

Town of Milton
BUDGET COMMITTEE MEETING
November 12, 2020

ATTENDANCE:

Members: Humphrey Williams (Chair), Peg Hurd, Lisa Gautreau, Bob Carrier, Claudine Burnham, Danielle Marique, Larry Brown

Absent: Mike Beaulieu, excused

Public: Doug Shute

Humphrey Williams, Chair, opened the session at 6:00PM.

1.) Pledge of Allegiance: Humphrey Williams, Chair, led the meeting in the Pledge of Allegiance.

2.) Roll Call:

a. Mr. Williams, Chair, led the roll call of members to determine if a quorum was present.

Humphrey Williams (Chair), Peg Hurd, Lisa Gautreau, Bob Carrier, Claudine Burnham, Danielle Marique, Larry Brown: A quorum was present.

b. Public participation: Doug Shute

3.) Continue Review of 2021 Town Operating Budget Proposals:

Mr. Williams, Committee Chair, reported he attended the Board of Selectman meeting on November 9. The main points of discussion were Stipends of non-elected officials, the Sanitary Sewer budget, and the Cemetery budget.

Stipends: Mr. Williams requested the stipend for non-elected officials (BOS, Treasurer, Supervisor of the Checklist, etc.) be returned back to default numbers. He also reminded the committee that these positions are not part of the pay & retention plans currently underway. The BOS members agreed and these budget numbers were adjusted back to the default rate.

Sanitary Sewer: Mr. Williams explained that during budget review, with the requested increases in the sewer line-item, this would cause the overall budget to be over the default. Upon meeting with the sewer department representative to review the budget numbers, the permits & testing and miscellaneous line-items were adjusted which will bring the overall department back into line and under the default. Mr. Williams also provided explanation around miscellaneous line-items and that because they should be considered as unplanned expenses, these should be adjusted back to \$1.00. Because the miscellaneous line-item for the Sanitary Sewer was set to \$2500, Mr. Williams will work with the Town Administrator and department to move those dollars to the appropriate line-item.

Cemetery Budget: Upon further review, it appeared that the budget for the Cemetery line-items were anticipated to be \$5000 over budget, but the money was actually moved from the Cemetery Maintenance line-item of the Government Buildings budget. Working with the cemetery trustee, Mr. Williams was able to adjust the Miscellaneous line-item to \$1 and have a new Maintenance line-item created to better reflect what the funds are for.

The next step for the Budget Committee involved reviewing each department's bottom-line budget numbers (not including insurance and Sanitary Sewer budgets which will be reviewed at a future meeting). The committee agreed to review and vote on each department without the insurance numbers since those figures cannot be determined at the current time.

Larry Brown is hopeful that town residents will see and appreciate the amount of time and care that has gone into the budgeting process.

a.) **Town Administrator:**

Proposed budget: \$287,043

Ms. Hurd made a motion to accept the TA budget of \$287,043. Ms. Gautreau seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

b.) **Town Clerk / Tax Collectors:**

Proposed budget: \$129,206

Ms. Hurd made a motion to accept the Town Clerk / Tax Collectors budget of \$129,206. Ms. Gautreau seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

c.) **Treasurer:**

Proposed budget: \$10,410

Ms. Hurd made a motion to accept the Treasurer budget of \$10,410. Mr. Brown seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

d.) ~~Checklist of the Supervisor:~~ **Supervisor of the Checklist:**

Proposed budget: \$3,647

Ms. Hurd made a motion to accept the Supervisor of the Checklist budget of \$3,647. Mr. Brown seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

e.) **Moderator:**

Proposed budget: \$3,100

Ms. Hurd made a motion to accept the Moderator budget of \$3,100. Ms. Marique seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

f.) **Budget Committee:**

Proposed budget: \$2,300

Mr. Williams made a motion to accept the Budget Committee budget of \$2,300. Ms. Hurd seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

g.) **Trustee of the Trust Fund:**

Proposed budget: \$3,289

Ms. Hurd made a motion to accept the Trustee of the Trust Fund budget of \$3,289. Ms. Marique seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

h.) Assessing Department:

Proposed budget: \$103,498

Ms. Hurd made a motion to accept the Assessing Department budget of \$103,498. Mr. Brown seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

i.) Government Buildings:

Proposed budget: \$188,739

Ms. Hurd made a motion to accept the Government Buildings budget of \$188,739. Mr. Brown seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

j.) Cemetery:

Proposed budget: \$14,002

Ms. Hurd made a motion to accept the Cemetery budget of \$14,002. Ms. Marique seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

k.) Police Department:

Proposed budget: \$923,802

Ms. Hurd made a motion to accept the Police Department budget of \$923,802. Mr. Brown seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

l.) Fire Department:

Proposed budget: \$467,320

Ms. Hurd made a motion to accept the Fire Department budget of \$467,320. Ms. Burnham seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

m.) Planning and Code:

Proposed budget: \$110,180

Ms. Hurd made a motion to accept the Planning and Code budget of \$110,180. Mr. Brown seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

n.) Planning Board:

Proposed budget: \$1,052

Ms. Hurd made a motion to accept the Planning Board budget of \$1,052. Mr. Brown seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

o.) Zoning Board of Adjustment:

Proposed budget: \$650

Mr. Brown made a motion to accept the Zoning Board of Adjustment budget of \$650. Ms. Hurd seconded the motion. There was no discussion.

- Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**
- p.) **Conservation Commission:**
Proposed budget: \$5,373
Ms. Hurd made a motion to accept the Conservation Commission budget of \$5,373. Ms. Marique seconded the motion. There was no discussion.
Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**
- q.) **Emergency Management:**
Proposed budget: \$5,308
Ms. Hurd made a motion to accept the Emergency Management budget of \$5,308. Ms. Gautreau seconded the motion. There was no discussion.
Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**
- r.) **Highway Department:**
Proposed budget: \$685,116
Ms. Hurd made a motion to accept the Highway Department budget of \$685,116. Mr. Brown seconded the motion. There was no discussion.
Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**
- s.) **Solid Waste & Recycling:**
Proposed budget: \$215,674
Ms. Hurd made a motion to accept the Solid Waste & Recycling budget of \$215,674. Mr. Brown seconded the motion. There was no discussion.
Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**
- t.) **Outside Appropriations:**
Proposed budget: \$19,701
Ms. Hurd made a motion to accept the Outside Appropriations budget of \$19,701. Ms. Gautreau seconded the motion.
Discussion: Ms. Marique questioned if the Wakefield Food Pantry had been contacted as part of the budgeting process. Yes, they had been contacted on multiple occasions.
Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**
- u.) **Welfare:**
Proposed budget: \$24,954
Ms. Hurd made the motion to accept the Welfare budget of \$24,954. Ms. Gautreau seconded the motion.
Discussion: Ms. Marique questioned if there is currently no one in the welfare position, when did the office supplies line-item increase from \$300 to \$500? Ms. Marique questioned why there needed to be an office supply line-item if the town is looking to contract out the work. Mr. Brown and Ms. Hurd reminded all that it doesn't matter what the budget numbers are, the services must still be provided whether the funds are budgeted or not. Mr. Williams asked if there were any recommended changes to the Welfare budget. Ms. Marique stated she agreed with the bottom-line budget. Mr. Williams then called for a roll call vote.
Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**
- v.) **Recreation:**
Proposed budget: \$73,307

Ms. Hurd made a motion to accept the Recreation budget of \$73,307. Mr. Brown seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

w.) **Library:**

Proposed budget: \$60,385

Mr. Brown made a motion to accept the Library budget of \$60,385. Ms. Hurd seconded the motion. There was no discussion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

x.) **Economic Development:**

Proposed budget: \$1,504

Ms. Hurd made a motion to accept the Economic Development budget of \$1,504. Ms. Marique seconded the motion.

Discussion: Mr. Brown questioned why the decrease in this line-item since it had been originally set at \$1,900? Professional services dollars had decreased and were moved to a different line-item altogether.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Mr. Williams all voted Yes. Motion carried – 7/0/0**

y.) **Sanitary Sewer:**

Proposed budget: \$93,204

Ms. Hurd made a motion to accept the Sanitary Sewer budget of \$93,204. Ms. Marique seconded the motion.

Discussion: Ms. Hurd questioned the current practice whereby town residents who do not currently utilize the sewer system still have to pay for this budget item. They are paying for a service they do not use.

Mr. Carrier stated the sewer district has a revolving fund and questioned why can't some monies of this fund be used to offset budget costs? He also stated that he has previously asked this question and has yet to receive any follow-up. He questioned if bills are being paid and up-to-date? He would like to know why this fund is so large and how this extra income is generated.

Mr. Williams asked the committee if adjustments should be made to this department or can the committee accept the bottom-line budget numbers? Mr. Brown felt that the line-item did not have to be settled at the current time. The committee could in fact keep this line-item open and address it at a later time. Mr. Carrier agreed with Mr. Brown. Mr. Williams will request additional information from the revolving fund and how current income compares against non-allocated funds. Since the motion had not been voted on, Mr. Williams addressed rescinding the motion.

Ms. Hurd rescinded her vote to motion acceptance of the Sanitary Sewer budget. Ms. Marique rescinded her second to the motion.

The insurance and Sanitary Sewer budgets will be reviewed at a future meeting.

Ms. Burnham thanked Mr. Williams for his ongoing detailed record of the budget numbers and process. It is crucial to have all the information and is very appreciative of Mr. Williams and understands the hard work that is involved. (Ms. Burnham left the meeting at this time).

Mr. Williams stated his intention of posting the Budget on the town website. First will be the overall summary sheet and then the details will follow.

4.) **School Expenditure Reports:**

Ms. Hurd gave an update and reviewed the school expenditure reports. It is anticipated from the school board that the budget will indeed come in under budget.

5.) Review/Approval of Minutes:

a.) Minutes of August 25, 2020

Ms. Hurd made a motion to accept the minutes with submitted corrections of August 25, 2020 meeting. Ms. Marique seconded the motion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Mr. Williams all voted Yes. Note: Mr. Carrier abstained from this vote since he was not yet on the committee.**

b.) Minutes of September 16, 2020

Ms. Hurd made a motion to accept the minutes with submitted corrections of September 16, 2020 meeting. Ms. Marique seconded the motion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Mr. Williams all voted Yes. Note: Mr. Carrier abstained from this vote since he was not yet on the committee.**

c.) Minutes of October 8, 2020

Ms. Hurd made a motion to accept the minutes with submitted corrections of October 8, 2020 meeting. Ms. Marique seconded the motion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Mr. Williams all voted Yes. Note: Mr. Carrier abstained from this vote since he was not yet on the committee.**

d.) Minutes for Joint BOS/BC meeting on September 26, 2020

Ms. Hurd made a motion to accept the minutes with submitted corrections of the joint BOS/BC meeting on September 26, 2020 meeting. Ms. Marique seconded the motion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Mr. Williams all voted Yes. Note: Mr. Carrier abstained from this vote since he was not yet on the committee.**

e.) Minutes of October 27, 2020

Ms. Hurd made a motion to accept the minutes with submitted corrections of October 27, 2020 meeting. Ms. Marique seconded the motion.

Roll call vote: **Ms. Marique, Ms. Gautreau, Ms. Hurd, Mr. Brown, Mr. Carrier, Mr. Williams all voted Yes.**

6.) Other Business that may come before the board:

Mr. Brown expressed his support for the budget noting the good work involved from all departments, the expenses are fair and explanations are provided in clear detail.

Mr. Williams agreed that all worked together very well and met the request to come in under default. He felt the cooperation between the Town Administration and the BOS was a huge improvement from past years.

Ms. Hurd believed this year's process was far easier than in previous years. Ms. Marique felt the overall process, while definitely better this year, still takes far longer than necessary due to all the ongoing corrections. Mr. Williams stated the goal for next year will be to get all answers by the end of September and try to minimize the amount of changes.

Ms. Marique questioned the status on Warrant Articles and that there has been no preliminary information provided. According to Mr. Carrier and Mr. Brown, this will probably happen in December. Mr. Williams will follow-up next week to ascertain the status of Warrant Articles. There are deadlines that must be met regarding Warrant Articles and does not want to see any last-minute scramble to get them.

7.) **Public Comments or Questions:**

There were none.

8.) **Next Scheduled Meeting:**

November 24, 2020

9.) **Adjournment:**

Mr. Williams stated he would entertain a motion to conclude the meeting.

Mr. Brown made the motion to adjourn at 8:02PM. Seconded by Ms. Marique.

Roll call vote: Mr. Brown, Ms. Gautreau, Ms. Marique, Ms. Hurd, Mr. Carrier, Mr. Williams all voted Yes. Meeting adjourned.

Respectfully submitted,

Amy Weiss – Budget Committee Recording Secretary

Minutes approved –