

Town of Farmington  
Budget Committee Meeting Minutes  
Wednesday, March 22, 2017

**Committee Members Present:**

Stephen Henry, Chairman  
Sylvia Arcouette  
Neil Johnson, Selectmen's Rep.  
Angie Cardinal, School Board Rep.  
Elizabeth Johnson  
Tim Brown  
Sam Cataldo  
Heidi Mitchell

**Committee Members Absent:**

Jodi Connolly

**Others Present:**

Arthur Capello, Town Administrator  
Ruth Ellen Vaughn, SAU 61 Superintendent  
Laurie Verville, SAU Business Administrator  
Ann Titus, Selectman

**1). Call to Order:**

Chairman Henry called the meeting to order at 7 p.m.

**2). Pledge of Allegiance:**

All present stood for the Pledge of Allegiance.

**3). Public Comment:** None.

**4). Review of Minutes:**

February 15, 2017- Amend to read that Angie Cardinal was absent from the meeting.

Motion: (N. Johnson, second Arcouette) to approve the minutes as amended passed 7-0-1 (Cardinal abstained).

February 22, 2017- No errors or omissions

Motion: (N. Johnson, second Arcouette) to approve the minutes as written passed 7-0-1 (Mitchell abstained).

**5). Review School Reports:**

**YTD Expenditure Report- General Fund** - Ms. Verville said that the snow removal budget is well covered so far this season although some funds were moved from other areas as a provision. She said that the most recent invoices were received except for the storm that occurred the previous week and that approx. \$44,000 has been expended which is about what was expected at this point. She then listed some of the larger "negative variances" in the School District budget as follows:

Page 1, Line 16- Health Insurance Reg. Ed./Valley View- (\$6,129) this line represents the reinstatement of a staff member's coverage. She noted that overall the district has saved about \$34,000 in health insurance costs and about \$5,000 in dental coverage.

Page 4, Line 114- Salaries, Spec. Ed. –Tutors, HW- (\$1,530) for a tutoring assignment which is covered by the district wide tutoring line which will still have \$4,087 available in that line.

Mr. Henry asked about the difference between district wide tutoring expenses versus one assigned to a particular school.

Ms. Verville said when the budget was developed they did not know who would need tutors so they started out with having \$7,500 budgeted and throughout the year as there are students

with tutoring needs the expense is moved to that school's tutoring expense line.

Mrs. Vaughn said this is so they can track what levels the monies are used for and the expenses get put in each individual school's line. By year end the total for each school will be shown if a school had tutoring expenses she said.

Line 116- Salaries, Paras – Spec. Ed – Valley View- (\$8,406) this line represents a vacancy that was recently filled for a new student entering the system who was in need of an individual Para. The position will be covered from the savings in the Spec. Ed. Teachers' line. This position was needed and was advertised but was not budgeted for at the beginning of the year and had to be added to the budget Mrs. Vaughn said.

Page 6, Line 152- Contracted Service Medical – (\$1,503) for Medicaid contracted services where a few invoices for the year long encumbrances of multi-state billing fees hit the budget at the same time. The encumbrance of \$9,485 lines up with what they anticipate receiving for Medicaid revenue for the rest of the year and their processing fees. She said fees and revenues are tracking on budget but the invoices hit the budget before the revenues have been received.

Line 171- Tuition SPED. Other LEA's NH –FH – (\$5,679) this is due to the reclassification of a student placement to a public school district for an out of district placement.

Ms. Verville said there are also some other minor negative variances at this point that are examined and analyzed as to why they occur.

Mr. Brown asked if the budget analysis for the fiscal year is still on par with the bottom line.

Ms. Verville said the budget is on par with the bottom line

Mrs. Vaughn said she is anticipating the budget will be coming in fairly close but comfortably so. She said she does not anticipate a large fund balance at the end, possibly 1 to 1 and a half percent of the budget, as the district has had some unanticipated issues to deal with such as some roof and chimney repairs at the Henry Wilson School.

**All Funds- Revenue Report** – Ms. Verville said the district has been collecting revenues as expected so far.

Page 1, Line 2- Tuition, Other Local- Mr. Johnson asked about the origin of the funds in this line.

Ms. Verville said these funds come from tuition payments for students from other districts and there is currently a student from Rochester attending school in Farmington.

Mr. Johnson asked if these are Spec. Ed. funds and why Rochester would be sending a student to Farmington.

Mrs. Vaughn said it could be Spec. Ed. student but it could also be a court placement, foster home situation or because Farmington offers something a student needs that they can't get in their home district.

Mr. Johnson then said that he did not receive the School District Reports until Monday night and asked if there was some way the committee could receive the reports by the Friday before the next meeting so the members can review them over the weekend.

Ms. Verville said she got a reminder to send out the reports on Friday at noon time and was unavailable to get the reports out to the members that afternoon.

Ms. Cardinal asked what cut- off date the committee is looking for.

Mr. Johnson said that earlier than the Friday before a meeting would be ideal to give the Selectmen's Secretary enough time to print and assemble the report packets for the members to review over the weekend.

Ms. Verville said she waits until she receives the e-mail prompt to send in the school reports.

Mr. Johnson said the Secretary doesn't send out the prompt until she receives an agenda for the next meeting. He asked if there was some way to set a reminder for the Wednesday before the next scheduled meeting.

Mrs. Vaughn said neither she nor Ms. Verville has an Administrative Assistant to assist with these tasks and that they try to include information that has been reviewed by the School Board so it is sometimes a timing issue. She said she would include a "ping" in her calendar to remind her to see that the reports are sent into the Secretary by the Friday morning before the next committee meeting.

Mrs. Johnson asked about the progress in getting School Board meeting minutes posted on-line.

Mrs. Vaughn said they are in the process of putting the minutes up in a shared folder with some of the pieces there. She said she was told some people are having trouble accessing the minutes and that the matter was on her agenda for this week but it got sidetracked by other more pressing issues.

Mrs. Johnson then asked when the corrected Deliberative Session minutes will be posted.

Mrs. Vaughn said the corrected Deliberative Session minutes are included in the Annual Town Report.

Mrs. Johnson said the minutes in the Town Report are from the Town Clerk and asked for the minutes compiled by the School District Clerk.

Ms. Cardinal said the Town Clerk is also the School Clerk.

Mrs. Johnson said the minutes from the session on the website have been added to and are not the approved School Clerk minutes.

Mrs. Vaughn said she thought it was the approved minutes posted on the website.

Mrs. Johnson said that as of this morning the unapproved minutes remain posted on the site.

Mrs. Vaughn said that she will check on the matter and get an answer for Mrs. Johnson.

## **6). Town Reports:**

Mr. Capello reminded viewers that the Town Elections and the Town Meeting were re-scheduled to March 28<sup>th</sup> and 29<sup>th</sup>. Voting will take place from 8 a.m. to 7 p.m. on Tuesday and the Town Meeting will begin at 7 p.m. on Wednesday he said.

Mr. Capello then said the Planning Board is in desperate need of new members as the board is now down to 4 members and is sometimes unable to achieve a quorum of members for a meeting. He said the board meets twice a month on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays and is a critical part of economic development in Town.

He said that technically, the Town does not have an official budget until after voters approve it at Town Meeting. He noted that everything is on track and about half of the salt budget has been spent. More salt has been ordered in anticipation of more "weather" expected next week he said.

Mr. Johnson asked Mrs. Vaughn how the new School Resource Officer is working out.

Mrs. Vaughn said the officer is "wonderful" and is fitting in well at the schools.

Mr. Brown asked if Mr. Capello is comfortable with the DPW and Police Dept. budgets with no amendments in light of recent spending for overtime due to snow removal and the investigation of recent criminal events. He asked if there are any contingency funds within the budget such as the Trust funds or other emergency funds.

Mr. Capello said they will be able to manage things within the budget if the Town does not continue to experience catastrophic events every month. If either of their budgets is over spent the Board of Selectmen has the authority to manage the situation through the use of funds in the 2016 undesignated fund balance.

Mr. Johnson said Selectmen did not anticipate having to go into those funds and that they would try to find funds within the current budget if needed.

Mr. Henry recalled the overtime budget was "blown" several years ago after a similar incident and they found a way to cover it.

Mr. Johnson added the Police Dept. is able to better manage incidents and investigations as the dept. is up to a full roster of 14 full time officers now with no officers in training.

Mr. Capello said the energy savings from the new Public Safety Building should help to offset Police expenses.

Mr. Henry asked for an update on the old Fire Station property.

Mr. Capello said there was an RFP sent out to seeking to determine the value and the best use of the 3 lots. There have been a couple of inquiries about the property he said.

Mr. Henry asked if the property has had a survey done.

Mr. Capello said the survey has been completed, recorded and the boundary pins have been set.

Ms. Mitchell asked if the property is zoned for commercial development.

Mr. Capello said he assumed the downtown area is zoned for commercial use but that he was not sure of the parcels' zoning classification.

#### **7). Any Other Business to come before the Committee:**

Mr. Brown asked if the Boy Scouts would be attending the Town Meeting.

Mr. Capello said the troop will conduct the opening flag ceremony and then hold a bake sale.

#### **8). Public Comment:**

Mrs. Vaughn said the minutes included in the Annual Town Report are the corrected version of the Deliberative Session minutes.

Mr. Capello said the Budget Committee is also in need of more members and there are still two open seats on the Budget Committee even with the candidates who are running for the other seats.

#### **9). Next Meeting:** April 26, 2017

#### **10). Adjournment:**

Motion: (N. Johnson, second E. Johnson) to adjourn the meeting passed unanimously at 7:32 p.m.

Respectively submitted  
Kathleen Magoon, Recording Secretary

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Stephen Henry, Chairman

