

Public Notice
Budget Committee

Milton, N.H. 03851

Special Meeting Minutes

Town Budget Presentations for 2016

Tuesday October 13, 2015

Meeting was called to order at 6:00PM

Roll Call seating members: Bob Carrier, Larry Brown, Lue Snyder, Tom Mc Dougall, Maureen Steer, John Katwick, Ann Walsh (School Board Rep), Stan Nadeau (Water District), Mike Beaulieu (Selectmen Rep) a Quorum was present.

Public in Attendance: Town Administrator Liz Dionne, Selectmen Andrew O. Rawson, Michelle Beauchamp (Town Clerk), Betsy Baker (Library), Nick Marique (Fire Chief), Richard Krauss (Police Chief), Karen Brown (Recreation, Supervisor of the Check List, Trustee of the Trust Fund), Pam Arnold (Treasurer) Dale Sprague (Wastewater Treatment), Kathy Wallingford (Assessing), Racheal Cote (Welfare), Eric Knapp (MEDC). Tim Long

The Pledge of Allegiance was recited

The Chairman welcomed the public to the Town Budget Presentations and there would be no action taken on the budgets until all budget presentations are complete at which time a meeting will be scheduled to review all budgets.

The Budget Committee reviewed the following budgets with a power point presentation and only the increases or decreases were viewed.

Treasurer: Pam Arnold the Part Time Deputy Treasurer Salary increased by \$1.79 to 106.79. Office supplies increased to \$250 from \$ 100 to purchase software. There was an increase in mileage/Travel When they calculated the mileage in 2015 the \$960 was under budgeted they increased the line to \$1,090. The rest of the budget remained the same Total Budget \$8,933.79.

Fire Department: Nick Marique the Full time salary has decreased from \$110,249 to \$106,431.66 This includes base pay, overtime, holiday. The Part Time Line has increased by \$12,000 this supports 40 call fire fighters. The Elected Salary has also increased. FICA and Medicare have increased. NHRS increased for FT and FT EMS 29.16%. Uniforms have increased \$100 per set. Contracted Services increased from \$12,621 to \$14,400 this pays for photocopier, dues and subscriptions and added E-Dispatch service for pagers and for the phones if the pagers are not working or if out of the activation area it will activate the phones. Electricity increased by 6% and heat is up \$500 due to not budgeting enough. Water increase to 15% for 2016. Diesel is up due to increase in calls. The state barn in Milton will be closing this year and the trucks and Ambulance will need to be fueled in Rochester. Vehicle maint. Increased to \$16,000. This was reduced to \$14,000 after a discussion with the Selectmen this year this line is overspent by \$3,000 Engine 3 needed brakes exhausts and other work that needed to be done.

The Truck is 10 years old and the ladder is 30 years old and it will not be cheap to repair them.

The Lease payment Pumper has been moved to contingency & Bonding where it should be. This is a decrease of \$41,000.

Equipment Purchase was reduced from \$18,500 to \$18,000 and that was with the discussion with the Selectmen.

The Chief was unable to purchase some of the equipment he needed because he had to use money elsewhere. Line 961 this line was called the per diem line is now the On Call Part Time. The budget for this line is \$26,000 He projected to get \$32,000 this year he wanted to increase it last year but didn't because he wanted to make sure they would fully utilize it. Last year they were at about \$32,000. He was able to cover the overage with the remainder of the budget. He will not be able to cover the overage this year.

Line 962 is a new line On Call, has 2 Full Time EMS employees. They respond to calls when off duty. This line is budgeted at \$7,500. These employees will be covering 4 of the 14 available shifts each week. This line is subject to the NHRS and represents a \$3.00 stipend rather than the \$4.00 an hour. This was done to keep the cost to the town the same. The on call is working effectively.

There were questions about the new line when would the FT EMS would get overtime. They are eligible for overtime if they get called back after hours. Whereas the call firefighters are paid straight time only.

Stan what is the procedure to determine who's on call that night. The schedule is done in advance so that everyone has a chance to sign up. Stan the question is if the other call firefighters were willing to take all the slots would the priority be due to them is time an half possible. Nick response yes but there's not enough call firefighters always available to work schedules to eliminate the 2 FT EMS from the shifts.

Stan N. ask the chief besides his salary is there anything else you get paid for? Nick Emergency Management position. Stan at one time you were getting paid an hourly wage for other things. Nick response correct. Stan so that's gone. Nick response that's why we made it a salary position.

Stan with the Milton state barn closing and he can't see sending fire trucks and ambulance going to Rochester to fuel up their vehicles which is 15 minutes away and a call comes in were not going to be able to service the call. What we need to do is put a warrant article to get our own fuel tanks. Stan the money were going to spend going back and forth to Rochester would pay for the tanks. Larry offered a mathematical solutions that would make it cheaper to fuel up in Rochester than it would be to lease the tanks to the DPW.

Larry is there a way to get rid of the pagers and purchase smart phones which is cheaper for the firefighters. Nick response not yet.

Tom the Full Time salary decreased but you're not reducing the amount of employees is that because those with more seniority leave and you bring those with less seniority in. Nick response yes.

Tom ask about the vehicle maintenance and the equipment maintenance line. Nick explained what maintenance and testing is done on those lines. Tom question the on call lines about station coverage. Nick response the \$26,000 line will cover 10 shifts a week the \$7,500 line will cover 4 shifts. If every single shift was every single night it would cost \$35,000. There's a few shift that will not be filled. Stan last year's COLA and raise that was approved did all the employees get the maximum? Nick response the Full Time employees did. The call firefighters did not get the July COLA or merit raise because their pay structure changed earlier in the year. Total budget \$410,607.97

Emergency Management: Nick Marique the only change is the FICA and Medicare have been added to this budget Tom there's no contribution to the NHRS. Nick response no it's only a PT position Larry line 2 this is the annual stipend not salary Nick that's correct. Total Budget \$4,308.00

Recreation: Karen Brown the Full time salary and the Part Time Salary increase 2% merit raise and 1.7% and there's an increase in the Part Time hours 20 hrs. per week. Because of increase activities year round. This will come out of the general fund and the revolving fund. FICA and Medicare increased Electric, telephone and supply line have also increased. Total budget \$52,915.96

Supervisor of the Check List: Karen Brown Salary Elected has increased from \$720 to \$2,864 this covers 4 elections for 2016. If there's a special election that comes up they will be over budget. If it happens she will reduce the staff. There will be a lot of maintenance hours because there will a lot of new voters which means more data entry for the maintenance of the checklist.

Moderator Budget: Bob Carrier presented the budget for Chris Jacobs who was not present. The Salary Elected has increased and also the Salary Elected Officials, Supplies, and Equipment Maintenance. This covers 5 elections Total Budget \$7,309

Trustee of the Trust Fund: Karen Brown this budget is level funded Total Budget \$3,289 Lue Equipment Purchase line do you spend all that in one year or do you put it in a fund? Karen response no what I don't use goes back to the Town.

Town Clerk: Michelle Beauchamp Salary Part Time increased from \$36,534.79 to \$38,907 this includes an additional part-timer. Salary Elected increased from \$48,410.09 to \$49,700. FICA and Medicare increase because of the 2% merit 1.7% Training decrease by \$150 2 staff members are fully trained Registry of Deeds has increased by \$300. Prof Services increased \$945. Other decreases the Equipment Maintenance line, Equipment Purchase, Mileage/Travel the Town car has made a difference to this line.
NOTE: The Salary Part Time and the Salary Elected do not get Health or Dental Insurance.

Assessing Department: Kathy Wallingford Salary increased from \$38,974.74 to \$ 40,420.59 FICA and Medicare line also increased with the 2% merit and 1.7%. The lines that were decreased Training, Registry of Deeds, legal Notices, Contracted Assessor, Printing, Supplies, Postage, Mileage, Membership/Dues, Misc. Total Budget \$127,371.76 a decrease of \$1,705.54.

Stan the Contracted Services line in 2014 there's was \$96,000 Kathy response that's because of the re-evaluation Stan were due for another re-valuation in 2019 we'll have that number again. Kathy response Yes. This is mandated by the State.

Stan are we going to lose revenue from what we charge? Kathy response you will lose revenues of the copies, we have the Property cards on line and we have less people coming in. The down fall we lose revenue but you will gain because of the labor involved with a customer will supersede what we're going to lose.

Larry the State has that low and moderate income state property tax reduction used to be on paper form has it completely gone on online or can they pick it up at your office? Kathy response I do make a copy from the State they have it online which they require people to go online and get a copy and those who don't have a computer I make a copy for them.

Tom other depts have the same software. Kathy response it's not the same software, she has the main source the Depts feed off her computer and they have their own programs example the Assessor has the appraisals of the property, the Town Clerk has the receivables and each system requires update every year. The State will make changes to the MS 1 form and we have to wait for Avitar to be updated what the state approves each year once that happens then depts can do their forms.

Welfare Department: Racheal Cote Part Time Salary increase from \$19,863 to \$20,947 Based on 25 hr/week. FICA and Medicare increased due to the 2% merit 1.7% COLA. The following lines have been decreased Training, Electricity assistance, Rental payments, Food assistance, Medical Assistance Office Supplies, and Mileage. Total Budget \$122,150. A decrease of \$6,134.

Lue why would you put a lien on a house? Racheal response any assistance the home owners get from welfare we have the option to put a lien on the house. The home owner has the option to pay it back even if they have to make payments so long as they make the payments there will be no liens on the house.

Larry would you speak about the Thanksgiving Basket Program. The information about the program can be found on the Milton Town website.

Wastewater Department: Dale Sprague Contract Services increase from \$31,828 to \$31,850. An increase in of 6% Electric line a 15% increase in the water line and an increase in Telephone/Alarm Monitoring line due to a mandated alarm monitoring services vs dispatch at the Strafford County Sheriff's Department. There was a question about whether Wastewater dept was self-supporting? Dale response yes. The next question was does he set the rates? Dale response no I might make a recommendation to the board of Selectmen. Total \$84,072

Milton Free Library: Betsy Baker Salary Part Time increase from \$24,716 to \$27,002. This includes the 2% merit and 1.7% COLA. FICA and Medicare lines increased. The Program Supply line was reduced \$400 and the Technology Line was decreased by \$124 a \$1.00 was left in the line. There were increases on the Mileage/Travel and Membership/Dues Total Budget \$55,424.

There was a question about the Technology line there was \$125 and a \$1.00 was placed in this line was this a onetime purchase? Betsy response they ask for \$125 but have not spent the money so a \$1.00 was left in that line if they need to spend money on that line.

There was a discussion about the cost of oil to heat the buildings.

Milton Economic Development Committee: Eric Knapp this is a new budget. UNH Cooperative Extension Business Retention and Expansion this is a locally based program. They get involved with the town and help with discovery of all businesses and to help keep businesses in town and to attract new businesses. They feel if they took some of these efforts in the past that they would not lost businesses that are no longer here.

The cost of this program is \$2,500 and they are on a waiting list for 2016.

NOTE: There is more information on this Committee on the Town website under Board & Committees Economic Development. The other line is for upgrade the economic web page, mailings to existing businesses budget \$1,000 Total Budget \$3,500.

Contingency & Bonding: The Lease/Payment Pumper was formally in the fire Dept budget \$40,909.00. This is 4 of 7 payments. The Unanticipated Expenses reduced to \$15,000. Total Budget \$ 61,911

Larry on the unanticipated expenses would this line be used for a settled suit. Response Yes.

There was also a question on the Tax Anticipation Notes response this is for the interest only if a tans is needed.

Approval of Minutes of September 15, 2015: The Chair would like a motion to accept the minutes of Sept 15, 2015 if there are no correction or omissions. Motion accept the minutes as read made by Stan second by Tom

Motion passed 6-0- 2 abstentions.

SAU Planning Committee: The Committee met on September 8th Bob handed out a proposed budget for Milton School District that Superintendent Micheal Tursi prepared for the committee this is what he recommends. He went over the budget and explained each line. The question about whether we could purchase property and build our own SAU office. Supt. Tursi said we could because we would be a single School District. There's going to be an increase for both Districts. The budget that was presented to the committee is not set in stone the School Board will be making the decisions. This will depend on what the voters decide whether to withdraw or not.

There's no meeting schedule. Bob will no longer be the Budget Committee rep. to the committee Larry Brown will represent the Budget Committee.

Members Comments: John Katwick When I started on the budget committee it was very interesting for the first 4 meetings I want share with all of you that you warned me and told me that I would learn a lot come

budget time. I learned a lot tonight. I would say the town leaders are doing a superb job in doing budgets at this point.

Larry Brown I have done some quick math that 2 of the main things that are driving the non COLA which has to be the cost of fuels and indirect utilities diesel and gas you do 5,000 miles a year driving you get 20 MPG takes you 5 gal. of gas to go 100 miles 50 gal. to go 1,000 250 gal of gas a year to go 5,000 miles at \$4.00 a gal that's going to cost you \$1,000 for your gas expenses for the year. If you pay \$3.00 a gal it cost you 750 you have saved \$250.00 that is a COLA of \$200.00 on an income of \$20,000. If you have heating oil and use 1,000 gal and you paid \$3.00 last year that was \$3,000 and if you're paying \$2.00 right now its \$2,000 you saved a \$1,000 at is I think the reason is why you're not looking at a COLA. It's a complicated seesaw. I once did a telephone survey in the water district back when Jim Haney was on the board and the range of income went from \$8,500 to \$135,000 within that water district that was 10 years ago.

Public comment: None

Next Meeting: October 20th 2015

Adjourn: Stan made a motion to adjourn second by Larry motion passed 9-0 at 7:58 PM

Submitted by Bob Carrier Chairman of the Budget Committee

Minutes are a draft until approved.

Approved Date: _____