

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 ballot 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.

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 individual 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

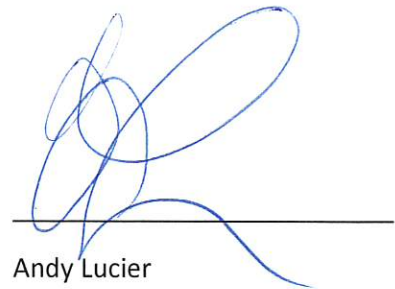
Respectfully submitted;  
Recording Clerk,  
Danielle Marique



Chairman Ryan Thibeault



Erin Hutchings



Andy Lucier



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

Appendix B

# HEALTH INSURANCE

[illegible]

## Appendix C

# **OPTION A**      **\*Currently Budgeted\***

	first 1/2 year	6 mo @7.5%	Year Total		# Of Employees	Total Per Plan
<b>Grandfathered Employees</b>						
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
family	\$ 2,376.60	\$ 2,554.85	\$ 29,588.67		8	\$ 236,709.36
<b>New Hires Effective as of January 2017</b>						
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
family	\$ 2,175.20	\$ 2,338.34	\$ 27,081.24		3	\$ 81,243.72
BuyOut			\$3,200		5	\$ 15,000.00
SRO						
2person	\$	1,732.04	\$ 10,392.24		1	\$ 10,392.24
family	\$	2,338.34	\$ 14,030.04			
<b>TOTAL</b>					<b>29</b>	<b>\$ 542,432.29</b>

buyouts paid as current 5@ \$3,200

police hires (2) 2 person

SRO 2 person

## **OPTION B**

	first 1/2 year	6 mo @7.5%	Year Total		# Of Employees	Total Per Plan
<b>Grandfathered Employees</b>						
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		6	\$ 135,401.22
family	\$ 2,376.60	\$ 2,554.85	\$ 29,588.67		11	\$ 325,475.37
<b>New Hires Effective as of January 2017</b>						
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
family	\$ 2,175.20	\$ 2,338.34	\$ 27,081.24		3	\$ 81,243.72
SRO						
2person	\$	1,732.04	\$ 10,392.24		1	\$ 10,392.24
family	\$	2,338.34	\$ 14,030.04			
<b>TOTAL</b>					<b>29</b>	<b>\$ 660,332.04</b>

buyouts paid respectfully (old plan; 2 @ 2person, 3 @family

police hires (2) 2 person

SRO 2 person

## **OPTION C**

	first 1/2 year	6 mo @7.5%	Year Total		# Of Employees	Total Per Plan
<b>Grandfathered Employees</b>						
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		6	\$ 135,401.22
family	\$ 2,376.60	\$ 2,554.85	\$ 29,588.67		11	\$ 325,475.37
<b>New Hires Effective as of January 2017</b>						
single	\$ 805.60	\$ 866.02	\$ 10,029.72		3	\$ 30,089.16
2 person	\$ 1,611.20	\$ 1,732.04	\$ 20,059.44		0	\$ -
family	\$ 2,175.20	\$ 2,338.34	\$ 27,081.24		5	\$ 135,406.20
SRO						
2person	\$	1,732.04	\$ 10,392.24			
family	\$	2,338.34	\$ 14,030.04		1	\$ 14,030.04
<b>TOTAL</b>					<b>29</b>	<b>\$ 678,013.44</b>

buyouts paid respectfully (old plan; 2 @ 2person, 3 @family

police hires (2) family

SRO family

## **OPTION D**

	first 1/2 year	6 mo @7.5%	Year Total		# Of Employees	Total Per Plan
<b>Grandfathered Employees</b>						
Single	\$ 1,007.00	\$ 1,082.53	\$ 12,537.15		0	\$ -
2 person	\$ 1,812.60	\$ 1,948.55	\$ 22,566.87		0	\$ -
family	\$ 2,376.60	\$ 2,554.85	\$ 29,588.67		20	\$ 591,773.40
<b>New Hires Effective as of January 2017</b>						
single	\$ 805.60	\$ 866.02	\$ 10,029.72		0	\$ -
2 person	\$ 1,611.20	\$ 1,732.04	\$ 20,059.44		0	\$ -
family	\$ 2,175.20	\$ 2,338.34	\$ 27,081.24		8	\$ 216,649.92
SRO						
2person	\$	1,732.04	\$ 10,392.24			
family	\$	2,338.34	\$ 14,030.04		1	\$ 14,030.04
<b>TOTAL</b>					<b>29</b>	<b>\$ 822,453.36</b>

buyouts paid respectfully (old plan; 2 @ 2person, 3 @family

police hires (2) family

SRO family

**TOWN CLERK TAX COLLECTOR BUDGET - 2019 PROPOSAL**

	2015	2016	2017	2018	2019	Description
	Budget	Budget	Budget	Budget	Request	
01-4140-120	\$ 36,534.79	\$ 38,200	\$ 38,470	\$ 39,637	\$ 40,429	Includes \$ ( 1.7%cola 6mos) + \$ (poss. 2% merit 6mos)
Salary - Full-time	\$ -	\$ -	\$ -	\$ -	\$ -	Includes \$ ( 1.7%cola 6mos) + \$ (poss. 2% merit 6mos)
01-4140-130	\$ 48,410.09	\$ 48,797	\$ 49,700	\$ 51,564	\$ 53,471	Includes \$ ( 1.7%cola 6mos) + \$ (poss. 2% merit 6mos)
01-4140-220	\$ 5,226.59	\$ 5,394	\$ 5,467	\$ 5,655	\$ 5,822	6.20%
01-4140-225	\$ 1,231.70	\$ 1,262	\$ 1,279	\$ 1,323	\$ 1,362	1.45%
01-4140-240	\$ 1,150.00	\$ 1,150	\$ 500	\$ 500	\$ 500	2 Spring Workshops (\$300), 2 Annual Conference (\$200) & Training
01-4140-330	\$ 500.00	\$ 800	\$ 800	\$ 700	\$ 700	Recording liens/redemptions & tax deeds
01-4140-391	\$ 150.00	\$ 150	\$ 150	\$ 150	\$ 300	Employment Notice
01-4140-395	\$ 10,740.00	\$ 11,685	\$ 9,200	\$ 11,270	\$ 9,200	Avitar program (\$3200); Interware (\$700); 2 LHS Ballot Machine Coding (\$3,500); 2 Sanders Searches (\$1,500); TC/TX PO Box (\$125); Notary (\$75), Background checks(\$100)
01-4140-610	\$ 100.00	\$ 100	\$ 100	\$ 1	\$ 1	Automotive Red Books
01-4140-620	\$ 2,500.00	\$ 2,500	\$ 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	\$ 7,100.00	\$ 7,100	\$ 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	\$ 500.00	\$ 500	\$ 250	\$ 250	\$ 250	LHS Annual maintenance on ballot box
01-4140-741	\$ 2,000.00	\$ 1,700	\$ 2,000	\$ 2,000	\$ 2,000	Printer replacement; safe replacement
01-4140-840	\$ 2,400.00	\$ 2,400	\$ 500	\$ 250	\$ 2,000	Bank Deposits, Training, Conferences & Post Office
01-4140-850	\$ 40.00	\$ 40	\$ 40	\$ 40	\$ 40	NH Town Clerk Association Dues & NH Tax Collector Dues
01-4140-890	\$ 1.00	\$ 1	\$ 1	\$ 1	\$ 1	Dues
Miscellaneous	\$ 118,584.17	\$ 121,779	\$ 118,057	\$ 122,940	\$ 125,676	
<b>Total</b>						

Revised 10/29/2018

Appendix D