

Town of Milton  
Town Budget Committee Special Session  
Water Department  
Tuesday February 20, 2018  
Minutes

**Pledge of Allegiance**

**Call to Order**

Meeting was called to order at 6:00 pm

Chairman Larry Brown opened the combined Water Department and Budget Committee meeting.

**Roll Call of Seating Members**

Erin Hutchings, Peg Hurd (School Board Representative), Chairman Larry Brown, Bob Carrier, Shawn Perreault, Stan Nadeau (Representative from Water Department), Tom McDougall, Tim Long (Selectman Representative) A Quorum was present.

**Public Attendance**

Karen Brown – Water District Commissioner, Steve Elliot – Water District Commissioner, Janice Long, Stephen Duchesneau, Nick Marique – Fire Chief.

**Public Comment**

- a. Chairman Brown asked for a moment of silence for the loss of Dennis Wing and Andy Rawson's nephew.
- b. Department presentation

**Dept. Budget Presentation**

**Water Department**

Stan Nadeau – we had hoped to come in with a zero (0) increase but we found a math error.

- a. Salary - Made a change with the treasurer, the stipends, bookkeeper etc. Based on the notes from the Audit - Karen Brown – it is against the law to have the same person receive the money and pay the money and not account for someone. Making a stipend treasurer and an in-house bookkeeper and an office clerk. This is an open elected position. Delegation as to who does what. Added a time clock for accountability. Stan – line 2017 no office support/bookkeeper but now there is \$28,493.00. We put a stipend of \$2,500 to the treasurer and the balance is the bookkeeper that we hired and if the treasurer does any other duties outside the office then she would get an hourly wage. That is the big difference. Everything else remained the same or we reduced.
- b. Postage \$1,800 we spent \$800 but feel we need to keep it up as postage is going up.
- c. Office Supplies – target but staying the same
- d. Audit – staying the same
- e. Dues – staying the same
- f. Telecommunication – multiple phone lines. Not for only office phone but for lines going up to tank, wells etc. so that they can communicate with each other. Fairpoint was bought out so we no longer fall under that. Looking at Metrocast etc. Go up due unknown.
- g. Computer Support – went down a little.
- h. Legal – went down but need to maintain. We do not have an Attorney on retainer.
- i. Insurance – went up. Larry – insurance cost is against what risk? Stan – protect all the buildings, personnel, and water district truck. Strictly liability, fire, etc.
- j. Lien Cost – went down.
- k. Safety Box – stay the same.
- l. Operator Compensation – stay the same
- m. Operator Insurance – there isn't any
- n. Education – stayed the same, as there are classes we need to attend for the maintenance of licenses.
- o. Water Testing - don't have to test but don't want to change it just in case we have to start testing for something. Did reduce it.
- p. Chemicals and Supplies – went with what we used.

- q. Equipment – purchases for items like hand shovels, hammers, wrench.
- r. Contractual Services – went up because we have to have – Steve – well testing; Dave Howard will be doing this (Geo Insite) does ground/well testing. Stan - trailer park had oil spill by the wells, we have to do additional testing to make sure it is not affecting the wells. Shawn – has the spill been cleaned up? Stan – they did. It wasn't that much – Steve – two 270 gallons of kerosene. Monitoring it. The state will pay for it in the long run. Stan – we have to pay for it to make sure it gets done.

Peg – you have water testing on 2 separate pages, who does this? Stan – we have to have annual test for the state for copper, lead, and all the toxins. This is something different due to spill.

- s. Treasurer Mileage - going down.
- t. Vehicle Maintenance – stayed the same. Registration of truck, gas etc.
- u. Labor Contractor – New. Determined that if we had to cut back on hours the chores needed were being done. We found out that there were chores not being done. Position is not full time. Only 10 hours a week.
- v. Parts and Plumbing Supplies – stays the same.
- w. Repairs and Contractors – we need to do leak detection. Town charges us so we have additional cost every time we do a repair. We don't know what costs are going to be. Left as the same.
- x. Maintenance Calibration – has to do with the wells.
- y. Infrastructure – NH North Coast Railroad \$500. Pipe runs under the tracks so railroad gets \$500 a year. Larry – any way if you have funds to buy out this or are the immortal? Stan – they are going to get their \$500 a year no matter.
- z. Electricity– we keep track of what each well is doing. But for budget purpose we it doesn't matter.
- aa. Two loans - \$145,557/year does reduce every year but not by much.
- bb. Bottom Line – came in \$20,000 over than last year. That was a \$20,000 math error we found.

Larry – the operating budget is now \$335,065.17 up \$20,000 for retail cost noted. Any comments or questions? Peg - \$310 to \$335 is \$25K increase, what is your income? Stan – varies, depends if people pay their bills. \$4.00 per gallon; \$90-95,000 every 3 months. There are 376 users in the whole district. \$380,000. Peg – does that offset your expenses? This is offset? Stan - there are no other revenues. Shawn – assuming everyone paid than you would have a surplus? Stan – a little bit. Yes and no don't forget warrant article. We have third party people telling us we need to look at our rates. We have second best water in the state. Concern about Lockhart Field that may becoming and we may have to more test. Bob – with this increase you're not going to raise the rates? Stan – I do not know. Trying not to. Erin – cost to consumers is? Stan - \$4/thousand. That is for usage, single family so much per month then \$4 per thousand. Tom – any grants out there like Smart Grid for electricity is there anything out there for water? Stan – getting a grant for leak detection. Steve – we go after what we can. Tom – dues you spent more then you budgeted for and you didn't increase it? Stan – that was only a one-time thing for someone to keep a license.

#### **Warrant Articles –**

- a. Article 1 – To see if the voters of the Milton Water District will vote to raise and appropriate the sum of \$335,065.17 for the operation and commitments of the Milton Water District, which represents the “total operating costs shown in the budget attached to this warrant.” Shawn - Did we get rid of the .17 cents? Peg – typo 2<sup>nd</sup> line down “operation and commitments”. Recommended by the Milton Water Commissioners. Call for motion to recommend for or against Article 1 by Budget Committee. Erin – recommend for and second by Peg. Tim – yes; Peg – yes; Bob – yes; Erin – yes; Stan – yes; Shawn – yes; Tom – yes; Larry – yes. 8/0/0 Recommendation for passes.
- b. Article 2 - To see if the voters of the Milton Water District will vote to raise and appropriate the sum of \$10,000 to be added to the Milton Water District Maintenance Expendable Trust Fund established 3/25/06 to be funded from water usage charges. This is a special warrant. This is in addition to Article #1. Stan – this is for the main water infrastructure itself, the pipes under the ground, the wells, this does not cover for any building maintenance. This is the way to get the water from the pump to the end user. Shawn – What is the balance? Stan – I believe it is \$50,000. If I go by the market value its \$60,979 end balance. Call for motion to recommend for or against Article 2 by Budget Committee. Peg – recommend for and second by Shawn. Tim – yes; Peg – yes; Bob – yes; Erin – yes; Stan – yes; Shawn – yes; Tom – yes; Larry – yes. 8/0/0 Recommendation for passes.
- c. Article 3 - To see if the voters of the Milton Water District will vote to raise and appropriate the sum of \$1,500 to be added to the Milton Water District Building and Renovation Expendable Trust

Fund established 4/12/15 to be funded from water usage charges. This is a special warrant. This is in addition to Article #1. Stan – this is for the two well house buildings and the tank. Peg – the balance? Stan - \$10,912. Call for motion to recommend for or against Article 3 by Budget Committee. Tom – recommend for and second by Peg. Tim – yes; Peg – yes; Bob – yes; Erin – yes; Stan – yes; Shawn – yes; Tom – yes; Larry – yes. 8/0/0 Recommendation for passes.

- d. Article 4 - To see if the voters of the Milton Water District will vote to raise and appropriate the sum of \$2,500 to be added to the Milton Water District Vehicle Capital Reserve Fund established previously established from water usage charges. This is a special warrant. Established in 2008. This is in addition to Article #1. Stan – this is for the one vehicle that we bought new two years ago. I don't think there is anything in that account as we expended it. Bob – you have \$1,549. Stan I think we put \$1,500 in it. Call for motion to recommend for or against Article 4 by Budget Committee. Peg – recommend for and second by Erin. Tim – yes; Peg – yes; Bob – yes; Erin – yes; Stan – yes; Shawn – yes; Tom – yes; Larry – yes. 8/0/0 Recommendation for passes.
- e. Article 5 - To see if the voters of the Milton Water District will vote to raise and appropriate the sum of \$2,500 to be added to the Milton Water District Equipment Expendable Trust Fund previously established in 2012 to be funded from water usage charges. This is a special warrant. This is in addition to Article #1. Bob – total is \$3,486. Stan – we bought the mower etc. Bob – this is just last years when we had the CIP. Stan – we bought the blower and the push mower. This is for larger purchase. Saving up for Plate Compactor Call for motion to recommend for or against Article 5 by Budget Committee. Erin – recommend for and second by Peg. Tim – yes; Peg – yes; Bob – yes; Erin – yes; Stan – yes; Shawn – yes; Tom – yes; Larry – yes. 8/0/0 Recommendation for passes.
- f. Article 6 - To see if the voters of the Milton Water District will vote to establish the Ground Water Withdrawal Permit Expendable Trust per RSA 35:1 for permit fees and to raise an appropriate \$2,000 to be funded from water usage charges. This is being established this year and has no money in it. Stan – Due to the new RSA 35:1 in 10 years we have to do a lengthy ground water withdrawal study that will cost approximately \$20,000. Every year we want to put away \$2,000 so that we will have the \$20,000 so we can abide by the state regs. It is to see if we are affecting everybody's wells around us. Shawn – where are the wells located? Stan – one by your house and 3 at Rocky Point. Bob – according to this there was \$2,034 in it. I see deposits in it. Stan – this is a new article. Karen – unless we started it last year. Will have to talk to the Trustee's of the Trust Fund. It can't be there. Call for motion to recommend for or against Article 6 by Budget Committee. Tim – recommend for and second by Peg. Tim – yes; Peg – yes; Bob – yes; Erin – yes; Stan – yes; Shawn – yes; Tom – yes; Larry – yes. 8/0/0 Recommendation for passes.

Work in regards to the Water District Meeting Session finalized at 6:45 PM.

#### **Approval of minutes:**

- a. December 7, 2017 – motion to approve by Stan and second by Erin.
  - b. December 14, 2017 - tabled
  - c. December 19, 2017 - tabled
  - d. January 11, 2018 public hearing - tabled
  - e. January 16, 2018 public hearing - tabled
  - f. February 10, 2018 deliberative session - tabled
- Motion by Stan to table minutes until Monday, February 26 at 6:00 PM and second by Peg. Tim – yes; Peg – yes; Bob – yes; Erin – yes; Stan – yes; Shawn – yes; Tom – yes; Larry – yes.

#### **Public Comment**

Nick – can the voters at the annual meeting change the warrant article. Stan – for the water district, as long as you live in the water district. Nick – like bob said and I verified that his was established and there is \$2,000 in there. Stan – if it was established then the wording needs to be changed. Karen is on the Trustees. We will have to go back and look at the language of the warrant article.

#### **Next Meeting**

Monday February 26, 2018 at 6:00 PM

#### **Adjournment**

Motion to adjourn by Larry and second by Peg. Tim – yes; Peg – yes; Bob – yes; Erin – yes; Stan – yes; Shawn – yes; Tom – yes; Larry – yes. Meeting adjourned at 7:05 PM.

Respectfully submitted by:

Shari Gaesser  
Recording Secretary  
Town of Milton Budget Committee