

**Minutes of the  
Litchfield Budget Committee Meeting  
Held on June 22, 2017**

The Litchfield Budget Committee held a meeting on Thursday, May 25, 2017 at Campbell High School, One Highlander Court, Litchfield, NH 03052.

**PRESENT:** C Couture (Chair), A Cutter (Vice Chair), K Douglas, J Bourque, C Harrison (School Board Representative), J Brunelle (Selectmen Representative)

Absent: R Keating, J Spotts

**1. CALL TO ORDER**

Mrs. Couture called the meeting to order at 7:03 p.m.

● **PLEDGE OF ALLEGIANCE**

**2. PUBLIC INPUT**

There was no public input.

**3. REVIEW/ADDITIONS TO AGENDA**

Mrs. Couture moved the Budget Committee Vacancy item up in the agenda.

● **Budget Committee Resignation**

Mrs. Couture indicated at the last meeting there was a question of who received the next highest votes on the ballot in March. She noted it was confirmed that it was Dennis Miller. She commented that she reached out to Mr. Miller to see if he was interested in serving on the Budget Committee. Mrs. Couture indicated Mr. Miller asked her to advertise the position in the event someone else wished to serve. She noted that she received no responses or interest. She commented that Mr. Miller wrote a letter of interest and wanted the Committee to understand his work travel commitments.

Mr. Cutter asked Mr. Miller if he was aware of the streamlined budget review schedule. Mr. Miller indicated Mrs. Couture informed him of the schedule.

Mr. Cutter asked about the frequency of Mr. Miller's travel schedule. Mr. Miller indicated it is unpredictable and he will do his best to adjust it. He commented that he wanted the Committee to be aware that he will miss meetings due to travel for his employer.

Mrs. Bourque supported Mr. Miller's candidacy, indicating that his experience is good as is his transparency.

Mr. Miller indicated that he does keep score for CHS football and basketball, for which he receives payment on a contractor basis through the district. He commented further that his wife

is an employee of the district and that he will abstain from anything financial that involves athletics.

**MOTION:** by Mr. Cutter

*Move to approve the appointment of Dennis Miller to the Budget Committee until March 2018*

**SECOND:** by Mrs. Douglas

**VOTE: 6-0-0**

**The motion carried.**

**4. REVIEW/ACCEPTANCE OF MINUTES**

- **May 25, 2017**

The minutes were tabled until the August meeting.

**5. CORRESPONDENCE**

Mrs. Couture announced that she has been forwarding legislative newsletters from the NHMA to Committee members.

**6. REPORTS**

- **School Business**

**1. General Updates**

Mrs. Harrison commented this was the last day of school for students.

- **Enrollment**

Mrs. Harrison reported that there are 61 students enrolled in first grade and more are anticipated.

Mrs. Douglas asked how many grade 1 classes are anticipated. Mrs. Harrison indicated four classrooms are anticipated due to the potential for an increase in enrollment from the new construction this fall.

Mrs. Douglas commented it is difficult to accept when someone is complaining about having no money.

Mrs. Couture indicated that first grade number is difficult to plan for. She commented it is reasonable to plan for four classes because if 10 more students enroll, the district will be scrambling.

Mrs. Douglas commented that if four first grade teachers are being budgeted there should not be complaints about the lack of funding in other departments.

Mrs. Harrison commented that the decision was made that the lower grades are a priority. She indicated the Board is comfortable with that decision.

Mrs. Douglas indicated enrollment is still tracking in line with the projections. She commented

that GMS is anticipating additional enrollment from the new construction, but construction gets delayed.

## **2. Budget Update**

Mrs. Harrison noted an FY17 budget update was provided for the Committee.

## **3. End of Year Projections**

Mrs. Harrison commented that the Budget Committee asked for information regarding money that was taken out of Special Education tuition at the previous meeting. She indicated the money was transferred into Special Education transportation.

Mrs. Couture explained a concern arose from the passage of the budget that Spring that money was taken out of Special Education. She indicated the concern was if that money was pulled out of Special Education and put into a different department. She noted unspent Special Education funds go back to the taxpayer at the end of the year. Mrs. Couture mentioned the other concern is about Technology purchases that were budgeted for next year and paid ahead.

Mrs. Couture commented the budget is due to be closed June 30. She noted that the Budget Committee will get an update on FY17 for the next meeting.

Mrs. Couture asked about filling the vacant critical positions in the district. Mrs. Harrison reported that the following positions have been filled:

- Director of Curriculum and Instruction
- Full Time Assistant Principal, GMS
- Full Time Chemistry Teacher, CHS
- LMS/CHS Music Teacher

She noted the Director of Food Service position is still vacant.

- **Town Business**

## **1. General Updates**

Mr. Brunelle reported:

- as of June 19, 51% of the budget is tracking well
- most road projects are completed
- the legal budget is overspent
- the town hall will be closed July 3 and 4
- Litchfield will receive an additional \$50,000 - \$80,000 in block grant funds
- tax bills are due July 5
- the part time clerk began
- Claire Croteau will be retiring this June
- the town is reviewing for a second part time clerk position
- the fire department septic/leach fields issue was discussed; bid due on

- Friday; connection will be to the old town hall system
- report provided on the new fire station study and discussion on how to fit the police department in that building
- St. Gobain negotiations are still ongoing; meeting with attorney every other week; work related to installation of town water lines should be completed by the end of August.

Mrs. Douglas asked if there was concern about the bill for the hydrants.

Mr. Brunelle indicated the Board of Selectmen discussed next year's bill with Pennichuck, which will result in an increase in next year's budget.

Mrs. Couture asked out the state budget increase in meals and rooms tax. She noted that Litchfield typically receives some of those funds.

Mr. Brunelle indicated that will be the additional block grant monies. He commented the Board of Selectmen discussed preparing the default budget earlier and a more streamlined budget schedule. He noted there may be some costs for the default budget that may not be known until December (i.e. insurance, benefits).

Mr. Cutter asked if there is a plan for the leach field or is a study being completed.

Mr. Brunelle indicated that there is a plan and the idea is to connect into the existing old town hall system. He commented there are concerns if it will perc.

**8. MEMBER INPUT/MISCELLANEOUS BUSINESS**

- Budget Committee Resignation

This agenda item was moved up in the agenda.

**9. PUBLIC INPUT**

There was no public input.

**10. ADJOURN**

**MOTION:** by Mr. Cutter

*Move to adjourn*

**SECOND:** by Mrs. Bourque

**VOTE: 6-0-0**

**The motion carried.**

The meeting was adjourned at 7:24 p.m.

**Recorded by: Michele E. Flynn, Recording Secretary**

**Approved:**