

Town of Milton
BUDGET COMMITTEE MEETING
January 25, 2022

ATTENDANCE:

Members: Humphrey Williams (Chair), Peg Hurd, Bob Carrier, Mike Beaulieu, Claudine Burnham, Lisa Gautreau, Laura Turgeon, Larry Brown

Humphrey Williams, Chair, opened the session at 6:00PM.

1.) Pledge of Allegiance: Humphrey Williams, Chair, led the meeting in the Pledge of Allegiance.

2.) Roll Call:

a. Mr. Williams, Chair, led the roll call of members to determine if a quorum was present. Humphrey Williams (Chair), Laura Turgeon, Lisa Gautreau, Peg Hurd, Larry Brown, Bob Carrier, Mike Beaulieu. A quorum was present. Note: Claudine Burnham arrived after the roll call and approval of minutes.

3.) Review / Approve Minutes:

Minutes of January 11, 2022:

Ms. Hurd made a motion to approve the January 11, 2022, minutes with corrections. Ms. Turgeon seconded the motion.

Roll call vote: **Ms. Turgeon, Ms. Gautreau, Ms. Hurd, Mr. Brown, Mr. Beaulieu, Mr. Carrier, Mr. Williams all voted Yes. Motion Carried – 7 / 0 / 0**

Minutes of January 17, 2022:

Ms. Hurd made a motion to approve the January 17, 2022, Public Hearing minutes with corrections. Ms. Turgeon seconded the motion.

Roll call vote: **Ms. Turgeon, Ms. Gautreau, Ms. Hurd, Mr. Brown, Mr. Beaulieu, Mr. Carrier, Mr. Williams all voted Yes. Motion Carried – 7 / 0 / 0**

4.) Review and Sign MS-737 and MS-27 Forms:

Mr. Williams circulated the MS737 and asked committee members to sign the form. As he did not receive the correct MS-27 form from the school to be signed at the meeting, he will get the correct forms outside of the meeting and meet with committee members for their signatures.

5.) Budget Committee Calendar for 2022-2023:

The committee reviewed the SB2 timeline for the upcoming year. The committee also discussed their meeting calendar for 2022. Two dates have already been added to the town calendar by Mr. Chris Jacobs, Town Administrator. September 15th will be the Department Head presentations and November 17th is scheduled to be the joint meeting between the Board of Selectmen and the Budget Committee. Mr. Carrier expressed his interest in receiving information from Department Heads that provide explanation about what all their individual line-items are for. It's important to have all those details so residents understand what monies are used for. Mr. Williams said worksheets can be given to the Budget Committee in August which can help them with meeting

prep for the department presentations. In addition to line-item information, it would be helpful to include the number of employees in each of the departments, and hours worked – both straight time and overtime. Ms. Burnham suggested providing Department Heads with the excel spreadsheet in April allowing them time to work on their areas over the next few months leading up to the August requested deadline. As Ms. Turgeon explained, the spreadsheet documents should be used to help them with planning and budgeting throughout their year.

The Committee decided on the following schedule for March 2022 through February 2023:
March 22/April 26/May 24 – meetings to focus on helping new members get up and running and acclimated to the Committee.

June/July – there are no planned meetings during these two months

August 25– receive Department Head breakdowns by mid-August

September 15 – joint meeting with Department Heads

September 27 – regular meeting

October 11 & October 25 (Mr. Williams recommended adding a second meeting in October)

November 17 – joint BOS/Budget meeting

November 29 – meeting with School Board

December 13 & 27

January 10 & 26, 2023 -

(Jan 16 or 17, 2023, at 5:00PM - Public Hearing)

Mr. Carrier suggested meeting earlier in January to review the Warrant Articles prior to the public hearing.

Mr. Williams is expecting Town & School Board Warrant Articles by December 27.

Mr. Williams presented information from the Town Administrator to the Committee:

With a couple of the current Warrant Articles, some wording is being changed.

The Warrant Article from the Conservation Commission – current wording reflects moving money from the line-item into the reserve – this would require asking for this every year to take \$1,000 from the unassigned fund balance. DRA recommended change in the wording, which would not change the overall intent of the Warrant Article.

Dawson Street Drainage Project WA also will have wording changes. Using grant monies and other funds, this Warrant Article funding from direct taxation will be lowered from the \$781,000. This should make it more amenable to voters. The Budget Committee cannot revote at this time; a Budget Committee meeting can occur at the Deliberative Session when they can amend their vote, based on the amended warrant article.

7.) Year-End Summary

Prior to the meeting, Mr. Williams had sent a year-end summary to committee members. He thanked the members for reading the document and sending comments to him.

Mr. Beaulieu questioned the use of the word “problems” when referring to ongoing issues with the SAU. Ms. Turgeon believed the word “problems” was applicable but acknowledged Ms. Hurd jumped through hoops to try and get information to the Budget Committee. She also said most of the town residents are already aware of those ongoing issues.

Mr. Williams thanked the committee members for their contributions and efforts over this past year:

Mr. Carrier – for his insight and background.

Ms. Hurd – jumped through hoops as School Board rep to get information to the Committee.

Ms. Burnham and Ms. Gautreau – for serving as reps on the CIP and Ms. Turgeon as backup.

Mr. Brown – for his continued insight.

Mr. Beaulieu – for providing background and insight on past endeavors.

Ms. Burnham – for serving as BOS rep; overall communication with the BOS was so much easier this past year.

Ms. Hurd thanked Mr. Williams. The reports he developed, and information given to the Committee has been extremely beneficial.

Ms. Burnham questioned her concern since Mr. Williams is not returning to the Budget Committee for the next year, who will keep the reporting moving forward? Mr. Williams said he will help train Budget Committee members on processes of using and running the reports.

Mr. Carrier thanked Mr. Williams and said he is the hardest working Chair ever. The spreadsheets he developed are so vital and helpful providing valuable information, along with great communication skills.

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

There was no other business.

9.) Public Comments or Questions:

Mr. Brown provided a public service reminder to town residents on vaccines.

10.) Next Scheduled Meeting:

February 5, 2022 – Deliberative Session, 9:00AM – School; 10:30AM - Town

11.) Adjournment:

Mr. Williams stated he would entertain a motion to conclude the meeting.

Mr. Brown made a motion to adjourn at 7:30PM; Seconded by Ms. Hurd. All were in favor.
Meeting adjourned.

Respectfully Submitted,

Amy Winslow-Weiss, Recording Secretary – Budget Committee

Approved February 24, 2022