

Town of Milton  
Town Budget Committee  
Regular Session  
Tuesday, May 15, 2018  
Minutes

**Call to Order**

Meeting called to order at 6:00PM by Chairman Shawn Perreault

**Pledge of Allegiance**

**Roll Call**

Erin Hutchings, Tammy Smith, Bob Carrier, Stan Nadeau, Shawn Perreault, David Carpus, Peg Hurd, Thomas McDougall, Mark Currier, Shari Gaesser - Recording Secretary. A Quorum was present.

**Public Attendance**

Nancy Wing

**Robert's Rules of Order -**

Shawn P. – not super strict – need to have a motion on table. Motion made by Peg Hurd to follow Robert's Rules of Order. Seconded by Tom McDougall. Discussion - Roll call for vote. Erin - Yes; Tammy - Yes; Bob - Yes; Stan - Yes; Mark - Yes; Tom - Yes; Peg - Yes; David - yes; Shawn - Yes. Vote pass 9/0.

**Unfinished Business**

- A. Review of Minutes of 4/17/18 – A motion was made by Peg Hurd to accept the meeting minutes of 4/17/18 with corrections. Seconded by Dave Carpus. Discussion - Page 1 change Brides to Bourdeau. Stan - I would like to see a little more detail. Erin - That will be corrected when everyone is not speaking at the same time and can hear what is being said. Stan - They need to be understandable by anyone reading them. Shawn – The bylaws states what need to be in minutes. Bob – Have all corrections requested been made? Shari - Yes. Roll call for vote. Erin - Yes; Tammy - Yes; Bob - Yes; Stan - Yes; Mark - Yes; Peg-Yes; David- Yes; Tom - Abstain; Shawn - Yes. Vote pass 9/0/1.
- B. Budget & Finance Workshops. – The following will be attending one of the workshops - Tom/David/Erin/Tammy/Shawn. Stan – In the past attendees would provide a page that highlighted the session and any changes. Peg – Is there anything new from last year? Shawn – I will check with Heather. Erin – There is not a lot is different. Runs the same. There are budgets funds for it. Bob – budget for 2 people. Erin – Next year we should budget for more. Bob – It was talked about but only budgeted for 2. There is money in

there. Erin – We will find money. Stan - We have a legal right to go as member of the Board David – We need to make sure it is budget for full amount next year.

## **New Business**

- A. **Budget Season Calendar Update** - Thanks to Bob C for pulling this together – sent to school and town. Waiting for feedback. We should have this by next meeting. Erin – Met with Heather and presented issues that had with it. Earl said yes Bob – I added another date – Nov 29<sup>th</sup>. We should get all info by the 20<sup>th</sup>. Stan – who goes first? Shawn – The school will go first.
- B. **Technology** – Shawn - Working with Nate to use google docs. This will keep the amount of emails received to a minimum. He asked to give it another month. I will see if town can do the same. No need to have many emails flying around.
- C. **Town Financial** – Erin – still having some issues most of which we talked about. For professional services (PD), we pay out a chunk sum. Couple of the questions from last session I do not have an answer for. Lease for TA equipment - still waiting on. Anything else that is outstanding? Bob – (PD) Vehicle Maintenance on page 6 Line-42730 – Line Error. The budget for this line is \$6,000 there is a minus \$1,658 MTD minus \$638.91 in YTD but the YTD amount got added onto amount remaining. Causing the budget to increase by \$638.91 Erin – question had out and haven't got an answer yet. Page 10 (HW)-misc. line \$439.20 is a lot of money for a \$1 line – what took place. Erin - I have a question is out there. Bob - Under DOT physical professional services. Why remaining is \$84? Erin – \$1 was holding line. Bob – For the revolving fund has it been cleared up and do we have totals? Erin – I don't have yet. Bob – With money being spent and then reimbursing the General Fund how will they balance the revolving Fund if they don't know how much money they have? David – What is covered under TA contract services – 413340 page 1? Erin – I can't tell you exactly but I believe this is partially Joanne's salary, and for the printer. I asked for breakdown. David – This is one of largest jumped between March and April that is not salary related. Erin – I will get the answers and then will send all answers to Shawn to forward on to everyone.
- D. **School District** – Peg – Detailed update on overages that haven't changed. 2210 – School Board secretary overage – split 1 elementary and 2 is secondary. Split between Elementary and High School. We did go over and we are aware will have to budget more. Stan – These secretaries were not at the same time? At different times? Peg – First there was Laura, then Shari, and now Tammy. Stan - There is 18.8% left – but there are a lot of variables. What are thoughts of school board? Peg – We are looking at dipping into the trust fund balance capital reserve for special ed. Stan - 19% will not support that. Peg – All items have been encumbered that we are absolutely sure. Variable is always SPED. Stan – Any outstanding moneys, are we confident we are going to get them? Peg - We are confident we will get them. \$153,000 it to be given back to town. Stan – Can't commingle those funds. Peg –page 14 2353220 Professional Development

– Special Ed coordinator is also a teacher – that line is over. She is still part of the teacher contract and a dual. Professional development would go under the SAU according to Nate. Stan – How is salary broken out? Peg – Under Special Ed. Stan – I don't agree as it is not a SAU item. Will need a justifiable reason if it goes over. Peg – will make a note to Nathan. Mark – Is she part time? Under collective bargaining. Mark – what is %? Peg – 50-60% as SPED director and the rest is direct services. Mark – Then 50% would come out as SPED director. Mark – Overage transportation on SPED. Typical students or just sped? Peg – coming in students that we cannot fulfill their IEP. Tom – line Professional Development come out for SPED? 2210 – page 10. Doesn't break out SPED. Peg – This would include everyone. If you are sped teacher - yes. Peg – everyone needs to be certified, need to take class/course to maintain SPED certification. Tom – there should be a better way to track; need to track it but the way it is set up currently there is nothing to flag it. Peg – all professional development is under one header. CBA has courseware and workshops. Peg – Asking – how many SPED people are taking these courses. Maybe move SPED Direct under the PD with everyone else and make a note to that effect. Tom – That would be better to track. Put it somewhere that we can see. David – (Provided a spreadsheet) This will make you aware of information to see what changed. Removes everything that didn't change and looking at what had changed or moved. Peg – Thank you David. For the school report we have 2 different months but not seeing for the town. David – The school is not 2 separate months. 1<sup>st</sup> columns are how revised budget may have changed. What was budget and what increased. Mark – Food services, are we going to be in red? Peg – The red has decreased. \$27,000 negative. We just had café services at board meeting and went over the reports. Yes, we are going to be in the red. Bob – Food service reports – I get extra reports so maybe the budget committee would like to look at them. Peg – Will ask for capital reserve and food services. Stan – Capital Reserve comes from Trustee of trust fund? Bob – Yes from the Town. Stan – Karen Brown could supply. Erin - will ask for this information from Karen Brown.

E. **Bylaws Review** – Some committee members have made updates. I have updated the grammar.

i. Purpose – added RSA 32.

ii. Organization – Stan - line 2 this should be reworded. Vice-chair should not be automatic assignment but should be a vote of the board. David –vice chair shall take over until the new chair has been voted in. Tom – Point2 takes care of that. #3 that is the case of vacancy of position of chair vice chair will run until a new chair has been elected. Motion by Stan to amend section ii. Seconded by Peg. Roll call - Erin - Yes; Tammy - Yes; Bob - Yes; Stan - Yes; David - Yes; Peg - Yes; Mark - Yes; Tom - Yes; Shawn - Yes. Vote passes 9/0. Motion to amend 2B1 by Shawn. Seconded by Peg. Roll call - Erin - Yes; Tammy - Yes; Bob - Yes; Stan - Yes; David - Yes; Peg - Yes; Mark - Yes; Tom - Yes; Shawn - Yes. Vote passes 9/0.

**iii. Duties of Officers** - No changes made to A 1 and 2.

A3 – and or by speakerphone – Motion to by amend A3 by Peg. Seconded by Mark.

Discussion: Stan – RSA states that a majority present. Shawn – Check under quorum – can't have a legal meeting without quorum and this will be the place that will clarify.

Roll call - Erin - Yes; Tammy - Yes; Bob - Yes; Stan - Yes; David - Yes; Peg - Yes;

Mark - Yes; Tom - Yes; Shawn - Yes. Vote passes 9/0.

Section B. 1 - no changes.

**iv. Vacancies** -

Section A. add RSA 32:15, VII.

Section B – Stan – would not like to see this in here. That can be addressed at voting.

This will tie our hands and we will have to go in and change our bylaws. Bob – if we have new members that we don't have something in place then we have this. Shawn –

agree with Stan – don't need in bylaws. David – can leave a B item but not this extent.

Peg – agree not in bylaws but did think that this worked very well. Maybe it could be noted in a chair's procedure. Don't want to tie the Committee's hands. Stan – don't put

anything as we don't know what is going happen in the future. Up to chairperson and

don't restrict the board. Motion by Stan to strike part B. Seconded by Peg. Roll call -

Erin - Yes; Tammy - Yes; Bob - No; Stan - Yes; David - Yes; Peg - Yes; Mark - Yes;

Tom - No; Shawn - Yes. Vote passes 7/2.

David – read RSA32 does it indicate time frame when position needs to be filled? Stan – what if you don't get a candidate? What 3 months is it? This time of year, would be ok but budget season could be a problem. Shawn – I don't recall a timeframe. David – should be have vacancies posted within a certain amount of time.

**v. Responsibilities of the Committee**

Section B – Stan I agree with this. Shawn – everywhere it says 6 should be 5 due the number of committee members. Tom – Remove the number and just say quorum. Stan – leave the number at 5 and whoever is on speaker isn't counted. Section 1 need to add “physically”. Motion by Stan to accept changes for line 1 and strike line B2 by Stan.

Seconded by Erin. Roll call - Erin - Yes; Tammy - Yes; Bob - Yes; Stan - Yes; David - Yes; Peg - Yes; Mark - Yes; Tom - Yes; Shawn - Yes. Vote passes 9/0.

**vi. Conduct of Meetings** – any changes?

David - #8 -Schedule of regular meeting - have, we posted a schedule? How many

months in? Stan – A schedule of all Budget Meetings is posted on town website. Bob – there is a calendar posted on the website for all town meetings. Stan - Information has to

be posted 24 hours in advance of meetings. Stan - Look up RSA to see what a quorum is? Tom – they do specifically mention guidelines for telepresence or remote present.

RSA21:15 – doesn't describe quorum. Joint authority – words 3 or more. Stan – We can go back and change these at any time. David - Quorum 21:15 doesn't state specific information.

Motion made by Shawn to section D1 - change to the quorum number to 5 and add “physically present” and add water district. Seconded by Stan. Roll call - Erin - Yes; Tammy - Yes; Bob - Yes; Stan - Yes; David - Yes; Peg - Yes; Mark - Yes; Tom - Yes; Shawn - Yes. Vote passes 9/0.

Shawn – we can continue updating the Bylaws at the next meetings beginning with Section G.

**Announcements** – None

**Public Comments** – none

**Next meeting** June 19, 2018.

Erin – are we taking July off? Shawn - Yes

**Adjournment** -

Motion was made by Stan to adjourn at 7:18 PM. Seconded by Erin. Roll call - Erin - Yes; Tammy - Yes; Bob - Yes; Stan - Yes; David - Yes; Peg - Yes; Mark - Yes; Tom - Yes; Shawn - Yes. Vote passes 9/0.

Respectfully Submitted,

Shari Gaesser - Recording Secretary