

**Public Notice  
Budget Committee  
Milton, N.H. 03851  
Special Session  
Joint Meeting with the BOS  
Monday December 4<sup>th</sup> 2017**

**Notice: is hereby given that the Budget Committee will meet in Special Session on Monday, December 4, 2017, beginning @ 6:00pm at the Town Hall 424 White Mountain Highway P.O. Box 310 Milton, N.H. 03851.**

**Meeting Minutes**

**1. Roll Call of Seating Members**

Chairman called the meeting to order at 6:00 pm. It was noted that there was still active discussion on the new tax bills and asked the committee to recess until 6:30 pm. Meeting called into session at 6:35 pm. Chairman Larry Brown, Tom McDougall, Bob Carrier, Shawn Perreault, Stan Nadeau, Dennis Wing, Shari Gaesser – Secretary. Peg Hurd (School Board Representative) participated via phone. A Quorum was present.

**2. Public Attendance**

Brian Boyers, John Katwick, Chief Krauss, Nick Marique, Kathy Wallingford, Betsy Baker, Michelle Beauchamp, Pam and Pat Smith, Karen Brown

Selectman Rawson called meeting back into session and announced birthdays and then those that had passed asking for a moment of silence. Called for approval of the Treasurer budget - \$10,381. Heather - Took out telephone and elected salary stays the same. Selectman made motion to accept the change and was second by Ryan. Andy – yes, Ryan - yes.

**3. Joint Meeting with the Board of Selectmen, Department Heads and Town Administrator to review the 2018 proposed budget and make changes if any and to negotiate a Town Budget for 2018 that will be presented at the Public Hearing.**

Call to approve the Default Budget of \$4,522,596.25. – Motion by Ryan and second by Andy. Stan – that is not correct. You read of the Selectman's budget and not the Default. \$4,535,719.80 motion to accept by Ryan – second by Andrew. Ryan – yes, Andy - yes. Approved. Meeting passed on to Budget Committee.

Larry – Dept. head presented individual budgets. Committee looked at and had various questions. Question to committee is how do you want to handle this process now? Bob – went through 2018 budget and there are still errors. Budget to approve is not correct. Stan - \$54,253.17 less then run off of November 21<sup>st</sup> which was \$4,577,119 what are the changes from two weeks ago and now? Nick – there was an extra \$66,000, which should have been \$6,000 along with minor adjustments. Larry - Do we agree that math error represents transposition of \$6,000 to 60,000? Does the Gov. building seem to be major error? Will that reduce the \$54,000? Bob – under Police for contracted services the number is \$22,762? Is this correct? Selectman noted that there was a typo and the number is \$22,763 on contracted services for police is correct. Larry – this error was just brought to budget committee. Any other corrections to police budget math in error? Bob – the fire department is also showing error. Larry – best thing we can do is let people see that we are not passing things through.

Bob - Budget committee budget is not in the column on selectman's budget. I believe a budget for the Town Budget Committee was not factored in. Larry – we need a budget for the committee budget. \$2,600 will be put in and note that this was voted on and approved at a previous meeting. This will add \$2,600 to total budget request.

Bob - sewer issues needs to be addressed and electric line (pgs. 20/21). Shawn requested that we go through the budget from beginning. Stan - Electric was changed. Andy - because he wanted to go through another contractor that was lower but he couldn't so he had to increase budget. Heather - Because it is a town property he couldn't. He had to go with Eversource because of the solar gardens. Solar garden provided \$12,700.

Larry - 2018 budget with a run date of 2:26 on 12/01/17. Stan - she just gave us one with a run date of 2:56 pm on 12/04/17. Peg did not have the one of 12/4/17 so will use the one on line.

Larry - is the Budget committee satisfied with the electric is \$16,000 \* to discuss later in meeting. Stan - what happened in two weeks that we are seeing a lower figure? Andy - as Nick said, this due to \$66,000, which should be \$6,000. Discussion around the area where the \$66,000, which Dennis pointed out, was the line was salary - said \$66,930 and should have been \$6,930.

Larry - Is there a difference in salary where? Stan there is someplace in the budget that \$50,000 was taken out. Larry - Do you see anything else on town administration? Heather - I will look for it. Shawn - TE Professional Services - 32% spent. Discussion of website costs etc. so my suggestion - could this go back to 2017 level of \$10,027 which is a difference of \$3,778. Heather - recording clerk is in there, metro cast and background checks professional services needed for Audits. Heather - Another \$5,000 will hit by end of year? Larry - What is that for? Andy - Audits. Larry - Shawn are you satisfied with that explanation? Shawn - I would like to see a decrease. Tom - I agree with Shawn. We need to take a hard look at technology area's that can be reduced. Can you take it down \$1,500 to \$12,385? Stan - We can suggest a figure but what we are dealing with the bottom line. It is up to the town selectman to decide the \$10,000. Shawn - would we recommend at the administration budget or town budget line? Tom - what your saying Stan, is we can make suggestions but not from a specific line. Stan - We don't have authority to say it taken out of a certain line but just the bottom line. Larry - we can create a lower budget and suggest where but the selectman can take the money from somewhere else. Shawn - my intention is not to say take it out, but to give you rational why. Andy - I'm fine.

- a. Larry - Town Administration - Total Board of Selectman request of \$285,323.19 is that agreed? Larry - move professional service from \$13,805 services down to \$12,000? We can insert our own budget figures after that. I want to make sure that the budget committee can make changes. Selectman - do you want to take a roll call or wait for full budget? Larry - prefer to take it as consensus. Andy - for the record, I will be voting for the budget tonight. Larry - on Town Administration total as presented 12/4/17 at 2:46 of \$285,323.19 do we have a motion to accept? Shawn 2<sup>nd</sup> - Shawn no, Dennis - no, Tom - yes, Bob - no, Stan - no, Erin - no, Peg - yes, Larry - yes, Andy - yes. 4/0/5 - motion to accept the town administration of \$285,323.19 Motion fails. Motion to change the Town Administrative Budget of \$283,824 (no cents) - motion by Shawn to change the budget and second by Dennis. Shawn - yes, Dennis - yes, Tom - no, Bob - no; Stan - yes, Erin - yes, Larry - no, Andy - no, Peg - yes. 5/0/4. Peg - is that due to reduction of professional services? Shawn - correct. Motion carried to change Town Administration budget total line to \$283, 824.
- b. Town Clerk Tax Collector - \$122,941. Shawn - fine in that area. Stan - is it still 1.7% and 2% for all employees not on a warrant article? Heather - Yes. Larry - Town Clerk Tax Collector figure of \$122,941 even. Motion made by Tom and second by Andy. Peg - yes, Shawn - yes, Dennis - yes, Tom - yes, Bob - yes, Stan - no, Erin - yes, Larry - yes, Andy - yes. Pass 8/0/1.
- c. Treasurer - \$10,381. Larry - Any questions on the treasurers budget by the committee? A Motion by Stan for the Treasurer's budget of \$10,381 and second by Dennis. Peg - yes, Shawn - no; Dennis - yes; Tom - yes, Bob - no, Stan - yes, Erin - yes, Andy - yes, Larry - yes. Passed 7/0/2. Stan - we should make comment as to why we vote no. Peg - I like that idea. Larry - Policy what does committee want to do? If you have any comments write them down and wait.

- d. Supervisor of the Check List - \$3,497.40. Any discussion? Motion to approve made by Erin and second by Andy. Discussion? Shawn – can't compare to last year but to compare it more to 2016. Michelle pointed out there will be a special election. Roll call Peg-yes, Shawn-yes, Dennis –yes, Tom – yes, Bob – yes, Stan – yes, Erin – yes, Andy – yes, Larry – yes. 9/0/0 - Motion passed.
- e. Moderator Budget – \$4,086.08. Motion made by Andy and second by Erin. Roll call Peg-yes, Shawn-yes, Dennis –yes, Tom – yes, Bob – yes, Stan – yes, Erin – yes, Andy – yes, Larry – yes. 9/0/0 - Motion passed.
- f. Budget committee - \$0 funded; requested \$2,600. Larry – is there any discussion by committee? Stan – motion to accept this number of \$2,600. Peg-yes; Shawn-no, Dennis-yes, Tom-yes, Bob-yes, Stan – yes, Erin – yes, Andy – yes, Larry – yes. 8/0/1 Motion passed.
- g. Trustee of the Trust Fund - \$3,290 – Motion made to accept \$3,290 by Andy and second by Tom. Peg-yes, Shawn-yes, Dennis-yes, Tom-yes, Bob-ye; Stan – yes Erin – yes, Andy – yes; Larry – yes. 9/0/0 Motion passed.
- h. Assessing – \$124,013.25 – any discussion? Dennis - previous Board of Selectman have any recommendations on changing the contract assessor? Andy – Asked Heather to get bids. If it changes we don't know what those will be. Shawn - what covers professional services assessing? Kathy - Cycling and duties within office. Shawn- is this a light year? Kathy - We still have several invoices coming in plus costly items – large report to Concord etc. Haven't receive all invoices yet, waiting on November and December. Larry - Any questions, or changes? Is there a specific number someone would like to discuss? Dennis – try to reduce the contractor assessing by \$10,000 or \$5,000 or down to \$65,000. Larry - How is money for the contractor assessor broken down – how is that broken down, one person and software or more? Kathy - Could be as many as 3-4 depends on what the procedure is at the time. You do pay for different level of appraisals. Larry – would be fair to say that contract assessor would have boots on the ground and cost would depend on properties etc.? Kathy - yes. Dennis – remaining balance is \$33,643? Kathy – we are still waiting on abatements process. Andy – we are waiting on abatements, handed out 80 and only got 7 back. Andy – put that into the fund balance. Stan – we are paying them to fix their mistake. Ryan – I would agree but this is not the time to have this discussion. Is there a motion to bring down to \$65,000? Motion made by Dennis and second by Tom. Peg - with exception of two lines, software and Professional Services Assessing, is everything else related to Kathy? Software is that being used by Kathy? – Yes. Larry – motion to fund Assessing at \$119,013.25. Peg – yes, Shawn – yes, Dennis – yes, Tom – yes, Bob – no; Stan – yes, Erin – yes; Andy – no, Larry – abstains. 6/2/1 Motion passes.
- i. Government Building - \$202,469. Bob – salary part time has to be changed. It's at \$8,937 and should be \$1. Pat confirmed the figure presented for Salary Part Time was \$1. Tom – I am assuming that the FICA and Medicare are correct. Pat – FICA - \$6,618 and Medicare - \$1,548. FICA went up due to part time salary was moved into full time. Shawn – \$6,000 on a new mower? Andy - mower is now 13 years old and has to be a commercial mower but has to stand up to the properties. There was discussion around type of lawn mower. Larry - do you wish to make a change? Peg – for equipment purchase, is there a fund balance for purchase any equipment for the town? Andy – no only for trucks. Motion to accept \$193,973 made by Andy and second by Erin. No further discussion. Peg – yes; Shawn – no, Dennis – no, Tom – no, Bob – yes, Stan – no, Erin – yes, Andy – yes, Larry – yes. 5/4/0 Motion passed.
- j. Cemetery - \$10,000 – Motion to accept \$10,000 by Stan and second by Shawn – Peg-yes, Shawn-yes, Dennis-yes, Tom-yes, Bob-yes, Stan – yes, Erin – yes, Andy – yes, Larry – yes. 9/0/0 Motion passed.
- k. Police Budget – \$937,116.55. Andy - Add \$500 to this budget. \$937,616.55. Dennis – 2016 and now budget \$45,000 increase, at this rate we will be looking at a million within the next year or two. Stan – warrant article for pay scale that we can't touch. There is a warrant article. Retirement is mandated by state. Is there any further discussion? Motion to accept \$937,616.55 by Stan and second by Erin. Peg – yes, Shawn – yes, Dennis – yes, Tom – yes, Bob – yes, Stan – yes, Erin – yes; Andy – yes, Larry - yes 9/0/0 motion passed.
- l. Fire Department – \$443,941.27 – any discussion? Bob – clarification on salary elected as \$38,660 and backup was \$37,957. Nick - There was a typo from last session that was rectified. Bob - what about telephone? I ran the numbers and \$4,200 is correct. Larry – Communication Equipment fund - \$1. Was

this in anticipation of a Grant? Nick – no, it was an additional line for pagers and phones. That \$1 can come out. Dennis – just wanted to say that this is the same as police since 2016 and has gone up \$60,000 and moving close to \$500,000 within the next couple years. This is a concern. Tom – Elected salary in the budget and we are rolling in raises in budget which should be a separate item. Andy - Some elected officials are not stipend they are hourly, salaried employees. Larry is there a motion to accept \$443,941.27. Motion by Erin and second by Andy. Further discussion by Erin – had a tour, I am amazed by the amount of grants received, almost a half million dollars. Andy – will second that comment and does a wonderful job raising grant money and thank you Chief. Peg – yes; Shawn - yes; Dennis – yes Tom - yes bob – yes; Stan – no, Erin – yes; Andy – yes; Larry - yes 8/1/0. Motion passed.

- m. Planning and code. \$95,045. Motion by Andy to accept \$95,045 and second by Larry. Dennis – does the salary for full time include COLA and 2%. Stan - this is almost a \$6,000 or 17% increase. Peg – Got an increase immediately after being hired. Selectman – we did a study and found out that she was grossly underpaid. She covers a lot of areas. Stan – \$5,383 increase. Motion to accept \$95,045 by Andy and second by Tom; \$2,000 over time does that cover the other time on the other boards. Moving target number, recording meeting, typed, recorded and minutes drafted. Peg- does that \$2,000 does that cover other things? Brian – Yes. Peg – yes, Shawn – no, Dennis – yes, Tom – yes, Bob – yes, Stan – no, Erin – yes, Andy – yes, Larry – yes. 7/2/0 Motion passed.
- n. Planning Board – \$1,750 – Discussion? Motion to accept the \$1,750 by Stan and second by Andy. Peg – yes; Shawn - yes; Dennis – yes; Tom - yes bob – yes; Stan yes – Erin – yes; Andy – yes; Larry - yes 9/0/0 motion passed.
- o. Zoning Board – \$1,500. Motion to accept \$1,500 by Stan and second by Shawn. Peg – yes; Shawn - yes; Dennis – yes; Tom – yes; bob – yes; Stan - yes – Erin – yes; Andy – yes; Larry - yes 9/0/0 motion passed.
- p. Conservation Commission – \$6,123 - Motion by Erin and second by Andy. Peg – yes; Shawn - yes; Dennis – yes, Tom – yes, Bob – yes, Stan - No, Erin – yes, Andy – yes, Larry - yes 8/1/0 Motion passed.
- q. Emergency Management - \$5,308. Stan - EMD – who is the director? Nick is director. Stan - \$1,000 for electric? Nick - Shared communication and split between 3 functions repeater and the communication tower. Motion by Andy and second by Tom. Peg – yes; Shawn - yes; Dennis – yes; Tom – yes; Bob – yes; Stan - no – Erin – yes, Andy – yes, Larry - yes 8/1/0 Motion passed.
- r. Highway Department – \$631,263. Any discussion? Shawn – concern increase are in fuel. Prices go up this could affect budget. Tom – Same comment as before regarding with Elected salary. Larry – if town attorney could provide RSA clarification. – Tom we should have made it more apparent and we did not fully explain as we were focused on the Step Plan for the other employees. Motion made by Tom and second by Andy to accept the \$631,263. Peg – yes; Shawn - yes; Dennis – no, Tom – yes, Bob – yes, Stan no – Erin – yes, Andy – yes, Larry - yes 7/2/0 motion passed.
- s. Motion on table to work past 9:00 PM cut-off and finish this budget tonight. Motion by Bob to go beyond 9:00 and finish budget and second by Andy. Discussion – Shawn – no, Dennis – yes, Tom – yes, Bob – yes, Stan - no, Erin – yes, Andy – yes, Peg – no, Larry - yes 6/3/0 Motion passed.
- t. Solid waste - \$180,973. Discussion? Bob – question on salary – I have \$47,289 but this is \$47,298. Larry – this was a typo. Bob – Postage – I have \$10, this is \$100, line changed to \$10. Motion made by Andy and second by Erin to accept \$180,892. Discussion – Peg – yes Shawn – yes; Dennis – yes; Tom – yes; Bob – yes; Stan - no – Erin – yes, Andy – yes, Larry - yes 8/1/0
- u. Outside appropriations - \$22,602. Motion made by Stan and accepted by Andy to accept \$22,602. Discussion – Peg – yes. Shawn – yes, Dennis – yes, Tom – yes, Bob – yes, Stan yes, Erin – yes, Andy – yes, Larry - yes 9/0/0
- v. Welfare – \$66,396.16 Motion made by Stan and second by Andy to accept. Discussion \$2,500 is for funeral expenses. – Peg – yes, Shawn – yes, Dennis – yes, Tom – yes, Bob – yes, Stan yes – Erin – yes, Andy – yes. Larry - yes 9/0/0 Motion passed.
- w. Recreation – \$62,580. Dennis salary part time – level funded at \$6,066.00. Andy – part time person has associates degree has been a huge asset to recreation. Larry what is the salary - Salary is \$15 per hour use to be \$10. Stan – mileage and travel should be done going into wintertime. Karen – 50% of what I spend

out of pocket and this amount doesn't really match what she spends. Andy – Karen travels around, get food for seniors etc. if she used the town car she would have it and no one else would be able to use it. Larry – what is the total mileage put on the town car in a year? Andy – I do not know. Larry – follow up on it. Dennis - motion to level fund the part-time salary at \$6,066 and second by Larry. Karen - This would decrease the person's number of hours to less than 20 hours. Anything to do with kids I have to have two people. Tom – why electric up \$1,000? Karen – 6% isn't it? Andy – it's for the gatehouse. Larry – what is the town policy on supervision on family? Andy – there isn't one at this time. Larry – second to decrease salary is removed. Discussion – Peg – no; Shawn – no, Dennis – yes, Tom – yes, Bob – no, Stan – no, – Erin – no, Andy – no, Larry – no 1/8/0. Motion passed. Reduced mileage line to \$750 by Stan and second by Shawn. Peg – no, Shawn – yes, Dennis – yes, Tom – yes, Bob – no; Stan – yes, – Erin – no, Andy – no, Larry – yes 5/4/0. Motion passed. Recreation Total reduced to \$62,330. Tom – if you could submit real figure we could see if we are underfunded. Reduce budget to \$62,330. Peg – no; Shawn – yes; Dennis – yes; Tom – yes; Bob – no; Stan yes – Erin – no; Andy – no. Larry – no. 4/5/0. Stan - back to \$62,580. Motion to accept \$62,580 by Andy and second by Bob. Peg – yes, Shawn – no, Dennis – no, Tom – no, Bob – yes, Stan no, Erin – yes, Andy –yes, Larry – yes. 5/4/0.

- x. Library - \$53,476. Motion by Stan and second by Tom to accept. Peg – yes, Shawn – yes, Dennis – yes, Tom – yes, Bob – yes, Stan yes, Erin – yes, Andy –yes, Larry – yes. 9/0.
- y. Economic Development \$2,500. Motion by Stan to accept \$2500 and second Erin. Peg – yes, Shawn – yes, Dennis – yes, Tom – yes, Bob – yes, Stan yes, Erin – yes, Andy –yes. Larry – yes 9/0/0.
- z. Debt Services Principal – 295,352. Request by Tom for figure.
- aa. Debt Service Interest - \$107,797.27 – Unanticipated Expenses – YTD \$3,800 only spent (Per Stan) not necessary to have \$18,000. Interest total on Principal is \$295,352. Selectman – this is for unanticipated expenses (water at veterans park; legal cases and other expenses). Stan – are there legal cases are still in court? Andy – I am not privy to talk about these cases. Stan - \$5,000 for well, motion was for \$2,000? Ryan – that will be addressed but this isn't the time. Motion to approve \$107,797.27 by Andy and second by Erin. Peg – yes, Shawn – yes, Dennis – yes, Tom – no, Bob – no, Stan – no, Erin – yes, Andy –yes. Larry – yes 6/3/0.
- bb. Sewer – \$85,951. Tom – this electric seems high. Lot more then 6%. Take off \$1,000? Reduced this by 20% \$14,625 reduced to. Motion by Tom and second by Bob to make electric to \$14,625. Bob – this isn't end of the month. This could go over. Andy – this is a self-funded budget through user fees. Larry motion to take \$1,000 out of. Peg – what is the YTD? 97% \$12, 927.04 Peg – what's the monthly? Unknown. Motion for \$14,625. Peg – yes, Shawn – yes, Dennis – yes, Tom – yes, Bob – no; Stan - no– Erin – yes; Andy –no. Larry – no 5/4/0. - \$84,576 motion by Stan and second by Shawn. Peg – yes, Shawn – yes, Dennis – yes, Tom – yes, Bob – no, Stan - yes, Erin – no, Andy –no, Larry – yes 5/4/0.

Overall \$4,510,384.29 is the new total by Tom. \$176,484.29 or 4.07% over 2017 budget. Has Town Administrator and Selectman reach the same number? Heather – as close as we can.

Motion to accept the Town Budget of \$4,510,384.29 by Tom and second by Andy; Peg – yes, Shawn – yes, Dennis – yes, Tom – yes, Bob – yes, Stan - no, Erin – yes, Andy –yes, Larry – yes 8/1/0. Motion passed.

### **3. Approval of Minutes Tuesday November 21<sup>st</sup>, 2017**

### **4. Members Comment**

Stan - will challenge the default number.

### **5. Public Comments**

### **6. Next Meeting Thursday December 7, 2017**

### **7. Any new business that comes before the Board**

Motion by Stan to moved other business of budget committee to next meeting and second by Larry. Peg – yes, Shawn – yes, Dennis – yes, Tom – yes, Bob – yes, Stan - yes, Erin – yes, Andy –yes, Larry – yes 9/0/0. Motion passed

## **8. Adjournment**

Motion by Peg to adjourn and second by Erin. Peg – yes, Shawn – yes, Dennis – yes, Tom – yes, Bob – yes, Stan – yes, Erin – yes, Andy –yes, Larry – yes 8/1/0. Motion passed. Meetings adjourned at 9:38 pm.

Respectfully submitted by:

Shari Gaesser

Recording Secretary

Town of Milton Budget Committee

NOTE: Public input is welcome to “the good order” of the meeting and the topic at hand. The agenda is subject to change. Meetings and records follow NH “right to know” law, 91-A.

THE BUDGET COMMITTEE’S CHARGE is to “assist voters in the prudent appropriation of public funds (RSA 32:1).” It reviews, without policy or line item authority, current Town and School expenditures in “such detail” as it may require as well as “statements of estimated expenditures and revenues for the ensuing fiscal year.” See RSA 32:22, 32:4 and 32:16. It sets and sends the official ensuing year budget(s) to the Deliberative Session(s) and recommends for or against Special Warrant Money Articles. Public requests for particular Town or School held records or policies go to them.

THE CHAIR may be reached by phone at 652-4306, 9 AM to 8PM - Larry Brown, Chair.