

Budget Committee  
Minutes  
September 9, 2014

Present: R. Barnes, K. Bobbitt, B. Cummings, J. Hanson, S. Heinrich, S. Jacoby, C. Skarda and School Board liaison C. Guagliumi  
Excused: C. Mower, C. Lang, L. Mooney and V. Pellegrino  
Also present: School District Clerk P. Heinrich

School District Clerk P. Heinrich called the meeting to order at 7 PM. She explained that at its last meeting the Committee had deferred re-organization and requested that she post and start this meeting, advertise the vacancy and report back to the Committee.

**Re-organization**

P. Heinrich asked if there were any nominations for Chair. When no nominations were forthcoming, S. Heinrich offered to serve as Chair. B. Cummings nominated S. Heinrich. Second: R. Barnes. There were no other nominations. P. Heinrich called for a vote. S. Heinrich was elected Chair unanimously.

P. Heinrich asked if there were any nominations for Vice Chair. S. Heinrich nominated R. Barnes for Vice-Chair. Second: C. Guagliumi. There were no other nominations. P. Heinrich called for a vote. R. Barnes was elected Vice-Chair unanimously.

**Process to Fill Vacancy**

P. Heinrich told the Committee she had advertised the vacancy and received letters of interest from Marc Gomes-Casseres and David Illg. She asked members how they wanted to proceed and turned running the meeting over to S. Heinrich.

S. Heinrich said that the Committee usually meets in October or November to review the end of the prior year's budget figures. He suggested that the Committee could hold a meeting in October to interview and select a candidate and a meeting in November to do the budget review or it could meet once, starting with candidate interviews and selection, after which the individual selected could be sworn in by the School District Clerk and seated for the budget review.

By consensus, members agreed to hold one meeting to do both candidate selection and prior year budget review.

S. Heinrich said he would contact Business Administrator Matt Shevenell and schedule the meeting on a date convenient for him. S. Heinrich reminded the Committee that candidate interviews and selection are done in public session.

**Other**

- B. Cummings asked S. Heinrich to explain the budget process to the new members present.

- S. Heinrich said the Superintendent usually submits a proposed budget to the School Board in early December. The Superintendent's proposed budget is also available for Committee members to review at that time. Members may submit written questions, which are shared with Department Heads during their budget presentations to the School Board.
  - The School Board works on the budget until mid-January, at which time a budget proposal is submitted to the Committee.
  - S. Heinrich said that a team of Committee members is assigned as liaisons to each department and each liaison team meets with the Department Head before that Department Head makes a presentation to the Committee.
  - S. Heinrich said that after Department Heads present their budgets, the Committee holds a Work Session during which it may make changes to any budget line and will vote on a final budget figure to recommend.
  - S. Heinrich stated that the Committee also reviews and votes recommendations on any monied articles on the warrant.
  - He indicated that the Committee holds a Public Hearing on the proposed budget and noted that there are snow dates built into the meeting schedule because there are statutory deadlines that must be followed.
  - He said after the budget is finalized, the Committee presents the budget at the Annual School District Meeting/Deliberative Session.
  - He said the Committee meets immediately after Deliberative Session to review its final recommendations.
- B. Cummings reminded members of the upcoming NH Municipal Association Budget Training.
  - S. Heinrich said that any member who wants monthly budget reports can get them, but he reminded members that the procedure for members with questions for, or requests of, School Administrators should contact him and he will contact the Administration.
  - Members reviewed the Committee listing and noted corrections.
  - B. Cummings asked each member to introduce him or herself.

### **Public Participation**

There was no public participation.

B. Cummings made a MOTION to adjourn. Second: R. Barnes. MOTION PASSED unanimously.

S. Heinrich adjourned the meeting at 7:30 PM.