

**Town of Milton
Regular Budget Committee Meeting
Milton Town Hall
Tuesday September 19, 2017 6:00 P.M.**

Pledge of Allegiance

Chairman Brown called the public meeting to order at 6:02 pm and welcomed everyone.

Roll Call: Bob Carrier, Chairman Larry Brown, Stan Nadeau (Water District Commissioner), Andy Rawson (Selectmen Representative), Peg Hurd (School Board Representative), Shawn Perreault, Tom McDougall, Erin Hutchings, Dennis Wing (Excused).

Quorum was present

Public in Attendance:

Doug Shute, Nick Marquie, Richard Krause

Call to order

Minutes – Review/Approval- August 15, 2017

Motion:

P. Hurd motioned to approve the minutes of August 15, 2017 with corrections and additions as needed, E. Hutchings seconded.

Discussion:

E. Hitchings stated that her last name was misspelled under roll call.

B. Carrier stated that at the last meeting the room they were in the sound was not really good for recording, there was a lot of static and noise that was getting picked up which made it hard for him to distinguish who was saying what, and what was said which made his job much harder. B. Carrier stated that when he sent the minutes out to the other board members he asked for them to look at it to see what is missing (grammar, spelling, anything) and please put notes as there may be a lot missing, then they can make note of it at the next meeting and he will make the corrections at home. B. Carrier said that S. Perreault and P. Hurd went a step further and made there corrections on the minutes itself, S. Perreault used red and P. Hurd used brown to highlight.

S. Nadeau said that it was his understanding that they are not supposed to touch the minutes until they are back in session, they should not be making any kind of adjustments unless it is approved and voted on.

L. Brown stated that the draft minutes are the draft minutes of the preparer so the draft minutes do not exist as a formal document until they are revised and annotated.

S. Nadeau stated that the procedure should be in a meeting not done back and forth between individuals it should be done with all members to vote to make sure that is the way it went.

L. Brown suggested that B. Carrier could speak to that, and L. Brown also suggest that what the committee cannot do is work as a committee and take an action as a committee, the comments made to the temporary clerk are to him and he retains the authority for the draft. L. Brown stated hopefully they

will not be in this kind of awkward situation again and S. Nadeau's point is taken. L. Brown stated that the statue is delightfully vague.

S. Nadeau said that no one individual should have any authority to change the minutes other than making a suggestion at the meeting saying this is how I recollect the conversation.

L. Brown said that is what the motion was, to approve the minutes subject to additions and corrections".

S. Nadeau said made tonight not previous to tonight. L. Brown said that is what the final minutes will be.

B. Carrier said that they (the members that reviewed the minutes) and made notes ahead of time, it will be reviewed and approved by the committee, he sent them out early so the members could look it over before the meeting.

S. Nadeau said that hopefully they will have a recording clerk real soon.

B. Carrier said they do have a recording clerk, she did not quit she is still here. S. Nadeau asked where is she. B. Carrier stated that she is off site doing the minutes from the recording.

P. Hurd said that she hears what S. Nadeau is saying but she has to be very honest, she feels as though they spend an inordinate amount of time at their meetings going over each line; they have things coming up that they cannot spend a lot of time on minutes. S. Nadeau said that is where his objection is with doing this remotely falls in line here because how can they expect someone to do this remotely and get it accurate. M. Beaulieu said that the recording clerk does more than just this meeting. B. Carrier said that first of all he is going to settle that, he said we do have a secretary and he does not know where this other thing came from but he was furious about it, he asked H. Thibodeau about it, the clerk just took the month of august off because she had things she had to get done.

S. Perreault said that S. Nadeau makes a really good point that this meeting is really to say are these the minutes we want to accept. The minutes they were given in their email where unintelligible for the reasons that B. Carrier explained, that he was unable to hear what was going on in the meeting. B. Carrier being vice chair he cannot take a lot of intricate notes while everyone is talking. S. Perreault also said that the other thing that happens in meetings is that they don't do proper procedure; they are not being recognized by the chair before they speak so there ends up being cross communication and then the microphones pick up a lot of different chatter, so they should probably try not doing that going forward. S. Perreault said that he wished there was a better way, it would be nice if this was the real world, outside of government world if they had a document on a share and they had someone comes down they make their notes, another person comes in and they can update the notes and then come to a meeting and maybe the meeting would take 15 minutes before it starts, look them all over make some minor details and then done, he does not know if this is all legal, he does not know how this all works but that is a way they can fix and reduce the amount of time during these meetings to get this stuff done.

S. Nadeau said again he wants to express his opposition of not having a recording secretary here at the meeting he feels it is extremely important.

B. Carrier said that is a strange thing that since April the recording clerk has been doing the minutes through video and we all voted for it so what is the change now.

S. Nadeau said that no change he was under the assumption that they did not have a recording clerk and that they were going to keep on trying to get one.

B. Carrier said that H. Thibodeau made the call and he had it on his phone that the recording clerk did not quite she just moved.

S. Nadeau said that this is news to him, but even with that said no matter who the person is they should be in the meeting not remotely and that is his personal feeling, you would not have had all these mistakes if the persons only one job is to record the minutes.

L. Brown said for the work that B. Carrier has done, it is noted that his work was temporary, it is noted that that they have a secretary who came through the selectmen's and has been approved by the town, paid for by the town over whose hiring they have no direct executive control, those are all sold points.

M. Beaulieu said that at the end of the minutes you will see that it says "Respectfully submitted by Brenda Pabon the Recording Clerk" that is how she does it through the video.

L. Brown asked if there is someone who would like to make a comment on page 1.

- P. Hurd said she would like to ask, if everyone had the minutes that B. Carrier sent out with the comments that S. Perreault and P. Hurd worked on and are those changes amendable to everyone here or are there future changes to be made.
- L. Brown said that at the bottom of page one it should read "S. Nadeau asked P. Hurd if" and under Special Ed. "The High School sped", the last half of elementary school has been added as a phrase, and "that" in small print has been changed to capital "T". Toward the bottom where it says "We contract keep them in district. We highly specialized para" this should read "We keep them in district. We have highly specialized para"
- Next line down the work special should be "Specialized"
- L. Brown asked page 2 corrections, where it says the school board has questioned this but his IEP has required that Milton is the best setting for him. Add "There was a discussion from the budget committee"
- On fifth line where it starts with Page 7 toward the end add a "d" to the end of the word Use.
- Under where it says Larry B Issues of significance: it should read as follows:
"Larry B. Issues of significance:
 1. Previously the Administration had 43% budget which was quite the dollar amount right now the stand alone administrator, what is the top teacher salary total effective 9/1/17 number of slots.
 2. What is the top teacher salary total effective 9/1/17?
The high scale salary of school principal.
 3. Lastly does the district aggressively defend Special Ed policies? For example, does Milton provide X to student Y and Y moved to Z. Do we have that policy?"
- Just below the above it should read "Larry B." at the beginning.
- Where it says if the district contrary, it should read "If the district spends"
- The line that starts with Stan. N half way in it says do go it should read "go up"
- Next line the word so needs to be removed.
- Next line the words "to the general fund" should be added at the end.
- The next two lines should be removed.
- The line that starts with the school, add "Larry B. Summary" before it.
- Next line after expenses add the word "with"
- Line that starts with Peg. H toward the end add the word "if" after the word so.
- The line that starts with Peg. H at the bottom should be removed.
- Page 3 under town Rep remove "We had a new"
- The line that starts with Larry B. after the word authority remove "for themselves"
- Under Legal services at the end of the paragraph where it starts with Larry B. remove from Larry B down three rows which will end with the word go.

- On page 4 where the line starts with PD Fuel line insert the word “in” and after expended the word this should be “This”
- Under PD Misc. third row down after the word you add “said it couldn’t be used”
- Under Highway Dept. add the word “Professional” in front of services.
- At the bottom third to last line add “Shawn P” in front of the GB uniform.
- Page 5 on the line below Shawn P. add the words “They are” in front of updating.
- The line that starts with Dennis W. add the word “Facebook” after On.
- Four rows down the line that starts with Bob Carrier the words “recreation (beach)” after the word the.
- 12 lines down the line that starts with Stan N. it does not, should be changed to “Dennis W. it does not”
- 13 rows down where it starts with to pay an, remove the word “an”
- After the 15th row add “There were more discussions that included social media”
- Under any other business that may come before the board: the second line down add the words “Stan N” in front of the state.
- Next row down add the words “Mike B” in front of we can’t.
- Under Municipal Budget Law Classes beginning of second paragraph add the words “Stan N.” in front of Secondly.

Roll Call:

E. Hutchings (Yes), S. Perreault (Yes), B. Carrier (Yes), L. Brown (Yes), T. McDougall (Yes), P. Hurd (Yes), S. Nadeau (Yes), M. Beaulieu (Yes) motion carried 8-0.

School District Rep – Budget Status and Issues of Note:

- P. Hurd said that the committee has a Milton Fund Balance in there packet. The school had warrant articles for \$75,000, \$50,000 for facilities; they still have a roof to do in the elementary school, \$25,000 for technology which means they are returning to the tax payers \$130,649. They do not know about anything left from the SAU yet.
- The audit is taking place in October and they probably will not know anything till the beginning of December.
- Also included in the packet was the DOE 25 there is a one page and there is a great big huge packet which is there detailed report at the end of the year that goes to the state department of education then they come back and give them there per pupil rate based on all that information. S. Nadeau asked if they will see an increase or a decrease, P. Hurd said she does not know yet, they have to wait till the State sends it back, she will report on it when they get it back.
- Salaries for the Para’s, custodians and bus drivers. They just increased the Bus drivers pay, bus drivers are very hard to come by in this state and in Mass. So the report that they are seeing is an old one. They had an emergency meeting and ended up increasing; if you start at step one they started them at \$14.00 and then added \$.50 all the way down to step 11 which came out to \$19.00 and above step 11 they get a 2% increase. The bus drivers where very happy when this was presented to them. Wakefield is currently or had been currently on a 2 bus schedule where some students go to school at 8am and others are going at 10am. So they are very lucky that they have maintained and their salaries are very low as you can see. Paraprofessionals and Custodians salaries schedules again custodians \$8.97. The school has a meeting on Thursday to look at the paraprofessionals, they are having a hard time recruiting paraprofessionals and they

have some that are leaving because elsewhere they are offering more money and as P. Hurd is a former teacher all she can say is paraprofessionals are key to classrooms. S. Perrault asked P. Hurd if they are meeting about the Custodians as well on Thursday, P. Hurd said no just the Paraprofessional and they will meet about the custodians after.

- P. Hurd said L. Brown wanted to know what the admin's salary was at the high school –Principal is \$92,000 and the middle school/Elementary - Principal is \$85,600. S. Nadeau asked if that was a 52 week per year job, P. Hurd said yes it was and it was not a 9-5 job more like 6-5. P. Hurd said the top teacher's salary as of 2017/2018 if they are a step 14 with masters plus 15 credits it is \$54,965 and they work 185 days a year and is also not a 9-5 job.
- Resident requirement for student enrolment they do have a policy JFAA which is in compliance with RSA 193:12 II
- Drug use possession in school they have a school board policy JICH which is in compliance with RSA 571-C.2. They also have a memorandum with understanding with the Milton Police Department if they have a drug issue at school.
- Defense of Special Ed services, this was brought up because last year they had a student who was living in Conway and we were driving the student back and forth, normally if a student with an IEP moves out of Milton the district is no longer responsible for providing services. There are always extenuating circumstances, that particular student, homeless children needing stability, if they are homeless and the parents find a tent site in the next town over the kids need stability. S. Nadeau asked if they are living in Alton why is Alton not taking care of them or at least contributing to it. P. Hurd said good question. R. Krause said to answer that question it is because under state law it is very similar to the way welfare works, so if there is no place for the town of Milton to put someone on welfare in the town of Milton, then the town of Milton pays for them to be placed in a place outside the town of Milton, so the IEP is going to work just about the same way, if there is no housing for them in Milton but they are being schooled in Milton and the housing is found out of town we still own that until there housing is stabilized outside of town. So if the town of Milton finds them a place in another town then the town of Milton would be responsible for them until they can have more stable housing this is how the IEP would also work.
- On page 1 of 21 in the report one of the first things you're going to see is elementary para salaries is way over, there was an error something was posted incorrectly there and Nate Castle did not have a chance to fix it before tonight's meeting but he is going to fix it.
- The encumbrances - salaries, benefits, and all the contracted services that they have already been billed for have been encumbered.
- Life insurance- the rates went up 37% so that was not planed on.
- FICA – They have another elementary support FICA and Elementary Support Retirement, hi again.
- Page 2 Line 55610, high school public tuition 177,000% over, they have a student that goes to Great Bay taking a college course and it is counting as high school and college course, this was unexpected.
- S. Nadeau said that there is a lot of 100%, P. Hurd said that, this means that nothing has happened yet so those funds are all still there.
- On page 5 there are a couple of really big ones, on line 55630 – elementary/middle school sped tuition non-public, again not expected, they have students that come in and they need to be

placed, they currently have 10 students that are out placed because they cannot take care of their needs.

- L. Brown said that he believes that there were 2 students who showed up needing IEP services that were unknown to the district till the first day of school, and is that what had some of the impact on the para educators because they had to be shifted around. P. Hurd said depending on where the needs were in the students' IEP's if they had to go with an ABA tutor then yes they had to move a para in there because they are all one on one, if someone else came in and they did not belong in that program but they required a one on one based on their IEP then they would have to take a classroom para out and up there salary a little bit to provide the one on one services.
- S. Nadeau asked about encumbrances, he said isn't it a little early to be doing encumbrances. P. Hurd said not if they know exactly how much it is going to be. S. Nadeau said that encumbrances is for things that you know you are not going to have a chance to pay at the end of the year, so you would have to encumbrance it so that it can get paid out of that existing budget, he's not saying that they have the wrong number on that line, he just feels it is a little early in the year to be doing encumbrances. P. Hurd said she will check with N. Castle.
- Page 6 Line #57310, 28,000% over they had high school sped new equipment, again IEP driven, the child came in, we not expecting it, and we had to buy equipment. S. Nadeau said that this is a dollar line item so the 28,000% is really only \$228.00 over the line; they only had a \$1 on that line just to keep the line open.
- S, Nadeau said that on page 7 line 14005210-2 student support center health, that line was at \$10,065 in the budget and they have \$12,600 but you are saying that 40.53% over spent can she explain what that is. P. Hurd said that she will check on that and report back to him the next meeting.
- S. Nadeau said that on page 8 line 51230-3 high school guidance counsel looks like they got a pretty good raise, was that part of a contract. P. Hurd said that she has a note on her report that says "move" so she thinks it might be something that N. Castle might have to move so she does have a question herself.
- Page 11 line 524003 they have a refund because someone is not going somewhere.
- Page 13 the principal's salaries are totally messed up and that is something that N. Castle needs to look at.
- Page 14 the secretaries salaries, they did give the secretaries an increase but it should not be 53% over she will check on that as well.
- Page 16 5120-1 maintenance dental plan in elementary there was a change of plans, again it was a \$272 budget but the plan cost \$500.
- Page 18 there are overages with the special Ed driver's salaries, again this is because of more special Ed students. L. Brown asked if this was a change in rate or change in distance driven for services. P. Hurd said she believes it is a change in distance.
- Page 18 5120-2 transportation dental insurance, they had a couple of people that decided to take dental insurance and they only had \$1 budgeted for that line.
- Monthly revenue, they still have \$91.66% to come in, grants they are just beginning they have a grant committee meeting on Friday afternoon to look at grants.
- S. Nadeau asked P. Hurd where the school board feels they are at this time of the year. P. Hurd said they are very good shape.

- P. Hurd said that Bob Adams and his wife have done an amazing job on the grounds at the Damon House.
- D. Shute said that Bob's wife donated the landscaping.
- S. Nadeau said that he thinks that the people in the town and himself are very appreciative that there is \$137,000 coming back to the town originally they thought there was going to be minimal if anything coming back. D. Shute said that people should be thanking E. Sussman because he has been paramount. D. Shute would also like to thank R. Krause and N. Marquie, as he did at the BOS meeting, for their work with the parking situation and getting the radio's put into the busses.
- S. Nadeau asked if Mr. Sussman is on a long term contract or is he leaving at the end of this year. D. Shute said no comment at this time.

Town Rep. – Budget status and issues of note.

- M. Beaulieu said that they all should have an updated expenditure report. M. Beaulieu went over some sections of the report.
- The TA, was asked to be cautious the remainder of the year on training.
- This is the question that S. Nadeau had about the hum-v on where that \$11,000 goes that was paid to the town from the insurance company; M. Beaulieu said that the money was a grant so the \$11,000 should go back to the grant. R. Kraus said no that money was paid to the town, and he had asked the board at a prior meeting for approval to install the hard wired routers and the upgraded routers into all of the cruisers, that is where that \$11,000 went, that is why that money shows in his misc. line. S. Nadeau said that his question was, it has always been to his understanding that the money has got to go into the general fund and that it can't be used for any other purpose. R. Kraus said that is why he approached the Board of Selectmen with it. S. Nadeau said that he is not saying that what he used it for was not the proper thing; he just wants to make sure it was done the correct way. R. Kraus said that no one told him there was an issue because they used it to put back into the cruisers, so it was insurance money for a cruiser so they used that money to put money back into the cruiser. S. Nadeau said that he remembers many years ago, and things might have changes, he sat up there as a selectmen and if R. Kraus remembers there was an officer that totaled one of their cruisers and they could not buy another cruiser because they did not have the money in the budget even though they got money from the insurance company they had to buy a used cruiser and that money had to go like x for x and if they were not going to replace it the money had to go back into the general fund. R. Krause said right but they used it to purchase a cruiser and cruiser equipment, and your right they did not have the extra funds to purchase a new cruiser because they only got \$12,000 from the insurance company when that cruiser was totaled, to purchase a new cruiser as you know is \$42,000 and back then it was \$37,000. S. Nadeau said that the point he is getting at is he's only basing what he has always been told and he was always told that anytime you sell an asset and you get money coming in it goes into the general fund, now if that cruiser did not get totaled and they fixed it then the insurance company would pay the body shop directly. R. Kraus said that lately when they have a cruiser that gets damaged the insurance company does not pay the body shop they pay the town and that money goes into the insurance and benefits line that the TA has then they pay the body shop once the work is done. S. Nadeau would just like to see a legal opinion on this to make sure they are not spending money that they shouldn't be

spending, because his fear is no you should not have spent it that way now it has to come out of the budget. N. Marquie said that they did something similar with the utility vehicle where that money went back into the new one and they had discussed it with the finance director and she explained how it could be done and they did it the same way they came to the selectmen and they authorized it, as long as the selectmen authorized the money to go toward that purchase then they could do it. S. Nadeau said it would make him feel better if they could get a legal opinion on it.

- M. Beaulieu said that as everyone knows it is getting closer to the time where the department heads will present their budget. He has seen their presentations and it looks very good and it looks like what the budget committee is asking for it gives a backup and in addition to that there will be a department head at the meeting to answer any questions, he believes it is pretty well detailed. S. Perreault asked if this was something the budget committee would get before the presentation, M. Beaulieu said that the chair of the budget committee could request that. B. Carrier said that if he remembers correctly they had an electronic copy sent to them and then a hard copy handed out to them at the meeting but at least they could get a head start on it with the electronic copy before the meeting.
- The percent of the budget spent is 58.746%, there are some mistakes in the budget but the percentages are actually pretty accurate. R. Kraus said that the only line that should be off in his budget is his fuel line. M. Beaulieu said that he thought it was corrected but not sure as there are still errors that need to be fixed.
- N. Marquie gave a run down on some of the issues with the building, a couple of things to keep in mind, first the first three months of the year they had utilities for three stations instead of two so that really was not accounted for, by the time they got the power shut off at the old station and stopped heating it, it was mid to late March so that is going to show some overages in the heating line and electric line, but then the other concern based on his budgeting for last year the electric line is going to be substantially over and he will be making adjustments to compensate for that for the rest of the year, but the electric bill for the new station is running \$1,200 to \$1,300 a month, they were running \$500 a month and he budgeted \$1,000 more than the year before and they are already over that is the heads up. Fuel other than heating both stations during the winter he thinks they may be alright they might even be alright to get through this year that has not been bad. There are a couple more things there is an extra \$800 for the internet at the new building that was not accounted for and a few other little things. P. Hurd asked why he is continuing to paying she thought the town sold the old fire station, are they not ready to take over yet. N. Marquie said that they are still working on the details of that sale but they have not been paying any utilities there the power has been shut off and the heat has been off since late winter.
- S. Nadeau asked what this deal is with the solar gardens and when are they going to see some revenue out of that. M. Beaulieu said they are working on that right now, they had some concerns and he does not want to quote anything inaccurate so they are working on that right now.
- P Hurd asked about the ZBA being way over, M. Beaulieu had explained it, S. Nadeau said that the problem is they have had so many meetings and they have to send out notices, they do get reimbursed for that money from the applicant but the problem is it has to come out of our budget even though we get reimbursed it does not cost the town anything other than training

but it has to show the money going out as proper bookkeeping. D. Shute asked if the money coming in for reimbursement is going into the general fund why can't they do what the fire station and police station have done and put it into the postage for the ZBA, S. Nadeau said that they have been told it has to go back into the general fund.

- N. Marquie said that the vehicle maintenance line is already spent, today he just found out that they have to put a \$1,200 EGR valve in the in the forestry, S. Nadeau asked how many miles are on it, N. Marquie said 6,000, S. Nadeau said that he thinks that may be warrantied for 50,000 and he should check on that, N. Marquie said he was told it was not but he is calling again tomorrow. The other night they had an ambulance that went down and there was \$2,100 worth of work that went into the motor and valves which is going to put them over on that as well.
- M. Beaulieu said that there was a question from D. Wing last meeting, the question was "it doesn't matter what the beach is costing us it is the high rate of taxes in this town, so why do they have to pay additional monies to go into the beach." M. Beaulieu said that if you take away the fee to go into the beach, or the user fee for the transfer station, this will only result in one thing, the tax rate will increase, that is why they have these fees in place to try and maintain and do what we can to keep the tax rate down.
- There was another question, to have K. Brown bring more detailed presentations, and she will, you will get that when she presents her budget.
- M. Beaulieu mentioned that on the 26th they are going to Attitash for the budget conference, they have scheduled the car and he has P. Smith, K. Brown, the Bookkeeper and Vanessa and M. Beaulieu and he just had another request for a 5th passenger so he is full.
- M. Beaulieu said that there was another question on the budget committee member who would go, he strongly suggested that the budget committee put in there budget another line for training this would be for next year.
- B. Carrier said that emergency management he knows last time P. Hurd mentioned that there was a \$1 and there is \$1,000 spent out of it, he put a notation on it if utilized for any unpredictable funding required for emergency requirement, where was the \$1,000 used. M. Beaulieu said that the \$1,000 number is wrong because the percentage does not show that anything has been used, he thinks the \$1,000 should be reflective on the next line down. P. Hurd wanted to make a suggestion that the expenditure report be put in alphabetical order, M. Beaulieu said that he made a note to have an index page on the front of the report so that they can find what they are looking for.
- S. Perreault said that he had sent some of his data to M. Beaulieu and H. Thibodeau, one of the things he found out that was kind of odd was that it looked like there was \$10,000 extra on the fire department equipment purchases if he is adding up the year to date as May, June, July and August. He kind of disregarded it as he knows there are things that are being fixed with the new accountant, it just seemed odd that it was an exact amount. N. Marquie explained about that this was part of the discussion earlier.
- B. Carrier was asking about encumbrances from that are on the report and how they should not be on the 2017 budget. S. Nadeau also said they should not be reflective in the 2017 budget as the encumbrances are to be paid out of the 2016 budget and have nothing to do with the 2017 budget. R. Kraus said that S. Nadeau is right and the encumbrances should only be listed for tracking and not be part of the percentages.

- T. McDougal asked when the carpets in the conference room will be done, M. Beaulieu said this coming weekend.

Old Business: Summary, regarding contacts with Dept. heads – What info, and what feed back to the committee (8/21/2017 Selectmen meeting)

- L. Brown said that his understanding is that this particular format for financial information was going to work out easily for both town and school, secondly contacts from the committee itself rather than by the formal vote of a single committee requesting could be done so that people would get information in the most explicit and direct way to bring to the work of the committee when it meets.
- S. Perreault said that he was going to make a motion for the board, to be honest with that meeting he was very disappointed because one reason why we record these meetings. Had a meeting before to discuss both types of formats, after the discussing B. Carrier agreed to take it both ways and then L. Brown said what you and T. McDougal and S. Perreault are presenting is fine he had no prejudice for it or against it or strong support for it, however S. Perreault got a call two to three days later saying that the budget committee was no longer asking for this data in CSV format. L. Brown asked from whom that phone call come from. S. Perreault said that he was not going to tell, all he knows is that B. Carrier went down to the town and asked them to please stop sending it.

Motion:

S. Perreault made a motion that the official policy of the budget committee is to request both the PDF and CSV/Excel formats from the town and school representatives, seconded by S. Nadeau.

Discussion:

L. Brown said that the Selectmen are not required to under statue to provide and collect information in a format they do not use, is that clear. S. Nadeau said that where as they have already done this once or twice it does not seem to be an unrealistic request. M. Beaulieu said that he feels that they supply the PDF file and have been doing that for years, what he is going to do is to check by statue or law that we have to do that, he does not believe they do but he will find out, if they are indeed required to by law then so be it. S. Perreault asked M. Beaulieu are you saying that if you are not required by law to provide it then you're not going to. M. Beaulieu said that he guesses that is what he is saying. L. Brown said that the point is that the selectmen have the executive authority, which we do not. They do not provide the information in a given format they are not obligated by statute to do it, he agrees that it is useful, curtesy, cost very little, and he hopes that they can continue to get the information in a format that is useful to you as a person of considerable data manipulation skills and he thinks it is useful to the committee, he is just telling him what the statue says. S. Perreault asked if L. Brown could give him the Statue he is talking about. There was more discussion on this matter

Roll Call:

E. Hutchings (Yes), S. Perreault (Yes), B. Carrier (Yes), L. Brown (Yes), T. McDougall (Yes), P. Hurd (Yes), S. Nadeau (Yes), M. Beaulieu (No) motion carried 7-1.

New Business

Budget Scheduling:

- B. Carrier said that he sent out the schedule that has been done in the past for the rest of the committee members to review. There was a question about what days are good for the committee members and it seems like Tuesday's seem to work the best. He does not know what the school is going to do, last year they had it on a Thursday and they had one member that could not make it and he would like to see everyone at those meetings.
- L. Brown asked if any presentation by a department head or will the department heads have reviewed there budget for the selectmen's review so what do the selectmen see to be there time lines, M. Beaulieu said that he cannot answer that right now. B. Carrier said that H. Thibodeau sent out an email saying that they want all budgets in by October 6th and the selectmen are going to start on October 16th he believes.
- L. Brown said the question for their meeting of October 17th that they should be able to spend less time on the minutes, they will have data in good form, and they will have the presentation from the school board and the selectmen for their regular expenditures, does that leave any time for the budget committee to wish a review by a department head. Will the selectmen be comfortable that the department heads presentation is ready to be presented? Does the budget committee want to plan to be here on Tuesday the 24th of October for the first major presentation of department heads? M. Beaulieu said he would review the schedule from last year and goes over it with the department heads and let the budget committee know.
- L. Brown wanted to know what day works best for the committee and all agreed that Tuesdays are good.

Budget Committee Budget for 2018

- B. Carrier said that he has budgeted for 21 meetings for the recording secretary at \$75.00 a meeting which totaled \$1,575.00. He budgeted for two members to attend the municipal budget law classes at \$90.00 a person for a total of \$180.00, the total budget is \$2,000 the difference is for paper and ink. S. Nadeau said that he is too low on the training he thinks it should be \$750 for the training line, for a possible total budget of \$2,570. Does the committee agree detail that budget and present to the town. Stan N: We set the budget at \$2,600 and let Bob C. prepare the budget and present it to the Selectmen budget workshop.

Motion:

S. Nadeau motioned to make the 2018 budget committee budget at \$2,600, seconded by S. Perreault.

Roll Call:

E. Hutchings (Yes), S. Perreault (Yes), B. Carrier (Yes), L. Brown (Yes), T. McDougall (Yes), P. Hurd (Yes), S. Nadeau (Yes), M. Beaulieu (Yes) motion carried 8-0.

Any Other Business that may come before the Board

None

Next Meeting

October 17, 2017

Adjournment:

9.18.17 BC MTG

- Motion to adjourn made by P. Hurd seconded by T. McDougal at 8:15 pm. All in favor. Motion carries. 8-0

Respectfully Submitted by:

Brenda Pabon – Recording Clerk

Date Approved: _____

These are draft minutes until approved by the committee