

**Town of Milton
Board of Selectmen Workshop
November 1st, 2017
Milton Town Hall
Workshop Minutes**

In Attendance: Selectmen Chair Andrew Rawson, Michael Beaulieu, Ryan Thibeault, Town Administrator Heather Thibodeau

Public in Attendance:

Bob Carrier, Stan Nadeau, Richard Krauss, Steve Panish, Nick Marique, Kathy Wallingford

Chairman Rawson called the meeting to order reciting the Pledge of Allegiance.

Department Budget Review

- Assessing Budget proposal presented by Kathy Wallingford
 - Salary: \$41495 cola and merit percentages included
 - FICA: \$2,598.88
 - Medicare: \$607.90
 - Training: \$150
 - Registry of Deeds: Increase of \$100. Over the past two years a slight increase has occurred due to more deed and merge reporting being conducted.
 - Legal Services: \$100. Remains the same, this line covers the public hearing charges occurred.
 - Software Support: Online assessing \$5,500 for a full year on online assessing.
 - Contracted Assessors: \$70,000. Remains the same
 - Printing: Decrease of \$50 from 2017
 - Supplies: Decrease of \$100 from 2017, requesting \$400.
 - Postage: \$600.
 - Equipment Maintenance: \$200.
 - Equipment Purchase: \$300.
 - Mileage: \$50.
 - Membership: \$30.
 - Miscellaneous: \$10.

Total proposed Assessing budget \$124,013.36

A. Rawson questioned the ability and comfort to cut \$5000 from the contracted assessors line. K. Wallingford stated the possibility of doing so will reflect in a bigger workload for other employees. A. Rawson stated he did not want to see any more daily work on any existing employees behalf.

R. Thibeault motioned to accept the assessing department proposed budget of \$124,013.36. A. Rawson seconded. 2-1

- Planning & Code Budget proposal presented by Brian Boyers
 - Full Time Salary: \$37,160. This line is for the land use clerk, cola and merit increase included. Overtime average of 6hrs/month for night meetings equaling \$2000.
 - Part Time Salary: \$29,042. This line is the code enforcement officer.
 - Training: remains the same at \$400
 - Registry of Deeds: \$25
 - Contracted Services: Increase of \$1,900. due to part time planner for zoning and planning including the GIS Coordinator.
 - Notices & Ads: Remains the same at \$200.
 - Professional Services: increase of \$199. For adobe software to give the ability to print own permits.
 - Printing: \$75. Remains the same
 - Supplies: \$500 Remains the same
 - Postage: \$250 Remains the same
 - Equipment Purchase: \$150 Remains the same
 - Mileage: \$75. Remains the same
 - Dues & Membership: \$550 includes building code and health inspector
 - Miscellaneous: \$50 Remains the same

Budget increase shows in salary lines and contracted services.
M. Beaulieu motioned to accept the Planning and Code proposed budget. R. Thibeault seconded. 3-0
- Planning Board Proposed Budget presented by Brian Boyers
 - Training: Remains the same
 - Notice: Remains the same at \$400.
 - Copies: \$100
 - Supplies: \$100
 - Postage: \$200
 - GIS Data: this is an additional line requesting \$500.
All lines remain the same as 2017 budget with the exception of adding the GIS Data line.
M. Beaulieu motioned to accept the proposed planning board budget.
R.Thibeault seconded. 3-0
- Moderator proposed budget
 - Election Officials: \$2,434. increase due to 3 elections in 2018.
 - Supplies \$300
 - Equipment Maintenance
R. Thibeault motioned to accept the proposed moderator budget. M. Beaulieu seconded. 3-0
- Treasurer proposed budget presented by Pam Arnold

- P. Arnold noted that the salary line would need to be adjusted to reflect cola and merit increase. Adjusted amount equaling \$7,012.50
- FICA: \$434.77
- Medicare: \$101.68
- Training: \$100
- Telephone: Stipend amount of \$15/month. This would be a new line
- Office Supplies: \$300
- Postage: \$76. P.O. Box rental fee increased.
- Miscellaneous: line is currently overspent this year due to two background checks needed. \$11,133.95 is the bottom line
- Mileage: \$2,400. This year shows an overage, proposed reflects increase, approximately \$230/month.

R. Thibeault questioned the treasurer having a separate PO Box then the town. P. Arnold stated that in previous selectmen meeting discussions on this topic it may be suggested but it is under the Treasurers discretion. M. Beaulieu recommended adjusting mileage line to reflect this years average. P. Arnold stated that it is the treasurers option to delegate deposit transactions to the position of the deputy treasurer, whom is employed at \$10/hour. She has not utilized this but has the option to. A. Rawson questioned who the deputy treasurer is and when it was voted and approved by the BOS. R. Thibeault pulled the minutes from the June 5 BOS meeting stating the position would be approved once background checks have been completed. A. Rawson stated no vote has been made to date.

A. Rawson stated he would like to see other employees utilize the option to make deposits to help keep the treasurers mileage costs down. P. Arnold informed the board that Attorney Sessler suggested previously that anyone handling money not to be involved in transactions or deposits to leave it to the Treasurer.

A. Rawson motioned to remove line 450, the treasurers' telephone stipend. P. Arnold states the use for a phone is for security with the example that the bank needed to contact her and didn't have a way to do so. R. Thibeault would like to see this tabled until legal notice is made on specific duties, deposits and delegations. P. Arnold states this has been done and previously discussed legally; based on Attorney Sessler's interpretation of the state statute. H. Thibodeau stated she could look back into emails on this. R. Thibeault motioned to table Treasures proposed budget and seek legal advise on whom can make deposits, how the treasurer can delegate tasks and duties and restrictions on delegating deposits. M. Beaulieu seconded. 3-0

- Waste Water proposed budget presented by Dale Sprague
 - Contracted Services: Reflecting a 3% but recommended adding in an additional .7% as well. Adopted proposed line \$33,547.
 - Legal Notice & Ads: \$100. This line has decreased in years past.

- Electric: \$14,500. Reflects a slight decrease. He would like to see the town using a different energy source. If done could see a potential \$2500/year savings. Currently contracted with Eversource, this would need to be voted on to change the energy supplier source.
 - Heat: Decrease of \$736. Bringing the line to \$2,264.
 - Water: Shows a slight increase
 - Telephone Security: Remains the same
 - Supplies: \$7,000. Remains the same though historically spent
 - Postage: \$100. Decreasing over time
 - Buildings & Grounds Maintenance: Remains the same
 - Equipment Maintenance: \$4,000. Remains the same
 - Equipment Purchase: \$500. Remains the same
 - Sewer Maintenance: \$2,600. Remains the same
 - Mileage: \$1.
 - Miscellaneous: \$1.

Total proposed Waste Water budget \$84,605.

R. Thibeault motioned to accept with shown contracted services modification. M. Beaulieu seconded. 3-0
- Zoning Board proposed budget presented by Stan Nadeau
 - Training: \$250. Remains the same
 - Registry of Deeds: increase of \$208.
 - Public Notice: \$400 Remains the same
 - Printing & Copies: \$100. Remains the same
 - Supplies: \$35. Remains the same
 - Postage: \$207.

Total proposed Zoning Board buget \$1,500.

R. Thibeault motioned to accept proposed Zoning Board budget. M. Beaulieu seconded. 3-0
- Conservation Commission proposed budget presented by Steve Panish

Only major increase is within the Professional Services line for \$500. reflecting water testing.

 - Supplies: \$25.
 - Training: \$50/each conference at 3 members each
 - Legal Defense: due to ongoing legal issues, per boards suggestion \$2,500.
 - Printing: would be to supply new programs to benefit towns people.
 - Membership & Dues: remains the same
 - Miscellaneous: \$1.

Total proposed Conservation Commission budget \$6,127.

R. Thibeault motioned to accept proposed Conservation Commission budget. M. Beaulieu seconded. 3-0
- Budget Committee proposed budget presented by Bob Carrier

- Professional Services: Recording clerk and legal notices remains at 22 meetings at \$75. each.
 - Training: \$200.
 - Printing & Copies: \$425. Previously agenda and expenditure reports and any other printing has been done independently, this line is to offset this personal charge.
 - Legal Notices: \$325. Public hearings
- Total proposed Budget Committee budget \$2,600.
- B. Carrier mentioned previously he has been printing and copying reports himself at his residence and this amount would be an approximate until it becomes an actual and can gauge usage.
- R. Thibeault motioned to accept the proposed budget committee's budget. M. Beaulieu seconded. 3-0

- Outside Appropriations

- Strafford CAP; supplies fuel, housing and food pantry assistance to residents
- M. Beaulieu questioned why representatives from each agency have not been invited in to present their requests. H. Thibodeau stated each appropriation has supplied back up along with their request for the year that there are a few agencies yet to return their form. A. Rawson suggests waiting on this budget once more agencies have replied.

M. Beaulieu suggested to pull the Town Administrators budget to decline his vote approving the budget and vote he is not in favor of approval; based on both full time and part time salary lines. M. Beaulieu motioned to amend the Town Administrator budget. A. Rawson second.

B. Carrier and R. Krauss collectively stated the person whom made the original motion is the one who needs to make the motion to then reopen the original motion. Draft minutes were given to review for whom made the original motion. M. Beaulieu in fact made the original motion to approve the adjusted Town Administrators budget for 2018. M. Beaulieu motioned to resend the vote on the Town Administrators budget.

A. Rawson apologizes, that nothing like this has happened in the past. Stated he would like known reasoning and explanation of why he would be changing his mind. R. Krauss stated a second may be made based on discussion on explanation and then a vote on further voting changes. A. Rawson seconded for explanation discussion only.

M. Beaulieu stated that starting with the part time position; he is concerned with disruption of the bookkeeper and fact of professional assistance has been provided by "Joann" for 6 hours a week along with "Kathy's" assistance, that everything was being taken care of and "Vanessa" has been having a hard time. A solution was made that no intrusions and distractions were to be made to the bookkeeper that written memos were to be provided and Town Administrator would assist any issues. A. Rawson noted this decision was just made and implemented this week, its hard to see progress so sudden. M. Beaulieu continued on to the Town Administrator salary

line; to state that he is not comfortable paying someone \$70,000. a year, when he reports she hasn't put in a full weeks work since she started.

R. Thibeault expressed this discussion is not appropriate and not called for and leading down a negative path. He is appalled about this and will not be changing his vote and he is not voting to re-discuss previous votes.

A. Rawson states to let the minutes show he is voting no as well and that this is something that should have been addressed within a non-public meeting.

M. Beaulieu motions to change his vote. R. Thibeault states he is voting no and not in favor at all. A. Rawson states he is not in favor. That everyone needs to be moving the town forward and something like this would be moving it backwards. Things were explained why the bookkeeper needs to be a full time. There was an adjustment to part time to see if it would work as a trial basis, it is not and needs to be a full time position. R. Thibeault states he is very uncomfortable with what was just said about the Town Administrator, extremely uncomfortable, its not an elected official and not the appropriate place to say anything like that and thinks this is setting the town in a bad position and going backwards.

R. Krauss would like to poll the selectmen asking for permission for an officer to take a cruiser home for 3 days during training.

H. Thibodeau wanted to state that she feels her reputation was damaged, does not feel this was the appropriate conversation to have here. Obviously a member of the Board of Selectmen does not know or understand the job description or role of a Town Administrator, that her job is not tied to a chair.

M. Beaulieu motioned for meeting to be adjourned. A. Rawson seconded. 3-0

Respectfully Submitted
Danielle Marique

Andrew Rawson

Michael Beaulieu

Ryan Thibeault