

Town of Milton  
Town Budget Committee  
Special Session  
Town of Milton FY 2019 Budget Presentations  
Tuesday, December 5, 2018  
Meeting Minutes

**CALL TO ORDER**

Meeting called to order at 6:00PM by Chairman Bob Carrier

**PLEDGE OF ALLEGIENCE**

**ROLL CALL - PRESENT**

Mr. Bob Carrier – Chairman, Mr. Thomas McDougall, Ms. Tammy Smith, Mr. David Carpus, Mr. Larry Brown, Ms. Peg Hurd, and Mr. Justin Bellen. Mr. Mark Carrier was excused.

A Quorum was present.

Ms. Hutchings opened the Board of Selectman session at 6:03PM. Then proceeded into a recess to participate in the Budget Committee meeting.

**ROLL CALL – PRESENT**

Ms. Erin Hutchings, Mr. Andy Lucier, Ms. Heather Thibodeau – Town Administrator.

**PUBLIC**

Mrs. Danielle Marique – Welfare, Chief Richard Krauss – Police, Ms. Betsy Baker – Library  
Mr. Pat Smith – Highway, Government Buildings, Solid Waste, Ms. Kathy Wallingford – Assessing.

Mr. Carrier – thanked Ms. Marique for preparing the town budget paperwork and the thumb drives for the Budget Committee.

Mr. Carrier welcomed Justin Bellen as the new Water Department Representative.

Mr. Carrier – There were errors in the 2018 budget. MS 37 and the expenditure report were used to clear up issues. The Town Administrator's bottom line is incorrect. It should be \$283,823.19. Recreation should be \$62,580. The bottom line budget is \$4,508,365.00 which was passed in March. The new one, which has errors, is \$4,509,612.00 due to errors in the Town Administrator's and Recreation budgets. Department Head's requests have stayed the same but those may see changes. \$4,704,514. With the changes to the 2018 Budget \$196,149.00. This represents a 4.35% increase.

Mr. Carrier asked that the budget committee allow the presenters to complete the budget presentation prior to asking questions. Not making any decisions on budget tonight but once all are complete then the budget committee will make suggestions.

## BUDGET PRESENTATIONS

### Welfare (01-4445) – Danielle Marique

- 120 – Salary – Requested \$21,970.00 no overtime or benefits. Cola & merit increase shows a 3.7% increase overall.
- 220 and 225 - FICA \$1362.14 for increase of 6.2%
- Medicare 318.57 for an increase of 1.4%
- 240 – Training & Membership NHLWAA membership & trainings - \$295 Previous directors did not utilize the training. These trainings are important and for the protection of the town. Membership at \$30, workshops at \$15 each and 9/year, NHMA Conference @ \$75 and NHMA workshop @ \$55 (increased from \$40).
- 461 – Electrical \$3,500 shows a decrease due to usage request as the town works with Strafford Community Action. Electrical assistance programs. This was presented to the Selectman as YTD. This has since changed.
- 462 – Heating \$7,000 decrease due to usage request as the town works with Strafford Community which also has a fuel assistance program. YTD expended is \$1,400. Strafford received additional money<sup>2</sup>s show just now using this funding. Not always an option.
- 464 – Rent/Mortgage - \$18,000 decrease due to usage request as the town works with Strafford Community which also has a security deposit program.
- 463 – Food - \$500 decrease due to Strafford Community food pantry and Wakefield Food Pantry that covers 70 families. Number says 40 but has increased to approximately 70. This does not include other food pantries that operate in the area.
- 466 – Medical \$1,000 nothing used to date so reduced due to usage.
- 620 – Office Supplies \$300 remaining the same. Ink for printer, files, folders
- 625 – Postage \$50 reduced due to decrease in usage. Used for certified mailings, follow up from any other agencies and any other mailing items.
- 741 – Equipment \$150 decrease based on usage.
- 840 – Mileage \$526 – the workshops are based out of Concord approximately \$46 per training and \$56 to Manchester for Conference. This is due to the lack of town vehicle that is not available. This amount is just for Welfare and not any other Administrative workshops that are attended.
- 890 – Miscellaneous \$100 – In previous years, final expenses have been taken out of this line. Decrease this line and added a new line to cover final expenses.
- Final expenses line \$3,000 – Each issue noted at \$750/issue @ 4 issues.

**Total Budget - \$58,072 – Decrease of \$8,324.36 or 14.3%**

### Questions –

Mr. McDougall – FICA and Medicare Line shows \$33,000 each but original request was for \$21,970.00. Originally Welfare and Town Administrator's Assistant was under one line. Now these have been separated. Accounting for all FICA AND Medicare is coming out of this line and nothing out of the Town Administrator's line. \$33,000 is total salary that was presented.

Ms. Hurd – YTD report and new one is huge different. YTD showing is from September and now you have more current. \$43,843 is correct. It looks like a decrease of \$8,324.36 or 14.3% and Ms. Marique said it was an increase of \$3,549. Not an increase but is a decrease.

**Assessing – (01-4151) – Kathy Wallingford/Heather Thibodeau**

- 110 – Salary \$48,724 – Assessment Director. Did a salary study and salary was adjusted to reflect her number of years of experience and historical knowledge. Includes possible merit increase.
- 220 – FICA \$3,020.88 for 6.2%
- 225 – Medicare \$706.50 for 1.45%
- 240 – Training \$100 – DRA assessing classes. Now reduced to \$50
- 330 – Registry of Deed \$250. Transfer of Property, Deeds Recorded.
- 391 – Legal Notices \$75. Reduced from \$100.
- 393 – Support Software \$5,500. Update for website for people to have access assessing cards, to tax maps and update programs for assessing purposes.
- 395 – Professional Services \$1,500. Increased due to GIS and update of maps.
- 393 – Contracted Assessor \$67,760. New appraisal firm. Expenditure is currently low and will have to encumber for new evaluations.
- 610 – Printing \$25. Business cards and forms.
- 620 – Supplies \$400. Office supplies,
- 625 – Postage \$400. Decrease to \$350
- 740 – Equipment Maintenance \$100.
- 741 – Equipment Purchases \$200. Reduced to \$100.
- 840 – Mileage \$25. Emergency purposes only.
- 850 – Membership \$20.
- 890 – Miscellaneous \$10.

**Total Budget - \$128,616.38 – Increase**

**Questions –**

Mr. McDougall – COLA and merit increase. What was the salary increase and the COLA?

Ms. Thibodeau – was not done at the same time last year but will be able to provide the information. Mr. McDougall noted that the salary was increased to bring the employee up to par and also increased the COLA at same time. Ms. Thibodeau noted that this was not done at the same time. Mr. McDougall wanted to make sure what had been allocated. Bottom line went down \$200. Where is the other \$50? That was postage.

Mr. Brown – Postage in 2016 was .47 and now .50. Ms. Wallingford noted that the postage for 2016 included all of the departments and was not broken out. Unable to break down what each department was doing. Had been doing large mailings of appraisals to town members. Now not doing that. Appraisal services will mail them out directly. Mr. Brown asked who would be paying postage for the tax bill mailings. Ms. Wallingford noted that those would be paid by the Tax Collectors office as they generate the bills. Property value updates for 2019 will be mailed by Assessment office. Mr. Brown lines 396 - asked where the software would be found. Ms. Wallingford noted that the software (line 393) was for a program that feeds into the Tax collector's office, planning department as everything has to be upgraded to meet state's requirements. This has also cut down on supplies as information for maps or assessment pads can be found on the website.

Mr. Carrier – Line 396 – asked if funds from this line was to be encumbered. Ms.

Wallingford noted that this was for the Avatar 2 year contract. The budget for 2018 and \$65,000 was already in place. The amount needed this year was less by about \$15 - \$16

thousand. YTD only \$15,000 spent but the remainder needed will be for 2019 as it is a revaluation year. Mr. Carrier asked if this money would be additional to the request for \$67,760. Ms. Wallingford said yes as the amount of work that was to be done in 2019. Each year approximately \$65,000 spent so for 2 years that is about \$130,000. Mr. McDougall asked for clarification. \$15,000 roughly spent last year and the additional \$50,000 would be encumbered and added into the \$67,760. To cover the contract for 2019.

#### **Police – (01-4210) – Chief Krauss**

Mr. Carrier thanked the Chief for the presentation.

Chief noted that about 85% of budget is personnel with 15% for everything else.

- 110 – Salary \$476,433.24 – increase of \$2,658.52 for officers getting step increase. Had turnover by officer's that made larger salary. New ones coming in did not require same amount.
- 120 – Salary PT \$12,500 Increase by \$500 with expectation have 2 part time and chaplain. Currently down 1 officer but will be asking to have this back at two. This would allow them to get the 1.7% COLA and 2% merit raise.
- 121 – Salary/Secretary \$47,663.20 Town administrator did a study on this position. Was making less then new hires. This was corrected by the Selectman. \$5,881.21 which is what it should have been all year. 2% Merit and 1.7% COLA. Increase of \$7,311.20 due to wage correction.
- 122 – Personnel Retention \$2,500. Created in 2009 to keep employees. Provides a 1 time stipend.
- 123 – Salary Chief \$84,240
- 126 – Salary – SRO \$29,800
- 144 – Grants \$5,000
- 220 – FICA \$4,164.12
- 225 – Medicare \$9,535.87
- 230 – Retirement NHRS \$173,374.83
- 240 – Training \$6,500 pays for out of state as well as ammunition training. NH Police Chief and National Police Chief conference.
- 243 – Employee Testing \$500 no change even though the line is over expended
- 290 – Uniforms \$8,000 Last year this was requested. This will give officers \$500 to cycle out what uniforms need to be replaced. Allows for new staff uniforms.
- 320 – Legal Services \$14,000 No change – pays for prosecutor \$13,000 towards legal contract and other \$1,000 towards supplies.
- 340 – Contracted Services \$22,948 - \$185 increase. Pulled out license compliance and key fobs. Absorb the county dispatch county and IMC license fees.
- 391 – Legal Notices/Ads \$100 no change.
- 395 – Professional Services \$500
- 410 – Electric \$8,784 – LED grant pay off towns portion of the grant to start recouping for next year. decreased line only by \$1,084 so now \$7,700.
- 420 – Heat \$3,000 – No change
- 450 – Telephone \$3,700 – No change
- 610 – Printing/Copies \$600 – No change
- 620 – Supplies \$,6000 – No change

- 640 – Vehicle Fuel - \$15,000 – No change
- 730 – Vehicle Maintenance \$6,000 – No change
- 731 – Vehicle Purchase/Lease \$31,000 – No change
- 740 – Equipment Maintenance \$3,000 – No change
- 741 – Equipment Purchase \$6,200 – No change
- 742 – Equipment Lease \$4,600 – No change
- 840 – Mileage& Travel \$1,100 – No change
- 850 – Membership Dues \$750 – No change
- 890 – Miscellaneous \$1.00 – No change
- 891 – Education Incentive - \$4,500 – No change
- Added new line for SRO of \$29,800. Hire Resource office for both buildings for ½ year. Some overtime almost mandatory asked by school. SRO will also be DARE officer for classes at the school.

**Total Budget–\$990,920.26 Increase of \$53,303.71**

Mr. McDougall noted the final number does not include the reduction in electrical. Administrative salary line 121 – was increased from \$19.75 up to \$22.50. Ms. Hurd – 50/50 grant for total of \$10,000 but what if the opportunity for a larger grant happens? Chief Krause noted he would approach the Board of Selectmen for increase. Mr. McDougall asked if sharing the cost of SRO with school or administration of that not worth sharing cost. Coming out of same tax base. Mr. Brown – Key fob? Chief - will give a read out number to get into the police security system. Mr. Carpus moved someone from part time to full time any reason both that and SRO need to happen. Ms. Hurd – this has nothing to do with the spring incident. Ms. Smith noted that Chief said he was down 2 officers and asked if he was going to replace them. Chief Kraus said that they have been trying to replace them. Ms. Hurd YTD line -420 only spent small amount will be up to the \$3,000. Chief Kraus – they will fill up this last of year. Mr. Carrier – the SRO - would like to see this go into a warrant article instead of budget. Would lower the budget. Let the people make the choice. Chief Krause – Writing into the warrant article the salary, FICA and other items. Rather control this in police budget. Mr. Carrier noted that the budget was high and could possibly lose the whole budget with not much to move around. It is a risk the budget. Once the town votes no on warrant article, unable to move an officer into the schools as an SRO. This is a risk on both sides as no to warrant article means no to an officer in the school. Looking at a number rather than safety is not a good way. Mr. Brown – can you DE content the warrant wording and can an officer spend time at the school. Ms. Hurd not seeing default budget if this goes through rather than regular budget one position could go into as the SRO. Mr. McDougall asked if there was ever an SRO in the school. No. Mr. Carpus asked in about the number of districts in the state that had an SRO. This is unknown, Rochester has 4; Farmington, Somersworth, Wolfeboro, Dover. Chief said the intent was to apply to federal grant for this. Mr. McDougall asked regarding the Chiefs conference and the attendance. Chief Kraus noted that this was for next year. Mr. Carpus – line 144 Grant is 50/50 and noted that most used for Bullet Proof vest. Chief Kraus this grant is used mostly for this vest and replacement. Has to be fitted to the officer. Line 340 – Contract services you have 2 different virus systems. One is in house and one is outside. Chief Kraus provided the wording to the Board for the SRO warrant article.

Salary ½ is \$3,000 and full year is a total of \$6,000 for Assessing per Ms. Thibodeau. Ms. Hurd asked when this went into effect. Ms. Thibodeau noted July.

**Government Buildings (01-4194) – Mr. Pat Smith**

- 110 – Salary \$101,728 – Decrease of \$5,009. Includes full time custodian, 2 full time personnel and \$8,000 in overtime used for snow removal.
- 120 – Salary PT \$1.00
- 220 – FICA \$1,476.00
- 225 – Medicare \$9,535.87
- 290 – Uniforms \$450
- 340 – Contracted Services \$20,054 – No change
- 395 – Professional Services \$1
- 410 – Electric \$9,600 – No change
- 420 – Heat \$6,710 – Increase of \$2,710
- 430 – Water \$5,750 – No change
- 620 – Supplies \$4,612 – Increase \$2,500
- 625 – Postage \$10 – Increase \$9
- 640 – Vehicle Fuel - \$4,765 – Increase of \$750
- 720 – Building Maintenance \$20,000 – No change
- 725 – Cemetery Maintenance \$5,000 – No change
- 740 – Equipment Maintenance \$1,000 – No change
- 741 – Equipment Purchase \$300 – Decrease of \$6,300
- 742 – Equipment Lease \$500 – No change
- 890 – Miscellaneous \$1.00 – No change

**Total Budget \$188,266.00 – Decrease \$5,707.00**

Mr. McDougall - line 725 - asked if \$5,000 for cemetery would be enough. Mr. Smith this is used for the smaller cemeteries in the area. Ms. Hurd – line 110 – full time salaries went way down. Mr. Smith noted that there was turn over. Mr. Brown noted that Library repair line 721 has nothing there. Mr. Smith noted that it could have been an encumbered line.

**Highway (01-4312) – Mr. Pat Smith**

- 110 – Salary \$284,750 – Increase of \$6,559 Includes 2019 step increase and \$45,000 in overtime
- 120 – Salary PT \$21,786 – Increase of \$2,728 Includes 2019 step increase and increase the secretary hours from 25 to 30
- 130 – Salary Elected \$66,302 – Increase of \$1,108 Includes 2019 step increase
- 220 – FICA \$23,116 – Increase of \$644
- 225 – Medicare \$5,407 – Increase of \$151
- 240 – Training \$1,000 – No change
- 243 – Employee Testing \$2,000 – Increase of \$500 the service went up and the line went over.
- 290 – Uniforms \$4,700 – No change

- 340 – Contracted Services \$16,270 – Increase of \$2,300 – Includes \$4,200 for towing; \$1,200 for maintenance program; \$2,000 for tree removal; \$3,820 for catch basin cleaning; \$250 for lift inspection; \$4,800 street sweeping;
- 395 – Professional Services \$1.00 – No change
- 410 – Electric \$5,500 – Increase of \$500 took new rate based on last years hours.
- 420 – Heat \$4,352 – Increase of \$1,352
- 430 – Water \$0.00 – No change
- 450 – Telephone \$2,836 – Decrease of \$264
- 620 – Supplies \$29,014 – Increase \$4,766 Increase due to cost of steel; increase in oil
- 625 – Postage \$10 – No change
- 630 – Operating Supplies \$117,900 – Decrease of \$5,560. Salt went down to \$47 per ton.
- 640 – Vehicle Fuel \$7,000 – Increase of \$1,500
- 645 – Diesel Fuel \$35,000 – No change
- 740 – Equipment Maintenance \$25,000 – Increase of \$5,000 truck is no longer on extended warranty
- 741 – Equipment Purchase \$500 – No change
- 742 – Equipment Lease \$1.00 – No change
- 850 – Membership/Dues \$1.00 – No change
- 890 – Miscellaneous \$1.00 – No change

**Total Budget \$652,447.00 – Increase \$21,184.00**

Mr. McDougall noted that Eversource may be increasing rates by 20%, do the numbers take this into account. Mr. Smith – yes used the delivery rate at the new cost. It is an estimated amount. Ms. Hurd – line 395 - \$85 had been spent this year but only budgeted a \$1.00. Put items in this line that comes up but keep a \$1.00 in here to keep the line open. Ms. Hurd – does it go into this line? Mr. Carrier noted that it fits the criteria for this line. Mr. Brown questioned the cost of diesel and fuel lines. Mr. Smith noted that the type of oil used is based on what the manufacturer suggest. Mr. McDougall asked if \$4,500 for line 290 would be enough as it had not increased in 3 years. Mr. Smith – yes. Level fund as many items that is possible.

#### **Solid Waste – 01-4324 – Mr. Pat Smith**

- 110 – Salary \$42,852 – Increase of \$2,060 Includes 2019 step increase and \$2,000 in overtime
- 120 – Salary PT \$49,120 – This is for 3 part time employees. Total is 46 hours per week. Includes 2019 step increase.
- 220 – FICA \$5,703 – Increase of \$241
- 225 – Medicare \$1,334 – Increase of \$56
- 240 – Training \$600 – No change
- 290 – Uniforms \$600– No change
- 340 – Contracted Services \$9,800 – Increase of \$3,970 – Increase due to inspection of land cap fill twice a year, previously once a year.
- 371 – Disposal \$68,000 – Increase of \$2,000 due to 3.5% increase in fees
- 372 – Rental/Recycle \$1.00 – No change

- 373 – Hazard Waste Removal \$1.00 – No change
- 410 – Electric \$1,800 – Calculated electric the same as highway electric
- 420 – Heat \$500 – No change
- 450 – Telephone \$654 – No change
- 620 – Supplies \$1,305 – Decrease \$854
- 625 – Postage \$10 – No change
- 630 – Operating Supplies \$1.00 – No change
- 640 – Vehicle Fuel \$8,000 – No change
- 740 – Equipment Maintenance \$1.00 – No change
- 741 – Equipment Purchase \$1.00 – No change
- 742 – Equipment Lease \$1.00 – No change
- 810 – Permit Fees \$1.00 – No change

**Total Budget \$190,285.00 – Increase \$9,393.00**

Mr. Smith noted that the lines left open with \$1.00 any items would come from the Transfer Station Revolving Fund account. Mr. McDougall noted that line 720 Building Maintenance for \$1.00 was omitted. Mr. Smith noted that this line was not to be included in this. Mr. Carrier questions the final total and Mr. McDougall noted that the Electric had increased by \$100.00. Mr. Carrier noted that any item left open with \$1.00 would not be coming out of revolving fund. It would be reflected in each of those lines. Mr. Smith noted that this was not the case. Mr. Carrier noted that \$519.20 spent in Misc. fund spent back in May that should have come out of revolving fund. Mr. Smith noted that he reviews the reports and any discrepancy is updated. Mr. Smith noted that though it appeared to have unspent funds, this is actually not the case due to bad weather in both October and November. It will be a close budget.

#### **Library – (01-4550) – Ms. Betsey Baker**

Ms. Baker noted that she had approached the Trustees of the Library and asked for support in having 2 employees. The trustee's agreed. This is where the bulk of increase is. Also, an additional \$1,200 for equipment purchase was requested for the Circular Desk computer.

- 120 – Salary PT \$36,560.45 – Increase of \$6,774.45 includes 1.7 COLA and 2% merit.
- 220 – FICA \$2,266.75 – Increase of \$432.75
- 225 – Medicare \$530 – Increase of \$101
- 340 – Contracted Services \$3,200 – No Change - Fire alarm, panic button and website
- 350 – Custodial Svc \$1.00 – No change
- 410 – Electric \$2,000 – No change
- 420 – Heat \$3,500 – No change
- 450 – Telephone \$900 – No change
- 620 – Supplies \$2,000 – No change
- 625 – Postage \$150 – Increase of \$20 – Increase in PO Box rental
- 630 – Program Supplies \$8,800 – No change – Circulation materials
- 720 – Building Maintenance \$0.00 – No change



- 741 – Equipment Purchase \$1,500 – Increase of \$1,250 Requesting new circulation desk computer
- 744 – Technology \$75.00 – No change
- 840 – Mileage/Travel \$350 – Increase of \$115
- 850 – Membership/Dues \$250 – Decrease of \$85
- 890 – Miscellaneous \$50 – Increase of \$49 – used this line for background checks

**Total Budget \$62,133.00 – Increase \$8,657.00**

Mr. Carpus regarding lines 741 and 744 why the Circulation Computer is being put in Equipment purchase rather than Technology? Ms. Baker agreed that it could put it in the 741 line but noted that this line was used mostly for book cases, chairs etc. Mr. Carpus noted that if there is a Technology line shouldn't this go there? Also, how many computers are there at the library? Ms. Baker noted that there are 5 computers. Mr. McDougall line 120 salary – asking for an increase to add a second person. Ms. Baker is asking to have every shift covered by 2 people. Mr. McDougall asked for a breakdown of salary vs. COLA and Merit. Ms. Baker - \$35,560 increase without the cola. This would include the hourly increase FY 2018 from July – December and then a full year for 2019 as next year's raise would not go into effect. Mr. McDougall asked if any additional personnel was hired in 2018. Ms. Baker noted that 3 additional people had been hired. Mr. Carpus line 410 electric – asked if there was a reason that the electric increase from \$1,000 to \$2,000. Ms. Baker noted 10% increase from 2018 and potential 10% increase for 2019. November and December bills haven't been paid.

Mr. Carrier ended the Budget Presentations session by the town and moved into the regular budget committee session at 8:02PM.

Ms. Hutchings resumed the Board of Selectmen's meeting at 8:03PM. **Ms. Hutchings made a motion to approve the default budget of \$4,562,923.43 which is a decrease in the approved budget of \$122,293.39. Second by Mr. Lucier. Roll call Ms. Hutchings – Yes; Mr. Lucier – Yes. Motion passes 2/0.**

Mr. Lucier made a suggestion that the information being presented by the Town would best serve those viewing if a projection of information be available during the meetings for those viewers watching. Mr. Carpus suggested that the PDF versions be placed on the website. Mr. McDougall suggested that the technology person attend the next Board of Selectmen meeting and show the committee how to set the presentation up to be available.

**Motion was made by Mr. Lucier at 8:07PM to adjourn the Board of Selectmen meeting. Seconded by Ms. Hutchings. Roll call Ms. Hutchings – Yes; Mr. Lucier – Yes. Motion passes 2/0.**

### **Meeting Minutes**

Mr. Carrier noted that the meeting minutes title need to have "Special Meeting" added to it. Thursday November 8<sup>th</sup> not Tuesday. Mr. McDougall – Update the name from 1 L to two L's beginning on page 4. Ms. Hurd – noted on page 3 Papa's should be Para. Ms. Smith – activity should be actively page 3. Page 1 negations should be negotiations. Default budget

is \$87,000 less than the proposed. Proposed total budget mandated is .41% and the controllable piece is 2.27%. It is opposite. Mandated is 2.27% and controllable is .41%  
**Mr. McDougall made a motion to table the minutes of November 8, 2018 so changes could be made and resent to the committee members for review. Seconded by Ms. Smith.** Discussion – Mr. Brown – page 6 Mr. Carrier stop the workshop. Should be stopped the presentation. **Mr. McDougall amended his motion to include tabling the minutes of November 13, 2018. Seconded by Ms. Smith. The committee unanimously approved the motion. Motion passes 7/0.**

**New Business** - None

**Next Meeting** – December 11, 2018

Mr. Carrier asked that budget binders be taken by the members and asked that any changes be recommended.

Ms. Hurd asked if the Town had the same restraints with the Default budget as the School. Mr. McDougall asked what the restraints would be. Mr. Carrier noted that the town does not have the same restraints as the school. So far the state has not touched the Town. Ms. Hurd only item that could be included in the default budget. The increases in the teacher's contracts could only be added to the default budget after the town voters approved the contract. Mr. McDougall noted that any other increases are not to be added into the Default Budget. If there is a contract that includes an increase over a number of years, this can be included. What the was the amount from last year's budget will be the Default Budget. A warrant article was written a few years ago but the town voted it down. Mr. Brown noted that the step increase for the highway was not a contracted item. He suggested that the school contact their attorney to have any none contracted items be brought up in the public meetings.

**Adjournment**

**Motion to adjourn at 8:25PM was made by Mr. Brown. Seconded by Ms. Hurd. The committee unanimously approved the motion. Motion passes 7/0.**

Respectfully submitted,

Shari Gaesser – Budget Committee Recording Secretary