

**MINUTES OF MEETING  
MUNICIPAL BUDGET COMMITTEE  
May 4, 2011**

A meeting of the Municipal Budget Committee was called to order at 7:00 PM in the Meeting Room at the Conway Town Hall with the following members present: Chairman David Sordi, Doug Swett, Ray Shakir, Karen Umberger (arriving at 7:18 PM), Greydon Turner, John Edgerton, Joe Mosca, Dick Klement, Brian Charles, Kelly DeFeo, Mike DiGregorio, Betty Loynd, Bill Marvel, Maury McKinney, Danielle Santuccio, Ted Sares and Maureen Seavey. Also present: Earl Sires, Lucy Philbrick, Dr. Carl Nelson, Lloyd Jones of The Daily Sun and other members of the public.

Chairman Sordi asked Ted Sares to lead those present in the Pledge of Allegiance.

Chairman Sordi stated that Karen Umberger was on her way back from Concord and would be here as soon as she can. A couple of preliminary things before getting into the elections. Karen Hallowell sent out letters to the Board of Commissioners for the Redstone Fire District, the Center Conway Fire Precinct and the East Conway Fire Precinct in his name notifying them that they were supposed to send a representative to the Budget Committee and he believed we had those representatives: John Edgerton - Center Conway Fire Precinct; Doug Swett - East Conway Fire Precinct; and Greydon Turner - Redstone Fire Precinct. Chairman Sordi did not read the letters into the Minutes, but wanted everyone to know what had been done.

Chairman Sordi stated that all members should have received a copy of *The Basic Law of Budgeting*, copies were made for everybody and we will talk about it a little bit more later in the evening. If any member did not get a copy, there are more available.

ELECTIONS

Chairman Sordi opened up the floor to nominations for Chair and Vice Chair. Chairman asked that for tonight members should state their name before speaking as Iris (Bowden) was getting used to everybody's name and voice and she didn't have all of the names associated with each voice and the names needed to be put into the Minutes if you speak.

**Ted Sares nominated David Sordi for Chairman, seconded by John Edgerton. Mike DiGregorio nominated Danielle Santuccio for Chairman, seconded by Betty Loynd. Chairman Sordi asked for those in favor of Danielle Santuccio as Chairman: 6 - Mike DiGregorio, Danielle Santuccio, Dick Klement, Maureen Seavey, Kelly DeFeo and Betty Loynd. Chairman Sordi asked for those in favor of David Sordi: 11.**

Ted Sares stated the reason he nominated Dave (Sordi) is that as an observer over the past few years watching a lot of the issues and particularly after the School Deliberative Session, he was absolutely astounded and amazed at the fact that even though Dave didn't agree with the consensus of the Committee as to the 11%, he nevertheless represented their interest as Chairperson and the way he did that absolutely

astounded him. Dave and he have had their issues, but he could not believe just how well he did that. His integrity is among the highest Mr. Sares has ever witnessed and for that reason and for the reason of the need to have a bridge from last year's tumult to this year's hopefully cohesion, we need continuity, we badly need continuity and experience and he believed Dave has that and believed there's an expectation out there that says this is going to be bad news; these people are going to fight, blah, blah, blah; they're going to rubber stamp this, blah, blah, blah; and he thought we have a great opportunity to stop that, to negate that expectation and he thought Dave was the Chairperson to help us do that.

Bill Marvel stated he thought it's important to have someone more centralized politically and certainly he's watched some of the meetings last year and found Dave to be centralized; he voted against all of the School cuts, yet was acceptable to all the members that he could see and certainly to him to elect someone else who is at least from a perceived faction and we do have at least a couple of perceived factions here, would be detrimental to the process.

Ted Sares stated he didn't mean this on a personal level whatsoever and with all due respect to Danielle (Santuccio), when the paper asked for information from each candidate, he recalled Danielle having indicated to maybe four or five answers to the questions as "I don't know" and he didn't think that's good for a potential Chairperson the first year. He thought maybe next year is different, but thought you need people who know hitting the road running what the procedures are all about.

Danielle Santuccio stated she didn't say "I don't know", her answers were, and she understood what Mr. Sares was saying, but when they asked about the makeup of the Board without being at the Board meetings, she didn't want to comment on what would be better to have people get along. She thought that would be inappropriate for her to comment on. Not being at the meetings, she didn't want to make something up.

Mike DiGregorio stated he wanted to comment that with Danielle (Santuccio) being a trial attorney for both criminal and civil and having quite an extensive knowledge of *Robert's Rules* is important to him.

Ted Sares stated once again he had to make a comment about qualifications. There's no such thing as qualifications on this Committee. The only qualification for getting on this Committee is votes, getting enough votes. There's no qualifications whether you're an attorney, a judge or unemployed; doesn't mean a thing. You could be unemployed and living homeless but make this Committee and become Chairperson. Qualifications have nothing to do with it.

Dick Klement moved the vote.

After the vote, Chairman Sordi thanked the members for the vote of confidence. It was a learning experience last year that he hoped would translate to being able to achieve a lot this year.

Chairman Sordi opened the floor to nominations for Vice Chair.

**Ted Sares nominated Danielle Santuccio for Vice Chair, seconded by David Sordi. Ray Shakir nominated Karen Umberger; Karen declined. Ray Shakir nominated John Edgerton; John declined. Chairman Sordi asked for those in favor of having Danielle Santuccio as the Vice Chair: In favor: 16; Opposed: 0; Abstain: 1 - Ray Shakir.**

Karen Umberger stated she appreciated it very much, but as you know her commitments sometimes don't allow her to be here and she just finished up and is here and this was a quiet day at the House. She just feels that she can't do this on a January time frame. She appreciated it, but can't do it.

John Edgerton stated he didn't think he could be Vice Chair. Chairman Sordi stated John can't because he's an appointed member.

#### APPROVAL OF MINUTES

**John Edgerton moved, seconded by Joe Mosca, to consider and accept the Minutes of March 23, 2011. In favor: 6; Opposed: 0; Abstain: 11.**

**John Edgerton moved, seconded by Greydon Turner, to consider and accept the Minutes of April 11, 2011. In favor: 5; Opposed: 0; Abstain: 12.**

#### OLD BUSINESS

Chairman Sordi stated before we get to the budgets, Dr. Nelson is going to give an update for the School first as he has another commitment, he just wanted to go through a couple of things, preliminary comments and if Danielle (Santuccio) wanted to make any others to please feel free to do so.

Chairman Sordi stated there's a lot of people that we have on the Committee this year so managing discussion is going to be all important and he would just ask for this meeting and the next meeting or until Iris (Bowden) gets used to your voice, state your name before you speak and also wait until he, or if Danielle (Santuccio) is chairing the meeting, call on you to speak. The other thing is code of conduct. We have talked about this at the previous budget session, but he would just reiterate what was talked about. He wants to try to keep the discussion on the issues rather than on the people; treating everyone with respect and dignity; no personal attacks he thinks is going to be critical to this Committee being able to achieve substantive action this year. Again, he understands that there are some strong differing opinions on the Committee and would just ask that we focus on those issues, that we don't focus on the people making the comments. Same thing when we are dealing with the media. If the media calls, he doesn't want to have to have a motion made that we don't speak to the media except through an official statement. To him that doesn't make sense and we live in a society where we should be able to speak openly, but let's keep it to the issues and not to the personal attacks. It just is not appropriate and it's going to be difficult enough to try and get a consensus with this group without having those personal attacks.

Chairman Sordi further stated if you send an e-mail to more than 8 members on the Committee it constitutes a public document and it has to

be read into the record. If you send an e-mail out to everybody, even if it's a joke, he has to read it into the Minutes at the next meeting and asked that the members keep that in mind. The other thing, too, is if more than 8 members are together and discussing a budget, that constitutes a public meeting and you have to avoid doing that. Please keep that in mind. We've loosely followed *Robert's Rules* in the past on this Committee, but we only had six or seven people so we were able to follow it loosely and he would like to continue doing it because it makes for a much more congenial discussion, but if we need to stick more closely to it, then we'll have to do it. For now, we'll follow it loosely and we'll try to have an open dialogue.

Chairman Sordi advised all members that before they leave tonight, they are to make sure that we have your contact information, including your telephone number, your home address and your e-mail address and you need to tell us, other than those that have already been on the Committee, for the new people you have to let us know whether you want to receive documents via e-mail or via a hard copy. Chairman stated to Doug (Swett) that he doesn't have e-mail so he gets hard copies automatically, but everybody else has an e-mail address and everyone needs to let us know whether e-mail is okay or whether we need to have Karen (Hallowell) send you the Minutes, Agenda, etc. Please be sure to let us know before the end of the night.

Chairman Sordi stated he passed out *The Basic Law of Budgeting*. He suggested everyone read it; there are some regulatory references, the RSA references are in the back if you care to read those. The one thing that he would point each member to is page 50, Section G of Chapter 7, and this question was asked quite a bit during the season last year: What is the general role of the Budget Committee. Those first couple of paragraphs are very pointed in what our role is and that is first, to assist voters in the prudent appropriation of public funds and as the New Hampshire Supreme Court stated back in 1963, the law provides:

To provide a committee with special knowledge to oversee and analyze the expenditures of the various town departments and districts. In this manner the electorate, which would ordinarily be without the detailed knowledge necessary to vote intelligently on certain budgetary problems, might be given sufficient information to determine the annual amounts necessary to properly manage town affairs.

Chairman suggested that the members take a look through the entire document; he thought it had a lot of good information that comes from the New Hampshire Local Government Center and their website, if you want to learn more, is a great resource for documents and information about the way the Budget Committee inter-relates with all of the other departments and Boards and Precincts within the Town.

Chairman Sordi reminded that public that if they wanted to speak tonight to please speak their name so that we make sure they are entered in the Minutes. Chairman asked if there were any questions or comments before proceeding to the School Review; there was none.

## SCHOOL REVIEW

Dr. Nelson passed out the last Budget Summary handed out to the School Board and stated he would use that as a tool to go through tonight.

Dr. Nelson stated first of all, congratulations to those of you that were elected and those who were appointed as well and he was sure it would be an interesting budget season and was looking forward to working with the Committee and would hopefully be able to answer any questions as we go through the budget year.

Dr. Nelson stated this is a Budget Summary we provide the School Board each month; you can see the date of this one was the 19<sup>th</sup> of April, which was the last one presented to them. The first column is the adopted budget and any amendments to the budget and as we go through it all the way over to the right, it'll tell us the amount remaining or if it is a deficit position. Those of you who know accounting know the parentheses means a deficit position; for example, Special Education is in a deficit of \$67,000.00. That's one piece of bad news, but all the rest of the news is really fairly good. Go quickly to the bottom line which would be on the last page and then he would be happy to answer any questions on the deficit items and he will even mention a few of them as we move through it. The very last page, second column from the end on the right-hand side, at the bottom of the page, it shows you amount the remaining, unencumbered Fund Balance of \$661,000.00. That was on April 19<sup>th</sup>; he checked that balance today before coming over here and we are now showing a balance of \$569,000.00. They had indicated during the budget season that they anticipated when developing the budget and concluded it in March and February that they would have a balance of \$300,000.00. They are slightly above that right now and do anticipate that they will spend more of that \$569,000.00, but right now it looks good to come up with more than the \$300,000.00 which will obviously be used to offset the taxes for next year.

Dr. Nelson stated on the Revenue side of the page which doesn't show here, they estimated they have about \$130,000.00 of additional revenues that they think will hold true, although right now they don't have as much Cat Aid (Catastrophic Aid) revenue as they should but he'll update members as we get to the very end of this as to how the income is. That's really the good news; they're on target for what was anticipated. Some of the deficit areas and he'll mention just a few of them: Special Education is due to changes in placement, an out-of-district student was in district, out-of-district placement and that's why that's in a deficit position. You can move down the page and you're going to find the position here of Attendant, 2113 which says Social Worker but it's really their Family Liaison or Student Advocate position, you'll see a deficit of \$44,000.00 and that's because the position didn't exist before; they created the position and that's the amount of money that comes out of the General Fund. You will also see at the very top of the page under the 1100 codes where they have a surplus of \$318,000.00 in the Education code. Some of that money are positions that they didn't fill in the Education piece because they wanted that Student Advocate position. For instance, the Eagle Academy Director would be located in that \$318,000.00. At the end of the day, they're still going to have a balance in excess of \$300,000.00 to return to the taxpayer. If you go to Speech

Services towards the bottom of that page, that was the fact that IEP's demanded more Speech Services than they originally did or students who moved into the District needed those services. You are going to find the biggest fluctuation is usually in the Special Ed area because it's an area they don't know; they don't know who's moving into the District, they don't know who's moving out of the District.

Dr. Nelson stated those are really the important points he thought with regard to a review of the budget where it stands now. As he said, the news is good for meeting what they thought they would in terms of unencumbered balance and he thought they would do okay on the Revenue side too, but he will report that to the Committee the next time he is back here and when they see the final closing numbers.

Chairman Sordi stated on energy fuel, how is that, prices are still going up. Dr. Nelson stated they are still locked into a price and thank God they are locked into a price with the way it's climbing right now in terms of heating fuel and what they'll do is top off the tanks and then have to wait and see. He thought there was about \$99,000.00 left in there to top things off and they should have some funds left. Chairman asked about the diesel fuel. Dr. Nelson stated they are still okay on it, it's still going up but they're still hanging in there.

Karen Umberger stated her question deals with the Special Education; Dr. Nelson made a comment about Cat Aid; are you saying you did not receive Cat Aid yet or are you saying you received less than what you anticipated. Dr. Nelson stated some of it hasn't come in yet and he didn't know if that would happen or not, but would assume it would. Karen stated this is for 2011 and Dr. Nelson agreed.

Dr. Nelson asked for any further questions and stated they are almost through with it and the next time he is before the Committee, there will be a concluded budget that's for sure. They've only go this month and the next one to go.

Karen Umberger stated looking at the early Retirement, did you have more people that you approved for early Retirement than anticipated. Dr. Nelson stated that's the health insurance for early Retirement that you're talking about and it really is again up in the \$318,000.00 on the instructional side of the page, the very first number that you see; Page 1, under Education costs, 1100 code, that will eventually get transferred down there and zero that out. Mrs. Umberger stated so this is not early retirement this is health insurance for early retirement. Dr. Nelson stated it's a combination; it is the early retirement, people that have taken early retirement, excuse me, it's not health insurance, it's the early retirement people. The Conway Teachers Contract allows a person to retire early and they get a percentage of what their salary was for the next 5 years and that would have been budgeted up in that \$318,000.00 number that's left over, so it will zero out and you won't see a deficit there when we're through.

Chairman Sordi asked Karen Umberger if there was any significant issues or votes that have come up in the last couple of weeks in Concord. Mrs. Umberger stated no.

Dr. Nelson stated that he may be able to help out with space, with all of the Federal funds that have come through the past few years for them, they've created what they call the Professional Development Room at the Middle School, behind their offices, but still in the Middle School. It's a large room and you are certainly welcome to use that if you'd like, this is a little cramped, but if you'd like it, you've got it. They would have to get a schedule of when you would like to be able to use it and if they don't have a conflict, for example a School Board meeting, then you are more than welcome to use it. They can set up a Pass Card for David (Sordi) and the Vice Chair so that you can get in and out and it's at your disposal if you want. Chairman Sordi stated we had talked about that at the last meeting and one of the issues that came up was not having the sound system and all of the cameras down there. You are right, it is very crowded and it will get very warm this summer probably and we'll have to have all of the windows open, but we will talk to Valley Vision and we may take you up on it and appreciate that. Dr. Nelson stated when you can't use this space and if that one is available; Police Department is smaller. Chairman stated the Police Department won't work for us at all; it would be much too tight.

Dick Klement stated one other thing that perhaps Dr. Nelson forgot; they led a Student Transportation Project Study, privatizing school busing or keep on the way they are. The initial results are in and the Board has not made a decision or a determination yet, but if you go to the SAU 9 website, under SAU 9 Board, go to Conway, and then there is a pick for Student Transportation Project. It's about a 40 page report and it gives you the pros and cons on what they found. Again, they (School Board) haven't talked about it yet in any detail; they just got it and it's out there if you want to see it. Chairman Sordi asked if this was a third party and Dick confirmed that it was.

Dr. Nelson stated that he would leave a stack of the new Report Cards and probably about 90% of the questions you'll have can get answered somewhere in there.

Ted Sares stated to Dr. Nelson that there was some mention and he thought by Dr. Nelson on a study being done some years ago about consolidation of the middle schools. Dr. Nelson stated of the elementary schools, there was a study team he thought 2 years ago. Mr. Sares asked if there were any plans to bring that study forward. Dr. Nelson stated they'll find out when the new Board is reorganized and probably in the next couple of meetings they'll find out whether or not they want that back on the table. Dr. Nelson advised that if any member would like a copy of that, he could dig it up and would be more than happy to do that; just ask and you'll get it.

Chairman Sordi stated that last year right around this time, Sheryl Kovalik had been talking about doing it and then decided to table it for the time being because they had some other opportunities to save money.

Chairman Sordi thanked Dr. Nelson for coming in.

## TOWN REVIEW

Earl Sires introduced himself to the new Committee and stated he was looking forward to working with the Committee. Earl introduced Lucy Philbrick, the Finance Director for the Town of Conway. Earl stated as always, if you have any questions during the year, both he and Lucy are here and usually accessible and requested that members contact them. Sometimes when there are lots of questions coming, they do ask that questions come through the Chair just so there is a funnel of communication.

Earl Sires stated he handed out some basic information of where the Town is at in its budget year. Unlike the School where they are coming at the end of their budget year, the Town has finished with the first quarter of theirs and they operate the first quarter without actually having an approved budget because the Town Meeting is in April and the year starts in January. However, they are allowed by law to operate on a status quo basis until a budget is approved.

Earl Sires stated the first sheet handed out is a report on expenditures and then he'll talk a little bit about the Fund Balance and then the Revolving Funds. The way their budget is organized; most of the activity and money is in the General Fund and for this year that was just under \$9 Million approved. They have three other funds that are called Revolving Funds and those funds handle specific tasks within their organization. They are things that are fee based and just kind of operate independently of the budget. They are allowed by law to do that. The Recreation Revolving Fund, for example, they wanted to be able to try and isolate costs that were associated with fee based programs and take those out of the Operating Budget so that they could show what the actual tax rate impacting the Operating Budget is a little more clearly. He will talk about the General Fund, the Fund Balance and then talk about where the Revolving Funds are at and learn a little bit more about what they do.

Earl Sires stated looking at the first sheet which is the end of the first quarter expenditures; go down to the bottom left column, you'll see that our current year budget, as he mentioned, is just over \$9 Million, \$9,004,767.00. At this point in the year, they should have about 75% of the budget left; they have a little more than that but have not paid the larger expenses yet that they know are due, like bond payments, some contractual expenditures. If you were to adjust it for those, they are probably right at 75%; they have 75% of their money left and 75% of the year left. Some of the large expenditures, for instance they haven't paid an insurance payment yet, they have some fire, emergency, ambulance expenses that all come in large payments and Debt Principals. You will see some of those numbers in the upper right hand column that are up about 100%, most of those have to do with these large one time or two time expenditures. The upshot of all of this is that they are where they need to be at this point in time. They have cyclical expenses, winter season tends to be heavy on labor and fuel and they've gone through a lot of that this year and are still at about 75%. Earl thought they were pretty good barring any major issues. As you may recall, they did adjust at Town Meeting for fuel, unlike the School, they were able to make that adjustment because they were into their year and could see what was

happening. Hopefully, things are moderating a little bit there at this point, but we'll have to wait and see what happens.

Danielle Santuccio asked what was under Patriotic Purposes; was that parades or is that under Parks and Recreation. Earl Sires stated Patriotic Purposes funds a number of different things. They pay for the fireworks and expenses associated with Schouler Park for the 4<sup>th</sup> of July and then a number of veteran's groups get funding for putting flags on graves and some of their efforts on behalf of veterans.

Earl Sires stated when he talks with the Selectmen, he talks Fund Balance with them for a couple of reasons. One, as they went through the budget season this year and Town Meeting there was a lot of discussion about what they do with money that is left over and he kind of wanted to walk through that with everybody, both as a finishing point for those that have been here and as a starting point for those that are coming on. If you look at the second page which is Statement of Changes in Fund Balance and go to the middle column, you'll see two numbers: \$223,456.00 and \$386,976.00. Basically the \$223,000.00 is the amount by which Revenues were greater than they thought they'd be; they do very conservative revenue estimates and this year thought they were pretty good because they had reduced revenue estimates in light of a lot of different things that were happening and low and behold they had \$223,000.00 come in more than they thought, largely from vehicle registrations, which is their single largest source of non-tax revenue. People continued to buy vehicles and register vehicles and they benefited from that. The \$386,976.00 is the amount by which they under spent their budget. The \$386,976.00 largely came from luck and some decisions the Board and the staff made during the year. They had a mild winter so labor and materials in Public Works in particular saved somewhere between \$150,000.00 and \$200,000.00. The Selectmen decided to turn off street lights so that was an impact on the budget to the positive as well and also they had a couple of positions that came open during the year in Solid Waste in particular and one in the Rec Maintenance Crew, landscaping crew, and they left those unfilled and that benefited both from the salary side of things and the insurance and benefit side of things. With luck and a couple of decisions, they ended up being about \$390,000.00 under the approved budget. That totals up to \$610,000.00 and what that means is that money remains at the end of the year and is deposited into what is called the Fund Balance which is basically the General Fund account, like a bank account at the end of the year and we had \$610,000.00 left over. The answer to the question "what do we do with money that is left over" is that it goes into the bank account for the Town, for the community. They typically defer capital expenditures until later in the year, but typically those expenditures are all budgeted for so it's not like at the end of the year they're buying 15 computers that they hadn't budgeted for. They basically run their year as frugally as they can and whatever is left over they put in the bank. That's really the answer to the question.

Ted Sares stated this wouldn't be called the Rainy Day Fund, would it. Earl Sires stated some people do refer to it as that. Mr. Sares stated before you put this in there, how much money, if any, was in there. Earl stated if you turn to the next page there is a chart and a historical tracking of the Fund Balance from 2001 to 2010. The trend has been and it

shows in the chart, they had a very healthy Fund Balance in the early 2000's and the State DRA (Department of Revenue Administration) recommends that they have somewhere between 5% and 15% of the total Town budget in reserve and that's including the School. That means at 10% they are into the low \$2 Million. Mr. Sares stated as you will recall from the past, he's always been an advocate on the low end of keeping it at 5%, not 15% or 10% and taking the excess and mitigating taxes in the Town with that money because there is a way to mitigate, and he thought it had been done when the Rainy Day Fund was robust. Earl stated they had and he didn't have the actual numbers, but the typical practice has been that several hundred thousand dollars from the Fund Balance, for example last year \$450,000.00 was used, taken out of the Fund Balance by the Selectmen and then used as Revenue for the Town and they talked about that offsetting taxes. Every \$100,000.00 that moves either way right now in their budget is about \$.08 on the tax rate; \$450,000.00 was \$.30+ reduction in the tax rate. If you look at the chart, as they started to grow in the early 2000's, the budget actually tracked lower, increases tracked lower than revenue coming in so they were able to contribute to the Fund Balance and as Ted mentioned, there was some discussion in the mid part of the decade for using more and try to draw that down and you can see the trend. They got down to about the low end of the recommended amount in 2007 and they've been building it a little bit but still using it to offset taxes. This year the Selectmen will have about \$600,000.00 to think about using to offset taxes and/or contributing a little more to the Fund Balance. Earl thought the upshot is they ended the year in pretty healthy condition and was pleased that they were able to do everything they set out to do pretty much. You don't always get to do everything you want to do and still end up in a good financial position.

Earl Sires proceeded with discussing the Revolving Funds. Most of the activity happens in the General Fund, but they have 3 Revolving Funds and then a Trust Fund. The Revolving Funds have to do with Recreation, Solid Waste and Police Special Duty. These are all things that they charge money for and those fees directly fund a particular service. They take those out of the budget so they don't have an impact on the tax rate. A lot of Recreational things like Adult Softball and those kinds of things they charge a fee and they pay for that activity with that fee; money comes in and money goes out. Solid Waste has a lot to do with material charged for: electronics, refrigerators, construction material; they charge and then pay to get rid of that stuff so it's an in and out and it happens independently of our General Fund. Police Revolving Fund for Special Duty, particularly 5 or 6 years when there was so much construction going on and they had up to \$100,000.00 of duty in the year so that's a good example of how it can affect people's perception of the budget. You may have \$90,000.00 in your General Fund in your budget that really has no tax impact at all because that's actually being funded by fees so you just take that out and set it aside. You will see that there's not quite as much going on these days as there was back then. This just shows you the current balances; the Recreation Fund has accumulated some money and the Selectmen are the group that is tasked with the responsibility of disbursing from these funds. They've had a little accumulation in the Rec Fund; Solid Waste there is a balance in there but once they get to period ending points, that pretty much zeroes out and the same thing with the Police Fund.

Earl Sires proceeded with the PEG Fund by stating that it's a little bit different, but it essentially operates the same way. All monies that come from our cable franchise are deposited into this PEG Fund with the positive action of the voters, they voted to put the money in there. Once the monies go in, they can only be used for a specific purpose of the Fund which is funding the operation of the Public Educational Government channel. Typically there's about \$110,000.00 to \$120,000.00 a year that goes into that and the Selectmen use a lot of that, about \$92,500.00 this year for funding Valley Vision, some equipment monies are also disbursed.

Mike DiGregorio stated he had a couple of things; first, since Earl (Sires) just finished with the PEG Fund; the number that you see there is quite a bit higher than what you would normally see because they just finished negotiating a contract with Time Warner. They purchase the equipment that is used over a 10 year period. Typically in the past with the last Contract, that would be disbursed in allotments over the 10 years. For some reason and they're not really sure why, Time Warner wanted to disburse it all at one time even though they are only going to recover their revenue over a spread out period. He was kind of surprised that they wanted to do that, but that's what they wanted to do. So that number that you see is a little skewed as far as why it is so high.

Mike DiGregorio stated on the Fund Balance, Ted (Sares) is correct; we can use that money to lower the tax rate and in the past they have done that. They are under the recommended numbers but, for the new people on the Board he wants them to understand if they don't already, that the Town has to pay the bills for every other entity within the Town. When the School calls up and says they just wrote a check for \$4 Million for whatever it is, they have to under the law write them that check right then and there whether the Town has the money or not. Earl Sires stated they usually give us advance notice. Mike further stated the same thing with the Precincts with all of the construction they're doing. For the last several years they've actually had to go out and get loans and he believed this year was about \$2 Million with very low interest rates. They were very lucky they got some good interest rates, but that makes an argument of do you use that to lower the tax rate or do you keep money in that fund so that they're not paying interest on it. As we go through the year, there will be a lot of discussion about Fund Balance, the Selectmen will have quite a debate. Mike was sure that they would be using some of that \$600,000.00 to reduce taxes, but they also like to have a decent Fund Balance so that they're not going out and borrowing money.

Earl Sires stated those were good points and one of the things he should have covered was what is the utility and the usefulness of the Fund Balance or why do they want to have a healthy Fund Balance. It's for cash flow; it's for things like bond ratings because they want to see that your operation is capitalized and supported. When Ted (Sares) talks about the Rainy Day Fund, the other use of it is that if they were to get into some sort of emergency situation where they had to fund tornadoes, hurricanes, but it is also a fund that can be used to support operations in dire situations. So there is another reason to have it. Right now they are probably in the lower half of the percentage that they should be in or that is recommended, but all in all he feels that they are in a pretty healthy financial state at this point.

Ted Sares asked if it was an interest bearing account and Earl Sires stated you could call it that. Mr. Sares stated the reason he raised this point is that he is a Library Trustee and they have a lot of money that they hold, ordinarily they would have that in PETA where you would get .01% which is nothing. What he has done with the money with the Board's approval is create a ladder of CD's over two years, a moving ladder, and they get almost 2% and it's incredible the amount of money they have and he would be glad to share that technique. Earl stated they would be glad to have him share that but was not sure what restrictions there may be. Lucy Philbrick stated the Library Trustees have the same restrictions the Town does. Mr. Sares stated he would talk with Lucy.

Chairman Sordi asked when the tax bills would be issued and if the tax rate had to be set in order to get them sent out. Earl Sires stated good question, under the law the way the tax billing works is twice a year, one coming out in June, and that's an estimate based on half of last year's tax bill. Any change in the tax rate is reflected completely in the Fall bill. The Selectmen will meet in October and talk about using any Fund Balance and revise Revenue and make a couple of adjustments and then meet with DRA and they look at the budget, they look at the Revenue, they look at what's going to be used from the Fund Balance and the rate is set at that point. The bill then goes out reflecting that change in the tax rate. One of the things that is hard for people is when there is any kind of significant change, the impact is all paid at one time, not twice during the year.

Dick Klement stated to Earl Sires that he had mentioned they had to go out and take out a loan; is part of the cause of this and how significant is the cause of people just not paying their taxes. Earl stated not really; ironically enough one of our revenue streams is interest due on back taxes. There was a move this year to reduce the statutory interest in the Legislature in half and that would have cost us about \$90,000.00 to \$100,000.00. Unfortunately for people, that's one of our revenue generators. If they had \$2.5 Million to \$3 Million in the Fund Balance, right at the high end of what is recommended, they probably could handle it, but it is significant money that is needed as the year goes on from a number of different entities. The loans are Bridge Loans to get through a relatively short period of time. They don't pay a lot, it's not a huge expense, but you're better off if you don't have to do it.

Karen Umberger stated she thought in particular with the Town that the money is received all at once, but you spend it over that 6 months. By the time you get to that fifth or sixth month prior to the infusion of cash again, you stop running out of money. People still like to get paid or they still have their bills coming in and the Town doesn't necessarily have it because the next tax bill isn't due until June. Earl Sires stated the cycles of demand and supply don't match necessarily through the year.

Bill Marvel asked what the situation was with the numbers of people who are behind in their taxes now opposed to the last decade. Earl Sires stated that's a good question, but he didn't have a good answer; that would be something that he would have to get from Rhoda (Quint), but he believed that it was not significantly different than usual. Over the last 5 or 10 years, it's not drastically any way different or even significantly different.

Brian Charles stated he would love to see the numbers; how many are behind and what the percentage is. Earl Sires stated that would not be a problem; they can do it.

Earl Sires stated he had to throw a few things out as a heads up for the coming year. The Legislature has a few things going on that could be an impact to the Town. Fortunately, a number of those things with the supports of the legislators have been resolved. They had a real concern about the Room and Meals Tax, that was about a \$400,000.00 potential shortage; the thing about the interest rate on back taxes and that's been straightened out; the one thing that may be an issue is there is a change in the way vehicles can be registered, they can now be registered at private auto dealers and the Clerks Association has a major concern about that and we'll see how it works. It could have a revenue impact. It's of particular concern to the Town because, as he mentioned, Vehicle Registrations is their single greatest non-tax source. These Legislative things that are still out there: retirement contributions could impact pretty severely and the School even more so. Another thing that is going on is commercial property values are declining at a little bit greater rate than residential. They have significant requests for abatements on almost any large commercial property in Town and it has either already applied for an abatement or has a request in Tom's (Holmes) office. What that means is that if the Town starts abating the taxes on commercial properties, they could have several hundred thousand dollars in abatements to fund and that will be where some of the Fund Balance goes this year. That's an impact on the tax rate that's not even related to the budget, but it's still ends up with people having to pay more because the Town is giving money back and having to fund that. Just some things to be aware of.

Chairman Sordi thanked Earl Sires for coming in.

#### NEW BUSINESS

Ted Sares stated he thought this was a combination of both old and new business. The issue of the DRA and the 10% Rule; the position he was taking was to wait and see, there wasn't a heck of a lot we could do as a Budget Committee.

Chairman Sordi asked Dick Klement if the School Board had any response yet from the DRA or the Attorney General. Mr. Klement stated the endish of June because they kicked it up immediately and said they weren't going to touch this. Chairman stated he thought they would have been ready to issue an answer quicker than that given the high profile nature of it.

Chairman Sordi stated he wanted to throw open to everybody that we typically have meetings once a month through about September, October, actually through the end of the year we have meetings about once a month and then in January, February we end up having multiple meetings sometimes three times a week depending on what the schedule is for reviewing the Municipal Budget, the School Budget and the Non-Profits. We've got 6 or 7 meetings to get our ducks in a row and get feedback to the budget making entities within the Town: the School, the Town, the Police Commission, the Precincts. He wanted to make sure that the next

meeting is not just where we stand on the budgets; he wants to try to get stuff moving, he wants to try to get some ideas out there on how we can communicate with the School/Dr. Nelson, how we can communicate with Earl (Sires) to talk about the budgets now rather than waiting and reacting to them when we get them in January which is what we've done the last couple of years.

Chairman Sordi asked the members what their expectations for the Budget Committee were, what did they want to see done this year in trying to work with the School, trying to work with the Town and trying to understand the budget more deeply, to understand how we can save money, how the School and the Town are saving money and maybe how we can find additional ways to do so. Those are some questions we may want to discuss at the next meeting and bring suggestions and proposals. If you read through this (*The Basic Law of Budgeting*), you can see what our role is; can we better manage our time in these meetings to accomplish what our role is so that we don't again get into a situation like we had during the last budget season where we were reacting to the budgets rather than trying to work hand in hand and understanding what was put before us when we got it rather than having to digest it and ask questions in a very short period of time. At the next meeting, those would be the topics he would like to raise and we can all discuss it and come up with a plan of action and a schedule for the rest of the year and we can let Earl (Sires), Dr. Nelson and anyone else know what that schedule is so they can get it into their schedules so that they can be here at the meetings.

Karen Umberger stated she had a comment; it would be quite helpful if that meeting could be late in the month so that we would have a clue what the State is going to budget for next year. Chairman Sordi asked how late in the month was she thinking as he didn't want to go too long because then we'll be wasting almost a month. Karen stated the 15<sup>th</sup> is probably not good only because that's when they start negotiations between the House and the Senate. Chairman stated he was a little bit loathe to wait that long; if we do it on the 15<sup>th</sup> and it's not done then, we can still have the discussion about procedure, timing and questions rather than how much money we are going to get from the State. Once we know what the State is going to do we can have the meeting in July to go over that and then to move forward with the plan we put together at the next meeting. Chairman didn't realize it was going to take that long for a compromise to be arrived at.

Mike DiGregorio asked if Chairman Sordi was looking for suggestions to talk about at the next meeting; for example, Dick (Klement) mentioned the report for busing. Are you looking for issues people have within a budget that they want to discuss. He knows there were questions last year about busing so now there's a report, do we want to delve into it that report at the next meeting; was that what the Chairman was looking for.

Chairman stated that would be great if Dick, as the School Board representative, wanted to give an update on that. He was looking more for a framework we can use; some of the questions that came up during the budget season: how do we know that the money that is being given to the Town or the School is being used - are we getting what we're paying for. What questions do we want to ask Dr. Nelson and some of them may be answered in the Report Card. What information do we need in order to

start understanding whether the money appropriated is being used appropriately; are we getting the best bang for the buck.

Mike DiGregorio stated he thought that went right back to the bus question; if there is someone having a question about should we contract busing or keep it in house; that's a perfectly legitimate subject to say let's look at it, the Budget Committee, should we make a recommendation back to the School at the end of the year of "yes, we think you should contract it out based on what we are reading" or "no, you shouldn't". Chairman Sordi stated that was fine, but the one thing he didn't want to get into is micro-managing the budget. Mr. DiGregorio stated that's not micro-managing; listen, we're not micro-managing at all, we're here to look at a budget and our job is to look at each individual thing and to dive into it and say we don't like that or we do. Whether they take that advice or not is another story, but he's not going to sit here and just make a general statement to cut half a million dollars; he is going to tell them exactly where he wants it cut. Chairman stated he understood what Mr. DiGregorio was saying; we can propose that, but there may be information we need. Mr. DiGregorio stated or add. Chairman stated add or cut; to him adding money and cutting money if you can balance it out, that's the best solution because you get more services for the same amount of money, but there also might be some information that we want in order to begin evaluating the budget and what happens is we ask for that information in December and January sometimes and by the time we get it we can't really evaluate how that data compares to the budget. If there's information we need, that's the other kinds of things he wants to hear at the next meeting. Is there stuff we want Dr. Nelson or Earl (Sires) to be tracking, that we want an historical track of let's say benefits or fuel or whatever it may be, so that maybe someone here, like Ted (Sares) had a better idea on how to maybe generate some additional interest from the Rainy Day Fund. It's not just specific line items, it's more of a look at the budget as a whole; is there things we could be asking for right now from the budget making entities in order to evaluate the budget when it comes to us later in the year. The other thing that might be of use is to start sitting down with Dr. Nelson or Earl (Sires); maybe put a subcommittee together to start sitting down with them and talk about their budget and where they see it going, where they see the hot button issues may be for next year so that we can begin understanding it and the subcommittee can come back and report to us about "they're expecting a 15% increase in benefits" and rather than saying in January "what the heck's going on; why's your budget going up", we can start talking to Dr. Nelson or Earl about "okay, where can we find areas to sort of mitigate that 15% increase". Those are the kinds of things he is looking for at the next meeting.

Kelly DeFeo asked if there was a schedule of every department turning in their budgets. She sees the Town gives a breakdown of what's spent and where; does every department give a breakdown like the School gives a breakdown. Chairman Sordi stated he was sure there was and he could request that. Ms. DeFeo asked if that comes before January or can the Chairman get the projected; how early do they have those. Karen Umberger stated we don't get those until December. Chairman Sordi asked if the Committee had ever asked for that level of detail on the ongoing budgets. Ms. DeFeo stated she would like to see it for every department; if we are going to look at one that scrupulous, then she would like to see

everybody's budgets that we're spending money on. Chairman stated he did not think that had ever been asked for. Ms. DeFeo stated she would like to see the Town employees, what everybody is getting paid and what we are putting out. Chairman stated you can only get to a certain level, you can't get to the level of people's names and how much. Ms. DeFeo stated we have their budgets, we'll be reviewing everybody's budgets of the money that goes out through the Town. Chairman stated he would put that on the list to talk to Earl (Sires) and Dr. Nelson about.

Betty Loynd stated she was just going to say that the budgets, she knows that when her husband was doing the budget they were always due in October, like mid-October, that's when his preliminary budget was passed in to the School Board. She thought we should be able to get information earlier, not earlier than October, because that's when their preliminary budgets are in.

Chairman Sordi stated to remember that they have budgets right now that they are following and we could ask for those and then sit down and ask which line items do they see increasing tremendously next year. We can start talking to them beforehand, before those budgets are issued.

Bill Marvel stated he thought he heard it said collectively that you can't ask for public employees salaries. The City of Manchester published all of their public employees' salaries last winter. Chairman Sordi asked if the person's name was with it and Mr. Marvel stated it was.

Mike DiGregorio stated he thought what Kelly (DeFeo) was asking for is something that she would receive if she had been on the Board in previous years. You all get a book that's in the budget and perhaps we can get, if the new members want, a copy of the budget from last year. If they are looking to go through numbers and try to understand that procedure that may be something, it certainly won't have names in there, but you can get a look at line by line exactly what the status is. Ms. DeFeo stated it's tracked every year; she would like to look at that.

Chairman Sordi stated he thought Ms. DeFeo was talking about going the next level down which is if he looks down at what Earl (Sires) gave us tonight, the Police Commission, we have a Police Commission budget, but then going below that, there's going to be budgets below that for the departments. We don't get that kind of detail in what we get.

Mike DiGregorio stated you could break things down in extreme detail or you can break it down by departments. He didn't think they would ever break it down as far as how many pencils were bought, but you could definitely get into breaking it down to Supplies and Fuel and you can see line by line for each unit because the School is broken out into Units and buildings for example and you could really break it down. If you've never seen the School budget is detailed. Kelly DeFeo stated it's like the School Budget, but it's for everything that we should be looking at.

Mike DiGregorio stated he totally agreed with what was being said; the way that everything's worked in the past for years he has always disagreed, they kind of do nothing all year long and then all of a sudden everything's dumped on to the Budget Committee and it's a horrible season. Coming into this from the Selectmen's Office, you know, his

thought really was that perhaps we all could come up with some things that we do or don't like in a budget and again, he used buses as an example, to him we should get some of those questions answered long before October. It doesn't matter what's coming up in the 2012 cycle because historically we can have the same discussion: do we need buses? do we need this? do we need that? He was not so interested necessarily in the number for 2012, he was interested in whether we needed it at all.

Chairman Sordi stated he understood what Mr. DiGregorio was saying and that's sort of what he was going at from a different perspective. Mr. DiGregorio stated he just didn't want to wait until the end. Chairman agreed that he didn't want to either; it wasn't very efficient last year and it wasn't very efficient the year before.

Dick Klement stated he had two things; one, the salaries certainly are available, but the only thing to his knowledge that should not be publicized is what health care plan, the number of people in the health care plan, he believed they give a range when talking about hiring an employee from x to y, but you can get basic salaries, that's available. The other thing is the School Board has asked Dr. Nelson to collect costs for any requests from the Budget Committee that is over and above what is normally prepared for the School Board. He wasn't saying anybody was going to be charged for it; the cost will be collected at one place so they can see what this is costing.

Ted Sares stated his intent would be to do a little bit of micro but not much because that's his nature, but more strategic; he is going to look at things strategically which when Mike (DiGregorio) says the buses, to him that says strategic; when he thinks about consolidation, that's strategic; when he thinks about line item analysis that's micro and so there's going to be a little bit of both. Before we've always reacted because that's the nature of the structure; we have to react to what they present. What you're suggesting is that we get a little pro-active in there in front of it with some strategic questions. He was 100% for that and thought it was a great idea.

Karen Umberger stated she wanted to make a comment with regard to the budget. If Kelly (DeFeo) wants a copy of last year's budget for the Town and the School, that's available, but she was not sure that they can produce on a regular basis where they stand against those particular line items that are in the budget. You can know what's budgeted, but whether or not the detail line item of expenses is available, she was not sure it was.

Chairman Sordi stated he would talk with Dr. Nelson and Earl (Sires) and see what's available. What he does get, he will scan and e-mail out to everyone.

Dick Klement stated in answer to Karen's (Umberger) question; yes, the information is available, but it's going to take one of their finance people the time to print it out and have it current every month and during the time that person is doing that, they're not doing something else. It's a question of the value of it to us and what are we willing to pay for it.

Chairman Sordi stated let's start easy; let's see what we can get that's easy and if that doesn't satisfy our needs, then we can get more detail and if there's a cost associated with it, we'll ask and we'll see if the value is there to get that kind of information.

Joe Mosca stated he thought if members get something like what Earl (Sires) gave out tonight, 4<sup>th</sup> quarterly breakdown, for both the Town and the School, he thought would be more than sufficient so we know what is going on.

Chairman Sordi stated he would suggest that all members review the Report Card; he has found it to be pretty invaluable in figuring out what's going on at the schools and they have a lot of metrics in there that can be revealing or may generate questions.

John Edgerton stated in the past we have asked for a lot of studies but we have asked for them in December and by the time we get the study, although he didn't know of anything asked for from the School Department or the Town that hasn't been received. He would like to see the report on the elementary school reduction and whether it was accepted. Dr. Nelson said he could get it to us. Chairman Sordi agreed that Dr. Nelson did say he would get it. John stated then we can make a decision as to whether we ask to have it re-done or not, but he couldn't do that until he sees the original study. Chairman stated John (Edgerton) was right, we've always gotten the information, but again it takes time for someone to put it together and is there a value to it. He was not sure that all of the information asked for in the past has provided any additional insight into the budget that we had before we got that information. John stated the studies were done, we just never received all of the study information.

Chairman Sordi stated the next meeting will be June 15<sup>th</sup> at 6:00 PM at the Town Hall and we'll talk about the Middle School.

Mike DiGregorio stated he did want to comment about the room itself. The Selectmen's Office knew that the School was working on that room, knew that room was being developed and because they knew that in time, it was a part of their negotiations with Time Warner. There is equipment in that number you saw for the PEG Trust Fund specifically for outfitting that room for Valley Vision. In fact, we were planning on using permanent cameras, a lot of permanent equipment up there as well as some Grant money that may go along with that. It probably won't get done for several months. If this Board doesn't want to stay here, he will talk to Andy Grigel and Bill Edmunds and see if they want to put a proposal to the Selectmen's Office. Obviously, at the Selectmen's Office, they would have to approve the spending of those funds for equipment into that room. Once this Board decides whether they want to move over there or not, he will go forward and try to get the equipment and stuff done. He was not sure exactly when the room would be finished, but in the meantime, they are holding meetings there and it is working. This room here is set up so that they walk in, plug the tape in and turn on the equipment. He didn't know if there should be a vote to see if the Committee eventually wanted to move or whether it's just a consensus; let him know what direction to go in.

Chairman Sordi stated we don't need to wait until next meeting; this is pretty tight and it's warm in here already and it's pretty cool outside. He didn't know if there was air conditioning in the other building, but he thought it would give the Committee the opportunity to spread out a little bit more. Chairman asked the members if there was any opposition to moving the meetings to the Middle School as soon as we can.

Karen Umberger stated her opposition is primarily, as she has stated several times, because of the sound system. The cameras are easy to move, but the sound system, all the microphones and all of those things are not easy. If the Selectmen are willing to pursue giving more money to the School for this type of set up then she would suggest that they press on with that, but her major concern is that every time we have a meeting some place else, we are always not having enough microphones, not able to communicate well and so the listening public can't hear us and to her that is very, very important for the community. She had no problem with moving as long as we have sufficient microphones and so on. She does know that Valley Vision doesn't have enough microphones to reproduce this many any place else. That's just her comment.

Mike DiGregorio stated the sound system that you see before you tonight just got voted on Tuesday night to get changed. Again, that was money allocated in the new equipment so this stuff is going away; we are moving to microphones that turn on and off as you speak, they're automatic. If you watch the Selectmen's meeting in particular, people are shuffling around candy bars or Snickers bars or whatever's going on there, that should not turn the microphone on so you should not pick that up in the future. Karen (Umberger) is right, there are a lot of people here and we may have to adjust that microphone allotment if the Committee does choose to stay here.

Bill Marvel stated he didn't know if he was opposed to a move or not, but his concern is that the School Board just moved to a room over there somewhere; he has no idea where it is; it's been described to him both in its physical appearance and its location, but he can't imagine where it is and wasn't sure if he could find it easily. His concern would be whether the public would be readily able to find it and get into it. His own experience in getting into the Junior High School is that it would be easier to break into a State Prison.

Dick Klement stated we routinely have 14 people at the meetings. Valley Vision sets the mikes up, sets the cameras up, we only use one camera. The person that's got their mouth open is the one the camera is trained on. Chairman Sordi asked if this was the same room that Dr. Nelson was talking about. Dick stated it was and that there was a separate video room in the back where the plan was to set up permanent cameras, etc. There's no money at this point to do that from the School perspective so they were using this type of set up. At the Middle School, if you go in under the scoreboard, there's a door under the scoreboard, walk in that door and it's just down the hall.

Betty Loynd stated she had been to several meetings there and it's easily accessible. There's plenty of room for people to watch; it's very nice.

Chairman Sordi stated we'll have the next meeting here and asked Mike DiGregorio to talk to the Selectmen about finishing up the room and get that done. He would like to go down and take a look at the room and suggested that members should do the same.

Mike DiGregorio stated to clarify, are you saying that you want to move; once they put the recommendation through for the equipment, then it would be allocated for that. He would guess that once all members have seen it, it's going to be a nice room; it's bright, it's clean, it's whatever and it's got plenty of seating for people.

Ted Sares stated he would be all for it as long as it doesn't cost anything. If it costs one cent, then he is against it.

Chairman Sordi stated we already have that money; it's part of the PEG Fund so that money is already allocated. That's what Time Warner is putting back into our community. He would say, and he understands Bill's (Marvel) concern about whether people will be able to find it and that's going to be up to us to communicate to them on how to find it, but he thought it's going to make the Committee's job a lot easier if we have a room that's easier to work in than here and so he would say unless there is a disagreement he would say go forward and get the allocation so that we can get that room done. As we get into the public meetings the beginning of next year, when we start having larger groups, he thought it was going to be important to have a larger room as this room is relatively small and this room is not always available during the budget season so having that room available will be helpful.

Betty Loynd stated that the School Board meetings that she went to looked like there was a couple of hundred people there, so people can find it pretty easily.

Joe Mosca stated if you are not going to be at a meeting, you have to let David (Sordi) know because we need 9 people for a quorum. Chairman Sordi thanked Joe (Mosca) for reminding the members of that and stated members needed to let him know so that they can be excused from a meeting because if you miss 3 or 4 unexcused meetings, the Chairman is obligated to kick you off the Committee. So you need to let the Chairman or the Vice Chair know.

Mike DiGregorio stated with that in mind, he would not be available for the next meeting. Unfortunately it is an extremely busy season for him until the first week of July and his calendar is full every single night until then. This was fortunately the only night he had open this week and ended up booking it for this meeting. If it's raining, he may possibly make it.

Kelly DeFeo asked how members were suppose to notify that they would not be at the meeting. Chairman Sordi stated by e-mail to him and the Vice Chair. Chairman reminded everyone to make sure that their contact information was correct and new members were to make sure they left same with Iris (Bowden), then we will get you copies of the updated contact sheet.

John Edgerton stated that Carl (Nelson) did mention on that room that if there was a conflict and the School Board was meeting, we could not have it. We can not have it every time we would like to have it. Chairman Sordi stated he understood, but we will have this room as a back up. Meetings are usually on Wednesdays except when we have two a week and then they are on Monday and Wednesday. We try to work around the School Board meetings so that the School Board representative can be here, but that's not always possible.

**Ted Sares moved, seconded by Joe Mosca, to adjourn the meeting at 8:28 PM. Motion carried unanimously.**

Respectfully Submitted,

Iris A. Bowden, Recording Secretary