

Town of Milton
Town Budget Committee
Special Session Meeting Minutes
Milton Fire Department
Saturday, November 2, 2019

CALL TO ORDER

Chairman Thomas McDougall called the Budget Committee meeting to order at 9:16AM.

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, Mr. Larry Brown and Mr. Humphrey Williams. A Quorum was present.

PUBLIC –

Chief Krauss
Lynette McDougall
Chief Marique
Danielle Marique

Mr. McDougall advised the group that the focus of the meeting would be reviewing the budget and settle on what the committee would be recommending for budget numbers. Mr. Williams shared the Excel expenditures sheet with the committee that provided a 5-year average, 4 year average and this years calculated projection. This is only based on what was spent through September; the rest of the 4 years is accurate. 2.6% increase on 2019 vs 2020 on COLA. Mr. Rawson noted that each year is different for each department and that for most years the departments are lacking in staff.

BUDGET COMMITTEE - \$2,435.00

It was noted that most of the lines had not changed. Those noted as changed are under Legal for Public Hearing notices, training reduced from 6 attendees to 3 attendee's and the potential for reducing the number of meetings which will reduce the professional services line.

The Committee discussed the minimal number of meetings that would be feasible to be able to accomplish the goals. It was noted that the needs change from year to year.

The Committee next discussed the potential to reduce the number of attendees that attend the Budget Training in the fall. It was suggested that the number be reduced from 6 – 3 members. Mr. McDougall asked if the Committee would be able to cut \$150 more. Mr. Rawson suggested that the number be reduced from 3 attendees to two. Mr. Brown

asked if there was legal ramifications should this occur. Ms. Hurd noted that as the Budget Committee members change then those new to the committee would attend.

Mr. Rawson moved provide in the budget the number of at large members attend the Budget Training Session reduced from 3 down to 2. Seconded by Ms. Hurd. Roll call vote. The committee voted unanimously to approve the motion. Motion passed 8/0.

Mr. Williams moved to reduce Professional Services from \$1,800 to \$1,720. Seconded by Mr. McDougall. Roll call vote. The committee voted unanimously to approve the motion. Motion passed 8/0.

Mr. Williams moved to move \$480 into Legal Notices. Seconded by Ms. Hurd. Roll call vote. The committee voted unanimously to approve the motion. Motion passed 8/0.

Mr. Williams moved to reduce printing down to \$50 from \$100. Seconded by Ms. Hurd. Roll call vote. The committee voted unanimously to approve the motion. Motion passed 8/0.

Budget Committee Budget of \$2,435.00 is what is being presented to the town for the 2020 budget.

Motion by Ms. Smith to start the budget review with the Police Department. Seconded by Mr. Rawson. Roll call vote. The committee voted unanimously to approve the motion. Motion passed 8/0.

POLICE DEPARTMENT - \$952,942

Motion was made by Mr. Williams to accept the proposed amount of \$952,942 for the Police Department as a bottom line budget. Seconded by Mr. Rawson.

Discussion – The committee asked as to what is the education boost was for. It was noted as a longevity boost to pay due to degree level i.e. degrees of longevity. 8 certified police officer and 1 non-certified and 1 non certified part time position. **Roll call vote. The committee voted unanimously to approve the motion. Motion passed 8/0.**

Motion was made by Mr. Williams to accept the proposed amount of \$442,903 for the Fire Department as a bottom line budget. Seconded by Mr. Rawson.

Discussion – this appears to be under budget and concerns were noted as this might not be sustainable. Discussion was had by the committee if this would be a sustainable number. Any additional funding would need Board of Selectmen approval. **Roll call vote. The committee voted unanimously to approve the motion. Motion passed 8/0.**

The Committee broke for at 10:30am for 10 minutes and returned back at 10:39am.

TOWN ADMINISTRATOR - \$292,023

Motion was made by Ms. Hurd to accept the proposed Town Administrator Budget of \$292,023 as is. Seconded by Mr. Rawson. Discussion – Data shows you can cut budget by looking at history. Look at department level and not line by line. RE: Mileage is under expended every year. The discussion was had regarding the duties of the Town Administrator and the Administrative Assistants. Mr. McDougall noted that if the budget passes then a narrative would be provided but not in the budget. Last year there was a mix up on the salaries for both. Ms. Hurd asked about the mileage and travel for Town Administrator. The town has 2 vehicles and would the Town offices have access to both vehicles. It was noted that they do. **Roll call vote. The committee voted to approve the motion with Mr. McDougall and Mr. Carrier voting no. Motion passes 6/2.**

Mr. Carrier noted that the Select board should be made aware that the Budget Committee will be going line by line. Mr. Brown suggested that any line items questioned should highlighted these can be looked at again.

Andy – if you drop the mileage line you can't reduce fuel.

TOWN CLERK/TAX COLLECTOR -\$139,404.

It was noted that the Town Clerk/Tax Collector budget was \$4,000 over what they originally proposed. Overall asking for 13% more but historically spent 92-93% of the budget. It has not been inconsistent. It is projected they will be within the budget and now asking \$139,404. The full time position was taken out and increased the part time. Ms. Hurd asked if they took part time and added another. Mr. McDougall noted that m – they took the part time and made it full time. Mr. Williams asked why and increase was requested in mileage. Mr. Rawson noted that the increase for the Tax collector be put on a warrant article.

Motion was made by Mr. Williams to decrease the Town Clerk/Tax Collector budget to \$129,863. Seconded by Mr. Brown for discussion. Discussion – is the tax collector or treasurer responsible for deposits when funds need to be transported. Ms. Hurd noted that the deputy treasurer makes the deposit. These trips to the bank are coming out of the treasurer's line. **Roll call vote. The committee voted to approve the motion with Mr. Brown abstaining, Mr. McDougall and Mr. Carrier voting no. Motion passes 5/2/1.**

TREASURER -

Motion was made by Mr. Rawson to keep the current request as is. Second by Mr. Brown. Discussion – Ms. Hurd noted that Treasurer never received a stipend or salary but was reimbursed for mileage. This could be lowered. **Mr. Rawson and Mr. Brown rescinded their motion.** Mileage is a separate item and they haven't been charging for mileage. Mr. Woods noted that they projection of spending only \$400 but are asking for more. Mr. Rawson suggested to change to \$2,000 and potentially make this a stipend. Would change to approximately \$9,600. **Motion by Mr. Williams to reduce the budget to \$9,461.98. Seconded by Mr. Rawson. Roll call vote. The committee voted unanimously to approve the motion. Motion passed 8/0.**

Break – 11:30am back at 11:36am

SUPERVISOR OF THE CHECKLIST

This budget is based on elections year to year. **Motion was made by Ms. Hurd to leave the salary line as proposed. Seconded by Mr. Rawson. Roll call vote. The committee voted unanimously to approve the motion. Motion passed 8/0.**

Motion was made by Mr. Williams to leave salary as is but decrease the bottom line to \$4094. Seconded by Mr. Brown for discussion. Discussion – Ms. Hurd asked what Equipment maintenance and purchase was for. Mr. Rawson noted that it is Supervisors computer and this is shared with another department. The increase is due to more elections. It was noted that they are not increasing salary but the number of elections. **The committee voted against the motion with Mr. Brown, Mr. McDougall, Mr. Carrier, Mr. Rawson and Mr. Woods voting no. Motion fails 3/5.**

MODERATOR – \$7,112

Motion was made by Ms. Hurd to accept the proposed amount of \$7112 as a bottom line amount for the Moderator. Seconded by Mr. Rawson. Discuss – This will fluctuate due to purchase of new voting booths. Ms. Hurd asked if the moderator was salary or stipend and the officials are who. Mr. Rawson noted that the officials assist at elections. **Roll call vote. The committee voted against the motion with Ms. Smith, Mr. McDougall, Mr. Williams and Mr. Woods voting no. Motion fails 4/4.**

TRUSTEES OF THE TRUST FUNDS

ASSESSING - of \$99,216.

Motion was made by Mr. Rawson to accept the proposed budget of \$99,216. Seconded by Mr. Williams. for Discussion – Increase is due to Salary. Ms. Smith asked if assessing was out of whack. Mr. Rawson noted that all town salaries are out of whack. Mr. Rawson noted that there are issues that have taken place that the Town Administrator is unaware of so this will be addressed at the next Select Board meeting. Mr. Woods noted that he had input all figures that were requested for an increase and the final number came out to approximately \$85,000. **Roll Call Vote. The committee voted against the motion with Mr. Woods, Mr. Williams, Ms. Hurd and Mr. Carrier voting no. Motion fails 4/4.**

Ms. McDougal noted that it was understood that they can't be given a raise but was it possible to give a bonus. Mr. Rawson noted that it is tough and moving forward it may be on the warrant article. We have done this just for transparency.

GOVERNMENT BUILDINGS - \$180,095.17

Motion was made by Mr. Williams to accept the proposed budget of \$180,095.17. Seconded by Mr. Woods. Discussion – Projected spending is 74%. Equipment leases

are based on calendar budget. Average spend over the years is 90% at \$173,000 and \$180,000 based on 4 years. Mr. Smith was not available for discussion so further discussion was tabled. **Roll call vote with the committee voting against the motion. Motion fails 3/5.**

DPW

Motion was made by Mr. Williams to approve the proposed budget of \$667,612.04. Seconded by Mr. Rawson. Discussion – Ms. Smith noted that it comes down to salary and employees would need to be brought up to where they should be. Mr. McDougall advised that this was already done over the last 2 years. The committee asked for detail around the salary and as why it is so high. Does salary include O/T? Mr. Rawson noted that yes overtime was included in the line. It is difficult to project the weather and what storms may cause issues. **Roll call vote with the committee voting against the motion. Motion fails 2/6.**

SOLID WASTE & RECYCLING - \$198,264.72

Motion was made by Mr. Rawson to accept the proposed budget of \$198,264.72. Seconded by Ms. Smith. Discussion – It was noted that due to recycling of cardboard etc., the town is paying a large amount for this. Solid waste has a revolving fund to pay for items. Tipping fees and not getting funds for recycling. Mr. Brown asked how many people are included and what about snow days etc. to flag. **Roll call vote. The committee voted to approve the motion with Mr. Woods and Ms. Hurd voting no. Motion passed 6/2 motion passed.**

Break at 12:45 Back at 12:50.

RECREATION - \$63,779.50

Discussion was had regarding changes to salary, placing raises on a warrant article. The Committee did not have any changes or proposed changes to the budget at this time.

LIBRARY

Discussion was had regarding changes to salary and it was requested to have more information provided before anything was changed. . The Committee did not have any changes or proposed changes to the budget at this time.

Mr. Rawson left the meeting at 1:45pm.

TRUSTEES OF THE TRUST FUNDS - \$2,999.92

Motion was made by Mr. Williams to propose the budget amount at \$2,999.92. Seconded by Ms. Smith. Discussion – It was noted that this budget has been underspent 25% and a 7% increase has been requested. The increase is in training due to requirements for the fiduciary of taking care of the town's money. **Roll call vote. The committee voted to approve the motion with Mr. Brown voting no. Motion passed 6/1 motion passed.**

CEMETERY - \$10,000

Mr. McDougall suggested to the committee to leave this as is.

Motion by Ms. Hurd to accept the budget proposal of \$10,000. Seconded by Mr. Williams. Discussion – this is self-supporting and at end of year and this is coming back from the Cemetery trustees. Mr. Marique noted that this is the same idea as sewer. The committee will need more information and check with Mr. Katwick. Mr. William rescind his second motion and Ms. Hurd rescinded her first motion.

REGIONAL ASSOCIATIONS - \$3,960

Motion by Mr. Williams to accept the proposed budget of \$3,960. Second by Ms. Hurd. Roll call vote. The committee voted to approve the motion with Mr. Brown Abstaining. Motion passed 6/0/1.

PLANNING AND CODE - \$98,448

Mr. McDougall suggested that the overtime line should be reduced to \$1 and this should be included as part of the duties. Mr. Woods noted that it is not in our purview to tell the town how to spend their money. Mr. McDougall asked if the overtime line was needed.

Mr. Brown noted that the postage line is in the process of being changed to an escrow account. This is for public notices and certified letters and when this is paid back funds go into General Fund. Miscellaneous is up by \$1,200. We need more information on this. Reasoning is that budget is underspent as of now.

Motion by Mr. Williams to accept the proposed budget of \$98,448. Seconded by Mr. Woods. Roll call vote. The committee voted unanimously to approve the motion. Motion passed 7/0.

PLANNING BOARD - \$1,052

Motion by Mr. Williams to accept the proposed budget of \$1,052. Seconded by Ms. Hurd. Roll call vote. The committee voted unanimously to approve the motion. Motion passed 7/0.

ZBA'

Motion by Mr. Williams to accept the proposed budget of \$650. Seconded by Ms. Hurd. Roll call vote. The committee voted unanimously to approve the motion. Motion passed 7/0.

CONSERVATION COMMISSION

Motion by Mr. Williams to reduce the proposed budget to \$5,000. Seconded by Ms. Hurd. Discussion - 2015 commission report shows the number of properties under conservation easement. Mr. Woods asked if Legal and Professional services is a one time charge. Mr. Brown noted that there are no plans at the time. Ms. Hurd asked where the GIS system was. Mr. Brown advised under planning. The Membership dues used this

year and now joining consortiums of land use monitoring agencies. **Roll call vote. The committee voted unanimously to approve the motion. Motion passed 7/0.**

EMERGENCY MANAGEMENT - \$5,000

Motion by Ms. Hurd to accept the proposed amount of \$5,000. Seconded by Mr. Brown for discussion. Discussion – the electric pays for repeater. **Roll call vote. The committee voted to approve the motion with Mr. Carrier voting no. Motion passed 6/1.**

OUTSIDE APPROPRIATIONS- \$24,927

Mr. Brown advised the committee that none of these are an in-house expense by town but part of a larger NGO budget. Increase has nothing to do with what we can access. Mr. McDougall noted that the committee had received information in the past. **Motion was made by Mr. Williams to accept the proposed budget of \$24,927. Seconded by Ms. Smith. Roll call vote. The committee voted unanimously to approve the motion. Motion passed 7/0.**

WELFARE

Motion by Mr. Williams to reduce the welfare budget to \$40,000. Seconded by Ms. Smith. Discussion – Ms. Hurd advised the committee that this money needs to be there. Mr. Woods noted that this area has historically underspend. Mr. Brown advised that you can overspend office supplies, equipment, mileage but heat and electricity is an outside spend. Mr. Williams noted that this area never spent the entire amount and suggested that the committee meet them in the middle. Mr. Carrier noted that this is obligated by law. It was asked as to how much money goes back into the town fund. It can be found in the town report. Mr. Brown stated that 2 months operating expenses should be reserved in the general fund. **Roll call vote. The committee voted to approve the motion with Mr. Carrier and Ms. Hurd voting no. Motion passed 5/2.**

General Fund – requested between 2 months operating expenses. Missing is policy decisions of the town. 1 and 2% of school budget coming back to the fund.

ECONOMIC DEVELOPMENT

Motion by Ms. Hurd to accept the proposed budget of \$2,500. Seconded by Mr. Brown. Discussion was had about the department's request. \$597 – could be signage but Mr. Woods will look into it. Mr. Brown asked if Mr. Woods could speak to Professional services. Mr. Woods noted that this was an ongoing project to bring the committees and boards to get Milton on a single book to better prepare the new Master Plan and currently there are 14 new projects proposed. **Roll call vote. The committee voted to approve the motion with Mr. McDougall voting no. Motion passed 6/1.**

DEBT SERVICE INTEREST

Motion by Mr. McDougall to drop the Bond Interest TANS line to \$1 making the bottom line \$90,404. Second by Mr. Williams. Discussion - TANS – \$1,000 – we

have more funds then and should be reduced to \$1. **Roll call vote. The committee voted unanimously to approve the motion. Motion passed 7/0.**

SANITARY SEWER

Currently at 96% projected and tends to be more than budgeted. This is something that is offset by revenue funds coming in. Need to be in the budget. How does this happen? Increase in use of chemicals. Hold until further information can be provided.

It was noted that the Projected Budget proposed by the budget committee would be presented to the Select Board at an estimated \$4.486 Million which is currently under the default of 2019.

ADJOURNMENT

Motion was made by Ms. Hurd to adjourn at 3:36PM. Seconded by Mr. Williams. Roll call vote. The committee voted unanimously to approve the motion. Motion passed 7/0.

Respectfully submitted,

Shari Gaesser – Milton Budget Committee Recording Secretary

Minutes Approved: