

**Town of Milton
Board of Selectmen Workshop
October 23rd, 2017
Milton Town Hall
Workshop Minutes**

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

Public in Attendance:

Pat Smith, Bob Carrier, Richard Krauss, Karen Brown, Betsy Baker, Larry Brown, Nick Marique, Kathy Wallingford

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

Department Budget Review

- Town Administrator Budget proposal presented by Heather Thibodeau
 - Full Time Salary Line: TA Contract and full time bookkeeper are within this line. \$107,881. Increased slightly due to cola and contracted rates. M. Beaulieu questioned the change in full time bookkeeper from part time. H. Thibodeau explained that this position needs to be at full time. Discussions with the bookkeeper and others within the building, all are in favor and agree in the positivity of this change. The workload versus time allowed is in favor of changing this position to full time. Current bookkeeper is adjusting previous issues and corrections on top of daily workload and needing to take longer to complete successfully. Every time there is an issue within payroll alone there are multiple adjustments and factors that have to be adjusted, its not a simple easy fix.
 - Part Time Salary Line: position has been eliminated.
 - Elected Salary Line: Reflects the selectmen salary \$6,930.
 - Training: Primex, NHMA, \$1,550. A.Rawson questioned why only \$100.00 has been used year to date. H. Thibodeau explained that multiple memberships are due later in date and that current expenditure needs to be updated. A. Rawson suggested adjusting training line down to \$900. Due to reasoning's of current expenditure report showings. M. Beaulieu seconded. 2-1
 - Legal Services: \$35,0000. Multiple open legal cases from this current year that will be transferring to next. A. Rawson motioned to adjust this line to \$33,500. M. Beaulieu seconded. 3-0
 - Registry of Deeds: \$300. Increased based on usage.
 - Contracted Services: Backbay, metrocast, auditor, stonehill (Joanne); adjusted to reflect cut in hours half way thru the year. Seacoast business copier; adjusting from two black and white to one single color copier, same functioning as current (fax, copies, scanning and

smart phone access etc) with easier access. Security bugular and fire alarm systems, and harris systems totaling \$58,415.32

- Legal Notices: Property advertisement costs. Asking to increase line \$1,200. M. Beaulieu proposed to adjust line to \$900. A. Rawson seconded. 3-0
- Professional Services: Recording clerk, website including moxdog and website developer, metrocast, audits for tax/clerk, drug screening, background checks \$13,805. A. Rawson suggested adjusting line proposal to \$12,000. R. Thibeault questioned where the cut was going to be coming from as every aspect of this line is spelled out in detail with the increase request from H. Thibodeau. Original proposed of \$13,805 continues.
- Street Lighting: Increase to \$18,000. Average of \$1,500./month this year will be overspent.
- Water Bill: \$1.00
- Phone: Firstlight \$453.20/month
- Printing Copies: Annual town report and voters guide, mailing labels, misc printing expenses, business cards, selectmen printing necessities. \$9,541.
- Supplies: 10-99 forms, office supplies, toner for bookkeeper printer, cases of paper, town meeting supplies, maint. And cleaning supplies, deposit slips, \$4,760.
- Postage: annual rental fee for po box
- Vehicle Fuel: \$600. Fuel for town car.
- Vehicle Maintenance: vehicle is getting older. Some of this years cost were covered by Highway department.
- Vehicle Reg. \$12.
- Equip Maint.: \$1,800 computer and office equipment repairs and maint. not covered within contracts.
- Phone Line:, repairs \$2,600. M. Beaulieu motioned to adjust line to \$2,000. A. Rawson seconded. 3-0
- Equip. Purchase: Used to purchase new \$2,300.
- Equip. Lease: Rental of copier \$2268
- Mileage: increased slightly due to overage this year.
- Membership /Dues: Fosters, NHMMA membership, reflects slight increase due to membership price increasing.
- Misc Expenses: Employee Gatherings: \$400. Increase of \$200 to cover end of the year celebration. M. Beaulieu motioned to keep line at \$200. A. Rawson seconded. 2-1
- Misc. Funeral and employees flowers, plaques for employees, joint meeting refreshments
M. Beaulieu motioned to approve proposed adjusted total Town Administrator budget of \$285,328.19 will be below default. A. Rawson seconded. 3-0

- Insurance presented by H. Thibeault
 - Health: projecting 8% increase \$502,452.76 includes buyout figure
 - Dental: \$239,931.03 projecting 6% increase
 - Retirement: based on participation,
A. Rawson motioned to approved Insurance Benefits as presented.
R. Thibault seconded. 3-0
- Recreation Department budget proposal presented by K. Brown
 - Full Time Salary: reflects cola and merit increase \$42,455.
 - Part Time Salary: \$8,534. 7 months of the year salary is taken out of the general fund due to the personnel being the camp director.
 - FICA \$248 increase
 - Medicare \$59 increase
 - Training: \$300. NHRPA conference.
A. Rawson motioned to increase line to \$500. M. Beaulieu seconded.
3-0
 - Uniforms: Remains the same as 2017
 - Contracted Services \$1
 - Transportation: \$1
 - Professional Services: Uses line as an overset on other lines, background checks for all volunteers/employees.
 - Electric: Remains same as previous year \$1,403. A. Rawson states that electric line is currently overspent by \$300. 6% increase needs to be adjusted as it has the remaining town. A. Rawson motioned to adjust electric line to \$2300. M. Beaulieu seconded. 3-0.
 - Telephone: Remains same as previous year \$835. Not an actual hard wire phone line, cell phone usage without insurance on phones.
 - Printing: \$200
 - Supplies \$1,403., including ink, holidays
 - Postage: \$200 including donation and thank you letters
 - Operating Maintenance: \$1
 - Building & Grounds Maintenance: \$1 Highway department has adapted this line/costs
 - Mileage & Travel: \$750 A. Rawson motions to adjust line to \$1000. M. Beaulieu seconded. 3-0
 - Miscellaneous: open line
M. Beaulieu motioned to approve the adjusted proposed Recreation Department budget of \$63,326. A. Rawson seconded. 3-0
- Supervisor of the Checklist Budget proposal presented by Karen Brown
 - Salary Elected: \$2,647 includes 3 personnel, increase due to 3 elections for 2018 versus only 1 in 2017.
 - Printing: \$200 includes mandatory notifications
 - Supplies: \$200
 - Postage: \$100

- Equipment Maintenance: Line split between 3 departments (Rec. Supervisor of the checklist and trustee of the trust fund.)
- Equipment Purchase: \$150 line split between 3 departments (Rec. Supervisor of the checklist and trustee of the trust fund.)
- Mileage & Travel: \$100 Includes mandatory training
M. Beaulieu motioned to approve Supervisor of the Checklist proposed budget of \$3,497.40. R. Thibault seconded. 3-0
- Trustee of the Trust Fund proposed budget presented by Karen Brown
 - Salary Elected: \$2,310. Remained the same as previous years, this is the treasurer's pay.
 - FICA and Medicare remains the same
 - Training: Currently mandatory training offered at no cost.
 - Printing & Copies: \$200
 - Office Supplies: \$200
 - Postage: \$50 includes check requests etc
 - Equip. Maint.: \$100, line split between 3 departments (Rec. Supervisor of the checklist and trustee of the trust fund.)
 - Equip. Purchase: \$150 line split between 3 departments (Rec. Supervisor of the checklist and trustee of the trust fund.)
 - Mileage: \$100
R. Thibault motioned to approve proposed Trustee of the trust fund budget of \$3,289. M. Beaulieu seconded. 3-0
- Public Works, Highway Department proposed budget presented by Pat Smith
 - Full Time Salary: \$278,191. Includes step increase and overtime
 - Part Time Salary: \$19,058. Includes step plan
 - Elected Salary: \$65,194
 - FICA and Medicare lines reflects
 - Training: \$1000
 - Employee Testing: \$1,500 includes random drug testing per year
 - Uniforms: \$4,700, includes all 3 departments
 - Contract Services \$13,970, includes maintenance program, tree removal, lift inspections, street sweeping
 - Professional: \$1
 - Electric: Level funded
 - Heat: Decrease of \$1,000.
 - Telephones: \$3,100 down from last year due to employees using personal cell phones and not town property.
 - Supplies: \$24,248 slight increases due to cost of oil and tire costs. DEF fluid is needed for all equipment, usage has gone up
 - Postage: \$10
 - Operating Supplies: \$123,460. Reflects an increase in cost of salt
 - Vehicle Fuel: \$5,500 slight decrease due to wex program

- Diesel Fuel: \$35,000 Slight decrease due to wex program and less amount of winter storms
- Equipment Maintenance: 20,000.
- Equipment Purchase: \$500
- Equipment Lease: \$1
- Membership Dues: \$1
- Miscellaneous: \$1
- A. Rawson suggested he would like to see in upcoming year adjustments to reflect a stipend for the use of Wades personal tools.
- R. Thibeault motioned to approve proposed Highway Department budget of \$631,263. M. Beaulieu seconded. 3-0

- Solid Waste Department proposed budget presented by Pat Smith
 - Salary: \$40,792 includes step increase and overtime
 - Part Time: \$47,298, 3 part time employees including step increase
 - Training: \$600, annual licensing fee, currently at 4 employees
 - Contract \$5,830. Includes cma, testing of air and water at landfill.
 - Disposal: \$66,000. Tires, electronics etc. costs to dispose, currently not charging townspeople disposal fees.
 - Rental: \$1
 - Hazardous Waste Removal: \$1, has previously taken costs out of the revolving account
 - Electric \$1,700
 - Heat: \$500. Decreased line due to use
 - Telephone \$654.
 - Supplies: \$2,159. Current year is overspent due to one item, not an all time expense.
 - Postage: \$10
 - Operating Supplies: \$!
 - Diesel Fuel: \$8,000 decreased line.
 - Equip Maintenance: \$1 currently costs come out of revolving account
 - Equipment Purchase: \$1, currently costs come out of revolving account.
 - Equipment Lease: \$1
 - Permit Fees: \$1
 - R. Thibeault motioned to accept proposed Solid Waste Department budget of \$180,892. M. Beaulieu seconded. 3-0

- Government Buildings proposed budget presented by Pat Smith
 - Full Time Salary: \$106,737.00 includes overtime and full time cleaner for all buildings with adjustments made from contract lines to ft salary line.
 - Part Time Salary: \$1. Removed line to combine to full time line
 - FICA and Medicare reflect salary increase
 - Uniforms \$450. Boot allowance for 3 personnel

- Contract Services: \$20,054 increased slightly due to septic pumping, oil maintenance, fire protection including fire extinguishers.
- Professional Services: \$1
- Electric: \$9,600. Increased slightly
- Heat: \$4,000. Based on average use to date
- Water: \$5750
- Supply: \$2,112
- Postage: \$1
- Fuel: \$4,000 slight decrease
- Maintenance: \$20,000. Includes \$5,000 for cemetery repairs
- Equipment Maintenance: \$1000 includes mowing and equipment
- Equipment Purchase: \$6,600 Reflects slight increase due to chop saw and 42" rider mower purchase.
- Equip Lease: \$500, used for emergencies
- Miscellaneous: \$1

M. Beaulieu motioned to approve to move forward with town buildings cleaner. A. Rawson seconded. 3-0

M. Beaulieu motioned to approve proposed government building budget of \$193,973. R. Thibeault seconded. 3-0

Total of seven (7) more budgets to continue and approve. H. Thibodeau suggested to have a special workshop prior to next scheduled BOS meeting in hopes to have all budgets completed by the Nov. 6 BOS Meeting. Workshop would be held November 1st, 2017 at 5:30pm.

R. Thibeault motioned to adjourn meeting. M. Beaulieu seconded. 3-0

Respectfully Submitted
Danielle Marique

Andrew Rawson

Michael Beaulieu

Ryan Thibeault