

# Budget Committee

## Town Budget Workshop Meeting Minutes

**Tuesday December 9<sup>th</sup> 2014**

The Chairman of the Budget Committee opened the meeting at 6:04pm

**Roll Call:** The Chair called the roll of the seating members: Chairman Bruce Woodruff, Larry Brown,

Eric Ohlenbusch, Bob Carrier, Ann Walsh (School Board), Jennifer Crone Excused: Devon Pageau absent: (Water District Representative) a quorum was present.

**Selectmen:** Andrew Rawson, Mike Beaulieu (Selectmen rep. to the budget Committee) opened their meeting at 6:04 pm a quorum was present

**Department Heads budget presentation:** Liz Dionne (Town Administrator), Michelle Beauchamp

(Town Clerk), Karen Brown (Trustee of the Trust Fund) and the (Supervisor of the Check list), Chris Jacobs (Town Moderator) Pam Arnold (Treasurer).

**In attendance:** Pam Smith, Pat Smith (HWY Dept) Chief Richard Krauss (Police) Chief Nick Marique (Fire) and Kathy Wallingford (Assessing Dept).

**Approval of Minutes:** The Chair ask if everyone had a chance to read the minutes and if there's any

Corrections or omissions and if not would like a motion to approve the December 2<sup>nd</sup> 2014 minutes. L.Brown made the motion second by A.Walsh. The Chair discussion on the motion hearing none called the question (Motion passed 8-0)

**Review of the Proposed Town Budget:**

B.Carrier: I was on the assumption the 4% merit raise was for the year if the budget passes.

L.Dionne: The merit raise would start July 1<sup>st</sup>. The raise would be for 6 months and COLA 6 months and not everyone will be getting a 4% merit raise. This will be up to the Dept Heads and must be approve by the Selectmen.

**Treasurer:** Pam Arnold could not attend the meeting. L.Dionne presented her budget.

The Treasurer has been taken out of the Town Clerk budget line # 01-4140-130 Salaries-Elected. All items have been removed from the Town clerks budget and some out of TA budget. 8 of the 10 line items are the same as last year. New line supplies and Misc.

01-4141-120 Salaries Part Time Deputy Treasurer 2014 Default budget \$105 2015 request \$105

01-4141-130 Salary Elected: 2014 Default \$6,760 2015 Request \$ 6,760

01-4141-220 FICA 2014 Default \$426 Request \$426

01-4141-225 Medicare \$100 \$100

Training: \$100 Office Supplies: \$100 Postage: \$ 75 Mileage/Travel \$ 960 Membership & Dues \$ 25 Miscellaneous: \$ 1.00

Total: 2014 Default budget \$8,551 2015 Request budget \$8,652

Town Clerk/Tax Collector: Michelle Beauchamp presented her budget

M.Beauchamp: I'm proposing to remove the following lines from my budget, the Deputy Treasurer, the Treasurer and Election Officials, which includes the Moderator, the Supervisor of the Checklist and the Ballot Clerk.

The beginning of this year 2014 one of my employees was getting paid a 6 month probation rate and reduced hrs. I would like additional hrs. for training to cover my vacation days.

The Salary Part Time employees do not get benefits.

Registry of Deeds was \$1,000. I requested from the BOS to reduce it to \$500. Since Sept additional bills came in \$600 ask the Budget Committee if it's possible to request this line be increased to \$750.

Professional Services: The default was 9,300 we're requesting 10,740. The reason for the increase last year when we setup our budget I had proposed a supply line, but when we went to a default budget that line disappeared with all the amounts I requested. So what I want to do for 2015 is put my dog tags back in the Prof. Services line until an official budget gets passed, and then if I do get a supply line which I don't have. I will move it back the following year.

I'm proposing Kings Record Mgmt. \$1,010 (new one time cost) they came in and did a presentation

For the BOS and they have seen the situation we have downstairs where we maintain our records.

They gave an estimated cost. They will come in and create a systematic approach to it.

Michelle gave the Budget Committee a tour on where the records were kept at the end of the meeting.

The Supply Line is a new line the Requested budget is \$2,500 Office supplies Ink, paper, envelopes.

The following positions request includes the possible 4% merit raise 6 month (1.7% COLA months)

Part Time Deputy TC: 2014 Default \$ 16,580.00 2015 Request \$17,502.74 for 988 hrs.

Part Time Deputy TX: 2014 Default \$16,455.00 2015 Request \$19,386 for 1,271 hrs.

Salary-Elected Town Clerk: 2014 Default \$46,653.00 2015 Request \$48,386.24

The Total Budget: 2014 Default \$ 115,040 2015 Request \$ 119,829.66

Questions: E.Ohlenbusch The records mgmt. is this finite or is this to figure out what to do and does money take care of the problem?

M.Beauchamp: We would have to maintain it after that. It's not just my records. It will take care of the records from bookkeeping, Welfare, and various other Boards. They will help setup a system where we would be able to know which ones we can destroy in the amount of time that were allowed by law.

L.Brown: Where does the physical paper go and what do they propose as help?

M.Beauchamp: Some of them they would recommend they be put on micro film and there may be some grants out there but if that's what we need to do we can apply for.

L.Brown: In 10 years where will the October budget committee meetings minutes be?

M.Beauchamp: They will be upstairs in my office.

L.Brown: There was a conversation about taking over a police vehicle suitable for Town use and what would that do for the \$3,000

M.Beauchamp: We would not need that \$3,000 mileage much.

L.Brown: At what point is there a need for a records storage expansion capacity is it worth planning now and what % cost if it were a budget line and how would you code it?

L.Dionne: We should plan now. I don't know the cost.

E.Ohlenbusch: Would this company be able to explain how to figure out what storage would eventually cost?

M.Beauchamp: They can probably figure out how much storage space we would need but as far as cost would be up to the BOS to expand that area. There is room downstairs but if we were to expand that room then we lose that space for elections.

L.Brown: comment Micro film and a micro film reader is a lens with a 100 watt light bulb still has the cheapest a long term storage you get 500 years of predictability no software replacements.

B.Woodruff: I take it that these are all new budgets the Supervisor of the checklist have been broken out the moderator, Treasurer.

Supervisor of the Checklist: Karen Brown presented her budget.

The Supervisor of the Check List has been taken out of the Town Clerks budget

Salary Elected: Request \$720.00 3 Supervisors 12 hr. shifts 1 election in 2015

This is a decrease this coming year the town election is the only one we will be dealing with unless something is mandated by the State and if it is it will have to be absorb by the Town.

This budget is based on elections so it will fluctuate year to year.

Printing \$200 Office Supplies \$ 200 Postage \$100 Equip Maint. \$100 Equipment Purchase \$150  
Mileage/Travel 100

Total Requested budget \$1,570.00

Moderator: Chris Jacobs presented his budget.

This line has been taken out of the Town Clerk budget

Salary Elected: 2015 Request \$350.00 Moderator \$175/election X 2 elections

Salary Election Officials: \$200.00 Deputy Moderator \$10/hr. X 10hrs X 2 elections.

\$1,422.72 Ballot Clerks \$9.12 hr. X 13 hrs. X 6 clerks X 2 elections.

This budget includes Supplies \$260 Equipment Maint. \$550 20 voter booths trays X\$25 each \$50 shipping.

Total Requested Budget \$2,782.72

The Trustee of the Trust Fund: Karen Brown presented her budget

This has been taken out of the Town Administrator Budget

This is the bookkeeper is currently the only one that receives a stipend. The other 2 Trustees are Volunteers.

Salary Elected: 2014 Default \$2,309.92 2015 Request \$ 2,309.92

This includes the following lines Printing/Copies \$200 Office Supplies \$200 Postage \$50 Equip. Maint. \$100 Equip. Purchase \$150 Mileage/Travel \$ 100 training to stay current with State Requirements.

The equipment I use currently in the Recreation office serve the Recreation Dept., the Trustees of the Trust Fund and the Supervisors of the checklist. What I have done with the Equip. Maint is put a little money in each of the three budgets in case the computer or monitor or printer breaks down.

B.Carrier: The Salary line is still in the Town Administrator budget along with the FICA and Medicare.

This needs to be moved to this budget and taken out of the Town Administrators budget.

L.Dionne: I noticed this and was going to mention it when I presented my budget.

Total Requested budget 2014 Default \$ 2,309.92 2015 Requested budget \$ 3,109.92

Professional Services: Recording Secretary for Budget Committee

L.Dionne: The budget for the recording clerk for the Budget Committee is \$1,080 @ \$60 per Meeting X 18 Meetings. \$300 for two public hearings notice at \$150 each.

The Chairman of the Budget Committee submitted the budget.

B.Carrier This year Bob has been recording the minutes of the Budget Committee at no cost to the Town.

L.Dionne: Offered to print the Budget Committee minutes. This will help lower the cost to Bob.

B.Woodruff: This is a budget request that would take care of all our meetings through 1 year at an increase rate which is the going rate and not the lower rate that we have been paying. The money that had been allocated for a recording secretary for the Budget Committee had been in the TA budget. L Dionne yes. B.Woodruff: This is the budget were going to submit to the BOS.

L.Brown: Three issues 1 is question of payment, 2 the time it takes from the discussion input of the committee member and the 3<sup>rd</sup> issue is the necessity for the detail we provide. Questions come up we either vote yes or no and no explanation of the vote will make the vote count more than yes or no and it won't prevent a lawsuit for anyone who is disgruntle. B.Woodruff: Bob does more than what the statutes call for.

L.Brown: The detail is appreciated and for someone who sat on the board for several years the texture of the board and confrontation of the minutes is greatly different I like that collegiality. Those are all the good things.

It is still more money and more time. B.Woodruff: A couple of your comments lead me to believe that you might want to present a lower amount this year from the \$1,380. There are some meetings that are much less important than during the whole budget season that we go through. The work of the Committee for April to June is light we do not have a contract to offer employment we have a stipend for hours served so there's nothing lost if we decide not to use a \$60 per meeting person until October first of next year.

B.Woodruff: It seems that the Committee is comfortable with that amount.

Town Administrator: Liz Dionne presented her budget

Salary Full Time: \$67,873.00 Salary Bookkeeper: \$36,033.00 this includes 4% merit raise 6 months and a 1.7% COLA for 6 months.

The combine salaries is 103,033

Salary Part Time: Secretary \$6,688.00 this includes a 4% merit raise 6 mths. and a 1.7% COLA

**Prof. Services:** The Selectmen Recording Clerk has been taken out of the Part Time line because it is a stipend paid position not an employee.

**Postage:** this line shows a decrease. The Dept. that are legally mandated to do certain mailings now have their own postage line therefore it does not come out of the Town Administration postage line anymore.

**Equipment Lease:** This represents a decrease due to a re-calculation of the Pitney Bowes postage meter.

**Misc.** This line has been increased for a variety of thing. We hope to be given an old police cruiser this covers Vehicle Registration, Vehicle Fuel, and Vehicle Maint.

**Questions:**

**B.Woodruff:** When you total all of the postage lines in the other budgets, how does that stand up against the total default number that was in your budget last year is it more than \$10,500?

**L.Dionne:** It's more than the default budget. It's because of the usage and the need. I don't that in prior years that it was necessarily budgeted properly.

**B.Carrier:** On the Misc. line I think the Vehicles should be on a separate line. There's no way we would know what the cost would be to run the vehicle. If it stays in the misc. line and money is spent in that line we won't know if it's for the vehicle or other things in that line.

**B.Woodruff:** The reason you want to know if we get the retired vehicle from the police dept. how much money does it cost to keep it on the road on an annual basis. I guess my point is that's more important if once that car is part of that dept. In three years if another police car comes along that one really gets retired. In a way in doesn't matter but if we're ask to purchase a new car you might want to know how much money that old car is costing. Newer cars cost less to keep around.

**B.Carrier:** If we do a proper budget we do it right this is a cost that I can't see in the Misc. line.

There was further discussion on this subject.

**B.Woodruff:** Bob has a good point I don't know how the rest of the Committee feels but it does make sense.

**L.Dionne:** We can certainly do that if the Committee wants this. The Committee agreed.

**L.Dionne:** The other thing I forgot to mention. In line 130 I will be removing the salary line Trustee of the Trust fund which will also affect the FICA and Medicare lines, so when I get the new lines for the vehicle put in here I will also adjust that.

**B.Woodruff:** so your budget will go down from the total we have here. **L.Dionne:** Yes it will go down \$2,000

**B.Carrier:** These lines that you're removing will be added to the Trustee of the Trust Fund.

**L.Dionne:** Yes. Karen and I will work on the Trustees budget.

**B.Carrier:** Contract Services the Metrocast Cablevision there's and increase + 3% \$11.00 this should be added to the \$732 making it \$743. Last year there were no increase the cost was \$732. **L.Dionne:** I can double check.

**B.Carrier:** Contract Services ADP Services this line has gone from \$3,000 last year to \$15,749.97

**L.Dionne:** That's because the information that was given to me last year for budget preparation was incorrect it was calculated at a monthly rate instead of a weekly rate, so this the real figure.

**B.Woodruff:** We discussed last year the finance director position you're moving forward with your incremental reduction each year. **L.Dionne:** Yes In the contract services line you see the decrease. However we will not be

eliminating the contracted the Financial Director position. We need to have her as part of the Milton team as a vendor. B.Woodruff: Is there more to incrementally reduce next year. L.Dionne I think we might be able to I'll know better next year.

L.Brown: The Finance Director is it still a finance director or is it a collateral equivalent service?

L.Dionne: The same person a different company from the same services and she is technically a contracted finance director. She does sort of provide financial type services on certain aspects. We have a full time bookkeeper when she needs guidance on something she contacts the Finance director.

L.Brown: To Bob's question on the cost of still waiting civilian vehicle. In terms of assigning a line item electronics are cheap in terms of getting you a specific item and as I remember it was a policy decision of the previous BOS that the Federal rate for business travel tax purposes did not satisfy the BOS for the known cost of quote just quote driving to the bank and having a captive vehicle with lower than cost. For that reason you want to have a clear record of what the cost are.

A.Rawson: The Town clerk is asking for \$3,000 so if this passes this will drop to \$1,500

L.Dionne: This vehicle would be used for any Town Dept. particularly the Town Hall employees.

L.Brown: The Selectmen do they have the power to require all financial transactions done on behalf of the Town to be assigned to Town vehicle. L.Dionne: If the Town vehicle is being used by someone else and they use their vehicle to do Town business than the mileage would be paid to that person.

Members Comment: Ann I haven't been on the committee for the last 3 years can I get some clarification I know we have been on default budget as there been any pay increases over the last several years. The 1.7% is that for the whole entire year and the 4% is that for the second half next year?

L.Dionne: To answer your first question there have been increase during the default budget and for what I understand prior to they were COLA'S. Your second question the COLA will take effect July 1<sup>st</sup>.

B.Woodruff: Further comments, suggestions or discussion points. My comments from all the presenters tonight and all the different budgets there's not really any large areas that could be cut I'm not a hundred percent sure about were where going to end up because your still making adjustments.

L.Brown: One of the things for the Budget Committee this on the School District budget the School District has to deal with statutory requirements for service, third party mandates can necessary confidentiality of contract negotiation means which needs a limited amount of the budget to review line by line, Whereas the Town has very few statutory requirements or third party mandates to deal with, given that the detail that the Town has provided is very much equivalent to the detail that the School District provides for those things that are mandated. Once you plow through the labels on the category the School uses you can easily see that this has to be at this figure for this reason. The N.H. State ED Dept. requires it, the Federal food lunch program requires it. Special Ed. Laws that require it Etc. and here for the detail the ballot machine coding for example and records management are all here in the same detail that's a compliment.

B.Woodruff: I have one final comment on the process and future schedule I think what we have done this year we have streamline the process to focus in on changes up or downs and as Larry puts it outliers while still being given all the material that we could review and my assumption is all the Budget Committee members have been doing that and if they have questions about other things in the budget they will bring them up. Process wise I think our last meeting that is scheduled for January 6<sup>th</sup> which we only have left is Sewer, Assessing, and outside Appropriation. We should all get together and I'm hopeful that the BOS will be at that meeting as well so we can hash this out and come to an accord on the budget so that it becomes our budget.

**Budgets that will be discussed: Recreation, Planning Board, Planning & Code, Zoning Board, Conservation, Welfare, and the Library. We have another meeting coming up Tuesday Dec 16<sup>th</sup> at the Town Hall at 6:00pm**

**B.Woodruff: I would like a motion to adjourn L.Brown made the motion Second by E.Ohlenbusch Motion passed. Time 7:20 pm.**

**Submitted by Bob Carrier**

**Chairman: \_\_\_\_\_**