

Budget Committee Minutes
Tuesday, January 22, 2019
4:00 p.m., Hampden Academy - Library

| Attendees | Role | Telephone/email |
|---------------------|---------------------------------------|----------------------------------|
| Regan Nickels | RSU 22, Assistant Superintendent | 862-3255/rnickels@rsu22.us |
| Trish Hayes | RSU 22, District Accountant | 862-3255/thayes@rsu22.us |
| Richard A. Lyons | RSU 22, Superintendent | 862-3255/rlyons@rsu22.us |
| Rob Frank | RSU 22 Board, Budget Committee Chair | 862-3255/rfrank@rsu22.us |
| Allan Gordon | RSU 22 Board, Budget Committee Member | 862-3255/agordon@rsu22.us |
| Jayne Dyer | RSU 22 Board, Budget Committee Member | 862-3255/jdyer@rsu22.us |
| Jessica Hamilton | RSU 22 Board, Budget Committee Member | 862-3255/jhamilton@rsu22.us |
| Heath Miller | RSU 22 Board, Budget Committee Member | 862-3255/hmiller@rsu22.us |
| Distribution | Company/Affiliation | Telephone/email |
| Attendees | | |
| Board of Directors | RSU 22 | Contact Info on district website |

Meeting Agenda:

Summary:

Old Business: Articles 9, 10 & 11 (Facilities, Debt Service, Nutrition)

New Business: Article 4 (Other Instruction: Athletics/Co-Curricular)

Other:

| | Meeting History | |
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| 1/22 | Background (last year's budget, steps, calendar, dates, etc.), Articles 9,10,11 | |
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| Article | Article Name | Notes | Action |
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| Number | | | |
|--------------|--|---|--|
| January 22nd | Opening Process and Budget Background Presentation | <ul style="list-style-type: none"> ● Assistant Superintendent Nickels reviewed the budget meeting dates and process for keeping minutes going forward. ● Fiscal Year 2020 Budget Process – Powerpoint presentation regarding knowns and timeline. Categorical budget meetings will be held again this year. Public is invited, the meetings will serve primarily as a workshop process for the Budget Committee. Budget requests will be aligned with the district strategic plan. Due to the early nature of the budget process commencing this year; presentations will represent what district officials know presently as state subsidy figures and legislative decisions that will affect the budget are not yet available or unknown. ● Definition of Warrant Articles were disseminated and explained. Article 4 is next on the agenda for February 12th. ● Budget Development Process: <ul style="list-style-type: none"> ● Each administrator presents a budget to the Superintendent. ● Turn in a program or position evaluation form. ● Central office has met with all principals and are rounding out with the program directors. ● 2019 Positions added after budget passed: <ul style="list-style-type: none"> ○ Smith School Kindergarten teacher ○ ELA/SS position at HA. Two Ed Tech III positions not filled. ○ 6 long term subs across the district ● Unfilled: <ul style="list-style-type: none"> ● 3 Ed Tech III positions ● Trainer at Hampden Academy – replaced with contracted service provider ● Overall Status (State provided valuations): <ul style="list-style-type: none"> ● Town valuation figures disseminated ● All towns have seen an increase in valuation for FY20 between 0.9%-5.8%. Waiting for information from State for the mil rate and state support. | |

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| | | <ul style="list-style-type: none"> ● ED-279 – dictates the targeted funding, state contribution. This form is not expected until mid-February. ● Health insurance loss ratio has increased so we will see an increase. Will not be known until April. | |
| 1 March 5th | Regular Instruction: Classroom Teaching & materials, Gifted & Talented, Alternative Education, ELL, copiers, course reimbursement, substitutes | FY 20 Article 1 - Regular Instruction Amount TBD FY 19 Article 1 - Regular Instruction Amount \$11,354,647.85 | |
| 2 March 5th | Special Education Instruction: teaching & materials, Specialist costs: OT, PT, Audiology, Social Work, Psych, Speech/Language, SPED Administration | FY 20 Article 2 - Special Education Instruction Amount TBD FY 19 Article 2 - Special Education Instruction Amount \$5,990,097.15 | |
| 3 | CTE: UTC now has its own funding allocation (ED 279) | FY 20 Article 3 - UTC Amount TBD FY 19 Article 3 - UTC Amount \$0 | |
| 4 February 12th | Other Instruction: Co-Curricular, Extra-Curricular, Summer School, Graduation, Athletic Directors, Activity Transportation | FY 20 Article 4 - Other Instruction Amount TBD FY 19 Article 4 - Other Instruction Amount \$809,674.19 | |
| 5 April | Student and Staff Support: Guidance, | FY 20 Article 5 - Student and Staff Support Amount TBD FY 19 Article 5 - Student and Staff Support Amount \$2,576,283.38 | |

| 9th | Nursing, Technology, Library, 504 Services, Intervention, Testing, Professional Development, Curriculum Director | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6 March 26th | System Administration: Board of Directors, Legal, Negotiations, Superintendent, Assistant Superintendent, Accounting/Payroll Office | FY 20 Article 6 - System Administration Amount TBD FY 19 Article 6 - System Administration Amount \$841,537.21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 March 26th | School Administration: Principals, course reimbursement, Admin Assistants, Office costs | FY 20 Article 7 - School Administration Amount TBD FY 19 Article 7 - School Administration Amount \$1,436,933.57 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 April 30th | Transportation: Bussing contract, Diesel Fuel, Van purchases, Out of District Transportation costs | FY 20 Article 8 - Transportation Amount TBD FY 19 Article 8 - Transportation Amount \$1,382,785.53 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 January 22nd | Facilities Maintenance: Buildings, Utilities, Plowing, Propane/Oil, Custodians, Equipment, Architects & Engineer fees, Contracted Services (grounds, roofs, inspections, etc), Van Fleet, | <p>Reviewed Article 9:</p> <ul style="list-style-type: none"> See handout of large increases or decreased projected at this time: <table border="0"> <thead> <tr> <th colspan="5">RSU #22 Budget Report by Article</th> </tr> <tr> <th></th> <th>FY19 Budget</th> <th>FY20 Proposed</th> <th>\$ Incr/(Decr)</th> <th>% Incr/(Decr)</th> <th>% of Total Variance</th> </tr> </thead> <tbody> <tr> <td>Article 9: Maintenance</td> <td>\$3,766,378.10</td> <td>\$3,841,187.88</td> <td>\$74,809.78</td> <td>1.99%</td> <td></td> </tr> <tr> <td colspan="6">The costs to maintain and care for the district buildings.</td> </tr> <tr> <td>* Increase in property insurance</td> <td>\$101,292.09</td> <td>\$111,420.95</td> <td>\$10,128.86</td> <td></td> <td></td> </tr> <tr> <td>* Increase in fuel costs</td> <td>\$202,516.60</td> <td>\$238,800.30</td> <td>\$36,283.70</td> <td></td> <td></td> </tr> <tr> <td>* Increase in negotiated salaries</td> <td>\$683,395.08</td> <td>\$699,307.30</td> <td>\$15,912.22</td> <td></td> <td></td> </tr> <tr> <td>* Contracted services, Smith School</td> <td>\$0.00</td> <td>\$23,940.00</td> <td>\$23,940.00</td> <td></td> <td></td> </tr> <tr> <td>* Custodial supplies, all buildings</td> <td>\$72,026.21</td> <td>\$84,095.36</td> <td>\$12,069.15</td> <td></td> <td></td> </tr> <tr> <td>* Benefits, Maintenance</td> <td>\$45,512.02</td> <td>\$35,028.16</td> <td>-\$10,483.86</td> <td></td> <td></td> </tr> <tr> <td>* Equipment, Non-Cap, all buildings</td> <td>\$16,200.00</td> <td>\$25,000.00</td> <td>\$8,800.00</td> <td></td> <td></td> </tr> <tr> <td>* Contracted services, Maintenance</td> <td>\$326,146.97</td> <td>\$385,868.87</td> <td>\$59,721.90</td> <td></td> <td></td> </tr> <tr> <td>* Repair & Maintenance, Vehicles</td> <td>\$18,750.00</td> <td>\$25,312.50</td> <td>\$6,562.50</td> <td></td> <td></td> </tr> <tr> <td>* Principal and interest, Repair Bond</td> <td>\$624,403.11</td> <td>\$526,042.71</td> <td>-\$98,360.40</td> <td></td> <td></td> </tr> <tr> <td>* Capital Outlay, Planning & Study</td> <td>\$27,500.00</td> <td>\$39,850.84</td> <td>\$12,350.84</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$76,924.91</td> </tr> </tbody> </table> | RSU #22 Budget Report by Article | | | | | | FY19 Budget | FY20 Proposed | \$ Incr/(Decr) | % Incr/(Decr) | % of Total Variance | Article 9: Maintenance | \$3,766,378.10 | \$3,841,187.88 | \$74,809.78 | 1.99% | | The costs to maintain and care for the district buildings. | | | | | | * Increase in property insurance | \$101,292.09 | \$111,420.95 | \$10,128.86 | | | * Increase in fuel costs | \$202,516.60 | \$238,800.30 | \$36,283.70 | | | * Increase in negotiated salaries | \$683,395.08 | \$699,307.30 | \$15,912.22 | | | * Contracted services, Smith School | \$0.00 | \$23,940.00 | \$23,940.00 | | | * Custodial supplies, all buildings | \$72,026.21 | \$84,095.36 | \$12,069.15 | | | * Benefits, Maintenance | \$45,512.02 | \$35,028.16 | -\$10,483.86 | | | * Equipment, Non-Cap, all buildings | \$16,200.00 | \$25,000.00 | \$8,800.00 | | | * Contracted services, Maintenance | \$326,146.97 | \$385,868.87 | \$59,721.90 | | | * Repair & Maintenance, Vehicles | \$18,750.00 | \$25,312.50 | \$6,562.50 | | | * Principal and interest, Repair Bond | \$624,403.11 | \$526,042.71 | -\$98,360.40 | | | * Capital Outlay, Planning & Study | \$27,500.00 | \$39,850.84 | \$12,350.84 | | | | | | | | \$76,924.91 | |
| RSU #22 Budget Report by Article | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | FY19 Budget | FY20 Proposed | \$ Incr/(Decr) | % Incr/(Decr) | % of Total Variance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Article 9: Maintenance | \$3,766,378.10 | \$3,841,187.88 | \$74,809.78 | 1.99% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The costs to maintain and care for the district buildings. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Increase in property insurance | \$101,292.09 | \$111,420.95 | \$10,128.86 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Increase in fuel costs | \$202,516.60 | \$238,800.30 | \$36,283.70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Increase in negotiated salaries | \$683,395.08 | \$699,307.30 | \$15,912.22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Contracted services, Smith School | \$0.00 | \$23,940.00 | \$23,940.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Custodial supplies, all buildings | \$72,026.21 | \$84,095.36 | \$12,069.15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Benefits, Maintenance | \$45,512.02 | \$35,028.16 | -\$10,483.86 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Equipment, Non-Cap, all buildings | \$16,200.00 | \$25,000.00 | \$8,800.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Contracted services, Maintenance | \$326,146.97 | \$385,868.87 | \$59,721.90 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Repair & Maintenance, Vehicles | \$18,750.00 | \$25,312.50 | \$6,562.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Principal and interest, Repair Bond | \$624,403.11 | \$526,042.71 | -\$98,360.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Capital Outlay, Planning & Study | \$27,500.00 | \$39,850.84 | \$12,350.84 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | \$76,924.91 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Supplies, Repairs

- What is the percentage of increase in maintenance of buildings? Approximately 7.8%. Capital Reserve will fund of some of the additional needs beyond what is budgeted.
- What's the capital reserve balance? currently \$358,384.07
- SRRF may be funded by \$22 million next year (legislation submitted) which we may qualify for.
- McGraw project is listed as #20 in the state so weighing whether to build into budget or wait for state funding.

FY20 possible capital projects:

- Flooring projects, door/window replacement projects, paving, roofing, dumpster and sidewalk slab replacements, central office improvements.
- Newburgh Elementary School on track to be conveyed to town in 2022. Do we want to make repairs if we will convey? Kitchen, water system replacement, roof monitoring but need an evaluation. Playground has been addressed.

Discussed options for electrical supply. Investigating all the options for electrical power distribution. Have not budgeted an increase. Electrical has contained a contingency in the past.

Maintaining Reeds Brook trails will need work. Cross country team utilizes the trails on a regular basis. Looking at a multi-purpose Gator and partnerships with cost sharing.

Information on vehicle fleet was passed out for review. Discussion on whether to continue to purchase well used vehicles, or begin to have a replacement schedule. More information to come in Article 8. Safety issues are monitored and addressed with well maintained van fleet. Cyr Bus is using RSU #22 vans to transport students; we pay for the drivers. Assistant Superintendent Nickels recommends we continue in this model.

Electrical distribution system on Hampden Weatherbee & McGraw campuses needs to be substantially upgraded. Replacements and repairs that are needed will be substantial and will be quite expensive. Work has begun to secure a 3-5 year phase-in recommendation plan.

MaryAnne Royal asked about field maintenance. Assistant Superintendent Nickels explained that Article 9 covers those commitments and that the cost for watering the fields and the maintenance for Wagner Middle School's field was included for FY 20. Will evaluate Wagner field again in the spring to ensure

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| | | <p>that with continued watering and treatments the field will continue to function as a safe sports environment. Self-propelled water cannon for Wagner is also included in Article 9. Comparing an underground irrigation watering system will also quoted as an alternative.</p> <p>FY 19 Article 9 - Facilities Maintenance \$3,766,378.10</p> <p>FY 20 Article 9- Facilities Maintenance \$3,841,187.88</p> <p style="text-align: right;">Difference of \$74,809.78 1.9% increase</p> | |
| <p>10</p> <p>January 22nd</p> | <p>Debt Service and Other Commitments: state approved capital debt obligations, Frankfort debt service flowthrough</p> | <p>Reviewed Article 10 Debt Service. Reported that the information contained may change since the ED-279 has not yet been released.</p> <p>FY 19 Article 10 - Debt Service and Other Commitments Amount \$3,777,724.15</p> <p>FY 20 Article 10 - Debt Service and Other Commitments Amount \$3,717,945.39</p> <p style="text-align: right;">Difference of -\$59,778.76 1.58% decrease</p> | <ul style="list-style-type: none"> • Update Debt Service • Update Bond Debt Service |
| <p>11</p> <p>January 22nd</p> | <p>All Other Expenditures: food service program</p> | <p>Article 11 - All Other Expenditures Amount \$0</p> <p>Article 11 Other Expenses– no handout. No request for support of the RSU #22 School Nutrition program for FY20.</p> <p>FY 19 Article 11 - All Other Expenditures Amount \$0</p> <p>FY 20 Article 11- All Other Expenditures Amount \$0</p> <p style="text-align: right;">Difference of \$0 0%</p> | |

The next Budget Committee meeting will be February 12th. Article 4 - Athletics and Co-Curricular will be reviewed.

Meeting adjourned at 5:45 p.m.