

Town of Milton
Board of Selectmen & Budget Committee Meeting
November 9th, 2017
Milton Town Hall
Joint Meeting Minutes

Board of Selectmen Attendance: Selectmen Chair Andrew Rawson, Ryan Thibeault, Town Administrator; Heather Thibodeau,

Budget Committee Attendance: Chairman Larry Brown, Erin Hutchins, Tom McDougall, Bob Carrier, Sean Perrault, Stan Nadeau, Dennis Wing and School Board Rep Peg Hurd.

Public Attendance: Michelle Beauchamp, Nicholas Marique, John Katwick, Bryan Boyers, Dale Sprague

Chairman Brown called the meeting to order with pledge of allegiance, followed by a moment of silence for those lost. Noted Saturday November 11th there will be a Veterans Celebration at Veterans Park.

L. Brown noted the change in Selectmen Representation R. Thibeault and A. Rawson.

S. Nadeau questions Zoning ZBA and Conservation reports. H. Thibodeau states for scheduling purposes some are yet to be approved by the Board of Selectmen.

A. Rawson called the Board of Selectmen meeting to order.

D. Wing questioned if the Board of Selectmen have appointed and determined who the Board of Selectmen Representative will be. A. Rawson stated at this time no decisions have been made on that. L. Brown states those of the Board of Selectmen that are here present and sufficient.

- Town Administrator 2018 proposed budget, presented by Heather Thibodeau
 - Full Time Salary: \$107,881.64 reflects the Town Administrators contract as well as the salary of a full-time bookkeeper including cola and merit increases for that position.
 - Part Time Salary: keeping line open with \$1.
 - Salary Elect.: Salary of the Board of Selectmen \$6,930.
 - FICA & Medicare lines are reflective of salaries
 - Training: Board of Selectmen have approved \$900. H. Thibodeau noted not all of this year's line has been used but it is important to continue with training options. This line is adequate for the Town Administrator, Bookkeeper and Board of Selectmen.
 - Legal Services: Attorneys have recently changed causing a slight increase. Board of Selectmen approved \$33,500.
 - Registry of Deeds: \$300.
 - Contract Services: \$58,415.32. Line includes backbay, metrocast, auditor, stonehill (finance advisor), seacoast business (copier), fire and burglar alarms, harris systems and crystal rock. S. Nadeau questioned why the town having ranked the number 2 drinking water in the state why do we continue to buy in. H. Thibodeau states that it is something the staff has always had and was current when she started. B. Boyers states per health code, current water is ok but the access or method is not up to code, the only access is within the bathroom. L. Brown states the current bubbler has hot and cold water access.
 - Legal Notices & Ads: Line includes newspaper ads, employment ads and town property sales.

- Professional Services: Line includes Board of Selectmen recording clerk, GoDaddy etc. S. Perrault questioned website development cost, states this seems very high and would offer his assistance with this.
- Street Lighting: \$1,800 reflective of a town wide increase.
- Water: \$1
- Telephone: \$54,383 including firstlight services
- Supplies: \$4,760
- Postage: \$2,020 including postage and Town PO Box rental fee. \$2,170 adjusted mathematically.
- Vehicle Fuel: \$600. This line has not been used this year but next year could change and would like to see the town vehicle utilized more.
- Vehicle Maintenance: Under budgeted in 2017 as another department was asked to cover costs to stay within budget. Vehicle is getting older with more expenses.
- Vehicle Registration: \$12
- Equipment Maintenance: line includes copier, computer and telephone maintenance. S. Nadeau stats line has not been used this year. H. Thibodeau states that if one phone malfunctions and does not work it would be approximately \$600 for the one. R. Thibeault states that the Board of Selectmen cut this line to \$2,000. S. Nadeau confirms clarification the Town Administrator request was \$2,600. The Board of Selectmen approved line to \$2,000.
- Equipment Purchase: \$2,300
- Equipment Lease: \$22,068. Includes 1 color copier from original two black and white there is currently.
T. McDougall questioned why there is a lease with Leaf if there is a contract with Seacoast Business. H. Thibodeau stated the contract with Seacoast Business is the maintenance on the machine, the lease of the actual machine for usage is with Leaf.
- Mileage & Travel: \$750
- Membership & Dues: \$3,988
- Employee Functions: Board of Selectmen approved \$200
- Miscellaneous: \$625.
L. Brown states Board of Selectmen approval of Town Administrator 2018 budget is \$285,323.19
B. Carrier stated that within the legal services line, it does not take long to acquire costs, there are multiple issues pending this year still. Suggests the line be adjusted to reflect Town Administrators original request of \$35,000 instead of the Board of Selectmen approval of \$33,500. Noted the training line, he hasn't seen as many using this offering as he has most recently, there has been an increased interest in training. Suggests adjusting the line back to the original Town Administrator request.
D. Wing questioned the 2017 Part time and Full time lines combined are much higher than the 2018 Full time line. H. Thibodeau states the difference in contract will raise the full-time line and that the part time administrative assistant is not included within either line. N. Marique states that 2017 was budgeted for a full-time bookkeeper it just was not staffed as full time. T. McDougall states the part time assistant has been eliminated reflecting the difference in 2017 and 2018.
S. Perrault questioned eliminating the part time line, why is there still a \$1 showing in the line. H. Thibodeau states this is a requirement to keep the line open in case it is needed to come back later in time.
S. Nadeau states the 2018 Town Administrator budget is \$12,067 over the 2017 approved, reflecting a 4.4% increase.
T. McDougall questioned if the town vehicle was eliminated, what would the savings versus spending equal.
H. Thibodeau states the 2018 Board of Selectmen approved budget will come in less than the default.

- Insurance & Benefits proposed 2018 budget, presented by Heather Thibodeau
 - Health: \$502,452.76 reflects an 8% increase
 - Dental: \$23,931.03 reflects a 6% increase
 - Retirement: \$91,583
 - Life Insurance: \$650
 - Unemployment: \$5,752
 - Workman's Comp: \$60,520
 - Property Insurance: \$67,153.

D. Wing questioned unemployment claims, how does this work in a town where you need everyone you can get. H. Thibodeau states it happens and has been taken by surprise on the number of cases and that one of the claims is from last year.

P. Hurd questioned the dental increase, stated it went from 12k to 23k at a 6% increase. H. Thibodeau stated there are some corrections that need to be made but the budget was taken from the monthly bill and average was calculated from there. T. McDougall stated for clarification that the average was off the bills received with a 6% increase on top of that calculated average.

S. Nadeau stated as presented the 2018 Insurance & Benefits budget is \$35,147.97 over the 2017 approved, reflecting a 4.875% increase.

S. Perrault clarifies that the benefits are for all full-time town employees.

- Town Moderator proposed 2018 budget, presented by Heather Thibodeau
 - Salary Elected: \$525 reflects 3 elections
 - Election Officials: \$2,434.08
 - Supplies: \$300
 - Equipment Maintenance: \$825

P. Hurd question what the three elections are. H. Thibodeau clarified there are elections in March, September and November.

Total proposed budget of \$4,084.08

S. Nadeau stated as presented the 2018 Town Moderator budget is \$1,261.36 over the 2017 approved, reflecting a 44.7% increase

- Cemetery Committee proposed 2018 budget, presented by Heather Thibodeau
 - Noted \$10,000 warrant article from 2017
 - Maintenance: \$6,000
 - Administrative Costs: \$4,000. This would be a new line to be added, for a part time salary stipend

S. Nadeau states as presented the 2018 Cemetery Committee budget is a 0% increase over 2017.

L. Brown questioned the stats of computer software. J. Katwick states quotes are being received for final decision, due to time, cost will be encumbered.

T. McDougall questioned the rolls of the admin. J. Katwick stated the duties would include administrating the business of the cemetery committee.

- Planning & Code proposed 2018 budget, presented by Brian Boyers
 - Full Time Salary: Increase of \$5,383. Which reflects cola and merit increases
 - Overtime Salary: increase of \$329
 - Part Time Salary: Increase of \$1,400
 - FICA: increase of \$418

- Medicare: increase of \$97
D. Wing questioned overtime line clarification, are conservation and ZBA separate. B. Boyers stated it falls under the land use clerk title and duties.
T. McDougall questioned 2017 salary of 31k to this year's increase amount of 37k. B. Boyers states it is reflective of the salary increase in 2017.
- Training: Remains the same
- Registry of Deeds: Remains the same at \$25
- Contracted Services: Line includes town planner and software
- Legal Service: Remains the same
- Professional Services: Increase of \$199, this increase is for the adobe reader program
- Copies & Printing: Remains the same at \$75
- Supplies: Remains the same at \$500
- Postage: Remains the same. Noted the year to date is very low. This line is mainly based on cease and desist notices cannot gauge how many will be obtained each year.
- Equipment Maintenance: Remains the same
- Mileage & Travel: remains the same at \$75.
- Membership & Dues: Remains the same, line includes Heath code, ICC, NH Building officials
- Miscellaneous: Remains the same at \$50.
P. Hurd clarifies Brian is part time, Dana is the full-time land use clerk. T. McDougall clarifies B. Boyers use of the town vehicle, if personal vehicle is used costs would reflect in the mileage and travel line. P. Hurd questions the title of department of planning and code.
S. Nadeau states the 2018 Planning & Code budget is \$9,359 over the 2017 approved, reflecting a 10.9% increase.
- Planning Board proposed 2018 budget, presented by Brian Boyers
 - Training: remains the same \$250
 - Public Notices: remains the same \$400
 - Printing & Copies: remains the same \$100
 - Supplies: remains the same \$100
 - Miscellaneous: Remains the same \$100.
B. Boyers states this is a level funded budget to this point, a new line for GIS will be added for \$500. T. McDougall questioned the cost of GIS that it seems lower. B. Boyers states that it's not complete but to get started as a towns asset to multiple departments citizens included.
S. Nadeau states the 2018 Planning Board budget is \$500 over the 2017 approved, reflecting a 40% increase.
- ZBA proposed 2018 budget, presented by Stan Nadeau
 - Training: \$250 remains the same
 - Registry of Deeds: slight increase due to 2017 being an active year
 - Public Notice: remains the same
 - Printing & Copies: \$100
 - Supplies: \$35
 - Postage: slight increase.
S. Nadeau states the 2018 ZBA budget is \$415 over the 2017 approved, reflecting a 38.2% increase. Stated the ZBA receives most what was spent, receives back from applicants.
T. McDougall stated that the postage and registry of deeds increases are very specific. S. Nadeau states Dana does a very good job at calculating costs.

- Sewer proposed 2018 budget, presented by Dale Sprague
 - Contracted Services: 333,547 reflective of cola and merit increases
 - Legal Notices: decrease of \$100
 - Electric: \$14,500 reflects an increase over 2017
 - Heat: shows continual decrease over the years
 - Supplies: \$7,000. Includes lab supplies chemicals etc.
 - Postage: \$100. Reflects a decrease
 - Building & Ground: remains the same
 - Equipment Purchase: remains the same
 - Equipment Maintenance: remains the same
 - Sewer Maintenance: remains the same
 - S. Nadeau questioned the sewer maintenance year to date is still at a \$0 spent. D. Sprague explains this line to be used by the end of the year, projects are continuing to come in.
 - Permits & Testing: \$8,000 this is required by the state for yearly testing.
 - Miscellaneous: \$1
 - Total requested budget of \$84,605
 - S. Nadeau states the 2018 Sewer budget is \$1,892 over the 2017 approved, reflecting a 2.28% increase.
 - D. Sprague noted that this budget is funded by sewer user fees, not reflective on taxes.
 - P. Hurd questioned the sewer line maintenance increase verses the year to date. D. Sprague stated the CMA increased costs, renewal of the 5-year contract is a one-time expenditure which is the reasoning for the increase.
 - B. Carrier questioned if Dana collects off the sewer department. H. Thibodeau states its within planning and code and within her job description.

- Conservation Committee proposed 2018 budget, presented by Steve Panish, treasurer
 - Training: currently offered to all members of the committee
 - Legal Defense: \$2,500 remains the same
 - Professional Services: increase \$500 due to water testing which is reflective of majority of costs. S. Nadeau questioned year to date clarification. S. Panish is expecting an invoice for water testing very soon to complete out this year.
 - Membership & Dues: \$600
 - Supplies: \$25
 - Miscellaneous: \$1
 - P.Hurd questioned the GIS data and the ability for conservation to utilize it as well. S. Panish states he is unsure if the software is applicable, he isn't certain the comfort level of doing such and much rather hire out for accuracy.

A. Rawson requests the floor to make motion to set the tax rate of \$25.89, a decrease of \$3.11 from 2017. This would take \$500,000. from the fund balance leaving \$1,728,256. 14.02%. R. Thibeault seconded. 2-0

L. Brown states the next meeting will be Tuesday November 14th, 2017. All voting of budgets will remain until final presentations are made.

S. Nadeau motioned to adjourn. L. Brown retracts motion and second, to continue with the agenda.

Town Expenditure Report S. Nadeau would like to table until the next meeting knowing a few errors and adjustments need to be made.

Approval of Minutes: S. Nadeau motions to approve October 17th, 2017 meeting minutes. P. Hurd seconded. 8-0

Other Business: L. Brown states he had a person of the public express concern to him about the Town Administrators professional and contracted services lines and how they would be effected based on the full-time bookkeeper's position.

S. Nadeau motions to adjourn the Budget Committee meeting. P. Hurd seconds

R. Thibeault motions to adjourn the Board of Selectmen meeting. A. Rawson seconds.

Respectfully Submitted,

Danielle Marique

Chairman Andrew Rawson

Ryan Thibeault

Michael Beaulieu