

Town of Milton
Town Budget Committee
Tuesday, April 16, 2019
Minutes

CALL TO ORDER

Meeting called to order at 6:00PM by Chairman Thomas McDougall

PLEDGE OF ALLEGIENCE

ROLL CALL - PRESENT

Mr. Thomas McDougall– Chairman, Mr. Bob Carrier, Ms. Tammy Smith, Mr. Andrew Rawson, Mr. Humphrey Williams, Ms. Peg Hurd, Mr. Dennis Woods, and Mr. David Carpus. Mr. Justin Bellen – Absent. A Quorum was present.

PUBLIC PRESENT

Mrs. Lynnette McDougall

BYLAWS

Bylaws – The committee read through the draft copy of the Bylaws. Mr. Williams volunteered to keep a list of changes noted during the discussion and then would forward to Mr. McDougall. The Recording Secretary advised she would clear up any grammatical, font or spacing issues once the Chair had provided the updated document.

Mr. Carpus moved to table the vote of current changes until the Bylaws Document was updated and presented to the committee at the next meeting. Mr. Williams seconded the motion. The committee unanimously approved of the motion. Motion passed 8/0.

DISCUSSION – MEET WITH DEPARTMENT HEADS

The Committee discussed meeting with each of the Department Heads in an effort to become more familiar with what these line items and also to reduce the number of questions during the budget presentations to the Committee. Mr. Williams suggested this would be good for a subcommittee to take on. Mr. McDougall noted that he would prefer to have all committee members attend, if possible. Mr. McDougall suggested that the meetings begin sometime in June. Mr. Carrier reminded the Chair that a notice of meeting to be held and minutes would need to be posted. Mr. Wood suggested that the Committee hold a quick workshop before? Mr. Williams agreed and noted that the committee could recommend potential savings and target goals.

FINANCIAL REPORTS

Mr. McDougall noted that the Committee was having a difficult time obtaining the expenditure reports from the Town. Mr. Rawson advised that it will be easier once there is a new Town Administrator. Mr. McDougall asked to have the reports in an Excel and PDF format at least a week before the meeting.

TOWN EXPENDITURE REPORT

Page 1 Town Administrator

Line 340 - **Contract Serv.** – over 36% now

Line 395 – **Professional Serv.** almost 31%

Line 742 – **Equipment Lease** over 30%

Page 2 Town Clerk

Line 391 Legal used 132%.

Line 395 **Professional Serv.** used 57%

Mr. Rawson will look into this and report back to the Committee.

Mr. Carrier noted that the Report was still within range as it was only March. It was suggested that this may be how some of the lines are expensed at the beginning of the year. Mr. Rawson advised the Committee that he will review the reports before meeting and will look into any potential items of note. Mr. Carpus suggested that maybe the Committee should keep a record of what lines are front loaded. Mr. Wood added that should be responsibility of the department managers not those that are reviewing it.

Page 7- Fire Dept.

Line 420 – Heat it was asked if the town was filling up before fall to keep prices down.

Page 5- Government Buildings

Line 393 – **This Line # doesn't exist** the amount should be in Line 395 **Professional Serv.**

Page 6- Police

Line 320 – at 92% legal services are these prepaid items?

Line 340 – **Contract Serv.** at 55% - prepaid items

Page 7 - Fire Dept.

Line 720 – **Building Maint.** at 72%

Page 8 -Planning & Code

Line 840 – **Mileage/Travel** 249% overage as this was what was in the Default Budget. Mr. Rawson noted that the town thought that they would have car dedicated to the town office by this time. The reason is mileage and that is why overage is there.

Page 10 – Solid Waste & Recycling

Line 240 – Solid Waste Training – This was a one-time training for the staff.

Mr. Wood asked if the Selectman can move money around as needed. Mr. Carrier noted that it needed to stay within the total budget and will be noted what was moved. If department overspends then it will be up to Selectmen to approve a movement from another department. Salaries cannot be moved around.

Page 12 -**Recreation**

Line 395 – Professional Services – over 90% but not sure what it is. Mr. Rawson to check into this.

Line 120 – Salary part time – at 48% - Mr. Rawson noted that this is paid 2 different ways. In the summer will be paid by the town beach. The rest of the year paid by town.

Page 13 -**Library**

Line 840 Mileage/Travel the Default budget is \$235 the YTD spent is \$ -604 is off

Line 850 Membership Dues – the default budget figure is \$335 Spent YTD \$604.is off.

Page 14 – **Debt. Serv.**

Line 899 Unanticipated Expenses – Mr. Wood asked what this line is used for. Should this not be noted as Misc. line? Mr. McDougall noted that it is there if there is something spent that doesn't fit the criteria.

SCHOOL EXPENDITURE

Ms. Hurd provided the Committee with the following information. She noted that the school encumbers what the District is aware of.

Page 5 -**Spec Ed.**

Line 135 - 1200-54420-1 - Little Rams Copier for the preschool. The original amount was put it another line. Financial manager moved it from Regular ED to SPED.

#140/141 – Elementary students that were placed Out of District. These charges are upward of \$40,000 per student per year. There are also two Middle School students. Ms. Hurd noted that the students that are sent Out of District are those that the Elementary, Middle or High School cannot provide adequate services. Milton School District pays the tuition for these students. Mr. Wood asked how this compares to last year. Ms. Hurd advised that it was much the same.

Page 7 – **Other Instructional Programs**

Line 195 Student Support Center FICA – normally comes out of middle school co-curricular line; for transparency this is where this number should be per the Financial Manager. This originally came from Line 23

Page 6 -SPED

Total Sped Ed. over by \$87,000. This is not unusual.

Page 1 -**Regular Ed.**

Line 26 and 27 – Middle and High School Retirement etc. Ms. Hurd advised that the Financial Manager went line by line to correct the postings to where they should be.

Page 3 -**Elem Sped Director Salaries**

Line 61 – looks like encumbrances is 4 months rather than 3 months. This is all the same person. Ms. Hurd will look into this. The salary for everyone under the CBA is 26 pays so there are more weeks left in the year.

SCHOOL GRANT REPORT

Ms. Hurd noted that there was nothing much to report that a couple of the grants have ended but need to maintain them on the books until EOY. The District did receive \$316 Grant for Composting. Also a Grant for Dollar General Literacy for \$4,000 that was applied for.

MONTHLY REVENUE REPORT

Ms. Hurd advised the Committee that the District still has 26% revenue coming in. The District also received a credit for unemployment for and disability.

APPROVAL OF MEETING MINUTES

Motion was made by Ms. Hurd to approve the February 19, 2019 with corrections. Seconded by Mr. Carrier. The committee approved the motion with Mr. McDougall, Mr. Carpus, and Ms. Smith abstaining. Motion passed 3/0/3

Motion was made by Ms. Hurd to table the minutes of March 19, 2019. Seconded by Ms. Smith. The Committee unanimously approved the motion. Motion passed 8/0.

OTHER BUSINESS

Mr. Williams suggested that line item and questions to be sent to Ms. Hurd. Mr. Carrier noted that everything should go through the Chair. Mr. Carrier has prepared a calendar for Budget Review presentations for each Department Head's budget. Mr. McDougall asked that Mr. Carrier send this to him so that it could be placed on the committee's shared google file for all to see. Ms. Hurd noted that it was beneficial that the Committee Members attend the Department Head presentation to the Select Board as some information may change when presented to the Budget Committee.

PUBLIC COMMENTS

None at this time

NEXT MEETING

May 21, 2019 at 6:00PM

ADJORNEMENT

Motion was made by Ms. Hurd to adjourn at 8:18PM. Seconded by Mr. Carpus. The Committee unanimously approved the motion. Motion passed 8/0.

Respectfully Submitted,

Shari Gaesser – Budget Committee Recording Secretary