

**Town of Milton
Budget Committee Meeting**

Milton Town Hall
Tuesday May 17th, 2016 6:00 P.M.
Public Session Meeting Minutes

Pledge

Chairman Brown called the regular meeting to order at 6:00pm and welcomed everyone.

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

Also in Attendance: Interim Town Administrator Jeremy Bourgeois.

Public in Attendance: Bob Carrier

Call to Order--Quorum:

1. **Seating** - RESIGNATION Stanley Nadeau
2. **Election of Officers** – One seat is open on the Budget Committee. Three people interested in the open seat: Abigail Rooney, Jennifer Ham and Bob Carrier.
 - a. Motion by M. Steer to table the selection of new board member until June 21st, 2016 meeting and invite to meet the candidates. Second by L. Snyder. Vote yes (7-0-0). T. McDougall absent and excused by the chair.
 - b. Election of Vice Chair motion to table until June 21st, 2016 meeting made by M. Steer. Second by L. Snyder. Vote yes (7-0-0). T. McDougall absent and excused by the chair.
3. **Adoption of Bylaws** – C. Magargee noted that she had a copy of the bylaws with her notes for revisions to share with the Committee.
 - a. Motion to table until June 21st, 2016 meeting so that new member has the opportunity to review, current bylaws still in play until new bylaws adopted made by M. Steer. Second by L. Snyder. Vote yes (7-0-0). T. McDougall absent and excused by the chair.

Old Business:

1. **Action on Minutes** –
 - a. April 21st, 2016 Public – Motion to approve 4.21.16 Public meeting minutes with corrections or additions and a clean copy be prepared, made by S. Nadeau. Second by M. Steer. Vote yes (7-0-0). T. McDougall absent and excused by the chair.

Board of Selectmen Rep:

1. **Town Status** – New Business in town (Stop-Drop-and-Roll) Grand Opening, Second-Hand Store Grand Opening and the Fire Station ground breaking ceremony will be at the Summer Kick-off celebration at the beach on June 11th, 2016.

2. **Budget Status** – At expected levels. Interest for bond bank agreement just announced 5.16.16 set at 2.97% for a 16-year term which is less than predicted. Possible savings of approx. \$3600 per year. Firm information will be determined and brought back to the Committee.
3. **Facilities** –
 - a. Fire Station is on schedule. Did concrete work 5.17.16. S. Nadeau stated he was contacted about the waterline tie-in; the chief wants to go ahead with it. S. Nadeau stated it needs to be discussed during the meeting and be worked out prior to go forward. S. Nadeau noted he is not opposed, but could not unilaterally make the determination. There are additional fees to be discussed.
4. **Program** –
 - a. WEX program \$4912 savings to date.
5. **Personnel** –
 - a. Bruce Woodruff has given a contract of \$1 for full services, with the possibility of contract negotiations for 2017. The budget line item under Planning and Codes and is open. There are some available funds left for 2016 out of the \$15,000, after J. Coogan/maps for the town. L. Brown noted that exact figures were not required for the maps.
6. **Public Comments** – None

School District Rep:

1. **Comments** –
 - a. School Board is going to ask the Board of Selectmen for information regarding the softball field such as: installation, amenities, irrigation, maintenance.
2. **SAU Status** –
 - a. Moving out of the Commerce Way and possibly going to the Damon House. M. Steer asked why Somersworth is brought up when discussing school. L. Snyder stated high school students going to another school has coming to discussion and it is up for a future warrant article. Also, learned Dover is looking to build a new High School and it is in proximity to Milton.
 - b. M. Beaulieu asked what the vision is for the SAU with Wakefield and personnel leaving. L. Snyder stated it is up for discussion and it's of her opinion that a part-time is what is required based on the schedule of the current Superintendent and the size of each town. It has also been discussed about contracting out the SAU to another town such as Somersworth for example. M. Beaulieu asked what the success rate is for a part-time Superintendent. L. Snyder noted that they are looking at candidates that may be retired or who may want the extra time for themselves.
3. **Facilities** –
 - a. Softball field being discussed. Plan is not complete at this time; the Water District needs information from school to plan for maintenance and give estimates, cost of nets and poles, etc.
4. **Personnel** –
 - a. Talking with MRI for new Superintendent services

- b. There is another search for new elementary school principal

5. Public Comments – None

New Business/Recap:

1. Requests for Information –

- a. Barron brothers to do disposal of leaves and grass clippings, hay, shavings, etc. and also for the cost of the Town to do it.
- b. Expenditure Report questions on line #395, 890 and 320.
 - i. S. Nadeau – Line #120 – for Town Administration. J. Bourgeois stated that he is being paid out of that line right now. Line #110 for the full-time Town Administrator isn't being used as there isn't currently one.
 - ii. Email Correspondence sent to Committee from J. Bourgeois on 5.18.16 with the following requested information: 1. Town Admin, line #395- The 2015 audit was accidentally charged to the professional services line. This will be moved to the contract services line, where it was included in the 2016 budget. 2. Town Clerk/Tax Collector, line #890- The Town Clerk miscellaneous line was used to increase the petty cash account. BOS Meeting Minutes from 4.18.16 - Town Clerk – Petty Cash – M. Beauchamp is requesting an increase in the Petty Cash Fund. She has been in the position where she has had to use personal cash in order to make change. She is requesting an increase in petty cash of \$100.00 for the Tax drawer to bring it to \$250.00. She is requesting an increase in the Motor Vehicle drawer of \$50.00 to bring it to \$250.00. The total increase is \$150.00 and will result in \$500.00 total for both drawers. M. Beaulieu made a motion to increase the Petty Cash Funds to a total of \$500.00. A. Rawson seconded. Motion carried. 3. Police, line #320- Police legal services line is used for the prosecutor. J. Bourgeois looking into what the additional \$1,000 in that line was for.

2. Budget Committee Vacancies –

- a. Seat will be open with S. Nadeau's resignation

3. Motion Recap –

- a. Motion by M. Steer to table the selection of new board member until June 21st, 2016 meeting and invite to meet the candidates. Second by L. Snyder. Vote yes (7-0-0). T. McDougall absent and excused by the chair.
- b. Election of Vice Chair motion to table until June 21st, 2016 meeting made by M. Steer. Second by L. Snyder. Vote yes (7-0-0). T. McDougall absent and excused by the chair.
- c. Motion to table until June 21st, 2016 meeting so that new member has the opportunity to review, current bylaws still in play until new bylaws adopted made by M. Steer. Second by L. Snyder. Vote yes (7-0-0). T. McDougall absent and excused by the chair.
- d. Motion to approve 4.21.16 Public meeting minutes with corrections or additions and a clean copy be prepared, made by S. Nadeau. Second by M. Steer. Vote yes (7-0-0). T. McDougall absent and excused by the chair.

Public Comments: None

Other Business:

1. Committee Discussion –

- a. D. Wing would like to see more communication posted about the budget lines and contracted services including bids, with more details so that the question doesn't have to be asked about what the line is actually for. L. Brown suggested a breakdown for the public to understand in an area such as the website.

Next Meeting: Next meeting scheduled for Tuesday June 21st, 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. Selection of new members from applicants at June 21st, 2016 meeting.
4. J. Bourgeois to send a letter of invite to potential board members and include a copy of the bylaws allowing the candidates to review and be prepared to make comments/suggestions.
5. C. Magargee to make accessible a digital copy of the bylaw revisions she is suggesting
6. M. Beaulieu/J. Bourgeois to return with information regarding the expenditure report
7. M. Beaulieu to gather information for Barron brothers to do disposal of leaves and grass clippings, hay, shavings, etc. and also for the cost of the Town to do it.
8. M. Beaulieu will provide the Budget Committee with numbers for the interest on the Fire Station
9. J. Clarke to bring in sign-in sheet and voting paper

Adjournment: M. Beaulieu made a motion to adjourn at 7:29 pm. D. Wing seconded. Vote yes (7-0-0). T. McDougall absent and excused by the chair.

NOTE: This meeting was not videotaped. Prior/future recordings can be accessed through the Town of Milton website.

Respectfully Submitted by: Jennifer Clarke

Date Approved:

These are **DRAFT** minutes until approved by the Board of Selectmen: _____