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2  
3 **Minutes of the**  
4 **Litchfield Budget Committee**  
5 **Meeting**

6 **Held on December 20, 2011**

7  
8 The Litchfield Budget Committee held a meeting on Tuesday, December 20, 2011 at  
9 Campbell High School, 1 Highlander Court, Litchfield, NH 03052.

10  
11 **PRESENT:** J Harte, (Chairman), M Falzone (Vice Chairman), B Spencer, R Peeples,  
12 C Pascucci, T Finnegan, J York (School Board Representative), J Brunelle (Board of  
13 Selectmen Representative)

14  
15 **ABSENT with excuse:** B Lemire

16  
17 **ALSO PRESENT:** S Martin (School District Business Administrator, Dr. E Cutler  
18 (Superintendent of Schools)

19  
20 Mr. Harte called the meeting to order at 6:30 p.m.

21  
22 **1. PUBLIC INPUT**

23 There was no public input.

24  
25 **2. MINUTES**

26 There were no minutes for approval.

27  
28 **3. SCHOOL BUSINESS**

29 **a) Voting – CHS**

30 **MOTION:** by Mr. York

31 *Move that the Litchfield Budget Committee hereby approves \$1,076,689.42 for*  
32 *Campbell High School in the 2013 School District Operating Budget*

33 **SECOND:** Mr. Falzone

34  
35 **Page 1**

36 **MOTION:** by Mr. Spencer

37 *Move to reduce account 1031110000, line 321(Contracted Services) to \$1,000 in*  
38 *the CHS 2013 budget*

39 **SECOND:** Mr. Peeples

40 Discussion:

41 Mr. Spencer explained the rationale for his cut was due to historical spending and  
42 the fact that nothing has been spent to date in the current year. Mr. York reported  
43 this line is used if there is a period of 10 days or more sickness/absence and a  
44 child requires services within his/her own home.

45 **VOTE:** 7-1-0 (Mr. York opposed the motion)

1           **The motion carried.**

2  
3           Mr. Peeples queried the amount of piano tunings and Mr. Martin provided  
4           additional information that the budgeted amount is based on an hourly rate and a  
5           piano takes longer to tune if it is not tuned regularly.  
6

7           **Page 4, line 641 (Textbooks):** Mr. Finnegan stated nothing has been spent since  
8           2010 and queried why they wish to spend the money in 2013, and Dr. Cutler  
9           explained that an additional business course is being added and the new book will  
10          be for both the Business Finance and Personal Finance courses.  
11

12          **Page 11**

13          **MOTION:** by Mr. Pascucci

14          *Move to reduce account 1031110011, Math Education, line 610 (Supplies) to*  
15          *\$2,375 in the CHS 2013 budget*

16          **SECOND:** Mr. Spencer

17          **VOTE:** 8-0-0

18          **The motion carried unanimously.**

19          **Discussion:**

20          It was explained this would remove three TI 84 Presenter – view Calcs on TV.  
21

22          **Page 15, Science Education, line 734 (Equipment – Additional):** Mr. Finnegan  
23          queried the Wolf binocular microscopes.  
24

25          **MOTION:** by Mr. Finnegan

26          *Move to reduce account 1031110013, Science Education, line 734 (Equipment –*  
27          *Additional) to \$4,141.10 in the CHS 2013 budget*

28          **SECOND:** Mr. Pascucci

29          **Discussion:**

30          Mr. Finnegan explained the rationale for his cut is based upon the Admin team's  
31          additional recommendation and a lack of justification. There followed a  
32          discussion with respect to the need for these microscopes.

33          **VOTE:** 1-7-0 (Mr. Finnegan voted in favor of the motion)

34          **The motion failed.**

35  
36          **Page 16, Social Studies:** It was explained that in accordance with the plan,  
37          textbooks need to be replaced as there is out of date data in the geography books.  
38

39          **Page 17:**

40          **MOTION:** by Mr. Spencer

41          *Move to reduce account 1031110024, Theater Arts Education, line 321*  
42          *(Contracted Services) to zero in the CHS 2013 budget*

43          **SECOND:** Mr. Pascucci

44          **Discussion:**

45          Mr. Spencer explained the rationale behind his cut, stating the cost of this has  
46          always been covered with ticket sales. There followed a discussion with respect

1 to the fact that this had been cut by the Admin Team and put back by the School  
2 Board.

3 **VOTE:** 6-2-0 (Messrs. Falzone and York opposed the motion).

4 **The motion carried.**

5  
6 **Page 21:**

7 **MOTION:** by Mr. Pascucci

8 ***Move to reduce account 1031142000, Athletics, line 339 (Athletic Trainer***  
9 ***Services) to \$32,000 in the CHS 2013 budget***

10 **SECOND:** Mr. Peeples

11 ***Discussion:***

12 Mr. Pascucci stated \$32,000 has satisfied the District's needs so far. Mr. Peeples  
13 stated he had also done research with respect to full time trainers in suburban high  
14 schools and most do not have full time trainers. Mr. Pascucci stated he felt this  
15 should be a warrant article. Mr. Spencer provided input, stating he thought Mr.  
16 Pascucci's recommendation would be sufficient to continue with the current level  
17 of services. There was a discussion for the benefit of Mr. Finnegan to explain the  
18 effect of a warrant article if it were to be put forward.

19 **VOTE:** 6-2-0 (Messrs. Brunelle and York opposed the motion)

20  
21 **Page 29, line 733 (Furniture – Additional):** Mr. Peeples questioned the need for  
22 fire safe file management versus electronic file management, and Mr. York  
23 explained they must store original hard copies of many documents. There was a  
24 discussion with respect to electronic document management.

25  
26 **Page 30:**

27 **MOTION:** by Mr. Pascucci

28 ***Move to reduce account 1031212000, Guidance Services, line 890***  
29 ***(Miscellaneous) to \$1,000 in the CHS 2013 budget***

30 **SECOND:** Mr. Peeples

31 ***Discussion:***

32 Mr. Pascucci stated his recommendation was for consistency across all schools  
33 with respect to teacher appreciation. Mr. Harte stressed it had been pointed out  
34 last week that there is no PTA/PTO at the high school level and there followed  
35 further discussion.

36 **VOTE:** 3-5-0 (Messrs. Spencer, Falzone, York, Harte and Brunelle opposed the  
37 motion)

38 **The motion failed.**

39  
40 **Page 38, Building Services, line 430 (Repairs & Maintenance):** Mr. Pascucci  
41 clarified what would be involved in the laminate flooring repairs and there  
42 followed a discussion with respect to what members of the Committee thought  
43 might be necessary to make the repairs more cost effectively.

44

45

46

1 **MOTION:** by Mr. Spencer

2 *Move to reduce account 1031262000, Building Services, line 622 (Utilities -*  
3 *Electric) to \$127,602 in the CHS 2013 budget*

4 **SECOND:** Mr. Brunelle

5 **Discussion:**

6 Mr. Spencer provided the rationale behind his motion, stating he had based his  
7 figure upon previous kilowatt hours with consideration of the Smart Start  
8 Program.

9 **VOTE:** 7-1-0 (Mr. York opposed the motion)

10 **The motion carried.**

11  
12 There was discussion with respect to when the seal coating had last been done on  
13 the parking lot.

14  
15 **Page 39:**

16 **MOTION:** by Mr. Spencer

17 *Move to reduce account 1031262000, Building Services, line item 623 (Utilities*  
18 *- Bottled Gas) to \$92,952 in the CHS 2013 budget*

19 **SECOND:** Mr. Peeples

20 Mr. Spencer reported he had budgeted this at the same usage as last year and at  
21 the consultant's rate.

22 **VOTE:** 7-1-0 (Mr. York opposed the motion)

23 **The motion carried.**

24  
25 In response to a query from Mr. Peeples regarding bleacher repair items, Mr.  
26 Martin provided a more detailed explanation of these.

27  
28 **VOTE on a new bottom line of \$1,050,826.66:** 6-2-0 (Messrs. Finnegan and  
29 York opposed the motion)

30 **The motion carried.**

31  
32 **b) Voting - CHS Salaries & Benefits**

33 **MOTION:** by Mr. York

34 *Move that the Budget Committee hereby approves \$4,100,301.99 for CHS*  
35 *Salaries & Benefits, in the 2013 School District operating budget*

36 **SECOND:** Mr. Falzone

37  
38 **Page 6:**

39 In response to a query from Mr. Spencer with respect to alternatives to hiring a  
40 new teacher, Dr. Cutler explained the District needs to offer higher level courses  
41 and the rationale for the full-time position was that it being transferred from LMS  
42 and was not a new position. She also pointed out students who wish to get into  
43 good technical colleges need the higher level Science courses. Mr. Pascucci  
44 suggested reducing the budget by the one Science teacher and Dr. Cutler went on  
45 to point out that the high school would therefore not be in compliance with the  
46 state recommendation with respect to student numbers for Biology labs if this

1 reduction were made. Mr. Spencer queried the need for the Science teacher based  
2 up reduced student numbers and there followed a discussion.

3

4 **MOTION:** by Mr. Pascucci

5 *Move to reduce account 1031110013, line 110 (Salaries) by \$42,029 in CHS*  
6 *Salaries & Benefits, in the 2013 School District operating budget*

7 **SECOND:** Mr. Finnegan

8 Mr. Martin suggested reducing the total cost of the position (\$64,937) instead of  
9 making reductions in each of the lines.

10

11 **MOTION:** Mr. Pascucci

12 *Move to amend the motion on the floor to reduce account 1031110013 between*  
13 *lines 110 through 232 and line 260 for a total of \$64,937*

14 **SECOND:** Mr. Finnegan

15 There followed Mr. Pascucci's explanation of his rationale for cutting the transfer  
16 of the Science teacher. Referring to information provided by Mr. Manseau and  
17 his staff, Dr. Cutler provided extended justification for retaining the position,  
18 stating the educational experience of the students is an asset that cannot be  
19 replaced. Mr. Harte provided input with respect to the responsibilities of the  
20 Committee with respect to maintaining services.

21

22 Mr. Spencer asked Dr. Cutler about the possibilities of obtaining a part-time  
23 teacher and she reported she did not think finding a part-time Science teacher  
24 would be difficult to do, particularly with the required certifications. Mr. Martin  
25 stated the SAU manages one Salaries and Benefits budget across the District.  
26 There followed considerable discussion with respect to whether it is necessary in  
27 this instance to move a teacher between schools and whether the reduction of a  
28 Science teacher would affect the ability of the high school to offer stem/core  
29 courses which would provide the students with a good education in these subjects.  
30 Messrs. Pascucci and Finnegan suggested the requirement should be presented as  
31 a warrant article.

32 **VOTE:** 3-5-0 (Messrs. Pascucci, Spencer and Finnegan voted in favor of the  
33 motion)

34 **The motion failed.**

35

36 **Page 12: Guidance Services:** Mr. Finnegan queried the expansion of a part-time  
37 Guidance Counselor for an additional 10 days and there followed a discussion  
38 with respect to whether this was appropriate under the conditions of a prior  
39 warrant article.

40 **MOTION:** by Mr. Finnegan

41 *Move to reduce account 1031212000, Guidance Services, line 110 (Salaries) by*  
42 *\$6,000 in CHS Salaries & Benefits, in the 2013 School District operating*  
43 *budget*

44 **SECOND:** Mr. Pascucci

45 **Discussion:**

46 Messrs. Finnegan and Pascucci talked to the motion.

1 **VOTE:** 3-5-0 (Messrs. Finnegan, Pascucci and ?? voted in favor of the motion)  
 2 **The motion failed.**

3  
 4 **Page 14:** *CHS School Administration:* There was a discussion, initiated by Mr.  
 5 Spencer with respect to the cost of a replacement for the current Assistant  
 6 Principal.

7  
 8 **VOTE on the unchanged bottom line for CHS:** 5-3-0 (Messrs. Spencer,  
 9 Finnegan and Pascucci opposed the motion)  
 10 **The motion carried.**

11  
 12 **c) Voting – District Wide**

13 **MOTION:** by Mr. York

14 ***Move that the Budget Committee hereby approves \$1,559,023.75 for the District***  
 15 ***Wide part of the 2013 School District operating budget***

16 **SECOND:** Mr. Falzone

17 ***Discussion:***

18 There was a discussion with respect to the success of the adult education program  
 19 and whether it is likely to be self supporting in future.  
 20

21 **Page 1:**

22 **MOTION:** by Mr. Finnegan

23 ***Move to set account 1000160100, Adult Education to zero***

24 **SECOND:** Mr. York (for discussion)

25 ***Discussion:***

26 Mr. York pointed out that it would not be possible to print or post materials for  
 27 the program if the whole budget is zeroed out and there followed a brief  
 28 discussion. Mr. Martin explained the only costs not being covered by the income  
 29 from the program are the administrative costs and there was a discussion with  
 30 respect to the benefit and value of retaining the program.

31 **VOTE:** 6-2-0 (Messrs. York and Brunelle opposed the motion)

32 **The motion carried.**

33  
 34 **Page 4:** line 521, Insurance Property/Liability: Mr. Martin pointed out that this  
 35 had come in lower than what had been budgeted.

36  
 37 **MOTION:** by Mr. York

38 ***Move to reduce account 1000262000 Building Services, line 521 (Insurance***  
 39 ***Property/Liability to \$54,538***

40 **SECOND:** Selectman Brunelle

41 **VOTE:** 8-0-0

42 **The motion carried unanimously.**

43  
 44 **Page 5:** line 430 (*Repairs & Maintenance*): Mr. Finnegan queried what the large  
 45 increase is due to, and Mr. York explained it is now necessary to have repairs  
 46 done to have the equipment pass inspection. Mr. Finnegan suggested this should

1 be highlighted next year as being an exceptional year for repairs and maintenance  
2 of this equipment.

3  
4 Mr. Spencer initiated a discussion with Mr. Martin with respect to the status of  
5 impact fee money.

6  
7 **VOTE on a new bottom line of \$1,540,156.75 for the District Wide budget:**

8 7-1-0 (Mr. York opposed the motion)

9 **The motion carried.**

10  
11 **d) Voting - District Wide Salaries & Benefits**

12 **MOTION:** by Mr. York

13 ***Move that the Budget Committee hereby approves \$936 554.18 for the District***  
14 ***Wide – Salaries & Benefits part of the 2013 School District operating budget***

15 **SECOND:** Mr. Falzone

16  
17 **Page 1:**

18 Mr. Spencer queried the sixth period class cost and the number of teachers who  
19 carry a sixth period and Mr. Martin reviewed the numbers.

20  
21 Mr. Finnegan initiated a discussion with respect to the LEA retirement figures, the  
22 notification which teachers are required to provide to the District and payout  
23 dates.

24  
25 **MOTION:** by Mr. Spencer

26 ***Move to reduce account 1000110000, line 211 (Health Insurance) by to***  
27 ***negative \$53,503 in for the District Wide – Salaries & Benefits part of the 2013***  
28 ***School District operating budget***

29 **SECOND:** Mr. Finnegan

30 ***Discussion:***

31 Mr. Spencer provided his rationale for this cut, stating this is a \$60,000 reduction  
32 on healthcare for the SAU. He went over historical figures, pointing out the  
33 account usually under runs and his proposal is more than the usual figure. He  
34 explained why he felt this was a good number. There followed a discussion with  
35 input from Messrs. Martin and York with respect to what would be an appropriate  
36 figure and the possible impact of Mr. Spencer's reduction. Mr. Martin stressed  
37 that usage has been increasing.

38 **VOTE:** 7-1-0 (Mr. York opposed the motion)

39  
40 **MOTION:** by Mr. Spencer

41 ***Move to reduce account 1000141000, Co-Curricular, line 110 (Salaries) to***  
42 ***negative \$30,000 in for the District Wide – Salaries & Benefits part of the 2013***  
43 ***School District operating budget***

44 **SECOND:** Mr. Finnegan

45  
46

1 **Discussion:**

2 Mr. Spencer provided his rationale for this cut, stating this account usually under  
3 runs and is a reasonable reduction which gives more flexibility they have had in  
4 the past. Dr. Cutler explained how the process for taking up co-curricular  
5 programs and how those vacancies are filled. Mr. Finnegan obtained clarification  
6 with respect to Mr. Spencer's proposal.

7  
8 **MOTION:** by Mr. Finnegan

9 ***Move to amend the motion on the floor to a reduction of negative \$40,000***

10 **SECOND:** Mr. Pascucci

11 **Discussion:**

12 Mr. Finnegan explained the rationale for his proposal, stating this will give a 10%  
13 increase. He clarified what the impact would be of this amendment. Mr. Martin  
14 clarified why it appeared that there was such a large increase in this account from  
15 last year, and there was considerable discussion.

16 **VOTE:** 2-6-0 (Messrs. Finnegan and Pascucci voted in favor of the amendment)

17 **The motion failed.**

18  
19 **VOTE:** 7-1-0 (Mr. York opposed the motion)

20 **The motion carried.**

21  
22 **MOTION:** by Mr. Spencer

23 ***Account 1000142000, Athletic Services, line 110 (Salaries) from zero to a***  
24 ***negative \$20,000 in for the District Wide – Salaries & Benefits part of the 2013***  
25 ***School District operating budget***

26 **SECOND:** Mr. Peeples

27 **Discussion:**

28 Mr. Spencer explained this was a new account he was adding under District Wide  
29 and he provided the rationale for his proposal, stating he had made a global  
30 analysis. There was discussion about the athletics and co-curricular programs and  
31 Mr. York argued against making cuts in these areas, asking the Committee to  
32 continue showing support for these programs

33 **VOTE:** 6-2-0 (Messrs. York and Brunelle opposed the motion)

34 **The motion carried.**

35  
36 **Page 2:**

37 **MOTION:** by Mr. Finnegan

38 ***Move to reduce account 1000160100, Adult Education, line 118 (Self-funded***  
39 ***Program Salaries) to zero in the District Wide – Salaries & Benefits part of the***  
40 ***2013 School District operating budget***

41 **SECOND:** Mr. Falzone

42 **Discussion:**

43 Mr. Finnegan explained his rationale, stating that this had to be reduced as the  
44 Committee had already zeroed the funding for the Adult Education program.

1 Mr. Martin requested that one dollar be left in the account to ensure that if  
 2 someone wanted to come forward and pay for the whole program it would be  
 3 possible to do so (with respect to accounting processes).  
 4

5 **MOTION:** by Mr. Finnegan

6 *Move to amend the motion on the floor for account 1000160100, Adult*  
 7 *Education, line 118 (Self-funded Program Salaries) to leave one Dollar in the*  
 8 *salaries account in the District Wide – Salaries & Benefits part of the 2013*  
 9 *School District operating budget*

10 **SECOND:** Mr. Falzone

11 **Discussion:**

12 Mr. Brunelle clarified the intent of the motion.

13 **VOTE:** 6-2-0 (Messrs. York and Brunelle opposed the motion)

14 **The motion carried.**  
 15

16 **MOTION:** by Mr. Finnegan

17 *Move to reduce account 1000221000, Improve Instruction, line 110 (Salaries)*  
 18 *by \$45,348 in the District Wide – Salaries & Benefits part of the 2013 School*  
 19 *District operating budget*

20 **SECOND:** Mr. Falzone

21 **Discussion:**

22 Mr. Finnegan explained his rationale, stating by definition the Math Coordinator  
 23 and is a new position and should go to a warrant article. There was a discussion  
 24 with Mr. Martin with respect to the total amount for the salary and benefits, and  
 25 Mr. Harte recommended an amendment to the motion on the floor for a total  
 26 reduction of \$68,903.  
 27

28 **Page 4:**

29 **MOTION:** by Mr. Peeples

30 *Move to amend the motion on the floor for a total reduction of \$68,903 in*  
 31 *account 1000221000, Improve Instruction, to be split appropriately between*  
 32 *lines 110, 211, 212, 213, 214, 220, 232 and 260 to include salary and benefits*  
 33 *for the District Wide Math Coordinator in the District Wide – Salaries &*  
 34 *Benefits part of the 2013 School District operating budget*

35 **SECOND:** Mr. Finnegan

36 **VOTE:** 7-1-0 (Mr. York opposed the motion)

37 **The motion carried.**  
 38

39 **VOTE on the amended motion:** 7-1-0 (Mr. York opposed the motion)

40 **The motion carried.**  
 41

42 **Page 5: Non-LEA separation payments:**

43 Mr. Spencer requested information on how definite the requests for retirement are  
 44 that are in the 2013 budget and there followed a discussion with Mr. Martin.  
 45  
 46

1           **MOTION:** by Mr. Spencer  
 2           *Move to reduce account 1000232000, District Administration, line 110*  
 3           *(Salaries) to \$124,929.41 in the District Wide – Salaries & Benefits part of the*  
 4           *2013 School District operating budget*

5           **SECOND:** Mr. Falzone

6           **Discussion:**

7           Mr. Spencer stated this would remove Mr. Martin's separation payment. Mr.  
 8           York pointed out that the Board believes that this is a good number and the events  
 9           will occur in June 2013. There followed discussion by members of the  
 10          Committee.

11          **VOTE:** 3-5-0 (Messrs. Spencer, Peeples and Pascucci voted in favor of the  
 12          motion)

13          **The motion failed.**

14

15          **VOTE on a new bottom line of \$743,959.25 for the District Wide – Salaries &**  
 16          **Benefits part of the 2013 School District operating budget. VOTE:** 7-1-0 (Mr.  
 17          York opposed the motion)

18          **The motion carried.**

19

20          Mr. Martin stated he would report the reduction in a different account.  
 21          There was discussion with respect to the increase over last year's budget and Mr.  
 22          Harte confirmed the Budget Committee's total budget for the School District  
 23          amounted to \$19,691,862.59.

24

25          Mr. Harte confirmed with Mr. Martin that the Budget Committee will vote on Food  
 26          Services and Grants prior to its vote on the bottom line. He also clarified what the  
 27          Committee would be discussing / voting on at upcoming meetings.

28

29          There was a discussion with respect to the status of warrant articles for both School  
 30          and Town and when the Committee might expect to see them. Based upon that  
 31          discussion, Mr. Harte recommended the Committee cancel its scheduled meeting for  
 32          December 22<sup>nd</sup>.

33

34          There was a discussion with respect to Budget Committee recommendations and  
 35          being able to change its recommendation after Deliberative Session. Mr. Harte  
 36          clarified important dates for the remainder of the budget season up to and including  
 37          Deliberative session.

38

39          Dr. Cutler thanked the Budget Committee for its cooperation over the years.

40

#### 41   **4. TOWN BUSINESS**

42          Mr. Brunelle provided a status report with respect to Town warrant articles and  
 43          budget. He reported that the warrant articles might not be completely finalized prior  
 44          to the next meeting.

45

1 Mr. Brunelle agreed to distribute to the Committee, at the request of Mr. Spencer,  
2 details of Town revenues. He reported the Board of Selectmen have eliminated the  
3 Contingency in the Town budget and provided a summary of further changes which  
4 have been made, stating he would deliver a narrative to the Committee.  
5

6 **5. MEMBER INPUT**

7 There was a discussion with respect to Budget Committee recommendations and  
8 being able to change its recommendation after Deliberative Session. Mr. Harte  
9 clarified important dates for the remainder of the budget season up to and including  
10 Deliberative session.  
11

12 **6. PUBLIC INPUT**

13 There was none.  
14

15 • **Upcoming meetings**

- 16 ○ December 27, 2011 (Town and School Warrant Articles – discussion)
- 17 ○ December 29, 2011 (Town and School Warrant Articles and bottom line budget –  
18 voting)
- 19 ○ January 5, 2012  
20

21 **MOTION:** by Mr. York

22 ***Move to adjourn.***

23 **SECOND:** Mr. Peeples

24 **VOTE:** 8-0-0

25 **The motion carried unanimously.**  
26  
27

28 There being no further business, the meeting adjourned at 10:36 p.m.  
29  
30

31 **Minutes by:** *Sandra Maxwell (Recording Secretary)*

32 **Date approved:** *February 23, 2012*  
33