

Town of Milton  
Board of Selectmen Meeting  
November 21<sup>st</sup>, 2017  
Milton Town Hall  
Joint BOS/Budget Committee Meeting

**Board of Selectmen Attendance:** Selectmen Chair Andrew Rawson, Ryan Thibeault, Town Administrator; Heather Thibodeau,

**Budget Committee Attendance:** Chairman Larry Brown, Peg Hurd, Tom McDougall, Bob Carrier, Sean Perrault, Stan Nadeau, Dennis Wing, Recording Clerk Sherry Gaessier

L. Brown called the Budget Committee meeting to order reciting the pledge.

A. Rawson called the BOS meeting to order.

#### Budget Review

- Treasurer proposed budget presented by Pam Arnold
  - Part Time Deputy Treasurer: \$400. Reflects \$10/hour rate
  - Elected Salary: \$6,875 including cola and merit increases
  - Training: includes annual seminar
  - Office Supplies: includes ink and copies
  - Postage: \$76. An increase of \$1 from 2017
  - Travel/Membership: conference to travel
  - Membership: \$35
  - Miscellaneous: \$94 including background checks for deputy treasure.
  - Telephone: \$180 stipend at \$15/month

Total proposed budget of \$11,028.05

S. Perrault states the salary elect line reflects only a 1.7% increase at \$6,875. P. Arnold stated line should be at \$7,129.38

S. Perrault questioned which investments P. Arnold had been making. P. Arnold stated multiple state bonds.

D. Wing questioned whom the background checks within the miscellaneous line would be used for. P. Arnold stated it would be for the Deputy Treasurer position.

D. Wing questioned why the part time deputy treasurer is at a \$400 budget and what the need would be. P. Arnold stated it is for if she takes a sick day and cannot come to work. Stated the person would be an employee of the town and specified that if the deputy treasurer is not used they will not be paid. L. Brown stated the position is an on-call basis and paid only if they are called on.

D. Wing questioned the need for the telephone stipend line for \$180. That he recalls the Board of Selectmen during the budget preparation of 2017 they voluntarily rescinded their phone line as though it was helpful was not practical. P. Arnold states it is for security reasonings that she carries large amounts of cash. S. Nadeau questioned who exactly does deposits and he does not see it an adequate expense.

S. Nadeau reports total requested amount \$11,289.47 which reflects \$909.47 increase over 2017 with is 8.76%

P. Arnold states she did not complete her spreadsheet, someone else did.

- Town Clerk/Tax Collector proposed budget presented by Michelle Beauchamp
  - PT Salary: increase of \$1,167. Which reflects cola and merit increases for 2 employees
  - Salary Elected: \$51,564.
  - FICA: \$5,655 increase
  - Medicare: \$1,323 increase
  - Training: multiple conferences for all positions
  - Registry of Deeds: reflects a slight decrease, includes recording of tax property liens
  - Legal Notices & Ads: includes notices of employment openings.
  - Professional Services: Including a possible 4<sup>th</sup> election, notary fees, background checks, postage etc.

S. Nadeau questioned why a 4<sup>th</sup> possible election is coming out of the Tax collector/clerk budget and not the towns unanticipated line. Concerned about budgets all around adding up in the efforts of 'extra cushion' for unexpected expenses. A. Rawson stated contacting the town attorney to see if that is what needs to happen exactly. M. Beauchamp stated if that is the way to go all common budgets need to be adjusted and taken into effect, Supervisor of the Check list and Town Moderator. P. Hurd questioned if the general unanticipated line is a part of the bottom line budget. D. Wing stated no the monies are already there, the line does not grow or increase. A. Rawson stated this is the way her budget the Town Clerk/Tax Collectors budget has been done for many years. B. Carrier stated budgeting needs to be done for the future and unexpected costs due to not knowing what the future will hold.

  - Printing & Copies: decreased line to \$1. Currently use web based sites at no cost.
  - Supplies: multiple office supply items
  - Postage: includes absentee ballots, tax and sewer bills including delinquent and reminders, lien notices, certified notices etc.

S. Nadeau questioned why line is only at \$5,000 year to date. M. Beauchamp stated the December tax bill postage has not shown on the expenditure report yet, it will increase greatly due to this adjustment.

  - Equipment Maintenance: Ballot machine maintenance, budgeted for second safe, currently managing with only one but will need a second.

S. Nadeau states he has access to safes, he will see if he can find one to match the needs and requirements.

  - Mileage & Travel: decreased line due to not needing to make bank deposits any longer.
  - Dues: \$40, Town clerk association and Tax collector association
  - Miscellaneous: \$1.

M. Beauchamp stated that last year extra funds of slightly over 14,000 was returned back to the town

T. McDougall questioned the ballot box responsibility of town clerk versus the moderator. M. Beauchamp stated the ballot box is her responsibility that the school has one they are responsible for and one for the town she is responsible for.

Total Town Clerk/Tax Collector \$122,942. Reflects a 4.14% increase at \$4,884.

R. Thibeault motioned to accept adjusted Town Clerk/Tax Collector 2018 proposed budget of \$122,941. A. Rawson seconded. 2-0

- Recreation 2018 proposed budget presented by Karen Brown
  - Full Time Salary: \$42,455.
  - Part Time Salary: reflects an increase due to increased rate of pay for current employee. 7 months of the year is paid from the town the rest of the year is paid via the summer camp.
  - FICA: \$3,162
  - Medicare: \$740
  - Training: line increased due to assistant wanting to take over director position and attend trainings to do so.
  - Uniforms: \$125. Was noted that employees provide clothing items for town logo to be incoermed on instead of buying the product and embroidery costs in one.  
L. Brown questioned the price of the town patch versus individual embroidery. K. Brown stated that she could not use a patch because her uniforms are different then her assistant due to the position title being noted on their uniforms, reasoning for when the two of them go to conferences others know who each other are.  
S. Nadeau questioned why the training line is overspent for 2017. K. Brown stated it should be an incoermed amount and to be adjusted.
  - Contract Services: \$1
  - Professional Services: includes background checks for all whom work with kids and any additional training that is previously exceeded in the training line.
  - Electric: \$1,377 reflects a \$77.94 increase from 2017
  - Telephone: \$835 covers Rec. Directors personal cell phone
  - Printing: \$200, each office location pays for their own ink  
S. Nadeau questioned why there are multiple offices and why they can't be combined.  
K. Brown stated that the office at town hall is for the assistant director, supervisor of the check list and trustee of the trust fund.
  - Supplies: \$1,403. Easter Halloween and Christmas events all come from this line.
  - Postage: \$200 includes thank you letters/cards and donation request letters
  - Operating Supplies: \$1 to keep line open
  - Equipment Maintenance: \$250, will see this line split between the Trustees of the Trust Fund and Supervisor of the Checklist as all 3 departments use the same equipment.
  - Equipment Purchase: \$200 will see this line split between the Trustees of the Trust Fund and Supervisor of the Checklist as all 3 departments use the same equipment
  - Mileage/Travel: \$250 reflects increase.  
S. Nadeau questioned if the town car is being used for any travel. K. Brown stated she takes her personal car everywhere where needed that she follows behind the busses on any trip outings for emergencies if she needs to transport or follow an ambulance to the hospital and that conferences are often all day starting early in the morning and ending later at night and won't take the car out of town that long. Stated that she had used it at one time while going to the bank for depositing but has stopped since the treasurer has taken over the deposits.
  - Dues: \$70 NHParks & Rec
  - Miscellaneous: \$1 to remain open  
Total \$61,657 reflects a \$2 increase from presented budget sheet due to adjusting two lines to \$1 to keep those two lines open. Budget reflects an increase over 2017 of \$7,323.60 equivalent to 13.48%  
L. Brown questioned if the year to date mileage of the town car has been recorded. H. Thibodeau states it is recorded she did not know off the top of her head.

L. Brown stated a personal vehicle is not an emergency vehicle and not to be used as such. The town vehicle is available any day/time does not matter how early or late it is needed. If it is not currently signed out to anyone and being used it is available to any town employee.

S. Nadeau questioned the amount of the part time salary line. K. Brown stated the current employee was hired at a higher rate over the previous employee but at the same number of hours.

T. McDougall questioned why training was reflecting in two separate lines why not keep any training expenses within the training line. K. Brown stated she doesn't always use the additional training that is why it is not included in the actual training line. T. McDougall stated if it is a training cost it should reflect the appropriate line.

- Supervisor of the Checklist proposed 2018 budget presented by Karen Brown
  - K. Brown questioned the policy on cola and merit salary increases of elected positions. Recalls a time back that information provided to her stated that elected personnel under a stipend position does not reflect a salary increase. S. Nadeau stated it would be a decision made amongst the Board of Selectmen. R. Thibeault stated based on opinion it was in error of the treasurer due to legal opinions currently that is all he is allowed to say.
    - Salary Elect: \$2,647.40 budgeted for 4 elections from the current 1 of 2017
    - Printing: \$200
    - Equipment Maintenance: \$100 line split between the Trustees of the Trust Fund and Recreation as all 3 departments use the same equipment
    - Equipment Purchase: \$150 line split between the Trustees of the Trust Fund and Recreation as all 3 departments use the same equipment
    - Training: state requirement
  - Total 2018 proposed budget of \$3497.40, reflects a \$1,052 increase over 2017
  - T. McDougall questioned the amounts of postage and supplies have not changed but the number of elections each year have, why are they not reflecting as such. K. Brown stated she may eventually increase lines but currently does not use the lines if not needed.
- Trustee of the Trust Fund proposed 2018 budget, presented by Karen Brown
  - Elected Salary: remains the same
  - FICA: \$144 Remains the same
  - Medicare: \$35. Remains the same
  - Training: \$0, mandatory workshops have no associated costs
  - Printing & Copies: \$200
  - Office Supplies: \$200
  - Postage: \$50
  - Equipment Maintenance: \$100 line split between the Supervisor of the Checklist and Recreation as all 3 departments use the same equipment
  - Equipment Purchase: \$150 line split between the Supervisor of the Checklist and Recreation as all 3 departments use the same equipment
  - Mileage: \$100

S. Nadeau questioned year to date expenditures reflect no deductions. K. Brown stated

the treasurer of the committee has not submitted her expenses yet, she does so closer to the end of the year.

Total budget reflects a 0% increase/change over 2017

- Economic Development
  - \$1500 explore grant opportunities
  - \$1000 master plan
  - 0% increase over 2017
  
- Outside Appropriations
 

L. Brown questioned if Greater Wakefield Resource Center letter of interest has been received. H. Thibodeau stated she is yet to receive anything from them. L. Brown stated they provide roughly 550 meals and are looking to accept any contribution available.

  - Strafford CAP: 2018 Request: \$8,250 BOS Approved: \$7,250
  - Homemakers: 2018 Request: \$1,000 BOS Approved: \$1000
  - HAVEN: 2018 request: \$1,800 BOS Approved: \$500
  - Aids Strafford 2018 Request: \$400 BOS Approved: \$400
  - Cornerstone VNA: 2018 request: \$5,652 BOS Approved: \$5,652
  - Meals on Wheels: 2018 request: \$1,500 BOS Approved: \$1,500
  - American Legion: 2018 Request: \$800 BOS Approved: \$800
  - CASA: 2018 request: \$500 BOS Approved: \$500
  - Wakefield Food Pantry: 2018 Request: \$2,500 BOS Approved: \$2,500

Total of \$20,102.

S. Nadeau suggests tabling until next meeting due to wanting to include Greater Wakefield Resource Center and Youth Sponsorship
  
- Highway Department 2018 proposed budget presented by Pat Smith
  - Salary Full Time: \$278,191. Includes step increase and overtime
  - Part Time Salary: \$19,058
  - Elected Salary: \$65,194
  - FICA: \$22,472.
  - Medicare: \$5,256
  - Training: \$1000 reflects no increase
  - Employee Testing: \$1,500 reflects no increase
  - Uniforms: \$4,700 reflects no increase
  - Contract Services: \$13,970 reflects no increase
  - Professional Services: \$1 reflects a \$499 decrease due to a new IT Contract
  - Electric: \$5,100
  - Heat: \$3,000 reflects a \$1,000 decrease
  - Telephone: \$3,100 reflects an \$800 decrease
  - Supplies: \$24,248. Reflects a \$323 increase due to DEF usage and engine oil pricing increase
  - Postage: \$10
  - Operating Supplies: \$123,460 due to increase in salt pricing

- Fuel: \$5,500
- Diesel: \$35,000
- Equipment Maintenance: \$20,000
- Equipment Purchase: \$500
- Equipment Lease: \$1
- Membership: \$1
- Miscellaneous: \$1

Total proposed 2018 Highway budget \$631,263. Reflects a \$1,072 a .1% increase

D. Wing questioned step pay plan for elected versus appointed. H. Thibodeau stated based on two legal opinions, per the wording of warrant article it is a legal action. Voters voted legally to pay with the step plan.

L. Brown questioned Michelle if she recalled the warrant article on the town clerk. M. Beauchamp stated she is unaware as it was prior to her taking the position.

L. Brown questioned what the equipment purchase would be used for. P. Smith stated nothing specifically listed but typically for brooms, shovels etc.

- Solid Waste 2018 proposed budget presented by Pat Smith
  - Salary: \$40,792 includes \$2,000 in overtime costs
  - Part Time Salary: \$47,298 including 3-part time employees
  - FICA: \$5,546
  - Medicare: \$1,278
  - Training: \$600
  - Uniforms: \$600
  - Contract Services: \$5,830 includes landfill monitoring
  - Disposal: \$6,600
  - Rental: \$1
  - Hazardous Waste Removal: \$1
  - Electric: \$1,700
  - Heat: \$500
  - Telephone: \$654
  - Supplies: \$2,159
  - Postage: \$10
  - Operating Supplies: \$1
  - Diesel: \$8,000
  - Equipment Maintenance: \$1
  - Equipment Purchase: \$1
  - Equipment Lease: \$1
  - Permits: \$1

Total Solid Waste proposed budget \$180,892 reflects \$599 increase over 2017

S. Nadeau questioned if Barron Brothers use for leave removal was still utilized and which line reflected such. P. Smith stated that was a charge within the revolving account.

L. Brown commends the recent improvements to the transfer station.

T. McDougall questioned the decrease in diesel. P. Smith stated it is due to the WEX program.

- Government Buildings 2018 proposed budget presented by Pat Smith
  - Salary: \$106,737 reflects change in full time cleaner, step increase and overtime  
S. Nadeau questioned whose budget reflects the well at the Veterans park. P. Smith stated it was not his budget but the Board of Selectmen. S. Nadeau questioned the amount, that the costs should be known already. A. Rawson stated it has not been totaled completely.  
T. McDougall questioned how many persons are titled under the cleaner position. P. Smith stated it was one single person who also has their CDL and can step into multiple job positions if needed and shorthanded.
  - Part Time Salary: \$1
  - FICA: \$6608
  - Medicare: \$1548
  - Uniforms: \$450
  - Contracted Services: \$20,554. Includes septic pumping, pest control. Noted that multiple contracts have increased into 2018.  
P. Hurd questioned what products Cameron's Sod Farm does for the town. P. Smith stated they have donated services for many years, is expecting donations to end this year.
  - Professional: \$1
  - Electric: \$9,600
  - Heat: \$4,000
  - Water: \$5,750
  - Supplies: \$2,112
  - Postage: \$1
  - Fuel: \$4,000
  - Maintenance: \$20,000
  - Cemetery Maintenance: \$5,000
  - Equipment Maintenance: \$1,000
  - Equipment Purchase: \$6,600 reflects an increase due to replacing a mower and purchasing a chop saw.
  - Equipment Lease: \$500
  - Miscellaneous: \$1

Total Government Buildings 2018 proposed budget \$193,973, reflects a \$20,056 increase

T. McDougall questioned how often quotes have been done for various contracts. P. Smith stated not for a couple years but plans to do so in the future.

A. Rawson stated that the Outside Appropriations are in order to continue. S. Perrault questioned if the Treasurers budget was finalized and ready as well. A. Rawson stated that continuing with the Outside Appropriations would take place first.

- Outside Appropriations
  - Strafford CAP: 2018 Request: \$8,250 BOS Approved: \$7,250
  - Homemakers: 2018 Request: \$1,000 BOS Approved: \$1000
  - HAVEN: 2018 request: \$1,800 BOS Approved: \$500

- Aids Strafford 2018 Request: \$400 BOS Approved: \$400
  - Cornerstone VNA: 2018 request: \$5,652 BOS Approved: \$5,652
  - Meals on Wheels: 2018 request: \$1,500 BOS Approved: \$1,500
  - American Legion: 2018 Request: \$800 BOS Approved: \$800
  - CASA: 2018 request: \$500 BOS Approved: \$500
  - Wakefield Food Pantry: 2018 Request: \$2,500 BOS Approved: \$2,500
  - Youth Sponsorship: BOS Approved \$1,500
  - Greater Wakefield Resource Center: BOS Approved \$1,000
- Total proposed budget for Outside Appropriations for 2018 \$22,602  
 R. Thibeault motioned to accept the Outside Appropriations proposed budget as presented for \$22,602. A. Rawson seconded. 2-0

#### Approval of Minutes:

P. Hurd motioned to accept November 9<sup>th</sup>, 2017 meeting minutes with corrections. S. Nadeau stated on page one the water is within code it is the access of water that is not under code. S. Nadeau seconded. P. Hurd motioned to accept November 14<sup>th</sup>, 2017 meeting minutes with correction of 'agenda' to be 'minutes' within the title of the document as well as the location of meeting is at the Town Hall not the Emma Ramsey building as stated. S. Perrault seconded.

#### Revisit Treasurer proposed budget

A. Rawson questioned the Budget Committee, if holding this one budget if it would hold process of their decisions as they would like a legal opinion before continuing. S. Nadeau stated it would not but will need for the final decisions and default. H. Thibodeau stated she will be working with finance with the budget and defaults and everything and will provide numbers as soon as possible. S. Perrault requested all formats to be sent to the Budget Committee when available. B. Carrier noted the Budget Committee numbers will be blank.

B. Carrier stated and confirmed the November 27<sup>th</sup>, 2017 Budget Committee meeting will be canceled. S. Nadeau stated he would still like to know the final costs of the Veterans park well and where its funded. A. Rawson stated it will likely come out of the anticipated line. S. Nadeau questioned the costs going forward whom foots the bill. A. Rawson stated that Government Buildings would take future costs for operating expenses for the electrical costs.

P. Hurd states she will not be available and present for the December 4<sup>th</sup>, 2017 joint meeting as she has prior engagements.

S. Nadeau motioned to adjourn. P. Hurd seconded.



R. Thibeault motioned to adjourn. A. Rawson seconded. 2-0

Respectfully Submitted,  
Danielle Marique

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Chairman Andrew Rawson

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Ryan Thibeault