

Town of Milton
BUDGET COMMITTEE MEETING
October 14, 2021

ATTENDANCE:

Members: Humphrey Williams (Chair), Peg Hurd, Bob Carrier, Larry Brown, Lisa Gautreau, Laura Turgeon, Claudine Burnham

Absent: Mike Beaulieu

Humphrey Williams, Chair, opened the session at 6:00PM.

1.) Pledge of Allegiance: Humphrey Williams, Chair, led the meeting in the Pledge of Allegiance.

2.) Roll Call:

a. Mr. Williams, Chair, led the roll call of members to determine if a quorum was present. Humphrey Williams (Chair), Peg Hurd, Larry Brown, Bob Carrier, Lisa Gautreau, Laura Turgeon, Claudine Burnham. A quorum was present.
Absent: Mike Beaulieu

b. Public participation: There was no public participation.

Mr. Williams explained that because the BOS have not been able to thoroughly review the overall budgets, tonight's meeting is to review budget items with limited/minor changes. The Budget committee will vote on the overall budget after the BOS has conducted their review.

3.) Review / Approve Minutes:

Minutes of September 28, 2021:

Ms. Hurd made a motion to approve the September 28, 2021, minutes with corrections. Ms. Turgeon seconded the motion.

Roll call vote: **Ms. Hurd, Mr. Brown, Ms. Turgeon, Mr. Carrier, Ms. Gautreau, Mr. Williams all voted Yes. Claudine Burnham abstained. Motion Carried – 6 / 0 / 1**

4.) Initiate 2022 Town Operating Budget discussions/decisions:

Mr. Williams requested input from the BOS at their next scheduled meeting related to salary items and some additional changes they are focusing their attention on. The goal remains to have the budget completed in November.

Treasurer: There are no changes from last year's budget.

Discussion: Mr. Carrier questioned the mileage line-item and felt this amount to be too high. Mr. Williams agreed. While previous years' budgets have been similar, expenditures have fluctuated. Ms. Hurd questioned since the use of the town car is available it is confusing why the amount is higher. Mr. Williams provided history: 2015-2020 average budget was ~\$1,700 with average expenditure ~\$1,500. Last year the \$2,200 was expended which could be considered high if based

on previous years. Mr. Carrier questioned the change between 2016 (\$960) to 2020 (\$2,200) is a significant increase and does need additional clarification. While weekly deposits still needed to occur during the COVID shutdown, the higher amount is confusing. To date, there has been no expenditure in this line-item. Ms. Turgeon explained the IRS 2021 standard cost per mile is \$0.56/mile. It's unclear what figure the town is currently utilizing. Mr. Carrier recommends the line-item be decreased to \$1,800. Mr. Brown requested the BOS to determine, via regulations, how much money the town can have onsite at any specific time before it must be deposited. He also suggested there are procedures for using electronic checking capabilities. As Ms. Turgeon indicated there are certain times of months when transactions such as car registrations occur, which would necessitate additional bank trips. She requested clarification on tracking mileage and how mileage is determined.

Suggested Action: Decrease Travel and Mileage line-item from \$2,200 to \$1,800.

Supervisors of the Checklist: The budget reflects a \$281 increase for an additional election and a \$250 reduction in postage.

Discussion: Ms. Gautreau questioned the reduction in the postage line. Mr. Williams explained last year additional mailings for voter registrations occurred which will not be necessary for the next budget.

Moderator: This year there are three scheduled elections (with an additional election included in the overall budget). Historically, last year's budget was fully expended, however the previous year, expenditures were much lower. The Election Officials line-item expenditure history is approximately 69%. It was recommended to decrease the proposed budget for this line-item from \$4,086 to \$3,000 based on the expenditure history.

Discussion: Ms. Turgeon agreed with reducing the line-item and believes this to be adequate to cover all elections expenditures. While the board agreed with this decrease, Mr. Carrier questioned what the pay is for the election officials and does the original budget number indicate an increase in payment. Mr. Williams indicated there was no increase to the stipends. The only increase with the pay plan was for the salaried employees. Mr. Williams questioned the \$5.00 for equipment purchase and recommended it stay at the \$1.00.

Suggested Action: Adjust Election Officials line-item to \$3,000 and Equipment Purchase line-item to \$1.00.

Budget Committee: Based on previous discussions with Town Administrator Chris Jacobs, regarding Professional Services line-item, specifically the Recording Secretary meetings, Mr. Jacobs indicated the contract covers meetings in the TA budget. Mr. Williams stated that there are only 30 meetings identified for coverage in the TA Contract section. Since it appears the 30 meetings cover just the BOS, Mr. Williams believes the expenditure should be tracked under the Budget Committee area to cover 20 additional Budget Committee meetings (\$1,500). Each meeting is \$75 while the Deliberative Session has been handled by the Town Clerk. Mr. Brown questioned if during previous Town Meetings has the Budget Committee ever needed to entertain a vote specifically for the Budget Committee? Mr. Williams answered yes during a meeting two years ago and the vote had been indicated in a separate set of small minutes. The Budget Chair has the ability to record minutes for that meeting.

Suggested Action: Training line-item decreased from \$210 to \$1.00. Printing/Copies reduced from \$40 to \$1.00. Professional Services decreased from \$1,650 to \$1,500. Total Budget Committee Budget is \$1,902 (reduced from \$2,300).

Trustee of the Trust Fund: There are no changes to the proposed budget. All committee members agreed to carry over what was proposed and made necessary adjustments to the calculations and proceeding with default budget.

Cemetery: Mr. Williams reported from the previous BOS meeting where Mr. John Katwick had proposed the Cemetery Budget remain the same as the previous year. Ms. Burnham stated the BOS had not voted on the proposal during the meeting; she also said Mr. Katwick had shared he will continue on the committee to the end of his term. Mr. Brown suggested it may be useful to leave the resolution of the Cemetery line to allow for further BOS discussions to occur. While Mr. Williams agrees, it was suggested at the previous BOS meeting to retain the same budget with no increases for this year. If a Cemetery Sexton was hired (as had been suggested) this would increase the Cemetery Budget. Budget Committee members agreed with tabling this budget line until the BOS has opportunity to discuss.

Planning Board: The only change reflected is the return to the default for the Training line-item. While this amount was increased to \$250 (from \$150), at the same time, the increase was partially offset because the Postage line-item was decreased to \$1.00 (from \$200). Mr. Williams believes it's important for Milton residents to understand while the line-item expenditures for public notices cost historically is above the request (on average typically spent 237.75% above), this is offset because the public notice is paid by the applicant, not the town. Ms. Hurd asked if there is any way to show ahead of time, there is or will be income to offset the expenditures? Mr. Williams said for the actual Budget documents this would not occur, however there should be a way to show the revenues coming in to pay specific line-items. Budget Committee members agreed with the proposed budget.

Zoning Board of Adjustment: Mr. Williams suggested keeping the budget proposed with one change to this area; keeping the Printing line-item at the Default of \$100 because the \$105 budget proposal does not make sense. Budget Committee members agreed.

Conservation Commission: Only changes proposed were reductions. CC Legal Defense was reduced from \$2,000 to \$1,000. CC Printing and CC Postage were each reduced from \$250 to \$1.00. Budget Committee members agreed with the proposed budget.

Emergency Management: There are no changes proposed from last year's budget. Past costs have been consistent. Budget Committee members agreed with the proposed budget.

Note: At 6:55PM, Mr. Brown was excused from the meeting.

Economic Development: Mr. Williams explained with last year's budget there were many \$1.00 line-items. Now Professional Services are in the budget at \$1,000 to cover costs, if any. No changes to the proposed budget were recommended. Budget Committee members agreed with the proposed budget.

Debt Services Interest: There are no changes to the proposed budget.

Debt Services Principal: There are no changes to the proposed budget.

Police Department: The proposed budget submitted for review for FT department salaries originally was listed as \$480,617. However, Mr. Williams stated that Chief Krauss presented the budget as \$476,140. The default will match the operating budget due to the approved pay plan and Chief Krauss is completely in line with the pay plan. The Budget Committee members agreed to move forward with what has been proposed in regard to the pay plan. All three of the corresponding salary line-items (Salary FT, Salary PT & Admin Asst.) are all in accordance with the pay plan. The Budget Committee members agreed to the salary line-items put forth in the proposed budget. The Budget Committee stressed the fact that Chief Krauss works very hard to keep the budget in check and is not frivolous in his requests. Mr. Williams noted while the police department is not currently operating at full strength, Chief Krauss has to budget as if he were or he will not have the budget needed for complete full coverage, i.e., when hiring new employees.

The Budget Committee completely supports the Police Department and trusts Chief Krauss with what he has requested in the budget. While the Budget Committee members agreed with the majority of the proposed budget line-items, they have put forward the following changes to the proposed budget line-items (from proposed budget of \$985,997 the Budget Committee is proposing \$800 in reductions). These adjustments were based on the history of expenditures: Printing/Copies – decreased to \$500 (originally proposed \$600) – it should be noted Ms. Hurd preferred to keep this line-item at the proposed \$600.

Ms. Turgeon questioned what happens to the funding if it is not spent? Mr. Williams stated it will go back into the fund balance. In previous years, Chief Krauss has not spent all the funding and those funds were used to help other areas within the town budget.

Mileage & Travel – decreased to \$900 (originally proposed \$1,100) – it should be noted Ms. Hurd and Ms. Gautreau recommended decreasing this line-item to \$1,000.

Education Incentive decreased to \$4,500 – default (originally proposed \$5,000) – the \$4,500 does cover what the expenses have been historically.

Mr. Williams indicated he will put forward to the BOS the proposed budget recommendations. The next Budget meeting will be on October 26th and will focus on the Recreation Department and the additional departmental budgets.

5.) Other business that may come before the board:

There was no other business.

6.) Next Scheduled Meeting: October 26th, 6:00PM.

7.) Adjournment:

Mr. Williams stated he would entertain a motion to conclude the meeting.

Ms. Hurd made the motion to adjourn at 7:40PM; Seconded by Ms. Turgeon. All were in favor.
Meeting adjourned.

Respectfully Submitted,

Amy Winslow-Weiss, Recording Secretary – Budget Committee

Minutes Approved on October 26, 2021