

1 Dr. Cochrane indicated that each bus costs approximately \$40,000 annually. He reported that a
2 ridership survey was completed in October and it was discovered that the high school ridership is
3 low. He noted that it is possible to reduce one bus for high school runs next year. Dr. Cochrane
4 indicated that rider registration would have to be done earlier in the year and high school stops
5 would have to be mapped. He noted this is dependent on Nashua's decision for a transportation
6 vendor.

7
8 Mr. Pascucci asked if the opening date for bids for Nashua is known.

9
10 Dr. Cochrane commented that information is not known, but it is expected the closing date will
11 be mid-January.

12
13 Mr. Spencer asked from where the proposed price increase is generating.

14
15 Dr. Cochrane explained if First Student had to quote Litchfield as a stand alone contract and not
16 from bundling with Nashua, the cost increase would be significant (15% - 20%). He noted that if
17 Nashua stays with First Student, the contract will yield a smaller increase. Dr. Cochrane
18 indicated that we will monitor the situation and be in touch with First Student and Nashua.

19
20 • **Review of Accounts**

21
22 **GMS**

23 Mr. York presented the FY15 Recommended GMS Budget to the Budget Committee.

24
25 Mr. Spencer asked if it expected that FM Systems replacements will occur.

26
27 Mr. Thompson commented that it is unknown what students will enroll from year to year. He
28 explained if a student is identified with a disability, they become eligible for services. He noted
29 if that service requires an FM System, one will be provided for the student. Mr. Thompson
30 indicated that this line was reduced from last year.

31
32 Mr. York mentioned that the GMS sidewalk paving project will be done in a different and less
33 expensive way. He noted that instead of paving, a single lane access will be created with jersey
34 barriers and will be safer when dropping off students, as well as less hazardous in the winter.

35
36 Mr. Thompson mentioned that portable barriers will be used near the playground for the safety of
37 the students.

38
39 Mr. Cutter asked why there is a concern this year. Mr. Thompson indicated that there is always a
40 risk when children are at play. He noted, for example, if a ball happens to bounce out of the
41 playground and into the lot where vehicles travel, it is possible a child could chase after it
42 creating a real danger.

43
44 Referring to clock system repair costs, Mr. Spencer indicated this line has never been used.

45
46 Mr. Pascucci asked about the custodial supplies increase.

1 Mr. Thompson commented that the increase percentage was recommended to use for budgeting.

2

3 Mr. Pascucci asked if the supplies included paper, hand soap, etc. Mr. Thompson indicated that
4 cleaning supplies are also included.

5

6 Mr. Pascucci commented that the enrollment is decreased at GMS and asked if that was taken
7 into consideration when budgeting. Mr. Thompson explained that the cost is based on square
8 footage and not student population.

9

10 Mr. Pascucci commented that a real formula should be combination of square footage and
11 population. He noted these items do increase in cost, but there are ways to keep the increase
12 low. Mr. Pascucci asked if it would be a problem if the line was level funded.

13

14 Mr. Thompson commented that consumable products are only a small portion of that line. He
15 noted that we would be concerned because the other products will not be reduced and we could
16 over spend that account.

17

18 Mr. Cutter asked Mr. Thompson for a summary of the Building Repairs and Maintenance lines.

19

20 Mr. Thompson indicated that there are specific projects that need to be done to keep the
21 buildings in good shape. He noted that the carpet tile replacement consists of the Grade 1
22 hallway as well as including the cost of abating the asbestos tiles underneath the existing
23 carpeting. He explained that the existing carpet is bubbling. Mr. Thompson commented that the
24 cost of general building and maintenance repairs are based on a 2% increase.

25

26 Mr. Thompson indicated that the next project is the replacement of five bays of windows from
27 rooms 20-24. He explained that each year we replace a bay of windows. The following year the
28 masonry is repointed. Mr. Thompson indicated that the replacement of bathroom partitions
29 consists of the girls room near the main entrance and the girls room near room 19. Mr.
30 Thompson indicated that the 1930's building front entry column and pediment repairs have been
31 budgeted. He noted that repairs to aging plumbing consists of anticipated repairs to the sewage
32 pumps that are 12 years old.

33

34 Mr. Pascucci agreed that these are necessary repairs and will make a difference in the long term.

35

36 Mr. Cutter asked if these are recommendations of the Litchfield School Board Planning and
37 Building Advisory Committee.

38

39 Mr. York indicated that the School Board feels these are the items that the people that use the
40 daily deem a priority. He noted that GMS will become the focal point of the Planning and
41 Building Committee. Mr. York commented that we have to move forward maintaining GMS.

42

43 Mr. Cutter commented that the Planning and Building Committee will provide feedback on what
44 is needed and when. Dr. Cochrane indicated that according to the conversation led by the
45 Budget Committee representative, the role of the committee is to look at building systems. He
46 noted that there has been excellent cooperation from the town regarding records and expertise.

1 He commented we are trying to do what is necessary in the least expensive way. He indicated
2 that information is being gathered with the hope that it can be provided at as meeting prior to the
3 holiday.

4
5 Mr. Spencer questioned the sewage pump repairs. Dr. Cochrane indicated that it is expected that
6 there is a warrant article relative to a capital reserve for these types of repairs.

7
8 Mr. Vaillancourt asked if there were any indications of problems or issues. Mr. Thompson
9 commented that last year there was an issue when we had no pumps for 12 hours. He noted that
10 the school was able to remain open as the toilets were flushing.

11
12 Dr. Cochrane indicated that in that instance, the issue was with the float and the electrical.

13
14 Mr. Pascucci asked about the air quality testing increase. Mr. Thompson indicated the cost of
15 the testing has increased. He noted the vendor is the same as has been used in the past.

16
17 Dr. Cochrane indicated that some students have environmental sensitivities and Mr. Thompson is
18 looking into Tools for Schools to minimize environmental issues in the building.

19
20 Referring to the POD rental, Mr. Pascucci asked if we are using the items that are stored in the
21 POD. Mr. Thmpson affirmed that the items are being used when needed.

22
23 Mr. Pascucci asked about the shredding cost increase at CHS. Mr. York indicated there is a large
24 amount of older documents that are to be purged.

25
26 Mr. Spencer indicated that he requested the utilities history and has not yet received it. Dr.
27 Cochrane indicated that Mr. Markiewicz asked Mr. Bennett to make it a high priority.

28
29 Mr. Spencer mentioned that the electric costs for GMS are in error as we have paid a large
30 portion of the PSNH Smart Start contract. Dr. Cochrane indicated Mr. Markiewicz is
31 researching what has been paid.

32
33 Mr. Spencer indicated that the propane budget may be in error as the Kindergarten portable is the
34 only area that uses gas. He commented that he did not believe, based on actual expenditures for
35 2012 and 2013, that that there would be increased usage next year. Mr. Spencer commented that
36 the fuel oil line is acceptable, although it would be helpful to see a history of usage.

37
38 Mr. Pascucci commented that he understood that revised numbers for power sweeping will be
39 provided. Dr. Cochrane indicated that we will be reducing that number by 50% as we will only
40 have the sweeping done annually as compared to twice per year.

41
42 Mr. Pascucci commented that the repair of the swales is a valid expense as swales are meant to
43 move surface water.

44 **Salaries & Benefits**

45
46 Mr. York presented the FY15 Recommended GMS Salaries and Benefits budget.

1 Dr. Cochrane provided a technology presentation via PowerPoint entitled “Leveraging
2 Technology to Support Career and College Readiness for All K-12 Students”. The presentation
3 contained a compilation of sample questions for different grade levels from the Smarter Balance
4 Assessment. The assessment requires students to have keyboarding skills, mouse skills and
5 navigation skills among others. The presentation was used as part of the rationale for the GMS
6 part time computer teacher position. Dr. Cochrane indicated that changes schools need to make
7 are higher expectations for student learning, more independent learning, development of digital
8 literacy layered on top of strong traditional literacy and numeracy skills and increased cognitive
9 rigor. He noted that Smarter Balance Assessments are about determining the student’s learning
10 level. Dr. Cochrane commented that a requirement of the Smarter Balance Assessment adaptive
11 testing will be more fluency with keyboarding and technology as the student will be expected to
12 interface in a variety of ways.

13
14 Dr. Cochrane commented that changes need to be made at the elementary level for technology
15 skills. He noted there will be two fewer classes at GMS next year. He indicated that an existing
16 teacher can be asked to teach this, but some may not have the skill and others have large
17 caseloads. Dr. Cochrane commented that a half time position to support this is the only way we
18 improve students’ skills in technology. He noted that we need to provide rationale to the Budget
19 Committee to provide a quality education and an investment in education.

20
21 Dr. Cochrane indicated that the presentation is the rationale for the part time technology position
22 for GMS.

23
24 Mr. Spencer commented that the rationale makes sense and indicated that he would be in support
25 of such a position if presented on a separate warrant article.

26
27 Mr. Pascucci agreed and commented that voters need to see the presentation because it makes the
28 case for the position. He indicated that he would support the position if presented in a warrant
29 article.

30
31 Mr. Peeples commented that the test is already being tested. Dr. Cochrane indicated that he
32 received feedback about the test. He noted that children without the necessary technology skills
33 are getting frustrated while taking the test. He commented that we will learn much from this
34 pilot as we are testing one grade level from each school. Dr. Cochrane commented we are not
35 making mistakes on our technology and indicated that we need this position because students
36 need to improve in technology.

37
38 Mr. Peeples asked what will happen when the grant runs out in four years. Dr. Cochrane
39 explained that the original plan for Smarter Balance Assessment was that it would have other
40 pieces that would be useful. He noted to make it sustainable it would have to be level funded to
41 NCLB. Dr. Cochrane indicated that when the old system goes away we can pay for this with
42 existing funding without increasing costs.

43
44 Mr. Cutter asked if there is any lab instruction at GMS. Dr. Cochrane indicated that there is a
45 portable computer lab and some computers in the classrooms, but there is no teacher tied to a

1 technology instruction position. He noted that we need someone that has some technology
2 integration certification or is self-taught.

3
4 Referring to the 2003 and 2004 warrant articles, Mr. Cutter asked about the comfort level of the
5 School Board with adding this proposed teacher. Mr. York indicated that the School Board
6 reduced a 2nd grade position and voted to add the part time technology teacher position. He
7 noted that the vote was not unanimous and there was much discussion. He commented that some
8 members felt we were changing a job description, while other members believe it was creating a
9 new position.

10
11 Mr. Cutter asked about the rationale for proposing the position as part time. Dr. Cochrane
12 indicated that there are not enough students who are age appropriate to warrant a full time
13 teacher.

14
15 Mr. York commented that it would be expected in future years the position will become full
16 time. He indicated that we are driven by technology and the fact that the students should be very
17 well versed in technology. Mr. York mentioned that the School Board discussed the issue and
18 there was a question by some members if the need is valid because it is unclear if a problem
19 exists.

20 21 **Technology**

22
23 Mr. Spencer commented that he would be comfortable if one bottom line number were presented
24 for each year and the district was able to manage to that amount instead of going through the
25 whole budget.

26
27 Dr. Cochrane indicated that a five year plan is being crafted and may be completed by next year.

28
29 Mr. York presented the FY15 Recommended Technology budget to the Budget Committee.

30
31 Mr. Pascucci asked if the new computer lab at GMS is dependent on the part time technology
32 teacher position.

33
34 Dr. Cochrane commented that if the position was included in the warrant and the article failed,
35 the usage of the lab would be high, but not at the expected quality. He indicated there is no
36 question of the validity of the lab as it will allow us to replace 60 computers with thin clients.
37 He noted that the lab is separate from the half time position and is a completely different
38 situation.

39
40 A lengthy discussion followed regarding providing tablets for all students, infrastructure for that
41 model, methodology and a plan to phase in each grade over a number of years. Dr. Cochrane
42 indicated that a better student information system would be necessary in order to be successful.

43
44 Mr. Cutter observed there are smart boards in several lines in the technology budget. He asked if
45 they are replacements.

46

1 Mr. Hancock indicated that they are all replacements except for one that is an additional
2 purchase at GMS.

3
4 Mr. Peeples asked about \$32,000 budgeted for GMS additional equipment. Mr. Hancock
5 indicated that the virtual desktop servers include SAN and HP servers used for both the new lab
6 and classroom student thin clients.

7 8 **Salaries and Benefits**

9
10 Mr. York presented the FY15 Recommended Technology Salaries and Benefits budget to the
11 Budget Committee.

12
13 Mr. Pascucci asked, regarding the technology intern, if interns are paid or unpaid.

14
15 Mr. Hancock commented that it is a requirement from the college or university that interns are
16 paid.

17
18 Mr. Pascucci asked some questions regarding the CHS budget. He noted that he was not in
19 attendance at the December 3 meeting.

20
21 Mr. Pascucci asked about the CHS Math Education textbook line reduction.

22
23 Dr. Cochrane indicated that it was strictly a dollar decision. He explained that although many
24 students are taking AP Calculus in their junior year, there are many students entering high school
25 that are not at the expected level. He noted that it made more sense to offer the additional
26 Algebra class. Dr. Cochrane indicated that in order to offer AP Statistics, we would need
27 another teacher to teach a 6th period. He was concerned about having enough students to offer
28 the course. Dr. Cochrane commented that we have three sections of Pre-Calculus many
29 sophomores are taking Pre-Calculus this year. He noted that it may be better to offer AP
30 Statistics a year from September 2014.

31
32 Mr. Pascucci asked for clarification regarding the SAU Payroll Coordinator position. Mr. York
33 indicated the position was full time, but was reduced to part time some years ago. He explained
34 that the person in another full time position took on several responsibilities/tasks of that position.
35 Mr. York note that we lost that full time person and hired another person who did not have the
36 same skillset. The decision was made to make the part time position full time and the tasks
37 given back to that position.

38
39 Dr. Cochrane commented that we recognized we could not find someone with the skillset of the
40 person that left at that salary. He indicated that we chose to add hours to the part time position,
41 at the same time making sure it was a savings to the district.

42 43 • **VOTING**

44 45 **School Board**

46

1 **MOTION:** by Mr. York
2 *Move to approve the FY15 School Board Recommended Budget of \$61,484.*
3 **SECOND:** by Mr. Pascucci

4
5 **MOTION:** Mr. Cutter
6 *Move to reduce Account 1001231400-890 by \$400*
7 **SECOND:** Mr. Pascucci

8
9 Mr. Cutter indicated he feels the line over budgeted.

10
11 **VOTE: 6-1-0, with Mr. York opposing**
12 **The motion carried.**

13
14 **MOTION:** Mr. Cutter
15 *Move to reduce Account 10012311700-331 by \$2,000*
16 **SECOND:** Mr. Pascucci

17
18 Mr. Cutter believes that the cost budgeted for audit services is too high.

19
20 **VOTE: 6-1-0, with Mr. York opposing**
21 **The motion carried.**

22
23 **VOTE ON A NEW BOTTOM LINE OF \$59,084 FOR THE FY15 SCHOOL BOARD**
24 **BUDGET: 6-1-0, with Mr. York opposing**
25 **The motion carried.**

26
27 **School Board Salaries & Benefits**

28
29 **MOTION:** by Mr. York
30 *Move to approve the FY15 School Board Recommended Salaries & Benefits Budget of*
31 *\$45,786.*
32 **SECOND:** by Mr. Spencer
33 **VOTE: 7-0-0**
34 **The motion carried.**

35
36 **SAU**

37
38 **MOTION:** by Mr. York
39 *Move to approve the FY15 SAU Recommended Budget of \$102,231*
40 **SECOND:** by Mr. Spencer

41
42
43 **MOTION:** by Mr. Spencer
44 *Move to reduce Account 1000232000-430 by \$99*
45 **SECOND:** by Mr. Pascucci

46

1 Mr. Spencer commented that the budget for this line has not been used in the last few years.

2
3 **VOTE: 6-1-0, with Mr. York opposing**

4 **The motion carried.**

5
6 **VOTE ON NEW BOTTOM LINE FOR FY15 RECOMMENDED SAU BUDGET OF**

7 **\$102,132: 6-1-0, with Mr. York opposing**

8 **The motion carried.**

9
10 **SAU Salaries & Benefits**

11
12 **MOTION:** by Mr. York

13 ***Move to approve the FY15 SAU Recommended Salaries & Benefits Budget of \$631,523***

14 **SECOND:** by Mr. Pascucci

15
16 Mr. Cutter indicated that he analyzed the travel and conference/workshop accounts and
17 discovered that the district is budgeting \$84,000 across the district. He commented that a three
18 year average yielded that the total amount budgeted for these accounts is \$30,000 over what
19 should be budgeted. He asked why there is an increase this year.

20
21 Dr. Cochrane noted that the travel accounts were also discussed by the School Board. He
22 indicated that it is expected that we will make some improvement next year regarding separating
23 travel and conferences when preparing the budget.

24
25 Mr. York commented that the numbers are impacted by reductions made by the School Board
26 during the year the district was in danger of losing \$2M in adequacy aid. He explained that the
27 School Board reduced national conferences and travel, which decreased those budget lines. Mr.
28 York indicated that the School Board allowed those conferences to be budgeted this year as there
29 are certain conferences included in some administrative contracts. He mentioned that last year
30 actual expenditures were decreased in some travel accounts. For example, the former Business
31 Administrator's travel and conference costs for ASBO and NHASBO were paid by that
32 association because he was elected president.

33
34 Mr. Cutter commented that the travel overage would be better spent in technology.

35
36 Dr. Cochrane commented that those accounts will have to be examined before being able to offer
37 comment.

38
39 Mr. Spencer suggested that any reduction would be better made globally.

40
41 Dr. Cochrane asked Mr. Cutter to forward his figures so that the budget accounts can be
42 researched and a response provided.

43
44 Mr. Spencer asked why the salary pools have increased. Mr. York indicated that the School
45 Board voted in support of a 3% step raise for non-LEA employees that are not administrators.

1 He noted that the School Board voted for a 1% increase in range for non-LEA employees on a
 2 range. Mr. York indicated there is no warrant for cost of living increases next year.

3
 4 **VOTE: 7-0-0**

5 **The motion carried.**

6
 7 **Curriculum**

8
 9 **MOTION:** by Mr. York

10 *Move to approve the FY15 Recommended Curriculum Budget of \$47,203*

11 **SECOND:** by Mr. Brunelle

12 **VOTE: 7-0-0**

13 **The motion carried.**

14
 15 **Curriculum Salaries & Benefits**

16
 17 **MOTION:** by Mr. York

18 *Move to approve the FY15 Recommended Curriculum Salaries & Benefits Budget of \$146,287*

19 **SECOND:** by Mr. Spencer

20 **VOTE: 7-0-0**

21 **The motion carried.**

22
 23 **6. TOWN BUSINESS**

24
 25 **• General Updates**

26 Mr. Brunelle reported the BOS has not yet met.

27
 28 **Police Contract Summary**

29
 30 Mr. Brunelle reported that the police contract proposal is for a \$0 increase in 2014; 2% increase
 31 in 2015; a 2% education stipend, an overnight differential increase; a uniform replacement.

32
 33 Mr. Spencer asked for a breakdown of the total increase of the contract.

34
 35 Mr. Brunelle commented that the Board of Selectmen will meet on December 9 and will be
 36 addressing final budget adjustments.

37
 38 **• RSA 32:22; Review of Expenditures**

39 Mr. Brunelle reported we are tracking our expenditures very well.

40
 41 Mr. Cutter thanked Mrs. Couture for agreeing to Chair the last meeting.

42
 43 Referring to setting a date for the budget hearing, Mr. Cutter indicated that Town Deliberative
 44 Session is scheduled for February 1, 2014 and the School District Deliberative Session is
 45 scheduled for February 5, 2014. He referred to the annual meeting timeline calendar and

1 indicated that the last day to hold a budget hearing is January 21, 2014. Mr. Cutter suggested
2 scheduling the budget hearing for January 16, 2014. Committee members were in agreement.

3
4 Mr. Pascucci asked about contract mediation with the LEA. Mr. York explained that a mediator
5 listens to both sides and tries to move both sides together toward an agreement. He noted if
6 successful there will be an agreement; if not successful, either side can ask for an arbitrator. He
7 indicated that an arbitrator will craft a contract.

8 9 **7. MEMBER INPUT/NEW BUSINESS**

10 Mr. Pascucci referred to both the 2003 and 2004 warrant articles regarding new positions. He
11 mentioned there are many interpretations of them and asked for a discussion for clarification.

12
13 *As a community operating under Senate Bill 2, R.S.A. 40:13, we support the Litchfield*
14 *School Board creating separate warrant articles for new positions, increased hours of*
15 *staff, new equipment, and architectural work. The Litchfield School Board will then be*
16 *continuing past practice to provide voters with greater choice on increases in school*
17 *spending. This is a petition warrant article.*

18
19 Mr. Spencer commented that the intent is just as the 2003 warrant states: that whether increasing
20 hours or creating a new position it should be presented on a separate warrant article.

21
22 Mr. Pascucci asked how that came to occur. Mr. Spencer explained that at the time the School
23 Board and Budget Committee were not getting along. He noted that the School Board was
24 placing everything in the budget, while the Budget Committee was advising against it. Mr.
25 Spencer indicated that there was much friction between the two boards and they tried to come to
26 a resolution equitable for the voters. A petition article was submitted and supported by the
27 voters.

28
29 Mr. Brunelle indicated that the warrant article is non-binding.

30
31 Mr. Pascucci asked about the creation of the 2004 warrant article. Mr. Spencer indicated that
32 article was created by the Superintendent at that time.

33
34 Mr. Pascucci read the article:

35
36 *Shall the Litchfield School Distrit support the School Board in placing in the*
37 *Operating budget those positions, agreed to by the Budget Committee, that are*
38 *needed to meet the minimum state and federal standards or to maintain services at*
39 *current year levels? This is a non-binding, advisory warrant article.*

40
41 He indicated that it is clear and understandable.

42
43 Mr. Brunelle commented that this committee cannot bind the governing bodies.

44
45 Mr. Spencer indicated that these articles give us guidance on how the voters want to see this
46 committee function.

1 Mr. Brunelle commented that he agrees with net new positions. He indicated that the School
2 Board could have repurposed the part time position or changed the job description instead of
3 removing the full time position.

4
5 Mr. Pascucci commented that budgets were out of control in the past. He suggested we fix the
6 issue and show the voters we are giving them what they want.

7
8 Mr. York commented that the mentality today is different from when these warrants were
9 created. Mr. Pascucci stated that he agrees that budgets are no longer out of control.

10
11 Mr. Cutter mentioned that he will not be available for the following meetings: December 10, 12
12 and 17, January 7 and 9.

13 14 **8. PUBLIC INPUT**

15 There was no public input.

16 17 • **Upcoming meetings**

18 The next meeting of the Budget Committee will be held on December 10, 2013.

19
20 **MOTION:** by Mr. York

21 ***Move to adjourn.***

22 **SECOND:** Mr. Brunelle

23 **VOTE:** 7-0-0.

24 **The motion carried unanimously.**

25
26 There being no further business, the meeting adjourned at 10:37 p.m.

27
28 **Minutes by:** *Michele E. Flynn (Recording Secretary)*

29
30 **Date approved:** **December 12, 2013**