

Town of Milton
Town Budget Committee
Special Session Meeting Minutes
Saturday, September 14, 2019

CALL TO ORDER

Chairman Thomas McDougall called the Budget Committee meeting to order at 9:00AM.
Chairman Ryan Thibodeau call the Select Board meeting to order at 9:00AM.

PLEDGE OF ALLEGIANCE

ROLL CALL -

Budget Committee - Mr. Thomas McDougall– Chairman, Mr. Bob Carrier, Ms. Tammy Smith, Ms. Peg Hurd, Mr. Andrew Rawson Mr. Dennis Woods and Mr. Humphrey Williams.
A Quorum was present.

Board of Selectmen – Chairman Ryan Thibeault, Ms. Erin Hutchings and Mr. Andrew Rawson. A Quorum was present.

Mr. McDougal advised the committee and the select board to allow the departments to present their full presentation and then questions could be asked.

PRESENT

Mr. Ernest Creveling – Town Administrator; Ms. Kathy Wallingford; Ms. Michelle Beauchamp; Ms. Betsy Brown; Ms. Karen Brown; Ms. Danielle Marique; Chief Krauss; Chief Marique; Mr. Pat Smith; Mr. Bruce Woodruff; Mr. Dale Sprague

Mr. Ernest Creveling – Town Administrator gave an overview of the town budget. Town of Milton budget for 2020 will show some changes from last year to this year but the town is currently on a default budget. Some of the needs presented by department heads included wage adjustments for those that did not receive them over the past few years. Some of the staff were moved to meet the needs of those in town hall as well as part time positions were moved to full time and eliminated some of those that are no longer needed.

The 2019 Budget was default at \$4,563,423.00, and the 2020 Budget Request is for \$4,711,728.00 at an increase of 3.25%.

A copy of all presentation will be included in the approved minutes.

Administration

Administration budget is up 2% with most increase for Town Administrator.
Welfare is down to \$5,000 and added \$2,700 to administration. The Administrator had to contract out payroll as there were some issues with IRS - \$56,000 due to errors from

2015 – current. The issues were taken care of by a representative from Stonehill and Ms. Kathy Wallingford.

Town Clerk/Tax Collector

Ms. Michelle Beauchamp– there have been a number of turnovers of part time employees in the past 7 years and one of these positions has been moved to full time.

Last year only one election was held. This coming year there will be 4 elections. Increase in Town Clerk's hours. Pay scale has not been updated so it is reflected into the 2020 budget. Training line was increased so that staff can take the training that is required.

Treasurer – no change so it remains at \$410,381

Supervisor of the Checklist

Budget reflects 3 supervisors for floor elections and 1 additional that might happen. Everything is based on going from 1 election to 5 elections everything else remains the same.

Moderator

Ms. Michelle Beauchamp – same as Supervisor of checklist. Voting booths are being added, as they are needed.

Budget Committee

Bottom Line is the same at \$2,600. This is not all salary. There are currently 24 meetings for the committee and the Stipend for the recording secretary is \$75.00 per meeting.

Legal line on high side as there will be a need for more public notices. This is an increase of \$590 or 18%. Bottom line is \$3,190.00.

The numbers are not final as the number of meetings needed may change. Legal services are for legal notices only and not the Lawyer.

Trustee of Trust Fund

Ms. Kathy Wallingford – The Bookkeeper remains at the same wage. No stipends for Trustees.

Assessing

Ms. Kathy Wallingford – Budget has gone down 15%. This is a cycle year so the supplies has decreased but there is an increase in software for Avatar which is part of the building permits, taxes etc. but an increase to \$15,628.

Insurance & Benefits

Depending on the full time need for insurance. Down \$40,233 or 5%. Retirement up due to full time positions.

Won't have all final Insurance & benefits until later in the year but used a 5% increase until rates come in. Mr. Rawson asked how many people are taking buybacks. The total is currently 4.

Government Buildings

Pat Smith - Increase of salary of \$9,532 or 9% which is due to new hires. This also includes overtime for winter storms. Heat \$1,500 or 27% - \$1.93 last year per gallons but now are locked in at \$2.00. Government building maintenance was transferred from the Cemetery maintenance line. Total increase - \$5,110 or 3%.

Humphrey Williams noted that the percentage of increase was calculated based on the budgets for 2020 but should have used the 2019 budget column. Bottom line increases and decreases are correct but % of change is not. Mr. McDougall advised that it is based on the year before last year (2018) as 2019 is a default budget.

Cemetery – no change

Regional Associations

In DRA codes moved from Administration budget - Strafford Regional Planning Board. Mr. Woodruff advised that there was a Warrant article \$3,500 or \$4,000. The cost benefit is there and to help with MS4 – EPA permit issued last year 2018 and is supposed to have a notice of intent. Base line is needed.

Police

Chief Krauss

Increases are mostly salary based. Including uniforms at a cost of \$2,000 to outfit 1 officer and equipment. To Outfit 1 officer costs \$2,000. If a grant is not obtained the vest needs to be purchased. \$500 per year for each officer. \$6,200 – base station radio went down and is being fixed at \$220 dollars. \$9,200 will wipe out lines. Equipment replacement is reason of \$9,474 increase or 1%. Retirement will decrease from 29.43% to 28.43% starting July 1st, 2019.

Training up \$1500 – conference based or out of state training as Chief Krauss has taken every one at the academy. Mr. Williams asked about the phone systems. Chief Krauss noted that they are still looking over the quotes. \$13,000 down to \$500.

Fire

Chief Marique - Overall a decrease in the budget. Any increase reflects the same request from last year's budget requests. Diesel down \$200 but the ambulance moved to revolving account due to increase in cost.

Status quo budget not a proactive budget and will just maintaining for the year. Per Diem line did not change.

Chief Marique noted that he had applied for FEMA grant for 3 years and the Grant (\$171,000) allows for the purchase of 25 air packs. Air packs unserviceable as of July

2020. . Had enough from Warrant Article Fund will remain in the CIP project. Ms. Hurd asked if 1% was coming out of the Capital Reserve Budget.

Planning and Code

Mr. Creveling noted that Recreation Assistant will be part time to 20 and Recreation 12.

Reductions in training were noted. The Town planner services amount will stay the same. \$22,694 increase due to part time positions 2% increase and COLA. Mr. McDougall noted an increase in salary but Social Security decrease. Mr. Creveling will look into that.

Mr. Creveling will revisit the budget and make any improvements needed.

Planning Board

Mr. Bruce Woodruff - Using escrow system – application process and fee. The amount for training is based on historical trends. Public notice – never able to be collected. Mr. McDougall noted that the amounts on this do not appear to correct. Mr. Woodruff - the amount is correct at \$1,052. Mr. Creveling noted that only items shown on the sheet were those that changed.

ZBA – decrease.

Conservation Commission – No Change

Emergency Management – No change

Highway

Mr. Pat Smith noted that the DPW experienced 32 events and is reflected in overtime. Testing – random drug testing for CDL and it is not known if testing on what quarter. Vehicle fuel – increase due to issues with dump truck. Used pickup trucks to plow dump truck routes.

Equipment maintenance due to 1 truck as all others are under warranty.

\$1 increase in motor oil. Total increase is \$80,136. Ms. Hurd noted that the line and year to date expended does not match. YTD were included on error. Mr. Brown asked if the salt purchase price includes delivery and with different events mixing salt and sand. Mr. Smith replied yes.

Solid Waste

Salary line up due to raises due to COLA and allotment.

Part time line – 3 employees = 46 hours a week. Includes COLA

Disposal line – increase 3% in tipping fees. May not go up but estimated what would be tipped for tonnage. Could go up. The department has used revolving account for tipping fees for various items (tv, fluorescent lights, Freon for refrigerators). May have to request an increase in revolving account for various items – budget \$1 amount reflects items that come out of the revolving account. Ideas suggested would be to ask public what their thoughts are and will work with Selectmen. Paying more for recycling of

paper/cardboard. Aluminum cans not as much. Fluorescent bulbs are not being charged to the public. Mr. Williams noted that if based on user fees then the amount would go down thus tax rate would go down. Some out of towners are using the waste management site at the cost of the town.

Mr. McDougall asked if overtime is over 8 hours a day or 40 hours a week. Mr. Smith – Yes to both.

Outside Appropriations

The amount present is what is been paid but others are now coming in. There are others that will be brought to the Budget Committee and Select Board.

Health and Human Services

Ms. Danielle Marique - Reallocated salary. Other lines based on trends. Welfare budget is mandated by the State. Final expenses is now out of miscellaneous. \$750 – just is for welfare documentation.

Recreation

Ms. Karen Brown - Wage adjustments – increased these as they were coming out of the beach fund. The person working has been working and has done an outstanding job and his hours can be justified. He would be able to help with all the extra items that is done by the Recreation department. Every program that starts up requires more hours. Mr. Williams noted that the increase for salary is actually 52%, not 39% but the explanation that was brought forward was detailed enough to determine if it is worth it.

Library

Ms. Betsy Brown - Largest increase in wages – researched what other towns of similar size are being paid. Most of the increase is here.

Heat - \$3,500 not \$4,500

Postage – up due to increase in PO Box price.

Technology – request for a new circular desk computer.

Mr. Creveling – met with trustees and spoke of salary increase. Very supportive of the increase. Ms. Brown would be able to provide any backup for the request for salary.

Mr. Brown explained the need for the new computer system. Mr. Rawson and Mr. Smith – gave kudos to Ms. Brown as she took on the renovation project.

Mr. Williams noted that knowing how many people these line items represent would be most helpful.

Economic Development – No change.

Professional service for Board / Committee meetings and dovetails with new master plan to have someone moderate this forum as this requires training.

Debt Service

This is what is owed and what is paid.

Sanitary Service

Mr. Dale Sprague – a number of items are skewed due to default vs. what it should have been. Last 2 items are for requesting a new piece of equipment due to EPA requirements. Miscellaneous – estimate for engineering work done. May rename. Engineering report to DES based on ground water testing. Increase in nitrate, bacteria and DES has asked to look at this issue.

Mr. Carrier asked if the Sanitary Department have a revolving fund and could this be used for equipment purchase. The Capital Improvements needs to be used for other items in the future and it would depend on what the warrant article says. It was asked if the department had put anything into the CIP. Mr. Sprague – Historically the default budget has been the same. Revenue is about \$90,000. Will need to look at revenues vs. expenditures.

Mr. McDougall thanked both the Select Board, Departments and the Budget Committee for their participation.

Adjournment

Mr. Williams moved to adjourn the Budget Committee at 11:15am. Seconded by Mr. Woods. The Committee voted unanimously to approve the motion. Motion passed 7/0.

Ms. Hutchings moved to adjourn the Board of Selectman 11:15am. Seconded by Mr. Rawson. Motion passed 3/0.

Respectfully submitted,

Shari Gaesser – Milton Budget Committee Recording Secretary

Minutes approved: