

**Town of Milton**  
**Special Budget Committee – School Board Meeting**  
**DECEMBER 21, 2021**

**ATTENDEES:**

**Budget Committee:** Humphrey Williams (Chair), Claudine Burnham, Peg Hurd, Larry Brown, Bob Carrier, Mike Beaulieu, Laura Turgeon, Lisa Gautreau

**School Board Representatives:** Doug Shute (Chair), Peg Hurd, Abigail Rooney, Travis Corriveau.

Absent: Emily Meehan

**SAU 64 Representatives:** Jerry Kiesman- Administrator in Charge of Superintendent and Business Services of SAU #64; Jennifer Leavitt- Principal of Nute Middle High School, John Safina- Principal of Milton Elementary School

**Meeting was called to order at 6:00PM** by Mr. Humphrey Williams, Chair of the Budget Committee.

**The Pledge of Allegiance was recited.**

**Budget Committee Roll Call to open the meeting:** Larry Brown – Yes, Bob Carrier – Yes, Mike Beaulieu – Yes, Laura Turgeon – Yes, Lisa Gautreau – Yes, Peg Hurd – Yes, Ms. Burnham – Yes, Humphrey Williams – Yes.

**School Board Roll Call to open the meeting:** Doug Shute- Yes, Peg Hurd – Yes, Abigail Rooney – Yes, Travis Corriveau – Yes.

Mr. Williams explained before continuing the School Budget review, due to changes in the school budget, the School Board would first need to vote on the updated Operating and Default Budgets. Ms. Hurd presented a document outlining the FY 2023 Budget Adjustments that had been made.

- a.) Elementary Library – Grant \$9,155 – as this was not feasible, this will remain in the proposed budget.
- b.) Elementary Nurse’s Office – this will be covered by a COVID grant, \$3,000.
- c.) SAU Dues – this will revert back to the default figure of \$2,450 – reduce line by \$2,415.
- d.) MES Travel – add \$300 back into the proposed as this was dropped by error.
- e.) Teacher’s lateral move on salary scale – add to both proposed and default rather than leave in CBA proposal – MES teacher salary line add \$1,277.45; the MES teacher FICA line \$97.72; MES teacher NHRS line \$268.52 (these moves happen whether the CBA is approved or not because the language is already part of the contract and teacher salary line would be overspent next year.

Reductions from proposed: \$5,415 (\$3,000 + \$2,415)

Addition to proposed: \$300

Additions to proposed and default: \$1,643.69

Adjusted proposed budget total: \$11,337,654.47 (from PH document \$11,335,918.81)

Adjusted default budget total: \$11,381,654.47 (from PH document \$11,382,672.43)

Adjusted proposed vs. default: Went from (-\$44,196.12) to (-\$46,753.62)

MES Teacher's salaries increase by \$1,277.45 to the Operating Budget.

New Proposed total: \$902,596.27

New Default total: \$858,462.74

Teacher's FICA increase by \$97.72/teacher

New Proposed total: \$71,068.21

New Default total: \$67,570.87

NHRS increase by \$268.52

New Proposed total: \$183,845.70

New Default total: \$174,627.04

MES Travel: Add back \$300

SAU Dues: Decreased Proposed Budget by \$2,415

New Proposed total: \$2,450

Peg motioned to approve the updated Proposed total. Travis seconded the motion. Motion passed 4/0/0. Doug Shute- Yes, Peg Hurd – Yes, Abigail Rooney – Yes, Travis Corriveau – Yes.

Peg motioned to approve the updated Default budget. Abigail seconded the motion. Motion passed 4/0/0. Doug Shute- Yes, Peg Hurd – Yes, Abigail Rooney – Yes, Travis Corriveau – Yes.

### **Continue 2022-2023 School Budget Review and Discussion:**

**1.) Elementary Library:** \$9,475 remains in the proposed.

Discussion: Grant money of \$9,475; Budget Committee had recommended this as Warrant Article. School Board: worried if not passed and this is really needed.

John Safina stressed they do everything to live within their means and is willing to defend this program for K-5. There are literacy standards which the new setup will provide and are needed. This line might have a jump, but monies were taken from other areas and this is still under from previous years.

**2.) Nurse's Office:** The proposed should be changed back to the \$700.

**3.) SAU Dues:** Stays at the default, \$2,450

Mr. Williams expressed his thanks to Peg Hurd as she continues to go above and beyond to try and get the data.

A discussion regarding year end encumbrances took place. The report indicates nearly \$612,000 was encumbered at the end of last year. Because the last correct expense report presented was from June of last year, it's difficult to agree to increases since it appears items had already been encumbered and now the proposed budget is reflecting monies for the same items. Ms. Hurd said there were approved encumbrances at the end of year and in particular, the curriculum is older and needed to be replaced.

They were lucky to have money left to purchase curriculum. This year they are now looking at daily programs (Interventions).

Mr. Williams requested feedback from the Budget committee members regarding having the Library furniture be a Warrant Article. All believe it should be a Warrant Article and that it would pass. Ms. Turgeon expressed she is worried if this is in the budget, it will continue to stay in the budget going forward. Mr. Williams thanked Mr. Safina for his work and appreciates all that he has done the past few years. He explained the purpose of a Warrant Article is for one-time purchases that help to eliminate budgetary spikes. Ms. Turgeon questioned if a Warrant Article would not pass, it cannot then be encumbered. Mr. Williams stated that if the library furniture was so critical to the program, that since the School Board encumbered \$611,825.80 at the end of June 2021, there should be sufficient funds in the current budget for the School Board to authorize the needed purchase.

Based on changes made, Peg said the proposed budget would be \$11,335,918.81 and Mr. Williams said the proposed budget calculated to be \$11,336,832.62 in the spreadsheet. After reviewing all the changes to the budget, Mr. Williams manually calculated the numbers and concurred with Ms. Hurd's results. Mr. Williams stated in the interest of time, he would identify the problem in the spreadsheet after the meeting. [It was later determined by Mr. Williams that the calculation problem resided in the original budget data received from the school. What entailed was that each major section of the budget had Sub-Total data that was documented as hard numbers and not calculated by formulas. When the budget line-items were adjusted, the Sub-Total sections did not automatically change, and it resulted in the higher total. Mr. Williams replaced all the hard data in the spreadsheet with formulas and the results now align properly.

Mr. Shute questioned if the proposed numbers were correct (of encumbrances). Mr. Williams stated he copied them directly from the June 30<sup>th</sup> reports. Ms. Turgeon asked if the numbers are wrong, why are they being posted on the SAU website. Mr. Shute admits and understands there are errors, and they are trying to get all the reports corrected. Ms. Turgeon questioned how these reports are going to be finally rectified.

From previous meeting discussions, the Budget Committee had requested the School Board provide additional information on encumbrances. Ms. Hurd provided the following:

- 1.) Replace 36 classroom tables and 172 chairs: \$20,230.64
- 2.) Air handler for MES modular: \$11,375.00
- 3.) ELA Textbooks- MES: \$60,098.53
- 4.) Novels – Nute: \$777.05
- 5.) Science Curriculum – Nute: \$89,778.78
- 6.) Corkboards – MES hallway: \$3,000
- 7.) Replace shades – both buildings: \$2,500
- 8.) 10 A/C units with outlets – MES: \$18,000
- 9.) MES outside freezer: \$2,360
- 10.) SAU siding: \$40,000
- TOTAL: \$248,120

Food Service and Building Repair accounts: \$330,384.19 – contracted services? Transfer to Food Service?

There is still \$33,321.62 not accounted for.

- 1.) HS Contracted Services: The Budget Committee wanted to know the list of services. This includes Social Worker and ESOL.
- 2.) Encumbrances – Items Purchased:  
Computer equipment: Took \$16,000 (under Technology) out from proposed budget. Ms. Hurd said she still needs to get information. Both MES & HS all increased so what was reduced? Jen explained the funds they are getting for the Chrome Books purchase only cover the devices. This does not include other equipment or lost equipment. Mr. Beaulieu questioned what happens when students taken the equipment home and is damaged or lost. According to John and Jen, that is why this will remain in the budget every year. Jen explained they will be getting grants for the computers – 300 Chrome Books at \$400/device. Mr. Williams expressed there is still a huge jump for computer equipment replacement.
- 3.) The Budget Committee once again asked if there was a decision by the School Board on the Superintendent and Business Administrator (BA) positions – there is no additional information.
- 4.) Buses & Leases: The leases in the default are the current leases. The increase is for new bus leases – there is no contract since they haven't purchased a bus. They will be including a Warrant Article for a new van with wheelchair accessibility.
- 5.) Transportation Health Insurance: One total for all drivers except for vocational drivers – per state requirement they are broken out.

Ms. Turgeon questioned if the Business Administrator's retirement line-item was going away. If keeping the line-item in the budget for salary, you have to keep the retirement line-item in as well. The School Board stated they are looking at hiring as part-time, which would not require the New Hampshire Retirement System. Mr. Williams stated that the full-time position was funded at \$81,600 and this BA proposal is requesting \$80,000 – that is quite the part-time position.

It was pointed out the Superintendent salary line-item was being increased by \$35,700 (proposed) and the BA line-item is being added back into the budget. Mr. Shute explained the School Board has not yet made a decision if this position will be full-time or part-time. Mr. Williams told the School Board, the Budget Committee will be voting next week and would like more information prior to the vote. Without a decision from the School Board, the Budget Committee will have to make any decisions based on the information or the lack of information given. Mr. Carrier said to put the BA position at \$1. He also said it is very frustrating since they still have not received reports or the requested information. Ms. Gautreau suggested the discussion regarding this line-item end at this point. Mr. Williams again told the School Board, they (Budget Committee) will move forward on their own. It is very frustrating, and we now have to make these decisions with limited information.

Ms. Hurd said the teacher's contract had been ratified and voting will take place the following week. She would like to present this at the next Budget meeting. Mr. Williams also said they want to see all the Warrant Articles, although they are not voting on those next week. Mr. Williams suggested the School Board rethink the Library furniture decision.

Mr. Carrier questioned what is currently going on with the School Board as there seems to be a disconnect. Mr. Williams indicated the Budget Committee has done all they currently can do and the vote on the budget will take place at the next regular Budget meeting.

**Public Comment or Questions:** There were none.

**Next Meeting:** December 28, 2021. At that time, the Budget Committee will be finalizing and vote on both the School and Town Operating Budgets.

**Adjournment:**

As there were no additional questions nor items for discussion, Mr. Williams, Chair of the Budget Committee, asked for a motion adjourn the meeting.

Ms. Hurd motion to adjourn the meeting of the School Board. Seconded by Abigail. Peg Hurd – Yes, Abigail Rooney – Yes, Travis Corriveau – Yes. School Board meeting was adjourned at 8:00PM.

Ms. Turgeon motioned to adjourn the meeting of the Budget Committee. Ms. Hurd seconded the motion. All were in favor. The Budget Committee meeting was adjourned at 8:00PM.

**Respectfully submitted,**  
**Amy Winslow-Weiss – Budget Committee**

**Minutes Approved on December 28, 2021**