

Town of Lunenburg



17 Main Street, P.O. Box 135
Lunenburg, MA 01462-0135
978.582.4139
FAX 978.582.4148

Finance Committee:
Mark Erickson, Chairman
Terri Burchfield, Vice-Chairman
John Henshaw, Secretary
Karin Menard
Jay Simeone

Mark Erickson
3/10/16

Lunenburg Finance Committee Minutes March 3, 2016

Location: Town Hall
Present: Mark Erickson, Terri Burchfield, Jay Simeone, John Henshaw
Absent: Karin Menard
Also Present: Kerry Lafleur, Town Manager, Karen Brochu, Town Financial Manager/Director of Municipal Finance

1. Mark E. called the Finance Committee meeting to order at 7:00 pm. He announced that this meeting is being recorded and broadcast on the Lunenburg Public Access Cable Channel. The video recording is posted on YouTube at <https://www.youtube.com/user/LunenburgAccess>
2. Comments:
 - a. Public: None
 - b. New Communications:
 - Mark circulated the latest issue of *The Beacon*.
 - Mark said the committee has two openings. Interested citizens may fill out a talent bank form to apply.

Note: These minutes are an overview of the presentations. For specific details, copies of Library Director Moore's and Superintendent Calmes' presentations are on the Town Web site.

3. Library FY17 Budget Presentation by Martha Moore, Library Director.

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| <p>Library Fiscal 2017 Budget Presentation by Martha Moore. Director For more specifics, you may access the presentation on the Finance Committee Page</p> |
| <p>Overview:</p> <ul style="list-style-type: none"> • The Town Manager's recommended FY17 budget of \$370,739 is \$4,724 less than the library's request, but represents an increase over FY16 recap of \$6,890 or 1.9%. • The budget satisfies all the requirements for the library to qualify for the two state aid grants. • Note: The portion of state aid to libraries that goes to defraying some of the cost of the CWMARS network has been cut. The library has to make up the difference. • In response to a question from Terri on whether there were savings in heating costs due to the new boiler, Martha said that a combination of the uncommonly warm winter and the fact that the library was not open to the public when the repairs were done in the winter of 2015, comparisons are not conclusive yet. |
| <p>Effects on Current Service Levels:</p> <ul style="list-style-type: none"> • The difference between the budget requested by the library the recommendation by the Town Manager would mean fewer funds available for electronic materials and material for the Children's and Young Adults' sections of the library. • Usage of e-books, e-videos, and e-audio has increased by over 55% over a similar period of the prior year. Because these materials are expensive do to licensing fees because multiple users access the content, this increases the circulation budget, and some of the increase will go to fund this. |

| |
|--|
| School Department Fiscal 2017 Budget Presentation by School Superintendent Loxi Calmes Below is a summary of the presentation. For details you can access the presentation on the Lunenburg Public Schools Site . |
| Note: Potential Chapter 70 revenues range from \$5,957,007 under the current formula to \$6,248,530 in Governor Baker's budget. Available funding is not settled, nor is this budget. |
| Overview: <ul style="list-style-type: none"> The School Committee's FY17 budget proposal is \$18,470,655, \$312,595 more than the Town Manager's recommendation of \$18,158,060—which recommendation is itself The Town Manager's recommended budget for the schools represents an increase of \$642,968 above FY16 recap, or 3.7%. The budget includes \$237,059 for additional personnel. Further a combination of increased costs for health insurance and a costlier bus contract will add nearly \$300,000 in expenditures. |
| Effects on Service Levels and Future Plans and Issues: <ul style="list-style-type: none"> Because total available funding is in flux the effects this budget would have on service levels and future plans cannot be determined. |

4. Town Manager's Report: None.
5. Review of Minutes of February 18: Terri moved to approve the minutes; Jay seconded the motion. The committee approved the motion by a vote of 4-0.
6. Budget Goals and Opportunities: There was no discussion at this meeting.
7. Committee and Department Updates:

| <u>Committee/Department</u> | <u>Update</u> |
|--|--|
| DPW, Capital Planning—John H. | No report. |
| Public Access Cable—John H. | The PACC will meet on Monday, March 7. |
| Library—Terri B. | No report. |
| Public Safety—Terri B. | Terri and John met with Chief Marino to explore some of the factors driving increased service demands on the department. |
| Schools, Monty Tech, COA—Karin M. | No report. |
| Sewer Commission, Green Task Force—Jay S. | No report. |
| School Bldg. Comm., Building Re-use--Mark E. | No report. |

8. Next meeting: Thursday, March 10th. presentations on Council on Aging and Monty Tech FY17 budgets.
9. Adjournment: Terri made a motion to adjourn and Jay seconded the motion. The committee approved the motion 4-0 at 8:51.

Respectfully submitted by John Henshaw March 9, 2016



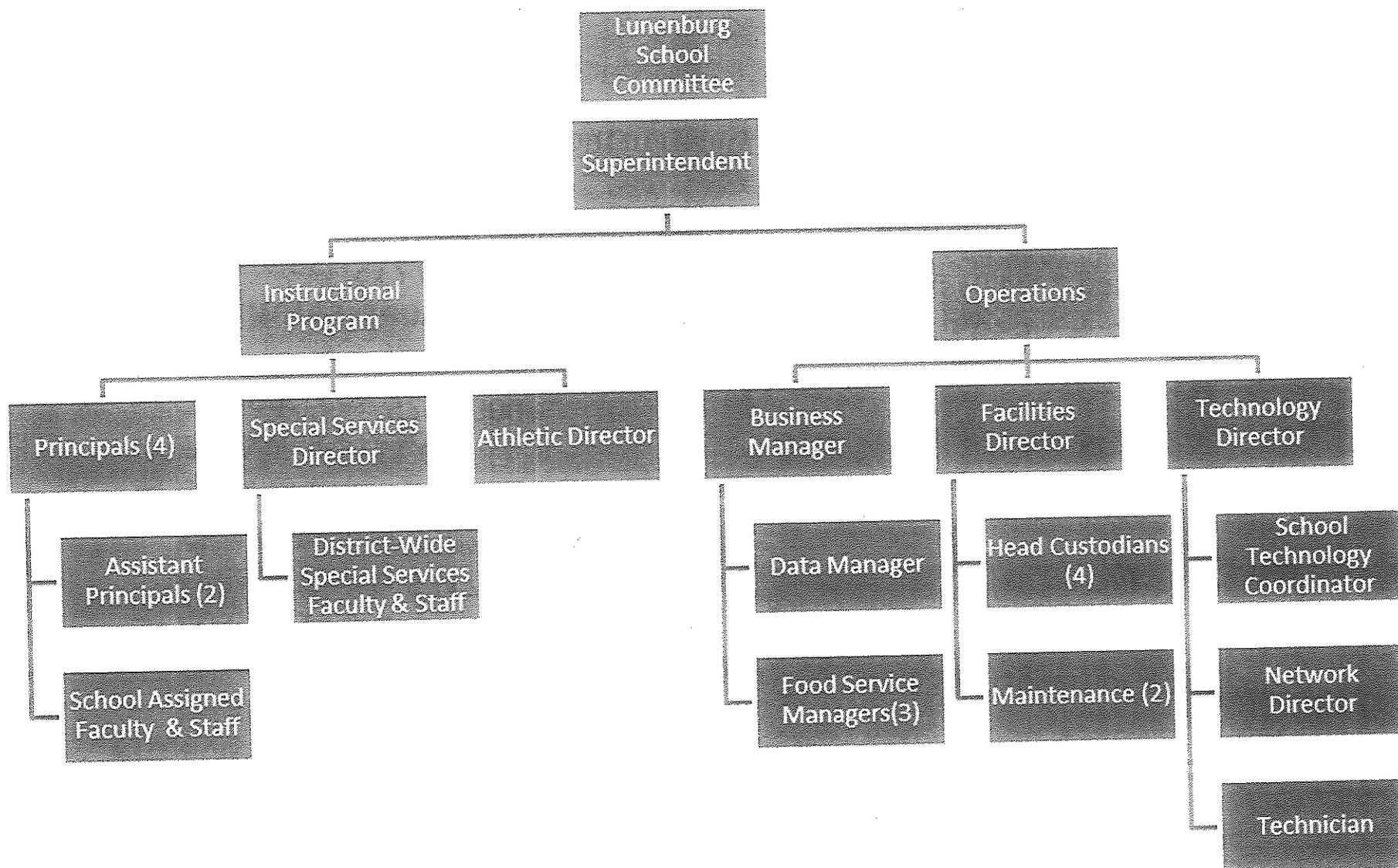
FY 17 Recommended Budget Presentation to Finance Committee, March 3, 2016

**We prepare students for
lifelong learning and
responsible community
membership.**

Lunenburg Public Schools

FY17 School Committee Recommended School Budget January 20, 2016

| | FY15 | FY16 | FY17 |
|---------------|---------------------|---------------------|---------------------|
| | Actuals | Current | Recommended |
| Personnel | \$11,360,642 | \$11,946,700 | |
| Non-Personnel | <u>\$ 5,393,514</u> | <u>\$ 5,568,867</u> | |
| Total | \$16,754,156 | \$17,515,092 | \$18,470,655 |



FY17 Projected Revenues & Recommended Expenditures as of 3/3/2016

- **Projected Revenues**

- Local \$12,051,053
- Chapter 70 \$5,957,007 (Town Manager) \$6,248,530 (Governor's Budget)
- 40S \$119,000
- Federal Grants \$747,810
- Circuit Breaker \$501,272 (@70%)
- State Grants – \$36,740
- Revolving \$111,617
- Tuition/Fees \$255,000

- **Expenditures General Operation Budget \$18,470,655 = 5.46% increase**

- Personnel \$12,693,332 (assumes 3 retirements- 1 full & 2 partial)
- Non-Personnel \$5, 777,323
- Target \$18,158,060
- Over Target \$312,806 (but in reality is now \$475,624)

Over-Target

- Grade 3 Teacher \$45K
- **Part-Time PE Teacher \$27K**
- Technology Teacher \$45K
- MS/HS Office Clerk \$23K
- Technology Support \$61K
- Custodian \$36K
- **Transportation Increase 40K**
- **Health Insurance 96K**
- Unanticipated Placements \$100K

FY17 Personnel Drivers

FY17 Recommended

\$237,059

- Grade 3 Teacher
- Technology Teacher
- **Part-Time PE Teacher** (recently added)
- MS/HS Office Clerk
- School Technology Coordinator
- Custodian

FY17 Non-Personnel Drivers

| | |
|------------------|---------|
| Health Insurance | 253,721 |
| Transportation | 40,000 |
| Tuitions | 56,300 |

Potential expenditures for \$119,000 from 40S if appropriated

- The following total more than the potential to be appropriated so whatever the final 40S amount may be reductions will be necessary.
 - Instructional Texts & Materials/Curriculum Adoption = \$63,350
 - Furniture = \$26,200
 - Library Books = \$42,600
 - Uniforms = \$8,000
 - Equipment = \$9,850

ENROLLMENT

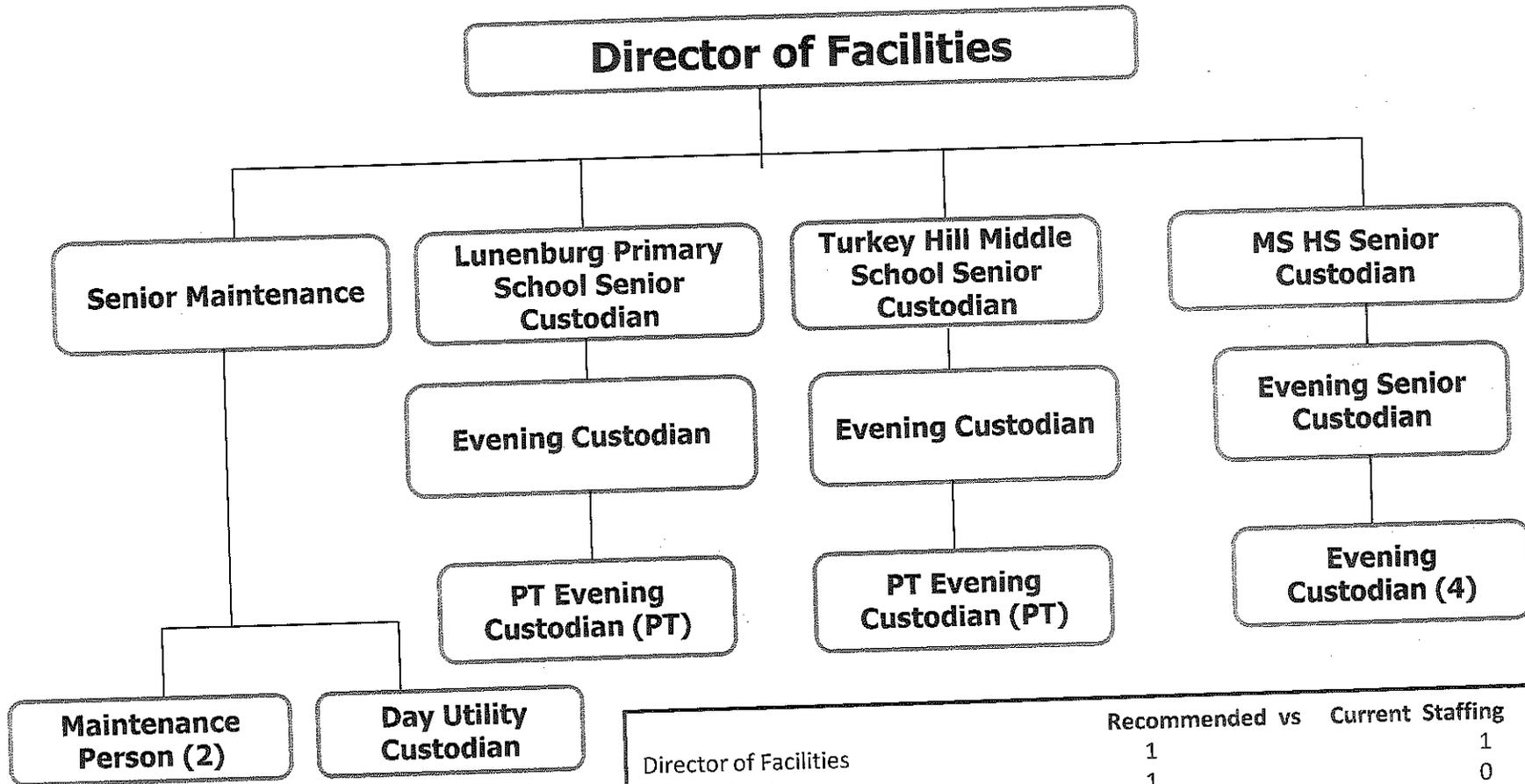
| School/Grade | 10/1/14 | | | 10/1/15 | | | 03/01/16 | | |
|---|------------|--------------------------------------|------------|------------|-------------------------|------------|------------|-------------------------|------------|
| LUNENBURG PRIMARY SCHOOL: | | Out of Dist./Related Services | | | Related Services | | | Related Services | |
| Pre-School | 43 | 3 | | 38 | 3 | | 40 | 3 | |
| Kindergarten | 112 | 0 | | 100 | 0 | | 105 | 0 | |
| Grade 1 | 122 | 0 | | 116 | 0 | | 114 | 0 | |
| Grade 2 | 121 | 0 | | 133 | 0 | | 134 | 0 | |
| Grade 3 | 128 | 2 | | 120 | 0 | | 123 | 0 | |
| Total--Primary School | 526 | 5 | 531 | 507 | 3 | 510 | 516 | 3 | 519 |
| TURKEY HILL MIDDLE SCHOOL: | | Out of Dist. | | | Out of Dist. | | | Out of Dist. | |
| Grade 4 | 115 | 0 | | 138 | 1 | | 139 | 1 | |
| Grade 5 | 134 | 0 | | 118 | 0 | | 117 | | |
| Grade 6 | 118 | 1 | | 140 | 0 | | 141 | | |
| Grade 7 | 115 | 1 | | 119 | 1 | | 122 | | |
| Total--Turkey Hill Middle School | 482 | 2 | 484 | 515 | 2 | 517 | 519 | 1 | 520 |

| LUNENBURG HIGH SCHOOL: | 10/1/14 | Out of Dist. | | 10/1/15 | Out of Dist. | | 1/6/16 | Out of Dist. | |
|---|----------------|---------------------|-------------|----------------|---------------------|-------------|---------------|---------------------|-------------|
| Grade 8 | 127 | 2 | | 115 | 1 | | 115 | 1 | |
| Grade 9 | 109 | 4 | | 118 | 2 | | 116 | 1 | |
| Grade 10 | 111 | 3 | | 111 | 3 | | 106 | 4 | |
| Grade 11 | 98 | 7 | | 108 | 5 | | 111 | 3 | |
| Grade 12 | 108 | 1 | | 94 | 7 | | 93 | 7 | |
| Ungraded | 2 | 4 | | 5 | 4 | | 4 | 2 | |
| Total--Lunenburg High School | 555 | 21 | 576 | 551 | 22 | 573 | 545 | 178 | 563 |
| | | | | | | | | | |
| TOTAL ALL SCHOOLS* | 1563 | 28 | 1591 | 1573 | 27 | 1600 | 1580 | 22 | 1602 |
| *TOTALS INCLUDE CHOICE AND SHIRLEY STUDENTS | | | | | | | | | |

Special Programs - Enrollment

| 1-Oct | LEP | Special Services | Title 1 | Low Income |
|--------------|------------|-------------------------|----------------|-------------------|
| FY12 | 10 | 282 | 54 | 145 |
| FY13 | 18 | 280 | 46 | 226 |
| FY14 | 27 | 259 | 71 | 243 |
| FY15 | 17 | 263 | 60 | 241 |
| FY16 | 23 | 276 | 53 | 335 |

Lunenburg Public Schools Custodial & Maintenance Staff



| | Recommended vs | Current Staffing |
|--------------------------|----------------|------------------|
| Director of Facilities | 1 | 1 |
| Senior Maintenance | 1 | 0 |
| Maintenance Person | 2 | 2 |
| Senior Custodian | 3 | 4 |
| Evening Senior Custodian | 1 | 0 |
| Day Utility Custodian | 1 | 1 |
| Evening Custodian | 6 | 5 |
| PT Evening Custodian | 0.88 | 0.88 |
| Total FTE | 15.88 | 13.88 |

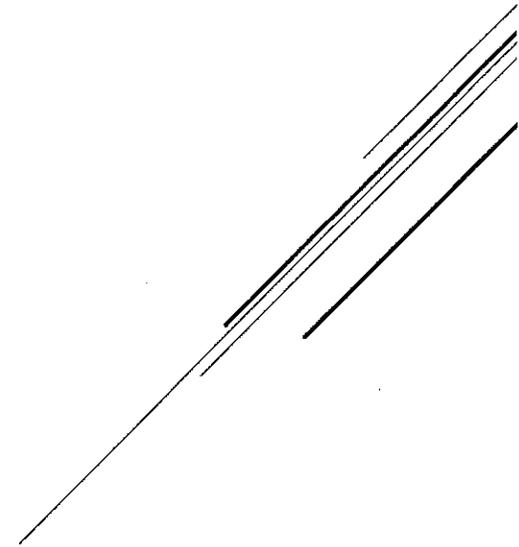
LUNENBURG LIBRARY

ANNUAL PRESENTATION & FY17 BUDGET REQUEST



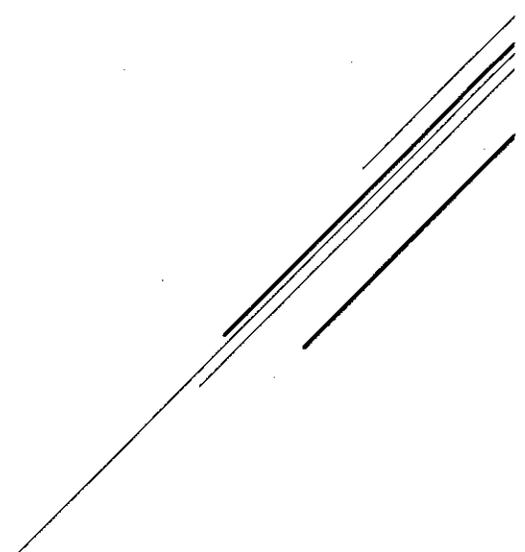
- ❑ Hired two new staff members [Children's & YA Librarian]
- ❑ Celebrated the 10th anniversary of our wonderful building
- ❑ Created a Wii Console & Gaming Center
- ❑ Upgraded our Wi-Fi Network
- ❑ Added 3 new E-Readers, a Telescope, and a volleyball kit to borrow
- ❑ Begun a new Educational Outreach Program
- ❑ Installed a new burner and LED exterior lights

LPL ACCOMPLISHMENTS



- People Traffic +10,191 +18%
- Lunenburg Patron count 7,457 +4%
- Circulation 87,781 +9%
- Interlibrary loan 13,218 +22%
- E content circulation 7,800 +55%
- Programs 402 +27%

USAGE STATISTICS



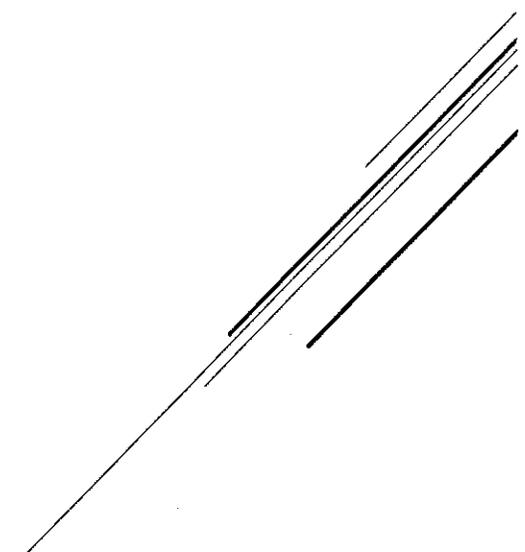
| | <u>FY15</u> | <u>FY16</u> | <u>FY17</u> | <u>Av. Increase</u> |
|-------------------------------|-------------|-------------|------------------|---------------------|
| State Requirement | \$361,192 | \$363,325 | <u>\$364,696</u> | 0.4% |
| Town Budget (MAR-Revolving) | \$353,192 | \$355,325 | \$356,696 | 0.4% |
| Library Materials Requirement | \$57,791 | \$58,182 | \$58,351 | 0.3% |

STATE MANDATED MINIMUMS

- LPL Requested FY17 Budget Total \$ 375,463
- Town Manager Recommendation \$ 370,739
- Difference \$ 4,724
 1%[less than]

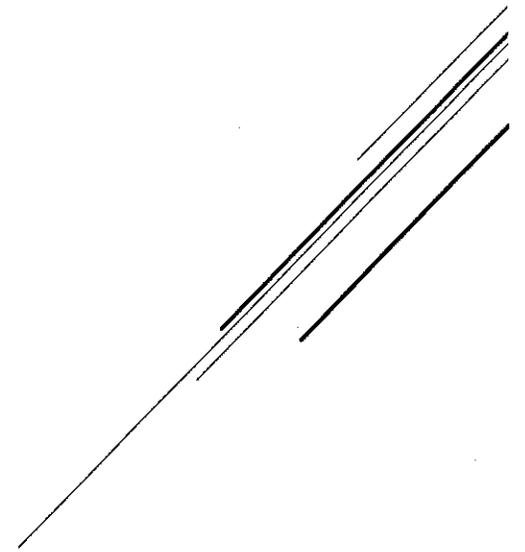
- LPL Request as % of Total Town Budget 1% [less than]
- LPL's request as a per capita expense = \$ 37.23

FY17 BUDGET



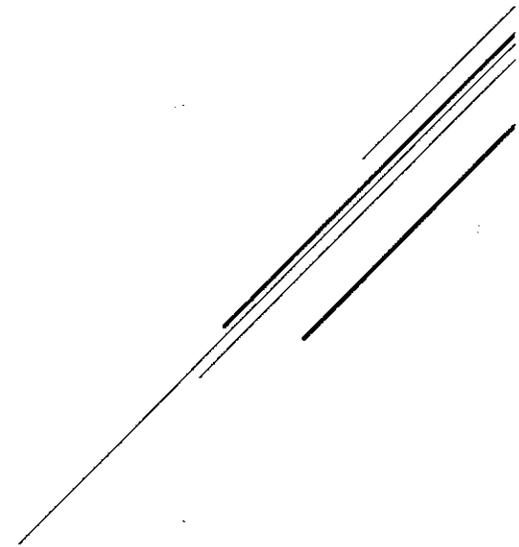
- Newspapers & Journals (Fines, Revolving Fund)
 - Copiers, Paper, Ink/Toner, Maintenance (Friends)
 - Program Expenses (Friends)
 - Museum Passes (Friends)
 - Carpet cleaning, window cleaning (Friends)
 - Library Supplies (Friends)
 - Website Hosting
 - CWMARS Library System & Membership (State Aid)
 - E-books, special reference databases (State Aid)
 - Reference Databases (State) (\$50,000 value per library)
- Approximately \$50,000 spent outside of the budget*

EXPENSES NOT COVERED IN BUDGET



- ❑ Increased cost of library materials
- ❑ Purchasing e-books, e-video, e-audio – MUCH more expensive
- ❑ Increased program activities = increased costs
- ❑ Decrease in State Aid = Increase in CWMARS fees

RATIONALE BEHIND INCREASES



- More E-Content (books, videos, audio)
- More programs
- More community collaborations
- Enhanced technologies

LOOKING AHEAD

