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

6 **Held on December 8, 2011**

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

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

13  
14 **ALSO PRESENT:** S Martin (School Business Administrator), Dr. E Cutler  
15 (Superintendent of Schools), M Schlichter (Principal, GMS)

16  
17 **ABSENT with excuse:** B Lemire, M Falzone

18  
19 Mr. Harte called the meeting to order at 6:30 p.m.

20  
21 **1. PUBLIC INPUT**

22 There was none.

23  
24 **2. MINUTES**

25 **MOTION:** by Mr. Finnegan

26 *Move to approve the minutes of the November 29, 2011 Litchfield Budget*  
27 *Committee meeting as written*

28 **SECOND:** Mr. Pascucci

29 **VOTE:** 5-0-2 (Messrs. Peeples and Harte abstained)

30 **The motion carried.**

31  
32 **MOTION:** by Mr. Finnegan

33 *Move to approve the minutes of the December 1, 2011 Litchfield Budget*  
34 *Committee meeting as written*

35 **SECOND:** Mr. Pascucci

36 **VOTE:** 6-0-1 (Mr. Peeples abstained)

37 **The motion carried.**

38  
39 **3. SCHOOL BUSINESS**

40 **a) GMS General**

41 *Page 1, Line 610 (Supplies):* There was a discussion about the cost of copiers,  
42 copier leases and the large amount of copies done at the elementary school (\$1.5  
43 million copies/year). It was confirmed the only thing paid for at the District level  
44 is paper.  
45

1 *Page 2, Math Education:* Mr. Schlichter provided information on the Envisions  
2 Math program used by the School.

3  
4 *Line 610 (Supplies):* Mr. Schlichter responded to Mr. Finnegan with respect to  
5 math ‘manipulatives’, and agreed to provide backup on these to the Committee.

6 ***Action: Mr. Schlichter***

7  
8 *Page 3:*

9 Mr. Schlichter responded to Mr. Finnegan with respect to the difference between  
10 workbooks for math homework and textbooks for math in the lower grades.

11  
12 *Music Education, Line 810 (Dues & Fees):* Mr. Schlichter and Dr. Cutler  
13 responded to Mr. Pascucci with respect to membership of NAFME, explaining the  
14 music teacher obtains sheet music through this resource. He also explained about  
15 the choral program and festivals the students participate in.

16  
17 *Page 4, Reading Education:* Mr. Schlichter talked about the Tournament of  
18 Readers and other reading programs which help with good student achievement in  
19 reading.

20  
21 *Page 5, Kindergarten:* Responding to a query from Mr. Spencer, Mr. Schlichter  
22 provided information on how the student figures had been compiled. He provided  
23 historical figures and there followed a discussion.

24  
25 *Page 7, Guidance Services, Line 330 (Professional Services):* There was a  
26 discussion with respect to 504 Plan students and the potential numbers. Mr.  
27 Schlichter explained the District is responsible for deaf or Special Education  
28 children from age 3 through 21 in accordance with Federal law and there was a  
29 discussion regarding responsibility with respect to the types of accommodations  
30 the District is required to provide.

31 ***Action: Dr. Cutler/ Mr. Schlichter to provide clarification of figures***

32  
33 *Page 8, Line 734 (Equipment–Additional):* Mr. Schlichter stated this line included  
34 equipment for two potential students, and there followed a discussion for  
35 clarification

36  
37 *Page 9, Nurse Services:*

38 *Line 610 (Supplies):* Mr. Schlichter explained a large amount of sanitizers was  
39 required due to the fact there are a number of students with allergies.

40  
41 *Page 12, School Administration:*

42 *Line 810 (Dues & Fees):* There was a discussion regarding the dues for the  
43 principal’s conference, and Mr. Pascucci questioned the number of these.

44

1 *Line 890 (Miscellaneous):* Mr. Pascucci clarified what was purchased for the  
2 teacher appreciation breakfast, stating he thought this should be funded through  
3 donations.

4

5 Mr. Finnegan received clarification that the dues in line 810 are for personal  
6 development

7

8 *Page 13, Custodial Services:*

9 *Line 580 (Supplies):* Responding to Mr. Spencer, Mr. Martin explained about  
10 procurement cards (P Card) and what they are used for.

11

12 *Page 14, Building Services:*

13 *Line 430 (Repairs & Maintenance):* Responding to Mr. Harte, Mr. Schlichter  
14 explained that the major increase is for re-pointing of brickwork and replacing old  
15 inefficient windows.

16

17 Messrs. Spencer and Martin held a discussion about the CIP and repairs and  
18 maintenance, and Mr. Spencer appealed to the Board for copy of the CIP to be  
19 provided to the Budget Committee when this has been completed next year.

20

21 Mr. Finnegan asked for the age of the windows being replaced, and Mr. Schlichter  
22 agreed to find this out for the next meeting.

23

***Action: Mr. Schlichter***

24

25 It was confirmed the repeaters and bathroom additions have been taken out of the  
26 budget.

27

28 Mr. Finnegan questioned the sewage pump repair figure and discussed with Mr.  
29 Martin how budgetary figures are compiled for anticipated repairs. Mr. Martin  
30 referred to historical spending. There was a discussion with respect to the Capital  
31 Reserve Fund for repairs, and Selectman Brunelle pointed out this is for all  
32 schools. Mr. Pascucci suggested raising the level of the reserve, and Mr. Harte  
33 clarified the five year average spending is \$70,000 for GMS alone. There was  
34 further discussion and Mr. Martin provided clarification of the process and policy  
35 used by the Board. Budget Committee members made the point that the Reserve  
36 Fund should only be for things which cannot be predicted.

37

38 *Page 15:*

39 *Line 622 (Electric):* Mr. Spencer stated he had a problem with the figures, and  
40 Mr. Martin pointed out additional things which increase the cost, such as  
41 technology.

42

43 *Line 442 (Equipment Rental):* Mr. Martin confirmed for Mr. Pascucci that old  
44 equipment in the POD will be removed.

45

1 *Line 623 (Bottled Gas):* There was a discussion between Messrs. Spencer and  
 2 Martin with respect to the cost which is based on a reduction of the portable  
 3 buildings.

4  
 5 *Line 624 (Fuel Oil):* Mr. Harte confirmed with Mr. Martin that the increase in the  
 6 line is due to a rate increase.

7  
 8 *Page 16, Grounds Services:*  
 9 *Line 430 (Repairs & Maintenance):* Mr. Pascucci discussed the condition of the  
 10 parking lot and when it will need to be replaced. With respect to the item for  
 11 Miscellaneous Unknown Repairs, Mr. Martin confirmed the figure is a budgetary  
 12 number. There was a discussion on the life expectancy of the parking lot. Mr.  
 13 York pointed out the School Board is working on the CIP plan and needs to be  
 14 able to maintain assets until this has been developed. He reported there is a  
 15 statute being developed to allow schools to set aside funds to maintain school  
 16 assets, and there followed further discussion.

17  
 18 *Page 17, Non-Instructional Equipment:*  
 19 *Line 430 (Repairs & Maintenance):* It was clarified for Mr. Finnegan that repairs  
 20 to kitchen equipment are in the budget, and food consumption is self funded.

21  
 22 *Page 19, Building Improvement:*  
 23 *Line 720 (Building Improvement):* Mr. Martin reported the Board of Selectmen  
 24 has given agreement for the use of impact fees to buy the portables.

25  
 26 **b) *GMS Salaries & Benefits***

27 *Page 1, Regular Education:*  
 28 *Line 114 (Para/Monitor Salaries):* Messrs. Finnegan and Schlichter held a  
 29 discussion with respect to staff and what they do.

30  
 31 *Page 2:*  
 32 *Line 232 (Teacher Retirement):* Mr. Spencer queried the reduction in the amount  
 33 for retirement and Mr. Martin and Dr. Cutler agreed to look into this and report  
 34 back at the next meeting.

35 ***Action: Mr. Martin/Dr. Cutler***

36  
 37 *Line 212 (Dental Insurance):* Mr. Finnegan queried the reduced amount in this  
 38 line and Mr. Martin stated he needed to amend this item.

39 ***Action: Mr. Martin***

40  
 41 *Page 4, Reading Education:*  
 42 *Line 110 (Salaries):* Mr. Schlichter talked about the effectiveness of the summer  
 43 reading program for children struggling with reading and it was reported that the  
 44 Board had added the program back into the budget at his request. It was pointed  
 45 out that Title One funds had been used for two years for the program.

46

1 *Page 6, Guidance Services:*

2 *Line item 114 (Para/Monitor Salaries):* Mr. Spencer queried the YTD expended  
3 for this account and there was a discussion on the amount. Mr. Martin agreed to  
4 check where pay for Paras is being allocated.

5 **Action: Mr. Martin**

6  
7 *Page 8, School Administration:*

8 *Line 112 (Administration Salary):* There was a discussion between Mr. Spencer  
9 and Dr. Cutler with respect to the Assistant Principal position. There was also a  
10 discussion between Messrs. Schlichter and Spencer with respect to the level of  
11 contact that the Principal and Assistant Principal have with children in  
12 Kindergarten.

13  
14 *Page 8, Library Services:*

15 *Line 120 (Substitute Salaries):* It was clarified for Mr. Finnegan there has been a  
16 change from a shared position to one full time person in this line.

17  
18 **c) Technology**

19 Mr. York handed over to Mr. Hancock to present his budget. Selectman Brunelle  
20 agreed with Mr. Spencer that he would abstain from voting on this budget if the  
21 Budget Committee votes to change anything because of a conflict of interest.

22  
23 Responding to Mr. Pascucci, Mr. Hancock talked about the state requirements  
24 with respect to the School District's Technology Plan, and there followed a  
25 discussion. It was clarified for Mr. Finnegan that the state determines there must  
26 be a plan and has to approve the plan in order for the School District to obtain an  
27 'E' rate.

28  
29 *Page 1, GMS:*

30 *Line 440 (Rental/Lease Instructional Equipment):* Mr. Hancock reported the  
31 District plans to do another lease/purchase to add one computer to each classroom  
32 plus some additional ones for the Library and the teachers.

33  
34 There was a discussion with respect to the amount of detail being requested by the  
35 Budget Committee with Mr. York. It was noted that the Budget Committee  
36 would have liked access to the plan when it had been approved by the School  
37 Board. Mr. Hancock clarified for Mr. Peeples that the laptop program for  
38 teachers is being discontinued.

39  
40 *Page 2, CHS:*

41 *Line 734 (Equipment Additional):* Mr. Hancock explained what student response  
42 units are and the fact that the goal is to begin a pilot with one per school. There  
43 was a discussion with respect to the advantages other schools experience with the  
44 units.

45 Mr. Hancock provided an explanation with respect to the difference between the  
46 figures in the Plan compared to those in the budget.

1 *Line 650 (Software):* Mr. Hancock explained why they need to buy more user  
 2 licenses for the drafting software and there followed a discussion about the  
 3 number of students who take drafting. Dr. Cutler agreed to ascertain whether  
 4 there is anyone else using this software

5 **Action: Dr. Cutler**

6

7 *Page 3*

8 *Line 738 (Equipment Replacement):* Responding to Mr. Harte with respect to non  
 9 functioning smart boards, Mr. Hancock explained it had been discovered that  
 10 some smart boards did not work and Dr. Cutler reported AARA funds had been  
 11 used to purchase them. There was a discussion about the replacement schedule of  
 12 smart boards and planning for this.

13

14 *Page 3, Technology Services - District Wide:*

15 *Line 430 (Repairs & Maintenance):* There was a discussion with respect to costs  
 16 for the Cisco router and Barracuda.

17

18 *Page 4, Technology Services - GMS*

19 *Line 610 (Supplies):* An explanation was provided of the benefits of the Papercut  
 20 print management software.

21

22 *Line 738 (Equipment Replacement):* Responding to Mr. Harte's query about  
 23 virtualization, Mr. Hancock explained the replacement equipment/software is to  
 24 enable the school to have a virtual environment. He also explained the concept  
 25 as it relates to the School District for the benefit of Mr. Finnegan and there  
 26 followed some discussion. Selectman Brunelle commented he thought this was a  
 27 good item for a warrant article.

28

29 *Page 5, Technology Services - LMS*

30 *Line item 430 (Repairs & Maintenance):* Mr. Harte queried the cost of the Tel  
 31 One Comm contract.

32

33 *Line 650 (Software):* It was clarified for Mr. Harte that Edline is being extended  
 34 to LMS.

35

36 *Line 734 (Equipment – Additional):* In response to a query from Mr. Harte with  
 37 respect to the demand for wireless at GMS, Mr. Hancock explained this was  
 38 required from a management perspective and provided details of the functionality  
 39 which the equipment would provide. Mr. Pascucci queried the necessity of  
 40 purchasing this next year and there followed a discussion.

41

42 It was pointed out that it was more critical to have wireless at LMS.

43

44 **d) Technology Salaries & Benefits**

45 Mr. Harte pointed out that the Salaries budget for Technology is unchanged and  
 46 there was no discussion about this section of the budget.

1 **e) Other School Business**

2 Mr. York asked whether the Budget Committee would consider adding \$6,500 to  
3 the SAU budget to cover charges for the hiring of an actuary under GASB rules  
4 (line 330, Professional Services) as there had been an oversight with respect to  
5 this and the Committee agreed to re-open the SAU budget on Tuesday.

6  
7 Mr. York reported the School Board had made the following changes with respect  
8 to the default budget:

- 9 • Removal of the LMS fire system
- 10 • Inclusion of \$118,000 for the cost of a trailer
- 11 • Removal of the ramp and patio at CHS
- 12 • The Math Coordinator will remain in the budget but will not form part of the  
13 default.

14  
15 **4. TOWN BUSINESS**

16 There was none.

17  
18 **5. MEMBER INPUT**

19 There was none.

20  
21 **6. PUBLIC INPUT**

22 There was none.

23  
24 • **Upcoming meetings**

- 25 ○ December 13, 2011
- 26 ○ December 15, 2011

27  
28 **MOTION:** by Mr. York

29 ***Move to adjourn.***

30 **SECOND:** Mr. Peeples

31 **VOTE:** 7-0-0

32 **The motion carried unanimously.**

33  
34  
35 There being no further business, the meeting adjourned at 10:30 p.m.

36  
37  
38 **Minutes by:** *Sandra Maxwell (Recording Secretary)*

39 **Date approved:** **December 27, 2011**

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