# Town of Milton Board of Selectmen Meeting Extra Meeting October 29<sup>th</sup>, 2018 Milton Town Hall

**Board of Selectmen Attendance:** Chairman Ryan Thibeault, Vice Chair Erin Hutchings, Andy Lucier, Town Administrator; Heather Thibodeau, Recording Clerk; Danielle Marique

**Public Attendance:** Karen Brown, Richard Krauss, Nancy Wing, Pat Smith, Bob Carrier, Larry Brown, Bruce Woodruff, Glenn Bailey, Lynette McDougall.

# Meeting call to order

- R. Thibeault welcomed all in attendance and stated the board would conduct the first of many nonpublic meetings. Motioned to start nonpublic meeting with 91-A: II (j). A. Lucier seconded. 3-0
- R. Thibeault motioned to reopen public meeting to continue in nonpublic item not on the agenda under 91-A: 3 II (g). A. Lucier seconded. 3-0
- R. Thibeault motioned to reopen public meeting to continue in nonpublic item not on the agenda 91-A: 3 II (j). 3-0

Recalled public meeting to order with pledge of allegiance.

### **New Business:**

- R. Thibeault stated the goal is to set the tax rate by next week.
- E. Hutchings motioned to trade in current police duty guns and purchase 11 duty guns for \$1804.00. A. Lucier seconded. 3-0

# • Purchase of 1994 Spartan Pumper Truck

N. Marique stated the 2017 Warrant Article to purchase a new pumper truck failed though it is currently within the CIP and the need will not diminish, the purchase of the used pumper truck will act as a band aid for the need of a permanent piece. A new truck is estimated at \$570,000. Where the used truck found from Ashland would be available to the Town at \$5,500. This will allow to take the CIP tanker to be taken off the ballet in the spring. Purchasing this truck would bring the Town water supply to a more adequate amount and where it is needed. The Town mechanic states the truck is sound with only minimal rust. Funding will come from the equipment line and is an extremely reasonable price for the truck that it is.

A. Lucier motioned to approve the purchase of the 1994 Spartan pumper truck for \$5,500. Authorizing N. Marique authority to sign the bill of sale. R. Thibeault seconded. E. Hutchings questioned if the Town has been without a truck for this long what is the need of one currently.

questioned if the Town has been without a truck for this long what is the need of one currently. A. Lucier stated Milton has always had 3 pumpers and the Milton Mills station has always had its own as well, it is a huge need. N. Marique stated if something happened to one of the current trucks the Town is in incredible danger; it is simply not safe to run two trucks each being at each station. Roll call vote 3-0

### **Old Business:**

# Selectmen Discussion of Budget Presentations

### Recreation

(Appendix A)

K. Brown stated she reconfigured the part time salary line for 26 weeks of the year to be applied to the Recreation operating budget and 26 weeks from Camp funding. E. Hutchings questioned if the events offered would be able to be held with a single employee assisting. K. Brown stated that legally they cannot. A. Lucier motioned to approve the proposed 2019 Recreation budget of \$68,310. E. Hutchings seconded. 3-0

## Cemetery

(Appendix B)

B. Woodruff stated per the State statute each Town must have a cemetery. Noted that many towns have the DPW direct and maintain the town owned cemetery. R. Thibeault questioned the custodian work and which induvial would be doing the work; would it be a new employee or the DPW. A. Lucier followed by questioning who would be required to complete work on the weekends and assisting with burials. B. Woodruff stated funeral homes typically do burial work. Extra calls can go to DPW during regular business hours and burials would be planned with proper employee work. P. Smith believed a full understanding will not come for a while, the first year will have a learning curve. A. Lucier questioned who would take care of all the other cemeteries in Town. P. Smith stated most are privately owned. E. Hutchings stated there is a \$17,000 increase from 2018. R. Thibeault stated concern with if money is going to the correct departments and lines, is the DPW capable of adding more responsibilities and duties as currently staffed. P. Smith stated that would be something that will need to be adjusted as time goes on and will not know all the entails until time passes. A. Lucier questioned if the cemetery secretary would be combined with the cemetery custodian position. P. Smith stated he believed this is a reasonable place to start as DPW would be granting permission to cemetery staff to tools and equipment. A. Lucier motioned to approve the proposed cemetery budget of \$27,482.03. E. Hutchings seconded. 3-0

### Insurance & Benefits

(Appendix C)

H. Thibodeau stated the originally proposed dental increase was at 6% it is now to be at 4.5%. Health insurance was originally figured at a full year of 7.5% increase to which it is more accurately adjusted to be 6 months increase, this is the same for the SRO position only being a 6 month budgeted position. A. Lucier questioned the employee payment amount. H. Thibodeau stated employees hired prior to January 2017 they are responsible for 10% where employees hired after January 2017 they are responsible for 20%. Currently locked into SchoolCare for insurance policies for a total of 3 years to which next year is the conclusion of the contract. R. Thibeault questioned which of the presented health insurance options were the suggested. H. Thibodeau stated budgeting needs to remain for the position and not the person employed in that position. R. Krass made the suggestion to budget a number of \$600,000. allowing a slight allowance of

adjustmet in policies not already taken into effect. N. Marique commented in agreeing with the suggestion of \$600,000. due to the considerable amount of time he has studied the numbers provided. A. Lucier stated based on the insurance numbers provided the department budgets would have been looked at and approved differently. E. Hutchings stated she agreed to the suggestion of \$600,000. bringing the insurance and benefit budget line to total \$837,083.19. H. Thibodeau stated there is a chance the line is over expended monies come from and where should it be applied.

E. Hutchings motioned to accept the insurance and benefits 2019 proposed budget of \$837,083.19 A. Lucier seconded. 3-0

# Town Clerk/ Tax Collector

R. Thibeault motioned to approve the proposed 2019 Town Clerk/Tax Collector budget of \$125,676. R. Thibeault seconded. 3-0 (Appendix D)

R. Thibeault motioned to approve the 2019 Town budget of \$4,707,008.48 reflecting a \$197,395. Increase over 2018, a percentage amount of 4.19%. A. Lucier seconded. 3-0

A. Lucier: Stated B. Carrier would be sitting in for him during the November 6<sup>th</sup> elections.

E. Hutchings: Stated the arteasian well would be installed at the Town House building starting this week.

R. Thibeault motioned to seal nonpublic meeting minutes 91-A:3 II (j) indefinitely. E. Hutchings seconded. 3-0

R. Thibeault motioned to seal nonpublic meeting minutes 91-A:3 II (g) for 60 days. E. Hutchings seconded. -0

R. Thibeault motioned to seal nonpublic meeting minutes 91-A:3 II (j) for 30 days. A. Lucier seconded. -0

R. Thibeault motioned to continue in nonpublic item not on the agenda under 91-A: 3 II (j). A. Lucier seconded. 3-0

R. Thibeault motioned to seal nonpublic meeting minutes 91-A:3 II (j) indefinitely. E. Hutchings seconded. 3-0

R. Thibeault motioned to adjourn. A. Lucier seconded. 3-0

Respectfully submitted;

Recording Clerk,

Danielle Marique

Chairman Ryan Thibeault

Erin Hutchings

Andy Lucier

						(Recreativ	(Recreation Department)	
*					2019 Budget			
						25 hrs PT salary 30hrs PT Salary	30hrs PT Salary	the state of the s
		2015	2016	2017	2018	2019	2019	
Line Item #	<u>Line</u> Item Title	Budget	Budget	Budget	Budget	Request	Request	Description
01-4520-110	RE Salary Full Time	\$ 34,466.00	539,858.40	\$40,929.06 \$42,455.00	\$42,455.00	\$44,023.00	\$ 44,023.00	(\$1.94,023.00   Reflects full time directors salary with 1.7 cola/2.0 merit for 6 months
01-4520-120	RE Salary Part Time	\$ 6,000.00	0 \$6,000.00	\$6,066.00	\$8,534.00	\$10,242.00	\$12,290.10	\$12,290.10 Reflects pay for 26 wks/ w/1.7 cola/2.0 merit for 3 months
01-4520-220	RE FICA	\$ 2,509.00	0 \$2,843.00	\$2,914.00	\$3,162.00	\$3,365.00	\$3,491.40	\$3,491.40 Full-time/6 months part-time
01-4520-225	RE:Medicare	\$ 587.00	00.599\$ 0	\$681.00	\$740.00	\$787.00	\$816.50	\$816.50 Full-time/6 months part-time
01-4520-240	RE Training	\$ 300,00	00.005\$ 0	\$300.00	\$500,00	\$500.00	\$500.00	\$500.00 Conferences, administrative classes
01-4520-290	RE Uniforms			\$125.00	\$125.00	\$125,00	\$125.00	\$125.00 Professional attire for both full/part time employees - embroidery costs only
01-4520-340	RE Contracted Services	1.00	0 \$1.00	\$1.00	\$1.00	\$1.00	\$1.00	
01-4520-360	RE Transportation	\$ 1.00	0 \$1.00	\$1.00	\$1.00	\$1.00	\$1.00	
01-4520-395	RE Professional Services	\$ 600.00	00.009\$ 0	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00 Computer, mandatory background checks
01-4520-410	RE Electric	\$ 1,299.00	0 \$1,299.00	\$1,299.00	\$2,300.00	\$2,300.00	\$2,300.00	\$2,300.00 Electricity for three meters / spent to date (\$1,799.52) 78%
01-4520-450	RE Telephone	\$ 835.00	0   \$835.00	\$835.00	\$835.00	\$835.00	\$835.00	\$835.00 Director's cell phone and \$15.00 per month stipend for assistants phone.
01-4520-610	RE Printing	\$ 200.00		\$200.00	\$200,00	\$200.00	\$200,00	\$200.00 lnk for office computers
01-4520-620	RE Supplies	\$ 1,403.00	0   \$1,403.00	\$1,403.00	\$1,403.00	\$1,403.00	\$1,403.00	\$1,403.00 All recreational supplies that are not covered by a program.
01-4520-625	RE Postage	\$ 200.00	0 \$200.00	\$200.00	\$200.00	\$200.00	\$200,00	\$200.00 yearly postage costs
01-4520-630	RE Operating Supplies	\$ 1.00		\$1.00	\$1.00	\$1.00	\$1.00	, mi,mi,mi,mi,mi,mi,mi,mi,mi,mi,mi,mi,mi,m
01-4520-720	RE Building Maintenance	\$ 1.00		\$0.00	\$0.00	\$1.00	\$1.00	
01-4520-725	RE Grounds maintenance	\$ 1.00	00.08	\$0.00	\$0.00	\$1.00	\$1.00	THE TAX TO SERVICE A SERVICE ASSESSMENT ASSE
01-4520-740	RE Equipment Maintenance	\$ 250.00	0, \$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00 Required maintenance on office computer
01-4520-741	RE Equipment Purchase	\$ 200.00	0 \$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00 Replacement of office equipment
01-4520-840	RE-Milage & Travel	\$ 750.00	0 \$750.00	\$750.00	\$1,000.00	\$1,000.00	\$1,000,00	\$1,000.00 Mileage reimbursement/Conferences/trainings
01-4520-850	RE Dues/Subscriptions	\$ 70.00	0 \$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00 Professional dues to NHRPA
01-4520-890	RE Miscellaneous	\$ 1.00	0 \$1.00	\$1.00	\$1.00	\$1.00	\$1.00	
			_	-				
	Totals	\$ 49,800.00	\$55,602.40	\$56,826.06	\$62,578.00	\$66,106.00	Z \$68,310.00	
						\$3,528.00(	\$5,732,00	\$5.732.00 'Increases due to increased salary with Merit and Cola and increase of 5 hrs. per wk for
						*	1	part-time assistant recreation director.
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Dept. Ferrisons 2 10/29/18

	CEMETERY	CEMETERY 2019 Budget			
		300000			
	,	2018	2018	2019	
Line Item #	Line Item Title	Approved	Expenditure	Proposed	Description
01-4195-395 Admin Cost	Admin Cost	\$ 4,000.00	\$ 4,000.00 \$ 450.00		
01-4195-890	01-4195-890 Miscellaneous	\$ 6,000.00	\$ 6,000.00 \$ 6,047.71		
				×*	**New Lines To Be Added**
01-4195	Cemetery Salary			\$ 5,822.03	\$ 5,822.03 DPW Director Salary to oversee cemetery (aditional calary than DPW director current calary)
01-4195	Custodian			\$ 7,500.00	\$ 7,500.00   April - October (DPW hourly rate)
01-4195	Secretery Stipend			\$ 4,160.00	
01-4195	Contracted Maintenance			\$ 9,000.00	\$ 9,000.00 Outside Contracts
01-4195	Printing & Supplies			\$ 1,000.00	
	Totals			\$ 27,482.03	

Appendix B

HEALTH INSURANCE	2018 Budget	2010 0.00
	\$ 519,621.60	29 employees \$ 678,013.44
DENTAL Cost	2018 Curre 2018 Budget	2019 Prope monthly and 5% Incres 2019/ mo. 2010 Broises
Individual \$ 41.92	7	2 2
2 Person \$ 80.58	<b>ن</b>	483 48 \$ 21 76 \$ 505 24 \$
Family \$ 140.56	S	\$ 13.00 \$ 21.00 \$ 20.124 \$ \$ 8/3.36 \$ 27.05 \$ 601.11 \$
		15.150 ¢ 55.75 ¢ 05.5±0 ¢
	17.	19 \$ 2031831
	\$ 23,931.00	
\$ 1,399.14		
16,789.68	(Approximate Actual Costs)	
RETREMENT	2018 Budget	2019 Projected
	\$ 91 583 52	7 7 7
		1.8 Employees \$ 88,333.88
LIFE INSURANCE	2018 Budget	
\$1.70/employee @26 employees		•
	Ç	\$1.75/employee @28 employees \$58.00
UNEWIP EOYMENT INSURANCE	2018 Budget	2019 Projected
	\$ 5,752.00	\$ 4.625.00
WORKER'S COMPENSATION	2018 Budget	2019 Projected
	\$ 60,520.00	\$ 66,572.00
PROPERTYINSURANCE	2018 Budget	2019 Projected
	\$ 67,153.00	\$ 52,646.00
PROPERTY INSURANCE DEDUCTIONS	IS 2018 Budget	2019 Projected
	\$ 4,000.00	\$ 4,000.00
		\$ 915,096.63

Appendix C

OPTIO	NΑ		*	Currently I	Budgeted*							
	firs	t 1/2 year	~—	mo @7.5%	Year Total	1	# Of Er	nployees	Tr	otal Per Plan		
Granfathe	ered I	mployees	•			<del></del>		110101003	<u>, ''</u>	otati e i i an		
Single	- \$	1,007.00	\$	1,082.53	\$ 12,537.15			3	\$	37,611.45		•
2 person	\$	1,812.60	\$	1,948.55	\$ 22,566.87			4		90,267.48		
famlly	\$	2,376.60	\$	2,554.85	\$ 29,588.67			8		236,709.36		
										,		buyouts paid as current 5@
New Hire		ctive as of Ja	nua	ry 2017								\$3,200
single	\$	805.60	\$	866,02	\$ 10,029.72			. 3	\$	30,089.16		
2 person	\$	1,611.20	\$	1,732.04	\$ 20,059.44			2	\$	40,118.88		police hires (2) 2 person
family	\$	2,175.20	\$	2,338.34	\$ 27,081.24			3	\$	81,243.72		, , , , , , , , , , , , , , , , , , , ,
		1						1.				SRO 2 person
BuyOut					\$3,200			5	\$	15,000.00		
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SRO			_	4 702 04	A 40 000 04							
2person family			\$ \$		\$ 10,392.24			. 1	\$	10,392.24		
ionany .			ą	2,336,34	\$ 14,030.04	TOTAL	eepenaka		22 <b>支</b> /2			•
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Single	_		4	4.000.50	A 40 F07 47	• •						\$ *
2 person	\$ \$	1,007.00 1,812.60			\$ 12,537.15		i .		\$	37,611.45		
family	\$	2,376.60			\$ 22,566.87 \$ 29,588,67			6	\$	135,401.22		
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New Hires	s Effe	ctive as of Jar	uar	y 2017								buyouts paid respectfully (old
single	\$	805.60	\$	866.02	\$ 10,029.72			3	\$	30,089.16		plan; 2 @ 2person, 3 @family
2 person	\$	1,611.20	\$	1,732.04	\$ 20,059.44				\$	40,118.88	:	police hires (2) 2 person
family	\$	2,175.20	\$	2,338.34	\$ 27,081.24				\$	81,243.72		(-) - person
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SRO											•	
2person			\$		\$ 10,392.24			1	\$	10,392.24		
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Single	\$	1,007.00			\$ 12,537.15				\$	37,611.45		
2 person family	\$	1,812.60 2,376.60	\$		\$ 22,566.87			6	\$	135,401.22		
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family	\$	2,175.20			\$ 27,081.24			0 5		135 400 50		police hires (2) family
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. [		1/2 year	6 m	o @7.5%	Year Total	Т.	# Of E-	ployees	T	tal Per Plan		
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2 person	\$	1,812.60			\$ 22,566.87			0			*	
family	\$	2,376.60			\$ 29,588.67			20		591,773.40	_	
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New Hires	Effect	ive as of Jan	Jary	2017							-	plan; 2 @2person, 3 @family
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2 person	\$	1,611.20	\$		\$ 20,059.44			. 0		_		police hires (2) family
family	\$	2,175.20	\$		\$ 27,081.24			8		216,649.92	1	beace unserter tatulik
				:				-	•			SRO family
SRO											•	and turning
2person			\$	1,732.04	\$ 10,392.24			-				
family			\$	2,338.34	\$ 14,030.04			1	\$	14,030,04		
					j	TOTAL				822,453.36		

Appendix C

						TOW	N CLE	RK TAX	COLLECTO	TOWN CLERK TAX COLLECTOR BUDGET - 2019 PROPOSAL
					<u>.</u>					
		2015		2016	.*	2017	20	2018	2019	
		Budget		Budget	ñ	Budget	Bud	udget	Request	Description
01-4140-120	Salaries-Part-Time	\$ 36,534.79		\$ 38,200	Ş	38,470	35. \$	39,637	\$ 40,429	\$ 40,429  Includes \$ (1.7%cola 6mos) + \$ (poss. 2% merit 6mos)
	Salary - Full-time	\$	-	- \$	\$	1	٠.	•		Includes \$ (1.7%cola 6mos) + \$ (poss. 2% merit 6mos)
01-4140-130	Salaries-Elected	\$ 48,410.09		\$ 48,797	\$	49,700	\$ 51	51,564	\$ 53,471	Includes \$ (1.7%cola 6mos) + \$ (poss. 2% merit 6mos)
01-4140-220	FICA	\$ 5,226.59	├	\$ 5,394	\$	5,467	10.	5,655	5 5,822	5,822. 6.20%
01-4140-225	Medicare	\$ 1,231.70	┢─	\$ 1,262	Ι	1,279		1,323		1,362 1.45%
01-4140-240	Training	\$ 1,150.00		\$ 1,150		200	٠,	200		500   2 Spring Workshops (\$300), 2 Annual Conference (\$200) & Training
01-4140-330	Registry of Deeds	\$ 500.00		\$ 800	\$ 0	800	\$	700		Recording liens/redemptions & tax deeds
01-4140-391	Legal Notices and	\$ 150.00		\$ 150		150	÷	150	\$ 300	Employment Notice
		- 1	+	-	+		- [			
01-4140-395		\$ 10,740.00		\$ 11,685	<u>٠</u>	9,200	\$	11,270	\$ 9,200	Avitar program (\$3200); Interware (\$700); 2 LHS Ballot Machine Coding (\$3,500);
	Services	,								2Sanders Searches (\$1,500); TC/TX PO Box (\$125); Notary (\$75), Background
	_		-+		_					checks(\$100)
01-4140-610	Printing/Copies	\$ 100.00		\$ 100	\$ 0	100	Ś	Н	\$ 1	Automotive Red Books
01-4140-620 Supplies	Supplies	\$ 2,500.00		\$ 2,500	٠ د	2,500		2,500	\$ 2,500	Tax bills; Printer cartridges; Printer drums; Envelopes; labels; file folders; Binders,
								•		Storage boxes; Dog Licenses, business cards, Misc: desk calendar, staples,
										rubberbands, paperclips/binder clips, tape, stamp ink pads; etc
01-4140-625	Postage	\$ 7,100.00		\$ 7,100	\$ 0	7,100	₹.	7,100	\$ 7,100	Absentee ballots, MV Renewal notices; DMV daily work; Ereg (MV, Dogs, Vital
										Records, Beach/Boat Passes, Transfer Station Decals); Dog letters; Certified civil
		····								forfeitures; Tax&Sewer bills July&Dec Tax reminder notice; Certified delinquent tax
										notices; Certified mortgage lien notice; Certified impending deed notice; Certified
										mortgage deed notices; Registry of Deeds, Vital Records, Lien Redemptions
01-4140-740	Equipment	\$ 500.00		\$ 500	\$	250	\$	250	\$ 250	250 LHS Annual maintenance on ballot box
	Maintenance									
01-4140-741	Equipment	\$ 2,000.00		\$ 1,700	\$	2,000	· ·	2,000	\$ 2,000	2,000   Printer replacement; safe replacement
	rui cilase		-1-			+			l	
01-4140-840	Mileage and Travel	\$ 2,400.00	一	\$ 2,400	\$ 0	200	S.	250	\$ 2,000	2,000 Bank Deposits, Training, Conferences & Post Office
01-4140-850	Membership and		40.00	\$ 40	s C	40	\$	40	\$ 40	NH Town Clerk Association Dues & NH Tax Collector Dues
*4	Dues	j.			_	$\rightarrow$				
01-4140-890	01-4140-890 Miscellaneous 5 1.00	1.	_1	\$ 1		_	ጭ	F	\$ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	
es. T	Fotal was made and a second	\$118,584.		\$ 121,779		\$ 118,057	\$ 122	2,940	122,940 /\$ 125,676	
								<u></u>	- Commence	Revised 10/29/2018
									4	

Appendix D