

**Town of Milton Budget Committee
Tuesday January 14, 2014
Milton Town Hall
Meeting Minutes**

The meeting opened at 5:37PM with a Roll Call by Chairman Woodruff.

Members Present were:

- Bruce Woodruff – Chair
- Doug Shute - School Board Representative
- Stan Nadeau – Water District Representative
- Jennifer Crone – Member
- Larry Brown – Vice Chair
- Jim Kelley – Member
- Bob Carrier – Member
- Eric Ohlenbusch – Member
- Mike Beaulieu – Selectman's Representative

Also present: Town Administrator Elizabeth Dionne, Selectman Tom Gray, Selectman Bob Bridges, Chief Krause, Pat Smith DPW Director, and Natalie Kelley. Rebecca Dean, Recording Secretary.

Chair Woodruff changed the order of the agenda by taking member's comments first.

Bob Carrier expressed concerns over his recommendations; felt they weren't taken into consideration. Tom Gray handed out materials, which explained the definition of Capital Reserve funds. Bob Carrier said he felt the budget is more of the selectmen's budget than the committee's. Chair Woodruff stated that the MS7 form has not been seen until the very end of the process in his past experience, and having to fill everything out now is a big process change. He cited RSA 325:3 information on the process. Copies of the MS7 form were distributed and the only column filled out for dollar amounts was the numbers in column 4.

Larry Brown **MOTIONED** to reconsider the motion from last Tuesday to reduce the Selectmen's budget and send 3,650,000 bottom line figure as Budget Committee recommendation. Seconded by Jennifer Crone. Discussion: Stan Nadeau asked for clarification; Chair Woodruff explained that rescinding and reconsidering would make the process easier. Larry Brown said that lines came back filled out in the past. There has been very tight budgeting but people do not see or understand this. The adjustments and suggestions by Bob Carrier to reduce were careful and helpful, which helped arrive at the bottom line. Doug Shute moved to question. In Favor: Shute, Nadeau, Crone, Brown, Kelley, Ohlenbusch, and Beaulieu. Opposed: Carrier, Woodruff. Motion carried 7-2.

Chair Woodruff read the rules regarding the process.

Stan Nadeau discussed the COLA and merit raises, which total \$37,480.79. Cutting this could be a good start, then \$10,213 would come out of benefits line, and work is done. Larry Brown pointed out that the form doesn't have information filled in for the BOS budget. He wants to have a budget that supports the employees and the town, and said he was uncomfortable working without all the final figures being provided on the form.

MOTION by Stan Nadeau to cut a combination of 6-month merit and benefits. No Second.

MOTION by Bruce Woodruff to reduce line 961 Fire Department Per Diem to 16k from 26k. Second: Doug Shute. Discussion: Reason given is that Chair felt that the Revolving Fund could absorb the 10k a year and remain in the black. Tom Gray pointed out that Chief Marique had worked up a spreadsheet showing this could not work. Chair reiterated his opinion that calculations he has done show otherwise. Voting: In Favor: Shute, Nadeau, Crone, Brown, Kelley, Ohlenbusch, Carrier, Woodruff. Opposed: Beaulieu. Motion carried 8-1.

MOTION by Jennifer Crone to change line 395 in Town Administration to \$6533. Second by Doug Shute.

Discussion: None. Voting: In Favor: Shute, Nadeau, Crone, Brown, Kelley, Ohlenbusch, Carrier, Woodruff. Opposed: Beaulieu. Motion carried 8-1.

MOTION by Jennifer Crone to change line 450 in Town Administration Phone from \$6253 to \$5000, a reduction of \$1253. Seconded by Doug Shute. Discussion: none. Voting: In Favor: Shute, Nadeau, Crone, Brown, Kelley, Ohlenbusch, Woodruff. Opposed: Carrier, Beaulieu. Motion carried 7-2.

MOTION by Jennifer Crone to change line 620 in Town Administration Supplies from \$4600 to \$4000, a reduction of \$600. Seconded by Doug Shute. Discussion: none. Voting: In Favor: Shute, Nadeau, Crone, Brown, Kelley, Ohlenbusch, Carrier, Woodruff. Opposed: Beaulieu. Motion carried 8-1.

MOTION by Jennifer Crone to change line 742 in Town Administration Equipment Lease from \$7957 to \$6000, a reduction of \$1957. TA Dionne itemized the items, explained that these are contracts. Ms. Crone rescinded her motion.

Stan Nadeau **MOTIONED** to reduce line 740 in Town Administration from \$1500 to \$700, a reduction of \$800. Seconded by Doug Shute. Discussion: none. Voting: in favor 8, opposed 1 (Beaulieu). Motion carried 8-1.

MOTION by Stan Nadeau to reduce Town Clerk and Tax Office line 741 Equipment Purchase from \$3000 to \$2500, a \$500 reduction. Seconded by Doug Shute. Discussion: Larry Brown asked if this covers the computer, answer was yes. Voting: in favor 8, opposed 1 (Beauteous). Motion carried 8-1.

MOTION by Stan Nadeau to reduce line 840 under Town Clerk Tax Office from \$4345 to \$4000. Seconded by Jennifer Crone. Discussion: There has been spent \$2442.39 Year to date per Ms. Crone. Voting: in favor 7, opposed 2 (Beauleau, Woodruff). Motion passed 7-2.

Jennifer Crone asked about line 120 Salary of \$33,760 vs. \$32,695. Which is the correct BOS request? The \$33,760 is correct per Tom Gray. There had been a miscalculation in the original. Stan Nadeau asked about line 530. Did Selectmen change this or leave at \$6k? The original was \$10k and reduced to \$6k.

Selectman Bridges said that, at this rate, the town would shut down.

Stan Nadeau **MOTIONED** to reduce \$1000 from line 530 to make the line \$5000. Seconded by Doug Shute. Discussion: none. Voting: in favor 3 (Nadeau, Shute, Kelley), opposed 6. Motion failed 3-6.

Chair Woodruff asked about line 340 Planning Services. Is there a signed contract for the coming year? Selectman Gray said yes. Larry Brown asked if contract had a zero fund clause. Selectman Gray was unsure, noted that the line does include AVATAR services. Vice Chair Brown also asked if any planning board services requiring outside vendor is reimbursed after the developer pays the town. More discussion on the escape clause. Larry Brown noted that development is flat and questioned the cost effectiveness of the planner. **MOTION** by Larry Brown to reduce line 430 in Planning and Code from \$17k to \$11,100. No second.

Doug Shute **MOTIONED** to reduce line 355, Youth Sponsorship, from \$2000 to \$1500, a \$500 reduction. Seconded by Jim Kelley. Discussion: line is reduced to \$1500. Voting: in favor 8, opposed 1 (Beauleau). Motion carried 8-1.

Stan Nadeau **MOTIONED** to reduce line 352 for Sexual Assault Services from \$400 to \$200. Seconded by Doug Shute. Discussion: Year to date was zero. Mr. Nadeau said that this is a worthy cause but no one used it last year. Stan Nadeau retracted his motion.

MOTION by Stan Nadeau to reduce line 352 from \$400 to \$1, a reduction of \$399, leaving \$1 in the line. Seconded by Doug Shute, Discussion: None. Voting: in favor 7, opposed 2 (Beauleau, Kelley). Motion carried 7-2.

MOTION by Stan Nadeau to reduce line 353 to \$1. Motion retracted.

MOTION by Stan Nadeau to reduce line \$353 from \$400 to \$200. Doug Shute seconded. Voting: In favor 6 (Carrier, Ohlenbusch, Crone, Nadeau, Woodruff, Shute) opposed 3 (Brown, Bealeau, Kelley). Motion carried, 6-3.

MOTION by Stan Nadeau to reduce line 351 for Homemakers Health Services. Retracted.

Stan Nadeau **MOTIONED** to reduce line 361 American Legion from \$700 to \$450. Second by Doug Shute. Discussion: None. Voting: In favor 7(Carrier, Ohlenbusch, Crone, Nadeau, Kelley, Brown, Shute) opposed 2 (Woodruff, Bealeau). Motion carried 7-2.

MOTION by Stan Nadeau to reduce line 362 American Red Cross from \$2000 to \$1000. Second by Larry Brown. Discussion: They asked for \$2083 from the Town this year. Chair Woodruff said he thinks these agencies should appear in person in front of the Board of Selectmen, but now it's all in writing. Voting: in favor 8, opposed 1 (Bealeau). Motion carried 8-1.

Jim Kelley **MOTIONED** to reduce Parks and Recreation supplies, line 4520-620 from \$1402.50 to \$1000. Second from Doug Shute, Town Administrator Dionne stated that this amount covers a 3% increase in the cost of supplies. The amount spent to date in October was \$445.89. Voting: in favor 7, opposed 2 (Bealeau, Carrier). Motion carried 8-1.

Bob Carrier **MOTIONED** to reduce line 4210-120 Police Part Time by \$1954.32 to \$13,065. Second for discussion by Larry Brown. Discussion: Carrier said that numbers have been steadily decreasing. Tom Gray said the reason it went down was a part time officer. Stan Nadeau asked what the line covers – answer is Animal Control and Marine Patrol. Discussion on how this staffing change could work. Voting: in favor 2 (Carrier, Kelley), opposed 7. Motion failed 2-7.

MOTION by Bob Carrier to reduce line 730 Police Vehicle from \$6000 to \$4000. Second by Doug Shute. Discussion: Carrier said he would like revolving fund to be used to offset. Year to date shows \$1100 remaining in that line. Voting: in favor 2 (Carrier, Kelley), opposed 7. Motion failed 2-7.

MOTION by Bob Carrier to reduce Fire Department line 730 Vehicle Maintenance from \$14,000 to \$10,000. Second by Doug Shute. Discussion: Capital Reserve monies could help offset this cost. Tom Gray said that this might not be an acceptable use of the funds. Bob Bridges explained how this would work in terms of what entails a Capital expense. TA Dionne said that 50% has been expended since the end of October's report, but that more has come out since then, the line should be 90% or more used. Bob Carrier rescinded his motion.

Bruce Woodruff asked regarding the 12/10 meeting – Contract Assessor, line 396. Is 96k the contract amount? Tom Gray said yes.

MOTION by Jim Kelley to reduce Fire Department Uniforms Line 290 from \$12k to \$10,500. Doug Shute second. Discussion: MB said this was part of their gear. Selectman Bridges said that this covers their gear items that must be replaced. Voting: in favor: 1, Opposed 8. Motion failed.

Jennifer Crone asked why the water bill went up in Government Buildings. Pat Smith responded that it had been budgeted incorrectly.

Stan Nadeau asked about line 410, Fire Department Electric. It is at \$6500 as of last report. He then made the **MOTION** to reduce line 410 Fire Department Electric from \$6500 to \$6000. Second by Doug Shute. Discussion: Selectman Gray noted that the new radio tower repeater just came online and will cause an increase in electricity usage. Right now the cost per month is unknown. Voting – 6 in favor, 3 opposed. Motion passed 6.3.

Stan Nadeau asked for a Year to Date expense on Fire Department line 610 – Supplies. TA Dionne said that the line is over –expended.

MOTION by Stan Nadeau to reduce line 730 Fire Department Vehicle Maintenance from \$14,000 to \$12,000. Seconded by Doug Shute. Discussion: Mike Beaulieu said that the Chief told him that all maintenance that could be done to the vehicles is currently not being done. The figure should be higher. Voting in favor 5, opposed 4. Motion carried 5-4.

Jim Kelley asked regarding Highway Department Supplies line 620 – There was only \$6196 spent YTD in October, with \$20,928 remaining. What is the amount as of today? Pat Smith said he held back until December 17 when budget was unfrozen for any purchases and has many outstanding invoices.

MOTION by Jim Kelley to reduce line 620 from \$30,580 to \$29,580. Second by Shute. Discussion: Nadeau asked if balance showing was correct and for an estimate of outstanding purchase orders. Kelly rescinded the motion based on discussion.

Jim Kelley **MOTIONED** to reduce line 620 from \$30,580 to \$27,580. Second: Nadeau. Discussion: None. Voting: 4 in favor, 5 opposed. Motion failed 4-5.

Stan Nadeau asked about Public Works Operating Supplies, line 630. Pat Smith said that the price of Salt decreased from \$68 per ton to \$48.50 per ton. However, there will be a problem next year at the rate salt and sand are being used.

Nadeau **MOTIONED** to reduce Public Works Operating Supplies line 630 to \$106,700. Second: Kelley. Discussion: None additional. Voting: 2 in favor, 7 opposed. Motion failed 2-7.

Jennifer Crone asked re: Sewer Department, Buildings and Grounds Maintenance, what is the YTD figure? It was \$852 as of October.

MOTION by J Crone to reduce Sewer line 720 from \$9700 to \$6000. Second by Jim Kelley. Discussion: Department is stressed as it is. Beaulieu said asphalt is in dire need of attention. Voting: in favor 7, opposed 2. Motion passed 7-2.

Stan Nadeau asked TA Dionne about hiring a part timer or increasing hours in line 120, part time Secretary. TA Dionne responded that this line is a proposed position. **MOTION** by Stan Nadeau to reduce line 120 in Town Administration by \$13,603. Second by Shute. Discussion: Bob Bridge stated that this secretary would prepare documents, much like those being used by the Budget Committee currently (reports, research, etc.). Tom Gray said that 20 out of the 60 hours cut a year and a half ago would be restored by adding this position. Voting in favor 4, opposed 5. Motion failed, 4-5.

Line 395 covers Budget Committee Recording Clerk. Not a part time town position.

Larry Brown asked for a running total of the amount removed from the Selectmen's proposed budget so far. Total amount \$22,949.50. Discussion ensued on what amount that taxpayers would favor. Chair Woodruff said he did not think this budget will pass voters at this time, and further cuts can happen, but not from police, fire, core services.

MOTION by Vice Chair Brown to reduce line 340 in Planning and Code from \$17,100 to \$7100, a \$10,000 reduction. Second Doug Shute, Discussion: none. Motion carried 6-3.

Budget total at this point is \$3,664,744.72.

Tom Gray said he feels that it's a sad statement that Milton has signed a contract (for planning services) and this cut shows that the town won't honor it. Stan Nadeau said that the money would come from elsewhere, regardless.

Chair Woodruff motioned to submit the MS7 form showing recommended and not recommended amounts as determined at this meeting, pursuant to statutes. Shall be prepared with assistance of town employees with date posted and signatures. \$3,664,744.72 total amount. Second by Eric Ohlenbusch. Discussion: Bob Bridges noted that Woodruff's motion contained wording that the town staff would help. Woodruff removed the clause from his motion. Ms. Crone commented that she isn't positive. Doug Shute moved to question.

Voting: In favor: Carrier, Brown, Crone, Ohlenbusch, Woodruff. Opposed: Shute, Nadeau, Kelley, and Bealeau. Motion passed, 5-4.

It was asked if the ballot would contain the voting decision of 5 to 4. Answer came that no, it would not.

Chair Woodruff said that the Public Hearing will be held on Friday, and asked if the MS7 had to be done by then? He said that the public's input is important, and that the committee will listen.

The number in proposed Article 7 changes as a result of this meeting. There will be a final vote after the Public Hearing. Larry Brown noted that changes could be made at that session.

Bruce Woodruff asked about the wording in the public hearing notice. Meeting notice should contain the before and after timelines for the public hearing and budget committee meeting.

MOTION by Stan Nadeau to adjourn, seconded by Shute. All in favor, motion carried.

The meeting ended at 8:40pm.

Respectfully Submitted,

Rebecca L Dean

Approved:



, Chair 1/27/14