

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

MEETING MINUTES

**2018-19 Budget Season
September 14, 2017
7:59 PM**

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

CALL TO ORDER 07:59 pm

Budget Committee Chairman David Gerns called this September 14, 2017 Meeting of the Timberlane Regional School District Budget Committee to order at 7:59 PM with the roll call.

ROLL CALL

Budget Committee Members Present: Mr. Alan David, Mrs. Eileen Dube, Mr. Lee Dube (arrived at 08:14 PM), Mr. David Gerns, Mr. Daniel Guide (School Board Rep), Mrs. Julie Hammond, Mr. John Hughes, Mr. Michael Mascola, and Mr. Shawn O'Neil.

Not Present: None.

Administrators Present: Geoffrey Dowd, Business Administrator.

PLEDGE OF ALLEGIANCE

Mrs. Dube led the pledge of allegiance.

APPROVAL OF MINUTES – May 8, 2017 Meeting

Mr. O'Neil noted an arithmetic vote count error on page one of the draft minutes.

08:03 PM [00:03:10]

MOTION: Motion to Approve the Minutes of the May 8th, 2017 meeting, with the vote count correction. Made by Mr. Guide, second by Mr. David.
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Chairman Gerns called the vote on the Motion to Approve the Minutes of the May 8th, 2017 meeting, which passed (6-0-2) with Mrs. Dube and Mr. O'Neil abstaining.
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CORRESPONDENCE [00:03:40]

The Committee reviewed the correspondence folder.

DELEGATIONS AND INDIVIDUAL [00:05:46]

Chairman Gerns noted no delegations or individuals.

08:05 PM [00:05:55]

MOTION: Motion to move agenda item 10A, "Review of Committee Objectives, Guidelines, Decorum, Meeting Times and Duration," to the subsequent agenda item. Made by Chairman Gerns, second by Mr. O'Neil. The motion passed unanimously (8-0-0).
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Review of Committee Objectives, Guidelines, Decorum, Meeting Times and Duration

Chairman Gerns discussed the objective of the Budget Committee and the means in which they will achieve their goals. The objective of the Budget Committee is to provide oversight to the 2018-19 Budget Planning for the

Timberlane Regional School District. This process involves facilities tours, presentations, and discussions with Timberlane staff. Mr. Dowd will distribute all relevant informational documents that require Budget Committee review one week before each meeting, both electronically and in print. This practice will allow for Budget Committee members to be prepared for discussions and develop questions for Timberlane staff presentations.

Mr. Lee Dube joined the Committee at 8:14 PM. [00:14:48]

Budget Committee meetings will serve as working sessions that reflect the agenda, both in content and timeliness. Attendance and professionalism are important to the work.

ADMINISTRATIVE REPORT 8:17 PM [00:17:20]

Mr. Dowd will provide year to year expense comparison reports and CIP documents for the next meeting.

REPORTS OF COMMITTEES [00:18:42]

School Board Representative

The School Board is working to establish budgetary goals which Mr. Guide will share with the Committee. Mr. Guide shared the 2016-17 values of the Retention Fund Balance (\$175,000) and the Estimated Unassigned Fund Balance (\$1.8 million, not finalized).

Budget Committee Members

Mrs. Hammond reported on the CIP Committee. Mrs. Sherman of the School Board is compiling all approved CIP requests for presentation to the School Board and Budget Committee. This document details the most up-to-date timelines in terms of addressing needs, exploring both deferred and new projects. Mr. Dowd explained the CIP's restructured approach to projecting costs, in which planning costs (ie: needs assessments, feasibility studies, architectural design work) and construction costs are separated. Mr. Dowd will share a working document with the Budget Committee that outlines which projects were recommended last year by the CIP Committee, which were School Board approved and completed, and which were cut or deferred to Year 2.

8:26 PM [00:26:53]

MOTION: Motion to Nominate Mrs. Eileen Dube to the Strategic Planning Committee as a Budget Committee representative. Made by Chairman Gerns, second by Mr. Mascola. Discussion ensued about the Budget Committee's jurisdiction to appoint a representative to a School Board Committee. Chairman Gerns withdrew this motion.

8:27 PM [00:28:24]

MOTION: Motion to Formally Request to the School Board that a Budget Committee representative serve on the Strategic Planning Committee. Made by Chairman Gerns, second by Mr. Guide. Chairman Gerns called the vote which passed (9-0-0).

8:29 PM [00:30:15]

MOTION: Motion to Nominate Mrs. Eileen Dube, should the School Board approve having a Budget Committee representative serve on the Strategic Planning Committee. Made by Chairman Gerns, second by Mr. Mascola. Discussion ensued about the contingency of this motion and possible schedule conflicts. Chairman Gerns withdrew this motion.

UNFINISHED BUSINESS:

8:31 PM [00:31:00]

MOTION: Motion to Discuss Previous Parking Lot agenda item 10D, for the Business Administrator to discuss Fund/Function/Object/Department/Location/Level/Project structure of budget account codes. Made by Chairman Gerns, second by Mr. Mascola. Chairman Gerns called the vote which passed (9-0-0).

8:32 PM [0032:55]

MOTION: Motion to Table Parking Lot agenda item 11A, "General Requests/ Info for Budget Committee" for a later date. Made by Mr. Mascola, second by Mr. Guide. Chairman Gerns called the vote which passed (9-0-0).

NEW BUSINESS:

Review of Building Tour Schedule

Building tours are scheduled for Tuesday September 19, 2017 at 6 PM (Atkinson Academy and Pollard School), and Thursday September 28, 2017 at 6 PM (Danville Elementary, Sandown Central, and Sandown North).

8:41 PM [00:41:20]

MOTION: Motion to Schedule a Budget Committee meeting on September 28, 2017 at 8 PM, following the Building Tours of Danville, Sandown Central, and Sandown North. Made by Mr. Dube, second by Mr. Guide. Chairman Gerns called the vote which passed (9-0-0).

Review Schedule of Presenters

Mr. Dowd distributed the schedule for school and department budget presentations for the September, October, and November meetings, with total roll-up budget numbers to be available for the Tuesday, November 21, 2017 meeting. Discussion ensued about the Budget Committee's workflow process in developing a consolidated budget. The current process allows for accurate tracking of sequential draft budgets. Consistency of reporting from the school and department level will be monitored. The purposes of a joint Budget Committee/School Board meeting (currently scheduled for November 21, 2017) were explored.

Current Account Codes: Fund/Function/Object/Department/Location/Level/Project

Mr. Dowd spoke to the multi-dimensional structure and nature of current account codes, and informational documents will be provided for greater context.

Discussion of Discretionary vs. Non-Discretionary Expenses

Mr. Dowd spoke to the difficulties of categorizing and understanding the extent of discretionary expenses.

Building Tour/Meeting on September 28, 2017

Mr. Mascola recommended that during the building tours, administrators clearly state the major needs and wants for their school. This would allow for tours to be quicker and also more directly informative. Mrs. Dube also recommended that administrators provide a strategic perspective to their building tours, with a clear developed vision for their school.

ADJOURNMENT

Chairman Gerns concluded with extending warm welcomes to the new Budget Committee members. The Committee extends thanks to Mrs. Kate Delfino of Atkinson for her service and best wishes in future endeavors.

09:19 PM

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

Respectfully submitted,



Katarina Curtin
Recording Clerk

Approved by the Budget Committee on September 28, 2017.

This meeting may be watched in its entirety by logging on to: <https://vimeo.com/233983179>