

Town of Milton
Town Budget Workshop
Tuesday November 21, 2017
Minutes

Pledge of Allegiance

Call to Order

Meeting was called to order at 6:00 pm

Chairman Larry Brown opened the combined Selectman and Budget Committee Meeting.

Roll Call of Seating Members

Peg Hurd (School Board Representative), Chairman Larry Brown, Tom McDougall, Bob Carrier, Shawn Perreault, Stan Nadeau, Dennis Wing, Shari Gaesser. The Chairman excused Erin Hutchings. A Quorum was present.

Andrew Rawson made a motion to open the Board of Selectman meeting (Selectmen Representative) and was seconded by Ryan Thibeault.

Public Attendance

Karen Brown, John Kalwiell, Tom Gaulin, Douglas Shute, Richard Krauss, Pat Smith, Pam Arnold, Heather Thibodeau, Michelle Beauchamp.

Public Comment

Chairman Brown noted two conversations that he had – Director of CAP program regarding the documentation she had presented and the second one was with the Strafford Regional Resource Center Administrator – Betsy said materials have come in, and Larry will explain the cross purposes of that.

Department Budget Presentations

Larry changed order of the presentations as follows:

- a. Treasurer
- b. Contingency & Bonding (Debt Service)
- c. Town Clerk
- d. Recreation
- e. Supervisor of the Checklist
- f. Trustees of the Trust Fund
- g. Economic Development
- h. Outside appropriations
- i. Highway Department
- j. Government Buildings
- k. Solid Waste

Treasurer's Report – Pam Arnold – Total \$11,028.05

- a. 120 – Salary – part time if treasurer is not available. Not a fulltime position/on call hire as needed. This is only being paid on a use basis only on an as needed basis. Treasurer is required to be transport of X and doing investments.
- b. 130 - Treasurer - Salary – 1.75 Cost of Living 2% merit
- c. 220 – FICA – increase 6.2% based on salary
- d. 225 – Medicare – increased 1.2% based on salary
- e. 240 – Training – No change
- f. 620 - Office supplies – Increase of \$50
- g. 625 - Postage – Increase of \$10
- h. 840 - Travel/mileage – Increase of \$20.
- i. 850 - Memberships & Dues – Increase of \$10
- j. 890 - Miscellaneous – Increase – this line used for background check to hire dept. treasurer Dennis – What is the background check for? Who would you be hiring? Pam – the Deputy Treasurer. Is this a contract service, a

salary position or elected position? Why do we need someone? Pam – The person doesn't get the money automatically. If they are not used then funds go back to town.

- k. 450 - Telephone – \$180/year or a stipend \$15/month. This is used for security reason to carry money back and forth to the bank. Dennis – is this necessary? The Board of Selectman resided their need for a phone. Pam – they are not carrying large amount of money that I do. There was an issue and needed a cell phone. Stan – anyone else that carries deposits? I agree, I don't see need for a telephone. Pam only using this for 911 calls it is more for security.
- l. Interest made on investments that were made show – General fund is \$12,500; Sewer \$3,000; smaller escrow accounts make up about \$600. Shawn – what are these investments you have been making? Collateral deposits if bank goes belly up we own these collateral. Government issued treasury bonds.
- m. FICA/Medicare – Bob – these numbers are not correct. FICA - \$388.45. Should be \$442.02; Medicare - \$133.07. Salary - \$7,129.38.
- n. Stan – the new total should be \$11,289.47 – increased over last year of \$909.47 and the percentage is 8.76% up. Stan – not making any recommendations tonight? Larry – hear the presentation; make changes then come back to the Board. December 4th is the joint meeting of selectman and the budget committee.
- o. Accepted figure from the Selectmen is \$11,289.47 and open for further committee discussion.

Debt Service – formally Contingency and Bonding

Bob – this is no longer called Contingency and Bonding but now Debt Service.

Ryan – no disrespect but rather than going over and rehashing everything, wouldn't it make more sense just to vote? Peg – we do not have a correct total.

Stan – we don't really have any say about this. Larry – agree but this is carefully worked out as to what the town owes.

There is nothing we can do about Debt Service – follow through on major capital purchase that the town makes. Heather - Dump trucks, Fire truck and new fire station, radio lease. This is for unanticipated expenses. If anyone has any questions, this shows what major town purchases have been. Contingency now called unanticipated items. Total has gone up \$25,000 over last year. Stan – that number is \$30,000. Stan – are we still working off the expenditure report date 11/4/2017? Bob – that is all we have. Stan - just making sure.

Town Clerk – Michelle Beauchamp

- a. 120 - Salary – 2 part time
- b. 130 – Elected Salary –
- c. 220 – FICA functions of salary lines
- d. 225 – Medicare - functions of salary lines
- e. 240 - Training – 2 spring workshop/annual conference – Deputies to each.
- f. 330 - Registry of deeds – decreased this year
- g. 391 - Legal notice ads – deputies and town clerk are all bonded and these expenses.
- h. 395 - Professional services – breakdown included in presentation.
 - Budget for 3 elections and 1 special election.
 - Coding for elections (budgeted for 4) – \$5,430 estimate.
 - Postage \$115 – P.O. Box
 - Budget for notary – 2 of them
 - Background check - \$50
- i. Stan - Budget for additional would that fall under unanticipated wouldn't it? Would that really be needed under town clerk budget? Budgeting for 3 and any other would go under non- anticipated for additional. Call attorney – verify that this should go under. There are more than just one area. Stan increase of all but 2 budgets. Peg – unanticipated line wouldn't the grand total go up? Stan that is what the line is there for. Multiple items this used for. Planning for a special election – is it a good use? Would the cost of the attorney Peg – is the unanticipated line a bottom line budget, this line doesn't grow. It is already there. (Dennis) How much of that been accessed has gone in and how much go out. (Larry). Bob – if a line goes over on budget Stan – what if Bob – budget for what if/crap shoot. Suggestion by Larry – selectman are planning to check the attorney regarding this? (Yes) Conclusion opinion selectman/town clerk not prudent to recalculate all budgets for unanticipated election. This is how it has been done (Selectman suggested) It has been voted on (Ryan) Conclusion – selectman will review legal authority on special election line.
- j. Stan – equipment purchase yet?
- k. 610 - Printing/copy – decrease –using 2 sites for free but would like to keep open.
- l. 620 - Supplies – basic supplies misc. office supplies.

- m. 625 - Postage – pays for reminder notices, dog notices, certified mail mortgage, and vital reports. Stan – something coming up in next couple months. Large mailing just completed. Cost of certified mail going up? I can't budget how many people – look at history for postage. Some of that would be unanticipated.
- n. 740 - Equipment maintenance – ballot machine
- o. 741 - Equipment purchase – safe replacement and copier (Stan what is the monetary value of a safe? How big? Michelle – has to have key, combination, fire resistance must be attached to the floor. Larry – provide dimensions and he will see what we can do.
- p. 840 - Mileage & travel – decrease (not going to bank) can take town vehicle
- q. 850 – Membership & Dues – town clerk
- r. 890 - Misc. – something unanticipated should happen.
- s. Extra funds – \$14,000 that went back to town.
- t. Tom – ballot box than what does the moderator have in his budget. We need to find out what his (moderator's) cost. We have 2 ballot boxes and the school has 2 ballot box.
- u. Larry? \$122,941 budget \$4,884 above last year 4.14% increases.
- v. Presentation of budget by Town Clerk by committee – All good Budget committee for the number accepts the selectman number prior to its own vote.
- w. Ryan – Motion to amend town clerk budget 1229141. Second by Andy - approved.

Recreation– Karen Brown

- a. 110 - Salary – increased 1.7% COLA 2% merit
- b. 120 - Part time 7 months comes out of general fund 2% merit 1.7% COLA.
- c. 220 - FICA – increase reflective of salary
- d. 225 - Medicare – increase reflective of salary
- e. 240 - Training – increased – would like assistant director to attend conference. Dennis - is this a one-time deal? Karen – no. This conference provides updates on legal items that we need to be aware of.
- f. 290 - Uniform – no change. Larry - ? Town patch available. Karen may cost more than. Stan – negative (encumbered?) Karen - this will be corrected. Money was encumbered was put into that line but shouldn't have.
- g. 340 - Contractors and 360 – Transportation. \$1.00 to hold open line.
- h. 395 - Professional services – mandatory background check for all volunteers.
- i. 450 - Electric – up 6%
- j. 450 - Telephone – level funded. This is necessary item for any emergency situation during trips etc.
- k. 610 - Printing - level funded – only for town office. Stan - how many offices are there? Karen – 3 one at the Beach, one at the Camp and downstairs at town hall. The office in the town hall is a multiple office use. Have to accommodate trustees.
- l. 620 - Supplies – no increase – Town sponsored functions
- m. 625 - Postage – no increase
- n. 630 - Operating supplies – \$1.00 to hold open line
- o. 720 - Building maintenance and 725 - Grounds – This is showing a 0 balance and needs to be a \$1.00 to hold the line open.
- p. 740 - Equipment Maintenance – software and maintenance for equipment.
- q. 741 - Equipment Purchase – used for any new equipment. The purchase of any new equipment is covered in 3 budgets.
- r. 840 - Mileage – increased. Used to also cover personal vehicle. Stan – don't you have use of the town car? Karen – yes but sometimes I am gone very early in the morning until late in the evening.
- s. 850 - Dues – no increase – professional training.
- t. 890 – Miscellaneous – \$1.00 to hold open line.
- u. Up \$7,323.60 or 13.82% (Selectman approved \$62,578.) Motion to change to \$61, 657. Add the \$1 back in to keep Grounds/ Building maintenance open.

Larry – are there any comments or questions from the committee? Does the Selectmen know total mileage on town vehicle?

Shawn – Why is the pay higher for the assistant director? Working more? Karen - Pay is higher because when hired to work at the beach the rate was higher. I couldn't justify decrease in pay as the assistant director would probably leave.

Tom – Training showing up in 2 different places – why not lumped together. Karen – using professional services as back up for any unknown training. Tom – maybe give more information by putting it into the training.

Karen – travel – Shawn – is this were training coming from.

Supervisor of the Checklist – Karen Brown

Question regarding salary for elected officials. Stan – that is up to the BOS. Stipend for elected official for the year. Larry – do selectmen make stipend or salary? Eligible for FICA/Merit etc. This is for treasurer – does treasurer of trustees of the trust fund. Treasurer – elected Fiduciary to make investments Barron Point investments.

- a. 130 – Salary elected – 4 elections (only budgeted supervisor for 3 elections) also for the maintenance/filing (66% increase). The last time there was an unexpected election the cost approximately \$10,000.
- b. 610 – Printing – no change
- c. 620 – Supplies – anything for office use
- d. 625 – Postage – no change
- e. 740 – Equipment Maintenance – no change
- f. 741 – Purchase – no change
- g. 840 – Mileage/Travel – no change.

This is an increase of \$1,052.40. Tom – Do the amounts reflect historical – no change from previous years. Karen – no real change. Tom – not enough put away?

Larry – is the Budget Committee content with this budget. All yes – will be \$3,497.40

Trustee of the Trust Funds – Karen Brown

130 - Trustee of the Trust Funds is an elected position. Only treasurer receives money for the position – Bookkeeping – remained the same. No increase.

220 – FICA – No change as there was not a salary change.

225 - Medicare – No change as there was not a salary change.

240 - Training – no change – free of charge.

610 - Printing – no change.

620 – Office supplies – level funded.

625 - Postage – no change – letters that go out to Investment Company.

740 - Equipment Maintenance – no change - shared between 3 budgets.

741 - Equipment Purchase – no change - shared between 3 budgets.

840 - Mileage – no change – covers cost of yearly conference travel.

Level Funded from 2017 so there is no increase in the 2018 budget. Why is there funds left open? Marion turns in all her stuff at end of year.

Economic Development – Heather Thibodeau

2500 – encumber funds from 2017 due to staffing shortage – asking for \$1,500 for 2018. \$2,500 level funded – 0% Budget is in agreement with selectman's Economic Development Budget.

Appropriation Funding Requests

Larry – Received a letter from Stafford CAP detailing data of those who participated in the 842 meals program. They are asking for any type of contribution.

- a. Stafford CAP – requested \$8,250 approved \$7250
- b. Homemakers - \$1000 no increase
- c. Haven – asked for \$1,800 – approved \$500
- d. AIDS – no change
- e. Cornerstone VNA – \$400 - no change
- f. Meals on wheels – \$1500 – no change
- g. American Legion – \$800 – no change
- h. CASA – \$500 - no change
- i. Meals on wheels – \$1,500 - no change
- j. Wakefield food pantry – \$2,500 – no change

\$201,02.00 – increase to total budget of about \$1,000. Table some issues to next meeting. Hold on the discussion of outside appropriation funding until next meeting.

Chairman calls a break at 7:37 for 5 minutes.

Meeting resumed at 7:42

Public Works – Highway Pat Smith

110 – Salary – receives step increase and overtime increases
120 – Part time Salary step increase
130 - Salary elected – step increase
220 - FICA – increase due to step
225 - Medicare - increase due to the step
240 - Training – no increase
243 - Employee testing – no increase
290 - Uniforms – no increase
340 - Contract services – no increase.
395 - Professional services – reduced – new contract
410 - Electric – no increase
420 - Heat – decrease
450 - Telephone – decrease
620 - Supplies – increase (due to DEF that is used)
625 - Postage – no increase
630 - Operating supplies – increase - increased price of salt
640 - Vehicle fuel – decrease
645 - Diesel fuel – decrease
740 - Equipment maintenance – level funded
741 - Equipment purchase – decrease
742 – Equipment Lease – no change.
850 – Membership/Dues – decrease \$1.00 to hold open line item.
890 – Miscellaneous – no change.

Total budget show an increase of \$1,072.

Look at 2015 to 2018 increase about 1% this year is .5%

Dennis – Salary elected plan RSA – salary elected officials are not eligible for step plan increase. Will you volunteer to give step plan? – Pat – NO I will not. Heather – we got legal opinion on this, as it was a warrant article. Pat - whatever people voted in than that is what it is. Dennis – the fact voted on was proper; but was it injected into warrant article – Pat as long as it went in as a warrant article than it is legal. Heather – legal looks at all warrant articles. Warrant was proper. Larry – directed to Michelle and John warrant article for town clerk, which said, “town clerk shall be paid from Jan – Dec.” Larry – equipment purchase, what was that for? Pat – brooms/shovels.

Detailed 631263 – Budget Larry accurate – selectman? Is the Budget Committee content with this figure? Yes

Solid waste

Salary – includes step and over time

Salary – part time 46 hrs a week includes step increase

FICA/Medicare – due to salary

Training – level funded

Uniforms – no change

Contract services – landfill cap water/land

Disposal – no change

Rental – no change

Electric – increase

Heat – decrease

Telephone – up

Postage – no change

Operating supplies – no change

Diesel – Decrease

Building Maintenance; Equipment Maintenance; Equipment Lease; Permit Fees; Miscellaneous – no change

\$599 over last year 2015 – 2018 reduced the budget by \$10,000 on average. .33% increase

Stan – leaves to Barron brothers? Taking out of revolving account

Larry – 373 – should read “this amount would (grammatical) issue”

Tom – how did you take 7K out of fuel? Pat – using WEX program.

Government Building – Pat Smith

The presentation figure \$180,892 even. Voted on by selectman – any follow-up comment from budget committee? No
\$20 increase the in budget

110 - Salary increase – due to Board of Selectman cancelling contract with cleaner moving it to salary line.

120 - Salary Part – time – taking that money up to Salary (Line #110)

Shawn – Net amount employee's = 1? Yes

Pat - Increase added OT and step increase for 2 previous government employees

Stan – well where money coming from? Thought it was free. Andy/Ryan coming from contingency. (Not this meeting)

Dennis - How many Gov. buildings serviced? Pat - Library, Town Hall, Fire station, Police Station.

Pat – cleaning will be upped to daily rather than weekly. Tom – how many people? Pat – 1 person. Same person is used for vacations/sick. Salary covers how many employees? 3

Part time – reduced

220/225 - FICA/Medicare – change due to salary

290 - Uniforms – no change

340 - Contract services – reduced (\$4,017 for contracts) Peg – Cameron's? Which one and what field do they services.

Pat – Cameron's – donated services. Services Beach ballfield

395- Professional Services – no change

410 – Electric - increase

420 - Heat – reduced

430 - Water – same

620 - Supplies – reduced

640 - Fuel – reduced

720 – Maintenance - same

725 - Cemetery Maintenance – same

740 - Equipment Maintenance - same

741 - Equipment purchase – increases due to 13 year lawn mower; chop saw. Doing more renovations on building ourselves.

742 - Equip Lease - Increase

2015 – 2018 about 3% increase.

\$193,973 increases about \$20,000 and voted by the selectman. Yes

Tom – last time you shopped around for services? Pat – haven't but will be looking into. RFP for heating – new contractor better service.

Outside appropriation budget –

Heather presented updated budget to selectman for a vote to approve. Heather read each line along with the amount 22,602. Ryan made motion to accept. Andy 2nd and all approved. The amount of \$22,602 voted by selectman and committee budget.

Larry – Letter presented to budget committee speaking to the number meals provided by Greater Wakefield. The Greater Wakefield Resource Center requested any help that the Town of Milton could provide. Larry listed the area's that provided food pantry.

Meeting Minutes – Peg Hurd – made a motion to accept the minutes of November 9, 2017 with corrections. Seconded by Stan Nadeau. Yes, Peg Hurd – Yes, Larry Brown - Yes, Bob Carrier- Yes, Shawn Perreault - Yes, Stan Nadeau - Yes, Dennis Wing - Yes, Tom McDougall - Yes.

Stan noted on November 9, 2017 minutes Page 1 – Wording was not correct and should read, "Current water is ok but the access or method is not up to code. Sanitary code prohibits the use of it."

November 14 minutes – Peg Hurd – made a motion to accept the minutes of November 14, 2017 with corrections. Seconded by Shawn Perreault. Yes, Peg Hurd – Yes, Larry Brown - Yes, Bob Carrier- Yes, Shawn Perreault - Yes, Stan Nadeau - Yes, Dennis Wing - Yes, Tom McDougall - Yes.

Selectman Rawson – would this stop committee on December 4th from going forward with the budget changes. Stan – you do not have final budget. Heather – I will work with bookkeeper to get final numbers and have all default numbers. Then we will get them out to budget committee.

Stan – get into both formats

No further from tom and peg

Bob – our side will be blank until we meet on the December 4th.

Stan – would like to address the well. Where is the funding coming from?

Meeting for the November 27th has been cancelled. Peg will not be available.

Any other business that may come before the Board

Next Meeting: Monday, December 4, 2017

Adjournment: Stan motioned for meeting to adjourn. Seconded by Peg. Adjourned at 8:47.

NOTE: Agenda subject to change.

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.