

**Town of Milton**  
**Budget Committee Meeting**  
Milton Town Hall  
Tuesday November 29, 2016 6:00 P.M.  
Public Session Meeting Minutes

**Pledge of Allegiance**

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

**Roll Call:** Mike Beaulieu (Selectmen Representative, on phone) Maureen Steer, Tom McDougall, Bob Carrier, Chairman Larry Brown, Lue Snyder (School Board Representative), Stan Nadeau (Water District Commissioner), Dennis Wing, Brenda Pabon (Recording Clerk), Caitlin Magargee Absent.

**Public in Attendance:** Andrew Rawson, Tom Gray, Heather Thibodeau, Pat Smith, Dale Sprague, Karen Brown, Kathy Wallingford, Betsey Baker, Richard Krauss, Clarence Nason, Nick Marique, Brian Boyers, Michelle Beauchamp, Steve Panish, Rachel Shipman, Pam Arnold, Brenda Pabon.

**Call to Order – Quorum**

**Minutes Review/Approval:**

Motion was made by S. Nadeau for a discussion on the minutes from November 15, 2016. Seconded by M. Steer. S. Nadeau asked if the corrections that were needed should have been put into the minutes from November 15, 2016. Chairmen Brown stated that yes they should have. B. Carrier stated that he made the corrections as he was the one that did the minutes. S. Nadeau motioned to recede the motion for discussion of the minutes, seconded by M. Steer. S. Nadeau motioned to table the minutes from November 15, 2016 to the next Budget Committee meeting, seconded by M. Steer. All in favor, motion carried 8-0-0

**New Business:**

**Discussions and possible actions**

**Town Budget review with Department heads, With BOS and TA and discussion with BC; Public input to topic (s).**

L. Brown discussed what the Budget Committee is looking for from the department heads presentations, Extraordinary expenses of the department, up or down, Why the major expenses are going up or down, and what they do to control cost within their control.

**Budget Presentations:**

**Welfare Budget:**

Rachel Shipman presented:

R. Shipman went through each line item and mentioned the increases and decreases. The budget shows that there is a decrease of \$48,092.14 from 2016 to 2017. The only increase was the increase of the 1.7% COLA and 2% merit increase along with an increase in FICA and Medicare respectfully. All other line items where decreased or stayed the same.

Treasurer Budget:

Pam Arnold presented:

P. Arnold went through each line item and mentioned the increases and decreases. The budget shows that there is an increase of \$ 7,753.00 from 2016 to 2017. Increases where salaries for part time 2<sup>nd</sup> deputy clerk, Office Supplies, Mileage/Travel due to more deposit runs each week, conferences, post office etc. S. Nadeau stated that there was no need for the town to hire a 2<sup>nd</sup> deputy treasurer. S. Nadeau asked why there is such a Hugh increase in mileage; P. Arnold stated that there is more trips to the bank, S. Nadeau asked what bank the town uses, P. Arnold stated there are many banks that are used. L. Snyder asked if the Weks card was used, S. Nadeau stated that she cannot use the card because she uses her own vehicle. M. Steer asked P. Arnold if she uses the town vehicle, P. Arnold stated that she does not use the town vehicle. T. Mcdougall stated that he believes that what P. Arnold is asking for, for the mileage/travel is accurate. S. Nadeau asked why P. Arnold does not use the town vehicle; the Board of Selectmen stated that it was not an appropriate question for this meeting.

Sanitary Sewer Budget:

Dale Sprague presented:

D. Sprague went through each line item and mentioned the increases and decreases. The budget shows that there is a decrease of \$1,359.00 from 2016 to 2017. Increases was Contract Services for a 1.7% COLA and 2% Merit Raise along with an increase in FICA and Medicare respectfully, Water bill due to rate increase, Telephone added monitoring services last year. All other line items decreased or stayed the same. This is solely funded by sewer users no taxpayer money. B. Carrier asked about the sewer line Maintenance, he stated nothing has been used on that line, D. Sprague stated that money was spent out of the sewer capital reserve instead of the maintenance.

Recreation Budget:

Karen Brown presented:

K. Brown went through each line item and mentioned the increases and decreases. The budget shows that there is an increase of \$2,495.00 from 2016 to 2017. Increase is due to 1.7% COLA and 2% Merit along with an increase in FICA and Medicare respectfully. All other items stayed the same or went down. S. Nadeau stated that he asked if anyone received a raise last year, the answer was no, however Karen did get a raise before the default budget in late 2015. This number needs to be fixed on the town budget sheet. B. Carrier asked if the Mileage line was enough as that line was over spent this year, Karen stated that was fine. S. Nadeau asked if any of the mileage was used for bank runs, Karen stated no.

Supervisors of the Check List:

Karen Brown presented:

K. Brown went through each line item and mentioned the increases and decreases. The budget shows that there is a decrease of \$1,269.00 from 2016 to 2017. All lines stayed the same with one decrease of Salary Elected due to their only being 2 elections.

Trustee of the Trust Fund Budget:

Karen Brown presented:

K. Brown went through each line item and mentioned the increases and decreases. The budget shows that there is no change in the budget from 2016 to 2017.

Planning/Code Budget:

- Code Enforcement Budget:

Brian Boyers presented:

B. Boyers went through each line item and mentioned the increases and decreases. The budget shows that there is a total decrease of \$2,611.00 from 2016 to 2017. Some of the increases where overtime, salary part time due to 1.7% COLA and 2% Merit, along with an increase in FICA, and Medicare respectfully.

- Planning Board Budget:

Brian Boyers presented:

B. Boyers stated that there is no change to the budget from 2016 to 2017.

Town Clerk/Tax Collector Budget:

Michelle Beauchamp presented:

M. Beauchamp went through each line item and mentioned the increases and decreases. The budget shows that there is a decrease of \$3, 722.00 from 2016 to 2017. Increases where salary part time and salary elected due to 1.7% COLA and 2% merit, along with an increase in FICA and Medicare respectfully, Equipment Purchase. D. Wing asked about the mileage/travel line being dropped \$1,900.00, M. Beauchamp stated that she utilizes the town vehicle so it is less cost to the town. S. Nadeau asked since there was only \$132.00 used on the mileage/travel line, could they drop some of the \$500.00 requested, especially if the new cash policy goes through then just the treasurer will be making the bank runs. T. Gray stated the \$500.00 is not just for bank runs it would also be used for training and other meetings in other locations.

Assessing Budget:

Kathy Wallingford presented:

K. Wallingford went through each line item and mentioned the increases and decreases. The budget shows that there is an increase of \$438.38 from 2016 to 2017. Increases where Salary employee dues to 1.7% COLA and 2% Merit, along with an increase in FICA and Medicare respectfully, Registry of Deeds due to having to now pay for deed transfers, and the contract assessor due to the town needing to do an update. S. Nadeau asked why there is still \$53,000.00 left on that contract assessor line; K. Wallingford stated that she has not paid all the bills to date as the assessing contract tax year is till March of 2017 so she still has five months of bills to pay.

Conservation Commission Budget:

Steve Panish presented:

S. Panish went through each line item and mentioned the increases and decreases. The budget shows that there an increase of \$1,120.00 due to a new line item of Legal Defenses. All other lines decreases or stayed the same. S. Nadeau asked about the \$1,597.00 still left on the membership dues and asked if

there had been a bill sent yet, S. Panish stated that they had not received a bill, H. Thibodeau stated that she just saw the bill come through so those funds will be used. T. McDougal asked what they were giving up by reducing the membership dues from \$5,600.00 to \$600.00, S. Panish stated that the primary beneficiary should be the planning board and should be paid out of their budget.

Public Library Budget:

Betsy Baker presented:

B. Baker went through each line item and mentioned the increases and decreases. The budget shows that there is a decrease of \$3.00 from 2016 to 2017. Increases were Salary Part time due to 1.7% COLA and 2% Merit, along with an increase in FICA and Medicare respectfully, Custodial Services, cleaning prices went up, Supplies Office Building, and membership dues. All other lines remained the same or decreased. S. Nadeau stated that there is still \$4,250.00 left on the Heat line and that they are requesting \$5,900.00 again this year, B. Baker stated that, that line should be \$5,500.00 request for this year and she stated that she just had the oil tank filled and that charge has not been paid yet. P. Smith stated that there had been more than one occasion that oil got filled and that payment had come out of another account not the library account so that could explain the extra money. S. Nadeau asked about Equipment Purchase line still having \$924.34 out of the \$1,000.00 requested, B Baker stated that she was not asking for \$1,000.00 she was only asking for \$500.00. T. McDougal asked if B. Baker burned 2,220 gallons of oil per year, she stated the historical data that she had dates back to 2013 and forward.

Public Works Department Budget:

- Highway Department:

Pat Smith presented:

P. Smith went through each line item and mentioned the increases and decreases. The budget shows that there is a decrease of \$1,743.00 from 2016 to 2017. Increases were salaries full time, salaries part time and salary elected due to a 1.7% COLA and 2% Merit, along with an increase in FICA and Medicare respectfully, Employee Testing, Operating Supplies cost of sand and salt have increased. L. Snyder asked if they have men in and out in the winter time that he calls on if there is extra snow or if it's just the guys at the shop, P. Smith indicated that he utilizes all the guys at the shop and if a storm is bigger than the highway department can manage then he calls in a solid waste person to drive for them, if a driver calls out they use a solid waste person to drive for them. S. Nadeau asked about the Contract Services line still having \$8,620.00, P. Smith indicated that Contract Services line includes, towing, Maintenance program, Tree Removal, basin cleaning this was not done this year so that money is still in the account which is \$3,820.00, Lift inspection, and street sweeping. S. Nadeau asked about the Fuel line and that they are asking for the same amount as last year and thinks that there should be some kind of reduction, P. Smith explained why it needs to stay the same.

- Government Buildings Budget:

Pat Smith presented:

P. Smith went through each line item and mentioned the increases and decreases. The budget shows that there is an increase of \$140.00 from 2016 to 2017. Increases were salary full time, salary part time due to 1.7% COLA and 2% Merit, along with an increase in FICA and Medicare respectfully, Uniforms increase in uniform boots, and Contract Services S. Nadeau asked about

the heat line having \$5,616.00 still left in the account he feels that with oil prices the way they are there should be some kind of a reduction on that line, P. Smith explained why this line should not go down.

- Solid Waste Budget:

Pat Smith presented:

P. Smith went through each line item and mentioned the increases and decreases. The budget shows that there is a decrease of \$4,165.00 from 2016 to 2017. Increases were salary full time due to 1.7% COLA and 2% Merit. Uniforms due to uniform boots, Electric, Telephone due to data usage, supplies increase in receipt book usage and concrete sealer. S. Nadeau asked about the uniform line not having anything taken out to date, P. Smith indicated that there was uniforms purchase and it was taken out of the Highway account instead of the Solid Waste account the funds need to be put back to the highway account and taken out of solid waste account, S. Nadeau asked about the fuel line and if a decrease was possible, P. Smith explained why this amount should stay the same. L. Brown asked if P. Smith had any data from the land fill monitoring regarding historically that plume that was of concern, the monitoring is being done just for the integrity of the land fill capping? P. Smith explained the process.

Fire Department Budget:

Nick Marique presented:

N. Marique went through each line item and mentioned the increases and decreases. The budget shows that there is an increase of \$20,934.26 from 2016 to 2017. Increases were salary part time, and salary elected, due to 1.7%COLA and 2% Merit, along with an increase in FICA and Medicare respectfully, retirement as the percentage has increased, uniforms due to increase cost of gear, contract services due to several items on that line has increases, electric, heat these two items increase due to new bigger building and only being able to estimate as there is no historical data on the new station, Building Maintenance is a new line, printing. S. Nadeau asked if a training class is held here in the town do they get a break in the cost, N. Marique stated that the state still needs to be paid so no. S. Nadeau asked if building maintenance should be listed under Government buildings, N. Marique stated that it would be easier if it was listed under the Fire Department as he will be doing some of the maintenance work. S. Nadeau asked about the equipment purchase line still having \$9,000.00 left on that line, N. Marique stated that there flash lights and portable radios on order and that will use up most of the money on that line. L. Brown asked N. Marique to explain the type of flash lights order, N. Marique explained the type of flashlights and what they do for the fire fighters. S. Nadeau asked where the ambulance budget was, N. Marique stated that the ambulance is rolled into the fire department budget but the majority comes from the revolving account. L. Brown asked if there was a grace period to bring defects to the construction company, N. Marique stated that there is a 1 year warranty on everything, at some point they are going to go through everything with the architect to come up with a punch list which they are expecting to have within the 1<sup>st</sup> or 2<sup>nd</sup> week of January, S. Nadeau stated that they have had time to that they have been servicing Lebanon and would like to know how many of the calls are billable as that is costing tax payers money, N. Nadeau reported the calls they serviced, he stated that he did not know what the cost was as it is handled through billing. A. Rawson asked how many times Lebanon responded

to calls in Milton; N. Marique stated that it was not as many as they have done. T. McDougall asked about the employee testing line and what it was for, N. Marique stated it was for back ground checks.

Town Administrator Budget:

Heather Thibodeau presenting:

H. Thibodeau went through each line item and mentioned the increases and decreases. The budget shows that there is an increase of \$4,596.12 from 2016 to 2017. Increases are Legal Services as the town attorney has raised his fee due to court appearances and retainer fee, Contract Services due to software for Milton Mills Cemetery, Professional Services due to town not having a recording clerk and now does, street lighting, Equipment Purchase, and Mileage/Travel. T. McDougall asked about the registration going down to \$1.00 and why, H. Thibodeau stated that there was no registration fee that the \$8.00 from last year was for the new plate for the town car. S. Nadeau asked about the professional services line still having \$7,131.00 on that line, H. Thibodeau stated that there was not a recording clerk for most of the year so that money is still in the account, there has been no need to do an audit and there has not been as been criminal back ground checks done. S. Nadeau asked about the vehicle fuel line still has \$863.00 left on that line; H. Thibodeau explained why this line should stay at \$600.00. S. Nadeau asked about the mileage line, H. Thibodeau stated that there will be more people using the town car for conferences. S. Nadeau stated that the misc. line is high; H. Thibodeau stated why that line is high and what comes out of that line.

Zoning Board of Adjustment Budget:

Lue Snyder presented:

L. Snyder stated that the budget will remain the same for 2017 as it was in 2016.

Budget Committee Budget:

S. Nadeau presented:

S. Nadeau stated that the budget will remain the same for 2017 as it was in 2016.

Insurance/Benefits Budget:

Heather Thibodeau presented:

H. Thibodeau Thibodeau went through each line item and mentioned the increases and decreases. The budget shows that there was a decrease of \$18,601.66 from 2016 to 2017. Increases where Health Insurance due to premiums going up, Retirement due to percentage going up, Property Insurance due to premiums going up. T. McDougall asked about the health insurance by back money if it was in the health insurance line, H. Thibodeau stated yes. L. Snyder asked how much the buyout for health insurance was. H. Thibodeau stated it was \$3,247.20; the savings for the town is about \$15,000.00 depending on the plan. S. Nadeau asked about employees picking up part of the insurance cost, H. Thibodeau stated that going forward any new employees will be picking up 20% of the insurance cost on a single plan; all employees that are already employed are grandfathered in with the old plan. All employees pay a percentage of the family plan.

Outside Appropriations Budget:

Heather Tibodeau presented:

H. Thibodeau went through each line item and mentioned the increases and decreases. The budget shows that there is a decrease of \$500.00 from 2016 to 2017. All other lines remained the same.

Cemetery Budget:

Heather Thibodeau presented:

H. Thibodeau stated that the only thing added to this budget was the warrant article from last year for \$10,000.00; no other items are on the budget.

Debt Service Budget:

- Debt Service Principal

Heather Thibodeau presented:

H. Thibodeau went through each line item and mentioned the increases and decreases. The budget shows that there is an increase of \$180,271.11 from 2016 to 2017.

- Debt Service Interest:

Heather Thibodeau presented:

H. Thibodeau went through each line item and mentioned the increases and decreases. The budget shows that there is an increase of \$210,581.33 from 2016 to 2017. Increase was only Fire Station Bond Interest, all other lines went down. S. Nadeau asked if the TANS has been taken out, H. Thibodeau stated that it has not, S. Nadeau asked if that line could be reduced, H. Thibodeau stated that there has to be funding in that account should the TAN be taken out. S. Nadeau asked about the unanticipated expenses line and has it been used this year, H. Thibodeau stated this line is for catastrophic events and that they have had to use it this year.

Police Department Budget:

Richard Krauss presented:

R. Krauss went through each line item and mentioned the increases and decreases. The budget shows that there is an increase of \$45,034.37 from 2016 to 2017. Increases are Salary full time, and salary secretary due to 1.7% COLA and 2% Merit, Salary Chief went up due to step plan, along with an increase in FICA and Medicare respectfully, Retirement has gone up. R. Krauss stated that the salary full time line has a big jump due to the SRO (School Resource Officer) grant as that is \$24,000.00, R. Krauss stated that they have not received the grant as of yet where normally they would have heard by October, however it is still in the budget until they receive a letter of denial. S. Nadeau asked if the SRO position would be filled no matter if the grant comes through or not, R. Krauss stated that they would not be filling that position if the SRO grant does not come through so there would be a decrease in the full time salary line of \$24,000.00 and the retirement line will decrease accordingly as well. S. Nadeau asked R. Krauss if the department was fully staffed, R. Krauss stated yes, however they were not fully staffed for 3 months of the year. S. Nadeau asked if the step plan was working, R. Krauss stated that it was working they are getting full time certified employees to the town which in turns saves the town money for not having to send them to the police academy. L. Brown asked R. Krauss to explain the improvements and utility of the vehicles that they are presently using as they continue to replace the crown Victorians. R. Krauss explained briefly about the change in vehicles.

Moderator Budget:

11.29.16 BC MTG

Heather Thibodeau presented:

H. Thibodeau went through each line item and mentioned the increases and decreases. The budget shows that there is a decrease of \$1,269.00 from 2016 to 2017. All lines stayed the same with one having a decrease.

**Adjournment:**

- Motion to Adjourn made by S. Nadeau seconded by M. Steer 9:18 pm. All in favor. Motion stands. 8-0-0

**Respectfully Submitted by:**

Brenda Pabon – Recording Clerk

Date Approved: 12/15/2016 BLP

These are Draft minutes until approved by the Budget Committee