

**TIMBERLANE REGIONAL BUDGET COMMITTEE**  
**Atkinson, Danville, Plaistow, Sandown**  
**New Hampshire**

Regular Meeting after the Organizational Meeting  
March 26, 2015  
7:30 PM

SAU 55 Office  
30 Greenough Road  
Plaistow, NH

**1. Call to Order**

Chairman Heffernan called this March 26, 2015 regular meeting of the Timberlane Regional Budget Committee meeting to order at 7:30 p.m.

**2. Roll Call**

Board Members Present: Mr. Tony Cantone, Mrs. Kate Delfino, Mr. Lee Dube, Mr. Thomas Geary, Ms. Cathleen Gorman, Chairman Dennis Heffernan, Mr. Joshua Horns, Mrs. Michelle O'Neil and Mr. Blair, School Board Representative.

**Administrators Present**

Dr. Earl Metzler, Superintendent of Schools  
Mr. George Stokinger, Business Administrator

**3. Pledge of Allegiance**

Pledge of Allegiance was done during Reorganization meeting prior to this meeting.

**4. Approval of Minutes**

Chairman Heffernan asked for a motion to approve the minutes from February 5, 2015, meeting after Deliberative Session.

**MOTION: Mr. Blair made a motion to approve the minutes of February 5, 2015, after the Deliberative Session. The motion was seconded by Mrs. O'Neil. With no further discussion, the motion passed 6-0-3. Mr. Dube, Ms. Gorman and Mrs. Delfino abstained.**

**5. Correspondence**

Chairman Heffernan shared that he had received correspondence from Mr. Grosky resigning from his Budget Committee position. He was elected to the Board of Selectmen in Atkinson so will be unable to serve.

**MOTION: Mr. Blair motioned to accept the resignation of Mr. Grosky from the TRSD Budget Committee. Mrs. Delfino seconded. With no further discussion, the motion passed 9-0-0.**

**6. Delegations and Individuals**

None

**7. Administrative Report**

Mr. Stokinger asked the Budget Committee members to review the roster that was included in their packet to ensure their names and contact information were correct. He asked that they contact him with any corrections.

**8. Reports of Committees**

a. Budget Committee Members: Chairman Heffernan provided an update regarding the replacement of the transformer at the Middle School. He mentioned that at the March 17<sup>th</sup> Facilities meeting, they discussed possibly having the work done during April school vacation. Dr. Metzler responded that there have been delays with Unutil so the work will probably not happen that week. Mr. Cantone asked about the bids received and Dr. Metzler noted that the bids came in lower than anticipated. Chairman Heffernan and Mr. Cantone reported they had attended the NH Municipal Association presentation in Plaistow regarding the Right-To-Know Law. Mr. Stokinger added that the Power Point from the Right-To-Know presentation is posted on the SharePoint site under the documents section. A report from the Attorney General about the Right-To-Know Law is also posted.

Committee Assignments: Chairman Heffernan asked that members email him if they are interested in serving

on a committee. Committee members requested information regarding when meetings are held. Dr. Metzler noted the schedule of some committees and added members could call Cathy Belcher for more information.

b. School Board Representative  
Mr. Blair had nothing to report at this time.

## 9. Unfinished Business

None

## 10. New Business

Mr. Stokinger reported on District-wide voting results. Mrs. O'Neil asked for discussion regarding whether or not the Budget Committee should make recommendations on warrant articles and citizen's petitions. Mr. Dube and Chairman Heffernan both responded that if there is no budgetary impact, the committee would not make any recommendations. Dr. Metzler responded that the Public Hearing is just for the district budget and citizen's petitions are not presented. Mr. Blair said that they should decide as a committee whether or not to make recommendations. Mr. Cantone mentioned an attorney that may be able to answer the question. Dr. Metzler stated we should use our attorney who will stand up for us if we need to defend our position if not correct. Chairman Heffernan asked if this had been asked of our attorney. Dr. Metzler said that it had previously been brought to our attorneys, however if the Committee wishes further clarification, the Chair can go through Mr. Stokinger who would contact our legal team.

b. Atkinson Vacancy  
Mr. Stokinger reported that the Budget Committee vacancy for an Atkinson representative has been posted by the Board of Selectmen. This vacancy is due to the resignation of Jason Grosky since he is now serving of the Board of Selectmen. Mr. Stokinger noted that there is at least one candidate so far.

c. Budget Process Overview  
Mr. Stokinger gave a presentation regarding the budget process. He noted that Infinite Visions (BudgetSense) is the financial system that we use for human resources, payroll, remote requisition, accounts payable, general ledger, budgeting, bidding and fixed assets. He reviewed the account number format and the timeline for the TRSD budget process.

Discussion: Mr. Horns suggested the committee set a schedule for reviewing the budgets. Mr. Cantone noted he would like the Budget Committee to get involved in the process in July/August timeframe so they could give administration an idea of their focus. He would also like to have Mr. Stokinger furnish the year-end figures in July with what was actually spent showing the dollar amount and percent of increase/decrease compared to the prior year and also the dollar amount and percent of increase/decrease over budget by line items, by department. He also requested that the information be provided in Excel format rather than pdf.

**MOTION: Ms. Gorman motioned to have budget reports provided in Excel format rather than pdf. Mr. Cantone seconded.**

Discussion: Mr. Stokinger expressed that the information for the reports could be provided but it will take extra time/work. He added that July and August are very busy with year-end and the auditors and final numbers are not available until after the auditors complete their work. The Committee agreed they did not need final numbers. Mr. Stokinger also noted that the pdf form of the report needed to be the official report.

**MOTION: Ms. Gorman and Mr. Cantone motioned to withdraw their previous motion and second about budget reports being provided in Excel. With no further discussion, the motion passed 9-0-0.**

**MOTION: Mr. Geary motioned to request budget reports be provided to the Committee in both Excel and pdf formats, with the pdf format being the official document. Ms. Gorman seconded. The motion passed 5-2-2.** Chairman Heffernan and Mrs. Delfino opposed. Mr. Blair and Mrs. O'Neil abstained.

After more discussion on what should be included on the reports provided by Mr. Stokinger, Chairman Heffernan requested that Budget Committee members think about what they want and when they want it for discussion at the April 9<sup>th</sup> meeting.

**MOTION: Ms. Gorman motioned to discuss the detail of information to be provided in budget reports at the April 9<sup>th</sup> meeting. Mr. Cantone seconded. With no further discussion, the motion passed 8-0-1. Chairman Heffernan abstained.**

### **11. Other Business**

Ms. Gorman noted that per RSA 32:17, the School Board should make their recommendations before passing the budget along to the Budget Committee. There should also be communication between the School Board and Budget Committee if any revisions are made. Mr. Blair will bring it up at the next School Board meeting.

### **12. Future Agenda and Dates**

**Thursday, April 9, 2015 – 7:00 p.m. at SAU Office. This is the final scheduled meeting of the 2014-15 school year.**

**Thursday, September 10, 2015 – 7:00 p.m. at SAU Office. This is the first scheduled meeting for the 2015-16 school year.**

### **13. Adjournment**

**MOTION: Ms. Gorman motioned to adjourn. Mr. Horns seconded. With no further discussion, the motion passed 8-0-0. Note: Mrs. Delfino left the meeting at 9:45 p.m.**

**The meeting was adjourned at 9:55 p.m.**

Respectfully submitted,

Lucy Williams