be the first round of budget owner presentations.

09:33 PM [00:56:02]

MOTION: Motion to Adjourn. Made by Chairman Gerns, second by Mr. Guide. Chairman Gerns called the vote, which passed (9-0-0).

Respectfully submitted,



Katarina Curtin
Recording Clerk

Approved by the Budget Committee on October 12, 2017.

This meeting may be watched in its entirety by logging on to: <https://vimeo.com/236098708>