

Town of Milton  
Town Budget Workshop  
Tuesday November 14, 2017

**AGENDA**

**Call to Order**

- a. Pledge of Allegiance was led by Larry Brown
- b. Meeting was called to order at 6:03 pm
- c. Chairman Larry Brown opened the combined Selectman and Budget committee meeting.

**Roll Call of Seating Members**

Erin Hutchings, Peg Hurd (School Board Representative), Chairman Larry Brown, Bob Carrier, Shawn Perreault, Stan Nadeau, Dennis Wing, Tom McDougall. A Quorum was present. Andrew Rawson (Selectmen Representative) made a motion to open the workshop and was seconded by Shawn Perrault.

**Public Attendance**

Pat Smith, Tom Sheelic, Christine LeBlanc, Tim Leblanc, Ryan Thibeault (Selectman), Andrew Rawson (Selectman), Heather Thibodeau.

**Public Comment**

- a. Chairman Brown explained the constitution of the Budget Committee, who is part of it, what rolls and responsibility they play. The statue – members are elected and committee is comprised of other entities; school Board, Water Department etc. The member elect may decline should they chose.
- b. Department presentation
- c. Bob requested all cell phones to be silenced or off.

**Dept. Budget Presentations**

**Police Department** Chief Krauss –

- a. 110 - Full time salary -7 full time positions, increase due to step in officers. – Shawn – Chief is that merit based or tenure? Chief – step is based on tenure. Dennis – when you promoted last week was that step? Stan – was the loss of officers due to promotion? Chief – no the officer's moved on or left the field.
- b. 120 - Part time salary – 3 positions that pays for 2 marine patrols and the chaplain. Fire department and police will split. Line has \$3,000 increase.
- c. 121 – Administrative assistant – increase 3.7% at request of selectman for 2% merit 1.7%.
- d. 122 – Longevity/Retention – stayed the same.
- e. 123 – Chief's salary increased due to step plan.
- f. 144 – Grant Line – no change nothing spent at this time. This will be used to purchase 7 new bullet resistant vests at \$875 each. Shows a negative of \$4348.50 – error carry over from last year when computers were purchased. Grant received in 2016 did not get equipment until 2017. Should have been encumbered.
- g. 220 – FICA –increased
- h. 225 - Medicare – increase due to salary
- i. 230 – Retirement increase due to increase in officer's pay. Mandated by state.
- j. 240 – PD Training - no increase due to training that cannot be provided by the state – ammunition as well as training in and out of state. \$570 only spent so far for year – ammunition is purchased at end of the year.
- k. 243 – Hiring/Testing – no increase. Used for psychological and medical testing.
- l. 290 – Uniforms – no increase. Not enough. \$750 should be set-aside for each. Discussion around potential increase in this area so that all officers have what they need.
- m. 320 – Legal Fees – no increase. Yearly contract.
- n. 340 – Contracted services – increase –IMC – record management system. Increase of \$1,393.  
Discussion around Kaspersky security on server due to Russian based company. Postage added back in. SWAT dues should be called SWAT equipment – purchase items that may need to be used for community SWAT team.

- o. 391- Legal Services – no increase
- p. 395 – Vet/Professional services – no increase.
- q. 410 – Electricity – increase. Question regarding amount – Could be a typo.
- r. 420 – Heating – decreased. Multi-year contract with fire department to give a decrease for propane.
- s. 450 – Phone service – no increase.
- t. 610 – Printing – no increase.
- u. 620 – Supplies – no increase. – Discussion as to having separate consumables and police department items. Contract with Staples will receive 29% discount. Should this be a policy decision?
- v. 640 – Vehicle Fuel – Decrease. Based on a 5-year trend.
- w. 730 – Vehicle Maintenance – No increase. No maintenance involved in the lease on the cruiser.
- x. 731 – Cruiser Purchase/Lease – no increase. Lease will be up at the end of this year. Does that have to go back on a warrant article? No as it is on budget.
- y. 740 – Equipment Maintenance – no increase. Items not vehicle related. Body camera's, Tasers etc. Not a grant but out of equipment purchase.
- z. 741 – Equipment Purchase – no increase – \$3552 overspent due to replacement of equipment that was at end of life use.
- aa. 742 – Equipment Lease – no increase.
- bb. 840 – Mileage and Travel – no increase. Used if officer uses personal vehicle to go to court etc. Court will reimburse part.
- cc. 850 Dues & Subscriptions – no increase.
- dd. PD Miscellaneous – no increase – show \$5700 spent out of this. Hard wire routers in cars. Moved out of other line. Placed here then used.
- ee. 891 – Education Incentive – no increase. Not on this report. Came out last week.

Question regarding SWAT dues; 10 departments kick in; Items expire so this line covers the replacement. Should be called SWAT equipment.

Erin - Equipment lease PD Rolls into one line. Town has two lines. Department budget is 2.96% increase in the budget. \$26,950.96 increases.

Chair Brown – the Budget Committee will be looking for final budget numbers with corrections.

#### **Fire Department – Nick Marique**

- a. New station so January and February running two stations. – 6-month vacancy.
- b. Full time salary – increase due to merit raise.
- c. Part time salary – increase to include chaplain
- d. Fire Chief Salary – increase for merit Salary to \$38,660.24.
- e. FICA/Medicare/Retirement – increased due salary increase.
- f. Training – no increase. Used for various fire related and EMS symposium. Also, to bring in instructors if needed. Affiliated vs. non-affiliated, we are affiliated.
- g. Employee testing – increase. Covers background check. Medical screening for full time employees.
- h. Uniforms/Gear – increase. Buy new gear each year and cost went up.
- i. Contracting services – increase. Have to be part of mutual aid to be a mutual aid. Back up for computer system – P.O Box – no change. Fire reporting – increase – this is data collection software. Payroll – increase. Question regarding PO Box – station is now walking distance. Do you still need? Will look into. Question regarding variance on contracting services – Will look into it. \$2146 correct variance.
- j. Electric – increase. Averaged 8 months. May be over due to Jan – March of payments for old station. YTD \$12,082.
- k. Heat – no increase. Averaged numbers.
- l. Water – increase. Due to new station. Fill cistern twice, grass seed, test fire sprinkler system. Will reevaluate next year.
- m. ?Fees – increase. Increase was 2 years ago but didn't make it into last year's budget.
- n. Telephone – Increase. Added hot spot and wireless for new station. Is it Voice over IP? Company used but not sure of company. We purchased the equipment from this company only. We use the same phone company that town uses.
- o. Public Education – no increase. – CPR training, school visits.
- p. Printing – Increase.
- q. Supplies – no increase. Over this year due to restock of new station. Dennis – I would like to see a break out of consumables vs. fire station supplies. Peg – looking at supplies you've spent \$7,000 so

far? Will \$4,500 be enough? Nick – I used wrong accounting code for about \$1,500. Larry – all budget lines to be corrected before going to the selectman, correct?

- r. Postage – new line. Sending out letters for delinquent ambulance bills.
- s. Vehicle fuel – No increase.
- t. Diesel Fuel – No increase.
- u. Building Maintenance – Increase. Would like to be able to take care of certain items ourselves.
- v. Vehicle Maintenance – Increase. Costs due to vehicle issues, but hope to not have this for this year. Question regarding emissions – personal vs. commercial. Commercial mileage rate is lower.
- w. Equipment Maintenance – No increase.
- x. Equipment Purchase – No increase. Stan - What is a Stream Device? Nick - Stationary device that streams water on a fire.
- y. Equipment Lease – No increase. Fax/Copier. How many faxes received? Over 800. Dispatch faxes the information. Uploaded to system and reported to the state. Larry – Print out of dispatch/call is a subpoena record. Can be used in case of legal issues.
- z. Not every shift is filled so someone is on call from home.
- aa. Chart gives break down of percent per area of spend. Peg – change due to FICA/Medicare? Check on contracted services correct?

**Chair called a 5-minute recess at 8:00 PM**

**Chair called meeting back at 8:07 PM**

The Fire Department will come back with corrections.

Ambulance is not a budget item – not privy to the budget committee at this time. It is a revolving item.

Larry – when the public hearing comes up, public can ask any questions about the budget they want. Stan – is there an increase over 2017? Page 28 income vs. expenditure.

**Emergency Management**

- a. Same as last year – added 1000 for electricity.

**Assessing – Kathy Wallingford**

- a. Salary – increase for merit, FICA and Medicare
- b. Training – no increase.
- c. Registry of Deeds – Increase. Mandated
- d. Legal Notice – No increase
- e. Software Support – Increase. Paying for full year of online. Last year was only half of a year.
- f. Professional services – Increase. Mandated
- g. Contracted Assessor – No increase. Stan - Are bills still coming in? Kathy – Yes, but its not divided into a 12-month cycle. Depends on who is doing what type of service.
- h. Printing – Decreased.
- i. Supply – Decreased.
- j. Postage – No increase.
- k. Equipment Maintenance – Decrease
- l. Equipment Purchase – Decrease.
- m. Mileage – No increase.
- n. Assessing Dues – No increase
- o. Miscellaneous – No increase.
- p. Tom – question on equipment? Kathy – provide a computer for people to use.

Chair Brown – the Budget Committee will be looking for final budget numbers with corrections.

**Welfare – Danielle Marique**

- a. Salary – Increase – due to merit, FICA and part time position (20 hours a year). Decrease?
- b. Training – Increase – Welfare Association Dues - take part in networking and workshop for services and resources. Keeps up to date on legal issues.
- c. Electric Line – Decrease. This line is based on client usage. A lot of programs are not available until after December. Andrew – this is a bottom line budget and we are required to provide for those in need. If it is not used this will go back into the budget. Tom – if we look at last year's expenditures. Danielle provided information from the last 4 years. Stan – for the record, the history provided shows that budget is inline.
- d. Heat – Decrease – This line is based on client usage.

- e. Rent – Decrease – This line is based on client usage.
  - f. Food – No increase – Wakefield food pantry has included Milton. Dennis – what is the used for? Danielle – if someone comes in, we will provide it. Peg – food bank asked for donation, would that come from this line? No.
  - g. Medical – Increase – Assist with medical and life sustaining medication needs.
  - h. Office Supplies – Decrease.
  - i. Postage – Decrease.
  - j. Equipment – No increase.
  - k. Mileage – No increase. If personal vehicle was used for training and company car is not available.
  - l. Miscellaneous – No increase. This includes clothing, etc. \$750 burial cost.
- Chairman Brown – the Budget Committee will be looking for final budget numbers with corrections.

#### **Library – Betsy Baker**

- a. Have decreased the budget over the past few years but there will come a time that I will need to come and request an increase.
- b. Salary – Increase. Due to merit, FICA and Medicare.
- c. Contracted services – No increase.
- d. Custodial line – only holding line open. Will be sharing with other areas.
- e. Electric – No increase.
- f. Heat – Decrease. – New oil contract.
- g. Telephone – No increase. Shawn – do you have Internet connectivity? May want to get voice over IP. Peg – can that be used for the alarm system?
- h. Office Supplies – No increase.
- i. Postage – increase. Milton Mills will charge for PO box. Stan – is it necessary to have a PO box? Kathy – Hours not open when mail is delivered. I have large items.
- j. Programs – No increase.
- k. Equipment – Increased.
- l. Technology Line – No Increase – hardware and software.
- m. Mileage/travel – no increase.
- n. Membership dues – no increase. Tom – \$10 over? Do you plan not to join something this year? Kathy – I don't have an answer currently for that. Tom – maybe increase to what you currently spent last year.
- o. Miscellaneous line – Decrease. Used this for background checks. Hope to maintain staff that I now have.

**Approval of minutes:** Table the November 9th 2017 minutes. Peg Hurd – made a motion to table minutes to until next meeting. Seconded by Tom McDougall. Erin Hutchings – Yes, Peg Hurd – Yes, Larry Brown - Yes, Bob Carrier- Yes, Shawn Perreault - Yes, Stan Nadeau - Yes, Dennis Wing - Yes, Tom McDougall - Yes.

#### **Public Comment**

Motion by Selectman Andrew Rawson; seconded by Ryan Thibeault (Selectman), to retain Shari Gaesser as Budget Committee Recording Secretary. Approved.

#### **Next Meeting**

Tuesday November 21, 2017

#### **Adjournment**

Motion made by Stan Nadeau at 8:05 for adjournment; seconded by Peg Hurd. Erin Hutchings – Yes, Peg Hurd – Yes, Larry Brown - Yes, Bob Carrier- Yes, Shawn Perreault - Yes, Stan Nadeau - Yes, Dennis Wing - Yes, Tom McDougall - Yes.

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.

Respectfully submitted by:

Shari Gaesser  
Recording Secretary  
Town of Milton Budget Committee