

Town of Milton NH Budget Committee

Regular Meeting Minutes
Thursday April 21st, 2016 6:00 P.M.

Chairman Larry Brown called the regular meeting to order at 6:04pm.

Roll Call: Maureen Steer, Dennis Wing, Stan Nadeau (Water District Commissioner), Lue Snyder (School Board Rep.), Chairman Larry Brown, Thomas McDougall, Caitlin Magargee, Mike Beaulieu (Selectmen Rep.), Jennifer Clarke (Recording Clerk)

Also in Attendance: Interim Town Administrator Jeremy Bourgeois

Public in Attendance: Bob Carrier

Pledge**Call to Order:**

1. The Chairman introduced Recording Clerk Jennifer Clarke to the committee.
2. Thomas McDougall sworn in as Budget Committee member by Mike Beaulieu - Selectman requests Thomas McDougall to sign oath for the record.
3. Larry Brown asks for nominations for position of chairman of the Budget Committee Board
 - a. Lue Snyder motion for nomination of Larry Brown for chairman, second by Stan Nadeau with discussion of requirements of nominees.
 - b. Lue Snyder stated Larry Brown did a great job for the Budget Committee during the last year taking over for Bob Carrier, and he is fair to everyone.
 - c. Larry Brown asks for any other nominations for Chairman. None
 - d. Larry Brown mentions Bob Carrier's detailed review of budgets for school, town and states he is working on putting things in place for his own organization of working meetings.
 - e. Larry Brown accepts the nomination for chairman.
 - f. Motion is passed and vote yes (8-0)
4. Larry Brown asks for nominations for Vice Chairman
 - a. Larry Brown nominates Stan Nadeau
 - b. Stan Nadeau states he was voted in as at-large rep for the Water District last year. Stan Nadeau is waiting for results on Sunday April 23rd, 2016 to determine his position on Vice Chairman nominee for Budget Committee Board.
 - c. Mike Beaulieu states one week needed for Stan Nadeau to get results.
 - d. Larry Brown asks for motion to delay appointment of Vice Chairman. Motion made by Mike Beaulieu and second by Dennis Wing and vote yes (8-0)
5. Copy of Chapter 32 Municipal Budget Law, Section 16 (Duties and Authority of the Budget Committee), and Milton Budget Committee By-Laws (2013) dispersed
 - a. Discussion of by-laws regarding records of public hearing, and minutes. Copy of minutes should be given to town clerk. Larry Brown states in 2013 by-laws were adopted, Larry Brown wants formal acceptance of revised Budget Committee by laws.
 - b. Larry Brown discusses the chapter specific to recording of minutes and what is recommended to be included by Robert's Rules of Order and required by RSA.
 - c. Stan Nadeau asks for clarification on Larry Brown's request; Stan Nadeau suggests that new members of the committee have the opportunity to look through the documentation prior to a formal vote-in of by-laws.

- d. Maureen Steer suggests a motion to table the vote until after full review by all members, and at next meeting in May, second by Lue Snyder, vote yes (8-0)
- 6. Practical Use Summary – Budget Committee Work Under RSA 32; 91-A dispersed and discussed
 - a. Larry Brown states it is a summary of how the committee has operated over the years in terms of discussion and consensus, a formal motion and the second, vote by voice or show of hands, and the formal motion and second of discussion to vote or hold vote.
 - b. When there is an action, there needs to be a date “tickler” in the minutes, such as in a request of financial documents for a bid with a note added in the minutes for a deadline for follow-up of members.
 - c. Motions only carry one amendment. When the motion’s second has been withdrawn, and the motion has been withdrawn, it is no longer an action and is not recorded (RSA 32; 91-A).
 - d. Member agreement - a motion to call the question is made like any other motion in event that someone wants to further discuss a topic and requires a second affirmative vote.
 - e. Chairman votes to break a tie and may state his/r vote on any other vote.
 - f. The committee has the right to suspend, set or change its rules by simple majority vote.
 - g. Minutes must be promptly recorded and available for inspection within 5 business days. Process needs to be put in place by Jeremy Bourgeois, Larry Brown and Jennifer Clarke to get minutes to Dana Smith to be posted on the website.
 - h. Minutes are DRAFT until approved, and must include names of persons in attendance, brief descriptions of topics discussed, and final decisions including motions, seconds and votes including reasons if applicable.
 - i. Corrections and approvals are entered as of the date they were made. Small grammatical errors do not need to be approved to be corrected.
 - j. Larry Brown noted that per RSA 36; 91-A verbatim is not required for minutes. Lue Snyder brings up her opinion and issue with not having enough information in the meeting minutes; they are “historical” and need to include more than just the motions and vote determinations. A discussion of members was had and the determination is that there will be sufficient recording of topics and the outcomes.
 - k. Stan Nadeau mentions as a note that at any time in a discussion instruction can be given to the recording clerk to include specifics in the meeting minutes; stated for example “let the minutes show”.
 - l. Approved minutes are signed by the Chairman, a copy goes to the clerk and to the members of the committee, put into the Budget Committee binder located at the Milton Town Hall, as well as posted on the website

Old Business:

- 1. Approval of Minutes: The Chairman would like a motion to approve the Special Session, Public Session minutes from March 2nd, 2016. Stan Nadeau made the motion to approve the minutes as written, second by Lue Snyder, motion passed, vote yes (6-0-2) abstention for Dennis Wing and Caitlin Magargee.

House Keeping:

- 1. Maureen Steer suggests a “clean” copy be brought to each meeting to be signed by the Chairman of the previous meeting’s minutes.
- 2. Larry Brown signed and dated the minutes from March 2nd, 2016.
- 3. Jeremy Bourgeois requested everyone’s contact information and passed around a form to fill out. Bob Carrier noted that Dana Smith had asked him to gather the information as well.
- 4. Lue Snyder asked that Doug Shute (school board rep. alternate) be included on communications of the budget committee

Board of Selectmen Rep: (Mike Beaulieu)

1. Status of the Budget – Operating in a default budget. Stan Nadeau asks Mike Beaulieu if the selectmen have decided what is going to happen to take care of the approx. \$40,000 in expenditures for 2016 that were not approved for by the town residents. Mike Beaulieu stated that they are working on where they can save to cover the difference, but no decisions made yet. Stan Nadeau asks that the Budget Committee be notified when the decision is made. Mike Beaulieu states WEX is going to help and that workshops are being setup to add more duties to the selectmen, open to the public, to work on lingering issues.
2. Events/Issues of Note –
 - a. Personnel – cutbacks should not be looked at as a way to save on the budget
 - b. Schedule – request to continue to hold meetings on the third Tuesday of the month versus any other day, when possible. Discussion was had by board and determination was to continue with the previous scheduled and posted monthly meetings of the third Tuesday of the month at 6:00 P.M. Motion made by Stan Nadeau, second by Mike Beaulieu, vote yes (8-0)
 - c. Maureen Steer notes communication needs to be in place in a timely fashion when there is a need for meetings to be moved to a different date
 - d. CIP is looking good. BOS has set limits. Looking at fall for presentation. Fire Station included, block grant for highway.
 - e. Fire Station is on schedule. BOS has spoken with contractors. A guaranteed price contract was signed. Cost won't go over \$2.7 million, with intentions to have a final cost below that.
 - i. Mike Beaulieu asks Stan Nadeau about the water supply to the new fire station: can a 2" water line be used, boring under Route 125? Stan Nadeau stated it would need testing and cannot answer without results.
 - ii. Lue Snyder asks Mike Beaulieu about the interest rate and it's lack of inclusion for the voters. Mike Beaulieu stated needs to get back to the Budget Committee with more information. Jeremy Bourgeois stated that research has been done, looking at options, putting out RFP for bonds. Potential to save town \$200,000. Lue Snyder states that the information is required and needs to be passed to the public.
 - iii. Stan Nadeau suggests a dry chemical system versus the cistern or sprinkler system.
 - iv. Larry Brown noted the charge of the budget Committee is to assist the voters in approval and appropriation of funds that are in the current expenditures of the town, and the official ensuing year operating budget, which does not include a bond. The policy of the town, (with engineering input) is to explore options available that may save money where possible.
3. Expenditure Report (Town of Milton as of April 2016) dispersed and discussed. Looking at expenditures to see where some savings could happen.
4. Fuel/WEX Report dispersed and discussed. WEX supplies fuel credit cards to municipalities, available to use at nearby gas stations. All departments have been participating in the program for approx. 5-6 weeks and have saved an average of \$611.80 per week. Personal cards cannot be used for this program (unless prior authorization and an "emergency" situation).
 - i. Thomas McDougall asks if the Water District is involved; Stan Nadeau states they are already involved in a tax exempt program with Cumberland Farms that is a better deal for their one vehicle.
 - ii. Larry Brown asks Mike Beaulieu what the selectmen have been thinking will happen with the saved money from WEX and if the selectmen think that they can make a

decision on what can be done. Mike Beaulieu states that the Town Hall needs repairs and reconfiguration of the office for the well-being of employees and visitors, and the privacy of confidential matters.

- iii. Larry Brown asks if the selectmen have the authority to move money appropriately as they see fit, in comparison with the school moving money to make appropriations for raises. Thomas McDougall notes that though departments have the authority to move money around to different categories around, it does not look good to the eyes of the public.
- 5. Mention of idea to look at health insurance coverage provided to town employees that may not use it because of other insurance options (such as a spouse), potential buy-backs
- 6. Public input – None

School District Rep:

- 1. SAU Budget status – Operating on default budget, but the majority vote of the school board for 7% raise was passed and Assistant Guidance Counselor was moved from part-time to full-time. Concern was stated by Mike Beaulieu and Lue Snyder.
- 2. Events/Issues of Note – None
- 3. Public input – None

New Business/Recap:

- 1. Budget Committee requests for info/financial detail – Lue Snyder confident that Jeremy Bourgeois and the Board of Selectmen will provide the Budget Committee with numbers for the interest on the Fire Station.
- 2. Motions or other actions –
 - a. Larry Brown accepts nomination as Chair, Motion is passed and vote yes (8-0)
 - b. Larry Brown asks for motion to delay appointment of Vice Chairman. Motion made by Mike Beaulieu and second by Dennis Wing and vote yes (8-0)
 - c. Maureen Steer moves to table the vote until after full review by all members, and at next meeting in May, second by Lue Snyder, vote yes (8-0)
 - d. Stan Nadeau made the motion to approve the minutes as written, second by Lue Snyder, motion passed, vote yes (6-0-2) abstention for Dennis Wing and Caitlin Magargee.
 - e. Continue with the previous scheduled and posted monthly meetings of the third Tuesday of the month at 6:00 P.M. Motion made by Stan Nadeau, second by Mike Beaulieu, vote yes (8-0)

Public Comments: None

Other Business:

- 1. Actions –
 - a. Jeremy Bourgeois to give Dana Smith all members of the Budget Committee contact information
 - b. Jeremy Bourgeois and the Board of Selectmen will provide the Budget Committee with numbers for the interest on the Fire Station and have them at May 2016 meeting

Next Meeting: Next meeting scheduled for Tuesday May 17th, 2016

Actions for Next Meeting:

- 1. Vote on adoption of Milton Budget Committee revised by-laws
- 2. Acquire nominations for Vice Chairman and vote on nominees
- 3. Jeremy Bourgeois said he can get digital form or print of by-laws for anyone who'd like them

4. Book of NH Municipal Assoc. binders are available for members to review, needs to be supplied to those who do not have one (digitally or hard-copy)
5. Jeremy Bourgeois and the Board of Selectmen will provide the Budget Committee with numbers for the interest on the Fire Station and have them at May 2016 meeting

Adjournment: The Chair asked for a motion to adjourn, Stan Nadeau made the motion to adjourn second by Thomas McDougall, motion passed at 7:38pm

NOTE: This meeting was videotaped and can be accessed through the Town of Milton website.

Submitted by: Jennifer Clarke **Date Approved:** 05/17/16

These are **DRAFT** minutes until approved Chairman Larry Brown: _____