

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

Regular Meeting  
September 10, 2015  
7:36 PM

SAU 55 Office  
30 Greenough Road  
Plaistow, NH

**Call to Order (00:00:11)**

Chairman Heffernan called the meeting of the Timberlane Regional Budget Committee to order at 7:36 PM. Roll call was taken.

**Members Present (00:00:34)**

Mrs. Hammond, Mr. Dube, Mrs. O'Neil, Mr. Heffernan, Mr. Horns, Mr. Cantone, Mrs. Delfino and Mr. Blair, School Board Representative.

**Not in attendance**

Mr. Geary and Ms. Gorman

**Administrators Present**

Mr. Stokinger Business Administrator

**Pledge of Allegiance (00:01:06)**

Mr. Cantone led the assembly in the pledge of Allegiance.

**Approval of Minutes (00:01:28)**

**Motion: Mrs. O'Neil motioned to approve the minutes of April 9, 2015 TRSD Budget Committee meeting, with changes. Mr. Blair seconded the motion. Having no further discussion the motion passed by a unanimous vote of 8-0-0**

**Correspondences (00:03:09)**

None

**Delegations and Individuals (00:03:13)**

None

**Administrative Report (00:03:21)**

None

**Reports of the Committee Members**

Mrs. O'Neil reported the Timberlane Parent Teachers Student Association for the high school is looking for interested members. Anyone interested should access the Timberlane high school website for additional information.

Chairman Heffernan attended the Facilities and Capital Improvement Plan (CIP) committee meetings; he gave accolades to Plaistow Board of Selectmen, Vice Chairman John Sherman who is working with the committee on the documentation for the Capital Improvement Plan.

**Unfinished Business (00:05:14)**

None

**New Business**

**Welcome new Atkinson Representative (00:05:29)**

Chairman Heffernan welcomed Mrs. Julie Hammond to the Budget Committee, she was appointed by the Atkinson Board of Selectman in the spring. Mrs. Hammond noted she has been a resident of Atkinson for twelve years and has four students in the school district, from elementary to high school. She is looking to be

a positive contributor to the Budget Committee.

**Facility Tours (00:06:38)**

Chairman Heffernan noted this is the first Facility tour with the next one scheduled on Tuesday, September 14, meeting at Danville and the final tour on Thursday, September 24, meeting at Atkinson Academy.

**New Report (00:07:54)**

A discussion ensued regarding the formatting of a new report that reflects the 2014 versus 2015 school years actual amounts with columns added that now show the difference and percentage of change. The reports continue to display the 2015 budget and variance with a column showing the percentage of variance.

Members of the committee noted a request for Excel formatting was to accomplish a goal of analyzing the data to provide administration with information on variances.

Mr. Stokinger noted the report is presented as the committee requested, but it is in the format of the financial system and has not been converted into Excel file format. He noted in the previous meeting it was clear providing information in different formats may create issues with the alignment of data and it is a process to go from one file format program into another.

**Motion: Mr. Cantone motioned to provide additional data for a five year comparison in the new format, clarifying years 2011, 2012, 2013, 2014 and 2015. Mrs. Delfino seconded the motion. Having no further discussion the motion passed by vote of 6-0-2 Mr. Blair and Mrs. Hammond abstained**

Mr. Dube requested the comparison reports to be provided in Excel format, Mrs. O'Neil clarified that the Portable Document Format (PDF) that is provided from the financial system is the FINAL document. Any Excel documents would not be considered official data.

**Committee Goals (00:41:27)**

Chairman Heffernan presented two basic goals and his reasoning for them.

- 1) The Budget Committee will develop a fiscally sound budget keeping in mind the needs of the students, the district as a whole along and keeping in mind the tax payers of the District.
  
- 2) The Budget Committee along with the School Board will work collaboratively by scheduling at least one public hearing and a work session to educate each other on the budget process along with the needs of the District.

**Motion: Mrs. Delfino motioned to adopt the 2015 2016 goals with changes. Mr. Cantone seconded the motion. Having no further discussion the motion passed by a unanimous vote of 8-0-0**

**Committee Members Requests (00:49:56)**

None

**Other Business: (00:49:58)**

Mrs. O'Neil cautioned if Mr. Horns converts the financial PDF reports into an Excel file document, that sharing of this information would only happen within this meeting. Mrs. Delfino agreed and noted the information should not be published in any manner and is for this committee only.

**The meeting ended at 8:30 PM**

Respectfully submitted,

Imminent

Nancy Louiselle  
Acting Recording Clerk