

Town of Milton
BUDGET COMMITTEE MEETING
April 25, 2023

ATTENDANCE:

Members: Laura Turgeon (Chair), Bob Carrier, Renata Gamache, Peg Hurd, Kim Wischnewski, Stephanie Mills, Mike Beaulieu, Claudine Burnham

Public: Brian LeClerc, Brittney Leach-Campbell, Mackenzie Campbell

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), Mike Beaulieu, Stephanie Mills, Kimberly Wischnewski, Bob Carrier, Peg Hurd, Renata Gamache, Claudine Burnham. A quorum was present.

3.) Review/Approval of Minutes:

Ms. Wischnewski motioned to approve April 6, 2023, minutes with corrections. Ms. Mills seconded the motion.

Laura Turgeon, Bob Carrier, Renata Gamache, Kim Wischnewski, Stephanie Mills, Claudine Burnham voted Yes; Mike Beaulieu abstained. Motion Carried – 6/0/1.

4.) BC business conduct and participation: Ms. Turgeon requested Committee members let her know ahead of time if they are unable to attend a meeting. In addition, she asked them to respond and let her know they have received documents via email including draft minutes.

5.) Discussion with Mackenzie Campbell regarding School Reports:

Brian LeClerc will be the new rep for the school once he is officially sworn in as a School Board member. Mr. Beaulieu said it's important to recognize the experience Ms. Hurd has brought to the School Board. Ms. Hurd will be the alternate and said she has offered support to Mr. LeClerc as needed. Ms. Turgeon recognized Ms. Hurd for her years of service and said it's greatly appreciated.

Ms. Turgeon said there continue to be many questions from the Budget Committee regarding the explanations around overages in the reports. She said it would be helpful for the Committee to receive a monthly list of the school's expenditures. Mr. Campbell said he would "definitely look" into providing this information. He agreed that some explanations need expanding with additional details provided. Ms. Turgeon's goal is to get more granular for this year.

Mr. Campbell indicated he and Mr. Houghton have worked hard over the past year to make sure all line-items are in the proper category and is much improved over previous years. He hopes the Town and School will continue to work together. Ms. Wischnewski said the reports indicate there

are a couple of departments which are significantly under their budget and asked for clarification. Mr. Campbell said he will look into this. Ms. Turgeon said for example with the vocational drivers – the budget is ~\$49,000; however year-to-date just ~\$425 has been spent. Mr. Campbell will find out why this has occurred and provide details to the Budget Committee. He stressed again that he and Mr. Houghton are working through all budget items. Ms. Mills asked for clarification on how encumbrances are calculated for the school. Mr. Campbell said in basic terms, there is an approved requisition that turns into a PO, which the current system recognizes as an encumbrance – it is money that has been agreed upon to be spent. Ms. Turgeon said anything in encumbrances might be called a guesstimate. Mr. Mackenzie agreed. Ms. Turgeon said it's important to understand the school treats the budget as a bottom-line budget. Mr. Campbell said they try to make sure there are monies left at the end of the year just in case because they are unsure of what purchases they are going to need to make.

Ms. Turgeon said she heard something at a recent School Board meeting which really concerned her. At the April 12th meeting, she heard that the school anticipated ~\$800,000 remaining in the budget at the end of the year and they planned on keeping those monies. Mr. Campbell said that was not the intent of his message. He, Mr. Houghton and the School Board understand monies must be spent or at the end of the year they will go back to the town. He is working to project what might be left at the end of the year. Ms. Turgeon said the school can't hold onto funds at the end of the year. Mr. Campbell understands that they cannot hold on to unspent funds but is looking to see if there is anything that may need to be purchased with those funds before June 30th. Things that may come up unexpectedly that were not in the budget but can be purchased with leftover funds before anything is returned to the town.

Ms. Mills asked for clarification on the grant tracking report around allocation amount vs. budget amount. Mr. Campbell said the goal is always to spend as much as possible before the grant ends. On the report, the budgets with a closer end date are the ones they focus on. Ms. Turgeon said there have been many previous issues with the grants. Mr. Campbell recognized that and said they are now working very hard to get caught up. Ms. Turgeon thanked Mr. Campbell for coming in and talking with the Budget Committee and suggested it would be very helpful to the Committee if he could attend meetings in the future to help keep them informed and answer questions.

6.) Discussion with Brittney Leach-Campbell regarding Town Reports:

Mr. Carrier had several questions which needed some clarification; Ms. Leach-Campbell answered those questions. Ms. Turgeon said the purpose of having her at the meeting was to help review the expenditure reports, especially for the new committee members. This will provide information and increased understanding for the whole group.

Ms. Turgeon thanked both for attending the meeting and asked them to attend future meetings to be able to answer questions from the committee and provide clarifying information.

7.) Town Expenditure Reports:

Ms. Turgeon explained the TA Printing/Copies is slightly over the budget at 110% expended; this is due to the higher costs of the town report. Everything else is looking OK.

Ms. Wischnewski said the welfare line-items are very high already. Ms. Turgeon said it's important to understand the state is no longer reimbursing as they did during COVID.

The Fire Department Testing line-item is 400%; Ms. Burnham will reach out to Chief Marique for information.

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

Ms. Turgeon reported Mr. Williams had provided excel training to the newest Budget Committee members.

9.) Public Comments or Questions on Budget Committee Meeting Topics: There were no comments.

10.) Next Meetings: May 23, 2023

11.) Adjournment:

- a. Ms. Wischnewski motioned to adjourn at 7:30PM; Seconded by Ms. Mills. All were in favor. Meeting adjourned.

Respectfully Submitted,

Amy Winslow-Weiss, Recording Secretary – Budget Committee