Budget Committee
Minutes
September 20, 2011

Present: R. Barnes (arrived late) M. Beck, R. Buckley, J. Burk, B. Cummings, C. Guagliumi, S.
            Heinrich, G. Krupp, A. Schneider and School Board liaison C. Ortega (arrived late.)
Excused: T. Beard, and R. Swonger
Also present: Business Administrator Matt Shevenell

A. Schneider called the meeting to order at 7:00 PM and led those present in the Pledge of
Allegiance.

Approval of Prior Minutes
S. Heinrich made a MOTION to approve the minutes of June 14, 2011. Second: G. Krupp.
Corrections were suggested. MOTION PASSED with C. Barbera abstaining.

Public participation I
There was none.

Budget Training
A. Schneider told the Committee that DRA was unable to send someone to do a budget training
this year, so he had asked School District Business Administrator Matt Shevenell to present a
"Budget Informational Session."

A. Schneider recessed the meeting for training at 7:09 PM and reconvened the meeting at 8:07
PM. C. Ortega and R. Barnes arrived during the training.

Budget Process & Associated Questions
A. Schneider explained liaison process: Each Department is assigned a team of three Committee
members who serve as liaisons and meet with the Department Head to review the Department
budget. He said that each team will have an experienced Committee member named as team
lead. He requested that all members select three departments to which they would like to be
assigned as a liaison and email the choices to him as soon as possible. He said that he and B.
Cummings would make the assignments for the next meeting and that each Committee member
will have a minimum of two assignments. He further stated that Committee members with
questions about a specific budget should send their questions to the liaison team which will
present them to the Department Head during the liaison meeting, rather than contact that
Department Head directly. He also noted that all members will be able to ask questions of each
Department Head during the Committee budget presentations in January.

A. Schneider said that the next meeting of the Committee is usually a review of the prior year's
final budget figures and a summary of the current budget year to date. He suggested this meeting
be held on November 8th. By consensus, members agreed.

A. Schneider indicated that the books with the Administration's proposed budget should be available for pick-up around December 1st. He indicated that usually a "pdf" version of the budget on disk accompanies the budget books. He further indicated that members should consider attending the School Board meeting(s) during which the budget of their liaison department is presented and/or discussed. He said that he would email a schedule of these meetings and would ask the School Board to have a table for Budget Committee members at these meetings. M. Shevenell said table space to accommodate the Budget Committee might be a challenge.

A. Schneider said that the School Board usually votes on its budget in late December and the Budget Committee begins its review of the budget, meeting every or every other week in January and February. He indicated the Committee may or may not have a meeting in December.

Budget Process Questions included the following:
- Can members get the budget in an Excel format? Members can get the proposed budget in Excel format. How many members prefer Excel, pdf and/or no budget book will be discussed at the November meeting.
- Can members get copies of old budget books? Members can get copies of old budget books. A. Schneider will facilitate this.
- Will the proposed budget be put on the website? The Administration's proposed budget will be put on the website after it is presented to the School Board.
- Are prior year budgets available as pdfs or on the website and if not, can some be made available or posted on the website? Prior year budgets are available, but not on the website. However, M. Shevenell said he would arrange for this.
- What are the laws about e-mails? The Right-To-Know law prohibits Committee actions or discussion by email and any document or email sent to a quorum of members becomes a public document. However, general information or meeting notification emails sent to the entire Committee do not constitute an illegal meeting.
- Can each members' individual School District e-mail be listed on the website so that a member of the public can send an e-mail to just one Committee member rather than to all members? When the distribution list was set up at R. Barnes's suggestion, the Committee decided that all members should get all e-mails.

Meeting Location
A. Schneider reported that five Committee members (A. Schneider, B. Cummings, G. Krupp, C. Guagliumi and S. Heinrich) had toured the town hall meeting room and had concluded that the space wasn't optimum, but was workable. The group determined that only 12 Committee members would be able to sit at the "committee table" and that the 13th Committee member and the secretary would have to sit at a table behind them. They also noted that there wasn't a lot of space for people who would be presenting information to the Committee.

A. Schneider further reported that since the tour, the School Board chair and School Superintendent Chiafery had met with town hall officials to discuss School Board usage and priority for usage of the town hall meeting room as well as the town Media Division equipment needs relative to taping meetings in other locations. By agreement, the School Board was given first priority on Monday nights and will be holding its Monday meetings in the town hall meeting

room. In addition, to accommodate meetings on other nights, cable taping equipment is now stored permanently in high school. In any case, the town hall meeting room is not available on Tuesday or Thursday nights.

A. Schneider stated that, based on the Committee discussion that showed that Tuesdays seemed to be the best meeting night and the fact that cable equipment was now stored at the high school, he felt the best option for the Committee was to schedule regular meetings on Tuesday nights at the high school, with Thursday nights as snow dates.

G. Krupp said he thought that, long-term, the Committee should consider changing meeting location and meeting day to town hall, Wednesdays.

C. Guagliumi said that, while she would like to have met in the town hall meeting room, since transporting equipment had been resolved, she was comfortable with meeting at the high school.

S. Heinrich pointed out the benefits and the deficiencies of meeting at the high school, but stated that he thought meeting at the high school was the right thing to do.

A. Schneider stated the only down side of meeting at the high school was the loss of ability for live meeting broadcasts.

R. Barnes said that he wanted to be sure the Committee met in the same location, every meeting.

C. Ortega said that the town staff is already working on some adjustments to make the meeting space more amenable to School Board presenter needs, but that it had been decided that the space was not large enough to accommodate the upcoming joint School Board/Town Council meeting and further indicated that he felt the town hall meeting room would not be appropriate for a committee as large as the Budget Committee.

A. Schneider stated that traditionally the Budget Committee has met on Tuesdays and that, while no vote was taken to affirm a Tuesday meeting date, no one had made a motion to change that day. He also said that if the Committee wanted, changing meeting place and day of the week could be an item on a future agenda before the next election.

Other Agenda Items
No other topics for discussion were raised.

Public Participation II
There was none.

S. Heinrich made a MOTION to adjourn. Second: M. Beck. MOTION PASSED unanimously.

A. Schneider adjourned the meeting at 8:55 PM.