

Town of Milton
BUDGET COMMITTEE MEETING
December 16, 2020

ATTENDANCE:

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

Absent: Danielle Marique, Mike Beaulieu

Public: Doug Shute

Humphrey Williams, Chair, opened the session at 6:00PM. Mr. Williams noted there was a problem with the YouTube live streaming not being available but that the meeting was being recorded and would be uploaded later.

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, Lisa Gautreau, Bob Carrier, Claudine Burnham, Larry Brown: A quorum was present.

b. Public participation: Doug Shute

3.) Continue Review / Vote of 2021 Town Operating Budget Proposals:

Mr. Williams explained there are two final pieces of the budget for committee vote: Insurance and Benefits, and Sanitary Sewer Department. Mr. Creveling, Town Administrator stated the Insurance and Benefits budget last reported were the final numbers and he was matching the finalized proposed budget adjusted by Mr. Williams for the Sanitary Sewer Department.

a.) Insurance and Benefits:

Ms. Hurd made a motion to accept the amount of \$769,919 for Insurance and Benefits. Ms. Gautreau seconded the motion. There was no discussion.

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

b.) Sanitary Sewer Department:

Mr. Williams explained the amounts match between the BOS and proposed amount from the Budget Committee. He also reminded the committee that much of the expenses are offset by received revenues.

Ms. Hurd made a motion to accept the amount of \$93,105 for the Sanitary Sewer Department. Mr. Brown seconded the motion. There was no discussion.

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

The budget proposed process has now been completed. Preliminary warrant articles were received for review at a future committee meeting.

Ms. Hurd made a motion to accept the finalized grand total for the 2021 Town Operating Budget of

\$4,525,019.00 with the added amounts for Insurance and Benefits, and Sanitary Sewer Department. Mr. Brown seconded the motion. There was no discussion.

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

4.) Review / Vote of School Operating Budget Proposals:

Mr. Williams reminded the committee and town residents the review and vote of School Operating Budget is for fiscal year 2022.

I.) Regular Education:

Ms. Hurd made a motion to accept the amount of \$3,207,187.58, which is \$9,510.68 under default for Regular Education. Ms. Gautreau seconded the motion. There was no discussion.

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

II.) Special Education:

Ms. Hurd made a motion to accept the amount of \$3,378,524.42, which is \$178,551.86 under default for Special Education. Ms. Gautreau seconded the motion.

Discussion: Mr. Brown thanked both the school board and budget committee, who reviewed thoroughly this budget proposal. Mr. Carrier explained that due to non-public tuitions being higher than expected, the current budget went far above to keep it under the default. The committees worked hard to bring this budget under requested default. It should be noted if new students enroll in the school district, it is mandated that services be provided for them. If this would occur, monies would have to from different budget areas to cover associated costs. Mr. Williams also noted some educational costs would be offset by monies received by the state.

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

III.) Medicaid Fees:

Ms. Hurd made a motion to accept the amount of \$6,400, which is \$5,446.38 under default for Medicaid Fees. Ms. Gautreau seconded the motion. There was no discussion.

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

IV.) Vocational Programs:

Ms. Hurd made a motion to accept the amount of \$110,577.65, which is \$14,778.06 over default for Vocational Programs. Ms. Gautreau seconded the motion.

Discussion: Mr. Brown questioned if school board members would like to comment on this increase? It was explained there is an increase in the number of students enrolled in vocational programs. Ms. Hurd stated students can receive certifications for in-demand jobs.

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

V.) Other Instructional Programs:

Ms. Hurd made a motion to accept the amount of \$202,769.39, which is \$7,144.97 over default for Other Instructional Programs. Ms. Gautreau seconded the motion.

Discussion: Ms. Hurd explained this increase was due primarily to salary and benefits.

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

VI.) Guidance:

Ms. Hurd made a motion to accept the amount of \$343,123.25, which is \$1,417.58 over default for Guidance. Mr. Brown seconded the motion.

Discussion: This is primarily due to salary and benefits. Mr. Brown stated they are controlled by contracts.

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

VII.) Nurse - 2130:

Ms. Hurd made a motion to accept the amount of \$137,636.65, which is \$250.00 over default for Nurse - 2130. Ms. Gautreau seconded the motion.

Discussion: Mr. Carrier explained overall salaries were reduced because the nurse is new to the school district so is on a lower pay scale.

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

VIII.) Improvement of Instruction:

Ms. Hurd made a motion to accept the amount of \$38,731.40, which is \$19,094.47 under default for Improvement of Instruction. Mr. Brown seconded the motion.

Discussion: Ms. Hurd explained this line-item is controlled through teacher contracts and includes tuition and conferences for teachers.

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

IX.) Library:

Ms. Hurd made a motion to accept the amount of \$170,854.67, which is \$2,347.60 under default for Regular Education. Ms. Gautreau seconded the motion. There was no discussion.

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

X.) School Board:

Ms. Hurd made a motion to accept the amount of \$53,533.34, which is \$48.24 over default for School Board. Ms. Gautreau seconded the motion.

Discussion: This small increase is primarily for secretaries' salaries and related FICA.

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

XI.) SAU Expense:

Ms. Hurd made a motion to accept the amount of \$433,699.54, which is \$27,462.74 over default for SAU Expense. Ms. Gautreau seconded the motion.

Discussion: Ms. Hurd explained while the superintendent and business administrator all received salary increases these increases are at 2%. These positions are not currently under any pay plan. Mr. Shute noted the school board had previously rejected pay retention plan. Office employee salaries and maintenance agreements have all increased by 2%.

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

XII.) Office of Principal:

Ms. Hurd made a motion to accept the amount of \$723,976.72, which is \$55,212.09 over default for Office of Principal. Ms. Gautreau seconded the motion.

Discussion: Ms. Hurd explained this increase is due to the addition of a second HS/MS secretary, all secretaries' salaries and related health insurances, and new maintenance agreements. Mr. Carrier noted there are some reductions in line-items to help offset increases.

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

XIII.) Operations and Maintenance:

Ms. Hurd made a motion to accept the amount of \$801,091.82, which is \$15,953.78 under default for Operations and Maintenance. Ms. Gautreau seconded the motion. There was no discussion.

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

XIV.) Transportation:

Ms. Hurd made a motion to accept the amount of \$650,098.10, which is \$54,981.98 over default for Transportation. Ms. Gautreau seconded the motion.

Discussion: Mr. Williams commented on the increase of bus leases and a purchase of a new bus that had been added to this overall area. He explained that typically new purchase should not be included in this line-item and belongs as a capital improvement or submitted to the town for vote as a warrant article. Mr. Shute expressed frustration that this had been previously submitted for vote on several occasions and there has been no movement. The purchase was added here in hopes that a new bus could be purchased. Mr. Williams felt this is best served going to the town for a vote. Mr. Carrier recommended leaving the bus purchase in here since it was already in the budget.

Roll call vote: **Ms. Gautreau, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier all voted Yes. Mr. Williams voted No. Motion Carried – 5 / 1 / 0**

XV.) Special Ed Transportation:

Ms. Hurd made a motion to accept the amount of \$55,000, which is equal to the default for Special Ed Transportation. Ms. Gautreau seconded the motion.

Discussion: Ms. Hurd noted this is not for new equipment rather mandated services for a special ed student who is requiring special equipment and needs that are available from a 3rd party transport.

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

XVI.) Field Trip / Co-Curr:

Ms. Hurd made a motion to accept the amount of \$10,953.90 which is equal to the default for Field Trip / Co-Curr. Ms. Gautreau seconded the motion. There was no discussion.

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

XVII.) Technology Services:

Ms. Hurd made a motion to accept the amount of \$164,713.44, which is \$70,754.09 over the default for Technology Services. Mr. Brown seconded the motion. There was no discussion.

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

XIII.) Support Services:

Ms. Hurd made a motion to accept the amount of \$61,000.41, which is equal to the default for Support Services. Ms. Gautreau seconded the motion. There was no discussion.

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

XIX.) Sale of Bonds and Notes:

No motion nor vote was needed for this line-item as it is now paid-off.

XX.) Transfer to Food Service:

Ms. Hurd made a motion to accept the amount of \$44,474.00, which is \$3,616.00 over the default for Transfer to Food Service. Ms. Gautreau seconded the motion. There was no discussion although Mr. Williams and Ms. Hurd expressed their thanks and appreciation for all involved. There was great coordination at all levels and did a great job of ensuring students got food delivered to their homes.

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

XXI.) Transfer for Grant Expenditures:

Ms. Hurd made a motion to accept the amount of \$331,472.00, which is \$24,146.00 under default for Transfer for Grant Expenditures Notes. Ms. Gautreau seconded the motion.

Discussion: Ms. Hurd indicated in the future the school district will not be receiving as much in grants and is unsure of how much the amount will be.

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

XXII.) Food Service:

Ms. Hurd made a motion to accept the amount of \$285,895.36, which is \$3,653.47 under default for Food Service. Ms. Gautreau seconded the motion. There was no discussion.

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

Mr. Williams summarized the overall budget totals and compared the default budget to the proposed budget. If passed, the proposed budget would come in under the default by \$23,038.49. He also indicated there will be revenues received from various sources that will help to reduce the overall tax burden to the town.

Ms. Hurd made a motion to accept the proposed budget of \$11,211,713.64 for the fiscal year 2022. Ms. Gautreau seconded the motion.

Discussion: Mr. Carrier reiterated the overall reduction will bring the proposed budget under default by \$23,038.49. Mr. Williams again thanked the school board and district for all their hard work.

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

5.) Town Expenditure Reports:

This discussion was tabled to a future meeting. Mr. Williams indicated the town is doing well in expenditures and he is working with Mr. Creveling to figure out the best way of presenting the financial information on the website.

6.) School Expenditure Reports:

Ms. Hurd gave an overall report of expenditures through the end of November. Mr. Williams questioned what the school had received via GOFERR Cares Act to help offset expenses. Monies received are ~ \$127,000. Mr. Williams recommended a summary sheet of monies/revenues received be developed to help explain where the monies were applied.

7.) Review/Approval of Minutes:

a.) Minutes of November 12, 2020

Mr. Brown made a motion to accept the minutes with submitted corrections of November 12, 2020 meeting. Ms. Gautreau seconded the motion.

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

b.) Minutes of December 3, 2020

Ms. Hurd made a motion to accept the minutes with submitted corrections of December 3, 2020 meeting. Ms. Gautreau seconded the motion.

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

8.) Other Business that may come before the board:

Mr. Williams gave an update regarding the warrant articles. It is very early in the process and review and discussion will occur at future meetings.

Mr. Creveling sent a Tax Cap report outlining the appropriations and revenue streams. The information also included the warrant articles, encumbrances, and fund balance adjustments. According to the report, the town continues to keep everything under the budget. The property tax rate has been reduced mostly due to keeping costs down and reducing the high fund balance. \$900,000 was taken from the fund balance to help reduce the tax rate.

Ms. Hurd indicated at the next meeting the school board will present and review their proposed warrants.

Mr. Williams stated the focus of warrant articles, both for the town and school, will be front and center at the next meeting.

9.) Public Comments or Questions:

There were none.

10.) Next Scheduled Meeting:

January 7, 2021

11.) Adjournment:

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

Ms. Hurd made the motion to adjourn at 8:30PM. Seconded by Ms. Gautreau.

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

Respectfully Submitted,
Amy Winslow-Weiss, Recording Secretary