

Town of Milton
Town Budget Committee
Regular Session Meeting Minutes
Tuesday, May 21, 2019

CALL TO ORDER

Meeting called to order at 6:04PM by Chairman Thomas McDougall

PLEDGE OF ALLEGIANCE

ROLL CALL - PRESENT

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

PUBLIC PRESENT

Ernest Creveling
Lynette McDougall

New Town Administrator, Ernest Creveling, was introduced to the Committee and the public viewers.

APPROVAL OF BYLAWS

Motion was made by Mr. Williams to table the approval of the bylaws until the next meeting. Seconded by Ms. Hurd. The Committee voted unanimously to approve the motion. Motion passed 6/0.

DISCUSSION OF MEETINGS WITH DEPARTMENT HEADS

Mr. McDougall advised the committee that he had heard back from the Police Chief and the Fire Chief. The Police Chief provided the date of May 29, 2019 at 6:00 PM. Space will be limited. Focus is to go through the Budget and ask questions regarding specific budget items. This will help reduce the numerous questions during the presentation of the Budget.

The Fire Chief Marique provided the following dates to Mr. McDougall – May 27 – 29, 2019 or June 4 -6, 2019. The committee decided on Wednesday, June 5th at 6:00 PM.

Mr. Williams provided the committee with a handout that he felt would assist with upcoming budget discussion. It was recommended that the town move to a fiscal year of July 1 following the school fiscal year. It would require the creation of an eighteen month Budget. This would require going to the select board and department heads. This would require a vote. Mr. Carrier asked how this may affect the elections. Mr. Williams noted that the election could possibly move the elections up to April or May. Ms. Hurd noted that the election would not really be

affected. Mr. McDougall suggested that the committee reach out to another town that follows this.

Mr. McDougall advised the Town Administrator that the committee would be scheduling meetings with the town department heads as well.

Mrs. McDougall asked if it would be possible to adjust the meeting information so that the public would be able to view the documentation.

CEMETERY MEETING AND FINANCIAL REVIEW

Mr. Carrier provided the committee with information regarding the budget. MS9 shows all the cemeteries. Mr. Carrier advised the committee that an alternate per RSA 289:6 to the Cemetery Committee was for 1 year term and would have to come from the selectmen. The information provided by Mr. Carrier was over a span of 10 years, from 2004-2013, of income and operating cost and is a self-sustaining business. The beginning balance of \$16,893 with a total income including the beginning balance was \$102,765 with a total operating cost of \$83,993. The 10 year balance has been \$18,772. The Milton Mills cemetery estimates that the current 10 acres would not have to be used for approximately 85 years.

Last year's 2018 budget for Milton Mills Cemetery shows a net budget of \$6,000 with a total use of \$6,047.41. This was overspent this line but the total income Perpetual Care was \$3,520.03 and the total right to inter income was \$1,600. The Cemetery Trustees needs to reimburse the town a total of \$927.68. This \$6,000 is going back to the general fund. The amount of \$6,000 is returned to the town with any other remaining turned into the expendable trust. Administrative costs – if the total amount (\$5,000) is not used then it will be encumbered and has 1 year to spend it. If it is not spent within 1 year it goes back to the town. Any remaining can be used for anything that has to do the cemetery.

Mr. Woods asked if the money (\$6,000) affected the tax amount. Mr. Carrier explained that this was a “money in, money out” fund and does not affect taxes. Ms. Hurd suggested that it may be possible to have a Warrant article for (\$6,000) this fund that would be paid back at the end of the year. Ms. Hurd asked if the school district would be able to encumber funds rather than go back to the town. Mr. McDougall believed that would not be the case. Mr. McDougall suggested these questions be taken to Mr. Katwick.

REVIEW OF TOWN EXPENDITURE REPORTS

Mr. McDougall suggested that the questions could be emailed to him and he would forward them on to Mr. Rawson. Mr. Williams reminded the committee that the town now had a car to be used for town business. He suggested that the budget committee be mindful of mileage amounts coming in. Mr. McDougall will send out a detailed budget per each department prior to the committee meeting with each department head.

Mr. Woods noted that some of the accounts had overspent and suggested that maybe the department heads should advise the committee where the funds would come from to replace this. Mr. McDougall advised that this would be between the select board and the department, but he did agree that they should.

Ms. Hurd suggested that they not to move funds as this would be a good indicator of what was over spent and needed to adjust that line. Mr. Carrier reminded the committee that this is a bottom line and as long as it stays within the budget. Mr. Williams did say that this still needed to be recorded.

REVIEW OF THE SCHOOL FINANCIAL REPORTS – Ms. Hurd

Ms. Hurd noted that Mr. McDougall had posted all answers to questions posted by Mr. Williams. These and other questions will be maintained in the Budget Committee Google account so that anyone joining the committee would be able to access this information. Ms. Hurd advised the committee that she had no questions on the expense report for Mr. Castle - School District Financial Manager. \$94,190 left in the budget. Everything has been encumbered to date. Mr. Castle will be going through all encumbered items and will then begin to unencumbered those that he feels will not be spent and add to the bottom line. Mr. Woods asked why the salary encumbrances were as high as there was technically only 2 months left. Ms. Hurd noted that the teachers are paid via CBA every two weeks. The amount was correct if calculated per week. Mr. Woods noted that the amount was approximately 4 times the amount noted. When the budget was originally prepared the salary may have been at a higher amount based on the salaries of higher step staff. If the staff left and another one hired, this may have been at a lower salary amount. Ms. Hurd will follow up with Mr. Castle.

Ms. Hurd will forward the questions from Mr. Williams to Mr. Castle and then will post to the Google site. Mr. Williams asked where the difference between revenue and expenses were. Ms. Hurd advised that this difference could be found in the Grant Fund. Mr. Williams suggested that maybe a note could be added to say where the funds were coming from or going to. Ms. Hurd asked for an example. Mr. Williams provided the following information – Bottom Line Revenue = \$10,891,000; Expense Report Bottom Line = \$9,933,000 question is why is there a \$900,000 difference. Ms. Hurd noted that there were a number of Grants that came in. The question was still why the adopted budget was still different. There is nothing that shows where and how much grant funds came in. Mr. McDougall recommended that Mr. Castle come in and give an overview.

Update on unused SPED Funds - \$30,000 coming back to Milton but in the future may not receive as much as in the past as the State was using a wrong distribution method. The state had not allocating to districts that had a private School there for they were not getting IDEA funds. Milton does not have a private school. Mr. Williams noted that there was one in town.

APPROVAL OF MINUTES

The committee discussed what would be the easiest way to verify that all changes were incorporated into the minutes. It was recommended that one document on the google drive be accessed.

Motion was made by Ms. Hurd to table the meeting minutes of March 19, 2019 and April 16, 2019. Seconded by Mr. Williams. The committee approved the motion with Mr. Carrier opposed. Motion passed 5/1.

OTHER BUSINESS

Discussion regarding dates and times was provided by Mr. Carrier. Mr. Carrier has made changes to begin the budget reviews in September rather than October. These are to be held on Monday's. Possible to have this process finished by Thanksgiving and did not move the Conservation Committee's date at this time. Mr. Williams noted that the Chief of Police and Fire Department were seasoned and could be ready very soon. Mr. McDougall suggested that this calendar start on September 30th. The purpose of meeting with the department heads prior to presentations would help answer any questions prior to the final presentation. Mr. Williams asked why the September 16th date could not be done. Mr. McDougall noted that there was training that the committee members should attend prior to these meetings. Ms. Hurd noted that the 16th would be a Select Board meeting and asked if this would be a combined presentation by the department heads for both Budget Committee and the Select Board. Mr. McDougall noted that this was what was intended. Mr. Carrier will provide a copy to both the Select Board and the Town Administrator.

Mr. McDougall asked if the Committee would be in favor of moving the meeting day, so that other committee's would be able to use the meeting room so that these meetings could be recorded. Ms. Hurd suggested the second Tuesday but the question was raised if the budget reports would be available. It was then suggested that the fourth Tuesday of the month.

Mr. Williams motioned to have the Budget Committee meetings moved to the fourth Tuesday of the month, pending space availability. Seconded by Ms. Hurd. The committee unanimously approved the motion. Motion passed 6/0.

Next meeting would be held on the regularly scheduled third Tuesday. Mr. Carrier will check into the availability and send the Chair the update.

Mr. McDougall will work with Google Docs so that the committee would be able to access the same document for editing purposes.

Mr. Woods asked if the Budget Committee would be able to advise the School District and the Town should they see a potential for savings. Recommendation based on the town's people direction that the Budget Committee could recommend what might be in the best interest to identify areas of additional savings. Mr. McDougall noted that the Budget Committee cannot say how the departments spend the budget but at the time of presentation these recommendation may be made. Mr. Carrier noted that there are variable in play and taking away funds. Mr. Woods suggested that these under spent items be justified.

Ms. Hurd asked if there is a timeline needs to be out and where would they be posted? Within 5 days.

Ms. Hurd noted that at this time the SPED Fund balance had not been touched. Currently the budget is a negative \$120,833. One area is very volatile. Mr. McDougall noted that if it was not a warrant article or the SPED expendable fund then it would be difficult to finalize receiving more money.

Next meeting will be June 18, 2019 at 6:00PM.

ADJOURNMENT

Motion was made by Mr. Williams to adjourn at 8:09PM. Seconded by Ms. Hurd. The Committee voted unanimously to approve the motion. Motion passed 6/0.

Respectfully submitted,

Shari Gaesser – Milton Budget Committee Recording Secretary

Minutes approved on: