

Town of Milton
BUDGET COMMITTEE MEETING
March 29, 2022

ATTENDANCE:

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

Absent: Larry Brown, John Paul Russo

Public: Travis Corriveau – School Board Alternate Rep

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, Bob Carrier, Mike Beaulieu. A quorum was present.

3.) Welcome new member to the committee: New committee member, John Paul Russo, was not in attendance. He will be welcomed at the next meeting.

4.) Review / Approve Minutes:

Minutes of February 24, 2022:

Ms. Hurd made a motion to approve the February 24, 2022, minutes with minor corrections. Ms. Gautreau seconded the motion.

Roll call vote: **Mr. Beaulieu, Ms. Gautreau, Ms. Turgeon, Ms. Hurd, Mr. Carrier, Mr. Williams all voted Yes. Motion Carried – 6 / 0 / 0**

5.) Committee Reorganization:

Nomination/Select Chairman and Vice Chairman:

Mr. Beaulieu made a motion nominating Ms. Laura Turgeon to the position of Chair. Ms. Gautreau seconded the motion. Ms. Turgeon accepted the nomination and indicated she has big shoes to fill.

Roll call vote: **Mr. Beaulieu, Ms. Gautreau, Ms. Turgeon, Ms. Hurd, Mr. Carrier, Mr. Williams all voted Yes. Motion Carried – 6 / 0 / 0**

Mr. Williams made a motion nominating Mr. Bob Carrier to the position of Vice-Chair. Ms. Turgeon seconded the motion. Mr. Carrier accepted the nomination.

Roll call vote: **Mr. Beaulieu, Ms. Gautreau, Ms. Turgeon, Ms. Hurd, Mr. Carrier, Mr. Williams all voted Yes. Motion Carried – 6 / 0 / 0**

Mr. Williams congratulated Ms. Turgeon and Mr. Carrier and thanked Mr. Carrier for his support

and help over the past year. Ms. Gautreau expressed her support to Ms. Turgeon and Mr. Carrier, as did all committee members.

6.) Review Town Expenditure for February 2022:

Mr. Williams explained he had made additional changes to the overall report templates for both the town and the school. While the original report included encumbered funds, there was nothing in the template to indicate this. Going forward, the information will show the net balance without the CRF, Encumbered and Warrants, and the total budget of expenditures showing the encumbered funds.

Mr. Carrier presented several items for discussion from the detailed expenditure report:

TA Salary Full-time: the proposed budget line-item is listed as Financial/Welfare; this should indicate only Finance (Mr. Williams will work with Brittney to have this changed).

TA Salary Part-time TA: \$156 – what was this for? This was for a temp person filling-in for Mr. Jacobs.

TC/TR/TX Training: \$20 – this transaction occurred 1/31/2022 and was marked as training; Transaction description was mis-entered – should be for dues.

TC/TR/TX Professional Services: \$3,551 for pre-pay services? Report indicates it was a correction and Mr. Williams will get additional information.

Assessing Software Support: \$5,948 – this amount is not in the 2022 budget – 1/1/2022 transaction for prepay; Mr. Williams will get additional information – this may be a prepay for software support.

First Seacoast Bank Transactions: Bank date 2/15/2022 – detail report indicates same reference # for each transaction. Mr. Williams said these were previously explained as credit card expenditures. While different departments have individual credit cards to use, the transactions will have the same reference number. It appears the transactions are for the recent Deliberative session.

Welfare Salary: is this the Finance person? Mr. Williams explained this is a part-time welfare position.

7.) Review School Expenditure Report:

Ms. Turgeon said she was very glad to see a report for school expenditures. Mr. Williams and Ms. Hurd have met with Mackenzie Campbell, the School District's Business Administrator. Mr. Campbell has extensive experience with Excel and is an asset to the school. He is trying to see if they can get an updated version of Excel into the school system. Ms. Turgeon questioned the accuracy of these reports? Ms. Hurd said Mr. Campbell is working very hard going through all the reports and acknowledged this will take some time to correct the reports and provide information.

Ms. Hurd reviewed a report of over-expenditures. Because Mr. Campbell has just come into the position, there are many items to correct. Ms. Turgeon said it's important to focus on the following: 1.) have the #'s; 2.) it may not be 100% accurate, but there are #'s; 3.) the team is working on it; and 4.) we know by year-end, this will all be worked out. Ms. Hurd – things are definitely looking up! Ms. Turgeon questioned if they should anticipate any new lines to report? Ms. Hurd said no new lines; however, some lines will be removed. Mr. Carrier questioned if

duplicate lines had been fixed? According to Mr. Williams they are being corrected and/or removed. Mr. Williams noted this was not all the school's fault, as Excel can be quirky at times. When there is a lookup feature for titles in Excel and it can't find a new line-item, it will duplicate the title of the closest line-item. Ms. Hurd also said regarding grant reports, the team of Jen, Mac and Nate are working on those reports and are making progress.

Ms. Hurd said Andrew Rawson, Facilities Director, is doing an amazing job. He has already gotten quotes for new dumpster, and swing set with cost savings from both. Things are really starting to move forward, and he will be a huge asset.

8.) Public Comments or Questions:

Mr. Williams – I enjoyed being the Chair this past 2 years and will continue to support this committee. Congratulations again to Ms. Turgeon and Mr. Carrier. Ms. Hurd and Ms. Turgeon thanked Mr. Williams – he has been a huge help and so supportive. Mr. Beaulieu – thanks for his exceptional technical skills and leadership skills. Ms. Turgeon will strive to be a good team leader and will definitely look to Mr. Carrier for his help and support.

9.) Next Meeting: April 26, 2022

10.) Adjournment:

- a. Ms. Turgeon stated she would entertain a motion to conclude the meeting.
- b. Ms. Hurd made a motion to adjourn at 7:00PM; Seconded by Ms. Gautreau. All were in favor. Meeting adjourned.

Respectfully Submitted,

Amy Winslow-Weiss, Recording Secretary – Budget Committee

Approved April 26, 2022