

Budget Committee Milton, New Hampshire

Regular Monthly Meeting Minutes Tuesday, September 20, 2016

The Chairman opened the meeting at 6:10 pm.

Roll Call: Chairman Larry Brown, Bob Carrier, Dennis Wing, Caitlin Magargee, Lue Snyder (School Board Rep), Stan Nadeau (Water District Rep.) Mike Beaulieu (Selectmen Rep.), Tom McDougall, Maureen Steer, A quorum was present. The Pledge of Allegiance was recited.

Approval of Minutes: The Chair: would like a motion to approve the minutes of June 21st 2016. Stan Nadeau: made the motion second by Tom McDougall: Discussion there were no changes. The Chair called the vote the motion passed (8-0-1). The Chair: would like a motion to approve the August 16th 2016 minutes. Stan Nadeau: made the motion second by Dennis Wing: discussion: Maureen S: on page 2, 1st paragraph line 1 change (over which) to is that. Dennis Wing: Page 2, 2nd paragraph line 1 Change (I) to Dennis Wing went to town hall. There were no other changes. The Chair called the vote with corrections motion Passed (5-0-4).

3, New Business:

A, Selectman Report: Mike Beaulieu: the expenditure report for August was 34.904% spent.

Mike Beaulieu: handed out the Milton Planning Board Capital Improvement Plan Program.

Larry Brown: if you take three quarters of the year that is extraordinary expenses, by percentage are almost half of what straight percentage month by month would be.

Mike Beaulieu: We haven't had a Town Administrator for 6 months. Department Heads didn't spend much.

- The WEX program has saved the Town over \$8,000 in fuel cost.
- All Department Heads have submitted their budget.
- The TA and the Selectmen will do a full budget review.

Tom McDougall: question the 34.904% and thought that was pretty good, but going through the expenditure report at various depts and the bottom lines were showing between 50% spent to 60%.

How can that be but looking at the warrant articles have not been expended. We need to be careful when we say we're in great shape.

Bob Carrier: the assessing dept is showing only 27% spent. The contract Assessor line has hardly been spent but that is going to change once the invoices come in.

Caitlin Magargee: took out the warrant article it's 51.2%.

Larry Brown : 51.2% and 34% on the operating budget both of those numbers in itself are good.

3, School Board Report: Lue Snyder: we are doing a lot work on re-forming the SAU.

We will be using the Damon house to house the SAU. The Board will be going there tomorrow night to see what needs to be done.

The MSD owns the Damon House, we will not be paying rent. The money will come from the Capital reserve Fund school Bldg. maintenance and repair. There will be no additional cost to the taxpayers.

Mike Beaulieu: the Damon now or did housed the maintenance supervisor, special ed. and transportation dept.

Lue Snyder: Special Ed will stay there. The maintenance Supervisor will move to the high school.

There were only 9 kids in the house for Special Ed. that can be taken into the high school with no problem.

Mike Beaulieu: is that the plan? Lue Snyder: it's already in the high school. The building is empty, but as things come out of the SAU building, we will be able to put it in there for storage. We don't know when this

will take place. There also talking about getting Strafford County to help move file cabinets and other things. All we have to do is provide them with lunch.

Larry Brown: what the district has been doing Ann Keppler and Superintendent and other staff, just recently in foster's an article on Rochester's school district which has been successful in bringing some of these Special Ed. programs back in house to cut the extra ordinary expenses of out of district placements and for Milton the discussions that I have heard being at the school district meetings they are doing the same thing.

Stan Nadeau: at the last school Board meeting there was a motion to accept a DHHS grant for the purpose of that was being carried in the budget.

They had a grant prior to the school board meeting. They felt that the grant money was going to dry up and that it was not going to be available any longer, so they supported the cause in the budget and now they have a grant of \$80,000 this year and \$100,000 next year for that same purpose. I spoke up and said that I felt that since their being reimburse for the \$80,000 and the \$100,000 that the same amount should come out of the budget and sent back to the taxpayers. It was supported in the budget and now it's getting reimburse. The Board should pay attention to that and have our say on that.

There was discussion at that meeting suggesting that we don't reimburse the taxpayer and use the extra money to do more, this not the way to do it.

Larry Brown: when we have the discussion with the School District general presentation and how those 2 items cross over compliment or cancel each other. We will bring that up again.

For the minutes for Doug Shute and Superintendent Sussmann about the DHHS grant, so we can have a clear and solid discussion of the rational the pluses and minuses.

Bob Carrier: ask Lue Snyder if the school Board received the final revenue and expenses for 15/16 that ended June 30th. **Lue Snyder:** will check on that.

The planning for the separation of the 2 districts Milton will be keeping the name SAU #64, Wakefield will have to get its own number. Which will take effect June 30th 2017.

Larry Brown: Superintendent Sussman has put together a strategic plan which will detail staff involvement, the action dates for doing various tasks to move into the Damon house and the appraisal of the common properties owned in the exit 17 office.

Stan Nadeau: where the office is now is there a legal binding document that we have to buy out of it,

Lue Snyder: No, the lease came to an end this year. They extended it for 1 year. We have to be out by the end June 2017.

Larry Brown: what about the E rate telephone refund? **Lue Snyder:** that comes in later, it's never counted in the budget, they put it in as revenue.

Scheduling: **Larry Brown:** Future discussions for both the town and the School District budgets.

Heather is working with the department heads to get their input and their budgets and to bring them to the budget committee. **Lue Snyder:** will be talking to Doug for dates that would be useful for general information. We have the third Tuesday of the month. **Larry Brown:** ask the committee what days of the week that would work for them if we get into a situation where we need to add another meeting to complete the budgets before the due dates.

There was no decision because other members on the board are on different committees and meet on different weeks and days of the month.

The Chair: ask the committee to keep it in mind, if it becomes necessary.

Lue Snyder: I'm the School Board Rep., if the committee should have questions or documents that pertain to the School, shouldn't it go through me? The Chairman went to Lue Snyder's house and handed her a document that the committee received at the Aug, 16th meeting which Lue Snyder was absent. The document was the Milton School Budget Totals Template/Discussion/Draft. Lue S. went to the SAU because she thought the document needed to be filled out, but when she got there the office staff already had a copy of the document.

The Chairman: went to see the Superintendent to discuss issues. He did not bring the document to the SAU.

Stan Nadeau: made the motion from this day forward that any Representative on this Board Selectman, School Board, Water District goes through the Representative second by Mike Beaulieu
Motion Passed (9-0).

4, Old Business:

A, revenues to budgets: Bob Carrier: we get an expenditure report from the Town each month. Where are the revenues coming from for that month expenses. When you factor in what money the town sends to the school district and add that up on what we spent for that month, this is a lot of money. We could see if there is a trend in revenue vs budget. The question is are we using the second half 2015 property taxes to pay part of the 2016 budget and where does the town revenue fit in.

B, Summary: The Town budget is just under 35% those savings comes from having an extraordinary mild winter the savings from between Town Administrators and \$8,000 from the WEX program.

C, Discussion of measurements/metrics/compatible data:

Opening statement from the Chair

The discussion is to how to get data that is a fair representation of your past cost and your present cost and what should we be expending.

Caitlin Magargee: There was a discussion at the last meeting about when we get the town monthly expenditure reports, there's a lot of information but it can be cumbersome to get the sense at where you're at, meaning what was overspent or under spent.

Caitlin Magargee: presented to the committee with 6 bar charts as examples. The first bar chart is the Percent Spent YTD. Town Expenditure Report as September of 2016.

The Vertical lines with the Departments title and what % was expended year to date.

The Horizontal lines indicate the percent spent for each quarter.

% Used Q1 (25%) Q2 (50%) Q3 (75%) Q4 (100%)

This indicates what is overspent and those that are under spent and those that are where they should be for each quarter.

The next 5 bar charts is the Budget Year Comparisons this is based on a three year period starting with 2016 current expenses and 2015 and 2014 she had no data for the these 2 years, so she plugged in dummy numbers for illustration purposes.

The charts ranged from the smaller budgets in the \$20,000 range, to the larger budgets of over \$100,000 range and over \$1,000,000. The last chart shows the grand total, warrant articles and all departments' budgets for the 3 year period.

Larry Brown: the way Caitlin has set up the numbers, so you can look at the graphs and see how the expenses are fluctuating was it substantial or a minor fluctuation.

These charts are in black and white because it's just the beginning of discussions, in other context it could be a variety of colors and the information will be the money actually spent.

The question is how do we get access to that. We have the authority to ask for information in any detail.

What do the charts do for us over a 3 year period, how this information is useful and how we get it to use in our budget committee meetings month by month.

What I think is useful is what Caitlin is bring up in a more literate format the summery from the TA or School District which says over the last month, we had the following successes, problems, major expenses or equipment breakdowns that had an impact on our budget.

Comments from the committee.

The presentation was excellent

Dennis Wing: It would be more useful to start with the larger numbers down to the lowest numbers it would easier to spot a problem.

Who is the end user for this is it for the budget committee?

Caitlin Magargee: This is for the budget committee. This is public information as well.

Bob C. we need to know what the history of that budget year was, otherwise the numbers won't make sense.

Tom McDougall: We need a color coding relative to expenses and as they increase so will the degree of color. Whichever committee member willing to take it on and if we find it useful, I can see this being moved into some bodies duties in town hall.

I agree that something needs to be put in at the end of the year but I also think there's no reason that you couldn't. I think it would make sense to put comments in and not necessary that there has to be a comment on lines every month. As for the school there are things you can't put in.

We should have a monthly or year-end summary of events that took place that had an effect on the budget.

Stan Nadeau: who is going to be responsible for this if we're going to rely on this document is it going to be voluntary or is it going to be someone in the town hall and adding it to the other duties they have.

I don't think we have the authority to create work for someone in the town hall.

The expenditure report is still our main source of information.

Lue Snyder: I would rather get a summary at the end of the year rather than monthly. There are constant changes going on in the school and people are coming and going and even the Board doesn't always know that.

Caitlin Magargee: I'm willing to volunteer to get it set it up for the TA. and all she has to do is to keep it updated.

It shouldn't create extra work.

Would the % spent YTD be more useful to the committee? The Committee agreed that it would.

Maureen Steer: do we have a color printer in the town hall? Dennis W. I believe they do.

Bob Carrier: will send Caitlin the final expense report for 2015 and 2014.

Larry Brown: we will continue this discussion at the next meeting.

D, By Laws: The committee just received the revised copy of the by- laws and agreed to table them for next meeting, so the committee will have a chance to read them.

Caitlin Magargee: The changes are highlighted in red, it's mostly based on grammar, organization and consistency of numbers,

The major changes would be to move some of the sections of duties of officers. There was a lot of talk about this person needs at least this much experience on the board.

Larry Brown: anyone who is a duly qualified voter in this township may apply to run for any elected office in the township. The Water District, the School Board and Board of Selectman each provide of their authority a representative for their interest.

Caitlin Magargee: this pertains to Chairman and Vice Chair.

Members Comment: Chairman Larry Brown: the Selectman and the Town Office staff have been working short staff and extra ordinary goodwill to carry forward the operation of the Town prior to Heather Tibedo starting as Town Administrator.

Bob Carrier: I want to thank Larry Brown and his wife who donated 3 reams of paper.

Mike Beaulieu: handed out to the committee the Capital Improvement Program. We need to read it.

This is a blue print of what we need to do for the Town in the planning years of the CIP to stabilize the tax rate.

Stan Nadeau: When we get into the budget process, the meetings should not go beyond 9:00 pm.

7, Next meeting: October 18th 2016

Adjourn: Mike Beaulieu: made the motion second by Maureen Steer: motion passed (9-0) at 7:35PM

Note: This meeting was videotaped and can be accessed through the Milton Town website under Boards and Committees meeting minutes.

Submitted by: Bob Carrier **Date Approved:** _____

These are draft minutes until approved. **Chairman Larry Brown:** _____

