

Town of Milton
BUDGET COMMITTEE MEETING
May 24, 2022

ATTENDANCE:

Members: Laura Turgeon (Chair), Peg Hurd, Bob Carrier, John Paul Russo, Lisa Gautreau, Humphrey Williams, Larry Brown

Absent: Mike Beaulieu

Public: Travis Corriveau – School Board Alternate Rep

Laura Turgeon, Chair, opened the session at 6:00PM.

1.) Pledge of Allegiance: Laura Turgeon, Chair, led the meeting in the Pledge of Allegiance.

2.) Roll Call:

- a. Ms. Turgeon, Chair, led the roll call of members to determine if a quorum was present. Laura Turgeon (Chair), John Paul Russo, Lisa Gautreau, Humphrey Williams, Peg Hurd, Larry Brown, Bob Carrier. A quorum was present.

3.) Review / Approve Minutes:

Minutes of April 26, 2022:

Ms. Hurd motioned to approve the April 26, 2022, minutes with corrections. Ms. Gautreau seconded the motion.

Roll call vote: **Ms. Gautreau, Mr. Williams, Ms. Turgeon, Ms. Hurd, Mr. Carrier, Mr. Brown, Mr. Russo all voted Yes. Motion Carried – 7 / 0 / 0**

4.) BC Business Conduct and Participation: There was none.

5.) Town Expenditure Reports:

Mr. Williams first addressed questions/concerns submitted by Mr. Carrier regarding the detailed transaction expenditure report.

Town Administrator: 01-4130-120 TA Salary Part-Time: In the 3/29/2022 meeting, it was reported this was for a temp person filling in for Mr. Jacob. The budget is \$1.00. As of April, we have spent \$1,273.88. How much more are we going to spend on this line? Response: The individual has also been utilized to assist with the Town Report and is currently helping with the scanning/digitization of town records project.

Assessing: 01-4152-393 Software Support \$5948: In the April expenditure report, this line has been taken out. I checked to see if this changed the budget which it did not, and this was because it was never in the budget. Response: This was intended to be under the Assessing contract line. Assessing will also be addressed at the next BOS meeting.

Assessing: 01-4152-396 Contract Assessor: The Assessing Department as of April has only spent 18.31% of their budget. There was no transaction in the Assessing Contract Line. Assessing: 01-9001-46

Encumbrance 2021 Assessing Contract: The budget is \$32,672.50; the YTD spent is \$10,913 or 33.40% spent. As shown the encumbrance is skewing the total amount spent in the Assessing budget. If they spent all the money in the encumbrance line and start using the Contract Assessor line in the Assessing budget the % used will still not be correct. We can't move the money in the encumbered line, but there must be a way to show the actual amount spent in the Assessing Department.

Discussion: \$40,000 was originally in the contracts for Assessing. This was reduced as to \$32,672. \$5816 was used to cover Avatar software support and kiosk public data. Avatar also supports the Town Clerk. This was originally charged under a line-item that had been eliminated. Mr. Williams will follow-up for clarification. There was also a line-item under Assessing that had been covering both. He will get clarification to see if this will be charged under both or just the one. Consistency is vital. The reduction is the difference between what is in the contract assessing currently and the encumbrance money. According to Mr. Williams, this has been an encumbrance for several years and has been used to reduce the budget line-item 01-4152-396 Contract Assessor to cover Avatar support services and includes some software.

According to Mr. Williams, April encumbrances are tracking OK year to date. There are several items he is currently focusing on for clarification.

Recording Secretary charges under Conservation Commission Budget: This should be charged under different area.

Printing charges increased due to annual Town report.

Postage – postal contract under the Town Clerk.

Town Clerk – Salary PT watching.

Elected Town Clerk is higher – due to pay and sick leave additional monies paid to outgoing Town Clerk.

With the additional expenditures, currently at 55% expended vs. 30% expended if additional monies were not included.

Notary Fee – should this be under Professional Services?

Professional Services – there were items paid up front.

Supervisor of the Checklist – supplies purchased ahead of time (for March election and in anticipation of upcoming elections)

Moderator – still waiting for original invoice

Retirement/Insurance benefits have increased – mainly due to increase in other charges

Heat – paid earlier in the year

Printing/Supplies – Cemetery – this needs adjusted

PD Contract/Legal Services – paid up front

FD – PT line item – what is being charged to the ambulance fund vs. what is charged to the individual line-items? Last year, \$227,000 was charged for salary items to the Ambulance Revolving Fund for ambulance service. Currently we are not charging salary to the ambulance fund; instead, we are being very intentional in tracking. At end of April, the ambulance service is at 79% expended. On-call individuals do not get paid until the end of the year. FT line-item increased due to ambulance coverage. Supplies are still being charged to the ambulance fund. At the six-month mark, will look at the per month averages for the previous months.

Mr. Williams explained each of the BOS will now act as liaisons to FD, PD & PW. This will help keep both the BOS and the town informed.

Ms. Burnham- liaison to Police Department

Mr. Morrill – liaison to Public Works

Mr. Williams – liaison to Fire Department

Fuel costs – gas high, diesel low – increased ambulance calls leads to increase gas costs (ambulance uses gasoline); decreased fire calls led to decrease in diesel costs

Planning and Code: OT for Planning & Code – Land Use Clerk takes minutes for the Planning and Zoning Boards – Mr. Williams questioned why aren't the charges being applied to the two separate boards?

Should this come under the Planning & Code area? How to track work that generates the OT? Mr. Brown – the fee is an application to the town while the work of the board is not a fee to the applicant. Mr. Williams – this is why the budget to the Planning and Zoning Boards were decreased since much of the fee-driven

work is covered through permits. Money does get reimbursed for the current budgets of both the Planning and Zoning Boards through permit fees. Is it work related to permits or work related to permits that is currently causing an increase in the OT? With increase in OT, this also increases FICA and other related charges.

GIS Software update – this was charged in the wrong place and just needs to be moved – should be charged under contract services.

Highway Department: Employee testing charges have increased slightly; heating is paid up front.

Eastern Mineral charges – Mr. Williams believes this is for salt

Invoice received for Seacoast Security – Mr. Williams is unclear what this is for exactly and will follow-up with Mr. Smith.

Solid Waste: On track although some contract services are up.

OP services are up since this is a \$1.00 line-item.

MS4 testing: This was discussed at the previous BOS meeting. Testing was started two years ago at the old ball field; was halted due to COVID; re-started again with no line-item included for tracking purposes. We are utilizing Solid Waste Miscellaneous line-item for tracking (typically used for hazardous waste items).

Recreation: Salary PT is up to 59% due to being paid at different times of the year and from different line-items. First four months is paid from the Rec line and the next four months paid from the Beach funding.

Sewer: Tracking very high under Sewer Miscellaneous line-item - Costs are for the lagoon liner repair project. With this project charges will continue to be at an increased amount for the future. Anticipating funding/grant money from the state to help offset the costs. Mr. Carrier – they have a lot of money already in their revolving fund – why is this not being used? Mr. Williams – they will offset afterwards – Sewer projects are funded upfront and then received sewer customer fees or other offsets, the remainder will come out of the revolving fund.

Mr. Carrier expressed his concern regarding a recent non-public meeting concerning PD resignations/compensation. Mr. Williams – currently the town is losing two officers who will move to Farmington and Rochester. There is also a FT officer who will be going to PT. This will leave just one FT officer plus one PT officer (along with Chief Krauss). Chief Krauss has indicated other towns have offered support if needed. He has a couple of applicants hopefully to get into the Academy in August. The Chief is working second shift, while his regular officer covers day shift. The Chief can assist during the day if needed. PT hours worked will continue to vary. Mr. Carrier questioned if all the officers, including PT and the clerk, received raises? And if yes, why now? Mr. Williams – additional compensation was given due to additional responsibilities being given. They are part of the pay plan and just received the increases a few months early (instead of July). Mr. Carrier questioned OT pay for the Chief. Mr. Williams – Chief Krauss only receives overtime pay is for added shifts, not for administrative duties. Mr. Carrier questioned how this will be tracked? OT factored into his totally salary line. Mr. Carrier also questioned why the town is not able to keep officers here? Mr. Williams – money is definitely a big part of this – other towns and communities are offering sign-on bonuses and higher starting salaries. It is happening across all departments (Fire, Public Works) and in other towns. Mr. Russo – how do we attract candidates other than monetarily? Mr. Williams noted currently it's very hard to get people to choose law enforcement as a career. The BOS is trying to figure this out. Mr. Russo also questioned next year's budget especially as it relates to increase in costs like fuel and heating as the current cost of inflation is going through the roof. Mr. Williams – we will have to balance it the best we can. Mr. Russo – there are a lot of town residents on fixed-incomes especially if we have to raise taxes? Is there any fat we can cut? Mr. Williams – the Budget Committee focused on that this year and will continue to do so.

6.) School Expenditure Report, Revenue and Grant Reports:

Ms. Hurd reported YTD, the school is currently 83.33% expended. While there are some functions/departments that are over, others are under-expended.

Over-expended Items:

Improvement of Instruction: This is part of the teacher's contract and allows them to take up to 2 classes per year with an additional \$400 for workshops. Because a higher number of teachers utilized this benefit, this area is 134% over budget.

Special Education Transportation: 92.25% expended. This is for a wheelchair van; there are a couple of students who currently use wheelchairs. The next van purchase will be wheelchair accessible.

Food Service: 90.30% with encumbrance. When original purchase order was written, the contract for \$285,000, for some reason, it was input for higher than that. If the encumbrance was not included, this would be closer to the 83% mark.

Grant Report: DOE only focuses on one report per month. Although they are behind, Jen and Mackenzie are focusing on getting them up-to-date. Everything needs to be in by June 30th. As Mackenzie was not here from the beginning so there is a learning curve. Overall, Ms. Hurd reported they are doing OK and projected to come in under budget; definitely are moving forward. The new superintendent, who will start in June, is very knowledgeable both with grants and excel.

Over-Expended Items: Ms. Hurd reported many of the items were discussed at the previous meeting. Some of the over-expended items might actually be account errors.

Mr. Brown questioned if Ms. Hurd had an idea of what the surplus would be?

Projected expenditures: 84%

Projected balance: \$1.7M

With encumbrances: 92.25% and balance \$864,000

The balance will also go to the Warrant Articles

Mr. Williams is currently providing training to Ms. Turgeon, Mr. Carrier and Ms. Hurd to learn and generate the School Board excel budget committee reports. Ms. Hurd would also like to include the new superintendent in future training.

7.) Other business that may come before the board:

- a.) Capital Improvement Program Committee Member: Lisa Gautreau is continuing on the CIP. Ms. Turgeon requested a volunteer for an alternate. Mr. Russo said he would be an alternate.

8.) Public Comments or Questions on Budget Committee Meeting Topics: There were none.

9.) Next Meeting: August 23, 2022

10.) Adjournment:

- a. Ms. Turgeon stated she would entertain a motion to conclude the meeting.
- b. Ms. Hurd motioned to adjourn at 7:40PM; Seconded by Ms. Gautreau. All were in favor. Meeting adjourned.

Respectfully Submitted,

Amy Winslow-Weiss, Recording Secretary – Budget Committee