

**Minutes of the Litchfield Budget Committee Meeting
Held on December 11, 2014**

The Litchfield Budget Committee held a meeting on Thursday, December 11, 2014 at Campbell High School, 1 Highlander Court, Litchfield, NH 03052.

PRESENT: C Couture (Chair), W Spencer, R Peeples, C Pascucci, D Vaillancourt, K Douglas, B Bourque (School Board Representative), F Byron (Selectmen's Representative)

Absent: A Cutter (Vice Chair)

Mrs. Couture called the meeting to order at 7:00 p.m.

1. PLEDGE OF ALLEGIANCE

2. PUBLIC INPUT

There was no public input.

3. REVIEW/ADDITIONS TO AGENDA

Mrs. Couture indicated that Salaries and Benefits is scheduled under Budget Voting.

4. REVIEW/ACCEPTANCE OF MINUTES

- **December 9, 2014**

The minutes were not available at the time of the meeting.

5. CORRESPONDENCE

Mrs. Couture announced that correspondence was received regarding class size information, the Recreation Commission mowing contract, health care information from Mr. Spencer, and a question about the School District audit information for Mr. Cutter.

Mr. Bourque commented that Mr. Spencer provided class size information at the last meeting and asked why the School Board is not following the policy. Mr. Bourque stated class sizes are in line with the policy except for one that is below the criteria. He noted that Mr. Spencer provided a class size worksheet, which is not a policy. He indicated the numbers that were shared were not part of the class size policy.

Mrs. Couture indicated the worksheets were used in development of the policy.

6. SCHOOL BUSINESS

- **Budget Review**

- **Technology**

Mr. Hancock presented the FY16 Technology School Board Recommended budget to the Budget Committee. He noted that major increases in the budget include the GMS telephone system and the Superintendent's 1 to 1 Computer Initiative. He commented that the remainder of the budget is fairly level.

Mr. Spencer asked if the typing and math software budgeted under GMS Software are the annual costs. Mr. Hancock indicated that he was not sure about the math software, but that all others are annual costs.

Mr. Spencer asked if classroom speakers budgeted under Additional Equipment [for each school] are planning for this year. Mr. Hancock indicated that the goal is to have 100% of the classrooms equipped and we are budgeting 10% per year.

Mr. Spencer asked about the technology budgeted for teachers under CHS Additional Equipment. Mr. Hancock indicated that the technology is part of the 1 to 1 initiative. He noted that all freshmen teachers will be equipped with a device.

Mr. Spencer asked about the goal of equipping teachers with a device. Dr. Cochrane commented it will allow access to technology 24/7-365, so teachers are able to work at home on lessons. He indicated if we are asking teachers to use the technology and students are bringing in devices, they have to have access to it. He noted it is difficult to ask teachers to do all that work here.

Mr. Spencer asked why the cost per laptop is budgeted at \$1,500. Dr. Cochrane indicated that we used \$900 as a base price as the cost of laptops is decreasing. He noted that the laptop has to be able to be imaged.

Mr. Byron asked if the intention of the district is to provide teachers with the means of communicating from home, is the district going to provide connectivity. Dr. Cochrane indicated providing connectivity is not the district's intention.

Mr. Peebles asked if the district is going to set teachers up for 24/7 access, who will be here to support those after hours.

Mrs. Couture commented that when CHS opened all teachers had laptops so they could have access from home, but we moved to desktops.

Mrs. Couture asked about the increase in cost of District-wide software leases. Mr. Hancock indicated that the Adobe annual license is the major contributor. He noted Adobe changed the way they license their products and it is now available to the district as a whole. He commented that he moved that from the high school software line to the District-wide line. Mr. Hancock indicated the Microsoft lease has increased as well.

Mr. Spencer asked if the district would consider paying for the telephone system with the Building Maintenance Reserve fund. Mr. Markiewicz indicated the reserve fund money is set aside and we do not use that money on preventive maintenance.

Mr. Spencer suggested paying for the system with the reserve fund and creating a plan to replace the \$30,000. Mr. Markiewicz indicated that all three schools are in a similar situation with the phone system. He noted that we will replace the phone system on a three year plan.

Mr. Peeples commented he is curious what the existing phone system will be replaced with. Mr. Hancock indicated the plan is to install a consolidated system across the district.

Mr. Peeples asked about the additional switch capacity that is budgeted. He commented that switch capacity was added last year. Mr. Hancock indicated that we will add it every year and have done this every other year in the past.

Mr. Vaillancourt asked if the phone system items budgeted in accounts 430 and 532 will be eliminated with the new phone system. Mr. Hancock indicated those are phone contracts with our service.

o Buildings/Grounds

Mr. Markiewicz presented the FY16 Buildings and Grounds School Board Recommended budget to the Budget Committee. He reported that Mr. Bennett is serving in two roles as the Buildings and Grounds Coordinator and the CHS Site Facility Manager. He indicated that Mr. Ross is serving as the Site Facility Manager for both GMS and LMS. He noted that Mr. Ross was instrumental at bringing LMS back from a poor state. Mr. Markiewicz commented that we have two tired buildings and the high school is now 14 years old and in need of maintenance and attention to issues that arise. He indicated we are trying to be preventive and do our due diligence in bringing this to the Budget Committee's attention.

Mr. Ross commented that what is mostly in the GMS and LMS budgets is outdated items that need to be replaced. He noted that the window replacements at GMS are mostly for oil savings (heat). He indicated that the doors are original and most are rotted. He noted he goal is to save on oil.

Mr. Pascucci asked if the HEPA vacuums being replaced at GMS are worn out. Mr. Ross indicated they are at the end of their useful life.

Mrs. Couture commented that the floor scrubber is broken and there are many coats of wax on the floors. Mr. Ross indicated that the floor scrubber has been broken for many years and they are unable to lift off the wax from the previous year, which is why there are many coats of wax on the floors.

Mrs. Couture asked Mr. Ross to review the specific repairs and maintenance.

Mr. Ross reviewed the following repairs/maintenance:

The asbestos tile removal is for a small section of carpet in room 37. The only way to replace the carpet is to remove the asbestos underneath, which must be done through a vendor. The air is monitored and cleared once the asbestos is removed.

The cafeteria tile is original and contains 2% asbestos. The tile is curling and chipping. The tile and mastic were tested for asbestos and asbestos abatement was recommended.

A Guidance room secondary door is needed as people have to walk through one office to get to the other. A secondary egress is required.

Exterior air intake grills are cemented into the wall. Every class has ventilators and that is the sources of air. A quote was received to remove the grills and clean the intakes as they have never been cleaned.

The partitions in the Girls bathroom (near the main entrance) are old and have been painted over several times. It is time for them to be replaced. This item has been requested for many years. Five windows have been budgeted for the last two years as part of a replacement cycle. This will result in heat savings and less humidity.

The exterior door next to the 1930s building needs to be replaced. It is original and the hardware is worn out. The door does not close properly.

The Guidance office has carpeting and should be replaced with tile.

Mr. Spencer indicated that the fuel oil was budgeted at \$3.14 per gallon. Mr. Markiewicz indicated we are using the current price.

Mr. Spencer asked if a different price is expected next year. Mr. Markiewicz indicated that we established we will use the current contract price for the budget, which runs through April.

Mr. Spencer asked if there will be a new contract in June. Mr. Markiewicz indicated a new contract will not be agreed upon until September or October. He noted that the district goes through a collaborative.

Mr. Spencer asked if they do projections. Mr. Markiewicz indicated that projections are done. Mr. Spencer asked if the Budget Committee can have those projections. Mr. Markiewicz indicated they are proprietary to the company.

Mrs. Couture asked Mr. Ross to review LMS repairs/maintenance.

Mr. Ross reviewed the following repairs/maintenance:

Carpet for three rooms is recommended to be replaced with tile.

The exterior door and frame (near the gym) is rotted. The music room exterior door is rotted.

All door replacements are due to rotting as they are all original.

The crew re-nailed the portable classrooms deck. The nails were rotted and boards became loose.

The Boys locker room flooring is an epoxy floor and is cracking and lifting.

The Boys locker room door is broken beyond repair.

The Mezzanine ceiling in the gym is sagging and needs to be resecured.

Heating pipes from the boiler to the classrooms are leaking in the ceiling. Connectors are failing.

Lockers are original and not secure and have various issues.

The roof has several leaks, which are noticed during heavy rains. Over the summer the roofer replaced a few patches and found several splits in the corners. Leaks have been diminished, but we have replaced 171 ceiling tiles this year.

An inspection company found some outdated sections of sprinklers, which need to be replaced.

Mrs. Couture asked Mr. Bennett to review repairs and maintenance for CHS.

Mr. Bennett reviewed the following repairs/maintenance:

The divider curtain in the gym needs repair to the runner on top.

Plumbing repairs are numerous and were not noticed prior to this year.

The roof and gutters need repair as areas of leaking were found and gutters are rotting.

Divider walls in the rooms listed are in disrepair as pieces are falling off.

Carpet is worn and very dirty in the SAU offices and tile is planned to be installed.

The carpet in room 134 needs to be replaced with tile.

Room 248 is used consistently and the carpet needs to be replaced with tile.

The carpet in the music room needs to be replaced with commercial carpeting as it is a high traffic area and the carpeting is bubbling and seems are coming up.

The loading dock stairway needs replacement as the steps are cracking and deteriorating.

Mr. Spencer asked about the air duct cleaning that is in the budget. Mr. Markiewicz indicated the building is 14 years old and preventive maintenance requires air duct cleaning every three years.

Mr. Spencer asked what is involved. Mr. Ross indicated that the ducts and diffusers are blocked and a device is sent in that scrubs all the duct work and a vacuum cleans it out. The heating coil is cleaned as well.

Mr. Spencer asked what the cost was for LMS. Mr. Ross indicated the cost was \$10,000 for one hallway.

Mr. Spencer asked how the \$70,000 cost was determined. Mr. Markiewicz indicated it is a price quote.

Mr. Spencer asked if any air quality testing has been done. Mr. Markiewicz commented if the building is 14 years old and the ducts have never been cleaned we do not need to test the air quality.

Mr. Peebles commented that there is a difference in age for LMS and CHS and different technology. He noted ducts in the high school are flex ducts and a machine will not be able to be sent in there. He asked if anyone has put a camera in there. Mr. Bennett indicated that we had a vendor come in and give us an estimate.

Mr. Pascucci commented that he used to own a residential cleaning company and in older systems cleaning would be warranted. He indicated in a newer building such as CHS, flex duct is used. He noted that this is simply a process that needs to be done regardless of how much dirt is in there. Mr. Pascucci believes that you would not be able to see much dirt in there. He commented that the cost is high and believes that it is not warranted. He suggested to someone should go up and look in there.

Mr. Spencer asked if the Budget Committee can have a copy of the quote. Mr. Markiewicz indicated that the person who put the budget together is not here and they are trying to find the quote.

Mrs. Douglas commented it sounds as if the quote was done a while ago and asked if the cost is still valid. Mr. Markiewicz indicated none of the costs are valid as they are done months ahead and are budgetary numbers.

Mr. Pascucci commented that heating and AC systems in newer buildings are very efficient.

Mr. Pascucci asked about the extra plowing cost that is not in the contract. Mr. Markiewicz indicated there are some areas that have build up near the swales and other areas that need to be cleaned.

Referring to fuel (gasoline), Mr. Spencer indicated that the district gets fuel from the town. He commented that the budget number is higher than what was spent in the past and believes that what is budgeted is more than what is needed. Mr. Bennett indicated that we have more equipment, which is used more and requires more fuel. He noted we are making frequent trips between schools and doing more than we have in the past.

Mr. Pascucci commented that power sweeping was reduced last year. He noticed it has increased back to \$1,200 for each school. Mr. Bennett commented that originally two sweepings at each school was requested. He indicated that the cost has increased in the last two years at GMS because of the additional parking space and at LMS because they are spending more time cleaning out corners. He noted this is the quote we were given.

Mr. Pascucci commented that it is difficult for him to comprehend the cost since school parking lots are small areas. He noted that most sweeping companies charge \$125 per hour and can sweep one school lot in four hours. Mr. Bennett indicated that the quote was given by the same contractor that serves the town.

Mr. Peeples asked why there are four sheds in the budget. Mr. Bennett indicated that those are additional sheds. He reported that some of the plastic storage units were broken into and the goal is to install permanent sheds to store equipment.

Mr. Peeples asked about underground oil tank inspection. Mr. Ross indicated the inspections are for GMS and LMS and are required to be done every three years by law.

Mr. Spencer asked about the blacktop in the playground area at GMS. Mr. Ross indicated it is cracking and has large heaves in winter that children are tripping and falling over. He noted they were sealed, but they keep separating.

Mr. Spencer asked about the shade structure and installation for the playground at GMS. Mr. Ross indicated that a pavilion was requested to keep the children out of the hot sun.

Mr. Spencer suggested placing it in a warrant article as it sounds optional. Mr. Bourque indicated it is something to consider.

Mr. Spencer commented on the 430 (Repairs/Maintenance) account in general. He indicated he cannot make a judgment on what you are planning, but when he looks at the total of the 430 account across the budget, the requested budget is almost \$500,000 and is increased significantly from last year. He does not believe it is sustainable and it is one of the drivers increasing the budget.

Mr. Bourque commented that these are priorities. Mr. Spencer indicated that they may be, but they may not all be able to be done.

Mr. Bennett commented these are items that have not been done for years. Mr. Spencer commented that last year not much was spent on buildings and grounds. He indicated this committee is concerned you will get the default budget. He suggested bringing the budget down to a reasonable number so that voters will approve it and you can get much done.

Mrs. Couture commented when we took tours of the schools we saw many things that were critical. She noted some can wait without impacting things that need to be done.

Mr. Peebles commented some things are grossly misprices. He suggested asking for better prices in some areas.

Mr. Pascucci commented there is no doubt some things can wait. He was concerned about the air duct cleaning and power sweeping costs. He indicated some years ago the voters rejected building a new school, but he does not know one person that was against repairing and upgrading the building. He noted much of it is important and much maintenance has been cut out. Mr. Pascucci commented that money does have to go into maintenance.

o Transportation

Mr. Markiewicz presented the FY16 Transportation School Board Recommended budget to the Budget Committee. He noted that it includes both regular and vocational transportation and both areas have been problematic. He indicated there is a substantial increase in vocational transportation. Mr. Markiewicz reported that regular transportation is being budgeted at current rates and 2016 will be the second year of the five year contract, which calls for a daily rate of \$277 for 10 buses for 180 days. Late buses at LMS and CHS are included in the contract. He noted there is a special request for accommodation for students with disabilities.

Mrs. Couture asked about the discussion regarding reducing a bus. Mr. Markiewicz commented we are working with First Student because they are better at tracking the student count. He indicated we do a ridership count twice per year and when we see a few students getting on a bus it is concerning. He noted we have asked First Student to look at the possibility of reducing a number of buses that service the district. Mr. Markiewicz indicated that the bell schedule is the issue because the buses have to move around the district very fast. He noted the School Board has heard if First Student comes back with a proposal to reduce buses it will most likely come with a proposal to change the bell schedule.

Mr. Spencer commented when you look at the number of buses and the number of years it makes sense buses can be reduced. He indicated his inclination would be to ask the Budget Committee to reduce two buses. He noted if First Student says it is not a good deal, it can be added back at Deliberative Session.

Mr. Bourque commented we don't want to be too hasty as start times are in the LEA contract. Dr. Cochrane commented that we are optimistic, but until we see the numbers it will be difficult to make any decisions.

Mr. Spencer asked about vocational education and how the students are being transported this year. Mr. Markiewicz indicated the enrollment numbers in vocational education have doubled. He noted the area agreement the district has with Nashua, Alvirne and Milford will take students who elect for their program. He reported that students begin to be transported at 6:15 am and a shuttle service is provided between Nashua, Alvirne and CHS. Mr. Markiewicz indicated the problem is when we get into times that conflict with regular runs. He commented that this year Guidance had to contract a second provider who gave us a price of \$83 per run, whereas, First Student charges \$31.19. He noted Provider is accommodating five runs First Student cannot do.

Mr. Spencer asked why there was a problem this year. Mr. Markiewicz indicated the number of students has doubled and there is one student who is attending Pinkerton vocational education. Dr. Cochrane commented that the largest part of the increase is sending the student to Pinkerton, which is a full bus every day. He indicated we were not aware of that commitment when it was made. He indicated we are in discussion with CHS to look at the CTE programs. Dr. Cochrane explained that Nashua is the largest CTE center in the state, but it has two schools. Students transported from CHS travel to Nashua South first then Nashua North. Students have to leave here a period early and arrive back a period late. The more students we have the more often we have to make that run. Dr. Cochrane indicated that one of the advantages of students attending Pinkerton is that it is one stop and not a long distance. He noted that Pinkerton schedules all of their out of district students the first and third periods of the day, which equates to less bus runs.

Mr. Spencer asked if sending students to Pinkerton has been decided. Dr. Cochrane indicated we are looking to map that and determining if Pinkerton has space. He noted the transportation savings would be significant. He commented we can enter into an MOU with Pinkerton and start sending students as early as this year. Dr. Cochrane indicated we hope to avoid double busine next year, but it will not be until April that we know definitively.

Mr. Spencer commented what you described is going on today we may have to do next year. He asked how the budget amount (\$84,076) was determined. Mr. Markiewicz indicated we are looking at a total projected cost of \$87,000 this year.

Mr. Spencer asked how much was budgeted. Mr. Markiewicz indicated \$46,000 was budgeted.

Mr. Spencer asked how much is expected to be spent. Mr. Markiewicz indicated \$87,198 has been projected.

Mr. Spencer asked if Mr. Markiewicz has the “build up” for how the budget was determined. Mr. Markiewicz indicated he will share it with the Committee.

- **Budget Voting**
 - **LMS**

Mrs. Couture mentioned that Mr. Cutter sent his recommendations for reductions to the LMS budget. She noted that he recommended reducing the Repairs/Maintenance line in Regular Education by \$210 because it was more in line with what has been spent.

MOTION: by Mr. Peeples

Move to reduce Line 430, Repairs and Maintenance, in Account 1021110000, Regular Education, by \$200 for a new line item total of \$310

SECOND: by Mr. Pascucci

VOTE: 6-2-0

The motion carried.

Mrs. Couture noted in Foreign Language, Mr. Cutter recommended reducing the Supplies line to \$1,003.

Mrs. Couture commented that Mr. Lecklider reported they added Spanish courses so that every student can take Spanish. Mr. Lecklider indicated we are running expenses high.

MOTION: by Mr. Spencer

Move to reduce Line 430, Repairs and Maintenance, in Account 1021110012, Music Education, by \$300 for a new line item total of \$600

SECOND: by Mr. Peeples

VOTE: 6-2-0

The motion carried.

MOTION: by Mr. Peeples

Move to reduce Line 649, Audio Visual, in Account 1021110012, Music Education, by \$155 for a new line item total of \$100

SECOND: by Mr. Pascucci

VOTE: 7-1-0

The motion carried.

Mrs. Douglas commented that she is looking at the budget and trying to determine what the School Board’s intentions were. She indicated we do not have \$700 for engineering workbooks at CHS, but are willing spend \$11,000 for instruments at LMS. She noted we have a situation where students do not have textbooks to go with software. She commented she is trying to understand the priorities when going through the budget.

Dr. Cochrane commented that the School Board reduced approximately \$100,000 and asked the principal to identify where those reductions were going to be.

MOTION: by Mrs. Couture

Move to reduce Line 734, Equipment Additional, in Account 1021110012, Music Education, by \$4,500 for a new line item total of \$6,438

SECOND: by Mr. Spencer

Mr. Lecklider commented you are talking about the high school and their budget in comparison with the middle school. He indicated we are at the highest level of students in band. He noted Arts are important to round out education and many of these students are pursuing music areas in college. He wants to be sure we are supporting all students.

Mr. Bourque commented that the School Board did not ask other schools to reduce anything from their budgets. He noted we asked CHS to reduce. Mr. Spencer commented that it sounds like enhancement and not a requirement. He suggested putting the instrument purchase on the warrant. Mrs. Douglas agreed.

Dr. Cochrane commented we are required to offer Arts in the curriculum through middle and high school. He indicated this is what is needed to support the program. He noted LMS has waited a long time to get these instruments. Dr. Cochrane commented that certain instruments are needed to round out the sound of the band and can be used by multiple students.

Mr. Spencer commented these instruments are not needed to meet the requirements of the program.

Mr. Pascucci asked if the proposed budget failed and \$5,000 had to be reduced in this line, which instruments would be impacted. Mr. Lecklider indicated it is difficult to answer. He noted it is a collaborative question.

Mr. Byron called the question.

VOTE: 5-3-0

The motion carried.

MOTION: by Mrs. Couture

Move to reduce Line 640, Textbook Replacement, in Account 1021110023, Reading Education, by \$1,999 for a new line item total of \$3,568

SECOND: by Mr. Pascucci

Mrs. Couture commented that she based her reduction on historical spending.

VOTE: 6-2-0

The motion carried.

MOTION: by Mr. Peeples

Move to reduce Line 391, Game Officials, in Account 1021142000, Athletic Activities, by \$780 for a new line item total of \$5,000

SECOND: by Mrs. Douglas

MOTION: by Mr. Vaillancourt

Move to reduce Line 391, Game Officials, in Account 1021142000, Athletic Activities, by \$480 for a new line item total of \$5,300

SECOND: by Mr. Pascucci

VOTE: 6-2-0

The amended motion carried.

VOTE ON THE MAIN MOTION TO REDUCE 1021142000-391 TO \$5,300: 7-1-0

The motion carried.

MOTION: by Mrs. Couture

Move to reduce Line 610, Supplies, in Account 1021142000, Athletic Activities, by \$377 for a new line item total of \$3,000

SECOND: by Mr. Pascucci

VOTE: 6-2-0

The motion carried.

o **GMS**

MOTION: by Mr. Vaillancourt

Move to reduce Line 737, Furniture Replacement, in Account 1011110000, Regular Education, by \$1,236.75 for a new line item total of 2,130.75

SECOND: by Mrs. Douglas

Mr. Vaillancourt commented that a classroom is going to be reduced and turned into a music room and they will be purchasing chairs for that room.

Mr. Bourque commented this is a 10 year plan to replace chairs that are broken and in disrepair.

VOTE: 1-7-0

The motion failed.

Mrs. Couture mentioned that Mr. Cutter's recommendation for Account 1011110012, Music Education, is to purchase 25 standard chairs instead of 25 music chairs.

Mr. Peeples commented that the class that will be vacated has a white board or bulletin board. He indicated that a standard white board and portable white board would not be needed. Dr. Cochrane commented that the portable white board with lines is for music (notes, etc.).

MOTION: by Mr. Peeples

Move to reduce Line 733, Furniture Additional, in Account 1011110012, Music Education, by \$3,630 for a new line item total of \$4,250

SECOND: by Mrs. Douglas

Mr. Peeples indicated that his reduction includes the whiteboards, bulletin board, chairs, bookcase and chair storage rack. He commented he is not sure they need all those items for the first year. Dr. Cochrane indicated that the chairs are not only for proper support and instruction, but travel with the students to the concert.

VOTE: 2-6-0

The motion failed.

MOTION: by Mr. Pascucci

Move to reduce Line 610, Supplies, in Account 1011110029, Kindergarten, by \$2,400 for a new line item total of \$6,476

SECOND: by Mr. Vaillancourt

VOTE: 6-2-0

The motion carried.

MOTION: by Mrs. Couture

Move to reduce Line 734, Equipment Additional, in Account 1011212000, Guidance Services, by \$1,200 for a new line item total of \$1,800

SECOND: by Mr. Spencer

Mrs. Couture indicated the budget notes state potential replacement of receivers for students with FM system at a potential cost. She commented that word potential implies that all four replacement may not be necessary. She made an assumption to replace half.

VOTE: 3-5-0

The motion failed.

MOTION: by Mr. Vaillancourt

Move to reduce Line 738, Equipment Replacement, in Account 1011222300, Audio Visual Services, by \$717 for a new line item total of \$1,195

SECOND: by Mr. Peeples

VOTE: 5-3-0

The motion carried.

o Salaries and Benefits

MOTION: by Mr. Spencer

Move to reduce Line 110, Salaries, in Account 1011110000, Regular Education, by \$110,000 for a new line item total of \$928,606

SECOND: by Mrs. Douglas

Mr. Spencer indicated he is reducing two teachers in grade 3 and grade 4.

VOTE: 4-2-1 (Mr. Pascucci was not in the room when the vote was taken.)

The motion carried.

MOTION: by Mrs. Couture

Move to reduce Line 113, Tutor Salaries, in Account 1011110000, Regular Education, by \$22,800 for a new line item total of \$76,652

SECOND: by Mr. Spencer

Mrs. Couture indicated the math tutor position is a new position and we agreed that new positions should be in a warrant article. Mr. Spencer agreed.

VOTE: 5-2-1

The motion carried.

MOTION: by Mr. Spencer

Move to reduce Line 120, Substitute Salaries, in Account 1011110000, Regular Education, by \$10,000 for a new line item total of \$42,500

SECOND: by Mr. Vaillancourt

Mr. Spencer commented that his motion is to reduce daily substitutes. He indicated he looked at the whole budget and tried to determine the right number.

VOTE: 6-2-0

The motion carried.

MOTION: by Mr. Spencer

Move to reduce Line 211, Health Insurance, in Account 1011110000, Regular Education, by \$30,000 for a new line item total of \$262,604

SECOND: Mrs. Douglas

VOTE: 5-2-1

The motion carried.

MOTION: by Mr. Spencer

Move to reduce Line 212, Dental Insurance, in Account 1011110000, Regular Education, by \$2,000 for a new line item total of \$18,498

SECOND: Mr. Pascucci

VOTE: 5-2-1

The motion carried.

MOTION: by Mr. Spencer

Move to reduce Line 213, Life Insurance, in Account 1011110000, Regular Education, by \$200 for a new line item total of \$1,460

SECOND: Mrs. Douglas

VOTE: 5-2-1

The motion carried.

MOTION: by Mr. Spencer

Move to reduce Line 214, Disability Insurance, in Account 1011110000, Regular Education, by \$300 for a new line item total of \$2,161

SECOND: Mrs. Douglas

VOTE: 5-2-1

The motion carried.

MOTION: by Mr. Spencer

Move to reduce Line 220, Social Security, in Account 1011110000, Regular Education, by \$10,926 for a new line item total of \$83,160

SECOND: Mrs. Douglas

VOTE: 5-2-1

The motion carried.

MOTION: by Mr. Spencer

Move to reduce Line 232, Teacher Retirement, in Account 1011110000, Regular Education, by \$20,817 for a new line item total of \$139,071

SECOND: Mrs. Douglas

VOTE: 5-2-1

The motion carried.

MOTION: by Mr. Spencer

Move to reduce Line 260, Workers Compensation, in Account 1011110000, Regular Education, by \$422 for a new line item total of \$3,370

SECOND: Mrs. Douglas

VOTE: 5-2-1

The motion carried.

MOTION: by Mrs. Couture

Move to reduce Line 110, Salaries, in Account 1021110000, Regular Education, by \$74,000 for a new line item total of \$1,059,650

SECOND: Mrs. Douglas

Mrs. Couture indicated she is reducing two teachers. She commented she took the average of high and low salaries for a reduction calculation. She noted that she is not looking to reduce teachers in grade 5, but if a teacher were reduced in grade 6 classes would only increase by one student and grade 7 classes would have one additional student in some classes.

Dr. Cochrane asked if the Budget Committee knows how to schedule grades 7 or 8 with one fewer teacher.

Mr. Lecklider commented that last year we overhauled the schedule to make it a more content specific schedule. He indicated when reductions like this are made it is difficult to look at middle school rather than elementary school and take an average. Mr. Lecklider noted there are five content areas covered driven by curriculum demands and we now have to make a decision

around reducing content. He pointed out these are not just class size decision; they are content decisions and schedule is a challenge.

Mrs. Douglas commented she understands Mr. Lecklider's view. She indicated given this budget he may have to face this decision anyway.

Mr. Vaillancourt commented there is room for one teacher reduction.

Mr. Spencer commented that he agrees with the administration. He indicated that he looks to the administration to see what they need to handle that kind of education process. He noted he has confidence in your administration to make those changes. Mr. Spencer does not feel this is the year for the reduction.

Mr. Lecklider commented now more than ever if this reduction is made we will be making the decision of cutting reading or language arts.

Dr. Cochrane commented that the reduction would have to be a grade 7 or grade 8 reduction and class sizes would be 28 or 29.

Mrs. Couture commented that the budget notes said grade 7/8, which was interpreted as the teacher teaches both grades. She noted if that is inaccurate then it changes things.

Mr. Lecklider indicated it is inaccurate as we have content specialists.

Mrs. Couture withdrew her motion. Mrs. Douglas withdrew her second.

MOTION: by Mr. Spencer

Move to reduce Line 120, Substitute Salaries, in Account 1021110000, Regular Education, by \$4,000 for a new line item total of \$38,400

SECOND: by Mr. Peeples

VOTE: 6-2-0

The motion carried.

MOTION: by Mr. Spencer

Move to reduce Line 220, Social Security, in Account 1021110000, Regular Education, by \$308 for a new line item total of \$91,055

SECOND: by Mrs. Douglas

VOTE: 6-2-0

The motion carried.

MOTION: by Mr. Spencer

Move to reduce Line 113, Tutor Salaries, in Account 1031110000, Regular Education, by \$7,966 for a new line item total of \$15,682

SECOND: by Mrs. Douglas

Mr. Spencer indicated that not as much has been spent as the previous year.

VOTE: 6-2-0

The motion carried.

MOTION: by Mr. Spencer

Move to reduce Line 220, Social Security, in Account 1031110000, Regular Education, by \$608 for a new line item total of \$6,841

SECOND: by Mrs. Douglas

VOTE: 6-2-0

The motion carried.

Mrs. Douglas referred to the class size discussion and asked if four teachers can teach five periods. Dr. Cochrane indicated there are two big classes in English this year and CHS is running two grade levels of five classes and two grade levels of six classes. He noted CHS has five teachers in all subject areas.

Mrs. Couture indicated at the high school level it is by credit. Mrs. Douglas was concerned that the increase in the budget is significant and reductions have to come from somewhere. She indicated that salaries are the largest part of the budget.

MOTION: by Mr. Spencer

Move to reduce Line 114, Para/Monitor Salaries, in Account 1000120100, District Wide Special Education, by \$2,000 for a new line item total of \$4,000

SECOND: by Mrs. Douglas

Mr. Spencer commented that he does not see support for the budgeted amount.

VOTE: 6-2-0

The motion carried.

MOTION: by Mr. Spencer

Move to reduce Line 119, Sped Summer Program Salaries, in Account 1000120100, District Wide Special Education, by \$5,000 for a new line item total of \$45,000

SECOND: by Mrs. Douglas

Mr. Spencer commented that this is what was spent last year.

Dr. Cochrane commented that the idea of summer programs in special education is new and is still in the ramp up period. Mrs. Couture commented that historical spending supports the reduction.

VOTE: 7-1-0

The motion carried.

MOTION: by Mrs. Couture

Move to reduce Line 110, Substitute Salaries, in Account 1031142000, Athletic Activities, by \$5,125 for a new line item total of \$92,921

SECOND: by Mr. Pascucci

Mrs. Couture indicated that the reduction level funds the line.

VOTE: 7-1-0

The motion carried.

Mr. Peebles commented there is a question on whether self-funded programs should be in the budget. Mr. Spencer commented it is better to have that conversation when we vote the bottom line.

Dr. Cochrane agreed that it is a question of representation in the budget. He indicated the wise thing to do would be budget \$1 in self-funded programs and take it out of the operation side of the budget.

Mrs. Douglas commented that she needs to understand how the number of guidance counselors that are needed is determined. She indicated that she is trying to find ways to bring the budget in line and what positions can be reduced without impacting education.

Dr. Cochrane indicated that one guidance counselor at an elementary school with 500 students meets the standard.

Mrs. Douglas commented if one counselor is enough at the elementary school why would that not be enough at the other schools. Dr. Cochrane indicated that the director at the high school has a case load, with one full time counselor and two half time counselors, which is average for a high school this size. He commented the high school is staffed leaner than he would prefer, but does not see that changing. He noted after the two large classes move through the high school CHS will be below 500 students and we will have to plan programmatically.

MOTION: by Mrs. Couture

Move to reduce Line 110, Salaries, in Account 1000221300, Instructional Staff Training, by \$5,500 for a new line item total of \$7,000

SECOND: by Mr. Pascucci

Mrs. Couture commented that the numbers budgeted do not match the notes.

VOTE: 7-1-0

The motion carried.

Referring to School Board member salaries, Mr. Pascucci commented that everyone is aware of his position on governing bodies. He indicated he has given up on the school and town because there is no support on it, but would support a reduction if anyone would like to bring it up again.

Mr. Spencer commented that the projected administrator increase is inconsistent with what was done with the town. He indicated that was placed on the warrant.

MOTION: by Mrs. Douglas

Move to reduce Line 110, Salaries, in Account 1000290000, District Wide Benefits and Fixed Charges, by \$31,730 for a new line item total of \$0

SECOND: Mr. Peeples

Mrs. Douglas commented her reduction is for consistency.

Dr. Cochrane commented we have 14-15 administrators and directors. He explained the School Board created a new model for newly hired administrators and have moved to paid time off with no accumulation of time. He noted the School Board put together a pool for administrator increases. Dr. Cochrane indicated we are not competitive in salary and no other district has a paid time off model. He is concerned about retention. He commented if we do not live up to competitive salaries and take away accumulation of time we will lose people over time.

Mr. Byron commented it creates a situation where you put people so far behind the curve that they will never catch up. He noted that in the town positions, many employees have not received an increase in years. He indicated if you are going to do something it should be done in the budget.

Mrs. Couture commented when you have a warrant article that asks if the voters support a 3% raise it takes the pressure off the administration.

Mr. Byron commented that the town warrant is written in a way that we are using a certain percentage of money and to determine to get to the right salary.

Mr. Peeples commented people in industry are not getting these kinds of raises. Mr. Byron disagreed.

Dr. Cochrane commented that administrators have a salary range and the fact that it is 3% does not mean they are getting a 3% increase. He indicated the pool approved last year did not guarantee anyone a raise. He noted last year it was essentially to try and move people to where they should be on the new model.

Mr. Pascucci commented the discussion is centered on the wrong issue. He noted the taxpayers should have an opinion.

VOTE: 2-6-0

The motion failed.

Mr. Spencer commented that we have talked about attrition. He believes the Budget Committee should take an attrition number.

Mr. Pascucci asked for an explanation of attrition. Mrs. Couture explained when people leave and new people are hired, some are paid at a higher rate and some at a lower rate. She noted sometimes the full salary that is budgeted is not used.

Dr. Cochrane commented that there is always a difference in projected salaries compared to actual salaries.

MOTION: by Mr. Spencer

Move to reduce Line 110, Salaries, in Account 1000290000, District Wide Benefits and Fixed Charges for attrition by \$30,000 for a new line item total of \$1,730

SECOND: Mr. Peeples

VOTE: 5-3-0

The motion carried.

Mr. Spencer provided an comparison of what is requested for health care and what is spent. He commented for seven years health care was under spent. He noted it is clear that for whatever reason it is under spent.

Mrs. Couture commented the town began on October 1 with new health insurance. She asked when the school district began with new insurance. Dr. Cochrane indicated the district began with new health insurance on July 1.

Mrs. Couture indicated we do not have history with the new company. Dr. Cochrane commented that LGC kept huge amounts of money that they had to pay back because the differential between the GMR and the rates was so large. He noted we were over budget last year with salaries and benefits combine and we are tighter than we have been.

MOTION: by Mrs. Couture

Move to reduce Line 211, Health Insurance, in Account 1000290000, District Wide Benefits and Fixed Charges for attrition by \$55,000 for a new line item total of -\$20,000

SECOND: by Mr. Spencer

VOTE: 6-2-0

The motion carried.

7. TOWN BUSINESS

- **Warrants**

Mr. Byron presented potential town warrant articles for 2015.

Fire Department Utility Vehicle

Mr. Byron commented that the existing vehicle is undersized for the amount of water it has to carry and the brakes will not stop the vehicle. He noted the town is looking for a larger used vehicle.

Highway Department Paint Machine

Mr. Byron commented the town is looking to purchase a paint machine to paint stop bars, roadway wording and parking lots. It includes stencils and paint sprayers.

Road Improvement

Mr. Byron commented this is for \$200,000 for pavement improvement projects on Pinecrest and Blue Jay Way as well as other roads as necessary. This is a non-lapsing article.

Route 102 Intersection

Mr. Byron commented this is for engineering work for a cost estimate for a new access road to Route 102.

Fire Department Airpack Replacement

Mr. Byron commented the town raised \$21,000 for anticipation of receipt of a regional grant, but was not awarded the grant. He noted they would like to continue to try to get the grant this year and if the grant is not awarded the remaining balance will be raised from the fund balance. He indicated the airpacks are beyond their useful life.

Public Works Expendable Trust

Mr. Byron commented the town is requesting an appropriation of \$12,970 for the replacement of a baler at the Solid Waste that was withdrawn from the fund.

Human Service Agencies

Mr. Byron commented this article is to see if the town will vote to support the requests of human service agencies for a sum of \$11,150.

Town Wage Plan Implementation

Mr. Byron commented that this article is requesting the sum of \$30,000 for the implementation of the first phase of a revised pay plan. He asked the Budget Committee why the town cannot keep this in the budget.

Mr. Peebles and Mr. Pascucci agreed that is a valid point.

Mr. Byron commented that employees have not received increases in four years and they are getting further behind. He noted the Board of Selectmen is concerned about unionization.

Mrs. Couture asked if this is similar to the teachers' contract where the approval is for three years. Mr. Byron indicated that the Budget Committee does not approve the plan, but approves the money we will use.

Mrs. Couture asked if the Board of Selectmen is asking the town to approve a plan where the following years will be automatic adjustments. Mr. Byron indicated that is not the intention. He explained that they are asking for this sum to make adjustments and to decide if additional adjustments need to be made the following year.

Mrs. Douglas indicated that people may get the wrong idea with the terminology in the article. She suggested that the Board of Selectmen clarify the \$30,000 is for the first year.

Mr. Byron asked Budget Committee members for their input on putting the increase in the budget.

Mr. Pascucci indicated he would not support it in the budget.

Mr. Spencer indicated he would support it in the budget.

Mr. Peeples prefers it be kept as a warrant until the Committee sees the rest of the impact of the budget.

Mr. Vaillancourt commented he is not committed to the money at this time.

Fire Department/Old Town Hall Lot Paving

Mr. Byron commented the Fire Department parking lot was originally quoted at \$40,000 for an overlay and shim. He noted the parking lot is breaking up and referred to pictures that are linked to the potential article. He indicated that a quote was received for a complete recovery of the lot for \$70,000, which also includes the installation of a new drain in front of the doors that will be connected to an existing drain on the right side of the building.

Mr. Peeples advised that they research where the septic system is as he believes it is under the parking lot.

- **4520.1 Parks and Recreation**

Mr. Byron reported that the Recreation Commission accepted a bid of \$39,100 for mowing of the fields that does not include sprinkler maintenance. He noted there is a request for an additional \$1,900 for sprinkler repair as the water is heavily loaded with iron, which is damaging the sprinkler system.

MOTION: by Mr. Pascucci

Move to reduce Line 650, Field Maintenance, by \$2,250 for a new line item total of \$41,000

SECOND: by Mrs. Douglas

VOTE: 8-0-0

The motion carried.

8. MEMBER INPUT/NEW BUSINESS

Mr. Spencer asked to see the forecasts for fuel oil. Mr. Byron indicated he will provide it for the Budget Committee.

Mr. Spencer commented that we received the district revenue projection and he asked a question that Mr. Markiewicz did not respond to because it was not on the agenda. He asked if there should be a discussion of the projections.

Mrs. Couture indicated the discussion will be placed on the December 18 agenda.

Mr. Spencer asked if the Committee voted on the Curriculum budget. Mrs. Couture indicated they are waiting for the presentation. She commented that she will confirm that with the Superintendent.

Mr. Byron asked for confirmation that the Budget Committee has everything from the town except the default budget.

Mr. Spencer commented there is an open question on solid waste about the cost for the remainder of the year.

9. PUBLIC INPUT

There was no public input.

- **Upcoming meetings**

The next meeting of the Budget Committee is scheduled on December 16, 2014.

MOTION: by Mrs. Douglas

Move to adjourn.

SECOND: Mr. Vaillancourt

VOTE: 8-0-0

The motion passed unanimously.

There being no further business, the meeting adjourned at 11:45 p.m.

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

Date approved: