

Town of Milton
Town Budget Committee - Regular Session Minutes
Approved by the Committee November 8, 2018
Tuesday, October 16, 2018

Call to Order

Meeting called to order at 6:00PM by Chairman Bob Carrier

PLEDGE OF ALLEGEANCE

ROLL CALL - PRESENT

Mr. Bob Carrier - Chairman
Mr. Thomas McDougall – Vice Chairman
Ms. Peg Hurd – School Board Representative
Ms. Tammy Smith
Mr. David Carpus
Mr. Mark Currier

A Quorum was present. Ms. Hutchings was excused.

PUBLIC ATTENDANCE –

Mr. Larry Brown
Mr. Mark Gaesser
Mr. Andrew Rawson

Mr. Carrier notified the committee that Mr. Nadeau had resigned from the water commission so his seat on the Budget Committee was now vacant. He thanked him for his services.

NEW BUSINESS

The appointment of new member for the vacant 1-year position was held by paper ballot. Two candidates were presented, Mr. Larry Brown and Mr. Andrew Rawson.

Mr. Carrier noted that he had sought Legal opinion as Mr. Rawson was candidate for the vacated position and was currently the Treasurer for the Water District, which could be a conflict of interest. When the Water Commission representative was to come on the committee then during any votes one would have to abstain. Mr. Rawson noted that he was not in charge of any budgets for the Water District and that it is its own entity and has zero to do with the town. Mr. Carrier opened up the floor for any questions for either candidate.

Mr. Larry Brown was voted onto the Budget Committee by a vote of 4/2. He will be sworn in at a later date. Nominations for vice chair were called for.

Ms. Hurd made the motion to nominate Mr. McDougall. Seconded by Mr. Currier.

Discussion – none had and Mr. McDougall accepted the nomination. Vote by Roll Call was made. Mr. Carpus – yes; Ms. Smith – yes; Mr. Currier – yes; Ms. Hurd – yes; Mr. Brown – Abstained; Mr. McDougall – abstained. Motion passes 5/0 with 2 abstentions.

REVIEW OF THE MINUTES - Minutes of September 18, 2018.

Ms. Hurd made the motion to accept the meeting minutes of September 18, 2018 as amended. Seconded by Mr. Currier. Vote by Roll Call was made. Mr. Carpus – yes; Ms. Smith – yes; Mr. Currier – yes; Ms. Hurd – yes; Mr. McDougall – yes; Mr. Brown – Abstained. Discussion - There was no discussion. Motion passes 6/0 with one abstention.

TOWN FINANCIAL REPORT

The committee reviewed the town financial statements with the following notations to be asked of the Town Administrator:

- Line 4194 – Professional Services – The line shows \$1.00 but expended \$165.
- Legal Services at 95% - This may be tied to Mi Ti Jo. There were a number of hearings where 4 attorneys attended. Retainer for the 2019 may need to be adjusted.
- PB Postage – Notices for Mi Ti Jo were posted in the Fosters. Once the applicant pays the filing fee with a check to the Town of Milton the town will reimburse the General Fund.
- Zoning Board - overages due to notices. They will also reimburse the General Fund.
- Page 13 – Recreation – Miscellaneous is over by \$1,224.45 on a \$1.00.
- Library – Overage is due to the fact that the Librarian was not able to use the town vehicle when she went to conference. In the month of September a new 3-D printer was purchased.
- Line 890 – Mr. Carrier will check on this.
- Line 741– equipment purchase –what is this?
- Warrant Articles – FD didn't buy radios – Page 14 line 961 Warrant article
- Under Debt services are unanticipated expenses. Mr. Currier will ask to have moved.
- Mr. Carpus – why is that in there. Mr. Carrier explained that there is not debt that touched this line but the top lines that matter.
- Miscellaneous is where items that you don't have a line for.
- Email \$5800 unanticipated expenses – for the Veterans Park Well in FY17.

SCHOOL FINANCIAL REPORT

The committee reviewed the School Board financial statements with the following notations to be asked of the School Business Administrator:

- Ms. Hurd noted that there were 21 questions from last month which most she was able to answer.
- Page 5 – The middle school has 2 students that increase SPED tuition.
- Page 11 2210 – Elementary Tuition – There are more teachers taking advantage of the CBA tuition reimbursement program. They are allowed 8 credits per year.
- Page 21 – Upgrade needed to Windows 10, which was not part of a grant.
- The budget for the school district still has 30% with everything we know about encumbered. The reports are schedule to be available for November but they may not be ready by the 1st. Default budget is an issue.
- Enrollment – MES -274, Nute Middle School – 118; Nute High School - 160; 58 Home school students reported. SPED enrollment shows 114 students with IEP's.

Mr. Currier asked based on the collective bargaining agreement – How many classes will the teachers taking? Ms. Hurd noted that it was mostly at the elementary school with teachers working on their Masters. They are allowed 8 credits per year.

- Page 3 – SPED Support Staff – new hires due to increase in students that require 1-1 or 1-2 assistance.

Mr. Carpus asked how much of an increase over last year budget. Ms. Hurd to check on this. She noted that several students aged out; 1 dropped out and 1 came back. Mr. Carpus suggested a look at last year and previous years to get an idea on the curve. This could stop the line from going over budget.

- Page 9 – High guidance counselor does not appear to be encumbered. Ms. Hurd will check on this as it may have been charged out of the wrong line.
- Page 16 Elementary retirement support – This also may have been posted in the wrong place. Ms. Hurd to verify.
- Maintenance for Copier – Elementary school has a lack of books so most of the curriculum is copied. Mr. Brown asked if the books used were up to date and if the copyrights were covered. MES is looking at purchasing a new set of math books for next year. Photocopies are from workbooks, which are consumables. Ms. Hurd will check on the legality. Mr. Brown asked if the schools segregate recycling paper? Ms. Hurd will look into this.

Mr. Carpus asked if the \$5,580 under the Town Financial Statement was just the well. Mr. Carrier noted the following breakdown –\$275 for well sump cover; \$3,520 pump; \$250 for electric. Entire cost for the entire park was \$5,580. Mr. Carrier –Line item for well came out of unanticipated expenses. Mr. Carpus asked where did the rest come from. \$771.25 was for the highway crew and this didn't come out of highway budget. This was capital improvement and should have gone under the CIP process. Mr. Carrier noted that it would not qualify for it as the minimum was \$20K. The original invoice was submitted in September but showed up in December financials. Ms. Hurd believed that the original estimate was \$3,000 but it was almost doubled original projection. The question was raised as to where the money was going to come from.

UPDATE FOR SCHOOL AND TOWN SCHEDULE –

School – Ms. Hurd advised that they hope to be sending the information on October 25 but there are so many questions regarding the Default Budget. The School Board has a Budget workshop meeting on October 18th. Most of the information the district should be able to have but the teachers contract is not due until January. We should have a better idea on Thursday.

Mr. Carrier noted that there might be a need for three meetings so the next regular Budget Committee meeting may be change to a workshop.

Mr. Carrier also let the committee know that the Town will not make October 18th deadline. They have been given an extension to November 12th. The first meeting will be small groups and should go fast.

CIP REVIEW

Mr. Carrier had provided a copy via email to everyone. 22 projects started and 5 others added. Each was given a rank to the order of importance. The boat ramp did not make list. Sewer is putting a project in place but this won't start until 2024. "The Board ranked the replacement of Police cruiser 2 and the continuing lease for Police cruisers 3, 4, & 5 second and ninth respectively." Police cruiser will be coming out of Police Detail income and will be part of the police budget.

Total 2019 Capital Spending from Tax Levy of \$1,079,590.72 would be reduced to \$802,190.72. This includes grants and offsets.

Boat ramp was not recommend and it may be possible that the state would take over. More information should be coming out of the rec department. Rec department has a beach revolving fund that this could be coming from. There were questions on how the state would grant 24 hour access, how much parking would be; who would watch for unattended access to town beach; who would have supervision of vegetate matter coming in.

Mr. McDougall received a request that the Budget Committee contact information be added to Town website so that people could contact via email address. More people want to make their wishes known. Mr. Carpus suggested the one email be set up that would then send to the committee. He was asked to take this project on.

Other Business – Mr. Brown would like to thank the committee for opportunity to return to the Budget Committee. To Thank Mr. Carrier for stepping up as Chairman and to Mr. Perrault for his service on the committee. He also wanted to recognize Mr. Nadeau's service on the Committee and providing his valuable insight.

UNFINISHED BUSINESS

Final review of the By-Laws – Mr. Carrier noted the following:

- That everything in red that was taken out.
- Capital Expenditures text is to be removed.
- Page 8 – the work (blank) removed from 3rd page
- Page 4 – Quorum – discussion around what made up a quorum.
- Supreme court ruling overrides the bylaws.

The Budget committee workshop was attended by 4 members of the committee hence quorum was present so meeting minutes should post after the fact.

Motion was made by Ms. Hurd by Peg to reword “a quorum of the Budget Committee members shall be physically present” per RSA32: 15. Seconded by Mr. McDougal.

Discussion – it was noted to take the numbers out. **Vote by Roll Call was made. Mr. Carpus – yes; Ms. Smith – yes; Mr. Currier – yes; Ms. Hurd – yes; Mr. McDougall – yes; Motion passes 6/0.**

Motion was made by Ms. Hurd to adopt bylaws as amended. Seconded by Mr. McDougal. Vote by Roll Call was made. Mr. Carpus – yes; Ms. Smith – yes; Mr. Currier – yes; Ms. Hurd – yes; Mr. McDougall – yes. Motion passes 6/0 with one abstention.

Mr. Carrier noted that the Format Data from the Town will come from the Town Business Administrator and the School District will come from the District Business Administrator.

NEXT MEETINGS –

School District Presentation – November 1, 2018 at 6:00 PM

Regular Budget Committee – November 20, 2018 at 6:00 PM

ADJOURNMENT

Motion to adjourn was made by Ms. Hurd 8:03 PM. Seconded by Mr. McDougall. Vote by Roll Call was made. Mr. Carpus – yes; Ms. Smith – yes; Mr. Currier – yes; Ms. Hurd – yes; Mr. McDougall – yes; Mr. Brown – Abstained. Motion passes 6/0 with one abstention.

Respectfully submitted,

Shari Gaesser
Milton Budget Committee Recording Secretary