

Town of Milton
BUDGET COMMITTEE MEETING
April 26, 2022

ATTENDANCE:

Members: Laura Turgeon (Chair), Peg Hurd, Bob Carrier, John Paul Russo, Lisa Gautreau, Humphrey Williams, Larry Brown

Absent: Mike Beaulieu

Public: Travis Corriveau – School Board Alternate Rep

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), John Paul Russo, Lisa Gautreau, Humphrey Williams, Peg Hurd, Larry Brown, Bob Carrier. A quorum was present.

Ms. Turgeon welcomed the newest committee member, John Paul (JP) Russo to the Budget Committee.

3.) Review / Approve Minutes:

Minutes of March 29, 2022:

Ms. Hurd motioned to approve the March 29, 2022, minutes with corrections. Ms. Gautreau seconded the motion.

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

Abstain: Larry Brown, John Paul Russo. Motion Carried – 5 / 0 / 2

4.) Town Expenditure Reports:

Mr. Carrier explained he had reviewed the expenditures for the time period, March 1st through March 31st and through discussions with Mr. Williams, he provided up-dates to some previous questions and concerns. Mr. Williams explained there had been some issues with data provided by the finance manager – some issues have already been addressed.

Credit Card charges: There are three credit cards which are paid under the same account number.

TA Membership Dues: This has been corrected (had originally been put under a different line-item).

Currently Membership Dues are now over. The NH Municipal Association's dues were not accounted for under the dues line-item (had originally been assigned to the contracts line-item). This has now been corrected.

TA Salary FT title has now been corrected to TA Finance Manager.

Professional Services: The increase is due to training provided to the new Town Clerk.

Moderator: Equipment purchases were to be covered in the 2021 budget; however, the invoice was not received until January, 2022. This was also the case with purchases from the Library. It was noted this will be corrected by the Auditors.

Assessing software support: This was due to a prepay and should apply to the Contract Services line. This issue should be resolved for the April reports.

Police: Mr. Carrier questioned why there are no expenses reflected for vehicle fuel. Mr. Williams offered this may be paid on a quarterly basis.

PBC Overtime: Because the planning clerk covers several of the boards, which have held an increased number of meetings already for 2022, this line-item is over-budget.

PB Public Notice Detail Expenditure report:

PB GIS Sets & Maps: This line-item will be moved to the Assessing Department under Professional Services. It is currently over by \$50.00.

HW Contract Services: Eastern Minerals has been moved to the Salt line-item. This year's budget is the first time a line specifically for Salt is included.

HW Operating Supplies: This includes voided charges which are yet to be resolved. Mr. Smith has already indicated this line-item will be over for the year, primarily due to increase in materials. He does believe other line-items within his budget will be under which should mean overall his budget will be all right.

5.) School Expenditure Report, Revenue and Grant Reports:

Ms. Hurd explained she has been working closely with Mackenzie Campbell, Business Administrator to review the School's Expense report. Mr. Campbell has been doing a great job trying to work through and resolve many issues. Ms. Hurd noted Mr. Campbell was not here at the beginning of the year and not involved in the budgeting process. Ms. Hurd reviewed the over-expended items. She also noted the new Facilities Director is awesome and has already saved the School District a lot of money. He is finding things that should have been done in the past. He is now getting them resolved. The Grant Reports are not up-to-date; Jen Leavitt, Mackenzie, Nate Castle and Peg will be meeting to review the Grant Reports; Nate and Jen have already cleaned up a lot. It should be noted, while monies have been spent and four earlier month's information has been submitted, DOE only processes one month at a time. Mr. Brown requested up-to-date information for the May meeting due to Budget Committee not meeting during the months of June and July. Ms. Hurd indicated she should be able to provide that information at the next meeting. Regarding the Revenues Report, the report will continue to be incorrect until all monies are received from the grants. Mr. Russo questioned if it's typical for Grant Reports to be 8 months behind? Ms. Hurd said this is not typical and they are working very hard to resolve all the notable issues so going forward information will be current and provided on a timely basis.

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

a.) Capital Improvement Program Committee Member: Lisa Gautreau will continue on the committee. Don Diamant is the School Board Representative to the CIP.

7.) Public Comments or Questions on Budget Committee Meeting Topics: There ~~was~~ were none. Mr. Brown thanked this Board and the School Board for their continued hard work.

8.) Next Meeting: May 24, 2022

9.) Adjournment:

- a. Ms. Turgeon stated she would entertain a motion to conclude the meeting.
- b. Mr. Brown made a motion to adjourn at 7:50PM; Seconded by Ms. Hurd. All were in favor. Meeting adjourned.

Respectfully Submitted,

Amy Winslow-Weiss, Recording Secretary – Budget Committee