

Town of Milton Town
Budget Committee
Regular Session
Tuesday, August 21, 2018
Minutes

Call to Order

Meeting called to order at 6:00PM by Chairman Shawn Perreault

Pledge of Allegiance

Roll Call

Tammy Smith, Bob Carrier, Stan Nadeau, Shawn Perreault, David Carpus, Peg Hurd, Shari Gaesser - Recording Secretary. Mark Currier (excused), A Quorum was present Thomas McDougall arrived at 6:07PM. Erin Hutchings. Arrived at, 6:08PM.

Public Attendance - None

Review of the Minutes

Motion was made by Ms. Hurd to accept the meeting minutes of June 19, 2018 with corrections. Seconded by Mr. Nadeau: Discussion — minor grammatical and punctuation errors were noted -and corrected. Roll call vote —Erin Hutchings — Yes, Thomas McDougall — Yes, Peg Hurd — Yes, David Carpus— Yes, Stan Nadeau— Yes, Tammy Smith Yes, Bob Carrier — Yes, Shawn Perreault — yes. Motion passes 8/0.

By Laws

Motion was made by Stan Nadeau to change the-language in Section II Officers #3.,

Second Bob Carrier discussion something happens to the Chair -the Vice chair takes over until a new chair is voted upon: Vice Chair ready to step up top of should he/she not want the position then step down. Ms. Hutchings noted that the Vice Chair is learning and brings continuity to the position. Mr. Carpus suggested that if a former Chair were sitting on the Board, he/she would move to act as Chair rather to have a brand new Vice Chair take over: Mr. Carrier noted that anybody could be vice chair; the board needs to work with the Chair: Erin Hutchings — No; Thomas McDougall — No; Peg Hurd — Yes, David Carpus — Yes, Stan Nadeau = Yes, Tammy Smith Yes, Bob Carrier — No, Shawn Perreault — No The motion fails 4/4

The following changes were noted:

- On page 6 #3 extra period is in the sentence.
- Page 8 #3 change Blank to Budgets.
- #2 take out site walks.... a copy of
- #B2 — remove "meets.... through...cruiser.

VII B#1— Recommend but not change-the dollar value. Discussion – Not all warrant articles are part of the CIP. Need some language in there and need something to cover those warrant articles. Mrs. Hurd noted that it was covered in C3 and suggested that B is removed B. Mr. McDougall noted that the info is in

Motion was made by Mr. McDougal to strike Section B — Capital Expenditures. Second by Mr. Nadeau. Discussion —Legal should be contacted. Discussion -

- Where the delineation to say what the budget is and what is a warrant article?
- Motion removed by Mr. McDougall to make changes. The Chair will work with Ms. Hutchings and the Town Administrator to get clarification
- Page 5 section G2 remove "call the roll

It was suggested that the voting of the By-Laws be tabled until next meeting.

New Business

Budget and Finance Workshop. the following will be attending:

Tammy Smith, Erin Hutchings, Shawn Perreault, Tom McDougall, and Peg Hurd

Calendar Update —

Mr. Perrault spoke with the Town Administrator and Thursdays work. It was noted that Mr. Currier will not be able to attend and a suggestion to move round the dates was

made. Mr. Currier would miss 4 meetings in a row. It was noted that these are the dates and suggested by the Chair to do your best effort to make these meetings. Mr. Carrier noted that the calendar was based upon the town calendar and that was pulled from the website. The Chair asked to table this discussion until a later date. For the School and town budget presentation walkthrough, how do you want proceed?

Mr. Carrier noted that in the past the town and school present their budget in entirety. When this was completed then the Chair would recognize the committee for questions.

There wasn't a vote, until all presentations were completed. The Budget Committee would be given the bottom line figure before going into it with the Selectman. All

numbers would be included in-a spreadsheet created by Mr. Carrier as a way to track changes. Mr. Carpus suggested that the committee ask questions while the presentation was being made. Mr. Perrault noted that Mr. Carrier's suggestion was more orderly. Ms. Hurd had attended the Selectmen meeting for the department budget presentation and noted that it was very well done, but when presented to the Budget Committee it wasn't the same presentation and the answers not as forthcoming. Mr. McDougall noted that it was good to have the backup information to the budget 10-14 days before the meeting. Emphasis on the back up.

It was noted that the budget packets would be at the town all and the Chair would let everyone know when they would be available, specifically the school budget,

Mr. Perrault and Mr. Carrier suggested that all backups and information be placed on the Town website and that the town's people would be able to send any member of the Budget Committee recommended changes. .

Town Financials — Ms. Hutchings

Mr. Nadeau noted that there were a number of negatives that needed to be addressed.

Ms. Hutchings noted the following:

- Equipment Lease - the postage meter was not billed for the last 2 years.
- Travel = do not have a town vehicle at town hall. — Used by government buildings.

The committee asked for financial documents as the ones provided were not updated. Ms. Hutchings left the meeting to make copies.

School Board Financial — Ms. Hurd

Ms. Hurd noted that there had not been a School Board meeting in beginning of August and that the Board needs to look at reports before goes to Budget Committee. Ms. Hurd noted that the school would be giving back money to town but no final figure was proved. Discussion around SPED budget. Next meeting Ms. Hurd will have; end of year figures for June, July and August. The school received Grant money for various items along with a Safety grant update. Writing grants and saving town money and doing to ensure the safety of the children. Mr. Carrier. recommended that the school budget paperwork needs to be run on the school copiers and should be included in the budget for next year. Ms. Hurd will bring the suggestion to the School Board.

Town Financial (2) —

- Legal services at 80% - ZBA is balance going to do it or will it go in the negative?
Erin — probably in negative.
- 340 — contracted services — part of this is Joanne's salary (per hour)
 - 742 — Meter issues and the travel.
- Legal Tax collector — notices this was a posting for a job
- Treasurer postage box has not been cleared out yet.
- Page 4 393' assessing. Software complete a onetime purchase? Ms. Hutchings to look into.
- Insurance/Bennies — paid in lump sum.
 - Government 4144395 — background investigation.
 - Heat — is at 99% Tanks full? Ms. Hutchings to look into.
 - Government building cleaning supplies — not enough budgeted- will go negative.
- 410 Pg 10 — employee testing — lost a number of officers and number will go up higher.
- 320 legal services 93% - Ms. Hutching to see if it is paid in a lump sum. Usually paid in March and that should be it.
- Page 7 — 340 81% - Ms. Hutchings to check into.

- Travel — This was a toll that someone went through in NIA.
- Misc. - \$17.64 — Dunkin Doughnuts for a meeting (Fire Department) ■ 720 -FD building - June
- Page 8 — Travel Planning and Code has mileage charges. Mr. Nadeau was under the assumption that this was part of his pay? Ms. Hutchings to look into.
- Planning board postage — mailing for notices. ■ Zoning board postage running close.
- Highway 43-12-243 - Employee testing page 10 — finger printing and drug testing
- Professional services \$395 — physical.
- Misc. Job Posting for Highway Department.
- Solid waste contract services is at 91% Page 10 (340) Ms. Hutchings to look into.
- Page 13 - \$1 line spent \$1,000 — back in May did not have a rec commission — paid for bills from misc. Moving money around. Will come out of revolving fund.
- Why Encumbrance not included as the money was from 2017. Mr. Nadeau noted that this would be a separate sheet. Mr. Carrier noted that he looks at all of the information and would request that the committee look into the revolving fund; MS9 — town, school & water district.
- Discussion around the encumbrances and how it is not part of the budget. ■ Mr. Perrault asked that any email requests sent to the town to cc both he and Ms. Hutchings.
- Mr. Nadeau asked if there was any answer on the well. (Paid out of last years budget)
- Ms. Hurd asked if the budget information changed from one meeting to the next. Ms. Hutchings noted yes.

Announcements

NH municipal Association dates are now out.

Next meeting will be on the 18th of September.

Adjournment

Motion for adjournment was made by Mr. Nadeau at 8:06PM. Seconded by Ms. Hurd. Roll Call vote Erin Hutchings Yes, Thomas McDougall — Yes, Peg Hurd — Yes, David Carpus — Yes, Stan Nadeau — Yes, Tammy Smith — Yes, Bob Carrier — Yes, Shawn Perreault — Yes. The motion passes 8/0.

Respectfully submitted, Shari Gaesser - Milton Budget Committee Recording Secretary.