

**Final Approved**  
**HOLLIS/BROOKLINE COOP BUDGET COMMITTEE**  
**October 19, 2009 Minutes**

- Members Present: Steve Pucci, Ray Valle, Forrest Milkowski, Greg McHale, Doug Davidson, Dan Peterson and Greg d'Arbonne.
- Members Absent: Lorin Rydstrom.
- Guests/Public Present: One person present.

COMMITTEE ORGANIZATION:

<b>MEMBERSHIP</b>	<b>E-MAIL/MAIL</b>
Steve Pucci, Chairman	sdpucci@earthlink.net
Greg McHale, Vice Chairman	H: greg.mchale@gmail.com
Greg d'Arbonne, Secretary	H: Gdarbo6844@aol.com W: Gdarbonn@systems.textron.com
Dan Peterson, School Board Representative	DanJPeterson@usa.net
Doug Davidson	rangerfund@charter.net
Forrest Milkowski	ForrestMilkowski@earthlink.net
Lorin Rydstrom	Lorin.rydstrom@fctg.com
Ray Valle	delv@tds.net

1. Committee Chairman Steve Pucci called the meeting to order at 6:09 PM.
2. Steve Pucci asked if there was any input from the public in attendance. There was none except to ask for the agenda of the meeting. An agenda was published and read to them. There was discussion about the August Minutes. Forrest Milkowski made a Motion that the Minutes be approved as amended at this point in the meeting (6:24 PM). Greg McHale seconded the motion. Ray Valle made a motion to amend the Minutes to indicate that we continued consideration of where the Budget Committee stands on the coming fiscal year Budget. The Chair polled all members present asking if they still supported a zero or less than zero budget for the coming fiscal year. All members present indicated support for zero or less than zero with zero indicating total budget. Doug Davidson seconded the motion.
  - a. **Motion:** Ray Valle made a motion that the August Minutes indicate that the Budget Committee continued consideration of where the Budget Committee stands on the coming fiscal year Budget. Doug Davidson seconded the motion.
  - b. **Vote:** 4 in favor of the motion, 1 against, 2 abstained. The motion to amend Forrest Milkowski's motion passed.
  - c. **Motion:** Forrest Milkowski made a motion that the August Minutes be approved as amended at this point in the meeting (6:24 PM). Greg McHale seconded the motion.
  - d. **Vote:** 4 in favor of the motion, 0 against, 3 abstained. The motion passed and the August Minutes were approved with the approved amendment.
3. Steve Pucci led the discussion on the September Minutes. Ray Valle asked for the Minutes to be amended. Ray pointed out several items. Ray and Doug Davidson will correct the Minutes and pass them to Greg d'Arbonne for publishing. Doug made a motion that the Minutes be approved as discussed; Forrest Milkowski seconded the motion.

## Final Approved

- a. **Motion:** Doug Davidson made a motion that the September Minutes be approved as amended based on discussions during the meeting. Forrest Milkowski seconded the motion.
  - b. **Vote:** 4 in favor of the motion, 1 against, 2 abstained. The motion passed and the September Minutes were approved with amendments.
4. Minutes: Steve Pucci led the discussion on the Budget Committee Minutes. Previously, he asked Ray Valle and Greg McHale to bring the RSA concerning Minutes. Greg read section 91.a.2 from the RSA. Ray stated that there is another section concerning Minutes and quorums. Steve suggested we capture the following with the Budget Committee Minutes:
- Make them brief.
  - < 5 days after the meeting, the DRAFT Minutes should be published. Discussion about this point was done by all the members. Ray recommended we upload the Minutes as a Draft to the Yahoo Group. Greg said the problems we have had is there is no central place where we can put them. Greg d'Arbonne made a motion that we upload the Draft Minutes in the File section of the Yahoo Group and CC the SAU Administrator. Once the Draft Minutes are approved they are replaced by Approved Final Minutes. Ray Valle seconded the motion. 7 Approved. None opposed. For the sake of getting the Minutes to the Public, Steve will leave it to anyone who volunteers to figure out how to videotape the meetings. No one volunteered at the meeting.
- a. **Motion:** Greg d'Arbonne made a motion that the Budget Committee upload the Draft Minutes in the File section of the Yahoo Group and CC the SAU Administrator. Once the Draft Minutes are approved they are replaced by Approved Final Minutes. Ray Valle seconded the motion.
  - b. **Vote:** 7 in favor of the motion, 0 against. The motion passed.
5. Updates from the School Board: Dan Peterson had nothing to report except there would be a School Board meeting this coming Wednesday.
6. Budget:
- a. Special Education: Forrest Milkowski reported he received two sets of documents. Forrest pointed out the increase in the In District per student cost and this may be some place for further evaluation where savings could be achieved. The members had several questions about the Special Education and In District costs that Forrest will ask the Special Education Director to answer. Forrest to contact Bob Kelly to attend future Budget Committee meeting in November or December.
  - b. Revenue: Forrest Milkowski stated there was nothing significant to report.
  - c. Energy: Dan Peterson reported that Project Progress was “dead” as the Board did not like the progress they were not making. He also reported there would not be an Energy audit.
  - d. Transportation: Dan Peterson reported that an initial audit of bus routes was done and they will come back to the School Board with a plan.

## Final Approved

- e. Expendable Supplies: No action taken by Business Administrator/Cost savings team
  - f. Medical and Dental: Greg McHale investigated what plans are being used and how many employees are using them.
7. Budget Guidance: Steve Pucci stated that we have delayed making this vote until we had the majority of the members present at a meeting. The past budgets were reviewed:
- The Budget in 2008-2009 was \$18,875,795
  - The Budget for 209-2010 was \$18,919,639.
  - The number of students for 2008-2009 was 1,364. The number of students for 2009-2010 is 1,352, a reduction in 12 students from the year prior. These numbers are estimates and we requested Dan to have SB/Admin provide student population numbers typically completed in October.
  - The funds left over from the end of 2008-2009 were \$630,960 (Unreserved Fund – UFR - balance).

Forrest Milkowski began the discussion by proposing a zero percent increase on operational components only; subtract out SPED and Debt from the \$18,919,639 and add in any negotiated contract increases. He also proposed a decrease in the SPED budget. Ray Valle stated the Town of Hollis Budget Committee guidance to the Selectmen was a net zero increase and advised it may be a negative number if economic conditions get worse. Steve Pucci stated he is concerned with fiscal responsibility, accountability and performance. He said there are some nonrecurring events that should come out as well. He proposes subtracting from \$18,919,639 a part of the non-reoccurring Unreserved fund (URF), plus a portion of savings in non-core areas, that would result in \$500K to \$750K less than the \$18,919,639 from last year. His total budget would be ~\$18,200,000. Steve then asked the members to offer their proposal for the budget figure the Committee should give as guidance:

- Forrest Milkowski: a zero percent increase on operational components only; subtract out SPED and Debt from the \$18,919,639 and add in any negotiated contract increases. He also proposes a decrease in the SPED budget.
- Steve Pucci: subtracting from \$18,919,639 a part of the non-reoccurring Unreserved fund (URF), plus a portion of savings in non-core areas, that would result in \$500K and \$750K less than the \$18,919,639 from last year. His total budget would be ~\$18,200,000.
- Greg d'Arbonne: \$18,300,000 operating with only contract items not included.
- Greg McHale: \$18,604,000 which includes everything to include contract.
- Ray Valle: zero increase on the \$18,919,639 with a warning that if the economic conditions get worse, a reduction up to \$18,352,050 (a reduction of -3%), and this includes all parts and warrants.
- Doug Davidson: a \$719,960 reduction and -\$75,000 reduction for expendable supplies; \$18,200,000 minus \$75,000 to come up with as \$18,124,700 with everything in.
- Dan had no guidance recommendations. Doug figured out the average of our proposals and it is \$18,416,000.

## Final Approved

Greg McHale made a motion that the budget guidance number is, not to exceed, \$18,604,000 inclusive of all School Board supported Warrants. Dan Peterson seconded the motion. Discussion of this motion ensued. Ray Valle asked to amend the motion to \$18,500,000; Doug Davidson seconded the motion.

- a. **Motion:** Ray Valle made a motion to amend the motion by Greg McHale to read that the Budget Committee guidance number be, not to exceed, \$18,500,000 inclusive of all School Board supported Warrants. Doug Davidson seconded the motion.
- b. **Vote:** 3 in favor of the motion, 4 against. The motion failed.
  
- c. **Motion:** Greg McHale made a motion that the Budget Committee guidance number be, not to exceed, \$18,604,000 inclusive of all School Board supported Warrants. Dan Peterson seconded the motion.
- d. **Vote:** 2 in favor of the motion, 4 against, 1 abstained. The motion failed.

Doug Davidson made a motion that the number be \$18,452,000. No one seconded the motion. Steve Pucci made a motion that the budget guidance number be, not to exceed, \$18,550,000 inclusive of all School Board supported Warrants. Ray Valle seconded the motion. Discussion ensued. Steve withdrew his motion. Forrest Milkowski made a motion that the Budget Committee recommends a maximum budget \$18,919,639 with a target budget of \$18,352,000 (i.e. -3%), inclusive of all School Board supported Warrants. Greg McHale seconded the motion.

- a. **Motion:** Forrest Milkowski made a motion to amend the motion by Greg McHale to read that the Budget Committee recommends a maximum budget \$18,919,639 with a target budget of \$18,352,000 (i.e. -3%), inclusive of all School Board supported Warrants. Greg McHale seconded the motion.
  - b. **Vote:** 4 in favor of the motion, 2 against, 1 abstained. The motion passed.
8. Steve Pucci stated we need to put on the Budget Committee calendar the following meetings:
- A meeting with the SPED Director
  - A meeting with the Principals and Superintendent to receive budget draft proposals; could be a concurrent meeting with the School Board in November time period.
  - A Public Hearing on the Budget in February
  - The date of the March District meeting.
9. The next Budget Committee meeting is 16 November at 6 PM at the Middle School.
10. Greg McHale motioned to adjourn. Forrest Milkowski seconded the motion. The motion was unanimously approved. The Budget Committee meeting adjourned at 8:19 PM.

Respectfully submitted,

Greg d'Arbonne  
Secretary

DRAFT