

Town of Pembroke
Budget Committee Minutes

December 22, 2016

FINAL

1. Attendance:

Clint Hanson, Pat Boucher, Tina Courtemanche, Gerry Fleury, Mark LePage, Brian Seaworth, Ann Bond, Mike Connor, Dave Doherty, Marie Chouinard, Sandy Goulet, Karen Yeaton

Excused: David Sheldon

Call to Order: 6:30pm

2. Minutes:

Action: Clint Hanson made a motion to approve the minutes from 12/8/16. Motion seconded by Tina Courtemanche. Discussion: Change the word thus to this in the paragraph where it asks how many employees there are. Motion Passed 11-0-1 as amended. Karen Yeaton abstained.

Action: Clint Hanson made a motion to approve the minutes from 12/15/16. Motion seconded by Marie Chouinard. Motioned passed 11-0-2 with Sandy Goulet abstaining.

3. Scheduled Meeting: School Discussion

Amber Wheeler, Mary Rubega and Patty Sherman were present to answer questions from the Budget Committee in regards to the School's operating budget. Mary Rubega was present to discuss the questions that the committee had in regards to Information Technology. Mark LePage posed a question asking what was causing the increased bandwidth in the schools and if the IT Department had considered using a Cloud based program vs an onsite backup system.

Mary Rubega described that the current bandwidth at both TRS and PA is hitting their max capacity daily. The fear is that the internet will stop working at some point (crash) due to this. A similar situation happened with Epsom and Deerfield about 3 years ago where they exceeded the bandwidth too often and by too much causing it to die. The solution to the problem there was to switch to Faipoint which would offer a service that is 10x the capacity that there is now.

Right now the school has 4 different SSID's breaking out the bandwidth. They are as follows:

School Owned-Devices that the school owns and runs

Student Laptops-Devices that the school owns however both students and teachers use

Personal Device-Devices brought in by both students and teachers to use in the classroom

BURT System-Controls the Electricity as part of the Honeywell Project.

The personal device SSID is restricted in the sites that can be used and take up about a ¼ of the bandwidth daily. Restrictions include those of websites that are inappropriate and ones that include increased bandwidth ie: music. The question was posed to what impact it would have if the school shut

down the Personal Device SSID. The impact would be great as this effects both teachers and students who bring in their devices. No other SSID's can be used for teachers with personal devices either due to monitoring and ensuring viruses are not obtained.

The new FCC Guidelines for 2018 state that the internet service per student shall be 1 megabyte. This would a lot for a 850 megabytes where there is currently 150 megabytes. Although this will not be required, this is what is recommended.

The question was posed if there are any problems now with the internet? Currently there are no major issues although at any given time there can be delays getting to the requested sites. This is occurring both at Three Rivers School and Pembroke Academy.

Gerry Fleury posed the question to what Comcast's ability is at this point to deliver. In addition it was also asked if the infrastructure in the school would support the increased bandwidth. Per Mary Rubega Comcast will only supply up to 1 gigabyte which is what we are currently at. The infrastructure will be able to handle the increased bandwidth. Eventually the CAT 5 wiring will need to be replaced.

To answer the question about the possibility of using a cloud back up system vs on site back up system. The Cloud back up system was used a couple years ago however it is very expensive and takes a long time to retrieve information such as days. Whereas the onsite system can have things restored within hours. This system is also less expensive over time as there is not a monthly cost associated.

The other two schools do not currently use anywhere near the bandwidth that would require the upgrade. However they are able to increase to 150/20 as they are currently at 75/15.

Brian Seaworth posed the question to whether the \$17,000 line item is the cost to connect to Fairpoint or if this includes the monthly cost as well? This is the \$1200 installation fee per school and \$1319 per month per school rate. The \$17,000 also includes the cost of the Comcast rate as there was a mistake and this was not taken out. This line item should decrease per Amber. The current rate that is paid for Comcast per school is \$219.85.

A thank you was given to Mary Rubega for being present and answering all of the questions of the Budget Committee.

Mark LePage explained that at this point the floor is open to the Budget Committee to ask questions that they have of the Schools proposed operating budget.

Gerry Fleury questioned why the request for infrastructure repair was so little in comparison to what was asked during the time of CIP. The School Board had decided not to go forward in trying to bond a large renovation and repairs. Instead the school would ask for \$48,000 to repair some of the most important items in addition to using the capital reserve fund to complete others. In addition the first part of the feasibility study is complete. This was to determine whether there was space at the Hill School location to add on. The second phase of the feasibility study will be started to see what the costs would be to keep the Village School vs adding on. This information will not be available until the 2017-2018 Budget Cycle.

Amber Wheeler-Business Administrator for the School District reviewed the updates in the packets that she handed out. They go as follows:

Budget and Administrative Costs-Everything in red note the changes from the previous handout

Tax Forecast Sheet

Anticipated Revenue Sheet

Rosters/Salaries

CBA Comparison

Warrant Articles

Transportation Contract Breakdown-this is a 4.9% increase the first year then 4.25% thereafter.

Mark LePage requested to know why there are two different costs for bussing. SPED Busing is the bussing done within the district. The SPED Transportation fee is the bussing to bring students out of district.

Ann Bond questioned whether Epipens are required at the schools. Per Patty Sherman they are not required however encouraged for student safety. There may be a program/grant to pay for these however it is unsure if this will be available for next year. It was questioned to whether the parents give permission for the school to administer this. As of right now no, however Patty Sherman was told that an Epipen cannot harm you other than increasing your heart rate. Discussion ensued about this however it was stopped as the purpose of the budget committee is not to determine this information, that matter is up to the School Board.

Karen Yeaton posed a question to why the major differences in the Custodial Salaries? There has been some turnover in the custodial department and with this positions are being moved around placing individuals in the jobs that fit them best. With this salaries are also being shifted between the schools however the total amount in the end is the same.

Salary lines do not include the raises for the year. This is described in a different line item as it is a pool of money (avg of 2%) per non contract person. However the amount given is based upon the review. Ann Bond questioned why there is a raise every year? Pat Boucher stated that if we want to maintain staff in the building the reality is we have to spend money to reward them.

Karen Yeaton stated that the reason she always goes to the salary line of the employees is that it is the largest line item. Her concern is that every year the town submits a budget that is balanced and they are still managing their costs. When the school submits their budget there is always an increase. Even when the actuals show that the money is not being spent. She feels this is unacceptable. Pat Boucher stated that the overall increase was that of 1.63% per page 27A line 1807 however this does not include the warrant articles. She doesn't feel it is as much a spending problem as it is an appropriation problem. In the end, it is what it is. Additional discussion was stopped as it was moving outside the boundaries of what the School Board and Budget Committee can address.

The next meeting for the School Board is Jan 11, 2017. However Mark LePage requested at the beginning of the budget process that the School Board meet more often during this time. Per Pat Boucher replied that it is not possible to align everyone's schedules, in addition the Superintendent's Office already has meetings the two weeks following the break with the other schools in the district therefore they would not be able to attend either.

Motion to adjourn meeting was made by Clint Hanson. Motion seconded by Sandy Goulet. Motion passed 12-0 at 8:32pm.