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**APPROVED**  
TOWN OF PELHAM  
BUDGET COMMITTEE - MEETING MINUTES  
Thursday, October 30, 2014  
APPROVED – November 3, 2014

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**CALL TO ORDER** – at approximately 7:30pm

PRESENT: Mr. Daniel Guimond, Mr. David Cate, Mr. Bob Sherman, Ms. Daryle Hillsgrove, Ms. Amy Spencer, Mr. Michael Bilby, Mr. Leo Rush, School Board Representative Megan Larson, Selectmen Representative Doug Viger (arrived after the meeting commenced)

ABSENT: Greg Smith (excused), Dave Cronin (excused)

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Also present: School District Superintendent Amanda Lecaroz, School Business Administrator Steve Martin, Human Resources Director Deborah Mahoney

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**PLEDGE OF ALLEGIANCE**

Mr. Guimond reviewed the information provided to the Board since their last meeting.

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**MEETING MINUTES**

None.

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**2015 SCHOOL BUDGET PRESENTATION**

School District Superintendent Amanda Lecaroz, School Business Administrator Steve Martin came forward for budget presentation/review.

**Pelham Elementary School**

29 Mr. Guimond wanted to know the difference between workbooks and work mats listed under the 1100 series – regular education programs. Ms.  
30 Lecaroz replied work mats were game mats that assisted children in learning specific concepts. The game mats are reusable with a life of  
31 approximately 2-3 years.

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33 Under series 2410 – school administration, line 442 rental/lease equipment, Mr. Guimond questioned the decrease for the copiers. Mr. Martin  
34 stated both the elementary and middle school purchased copiers; the budget reflected the lease amount.

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36 In reviewing the book replacement schedule, Ms. Hillsgrove noticed reading textbook replacements for K-2 in both FY15 and FY16. Ms. Lecaroz  
37 replied they usually replace reading textbooks every year; they use a number of non-fiction books. Ms. Hillsgrove also noticed that Teaching 21<sup>st</sup>  
38 Century was listed in FY14 and FY16. Ms. Lecaroz stated the course was taught at the high school, and was unsure if they use two text books, or  
39 they needed additional books. Ms. Hillsgrove saw there was a budget for 1,000 typing subscriptions at the elementary school, under rental/lease  
40 software that she hadn't noticed in the past. Mr. Martin believed it was previously budgeted in the district wide technology account for software.  
41 He believed it could be one of the lines being moved into the appropriate budget. Ms. Lecaroz knew they had the course for a while it was a  
42 program students could access from school and home.

43

#### 44 **Pelham Memorial School**

45 Under object 2724 – transportation (athletic), Mr. Guimond questioned why the budget doubled from FY15. Mr. Martin didn't know where it was  
46 charged in the past. He stated the Athletic Director reviewed and calculated the schedule (building in possible playoffs) and built it against the  
47 contract. Ms. Lecaroz explained to develop the budget, Principal Secor and the Athletic Director spent time over the summer mapping out where  
48 every team traveled and compared it to last year's schedule. Mr. Martin noted with gross budgeting they were to appropriate every penny the  
49 district spends. In the past they would collect money for transportation and offset it with the expenses of the budget rather than showing it as  
50 revenue. He believed he stopped that practice last year in FY15, but it may have occurred in this line. Mr. Guimond asked for the approximate  
51 amount that was brought in each year. Mr. Martin believed it was in the range of \$30,000. There is a maximum that a family pays; the school also  
52 offers hardship assistance.

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#### 54 **Pelham High School**

55 Under object 1210 – special education programs, item 113 tutor salaries, Mr. Guimond questioned what other account the \$37,000 came from.  
56 Mr. Martin believed it came from item 114 instructional assistant salaries. Ms. Lecaroz explained that the tutor was working with one student who  
57 previously had two instructional assistants.

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59 Under object 2410 School Administration, item 610 supplies, Mr. Guimond wanted to know if the school mailed report cards. Ms. Lecaroz noted  
60 Memorial School and the High School mailed report cards. The Elementary School sends report cards home with the students.

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62 Under object 2620 building services, item 610 supplies, Mr. Guimond asked why there was a large increase. Mr. Martin replied the line included  
63 custodial supplies for the new addition. He noted next year only one quarter of the high school building wouldn't be in use.

64  
65 Under object 2723 transportation (vocational education), item 519, Mr. Guimond questioned the increase. Mr. Martin replied the budget was  
66 actually approximately \$10,000 over the actual, which accounted for the 3% increase in contract. It was noted that the line would most likely be  
67 overspent in FY15. Mr. Rush asked if transportation was mandated. Mr. Martin replied it was for the vocational educational program. Ms.  
68 Lecaroz stated transportation was required up to eighth grade. For information, Mr. Sherman noted there was a time (he believed in the 1980's)  
69 Town Meeting cut high school transportation, which was then restored the following year. Mr. Rush asked if transportation was mandated for  
70 special education. Ms. Lecaroz answered yes; which included the special education students at the high school.

71  
72 Ms. Hillsgrove noticed that German I books were scheduled for purchase in FY15, FY16 and FY17. Ms. Lecaroz replied German I was a new  
73 course for FY15, German II will be offered in FY16 and German III will be offered in FY17.

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75 Ms. Hillsgrove wanted to know if there was back up information as to how the consultant determined the amount of propane that would be needed.  
76 Mr. Martin explained the architect's engineer provided the number of btu's expected to heat the building, which was assumed to be more energy  
77 efficient than the existing high school building.

78  
79 Mr. Rush questioned how the special education transportation was broken out in the proposed budget. Mr. Martin stated special education was  
80 only budgeted at the district wide level. Ms. Lecaroz provided a brief explanation of transportation costs, which were listed for regular education,  
81 athletics and vocational education. Mr. Rush asked if there were any plans to change the transportation contract. Mr. Martin answered yes and  
82 commented it could be a better contract. They are in year three of a five year contract.

83  
84 Ms. Spencer questioned where students attended vocational education classes. Mr. Martin replied students were transported from the high school  
85 by school bus to Alvirne, Pinkerton and Salem High; however, if a student wanted to take a course at Manchester School of Technology, the  
86 school would have to provide transportation.

87  
88 **District**

89 Under object 2321 superintendent services, item 110 salaries, Mr. Guimond requested clarification for why the budget listed both the non-  
90 bargaining salary pool (3%) and the non-union separations payments & salary adjustments. Mr. Martin stated the salary pool was a pool for non-  
91 bargaining unit employees. Not everyone would receive a 3% raise; raises varied from 0% - 4% that were dependent upon performance. Mr.  
92 Martin explained that the separation pay could be one of several things, such as paying accrued vacation time, negotiating a settlement for an  
93 employee leaving. That money could also be used for a salary adjustment of a key employee. Ms. Larson believed the Town had a similar line in  
94 their budget for if an employee left. She noted in the past the school didn't have that type of line in their budget. Mr. Viger replied they didn't  
95 budget for it; they had a warrant article to place money into a capital reserve fund for uncompensated absence.

96  
97 Under object 2630 grounds services, item 433 contracted repair & maintenance, Mr. Bilby requested clarification. Mr. Martin explained it was all  
98 budgeted at the district wide level during FY14. The budget has been adjusted to have the overall contract charged to district wide, and any extra  
99 work is being charged by the appropriate schools. It was noted with the renovation, there was additional work being done to vacuum the new  
100 parking lot (specialized pavement) and maintain more field space.

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102 There were no questions raised regarding the Food Service or Grants section of the budget.

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104 Mr. Cate provided the Board with a memo and requested feedback on possibly reducing the overall budget by a specific figure, versus reducing  
105 individual budget lines. He felt the School did an exceptional job preparing the budget.

106 His suggested options were:

- 107 1) One quarter of one percent reduction, which would reduce approximately \$76,000;  
108 2) One third of one percent reduction, which would reduce approximately \$101,000;  
109 3) One half of one percent reduction, which would reduce approximately \$151,000.

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111 The Board will discuss how they will proceed with budget review and reduction suggestions at their next meeting prior to vote.

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115 **ADJOURNMENT**

116 **MOTION:** (Sherman/Hills Grove) To adjourn the meeting.

**VOTE:** (9-0-0) The motion carried.

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118 The meeting was adjourned at approximately 8:15 pm.

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120 Respectfully submitted,  
121 Charity A. Landry  
122 Recording Secretary