Date: 11 January 2017

Budget Subcommittee Meeting Minutes

Members Present: T. Buono, P. Fitzsimmons, L. Richards, W. Hodges

Others Present: K. Lyons, K. Prentakis, D. Volchok

T. Buono called the meeting to order at 7:07pm.

The draft minutes for the meeting of December 6, 7, 12, 19 were reviewed. *P.* *Fitzsimmons motioned to accept the minutes as presented. Second by W. Hodges.* Motion passed unanimously.

T. Buono noted that background information on Excess & Deficiency (E&D) and Stabilization funding sources were distributed to the committee. This included information from S. Givens from 2004 when Masconomet first instituted the Stabilization fund. E&D/Stabilization will be discussed at the next subcommittee meeting on 25JAN17.

T. Buono reviewed the budget communication plan developed by the Communications Subcommittee. First article for the Tri-Town Transcript is scheduled for the 03FEB17 issue. T. Buono has draft the article and sent to C. Miller for editing. T. Buono will send out to subcommittee for review before publication. It was noted that the article for the Public Hearings on 20FEB17 should include a brief explanation of Masco’s budget process. T. Buono will follow-up with C. Miller on this.

The committee discussed the proposed warrant article. W. Hodges and K. Lyons attended the Topsfield Finance Committee this past Monday. The Finance Committee is amenable to the warrant article approach but indicated there would be an expectation that Masco would also contribute to the funding to help drive down the costs to the towns. Whatever Masco’s contribution would be, we should also include the explanation as to why. T. Buono will redraft the warrant article to reflect the language as it would be in the towns’ warrants and to ensure that the article is the same for all towns so that we will not have any potential legal funding issues. W. Hodges commented that the terminology in the Facilities Assessment report should reflect the Safety & Security terminology used in the warrant article. T. Buono will perform a QA check of the document and forward comments for S. Givens to address with Habeeb. T. Buono will also follow-up with S. Givens on the numbers in the warrant article to ensure they are reasonable.

Our next Budget Subcommittee meeting is scheduled for 25JAN17 at 7PM in the Central Office.

K. Lyons reviewed the staffing portion of the proposed FY’18 budget as it relates to the Enrollment Analysis and needs, especially in the Special Education area where we have staffing and durables requirements due to a student entering 7th grade. K. Lyons will go back to administration regarding questions the committee had on nurse staffing.

*P. Fitzsimmons motioned to adjourn the meeting at 9:57pm. Second by W. Hodges.* Motion passed unanimously.