

Town of Milton
Town Budget Committee
Tuesday, April 17, 2018
Meeting Minutes

Larry Brown – 12 years a member and chair of the Budget Committee, currently working on the planning board and CIP. Has worked in the past with working with Mark Currier representing school district.

Chairman Perreault opened the floor for questions and discussion.

Erin Hutchings – Mr. Bourdeau – Noticed that your end date from the Economic Committee and retirement is in a year. I would hate to have to go through this process again so soon. Mr. Bourdeau - We are building new house in Kittery which is why I stepped down and will not run for reelection. I saw that this was a 1-year seat. Truly feel I can have an impact in one year.

Chairman Perreault passed out paper and asked each committee member to place the name of candidate for vote along with the committee members initials should there be any questions. Discussion - Erin – good candidates; Shawn – everyone in town was surprised that there was that much interest. Mr. Currier noted that there would be more interested if they don't have to put a name on the ballot. Shawn - learned a lot in the one year that I've been on the committee. Stan – there hasn't been a year I haven't learned something.

Results of the first round of voting – Dennis, Bob and Mark continue.

Stan – only thing bothers me is snowbirds. If we allow for 1 and then 2 then it may end up that can't have a meeting. Thank you for disclosing. That time is the hot season for budget. Shawn – shows a lot of character.

Shawn - We will go with those 3 and the next top 2 highest if no one. Vote - Mark Currier selected as the new Budget Committee member. Congratulations to Mark Currier. Thanks to all for putting in your name.

Ms. Hutchings proceeded to swear in Mr. Currier as new committee board member.

Meeting Minutes – March 20, 2018

Peg Hurd – have all changes have been incorporated. Shari Gaesser - Yes. **Motion to accept the March 20, 2018 meeting minutes was made by Peg Hurd. Seconded by Erin Hutchings. Roll call Bob Carrier - Yes; Peg Hurd - Yes; David Carpus - Abstain; Mark Currier - Abstain; Stan Nadeau - Abstain; Tammy Smith - Yes; Erin Hutchings - Yes; Shawn Perreault - Yes. Motion passes 5/0/3.**

Committee Secretary – Chairman Perreault - It was noted that this position was that of a committee member that helps with printing papers; documents; other tasks as needed by the committee. It was not a recording secretary. That position is provided by the town. This

position was mentioned in original agenda. Bob Carrier – Thomas (McDougall) and I talked about it. If the chair and vice chair were not at a committee meeting then the secretary could run the meeting or the committee could nominate someone pro tem to run meeting. This position was confused with that of the recording secretary. It is not in the current by-laws and this person would have to be sworn in. Stan Nadeau – if the chair needs assistance would the recording secretary assist? Chairman Perreault - I thought that it would be a position that the secretary would be maintaining records etc. Bob Carrier - Michelle Beauchamp holds minutes. I am not sure if the position is necessary. Chairman Perreault – I thought there would be tremendous upkeep but that is not the case. Personally, I do not think that it is needed. The vice chair or recording secretary can help. Stan Nadeau – we can help out. Doesn't have to be an official officer. Bob Carrier – pro tem can run the meeting that one time.

Chairman allowed public comment. Larry – Thank you for bringing Mark on the board. The bylaws are to your own convenience. You have the control of the bylaws and you can go pro tem.

Motion was made by Stan Nadeau to table the position of Committee Secretary. Seconded by Shawn Perreault. Roll call Bob Carrier - Yes; Peg Hurd - Yes; David Carpus -Yes; Mark Currier - Yes; Stan Nadeau - Yes; Tammy Smith - Yes; Erin Hutchings - No; Shawn Perreault - Yes. Motion passes 7/1.

Monthly Meeting Date Discussion

The Planning Board and the Budget Committee meet on the same night, 3rd Tuesday of the month. There was discussion suggesting that the Planning Board meeting should also be videoed. **Motion was made by Stan Nadeau to have the Budget Committee remain that same day, 3rd Tuesday of the month at 6:00PM. Seconded by Peg Hurd. - Discussion -** Bob Carrier – Can't force committee to record their meetings. Erin Hutchings – It doesn't stop anyone from doing. Thomas McDougall brought it up. Stan Nadeau – If you're doing public business then it should be in the eye of the public. David Carpus – Is there is still budget funds left over, could it be used to have another camera system and have 2 meeting concurrently. **Roll call Bob Carrier - Yes; Mark Currier - Yes; Peg Hurd - Yes; David Carpus - Yes; Stan Nadeau - Yes; Tammy Smith - Yes; Erin Hutchings - Yes; Shawn Perreault - Yes. Motion passes 8/0.**

Process to Request Documents from Town

Chairman Perreault met with Erin Hutchings and Heather Thibodeau. It was decided that the town would have the documents to the Budget Committee the Wednesday before the Budget Committee scheduled meeting. The town and budget committee are doing a better job to set expectations. Bob Carrier is organizing a calendar to get the required budget meetings earlier. Chairman Perreault will be meeting on Friday School Board Chairman Doug Shute, Peg Hurd, Superintendent Sussman, and Nate Castle - financial manager. Mark Currier – Will the packets be mailed; do we need to pick up or will they be emailed. Stan Nadeau - We need to request the information from the Trustees of the Trust Funds. Erin Hutchings – These can get quarterly. Chairman Perreault – We are going to do this earlier and set expectation. Bob Carrier – I would like to see the Revolving Fund, we can't do anything with it, but would like to see it. Bob Carrier - The selectmen get it once a month. Erin Hutchings – Currently in limbo with all the

changes but will get it. Chairman Perreault – We need to leverage Erin as selectmen rep and want to make that obvious so that we are all on the same page. Any other documents? From the School Board – Peg Hurd requested fund balance and the bank reconciliation. School Board meet the 2nd and 4th Wednesday of the month. SAU sends out information the Thursday before. I can ask Nate Castle to include this and may be able to do PDF. Chairman Perreault will work with Nate and give him access to google docs.

Mark Currier – For the school, do you get line item transferred? Bob Carrier – They don't do that anymore. If it goes over it goes over. Mark Currier – If that is the case, where do you get the money for that. Stan Nadeau – It is a bottom line budget. We look at the budget, and if we see a line that is over, we ask the questions, why did go over and what you going to get it from. The budget goes to ballot and it is voted for as a lump sum. Our authority stops at that point, we can ask but they don't have to answer. Historically, Peg Hurd gives us a heads up. David Carpus – partially understand waiting until budget season to ask questions can be a little late. Stan Nadeau – If they are asking again next year, a red flag goes up. We will have every opportunity to ask. Shawn Perreault and Thomas McDougall use an Excel sheet and it will show all that information. It does jump out a lot quicker. Chairman Perreault - it goes month to month so that one month would jump up and then ask Peg Hurd what is going on. They have to provide a legitimate reason. We have an ample opportunity and review data. Point is you don't want to wait but ask those questions.

New Business

Discussion: By-Laws subcommittee to review and recommended updates to our by-laws. Chairman Perreault asked to put a sub-committee in place to review the old by-laws as they are 5 years old. Maybe 3-4 people to go over make suggestions on changes. Stan Nadeau - would rather go over them like we do the minutes and then hash it out. Looks at them, hash out. I don't think a committee is needed. Why not hash it out and next meeting? **A motion was made by Erin Hutchings to establish a subcommittee to look at the bylaws. Seconded by Peg Hurd. Discussion** - Mark Currier – For the bylaws are there major changes or minor things. Bob Carrier - Attendance needs major changes especially when there is a key vote on the budget. Stan Nadeau – did not ask that. David Carpus – It is required to look at yearly but nothing stopping us from looking at them quarterly. Chairman Perreault – the discussion should focus on needing a subcommittee. Stan Nadeau - I don't we need a committee. Tammy Smith – I agree with Stan and don't think we need. Mark Currier - I agree with Stan. **Roll call Bob Carrier - Yes; Mark Currier - No; Peg Hurd - No; David Carpus - No; Stan Nadeau - No; Tammy Smith - No; Erin Hutchings - No; Shawn Perreault - Yes. Motion fails 2/6.**

Discussion: Technology and Communication subcommittee to recommend solutions to intra/inter communications (e.g. storage of public documents, editing documents, sharing documents). Motion was made by Stan Nadeau in putting together a subcommittee for Technology and Communications. Seconded by David Carpus. **Roll call Bob Carrier - Yes; Peg Hurd - Yes; David Carpus -Yes; Mark Currier - Yes; Stan Nadeau - Yes; Tammy Smith - Yes; Erin Hutchings - Yes; Shawn Perreault - Yes. Motion passes 8/0.**

Discussion: "Budget Season" subcommittee to work with the Town of Milton and School Board to organize and plan for budget season. Chairman Perreault - Budget Season subcommittee would give us a calendar for this year and next year's planning. Bob Carrier - we are limited to DRA requirements, to the school and the town. We set the schedule and the school follows us. We need to establish important dates. The important dates don't come out until November. Chairman Perreault - does this timeline work? Bob Carrier - I want someone to follow just in case I don't want to do or am unable to do this. Chairman Perreault - Could Heather Thibodeau and Erin Hutchings get it done early within reason? Stan Nadeau - The books close at the end of December. If it is requested earlier it takes out a whole month of history. Mark Currier - School Budget can get by then but not Town. Bob Carrier - If we start 1 week earlier can be done by 20th of November. Gives time to adjust. The budget can be changed all the way to deliberative session. It is up to the selectman to get it to us. Erin Hutchings - What about warrant articles? Bob Carrier - my fault, I scheduled that meeting too soon. The warrants were not properly written. CIP information was provided 3rd week in December; the planning board sends offers to selectman; selectman all or in part. Telling the planning board what they want, to recommend or not recommend. Stan Nadeau - Are we reviewing the town first. Chairman Perreault - This discussion proves the point - push on this; nothing is set in stone. Mark Currier - Is there negotiation on teachers' contract? Peg Hurd - Yes. Bob Carrier - Would like to have 2 people to show how it do the planning on calendar. It depends on the committee but we need to have everyone show up for these budget sessions. Budget committee selects who we want to see that night. Motion by Stan Nadeau to support the subcommittee. Seconded by David Carpus. **Roll call Bob Carrier - Yes; Peg Hurd - Yes; David Carpus -Yes; Mark Currier - Yes; Stan Nadeau - Yes; Tammy Smith - Yes; Erin Hutchings - Yes; Shawn Perreault - Yes. Motion passes 8/0.**

Town Financial Report -

Stan Nadeau - Budget of \$4,329,504. Bob Carrier - looking at last year's budget final expenses, we returned \$500,000. Some items can be explained. 4 overspent. Some questions. Police department budget - 2 officer left. Town House grant money was for the culvert put in on Town House Road and takes most of the money. Bob Carrier - \$300,000 going back; also saw this and need history on it. Some numbers that I question, Outside appropriation. Would like to see what was spent last year. Don't know history doesn't mean anything. Erin Hutchings - On the warrant article - send me an email. Didn't finish culvert, waiting for spring to finish. Bob Carrier - I didn't see the funds encumbered. Stan Nadeau - have 1 year to spend it. Bob Carrier - will look at old ones to see how they spent. The town is still pay bills up into December. Stan Nadeau - police 93% spent on legal - is that a retainer? Erin Hutchings - not sure. Stan Nadeau - might be a set amount for billable hours. David Carpus - it's a good chance a check was written as a retainer. Bob Carrier - where is the sewer? Erin Hutchings - page on 10/11, after highway. Peg Hurd - that is solid waste. Stan Nadeau - It is not in here. Erin Hutchings - I will ask Vanessa and email to all? David Carpus - get an idea that is a large %. Stan Nadeau- these are one time. Erin Hutchings - can get answer. David Carpus - Assessing software support page 4; almost 100% fixed annual fee. Tammy Smith - there is a typo on page 10. \$500 Stan Nadeau- it is correct.

School

Chairman Perreault – Peg Hurd gave us a wonderful sheet notes in red. Peg Hurd - We go through expense every month. I have taken what Nate Castle replied to me. You can go to lines and see the answers for those are over. Salary were up for Para's, Secretary, Bus drivers. FICA etc. High School Public tuition is for students taking advanced classes at Great Bay Community College. Bright beginnings para hired at higher salary.

ES/MS/HS – out of district placement – students come in and the school cannot meet their IEP. so, they have to be sent out. More students are attending Vo Tech School. Co-curricular Retirement – cocurricular retirement was not budgeted. Did we budget this year? Yes.

Guidance – dental – reimbursement is received. School Board - part time secretary became full time for security issues. John Safina disability – billed twice – waiting for reimbursement Copier maintenance – Elementary school is printing books.

Custodian dental – reimbursements

A regular driver has to do a SPED run for out of placement students. Mileage is more an unanticipated expense. Dental – have an increase for budget for dental for bus driver.

Contracted students – SPED out of district.

IT – power school failed last year. We need to host and not keep it our self. Look at bottom line Stan Nadeau – how much is left. Mark Currier – What doesn't it include? Peg Hurd - we have encumbered everything we know about. Stan Nadeau – warrant articles? Out of the surplus?

Peg Hurd - Transportation/SPED/Tech. \$85,000. Mark Currier – warrant money? Stan Nadeau – that was voted on and has to go into. Mark Currier – food services? Stan Nadeau – food services is always a negative. Mark Currier – It shows \$800 and still have 3 months left.

Peg Hurd – I asked for trust fund balance and we have some revenue that is due. \$385685 - Grants – SIG grant is for computers, 3d printers and software to test at Nute. Only test was done was SAT. Chairman Perreault - are the students forced? Peg Hurd – not forced but strongly encourages. Mark Currier - 2 types of test. Performance level done. Peg Hurd – not indicative or progress. Not comparing it to last year's testing. Software that we did buy measures students k-12 in that particular cohort see if child is progressing or not progressing.

Peg Hurd – I last heard Grants department DHHS getting \$50,000 for next year but not cast in concrete for next year. This will be the final year. Stan Nadeau - what will the grant be buying? Ped Hurd - Education for students to promote keeping away from drugs etc. Stan Nadeau – this is not paying for a teacher. Peg Hurd – paying for part time. Stan Nadeau– Are we committed to keeping that position open. Bob Carrier – \$100,000 this year DHHS.

Peg Hurd – We do not know about the Grants, until we actually do a PO that grant will not show in adopted budget. Asked on SIG grant. Page 1 3rd down. I know we had money left in DHHS grant – offering after school activities. Bob Carrier - Will it get bigger? Peg Hurd - yes, we will spend it. On the sheet provided, does that answer your questions. Bob Carrier – if you put page numbers down would be quicker.

Mark Currier – public tuition spent \$17,000. Where is that money coming from. Stan Nadeau– may not know. Mark Currier - where did the money get moved from. Stan Nadeau - They may have asked for \$17,000 for something else and didn't spend it last year. Mark – looking at information where did the money move from? Peg Hurd – move the money? He does not physical move from one line to another. Mark Currier – every line is justified. Budget committee looks at it. Bob Carrier – had to balance line out. Peg – what was budgeted and what was approved. Mark Currier – under obligations. \$17,000 one line – where was the money from. Surplus in fuel. Won't know it. Stan Nadeau – will it show.

Peg Hurd – an official announcement regarding the split from Wakefield, on the audit and we are giving \$150,000 to the town Stan Nadeau – onetime thing. SAU64 is in regular operating budget as we are separate then when we had Wakefield.

Public Comments –

Larry Brown – Appreciate the fact that Mark Currier is coming back on the Board. It is an excellent time for budget committee; department head and the School Board elected.

Announcements

Budget and Finance Workshops – Chairman Perreault recommended that everyone goes.

Next Meeting - May 15, 2018 at 6:00PM

Motion to adjourn 8:01PM was made by Stan Nadeau. Seconded by Peg Hurd. **Roll call Bob Carrier - Yes; Peg Hurd - Yes; David Carpus -Yes; Mark Currier - Yes; Stan Nadeau - Yes; Tammy Smith - Yes; Erin Hutchings - Yes; Shawn Perreault - Yes. Motion passes 8/0.**

Respectfully Submitted,

Shari Gaesser
Recording Secretary