

Town of Milton
BUDGET COMMITTEE MEETING
June 22, 2021

ATTENDANCE:

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

Public: Chris Jacobs, Town Administrator

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

b. Public participation: There was no public participation.

3.) Review / Approve Minutes:

Minutes of May 25, 2021:

Ms. Hurd made a motion to approve the May 25, 2021, minutes with all additions and corrections as stated. Ms. Gautreau seconded the motion.

Roll call vote: **Ms. Turgeon, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Ms. Gautreau, Mr. Williams all voted Yes. Motion Carried – 7 / 0 / 0**

4.) Review / Discuss New 2022 Town Operating Budget Template:

Mr. Williams thanks Mr. Jacobs for attending the meeting to discuss the updated budgeting template that is believed will make the overall budgeting process easier and increase efficiencies. It is recommended that the joint BOS/Budget Committees meet as early as possible in September to begin the 2022 budgeting process. This meeting would include department leaders. If this meeting can occur in September, any questions raised in this meeting would be answered and resolved to start the actual budget in October.

Mr. Jacobs believes this new budget template is a very strong and powerful tool for the town and will help to eliminate any doubts in the budget process. He thanked Mr. Williams for providing incredible service in the creation of this tool which can be used for years to come. He believes this tool will keep the town ahead of the curve on the overall budgeting process.

5.) Discussion Joint BOS/Budget Committee Meeting for 2022 Town Operating Budget with TA:

Tentative dates were discussed for the joint BOS/Budget committees to meet. The committee recommends this meeting occur early in September which should allow time to resolve any questions or issues. It was noted that last year, adjustments continued through November which increased frustrations in the process. As the main goal was to have the budget below the default

this had the effect of many changes and additional meetings. The committee would like to minimize that by starting earlier to give department heads, town administrator, BOS and others additional time. For this year's meeting, two dates were discussed – September 11th and September 18th. It was noted that since this year will be the 20th anniversary of September 11th, September 18th would be more appropriate. Mr. Williams stressed the need again for timely revenue reports. Mr. Jacobs has been in conversation with Joanne and agrees having this information of expenditures and revenue keeps everyone abreast of the current health of the town.

6.) Town Expenditure Reports (Discuss Revenue Reports Needs with TA):

The town expenditure reports were reviewed. Mr. Williams explained he had added notes to specific line-items for department heads and Town Administrator to review and address. For example, this includes some line-items having mischarges leading to over-charges and under-charges at the same time (Recreation, Welfare and Treasurer line-items are examples). It would also be beneficial for expenditure history to be accurately reflected for line-items to enable better forecasting of future needs. Mr. Jacobs explained as there are many individuals who have issued checks, that affect the accuracy in the reports, this probably led to adjustments not being made to the correct line-item. Mr. Jacobs will work with Joanne to correct and make necessary adjustments.

In reviewing the town expenditure reports, Mr. Carrier raised questions regarding possible discrepancy in reporting particularly to line-item for Contract Assessor. See attached sheets provided by Mr. Carrier. Mr. Carrier reviewed December 28, 2020, BOS meeting minutes for discussion about encumbrances and contract updates. According to Mr. Williams, this is found under the Warrant Article and Capital Reserve Fund line item for \$40,000. Mr. Jacobs questioned if the contract assessor was encumbered? According to Mr. Carrier, the 12/28/2020 minutes did not mention this. Mr. Williams will need to go back and review. According to the report at the end of 2020, there was about \$550,000 remaining in the total budget. (budget vs. spent) so the BOS has the discretion to encumber funds. Mr. Williams gave much credit to Mr. Carrier for his due diligence to reviewing the expenditure reports.

7.) School Expenditure, Revenue and Grant Reports:

Ms. Hurd first reviewed the over-expended items on the expenditure report. These items included middle school Director FICA, school board auditor – special audit GASB-75, postage meter SAU, projector for classrooms and transportation cost increases.

Grant Reports reviewed:

DHHS – grant currently being spent (no spending in June – to be rolled over)

FY 19 Title II - closed

FY 19 Title IV – closed

FY 20 IDEA – extended to 9/30/2021 due to COVID

FY 20 Title I – closed; carried over but not in time to change the grant; only spent 50%; at time only had one Title 1 teacher, now have 2

FY 20 Title II – open being spent

FY 20 Title IV – open

CARES grant – renamed; Cares/COVID related – approved for more monies
Remote Learning grant – spent
IDEA FY 21 – will be receiving
CSI FY 20– spending
Rear Security Gate – all spent, will be reflected on July report
SPSRF 1&2 – spent
Nute Main entry-spent
CSI FY 21 – being used
ESSER 2 – goes to 9/2023
Promising Futures – using

Mr. Williams reminded all that since monies are available through COVID relief, there should be plans to utilize those available funds.

Mr. Carrier had a question concerning the monthly revenue report, specifically line item - Title I. It appears that there are two grants with the same number. He compared these in the budget and for May/April they are both the same. However, there was a difference in May. While they are reflected in the revenue report, they are not found in the grant report. Ms. Hurd explained one is for the Elementary Title I teacher, and the second is for Nute Title I teacher. While monies are being spent, grant report numbers are not adding up. They will need to be added to the report.

8.) Other Business that May Come Before the Board:

Mr. Brown reminded the public on June 23rd, the school board will hold a public meeting regarding receipt of unexpected funds to the school district. The public is invited to help discuss where to spend these funds totaling \$1.1M in new grants (CRSSA grants). Mr. Brown pointed out some of the available monies could be used toward physical structures. He also stressed the school board is striving to be effective steward of all received funds.

9.) Public Comments or Questions:

There were none.

10.) Next Regular Meeting:

Mr. Williams recommended, and the committee agreed, to not hold a Budget Committee meeting in July. The next meeting is scheduled for August 24, 2021.

11.) Adjournment:

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

Mr. Brown made the motion to adjourn at 7:45PM; Seconded by Ms. Turgeon. All were in favor. Meeting adjourned.

Respectfully Submitted,

Amy Winslow-Weiss, Recording Secretary – Budget Committee