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**Minutes of the  
Litchfield Budget Committee Meeting  
Held on June 28, 2018**

8 The Litchfield Budget Committee held a meeting on Thursday, June 28, 2018 at Litchfield Town  
9 Hall, 2 Liberty Way, Litchfield, NH 03052.

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**PRESENT:** C Couture (Chair), K Douglas (Vice Chair), J Bourque, J Martin, N Fordey, B  
Hodgkins, R Meyers (School Board Representative), J Brunelle (Selectmen Representative)

Absent: G Lambert

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**1. CALL TO ORDER**

Mrs. Couture called the meeting to order at 7:01 p.m.

**• PLEDGE OF ALLEGIANCE**

**2. PUBLIC INPUT**

There was no public input.

**3. REVIEW / ACCEPTANCE OF MINUTES**

**• May 24, 2018**

**MOTION:** by Mrs. Douglas

*Move to approve the minutes of May 24, 2018*

**SECOND:** by Mrs. Couture

**VOTE: 5-0-3**

**The motion carried.**

**4. CORRESPONDENCE**

Mrs. Couture reported that she received and distributed the following information from the  
school district and the town: School District Financial Report, School District Enrollment  
Report, School District Graduation Report, Town Budget Updates and Updated Bylaws.

**5. NEW BUSINESS**

**• Approval of Bylaws**

Mrs. Couture indicated that the bylaws were revised at the last meeting and reviewed by the  
Budget Committee. She noted the changes were made as follows: Section H, Electronic  
Recording of Meetings, was added under Section 6, Conduct of Meetings, in which the RSA  
regarding electronic recordings is noted. She commented the Budget Committee does not record  
its meetings, although others may record, broadcast or stream the meetings live, for which the  
Budget Committee is not responsible.

**MOTION:** by Mrs. Douglas

*Move to approve the revised Budget Committee Bylaws as presented*

**SECOND:** by Mrs. Martin

**VOTE: 8-0-0**

**The motion carried.**

48  
49 Mrs. Couture indicated she will submit them to the Town to post on the website.  
50

## 51 **6. REPORTS**

### 52 **• Town Business**

#### 53 **○ Fire Station Update**

54 Mr. Brunelle reported the site work on the new fire station is commencing. He indicated the  
55 final cost will be \$3,710,400 including soft costs.  
56

57 Mrs. Bourque asked if there is any idea when the fire station construction will be completed. Mr.  
58 Brunelle indicated that it will most likely be completed by the fall. He reported they are making  
59 significant progress and a groundbreaking ceremony is scheduled for July 9 at 5:30 p.m., which  
60 is open to the public.  
61

#### 62 **○ Financial Update**

63 Mr. Brunelle reported there is 54% remaining in the 2018 Town budget; the Board of Selectmen  
64 approved merit reviews and increases will be effective July 1, 2018. He reported the police  
65 cruiser was approved and purchased and is being outfitted; the draft 2017 audit was received and  
66 the final report will be released October 1.

67 Mrs. Couture asked if Mr. Brunelle can provide the total of the merit increases to the Budget  
68 Committee. Mr. Brunelle indicated he would supply the information.  
69

### 70 **• School Business**

#### 71 **○ Financial Update**

72 Mr. Meyers reported that currently there is \$365,514 in the general fund that will be returned to  
73 the town; \$152,670 (GMS security/kindergarten) and \$230,504 (district obligations, strategic  
74 budget items) encumbered. He noted that the final amount of the general fund is subject to  
75 change.  
76

77 Mrs. Douglas asked how much of what will be returned is from Special Services. Mr. Meyers  
78 indicated approximately \$50,000 +/-.  
79

80 Mr. Meyers reported that Litchfield will receive \$13,524 in additional adequacy funds due to an  
81 error in calculations of SBAC testing for Grade 3.  
82

83 Mrs. Bourque asked about Kindergarten enrollment. Mr. Meyers indicated currently registered  
84 are 71 students for full day and 1 for half day.  
85

86 Mrs. Bourque asked about the state projections for kindergarten. Mr. Meyers indicated the  
87 projection was for 61 students, but the district budgeted for 72.  
88

89 Mrs. Couture commented last month Special Services was projecting a \$70,000 underspend and  
90 currently it is projected at a lower amount. She noted as encumbrances are made and final bills  
91 are paid, the remaining underspend will change. She indicated as of June 20, the amount  
92 applied to offset next year's taxes is \$365,514.

93

94 Mrs. Couture commented that she reviewed the cost breakdown for kindergarten and it seems  
95 the same as what was presented at Deliberative Session.

96

97 Mr. Meyers reported that LMS was donated a shed for recycling that is valued at approximately  
98 \$3,200. He mentioned the district audit is scheduled for July 25-27.

99

100

○ **GMS Security Update**

101 Mr. Meyers reported construction on the GMS secure vestibule began last week, is on track and

102 may cost less than was budgeted. He indicated that the School Board approved the use of

103 \$17,558 from the Building Maintenance Capital Reserve Fund and if there are any funds not

104 used they will be returned to the Capital Reserve Fund.

105

106 Mrs. Douglas asked about the fencing for GMS that was approved on the warrant the year

107 prior. Mr. Meyers indicated that will be installed once the portable classrooms are completed.

108

109 Mr. Meyers reported that the State of NH is releasing \$10M for security grants. He indicated

110 the Business Administrator will submit a proposal for a secure vestibule for LMS. He noted

111 that card access will be installed over the summer.

112

113 Mrs. Douglas asked if there is any idea of how the building assessment recommendations will

114 be impacted by these projects.

115

116 Mr. Meyers indicated that these projects are part of the security assessment completed by

117 Homeland Security.

118

119 Mrs. Douglas commented her suggestion to the Capital Planning Committee was to place

120 prioritized recommendations in a bond and present as a warrant article.

121

122 Mr. Meyers commented the Business Administrator will discuss it with the Superintendent. He

123 mentioned that he met with Mr. Izbicki briefly today to become more familiar with district

124 finance and facilities.

125

126 Mrs. Douglas commented that the building assessment report reflects there are more concerns

127 with LMS than with GMS. She asked about the condition of the roofs at each school.

128

129 Mr. Meyers indicated that the contractor will inspect the roofs in the fall. He mentioned that a

130 list is being compiled and necessary repairs will be completed.

131

132 Mrs. Couture commented that LMS is 30 years old now and is bound to have issues. She

133 indicated that it seems a warrant article may be proposed. She noted if that is the case, it will

134 need very detailed justification.

135

136 Mrs. Douglas explained the rationale for a warrant article is because a contractor can completed

137 the work at one time.

138

139 Mr. Meyers commented that the Business Administrator is in the process of determining what  
140 needs to be done and how to present it.

141

142 Mrs. Douglas commented it is important for people in the community to know and understand  
143 we are doing something and not just ignoring the issues.

144

145 ○ **Kindergarten Cost Breakdown**

146 Mr. Meyers indicated that the funds used for kindergarten will not impact the warrant article.  
147 He noted that Mr. Izbicki forwarded the following information:

148

149 Committed Fund balance noted in monthly financials in the amount of \$152,670 is made up of \$50,000  
150 from Warrant Article 4 for transfer to the facilities capital reserve and \$102,670 for use in the  
151 kindergarten project.

152 A breakout of the kindergarten appropriation (warrant article 2) vs budgeted revenue for the project is  
153 as follows:

- 154 ■ Voted Appropriation = \$774,242.
- 155 ■ Budgeted Revenue (estimates): Total of \$774,242 made up of with \$96,280 (Kenogarten /  
156 Additional Adequacy from State), \$231,700 (Impact Fees from Town), \$102,670 (Use of FY18  
157 Fund Balance), \$343,592 (General Taxation). The Impact Fees and Use of Fund Balance are  
158 used directly to pay the full cost of acquiring the modular building (structure only). The  
159 modular will belong to the School District.

160

161 Mr. Meyers noted that \$231,700 was appropriated from impact fees and \$343,592 will be  
162 appropriated from general taxation.

163

164 **7. MEMBER INPUT/ NEW BUSINESS**

165 Mrs. Couture asked if any members attended the recent NHMA workshop. She mentioned that  
166 they have a training in September that is specific to the budget.

167

168 Mrs. Douglas suggested it would be helpful to have the NHMA come to a Budget Committee  
169 meeting again to provide the information for the new Committee members.

170

171 Mrs. Couture polled the members and agreed with Mrs. Douglas' suggestion. She indicated  
172 that when the presentation is provided, the minutes are finalized and distributed to members  
173 with the information that was presented by the NHMA.

174

175 Mrs. Bourque inquired about the Committee member who has not attended any meetings to  
176 date.

177

178 Mrs. Couture indicated she has reached out to him, but has not yet had any responses. She  
179 stated she will try to contact him again.

180

181 Mrs. Bourque indicated that if he does not attend the next meeting he will have missed four  
182 meetings.

183

184 With regard to the earlier discussion under Town Reports about merit increases, Mr. Brunelle  
185 reported the total of the merit increases that were approved by the Board of Selectmen was  
186 \$13,623.

187

188 **8. PUBLIC INPUT**

189 There was no public input.

190

191 **9. ADJOURN**

192 **MOTION:** by Mrs. Bourque

193 *Move to adjourn the meeting.*

194 **SECOND:** by Mrs. Douglas

195 **VOTE: 8-0-0**

196 **The motion carried.**

197

198 **Next meeting: August 23, 2018**

199

200 The meeting was adjourned at 7:31 p.m.

201

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

203

204 **Approved:**