

Town of Milton
Town Budget Committee
Tuesday, March 19, 2019
Minutes

CALL TO ORDER

Meeting called to order at 6:01 PM by Chairman Bob Carrier

PLEDGE OF ALLEGIENCE

ROLL CALL - PRESENT

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

PUBLIC PRESENT

Mr. Doug Shute – School Board
Mrs. Lynnette McDougall
Mr. Dennis Woods via phone

Town is on Default Budget and School is on the Default Budget. The Budget Committee shared their disappointment.

Nominations:

Ms. Hurd nominated Mr. Tom McDougall as Chairman of the Budget Committee. Seconded by Mr. Williams. Discussion – Mr. McDougall accepted the nomination. No other questions and no other nominations. **Vote by roll call – Ms. Smith – yes; Ms. Hurd – yes; Mr. Carpus – yes; Mr. Williams – yes; Mr. Rawson – yes; Mr. Carrier – yes. Mr. McDougall abstained. Motion passed 6/0/1.**

Mr. Carrier turned the meeting over to the new Chairman – Mr. McDougall. Ms. Hurd thanked Mr. Carrier for all the hard work he did during the year.

Ms. Hurd nominated Mr. Bob Carrier as Vice Chairman of the Budget Committee. Seconded by Ms. Smith. Discussion – Mr. Carrier accepts the nomination. No other questions and no other nominations. **Vote by roll call – Ms. Smith – yes; Ms. Hurd – yes; Mr. Carpus – yes; Mr. Williams – yes; Mr. Rawson – yes; Mr. McDougall – yes. Mr. Carrier abstained. Motion passed 6/0/1.**

Introduce By-Laws

Mr. McDougall asked the committee to look over the By-Laws and a discussion will take place at the next scheduled Budget Committee Meeting.

Chapter 31 Code of Ethics

Mr. McDougall asked the committee members if there was anyone that would have a conflict of interest. Mr. Rawson noted that he was the treasurer for the water district and it is not part of the town budget. The district has their own budget.

Chapter 32 Municipal Budget Law

Mr. Carrier passed out a copy of the Law. Mr. McDougall provided information regarding the NH Municipal Association and classes on how the budget works, applicable laws, and provides answers to any questions the committee may have. Chapter 32 details the responsibilities and roles of a Budget Committee. The town Budget Committee sets the budget but once approved, we have no control over it. The Budget Committee will review the expenses of the town throughout the year.

Right to Know Law (91-A)

Mr. McDougall explained that meetings have to be in public, that emails are subject to review by anyone that asks and that if a response is sent out to everyone on the Committee then it is considered a meeting. Mr. McDougall would like to set up a separate email account specific to Budget Committee information. Discussion was had about members setting up a separate account. It was recommended that emails go directly to the Chair and bcc the rest of the committee. Ms. Hurd had concerns about bcc for all members. Mr. Wood attended the 91-A class and advised the committee that the use of the bcc option was backed by the lawyers that provided the training.

FINANCIAL REPORTS

TOWN EXPENDITURE REPORT

Town Reports were not available at the time of the meeting.

SCHOOL EXPENDITURE REPORT

Ms. Hurd provided the following information to the Committee in red.

Page 1

51220-2 – Middle School Substitute – this line will continue to go up as the substitute will be at the school for the rest of the year.

Page 3

51221-1 – Elementary Summer School. Ms. Hurd asked the Financial Manager why this was still showing. The Financial Manager for the District has been going through the expenditure report line by line and this item was posted in the wrong line. This is a net 0.

Page 9

51130-2, 52110-2, 52200-2 – Middle School Guidance Secretary – Everything has been encumbered. Unencumbered and encumbered to run payroll. The two High School lines went down. It is the same person.

Page 14

School Board Auditor expense went up. GASB75 is completed every three years and this caused an increase of approximately of \$645.61.

Page 20

57350-1/2 Transportation Replacement – The District had to purchase their own frequency for bus radios and set up them up. Still some down spots in town.

Page 21-22

Workman's comp for support services and unemployment – the District received rebates due to the fact these were not used.

2.8% remaining. Everything has been encumbered that the District is aware of. Received E-rate rebate of approximately \$32,000.

Mr. Williams noted that he would like to know how many people are associated with each of the line items, going back to the Middle School Guidance position. He believes the town would also like to know. It would make it easier to understand. Ms. Hurd will provide the School District Budget Presentation to Mr. Williams so that he will have a clearer understanding of the lines and positions.

Ms. Hurd will check to see if a column could be added.

MONTHLY REVENUE REPORT

Ms. Hurd advised the Committee that the District still has 37.04% revenue coming in.

GRANTS

DHHS – Human Health Services will be giving another \$50,000 next year. Under Title 1 salaries and staff listed. The District also received a credit for unemployment for and disability.

In the past, as it gets closer to Year End, the District has frozen the budget but hopefully will not have to this year. Ms. Hurd will take questions back to the District Financial Manager and provide an update at the next meeting.

Mr. Carrier asked about the Revenue line in regards to the amount of money the Town provides to the School District. Increase possible of adequate funding so the state is trying to take the burden off the tax payers. Mr. McDougall asked about PD. Ms. Hurd noted that it was for Professional Development and the IDEA Grant was for Special Ed.

Mr. Carrier provided the Committee with a copy of the February 13, 2019 meeting minutes supplied by the Town Clerk. It shows how budgets were created and put together.

Mr. Carpus asked if there was a cheat sheet that could be provided to explain what some of the line items mean. Ms. Hurd will look into this.

Mr. Williams asked in regards to the Trust Fund Balances. This is provided by the District Financial Manager. Mr. Williams noted that the December report showed under School Building and Maintenance Line the amount of \$159,000 and an ending of \$12,198. Looking at the January report shows a pending payment of \$120,696.60 and ending balance went up. Ms. Hurd noted that it may have been just an estimate. The balance had already subtracted by the pending payment amount. Payment is still pending. Mr. Williams would like to see more explanation as

to the changes. The amounts do not balance as what went down does not match the amount that went up.

Mr. McDougall asked Mr. Rawson if the Town would have the budget with default numbers worked into it by the next Committee meeting. Mr. Rawson advised that he would look into this.

APPROVAL OF MEETING MINUTES

Motion was made by Ms. Hurd to approve the February 19, 2019 with the Water District with corrections. Seconded by Mr. Carrier. Discussion – Mr. Carpus and Mr. McDougall should be noted as excused as they did not attend the meeting. It was provided per Ms. Hurd. Special Session – Public Hearing needs to be added. **Mr. Carrier rescinded his motion to approve the minutes and Ms. Hurd rescinded her motion to second. Mr. Carpus moved to table the minutes of February 19, 2019. Ms. Hurd seconded the motion. The Committee voted unanimously in favor of the motion. Motion passed 7/0.**

OTHER BUSINESS

Mr. Carrier asked how many would like a hard copy of the documentation that is provided for the Budget Committee Meeting. It was noted five copies would be needed.

Mr. Carpus suggested that items that are not posted on the Agenda not be voted on during the meeting as someone from the public may miss the information that was discussed and voted on. It would only be those items that were not considered urgent. Other Business is needed per Mr. McDougall to discuss items brought up by the Committee. Mr. Carpus clarified that items that the public may miss should not be voted on and should be tabled until the next meeting so that it is posted on the next agenda.

Mr. Williams suggested that the Committee meet with each of the Department Heads in an effort to become more familiar with what these line items are and also to reduce the number of questions during the budget presentations to the Committee. Mr. Carrier asked if Mr. Williams was asking for just one meeting. Mr. Williams explained that he would like to see the Budget Committee and the Select Board meet at the same time to hear budget presentations by the Department Heads so the information is the same across the board.

Mr. Carrier explained that he has attended various budget workshops and the information may go into greater detail. He suggested that the Select Board give questions that they have from the Budget Presentation to the Budget Committee as some of these may be the same and will save time.

Mr. Shute noted that some of the Department Head meetings may include those items that are not for public knowledge until the official presentation. Ms. Hurd noted that she attended Department Head presentations to the Select Board and then at the Budget Committee, presentations were not the same. Mr. McDougall suggested maybe looking at other ways to have the information presented to the Budget Committee and the Select Board at a joint session, presentations are done, questions are asked but no changes occur until the Select Board meets.

Mr. McDougall suggested that we set up meetings with Department Heads and meet at their place of business for the presentation. This would be more efficient to see what each line item represents. Ms. Hurd recommended that each expense report could provide help preparing for the budget season with the Committee asking questions prior to the Budget Presentation.

The Committee discussed ways to simplify the process to make things flow smoothly.

NEXT MEETING

The next meeting will be on April 16, 2019 at 6:00PM

ADJOURNMENT

Motion was made by Ms. Hurd to adjourn at 7:31PM. Seconded by Mr. Carpus. The Committee voted unanimously in favor of the motion. Motion passed 7/0.

Respectfully submitted,

Shari Gaesser – Budget Committee Recording Secretary