

JOINT SESSION
Budget Committee / Board of Selectmen Meeting
November 17, 2022

ATTENDEES:

Board of Selectman Committee: Claudine Burnham (Chair), Humphrey Williams, Matt Morrill

Budget Committee: Laura Turgeon (Chair), Lisa Gautreau, Bob Carrier, Mike Beaulieu, Humphrey Williams, Kimberly Ward, Stephanie Mills, Peg Hurd

Staff: Chris Jacobs-Town Administrator, John Gagner-Town Clerk, Chief Richard Krauss-Police Department

Call the meeting to order – at 6:00 PM.

Budget Committee: Laura Turgeon, Chair, led the roll call of members to determine if a quorum was present. Laura Turgeon (Chair), Lisa Gautreau, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams. A quorum was present. Note: Peg Hurd joined the meeting after the roll call was taken

Board of Selectman: Chair Claudine Burnham motioned to open the Board of Selectmen meeting.

The Pledge of Allegiance was recited.

NEW BUSINESS:

Continued discussion regarding the proposed Town Budget:

Mr. Williams explained the overall meeting goal was to review each department's proposed budget to reach a mutual agreement between the Board of Selectmen and Budget Committee and discuss or possibly table specific line items within the budgets that are not agreed upon.

1. Town Administrator:

Proposed 2023 Budget is \$30 above the Default (.01% increase).

Ms. Turgeon motioned to open for discussion. Seconded by Ms. Ward. (Mr. Williams explained the initial motions are to open for discussion and for any discussion on specific line items with questions or concerns that may need to be tabled. The motion for Yay/Nay vote is for members vote of approval on currently proposed budgets for each department. Mr. Williams further explained that the final vote of approval by the Budget Committee of the 2023 Town Operating Budget will take place in late December 2022 or early January 2023.)

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

2. Town Clerk/Tax Collector:

Mr. Williams – the proposed budget is 2% below the Default – professional services (reduced \$2000 and moved to postage line) and part-time hours.

Ms. Turgeon motioned to open discussion. Seconded by Mr. Beaulieu. There was no discussion.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

3. Treasurer:

Mr. Williams – there are no changes to the budget.

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau. Lisa Gautreau, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon – YAY.

Discussion: Mr. Carrier – recommended decreasing the salary line-item. He also questioned the mileage and recommended reducing the mileage budget by \$400. Mr. Williams explained the treasurer travels to the bank (located in Rochester?) in addition to traveling between the school and town hall. Ms. Mills asked if there are records of previous mileage that could help. Mr. Gagner said there could be travels to training that would also increase mileage. Mr. Williams suggested additional information is needed and recommended tabling the Travel and Mileage line item to the next meeting.

Ms. Turgeon motioned for YAY or NAY on all line items, not including mileage and travel. Lisa Gautreau, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

4. Supervisor of the Checklist:

Mr. Williams – this is reduced by 39.8% with the reduced number of elections in 2023.

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau. There was no discussion.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

5. Moderator:

Mr. Williams – the budget decreased by 33.13% due to fewer projected elections in 2023.

Ms. Turgeon motioned to open discussions. Seconded by Ms. Gautreau.

Discussion: Mr. Jacobs – concern with each year the budget shrinks. With the increased number of elections in 2024, the next budget cycle will reflect a 30% increase which will not be within the 2% increase. As a town, Milton is obligated for welfare, elections, maintaining roads, and the library. Ms. Turgeon agreed with the concerns and indicated it would be difficult for everyone to understand this will have to be added back into the next budget. However, currently, we must look at areas where cuts, however small, can be made. Mr. Williams – we did talk with the attorney regarding mandated items. This will be a justified increase and amounts to only \$1,300. Discussion with the attorney also included electricity, which according to RSAs is not mandated (except for waste-water treatment plant because the pumps must run to meet EPA required guidelines). Mr. Beaulieu – there is no guarantee the increase will be added back in. Mr. Williams – since it's mandatory the town must cover the election; it has to be added back. This may mean offsets will occur somewhere else to cover the increase due to additional elections.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Bob Carrier, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon – YAY; Mike Beaulieu - NAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

6. Budget Committee:

Mr. Williams – there are no changes to the budget.

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau. There was no discussion.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

7. Trustees of the Trust Fund:

Mr. Williams – there are no changes to the budget.

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau. There was no discussion.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

8. Assessing:

Mr. Williams – overall there are no changes above the Default; there was a shift from encumbered in previous years to the budget for this year. Under the contract line-item, the previous budget was \$40,000; the proposed budget for the Assessment Contract is now set at \$19,860 (Default was brought down to this level).

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau. There was no discussion.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

9. Insurance and Benefits:

Mr. Williams – this will not be addressed at the current meeting. He indicated there is a major increase that will occur – estimated to be ~\$100,000 for Health Insurance. This will be in the Default budget. Currently, with BOS proposed changes, the budget is 2.23% over last year's budget. While we are still in good shape, adding in the jump in insurance, this will increase variance to 4.48%. The Default will be at 5% variance.

Mr. Jacobs – it's important to understand why the large increase. In 2020, over \$500,00 was raised and appropriate; however, we were just billed \$355,000. This is because if there are any savings, it is shared between entities. In 2021, we carried \$511,000 and were only billed \$461,000. For 2022, we again budgeted \$511,000. However, there are no anticipated cost savings for this year. We are still waiting to receive the final numbers.

10. Government Buildings:

Mr. Williams - 0.95% increase above the Default (increase by \$2,000). This was approved previously by the Budget Committee.

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

11. Cemetery:

Mr. Williams – this budget does not include a sexton which would become a Warrant Article. To help reduce confusion, Contract Services was added which covers mowing, flowers, flags, printing supplies, and administrative support. This year, total charges to date are ~\$11,000. It should be noted, the Cemetery budget is mandated.

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau. There was no discussion.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

12. Police Department:

Mr. Williams – the total budget change is 0.34% over the Default.

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau. There was no discussion.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon – YAY; Bob Carrier-NAY.

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

13. Fire Department:

Mr. Jacobs explained Chief Marique was unable to attend the meeting due to personal reasons.

Mr. Williams – there were a number of changes. The Default Budget is \$526,413. When previously talking with Chief Marique, his proposed budget was \$792,918. With proposed adjustments made by BOS, the budget decreased to \$546,306 for a 3.78% increase.

The largest adjustments occurred in the following line items: PT Salary, Salary -elected official (not a default change as this position is not part of the employee pay plan), adjustments to retirement and social security, and uniforms. Electric is \$14,000 in the Default and projected to be \$25,000. Heat is also projected to increase.

Ms. Turgeon motioned to open for discussion. Seconded by Ms. Gautreau.

Discussion: Ms. Turgeon recommended at this point, would like to see the Fire Department budget be at Default. She is concerned with the number of increases and recommended tabling this specific budget to allow the Budget Committee further discussion.

All were in favor of tabling.

14. Planning and Code:

Mr. Williams – there are no changes from the Default.

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau. There was no discussion. Mr. Williams clarified Mr. Woodruff's salary will not increase.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Peg Hurd, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

15. Planning Board:

Mr. Williams – there are no changes.

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau. There was no discussion.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Peg Hurd, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

16. Zoning Board:

Mr. Williams – there are no changes.

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau. There was no discussion.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Peg Hurd, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

17. Conservation Commission:

Mr. Williams – this was previously approved by the Budget Committee. They shifted lines to cover printing, office supplies, postage etc. Overall, their budget decreased by 2%.

Ms. Burnham, Mr. Morrill, Mr. Williams – BOS voted Yes.

18. Emergency Management:

Mr. Williams – this decreased due to electricity.

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau. There was no discussion.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Peg Hurd, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

19. Highway Department:

Mr. Williams – the Budget Committee did a review previously. The budget increased by 7.07%.

Ms. Turgeon motioned to open for discussion and recommended tabling for further Budget Committee discussion. All members of the Budget Committee were fine with tabling. Ms.

Burnham questioned why the motion to table. Ms. Turgeon – this is primarily due to the elected official's salary increase along with other increases that may not be necessary. Mr.

Williams – in response to a question from Ms. Hurd, the employee pay plan does not cover elected officials. The Default for elected officials is \$69,878. He also noted the increase in the Part-Time Salary line item is due to an increase in administrative hours to cover cemetery duties.

20. Solid Waste & Recycling:

Mr. Williams – this decreased 1.82% from the Default. The Budget Committee approved this previously.

Ms. Burnham, Mr. Morrill, Mr. Williams – BOS voted Yes.

21. Outside Appropriations:

Mr. Williams – since we are still waiting to receive final requests/information from agencies, he recommended tabling this. All agreed with tabling.

22. Welfare:

Mr. Williams – there are no changes to the budget.

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau.

Discussion: Ms. Turgeon asked if there is no change to the electric or heat for this year? Mr. Williams – at this point, it has not been changed as the only area that went over was for rent. Mr. Jacobs explained the current pattern indicated rent increases to cover their heating costs. We are seeing an increase in rent issues vs. heat and electricity. Mr. Williams – important to remember welfare is mandated and numbers may need to be adjusted at the year-end.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Peg Hurd, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

23. Recreation:

Mr. Williams – overall change is 0.63%.

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau.

Discussion: Ms. Burnham asked if the electricity was mainly at the beach. According to Mr. Williams- yes he believed the proposed budgets are for the beach for the most part. Ms. Burnham – should this be under the Revolving account for the beach? Ms. Turgeon recommended tabling the electricity for further discussion on location. Ms. Mills asked if they should also track mileage to get realistic numbers. Ms. Burnham asked if the telephone, along with internet, also was just for the beach. This needs to be cleaned up. Mr. Williams asked why two supply lines are there. Ms. Turgeon recommended tabling electric, phone, and two supply lines for additional information from the Recreation Department.

Ms. Turgeon motioned for YAY/NAY vote (not including electric, telephone, and two supply lines)- Lisa Gautreau, Peg Hurd, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

24. Library:

Mr. Williams – overall this is below the Default and increased over last year's budget. This is due to the part-time line item being reduced. All other lines match up with the Default.

Ms. Turgeon motioned to open discussion. Seconded by Ms. Gautreau.

Discussion: Ms. Turgeon asked what is used for mileage and travel. Mr. Williams – for attending different conferences. Ms. Ward asked about membership and dues and wondered if they use the same downloadable services at the library at the school. Mr. Williams thought they were using different services. The Library budget is under the control of the Library Trustees. Ms. Hurd will find out what downloadable services are currently being used at the school library. Mr. Williams recommended tabling Contract Services for additional discussion. Ms. Turgeon – the town is supporting two different libraries.

Ms. Turgeon motioned for YAY/NAY vote (tabling the Contract Services line item)- Lisa Gautreau, Peg Hurd, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey

Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

Ms. Hurd – while we do have two libraries, the Nute Library is also a public library. They have their own trust fund to pay their employee and some books. The School Board is responsible for maintenance which comes from tax-payer funds. The Milton Mill's Library's budget is part of the town budgeting process, while the Nute Library's budget is part of the school's budget. Thanks to Mr. Williams, we are using interest from their special trust fund for repairs to the library.

25. Economic Development:

Mr. Williams – Professional Services is the only line item with any dollar amount and there was no change. This is for their Recording Clerk. Because there have been no meetings, there have been no charges. Ms. Burnham asked if this could be put to \$1.00 as a placeholder since there currently is no Economic Development Committee. There has been no interest.

Ms. Turgeon motioned to put the Professional Services line-item to \$1.00 which would be the total budget. Seconded by Ms. Gautreau. All were in favor.

Ms. Burnham, Mr. Morrill, Mr. Williams – BOS voted Yes.

26. Sewer Department:

Mr. Williams – overall this is paid for by the sewer customers; however, some adjustments were made. The proposed budget is reduced below the Default; but it is increased \$12,000 over last year's budget.

Mr. Jacobs said he has talked with Mr. Sprague who said he will not be renewing his contract for 2023. For the first few months of the year, he would work as a laborer at an hourly rate of \$70.00. The contract would have to go to the BOS for approval.

Ms. Turgeon asked about the large increase in the telephone. Mr. Williams is unsure. The telephone is for the plant for on-call services. Mr. Jacobs – the phone lines are used to monitor the pump stations. Dale is able to turn on/off the pumps remotely if needed.

Ms. Turgeon motioned for YAY/NAY vote - Lisa Gautreau, Peg Hurd, Bob Carrier, Mike Beaulieu, Stephanie Mills, Kimberly Ward, Humphrey Williams, Laura Turgeon - YAY

Ms. Burnham, Mr. Morrill, Mr. Williams - BOS voted Yes.

Mr. Williams – to recap, the following are tabled for further discussion and review: Fire Department, Highway, Outside Appropriations, Recreation (four items), and Library (Contract Services).

Mr. Jacobs asked if the Budget Committee would invite heads from the Highway Department and Fire Department to an upcoming Budget meeting for discussions. Mr. Williams – Yes. Further discussion about Warrant Articles for pay raises for elected officials will need to happen. Ms. Turgeon believes if the town residents have voted the elected officials into their positions, they should also be the ones to vote on whether to give them raises. Mr. Jacobs agreed with this.

Mr. Williams said this was a great effort from both committees. He will update the spreadsheet and send it out to all committee members.

Ms. Turgeon motioned to adjourn the meeting for the Budget Committee. Seconded by Lisa Gautreau. All were in favor.

Mr. Morrill motioned to adjourn the Board of Selectmen meeting. Seconded by Mr. Williams. All were in favor.

Meeting was adjourned at 7:25PM.