

Town of Milton
Town Budget Committee
Tuesday, August 25, 2020
Minutes

Call to Order

Meeting called to order at 6:05PM by Chairman Humphrey Williams

Pledge of Allegiance

Roll Call

Mr. Humphrey Williams – Chair; Mr. Tom McDougall – Associate Chair; Ms. Peg Hurd; Ms. Claudine Burnham; Mr. Mike Beaulieu; Ms. Lisa Gautreau and Mr. Larry Brown. Danielle Marique and Justin Bellen were excused. A Quorum was present.

Public Attendance

Lynette McDougall; Julius Peel

Mr. Williams mentioned that the new town video streaming system would enable the public to see the documents that the Budget Committee was working on which should make it easier to follow the subject at hand. Mr. Williams also noted that the recording secretary would be writing the minutes remotely from the streaming video and for members to please speak up. (Note: It was not until after this meeting that it was discovered the audio portion of the streaming video was muted.)

By Laws – continued for approval

Mr. Williams opened the By Laws document for final review of changes that were made.

Ms. Hurd made the motion to accept the bylaws as modified. Seconded by Mr. McDougall. Mr. Williams restated that the motion was to accept the by-laws as modified, then called for a Roll Call vote – Ms. Gautreau – yes; Mr. Beaulieu – yes; Ms. Hurd – yes; Ms. Burnham – yes; Mr. McDougall – yes; Mr. Brown – yes; and Mr. Williams – yes. The motion passed 7/0.

Budget Process for 2021 Town Operating Budget Presentations

Mr. Williams stated that the budget presentations were behind the original schedule that he and the Budget Committee suggested in order to hold a joint Board of Selectmen (BOS)/Budget Committee presentation meeting on either September 12th or the 19th. The BOS were still holding independent budget presentations and that three departments, the Town Administrator, Town Clerk/Tax Collector and Assessing Department still had to present their presentations.

Mr. Williams stated that the Budget Committee was expecting to have copies of all the presentations for this regular meeting on August 25th to review, discuss and have sufficient time to formulate pertinent questions on the various budgets. Mr. Williams asked Ms. Burnham to please ensure that copies of all the budget presentations be submitted to Budget Committee team members as soon as possible and at least two weeks prior to the joint meeting and that we have copies of the “Default Budget”. Mr. Beaulieu stated that we could hold a special Budget Committee meeting to review the presentations prior to the joint BOS/Budget Committee meeting and Mr. Williams confirmed that could be done. Mr. Williams reiterated that the Town Operating Budget is a “bottom-line” budget

and that the goal is for the overall budget to be under the Default Budget to ensure we get the budget passed by the voters. Mr. McDougall stated that goal was for the Budget Committee to have the town's proposed operating budget and all budget questions answered by the end of September.

Mr. Brown excused himself from the Budget Committee meeting to attend the Planning Board meeting as they were reviewing the Capital Improvement Program.

Mr. Beaulieu brought up the subject of how the Budget Committee would present the Town Operating Budget information to the residents. Mr. Beaulieu mentioned how getting people to attend meetings related to the town budget has not resulted in much attention. Mr. Beaulieu's suggestion was to perhaps do what candidates running for office have done and set up outside the Transfer Station to handout budget proposal information to the public. Ms. Burnham mentioned the possibility of having presentation packages available for residents at the school for Election Day on Tuesday, November 3, 2020. A discussion about that possibility led to committee members concluding that Budget Presentation packages might be made available for handing out at the exits from the polls. Mr. McDougall suggested that with those packages we include a date or dates and location for the public to have the opportunity to meet with Department Heads to discuss the proposed budgets.

Town Expenditure Reports

Mr. Williams opened the Town Expenditure Report through July 31, 2020 and highlighted the line-item expenditures that exceeded 58.33% of the budget (end of July point). Mr. Williams submitted the Excel file to the Town Administrator, on August 6th, requesting summary explanations for the highlighted line-items that were over 58.33% expended as of July 31, 2020. Mr. Williams proceeded to read the summary explanations of exceeded line-items that were provided by the Library, Police and Recreation Department Heads. The line-items currently exceeded at this time of year by the Police and Library are related to items that are paid on an annual or semi-annual basis – no line-items for the Police Department or Library are over-expended for the year. The over-expended line-item for the Recreation Department, Part-time Salary, is under further review as it appears to have been mischarged. The Budget Committee is still awaiting summary explanations of over-expended line-items from the Town Administrator for the following Departments and areas: Town Administration, Town Clerk/Tax Collector, Treasurer, Supervisor of the Checklist, Moderator, Assessing, Government Buildings, Cemetery, Planning and Code, Fire Department, Emergency Management, Highway Department, Solid Waste and Recycling, Outside Appropriations, Welfare, Insurance and Benefits, Debt Services, and Sanitary Sewer.

While reviewing the various over-expended line-items on the report, Mr. Williams stated the need for the BOS and Town Administrator to update the records with current salary information because over the past two years (2019 and 2020), while under "Default Budgets", the BOS issued salary increases for several town employees. Because the town was under Default Budgets for both years, the budgeted salaries could not be changed so the Net Budgets for each of those line-items still reflect the last approved budget from 2018. This makes the task of the Budget Committee to develop a fiscally sound operating budget harder because current salaries are higher than the net budgets and any proposed salary increases for 2021 will be highly inflated from the last approved line-item budget. Mr. Williams further stated the town needs approved pay plans for town employees like the ones approved for the Police Department and Highway Department, to enable salary increases to be properly accounted for in potential future Default Budget years, thus eliminating these salary

conflicts in the operating budgets. Mr. Williams stated that the BOS is the governing body and responsible for how the budgets are spent and that includes them approving of pay raises for town employees. But, the Budget Committee and the public needs to know what the current salaries are within each line-item versus the Default Budget for the line-item.

Mr. Williams stated that the goal was to start posting the formatted and highlighted expenditure reports on the Budget Committee's page on the town's website for the public to be informed.

School Expenditure Reports – Mr. Williams stated that we still did not have the reports from the school for the end of the school year, through June 30, 2020. Ms. Hurd stated that the School Administrator, Mr. Castle should have the reports ready by the end of the week (August 28th).

Minutes

Ms. Hurd mentioned that as stated at the RSA 91-A Right To Know presentation meeting conducted on July 30, 2020, any minutes that have had changes made that are more than editorial in nature, need to be reviewed again by the board or committee. Mr. Williams concurred and opened the two set of minutes for July 16th and July 28th respectively, for review.

Minutes for July 16, 2020: Mr. Williams opened the minutes for review of changes.

Ms. Hurd made the motion to approve the July 16, 2020 minutes with corrections noted. Seconded by Ms. Gautreau. Mr. Williams restated that the motion was to approve the July 16, 2020 minutes with corrections noted, then requested a Roll Call vote: Ms. Gautreau – yes; Mr. Beaulieu - yes; Ms. Hurd – yes; Ms. Burnham - yes; Mr. McDougall – yes; and Mr. Williams – yes. The motion passed 6/0.

Minutes for July 28, 2020: Mr. Williams opened the minutes for review of changes.

Ms. Hurd made the motion to approve the July 28, 2020 minutes with corrections noted. Seconded by Ms. Gautreau. Mr. Williams restated that the motion was to approve the July 16, 2020 minutes with corrections noted, then requested a Roll Call vote: Ms. Gautreau – yes; Mr. Beaulieu - yes; Ms. Hurd – yes; Ms. Burnham - yes; Mr. McDougall – yes; and Mr. Williams – yes. The motion passed 6/0.

Other Items to be Brought Before the Committee

Mr. Williams stated that the Town Administrator was going to discuss the 2% Tax Cap but thought it was going to be a remote meeting and was not at the town hall. The discussion will be at a future meeting.

Mr. Williams stated that he talked with the Water District Commissioner, Ms. Brown, about the fact that RSA 32:5, Budget Preparation, authorizes the governing body or the Budget Committee to hold the public meeting on each budget. The Water District is the governing body and Ms. Brown agreed that they could hold the public meeting on their proposed 2020 operating budget. Ms. Brown stated she was going to discuss that at their meeting being held on the same night, August 25th.

NMHA is offering a Virtual Budget Workshop on September 24, 2020. The cost is \$65 per person and the Budget Committee does have funding available for training. Ms. Hurd stated that the School

Board is going to have budget training coming up as well and was wondering if the topic of budgeting during Covid-19, was going to be the same training for both sessions. Mr. Williams stated he would ask the Town Administrator to look into the matter and to identify how this training would be paid for – Will the town pay upfront for the training or will the attendees have to pay and be reimbursed? Mr. Beaulieu, Ms. Gautreau and Ms. Burnham expressed interest attending the training.

Budget Committee Proposed 2021 Operating Budget:

Mr. Williams presented a proposed operating budget for the Budget Committee to review/discuss that displayed the 2019 and 2020 Default Budgets, 2020 Proposed Budget, 2021 Default Budget and a proposed budget for 2021 to submit to the Town Administrator. The proposed budget reduces the operating budget for the Budget Committee by \$300, an 11.54% reduction (as shown below).

4144	Budget Committee	2019 Default Budget Appropriations	2020 Default Budget Appropriations	2020 Proposed Budget	2021 Default Budget Appropriations	2021 Proposed Budget	
01-4144-240	BC Training			\$ 180		\$ 210	3 Trainees
01-4144-320	BC Legal Services			\$ 480		\$ 400	
01-4144-395	BC Professional Services	\$ 2,600	\$ 2,600	\$ 1,725	\$ 2,600	\$ 1,650	22 Meetings
01-4144-610	BC Printing & Copies			\$ 50		\$ 40	
01-4144	Totals:	\$ 2,600	\$ 2,600	\$ 2,435	\$ 2,600	\$ 2,300	-11.54%

Ms. Hurd made the motion to submit the 2021 Proposed Budget for the Budget Committee, in the amount of \$2,300, to the Town Administrator. Seconded by Mr. McDougall for discussion. A general discussion was held, including that if the Budget Committee is asking for the Town Operating to come in under the Default Budget and the fact that the expenditures have been under the budget every year, then we need to reduce our operating budget. Mr. Williams restated that the motion on the floor was to submit the 2021 Proposed Budget for the Budget Committee, in the amount of \$2,300, to the Town Administrator, then requested a Roll Call vote: Ms. Gautreau – yes; Mr. Beaulieu - yes; Ms. Hurd – yes; Ms. Burnham - yes; Mr. McDougall – yes; and Mr. Williams – yes. The motion passed 6/0.

Public Comments

Mr. Brown came back into the meeting to make a public comment – He stated that as of August 25, 2020 that only 51.8% of Milton residents had completed the 2020 Census and that without accurate data, the town would not receive appropriate representation or funding in many areas such as the school and potential grants for Police and Fire Departments.

Adjournment

Ms. Hurd made the motion to adjourn at 7:48PM. Seconded by Ms. Burnham. Roll call vote – Ms. Gautreau – yes; Mr. Beaulieu – yes; Ms. Hurd – yes; Ms. Burnham – yes; Mr. McDougall – yes; and Mr. Williams – yes. The motion passed 6/0.

Respectfully submitted,

Humphrey Williams – Budget Committee Chairman

Minutes approved - November 12, 2020