

**Town of Milton**  
**BUDGET COMMITTEE MEETING**  
**April 6, 2023**

**ATTENDANCE:**

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

**Excused:** Mike Beaulieu

**Public:** Brian LeClere

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

**3.) Welcome new BC members:** Ms. Turgeon welcomed the newest members to the Budget Committee – Ms. Gamache and Ms. Burnham.

**4.) Vote for Chair and Vice-Chair:**

Ms. Wischnewski nominated Ms. Turgeon to continue as Chair. Seconded by Ms. Mills. All were in favor; the motion was approved.

Ms. Turgeon nominated Ms. Wischnewski as Vice-Chair. Seconded by Ms. Hurd. All were in favor; the motion was approved.

Ms. Turgeon thanked Mr. Carrier for his contributions over the past year and hoped he will continue to assist.

**5.) Review/Approval of Minutes:**

Ms. Hurd motioned to approve the March 9, 2023, minutes with corrections. Ms. Wischnewski seconded the motion.

**Laura Turgeon, Bob Carrier, Peg Hurd, Kim Wischnewski and Stephanie Mills voted Yes; Renata Gamache and Claudine Burnham abstained. Motion Carried – 5/0/2.**

**6.) BC business conduct and participation:** Ms. Turgeon reported Humphrey Williams will provide Excel spreadsheet training to the newest Budget Committee members and others who may need refresher training.

**7.) Town Expenditure Reports:**

Ms. Turgeon said Brittney had worked on the final adjustments since the last committee meeting.

Final Summary indicates:

Final budget (including Dept CRF, WA Funding and Encumbered Funds) - \$6,231,669.

Final expenditures (including above) - \$5,710,000.

Net budget expended – 91.49%.

Approved operating budget for departments - \$4.7M.

Total department expenditures (not including Cemetery and Sewer adjustments ) - \$4.6M.

Expended – 99.19%.

2022 Department Expenditures (including Cemetery and Sewer overages) - \$4.4M (94.81% expended).

Sanitary Sewer is considered an 02 Department which means all yearly expenditures remain in the report, even after their adjudication.

Salaries – ~\$2M – ; the FD was over by \$101,000 due to OT (this was anticipated).

Legal Services – 144% over expended (~\$30,000)

Electric and heat were over (this was expected)

Fuel – while gas was over, however diesel was under. This may have to do with the fact that there was an increase in ambulance runs vs. fire trucks.

There were some questions concerning the overages by the Planning Board & ZBA. Mr. Williams will work with the Planning Board to figure out their nearly 588% overage, Budget of \$1,003. Total Expended: \$5,897.88.

Ms. Turgeon said overall the town did a good job on the 2022 Budget.

#### **8.) School Expenditure Reports, Revenue & Grant Reports:**

Ms. Turgeon said she would like to see more focus at the granular level this year. Ms. Hurd provided an explanation concerning MES Books/Digital. Superintendent Houghton has been working on the budget and making sure line items are properly reflected within the School Budgets. Digital Books had previously been put under IT; Mr. Houghton has moved them to the MES Books/Digital area.

A question arose concerning the Library Books Warrant Article and why the \$5,000 Warrant Article was put into the budget? Ms. Burnham asked why a one-time Warrant was in the budget vs. put into a separate fund? Ms. Wischniewski also questioned how the charges for purchased books are separated. Ms. Hurd said the Trustees of the Nute Library purchase books that can be used both by students and the community. Ms. Hurd also said they continue to work through the reports, and these are all the things that should be asked of the Finance Manager. Mr. Houghton also thinks it would be a good idea for the Finance Manager to come and address the Budget Committee.

Grant Reports: Mr. Carrier reported he believes the report is now harder to review. Ms. Hurd said this is also something that the Superintendent is heavily involved in. Ms. Turgeon said it's important to make sure things are sent in a timely manner to get all available monies. She also requested the Budget Committee receive the same reports that School Board members receive. Ms. Turgeon will invite the Finance Managers for the Town and School to the next meeting for further discussions.

Ms. Wischnewski asked if in general most people understand how much is in their line-item areas when making a purchase? Ms. Hurd said there are checks and balance built into the ordering system and strict policies to follow. Ms. Hurd said Mr. Houghton is looking into many different budget situations such as Elementary ABA Tutors and Special Ed. Ms. Burnham asked for clarification on the school's Encumbrances. Ms. Hurd said it's important to note the ~~use~~ meaning of "Encumbrance funds" is different for the school than how the town uses it. Encumbrance means expected expenditures for the school.

**9.) Other business that may come before the board:**

a.) Capital Improvement Program Committee Member: Last year's member was Lisa Gautreau. Ms. Mills and Ms. Gamache both expressed interest in the committee. They will be attending and when one can't make it the other will fill in.

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

**11.) Next Meetings: April 25, 2023**

**12.) Adjournment:**

a. Ms. Hurd motioned to adjourn at 7:20PM; Seconded by Ms. Mills. All were in favor. Meeting adjourned.

**Respectfully Submitted,**

**Amy Winslow-Weiss, Recording Secretary – Budget Committee**