

Budget Committee

Milton, New Hampshire

NUTE High School Library Community Room

Regular Monthly Meeting Minutes
Tuesday August 15th, 2017

Pledge of Allegiance was recited.

The Chairman opened the meeting at 6:03 pm

Roll Call: Chairman Larry Brown, Bob Carrier, Tom McDougall, Shawn Perreault, Erin Hutchings, Dennis Wing, Selectmen Rep Mike Beaulieu, School Board Rep Peg Hurd, Water District Stan Nadeau
A quorum was present

1. Approval of minutes of June 20th, 2017: The Chairman would like a motion to approve the minutes.
Peg H. - on page 1, line 2 under old business change and to an, ~~Peg H.~~ on page 2, under other Business where bbc is listed, change to bcc (blind carbon copy). In Line 3 strike the words ~~does it~~, same line add s to covers, same line after 91a insert issues. Line 4 "reply all issue" should be in quotes.
There was some discussion on how the 91a in other business was written - it was vague on what the issue was. The committee agreed that it supports clear and open records.

Shawn P. - mentioned that on the roll call Denis is spelled with 2n's.

Dennis W. - on page 2, 3rd paragraph line 3 the word Attitash was misspelled.

Motion: Peg H. made the motion to accept the minutes with corrections, second by Dennis Wing.
Motion passed (9-0).

Dennis W. - Shouldn't the secretary be attending these meetings? The present recording secretary Brenda Pabon writes the minutes for the Selectmen and Budget Committee by video recording.

Larry B. - Does it matter whether the meetings are recorded by video or someone else at the meeting and given off-site to the secretary to be written? The content is the responsibility of the Budget Committee.

Stan N. - Last year we all agreed that Mr. Carrier should not be burdened with writing the minutes as a board member. It's up to the Selectmen to supply us with a secretary. We need to address this.

Mike B. - The recording secretary job has been posted.

Stan N. - asked Peg if we could get a high school student take meeting minutes. Peg H.- It would be a good idea for community service which is a requirement for graduation. Peg will also check with Laura Noseworthy, the school secretary, if she could do the minutes for the Budget Committee.

2. School Board Rep. report: Peg Hurd reported the expenditure for the 2016/2017 school year
Regular Ed. There are some lines that were overspent but the amount remaining is 4.08%
Special Ed. The High School Sped support salaries are - overspent there are 2 students in the ABA program.
Page 3 Elementary School - Sped Tutor Salaries are overspent. This is from the IDEA grant instead of contracting the students out. We keep them in the District. We have highly specialized para educator training and their salaries are up.

Page 4 Middle Sped Tutor Salaries - a student required a specialized ABA Tutor.

Page 5 Elementary Contracted Service - this is the service that keeps the students here instead of sending them out. Non-Public Tuition all overspent - we send students out through the AFC program and another special Ed program.

Page 6, Middle Sped Travel - We have a student that lives in Conway. The school board has questioned this but his IEP has required that Milton is the best setting for him. There was a discussion from the Budget Committee.

Stan N. this is a question for Nathan.

Elementary Sped Equipment ABA program for 7 special students.

Page 7, Other Instructional Programs - Middle Umps/Refs - we had to offer more because we used to have students do it.

Page 8, Middle Umps/Ref retirement because of the higher salary - we did not budget enough.

We still have one bill to take in through food service. The grand total bottom line budget we have remaining is \$154,180.43. Percent remaining 1.64%.

Stan N. - warrant articles have to come out of that.

Peg H. - we also have revenues from grants to come in.

Stan N. - the question will be how much will be sent back to the Town.

Peg H. we have \$373,962.11 remaining. We are not going to be in the hole. I don't see us sending money back to the Town at this point. Special Ed was overspent by (12.20) %.

Stan N. - when do you think the books will be closed?

Peg H. - we have one more expense and we have revenues and grants that may come in.

Stan N. - what does the RSA say when the books need to closed.

Mike B. - The Town usually closes its books by mid- January and they follow the rules set by DRA.

Larry B. - has given Peg H. a list of questions for the Superintendent to answer.

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?

Larry B. Any dollar returned by the school district to the general fund to next year's taxpayer stays in the general fund. The school district taxpayer gets a better return on their dollar on this year's money that's already down the drain if it is left in the school district special funds and warrant articles.

If the district spends down its entire surplus on warrants that voters have approved, then the taxpayer for the school budget is getting better service and the refund goes to the general fund and is not spent.

Stan N. - The only problem with that is you can't go up to on a warrant article, it has to be a set amount so they would have their set amount. If they have more money over and above what the set amount for warrant articles was, then it has to go back to the general fund.

Larry B. - Where I'm going is the creep in administrative salaries, the administrative costs as a standalone district compared to the 43% of previous administration and I'm concerned any students in the district receive special ed. Services were not legal residents of the district.

Larry B: Summary the school district has worked hard to encumber all possible lines to protect all their obligations and to stay under the bottom line while facing extraordinary expenses with unforeseen Special Ed services. That they were able to maintain a positive balance of approximately \$150,000 - this may rise with final summary of incoming revenues.

Peg H. - We are a separate SAU budget with Wakefield looking at an overage or underage so, if there's money left from that what happens with that money?

Stan N. - That's a separate budget all its own. SAU budget that money goes back to the general fund. This year there was a warrant article that said anything left over from the SAU budget to buy equipment for the new SAU office.

Stan N. - if there was a warrant article did the voters approve it.

Peg H. - this is for this year.

Stan N. - no, it's for this coming year.

Larry B. the previous SAU budget was basically 43-57 the final books are closed. The SAU 64 combine district there's \$100 left 43 comes to Milton 57 goes to Wakefield everything is zero. The Milton School District is still SAU 64.

Stan N. not if the warrant article was on this last March ballot.

Stan N. the school fiscal year is 6 months ahead of the Town you can't take that money from that warrant article that represents this year, you can't use that money from last year you can't do that it's illegal.

Stan N. who took Luella Snyder position on the School Board?

Larry B. Mellissa Brown she lives on Willey Rd. she has a law practice in Lowell specializing in chapter 7, chapter 13 bankruptcy law, personal injury law, some minor work for parents with children with disabilities.

Bob C. is the school fully staffed?

Peg H. We need para educators the salaries are extremely low and it's not an easy job.

Dennis W. what is the starting salary? Peg H. starts at \$9.46 something generally they are hired just below what we have to pay retirement.

Stan N. do they work 32hrs a week or something?

Peg H. They work 32hrs a week.

Larry B. What credentials do you have to have?

Peg H. because the school is title I funds requires any para to be a para educator II which means they have to have a 3-year certification associates degree in education or they have to become certified or take a test by the state Dept. of Ed. They have to get certified every 2 years.

We looked into hiring a science or math teacher or special ed. teacher without the correct certification because there is a big need for those teachers.

3. Town Rep Report: Mike Beaulieu There were a lot issues in the budget process last year.

Larry B. there was a gap when we were short on both staff to enter the numbers and the TA had a short handle on what the dept. we're doing and we're fortunate that the Fire, Police Chief and DPW as experience that they are. This year the Selectmen have agreed to a full budget review with each Department Head instead of last year where only the changes were discussed this will help the new members of the Budget Committee to know what is being spent.

There will be a slide show from each Dept.

Stan N. made the motion that the Budget Committee request the BOS that this year's budget review a full break down budget with all support information from each Dept. second by Larry B. Motion passed (9-0).

Larry B. comment the Town Administrator and Selectmen have the authority to require their dept. heads to present any information that the town itself wants them to bring forward.

Issues of the Town: The numbers on the expenditure report are not as accurate as they should be. We were without a bookkeeper for a while. The bookkeeper salary is in the TA salary line. We went from full time to part time position that's a \$10,000 savings per year.

TA part time salary line: this line is to assist the TA by putting packets together the mostly during budget season.

The Welfare Director also full time position wasn't enough so part of that was her salary that came out of the TA salary that was also gone part time again with no benefits these 2 positions is a \$20,000 savings and we have no plans to make it full time. We cut the number of hours the Welfare Director works they work by appointment only so you don't have someone sitting in the office. If we add hours again we will need to call the TA and budget against that. You will those numbers adjust.

TA Salary Elected: This is the BOS salary you will see a request change but not on the plus side.

TA FICA and Medicaid: there's going to be an adjustment you will see it legal services.

Legal services: we no longer have a retainer for legal services what we're doing is case by case and nothing has been dropped. We hired Walter Mitchell the new Town Attorney on a 1-year trial basis so he can **get** a feel of the frequency that we use legal services to come out with a retainer.

TA Postage: The postage is still mess up because the machine is broken and will be getting a new one.

TA Vehicle Maintenance: This is the Town car I don't see any reason to change it even though it's slightly overspent.

TA Membership/Dues: overspent by \$248.80

Moderator: Equipment Maintenance this is for additional voting booths and some needed to be replaced. We have to have so many booths per voting population.

Insurance and Benefits: Life Ins. There was an Ins. Co, that was not supposed to be in there, but it's still too high.

Police: PD Salary Full Time the Town has hired 2 new officers and are now fully staffed.

Stan N. do we have to train them?

Mike yes. they are going through \$25,000 training He becomes an employee and it becomes part of their income.

PD Fuel line in the last report there was nothing expended. This has been corrected and now shows \$2,046.11 has been expended YTD

PD Misc. Peg H. there is \$ 1 and the amount spent is too much.

Shawn P: at the last meeting Stan questioned the \$11,000 used for the equipment that brought the money back in, you said it couldn't be used.

Stan N: this money cannot be spent it should be put into the general fund. I'm not an attorney I may be wrong. This was not part of the budget.

Mike B: will look into the legality of it.

(This is in reference to the Humvee that was destroyed by fire and the insurance paid \$11,000 in damages.)

Fire Dept. The Electric line has been overspent this is a new fire station and adjustments will need to be made to other lines to determine what it will cost to operate the station.

Planning & Code: Contract Services Bruce Woodruff is the Town Planner.

Supplies this is for code books there's not much spent on that line.

Zoning Board of Adjustment: The budget is slightly overspent due to the high number of cases.

Emergency Management: Peg H: this line has \$1 and there's \$1,000 spent.

Note: (Utilize for any unpredicted funding required for emergency requirement.)

Highway Dept. Professional Services this line is way overspent questions need to be answered.

Solid Waste & Recycling: Misc. Line this line has a \$1 in that line and \$325.86 been spent. Stan N. I would like to see \$50 in that line.

Recreation: Training Peg H: budgeted \$300 YTD -304 amount remaining \$604 showing 101% used.

Proff Services budgeted \$600 YTD -\$292.50 amount remaining \$892.50 showing -48.75 used

Stan N. the line with the minus sign the money was pulled out because it was put in the wrong place.

Peg H: you have the amount remaining that's incorrect. Mike will look into this.

Library: contracted Services overspent Stan N. there was no back up material during the budget season that would have identified what the services were in that line.

Mike B: will send the committee by e-mail questions that were raised in the expenditure report.

Unanticipated Line: The flooring in the Town Hall is almost done. The Selectmen room will be carpeted this week. The money is coming from Unanticipated Expenses.

Encumbrances: Stan N: these lines should not be here this was part of the 2016 Budget and that's where it belongs. This is not part of the 2017 budget. They were encumbered in the 2016 budget and they have one year to spend it. Bob Carrier agreed with Stan this was money that was not spent and the Dept. Heads at a Selectmen's meeting to request to spend some of the money for items they needed.

Larry B: Bookkeeper, or the Selectmen or our new Attorney or a telephone call to DRA will clear this up.

If the money has to come out of this year's budget the Selectmen will pull it out of the bottom line that exist, the money that was not usable will go to the general fund.

Stan N. The Selectmen made the motion to encumber the money in 2016 budget they have to spend it in 2016, unless they go past the deadline. I don't think they past the deadline yet. It can't be part of this budget.

Sewer: This is self-funded.

Shawn P: On the Government Building looking at May expenditure report the phone line is no longer there and there was no money budgeted and there was money spent on that line.

Stan N. When we no longer use a line we leave in for a while for transparency and then we remove it.

Shawn P: The GB uniform line the YTD has \$98.99 spent looking at past expenditure reports there's no reference on when it was spent.

Stan N. we went from leasing from a company to buying so it was not going to be a monthly expenditure.

Shawn P: when was that money spent? I checked the past expenditure reports and it was zero. There are other lines the same way.

(They are updating the expenditure report we have a new bookkeeper and Joanne is assisting her).

Dennis W: On Facebook a group of people were having a discussion online on the subject of the recreation (beach) fee structure per program and other things. If we can get an answer we won't have this same conversation every three weeks. The question is what is the money used for.

Bob C: the recreation (beach) has a revolving fund this is money in and money out.

Larry B: Karen is an employee under the control of the Selectmen. Karen has the authority to hire and appoint her deputy and seasonal employees for the beach. The structure of the beach is fees from the general public, boat launch goes to reduce the cost of operating the beach for the general public.

The question is can we get a better statement who knows the operation what monies are control by the Town and how the Town can verify and audit the expenses so that it can be seen to be working.

Dennis W: It doesn't matter what the beach costing us. It's the high rate of taxes in this Town and saying why do I have to pay additional money to go to the beach.

Larry B. The residential income taxes in the State of N.H. run 10 to 1 over business taxes, LLC income is not taxed and campground operate without a room tax.

There were more discussions that included social media.

Larry B. Mike as Selectmen can you have Karen bring us a detail presentation on how her income and what part of it is in and out of the revolving fund and why the cost are as they are.

Any other business that may come before the board:

Stan N: made the motion that we don't go beyond 9:00pm during budget meetings second by Larry B. Motion passes (9-0)

Stan N: The State has allotted money to the Towns infrastructure, what are the plans for that money? Mike B: We can't use it on the bridge or use it on the culvert because that was already stated that we are going to use the funds that come from the HWY Dept. I would like to see what we're using that money for.

Larry B: The Selectmen and the Town Administrator will be considering infrastructure projects how that found money can help the 2018 budget.

Next Meeting: Tuesday September 19th, 2017 at the Town Hall

Municipal Budget Law Classes: Mike handed out the application for any member that would like to attend the classes. Mike B: will be attending and will be using the Town vehicle, so if anyone who will be attending would like a ride to Attitash Grand Summit Hotel in Bartlett, N.H. Tuesday September 26th with Mike they are welcomed to ride with him in the Town car. The cost is \$90 per person from 9:30 am to 4:30pm this includes breakfast and lunch. This is for members of the N.H. Municipal Association.

The Registration must be received 1 week prior to the date of the workshop.

Stan N: made a statement to Dennis W. we always sent 1 person to go to those classes and we pay for that one person out and you offered to pay out of your own pocket. I think you misunderstood you thought people were saying it was a waste of time. I want you to go.

(The money comes from the BC budget.)

Stan N: Secondly We have BOS and a School Board Member and it's not fair to ask the Budget Committee to pay for it it's not that we don't want you to go we have to know where the money coming from.

Mike B: we will have to post this as there may be 5 members that may attend the class.

Larry B: The forms should be sent to Heather and if a signature is needed the Chairman will sign them. The money for BC members will come out of the BC budget. The Selectmen, School Board, and Water District each have their own budgets.

Stan N: We usually send one person we have to be mindful of the budget.

The increasing complexity of Town and School budgets is important for all members to be informed of current budget law.

Larry B: I move that any/ all members up to 5 attend the budget workshop, second by Stan N.

Motion passes (9-0).

Adjourn: Peg H: motion to adjourn, second by Shawn P: Motion passed (9-0) 8:20pm

These are draft minutes until approved.

Submitted by Bob Carrier Vice-Chair