

¹ Town of Milton
Town Budget Committee
Tuesday, March 21, 2018
Minutes

Pledge of Allegiance

1. Call to Order and Roll Call

- Chairman Bob Carrier called the meeting to order at 6:03 pm. Stan Nadeau participated via phone, Peg Hurd (School Board Representative) Shawn Perreault, Chairman Bob Carrier, Tom McDougall, Tammy Smith, Erin Hutchings (Town Selectman Representative), Shari Gaesser – Recording Secretary. David Carpus - absent. A Quorum was present.

Public Attendance

Nancy Wing, Dennis Woods, Larry Brown, Bob Smith

2. Nominations for Chairman

- Peg nominated Shawn Perreault as Chairman and was seconded by Tom. Bob - Shawn, do you accept this nomination? Shawn - yes. Bob - is there anything that you would like to add before the vote.
- Shawn – Focus on communication within the members of the board and the community. Try to push what we do and why the budget committee is important. What I would like to see at next year's election is every single opening has 1 or more than 1 candidate so that people can appreciate what we do here. It's a relatively thankless job but we are here because we want to do what is right for the town.
- Bob - Any other nominations? Nominations closed and roll call for a vote. Stan - Yes; Peg - Yes; Shawn - Abstain; Tom - Yes; Tammy - Yes; Erin - Yes; Bob - Yes. Vote passes 6/0/1. Congratulations Shawn.
- Stan - Thank you for letting me participate via phone.

3. Nominations for Vice Chair

- Peg nominated Tom McDougall as Vice Chair and seconded by Bob. Tom declined as Vice Chair; Shawn nominated Bob Carrier as Vice Chair and was seconded by Erin. Stan - Doesn't Peg need to take her nomination off the table? Bob - no but when Tom declined there should have been a call for other nominations. Bob accepted the nomination. Shawn - are there any words you would like to say? Bob – I am going to help the Chairman as much as possible; he will conduct everything and I would like to see that no

one sends me anything. Everything goes to the Chair. That way he is not blindsided. I will be sending out nothing without his knowledge. I will give him all the assistance that I possibly can. I think that this is a new change in leadership and a start that we could work together. Shawn - Any more nominations for Vice Chair? Closed the nomination and roll call for the vote. Peg - Yes; Bob - Abstain; Shawn - Yes; Tom - Yes; Tammy - Yes; Erin - Yes; Stan - Yes. Vote passes 6/0/1. Congratulations Bob.

4. Nomination for Committee Secretary

- Shawn - Before opening up the nominations for this position, I would like to comment that it is a fantastic idea and last year, if everyone remembers all the stress level that Bob was under with all the communication that was required and all the printing that was required for the documents that we needed to review every meeting. Generally staying on top of everything. I wouldn't expect this person to have to take all the responsibility of communication in making sure the committee is notified but kind of a sharing between myself, Bob and that person. Open up the nominations for this position.
- Bob nominated for Committee Secretary Shari and was seconded by Peg. Shawn nominated for committee secretary Tom and was seconded by Peg. Chair called for discussion.
- Shawn - I wasn't sure if this person needed to be on the committee or not. Bob - this person actually works for the town. In the bylaws it is written that she under our bylaws but she is not, she is an employee of the town. She is under the condition of the employment of the town. That has got to be changed. Shawn - I was looking through the description of what constitutes a Committee Secretary. They do have a person who, as a member of the committee, will take on the responsibilities outside of the person who is taking the minutes. To me they are two separate roles. Bob - Ours is not mandatory. Recording clerk does everything here (Bylaws) but she doesn't have the power to do anything. This has changed and I don't see it in here (Bylaws). It is a recording clerk not a... Shawn - The term in the (Bylaws?). Bob - She does not have to be nominated because she is an employee of the town. The town is responsible for us, to give us a secretary. Erin - that is two separate duties. She is a recording clerk and you are talking about a secretary. Shawn - look at the agenda and it does kind of specify that there are two different roles - one would be the recording clerk and Shari was with us last year and hopefully will stay with us this year.
- Larry – Chair, Vice Chair and Secretary would be statutory and have their duties as being general members at large of the committee. The same way the Chair, Vice Chair would not be statutory, the Secretary of the Board; who has the official responsibility of sending out communications for the board under the Chair's signature or as directed.
- Shawn – When I looked at the agenda when it was presented to me, I would prefer, personally, someone on the committee that has a vested interest. One of my goals as I

said is communication and I think it would be best to have someone who is part of the group that has been elected to take that role, that is why I nominated Tom.

- Bob - As you are the Chair, you can give her the duties that you feel she needs to do. I did not give her these duties as I did not/was not used to having a secretary. I took care of everything. Shari will do what is needed to be done and she has no problem with that. I don't want to lose her and this would all fall on me. Shawn - Committee Secretary would not supplant her job as Recording Secretary. Bob - Shari will report to you and not me. Shawn - Are you saying that last year you or Larry would have leveraged her services as far as communications and things like that? Bob - Larry gave me a lot of leeway on a lot of things because he knew I could handle it. If there was anything he needed to know I did let him know.
- Shawn - Any other thoughts? Peg - Question? Under the agenda it talks about the Committee Secretary under the statutory office under the committee bylaws, but I have not been able to find it anywhere in our bylaws. Bob - This one has been updated because the one that Larry gave me is from October. This one has been adopted compared to the one that I had is the next oldest and you (Shawn) have the following months. Apparently this one was approved. The changes are in there. Shawn - Would we like to postpone this? Bob - The bylaws have to be changed. We had a discussion on this, we have to look at those bylaws and there are changes that need to be made and we have a month to do this. We can form a committee to do this. Shawn - For the record the bylaws that we are looking at were adopted 11/5/2013. Stan - Motion to table that and let the new members read them and mark any suggestions that they may have and at the next meeting we go over it. Seconded by Tammy. Shawn - Motion to table #4 Committee Secretary roll call. Peg - Yes; Bob - Yes; Shawn - Yes; Tom - Yes; Tammy - Yes; Erin - Yes; Stan - Yes. Vote passes 7/0/0.

5. Nomination for 1year Temporary Seat

- Motion was made by Stan to table the filling of the seat until April to see if there is any other write in or interest Seconded by Peg. Bob – post it. Stan – Make appointment in April. Bob – I do not agree with that. Start now and post it. We put the rules we want to apply on this and Shawn has it. That is a standard we have been going through since I can remember. That is a good idea. We post it and it comes to us. I gave instructions to the Chair how to proceed with that, and let you take care of that. Stan knows what it is. There is a motion on the floor to postpone the nomination for Dennis' seat until the April meeting and been seconded. Would we like to discuss it more? Bob - I think that since we are live we should put it out there to the public. I have a script that I gave to you. Peg – have we received any letters of intent? Shawn – No. Shawn - I think the idea is to have better communication with the community and state that we have an opening and to send letter of intent. Bob - Send letter of intent and send to Shawn or bring in and present to do so. Before we meet on April 17, you (to Shawn) will read the letters to the committee,

and the committee will ask questions of them. After the process is done, you will call for a roll call vote or a ballot. Shawn – pretty open on that process. Bob - They must be here, they can't give you a letter and not show up. Shawn - I'm pretty sure we will not vote for someone who is not willing to come to a meeting. And I think that is a good thing to put into our bylaws. Outline this for the future so there is not as much as confusion. Bob - according to the bylaws they give us the right to appoint but not the directions in which way we do it. If somebody down the road wants to change it, they can. We will have it established. There are others things that need to be changed in bylaws which is #6. We really need to look at this and it's been a long time, everything changes Form a committee; or try to do this myself. All ayes. 7/0/0.

- Larry - The reason I called this meeting was exactly for the new people on the Committee, and Stan will remember, the process we used for bringing new members on was exactly was what Bob was specifying.
- Stan - I believe we have a motion on the table. Roll call for the vote. Peg - Yes; Bob - Yes; Shawn - Yes; Tom - Yes; Tammy - Yes; Erin - Yes; Stan - Yes. Vote passes 7/0/0.

6. Re-adoption of the Bylaws

- Motion was made by Stan to table so new members can read them and make suggestions for the April meeting. Shawn - We have a motion to table these until April. Erin – If these are not the accurate ones how are we going to know? Shawn - I believe we are going to take the ones marked adopted November 5, 2013, mark that up and that will be our working copy. Tom - do we have a copy of this (bylaws) floating around somewhere? Shawn - I scanned it. Bob - it's a big file. Shawn - we may be able to retype it. Shari to retype and get to board members by next Wednesday, March 28th. Peg seconded the motion to table the adoption of bylaws. Shawn - any other discussion? Roll call for the vote. Peg - Yes; Bob - Yes; Shawn - Yes; Tom - Yes; Tammy - Yes; Erin - Yes; Stan - Yes. Vote passes 7/0/0. Shawn - We can go in make highlights and make it our working document. We need to get this updated. Erin – When we make the corrections they go directly back to Shari and not to everybody else on the board? Bob - If you can highlight it in red.

7. Goals

- Shawn - I would have started with this at the beginning, but I would really like to have you introduce yourself, and tell us why you wanted to join the budget committee.
- Tammy Smith – Lived in Milton most of my life. I wanted to join the budget committee as I sit back and just watch and not participate. It was time that I get more involved. I am also concerned about taxes. Mine jumped a whole lot. See if we can make improvements somewhere.
- Peg – I met Tammy last Friday at swearing in and I am just happy to be back on as school board rep. I've learned an awful lot and enjoyed the process last year.

- Bob – I spent 8 years on this board served as chairman; mostly vice chair and did secretarial duties for 2 years. I am a detailed person and if I see something that doesn't fit I will have to find out why. When the budgets came in last year, there were a lot of errors. Thanks to Mr. McDougall and his excel spreadsheet, I was able to find where the errors were. That is what the budget committee has to do is to go through all the numbers and make sure that the Selectmen's numbers are correct, they were printed correctly and we have the right numbers. It was a chore to go through it. Tom picked up an error that was costly. I went down there with the ones we took out and had to adjust and that was rather time consuming. This is something that the committee has to keep an eye on. That goes as well as with the expense reports from the school and town. Even though we cannot do anything if there is something that stands out we need an answer for this. Keep in mind, was this a onetime incident or is it a constant and we may have to make adjustments. Tom – third year on the board. Bob graciously found an error that was my mistake when putting it in Excel. It's keeping track and setting budget for next year. Real work starts around October. As Shawn said, I am hoping we can do better in communication with the other boards and department heads. Hopefully we will not have our budget meetings go on for so long; if we could get our materials and back up ahead of time and foster better communication all around.
- Erin – Welcome Tammy. Thank you for letting me come back home in a new position.
- Shawn – Only lived in Milton for 12 years; grew up in Concord went to school in Arizona. Moved from a 5 million metropolis to a 5,000 people town was a culture shock at first. I love it and I think this town has a lot to offer us and the people that come to visit us every year. After complaining on Facebook long enough it was time to be a part of the solution and not a part of the problem. Computer geek. Believe in working as a team. If you do not have everyone involved in the process and decision making then it's just a dictatorship. I want everyone's thoughts, feelings on what we should do. We may not always agree but we can respectfully disagree and we can work as a team to move forward.
- Shawn - One thing I did not understand last year was the 91A. The idea is if we have a quorum, we have a meeting. In New Hampshire meetings need to be public and if 9 of us are on the board; 4-5 chatting about the topic of the board it can be in violation. Do not do it, there are fines. I don't think that any of us want our email, and Facebook post and Facebook messages scoured by lawyers so try to be aware of discussions that are happening. Make sure you stay back if there are people in there that are emails going on. Gathering a bunch of links about Chapter 32 as to what we do as an organization as a budget committee and the 91A so people can get a good idea. Read a section of the bylaws. *"The budget committee shall carefully review all request for the budgets and all revenue estimates. Shall give consideration to all lawful request of ensuing physical year. To review expenditures report, periodically pursuant to RSA:32 as may be amended from time to time."* We get schools debits, revenue and expenditures and the

same thing for the town. We like to get them before the meeting. I go through it, read it and get prepared for it before I get to the meeting. We are going to continue to push to get in PDF and Excel. If something sticks out don't be afraid to ask awesome reps Peg and Erin. This year I am also going to push and question in minutes and will be addressed at next meeting. We had no problems and Peg did a fantastic job. We had some churn with the selectmen last year and we had a few questions. We want to make sure that doesn't happen this year. If any information is sent to myself or the Vice Chair, we will make sure that it is sent to the board hears it. There were a few questions last year that were not forthcoming and had to ask again. Anything I know, those here will know and the town will know. We are going to have all of our data out on the web so that people can look at exactly the same stuff we do. Next year at the Deliberative session I want everyone to be as knowledgeable as we are. Again, a part of the communication.

- Bob – Those backup sheets that we get and that means the meeting minutes will have to go online as draft and attached the backups to the minutes and people will see exactly what is in each departments budget and how much and what it is used for. Last year the Selectmen chose to save money and don't think people didn't see what was in it. It is unfortunate but they did pass it, passing it blindly. The school provided us with everything we need. Another goal is a Calendar for coming budget season. Work with Erin, Shawn and town administrator. We have to start early enough so that by the time they are done with their budget and we get it and we are not hung up on time. Got everything I needed but it was not smooth and kind of jagged. Shawn - I agree wholeheartedly. It all goes back to communication.

8. Meeting Minutes

- Shawn - View the meeting minutes. Peg - Do we want to do them all at once or individually? Bob - All have been viewed and the printouts were the corrections except for the water district which I forgot to print out. All of these have been viewed but not approved. Peg - I make a motion to approve all of them at once and seconded by Erin. Stan – I don't think we can do this but I think we need to do them individually. Tammy asked to abstain from the vote. Peg rescinds motion and Erin rescinds the second.
- Peg made a motion to approve the 12/7/17 meeting minutes and was seconded by Erin. Peg - Yes; Bob - Yes; Shawn - Yes; Tom - Yes; Tammy - abstain; Erin - Yes; Stan - Yes. Vote passes 6/0/1.
- Peg made a motion to approve the 12/14/17 meeting minutes and was seconded by Erin. Peg - Yes; Bob - Yes; Shawn - Yes; Tom - Yes; Tammy - abstain; Erin - Yes; Stan - Yes. Vote passes 6/0/1.
- Peg made a motion to approve the 12/19/17 meeting minutes and was seconded by Erin. Peg - Yes; Bob - Yes; Shawn - Yes; Tom - Yes; Tammy - abstain; Erin - Yes; Stan - Yes. Vote passes 6/0/1.

- Peg made a motion to approve the 11/1/18 meeting minutes and was seconded by Erin. Peg - Yes; Bob - Yes; Shawn - Yes; Tom - Yes; Tammy - abstain; Erin - Yes; Stan - Yes. Vote passes 6/0/1.
- Peg made a motion to approve the 1/16/18 meeting minutes and was seconded by Erin. Peg - Yes; Bob - Yes; Shawn - Yes; Tom - Yes; Tammy - abstain; Erin - Yes; Stan - Yes. Vote passes 6/0/1.
- Peg made a motion to approve the 2/10/18 town's deliberative meeting minutes and was seconded by Erin. Peg - Yes; Bob - Yes; Shawn - Yes; Tom - Yes; Tammy - abstain; Erin - Yes; Stan - Yes. Vote passes 6/0/1.
- Tom made a motion to approve the school's deliberative meeting minutes and was seconded by Peg. Shawn - discussion – school district approved those minutes. A different school board clerk sent out the minutes. These are for our use. Peg - Yes; Bob - Yes; Shawn - Yes; Tom - Yes; Tammy - abstain; Erin - Yes; Stan - Yes. Vote passes 6/0/1.
- Peg made a motion to approve the 2/10/18 Water District meeting minutes and was seconded by Erin. Peg - Yes; Bob - Yes; Shawn - Yes; Tom - Yes; Tammy - abstain; Erin - Yes; Stan - Yes. Vote passes 6/0/1.

9. Other Business

- Bob – Planning Board going downstairs – Move the days to 2nd Tuesday of month; or Thursday or stay the way it is now. The planning board will be working over the summer on the CIP. Make it convenient. Tom – moved to different day given what the planning board will be working on and some of the items that will be coming up before the town. Would like to see planning board meeting recorded. See the planning board in a room that would facilitate recording. Shawn - were they always the same day as us? Bob - this is not their official day usually the first Tuesday. Sometimes they will use the third Tuesday if they have some items they need to get to. Now that the CIP has started they have started meeting on the third Tuesday. I have seen and gone to those meetings and saw how the CIP works. The process is incredible and benefits people to see how this is done. There is a lot more than you see. I would like to see some of that paperwork that these people submit and where the funding could come from. May ask to get a revolving fund, can't do anything with it but there are lines that we could probably suggest that they use. Important thing is there is money in and money out.
- Bob - Question regarding beach. Beach – don't know how much money is there. Planning board rejected that boat ramp. The selectman could not put it on the ballot because they did not all agree on it. We spent \$15,000 last year because it went on a warrant article to fix the boat ramp. This year they may have money in there but I don't know the amount because I was told figures are not correct. They should finish boat ramp because that is the beaches biggest revenue maker. It supports the beach itself, there are not tax dollars going in there. Public works cuts the lawn the rest of it maintains the

buildings, pays the salaries. Shawn - which group do we need to get this information? Bob – this has to come from the treasurer. We have a new treasurer and he will try to fix the numbers; from what I understand they are not correct. There is money in the beach and whatever money taken in goes into that account.

- Police line - we could ask to tap into. At one time we used to buy the police vehicle out of it. One-time chief did drop budget and said if needed to get more fuel, would get it out of there. Things we need to look at. Transfer station – out of revolving fund. Money collected out of bulk and it is interesting to see what is there. Maybe we could ask to use more of that money. Lot of things we can look at, but have no control. We could suggest it, but should see. It also has the General Fund at that time. We usually get a quarter report but selectmen get it once a month. Erin - once a month. Bob - We should have that information because it is money in and money out. There is EReg and would see what money was coming in for the town and see what the State takes out of it. There are a lot of small items, the conservation is in there we should be looking at this. Erin – treasurer’s report quarterly or monthly, which are you asking for? Bob – we got it quarterly but had to be reconciled first as we would not see the true numbers. Revolving fund - money comes out of general fund first and when it comes back to be reconciled the treasurer had to write a check and reimburse general fund. Important we see this, money in and money out. There are some things we may be able to do with that. Haven't seen in a while. Maybe a quarterly report would be good. Stan – Mackenzie (Campbell) to attend a meeting and give a list to see if this is something he can do. Bob - I know the Revolving Fund is something we could have. Stan - if he is there, he will be able to answer all these questions in front of us. Shawn – I’ll give him a heads up. Tell him what we are looking for and open channels. Stan - may want to ask town administrator attend. Bob – last year’s expenditure report from the town. That is something we should get. Everything has been reconciled. There are still some bills. Also gave the revenue from the town for that year but forgot that the sewer should have been added in there even though is self-funded. Did not take out property tax that we get from what the school gets, they get a huge amount – top line of revenue report is the town's responsibility towards the school, believe it is \$5million. Property taxes I did not get, could get from town clerk. Gives the warrants for year what was expected and what was paid. Other items in there that are unassigned monies. Maybe the committee wants to see.
- Trying to take revenue against the budget to see if it would work. Maybe Tammy could help. See what came back there are variables that affect that. Police may lose a couple officers so the money could be sitting there for a while. Pat Smith’s budget will take beating this year. There are so many variables that is why we see so much money coming back. Budget for a year; and full of unknowns. They look at the last 3 years, and look at this year and they take a chance.

- Shawn – you will look into this and wrap it up in a nice bow? Bob – need someone to help with this. This is a huge budget, between the town and the school we must have money and try to tie these two together.
- Peg – do you need fund balances from the school? Not something we send on with the expenses and revenue but get it every month. Can ask Nate to forward that too. Shawn - would not hurt. Bob – do video for school and I get a packet and there are some things in there we should look at. Mackenzie has one and I think we should start looking at that. If there are checks written and reconciliation. Peg - I get them too and we go through it every single month. Bob - something we should be looking at them a well. Long time since we dug into this.
- Shawn – tabled it have a subcommittee formed; try to figure out the best way to communicate within and outside our group. Keep everyone in the loop. Dennis put a lot on his personal Facebook page.
- Nancy – Dennis had sites that were used for the budget committee any files you need access if I need to go into those sites, let me know where that might be found. Shawn – everyone could look at the information. All the data that he had was a public link, so we could easily download all that stuff. Without any passwords we can't push new stuff to the site. Nancy – If you give me the information of what links he had that you were using, I can make sure they are paid for and we wouldn't lose it.
- Shawn - any other business? I thank you for your patience.

10. Adjournment

- Motion was made by Peg to adjourn and seconded by Tom. Meeting adjourned at 6:58. Peg - Yes; Bob - Yes; Shawn - Yes; Tom - Yes; Tammy - yes; Erin - Yes; Stan - Yes. Vote passes 7/0/0.

Respectfully submitted,

Shari Gaesser

Recording Secretary

Items to follow up on:

[This is fantastic Shari! Thank you!!](#)(Agreed! Peg's comment!)

- 1) Nomination for Committee Secretary
- 2) Nomination for Re-adoption of the Bylaws
- 3) Invitation to Treasurer to attend meeting and request documents that the budget committee would be able to review at future meetings.
- 4) Request Town Administrator to attend meeting
- 5) Request Fund Balance information from the School Board
- 6) Bob - look into revenue/budget
- 7) Moving the Budget Committee meetings to another night