

Town of Milton  
Town Budget Committee  
Regular Session  
Tuesday, June 19, 2018  
Minutes

**Call to Order**

Meeting called to order at 6:03PM by Chairman Shawn Perreault

**Pledge of Allegiance**

**Roll Call**

Erin Hutchings, Tammy Smith, Bob Carrier, Stan Nadeau, Shawn Perreault, Peg Hurd, Thomas McDougall, Mark Currier, Shari Gaesser - Recording Secretary. A Quorum was present.

**Public Attendance**

**Robert's Rules** - Shawn - last meeting went really well. Meeting was efficient and last two hours.

**Review of Minutes.**

Motion was made by Peg to accept meeting minutes of May 15 with corrections. Seconded by Stan. Discussion: Bob - YTD got added in to remaining amount so we are not getting correct bottom line due to Police vehicle maintenance line - showing a - minus month to date of \$1,658 and YTD -\$638 these are both incorrect. There are negative entries on both lines. It did affect the YTD so bottom line is incorrect. Erin - received an update on town financial reports as of today. Roll call vote. Erin Hutchings - Yes; Tammy Smith - Yes; Bob Carrier - Yes; Stan Nadeau - Yes; Shawn Perreault - Yes; Peg Hurd - Yes; Thomas McDougall - Yes; Mark Currier - Yes. Motion passes. 9/0.

**New Business**

Shawn - Met with Heather on Friday and the Town on board with Bobs calendar. Will get out to everyone. Peg - school approved the calendar. Bob - It the town starts their meetings on October 1 and the 15th, regularly scheduled meetings and keep agenda short. October 22 and 29 took out the word possible. Finish by 29th and they can meet November 5th with final numbers; we can start November 29th and gain a week. Possibly joint meeting with town selectman. The must date is November 15th. Shawn - Out of our hands how town sets up their meeting. We set up the must have dates on our end as long as they meet the dates we need. We are prepared with information and we can start meeting when we need to.

**Technology and Communication**

Nate uploading school directly to the share site. Next week will talk to Vanessa to see if she will do the same. Once we get into budget season, having all documentation in the same place is extremely helpful. Erin - She was nervous that it was legal but she is all set. Shawn - it's all public information.

### **Town Financial Report**

Bob - Page 2 Treasurer's report 1-4141-625 postage which is a negative \$39 - not correct. Erin - this has been corrected effective today.

Bob - Highway department on page 10. Erin - this has been corrected.

Stan - is there an assumption that every negative number is incorrect. there can be a negative number. I want to see explanation if the line is truly overspent. Bob - went back as far back as March was put in the wrong line or the wrong column.

David - Makes sense for remaining to be a negative but expenditures and large expenditures as a negative should be a flag.

Bob - Page 6 01-4210-730 Police vehicle maintenance - Month to date \$2,256 and year to date is \$1,616. Can't have higher month to date then year to date. Erin - YTD expense - \$2,482.86 and MTD - \$866.42. Shawn - date of extract is when? Erin - today. Got this at 4pm this afternoon.

Tom - Page 2 01-4040-625 Tax Collector - Postage is this nothing spent or machine not correct. Erin - Showing no expense still will ask. Could be issue with machine.

Peg - Page 2 Tax collector 01-4041-625 Postage there is a \$39 credit. Erin - We received a check back due to close out of P.O. box. Stan - Once it spent you can't you can't credit back to the same lines. We could have a revenue line showing what is coming back. Is this a legal way to do it? Mark - its revenues, money coming back in is revenues. We are working off 2 reports, one dated June 1 and Erin's is as of today. Our number aren't matching 76. Y-39. Are we going through every line? Shawn - we can move on to the school unless there are any further questions on the report dated June 1st.

Stan - town in general - breakdown for veteran's park/ where it came out of. Talking about \$10,000. Erin - paid out of last year's budget? Stan - was it encumbered? David - all work paid came out of last years? Erin - the well was out of last year's budget. David - when was decision made? How could it have been encumbered after last year's budget was set? Stan - you can encumber as long as you justify the money and have it from some place to pay it. A lot of these bills came in this year. You can't encumber something after the end of the year. After you encumber you have 1 year to spend the money or it is no longer encumbered. This Board needs to look at it. Erin - hydro seeding was from Cameron, so no expense there - flowers from Durgin fund. Discussed at a selectman meeting a month ago. Asked for money \$1500 by Michelle Beauchamp. Stan - Board needs to know where the money is coming from. Erin - that leaves the well. It was allotted from last year's budget at \$2,500 and overspent cost almost \$9,000. Will get the receipts.

Tom - Page 15 01-9001-019 what is this purchase order for \$271.41. What is this for? Stan - this shouldn't be in the budget.

Bob - encumbrance is to show accountability. Before we never saw it. Erin - to look into this. Stan - no encumbrance for anything to do with the well. Erin - to look into this.

Bob - page 10 - 01-4313-890 \$1-line budget showing \$439. Expense doesn't fit criteria that's why they put it in the misc. line. Erin - may have been a DOT physical? Bob - This is not the one that came out of the revolving fund? It has to be paid out of the General fund first then bookkeeper has to ask to be reimbursed. Stan - Trustee of the Trust fund would like to write on check. Bob - Pat Smith said should not be in there. Stan - once spent out you can't go back and replenish this. Bob - extra cost to the budget that should be there. Pat has control of the 3 budgets. Stan - did it get applied to wrong line? Bob - Not sure. Stan - anything to do with solid has nothing to do with highway. Two different budgets. Lot of dollar lines coming out of transportation.

Peg - postage majority of departments haven't spent any money. Erin - issue with machines so they have been reset.

Erin - Revolving fund isn't on the budget, but a separate account. Bob - yes; is a separate account but it is showing up on his line. Has to go through the General Fund first.

## **School**

Nate gave us the Trust Fund Balance we requested from the last meeting.

Peg - Misstatement about SPED Director - part admin part teacher - line not put in for PD. Will budget for that this year.

Peg - Page 19 Transportation Dental - we do not provide dental insurance. 52120 - 1&2 we are over but we pay bills but they reimburse us. Shawn - employee reimburses? Peg - Yes.

Last page - everything that was encumbered has been paid and it was a lot less than we thought.

Stan - plans - money coming to schools \$7500 surplus money? Signed off on surplus money.

Bob - adequate funding they are talking about.

Mark - food services - \$26,000-27,000 went to \$14,000 how did this happen. Peg - back in hole. Expenses basically same. Not selling the same amount. Upping the price by .20 for lunch and maybe .10-.15 for breakfast.

Peg - Bottom line thought we would have to take money out of fund balance but we did not have to. Stan- what do we expect to return to town? Peg - looking at about \$203,000 encumbrances are about \$150,000. Received report from auditor and looking at \$153,000 - \$25,000 so roughly \$127,000.

Tom - paid dental insurance and get reimbursed. Where in revenue does this show up? Peg - see page 19 only 1 reporting period. So, I don't know where it shows up but will ask Nate.

Peg - had disability insurance from John Safina and Administrative Principal from prior that as billed us twice and finally backed that out.

Stan - what the warrant article were monetarily? \$150,000. Town should see about \$127,000.

Grant for next year for \$50,000. Some safety issues to total \$23,000-24,000 to be covered.

Admin put together a request and 4 items approved. Will cost us \$10,000. Erin - funding school Resource officer thoughts? Peg - we are talking about it. Has Chief Kraus said anything about

it. Erin - looking at where the funding is coming from. Peg - asked about a retired police officer and not keeping up physical ability that you can't carry gun etc. It has been discussed.

### **By laws - part 2.**

Section additions made and vote to keep, addend or get rid of. Is there a time limit? 5 business days. Add that minutes must be posted within 5 business day per RSA 91. David - RSA, the number of days or note both. Shawn - I would like to keep it. Stan - we have to address these by laws every year.

Bob - posted on website with draft. Shawn - yes. Tom - should the draft be watermarked?

### **H. Rules of Order.**

Most of this is general Roberts Rules. Peg - updated opinion since 1990? We are not voting tonight. These notes are for clean up; vote on its next meeting or following.

### **VII - Procedure for Review of Budgets**

Bob - should get CIP in September and we will get a copy have to have backups to whatever they are going fund. October is close; website has planning site schedule.

Leave A1 as is.

B - Stan - \$10,000 and over a public hearing has to be involved. Peg - I question the \$10,000. I thought it was \$25,000. Stan - where did you get info from Bob? Bob - From planning board manifest. Stan - leave it alone - find the RSA - Bob - CIP that is there info. They will dictate what goes the CIP. Bruce Woodruff is town planner. RSA 674.21 - that is not a fixed amount; individual municipality can have individual amounts. Things that are expenditure and improvement. Bob - info is on the planning board website. Shawn to call Bruce Woodruff. Erin - date to go out is September 5.

Erin - excused from meeting at 7:12 pm.

C3 - do like this Peg- (Blank)? What is this? Tom - item 1 and item 3 look to be the same thing. I don't remember looking at each separate. We want to see each separately.

Shawn C1 - We want to see info before the presentation. Mark - review it and then when presented then asked questions. C1 - Peg - departmental requests sounds very specific. School has separate departments. They present and justify why they need what they need. Bob - we get the backup sheets. They lay it out. Shawn - this is making this very obvious and spelling out. This is just to make sure we get it. Shawn - these are by laws and not specific. What you proposed in calendar meets this criterion. Stan - school going first this year? Shawn - Yes.

D - No changes

E - No changes

VIII - Adoption and Amendment: how we can amend it.

David -these have to be reviewed each year? Stan - there is a procedure that you follow in March.

Tom - Section 7 - regarding the numbers that we kept in spreadsheet. Should we dedicate someone that would keep it. It should be someone that will not be on the selectman or budget committee. Stan - we can't hire someone. Tom - as a budget committee the town will provide someone to do this. We can ask selectmen or we will end up with too many issues. Bob - I look at department sheets; and I looked at motions by recorded by the secretary; Budget committee should be doing this. Tom - you can't be effective with both. Shawn - we will table this and go back to it.

David - C2 #7 Discussion on September 1 final CIP public hearing is the September 5th. Do we put in 1 week before the planning board? Stan - It goes to Board of Selectmen before that. Bob - selectmen and budget committee will get a copy. Sometime in December the planning boards sends to selectmen and goes through public hearing. Shawn - beneficial to get the list from planning board. Stan - no not before the public hearing. Bob - It will be on the website.

Tom - final after public hearing? Stan - warrant article is written on the selectman hearing.

David - it would be irrelevant to us. After the public hearing the selectmen can zero out. Until has impact on budget it is irrelevant. Shawn - will talk to Bruce, Heather, and Erin.

Peg - school board puts together a packet and all the backup are there. Shawn - The first time I saw it was at meeting.

### **Announcements**

Shawn - I had a discussion with a citizen about where our meeting information was posted. It is posted on the town website, the town calendar, and town hall. Information is posted usually the Friday before the next meeting.

### **Next Meeting**

July - No meeting so the next meeting will be the 21st of August.

David - Based on breakdown of taxes, we are more expensive than 73% of all the towns in NH. This information was brought up at the town deliberative session.

### **Adjournment**

Motion was made by Stan at 7:40PM to adjourn. Seconded by Peg.

Respectfully submitted, Shari Gaesser - Budget Committee Recording Secretary

