

**MINUTES OF MEETING
MUNICIPAL BUDGET COMMITTEE
October 30, 2006**

A meeting of the Municipal Budget Committee was called to order at 6:30 PM in the Meeting Room at the Conway Town Hall with the following members present: Chairperson Melissa Stacey, Robert Drinkhall, Betty Boucher, Maureen Seavey, Karen Umberger, Pat Libby, Charlotte Waterman, Phil Dighello, Doug Swett, Deb Deschenes and Etienne Vallee. Also present were Carl Nelson, Bill Jones, Pat Swett and Lloyd Jones.

Chairman Stacey began the meeting by requesting a motion on the Minutes for the October 18, 2006 meeting. After discussion, voting on the Minutes for the October 18, 2006 meeting was tabled.

Motion made by Karen Umberger, seconded by Deb Deschenes, that Pat Swett's resignation be accepted with regret. Motion carried unanimously. Chairman Stacey advised the members that Pat Swett had submitted her resignation and was moving on to the greener pastures of the School Board. Maureen Seavey asked whether the resignation had to be accepted; Chairman Stacey advised that it did as Pat's reasoning for resigning was her appointment to the School Board.

Chairman Stacey stated that the members were now faced with another vacancy and asked for any suggestions regarding the vacancy; should the vacancy be advertised. Bill Jones stated that the vacancy should be advertised to see if anyone wants to participate. Betty Boucher asked Bill Jones if he would consider the position. Bill responded that he may send a letter, but felt that it was important to advertise and open it up to the public. Karen Umberger suggested that if everyone was in agreement to advertise, a notice should get in this weekend's paper. Chairman Stacey stated that same should be able to get in Friday's edition. Karen further stated that we might be able to get it in The Mountain Ear as a lot of people read only one or the other paper. Maureen Seavey asked if the position could be pitched on TV. Chairman Stacey advised that anyone wishing to apply to appear at the next meeting and the Committee would be happy to accept them. Anyone interested will have until the next meeting to apply.

Motion by Bob Drinkhall, seconded by Betty Boucher, that the paperwork from the School be presented in the more descriptive format. In favor: 8; Opposed: 3 - Maureen Seavey, Karen Umberger and Deb Deschenes. Bob Drinkhall stated that he wanted to make sure that the Committee received the paperwork from the School in time to look it over and would like the same description as was obtained in the SAU budget description. Bob passed around a copy of the SAU budget description for the members to see. Chairman Stacey asked Dr. Nelson if line by line was possible. Dr. Nelson stated that the report is printed by function and that it is possible if the Committee was interested in that format instead of the summary. Bob stated that he would prefer it. Karen Umberger stated that she personally did not need that for this review; however, she would prefer the same when the Committee received the regular budget. Bob

stated he would prefer it for both the review and the budget. Discussion followed on how the Committee would like to have the School Budget presented. Dr. Nelson stated he would try and generate what the Committee wanted. Pat Libby asked Karen Umberger why she didn't think the descriptive format was a good idea. Karen advised that since she had been doing this for years, she was familiar with the functions and could refer to her budget book at home and that for her, it was unnecessary for the review. Maureen Seavey asked if the functions could just be put on a separate piece of paper. Dr. Nelson advised that the functions were provided in the back. Deb Deschenes stated that she thought there was a key with the function code that cross references. Dr. Nelson advised that he would try to do whatever the Committee wanted.

Dr. Nelson brought the Memo prepared by Becky Jefferson to the members attention. He advised that the District returned in excess of \$1 million to offset taxes. There were basically two categories: Revenue Surplus and Expenditure Surplus. In Revenue Surplus one major area was for vocational school building aid at \$211,968.00, \$147,416 in state catastrophic special education aid which is difficult to predict since the School does not know what the State is going to give, and \$60,185.00 in special education Medicaid reimbursements. The Expenditure Surplus of \$533,000 is the difference of what is budgeted and what the health insurance came in at. Dr. Nelson noted that it is reflected through all columns under regular education.

Betty Boucher asked Dr. Nelson if the summary print could be a little larger; hard to read the numbers. Dr. Nelson replied that to get the summary to fit an 8-1/2 x 11 sheet of paper, that is what happens.

Karen Umberger stated that she was not sure that she understood the Revenue Surplus; was this vocational in the new building. Dr. Nelson replied that it was. Karen further asked if this was only for the Conway School District or is there an offset to the other Districts. Dr. Nelson stated that there is an offset to the other Districts also.

Dr. Nelson advised that this year the Conway School Board is doing program based budgeting; there will be a supplemental budget by each principal and an additional request that is not program based. The program based budget would be items contained in the new standards; Section 306 states that there are several certain things that have to be provided, certain types of courses, and that is the starting point along with any local policies that exist. Anything that is not enhancement, the School Board is asking the principals to defend. As an example, Conway Elementary has a Community Liaison and that position is not required under the State standards. Brian (Hastings) will defend that position in his budget. Another example, in the Middle School there are no requirements for World Language. The Middle School provides Spanish, French and German; sending schools such as Tamworth provides Spanish and Bartlett provides French. Kevin will have to defend that in his budget. Dr Nelson gave another example class size: State requirement is a maximum of 30, Conway Board has 25; Conway Board becomes the accepted norm.

Karen Umberger asked where she could get copies of the standards. Dr. Nelson stated Section 306, Department of Education or he could get copies for the Committee. Karen also asked about obtaining copies of the policies that the School Board has established. Dr. Nelson stated he would provide copies of all policies. Karen further stated that it would be helpful to get everything ahead of time.

Discussion followed on the School Board's meeting schedule. Dr. Nelson advised the Committee members that they were invited to attend. Dr. Nelson further stated that December 11th was the target date to have the School Board approve the budget and after that night, the books will be put together. Dr. Nelson stated that he was planning to have the principals and directors come to defend their positions when their budgets are being reviewed by the Committee. He thought that it worked well last year.

Betty Boucher stated to Dr. Nelson that she would like to have a copy of the State standards. Dr. Nelson advised that he would have copies made up for Chairman Stacey to distribute.

Phil Dighello asked Dr. Nelson if, when the Committee receives the School Budget, would it be separate or combined. Dr. Nelson stated it would be combined.

Chairman Stacey stated that the Committee had tentatively scheduled that the books would be received by the 18th of December. Dr. Nelson stated that he would do his best; it is going to be close if there are not too many changes.

Chairman Stacey stated that she and Karen Hallowell are trying to have all the dates out there so everyone will know what is happening. Dr. Nelson reminded that the second and fourth Mondays are School Board Meetings and that Wednesdays might be better.

Chairman Stacey asked Dr. Nelson if Jim had locked in at \$2.14 for oil. Dr. Nelson stated that he was not sure at this time.

Karen Umberger asked Dr. Nelson if the School was on target with the budget as far as expenses, ahead or behind? Dr. Nelson stated that right now they are finding health insurance better than what had been budgeted; budgeted 19.4, came in at 10.4. Karen further asked on the situation with substitutes. Dr. Nelson stated doing better, but since they were only two months into the year, he reserved judgment until further into the year.

Betty Boucher asked how the accreditation was going. Dr. Nelson stated that the accreditation was moving forward.

Bob Drinkhall asked about performance pay raises and when the decision was made on same. Dr. Nelson stated that the decision on the performance pay raises was made in May and June; would go into salaries effective July 1st.

Chairman Stacey thanked Dr. Nelson and then asked if the Committee members had any other business. Discussion followed on setting the dates for this year's budget review process. Betty Boucher asked where the Committee budget was at; could another meeting be afforded. Chairman Stacey stated there were no worries on the Committee's budget this year; doing okay. Chairman Stacey suggested that the Committee have a brief meeting on December 4th at 6:30 PM with Karen Hallowell present.

Chairman Stacey asked the Committee about the non-profit forms that were handed out at the previous meeting. Bob Drinkhall stated that he would like to see on the Town's form the qualifications required for a recipient to receive services. Charlotte Waterman stated that when reading through the Stratham forms, the acknowledgement should be notarized to prove who they are; there are people out there that try to scam. Karen Umberger stated that she thought the procedure used was pretty scam proof. Betty Boucher stated that she would like to see if an applicant had received a town abatement, benefits and/or compensations. Bob Drinkhall agreed with Betty that a lot more comprehensive information was needed on the form. Karen Umberger asked when do the forms go out. Chairman Stacey advised that the forms were ready to go now.

Motion by Pat Libby, seconded by Betty Boucher, that it be added to the letter to the non-profits that this is the last year the paperwork would be automatically sent. In future years, the organization will need to apply for it. Motion passed unanimously. Discussion followed on who the non-profit forms were sent to, whether there should be a length of time if a non-profit had not applied that they be dropped from the list, where notices were posted and putting the forms on the web site.

Motion made by Deb Deschenes, seconded by Phil Dighello, to adjourn the meeting at 7:30 PM. Motion carried unanimously.

Respectfully Submitted,

Iris A. Bowden, Recording Secretary