

Town of Milton
BUDGET COMMITTEE MEETING
March 23, 2021

ATTENDANCE:

Members: Humphrey Williams (Chair), Peg Hurd, Bob Carrier, Mike Beaulieu, Claudine Burnham, Larry Brown, Laura Turgeon, Lisa Gautreau (arrived after Roll Call vote and committee reorganization votes)

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:

Prior to the roll call, Mr. Williams welcomed Bob Carrier and Mike Beaulieu back to the committee and welcomed Laura Turgeon as the newest committee member.

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, Mike Beaulieu, Laura Turgeon. A quorum was present.

b. Public participation: There was no public participation.

3.) Old Business from Previous Committee:

Review / Approval of Minutes: Minutes of February 18, 2021:

Ms. Hurd made a motion to accept the February 18, 2021 minutes with all corrections. Ms. Burnham seconded the motion. There was no discussion. All were in favor; minutes were approved.

4.) Committee Reorganization / Select Chairman and Vice Chairman:

Ms. Hurd made a motion to nominate Humphrey Williams to continue as Chair for this year's Budget Committee. Mr. Beaulieu seconded the motion. Mr. Williams accepted the nomination. No other names were submitted.

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

Ms. Hurd made a motion to nominate Bob Carrier as Vice Chair for this year's Budget Committee. Mr. Brown seconded the motion. Mr. Carrier accepted the nomination. No other names were submitted.

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

5.) Bylaws for 2021 Budget Committee:

Mr. Williams asked the members if they had all reviewed the currently established Bylaws; all members indicated they had reviewed the Bylaws. Mr. Williams asked for any recommended changes to the document and hearing none indicated the committee would move forward using the same Bylaws which are posted on the website. Mr. Beaulieu questioned the lack of representation from the Water District for the past two years. Mr. Williams concurred that with the committee members currently at 8 members it would

be beneficial to have a ninth member. Mr. Beaulieu suggested the possibility of having an alternate member. Mr. Williams requested if anyone is interested in serving as an alternate on the Budget Committee, they should contact him.

6.) Review of Final Expenditure Report:

Mr. Williams indicated he will be attending the next scheduled Board of Selectmen committee meeting to further discuss expenditure reports. A quick review of the final expenditure reports for 2021 reflected at year's end, 120 line-items with no expenditures for the year totaled \$70,600. Mr. Williams, along with all committee members, stressed the need for the BOS, Town Administrator and department Heads to review all expenditures on a regular basis to address any line-item issues/questions. Other items requiring further explanation include the Treasurer line-item and why have no charges been applied to the Salary Elected position and only to the part-time position line-item? The review also indicated several line-items with negative charges. Mr. Williams explained there should be no negative dollars which indicates money was actually added to a specific line-item, which in turn must have been pulled from a different line-item. Mr. Williams hopes attending the upcoming BOS meeting and presenting the Excel Town Expenditure Report he created will help to make finding and address any issues and questions a much easier process. Mr. Beaulieu stressed the need for transparency. Ms. Turgeon questioned if some discrepancies could be due to COVID monies received. Mr. Williams will continue to work with the BOS and Town Administrator to review all items and resolve any questions and discrepancies in expenditure reports. He believes the current pdf report format they are using is cumbersome and is not conducive to detecting issues. He is going to recommend the use of the Excel Town Expenditure Report spreadsheet he created for the Budget Committee because it enables you to filter for anything and everything needed to focus on expenditures including: Departments, Categories of charges, Over-expended line-items, etc...

During the discussion of the Town and School Expenditure Reports, Mr. Williams noted there were problems again with the streaming of the meeting on YouTube. Mr. Williams stated there was no sound being broadcast and tried to correct the problem. Mr. Williams found that the Back Bay Networks Representative apparently had control of the equipment and was running the meeting on Zoom, but the Budget Committee was not logged into Zoom so, there was no audio control available and only video was being broadcast. Mr. Williams will address the continuing communications/broadcast issues with the Town Administrator.

7.) School Expenditure, Revenue and Grant Reports:

Ms. Hurd provided information regarding school expenditure reports, specifically regarding over-expended items. She reported the school budget is designed with a slightly different format than what the town uses. The monthly expenditure report provides information on approved budget, how much has been spent (per month), year-to-date expenditure, and balance. It also includes information on encumbrances (what is expected to be spent) and remaining dollars from the expected expenditures.

Ms. Hurd explained most of the over expended items are tied to salaries, retirement & associated benefits. Other areas include special education (primarily due to several students who came into the school district this past year requiring services the school could not provide), transportation,

increase in high school teachers taking more courses.

A review of the Grant Reports indicated several grants will expire in June and will need new updates. Several Cares Grants have been utilized over the past year.

8.) Town Expenditure Reports:

Mr. Williams explained the current expenditure report is reflected through March 13th of this year. At 20% of the budget year, 12.6% of the budget has been spent, but several items are over-expended for this year including town administrator postage and the treasurer part-time (which should be charged to “elected” vs. part-time). It is vital going forward accuracy in expended monies occurs. Several points were made: mischarging may be due to different individuals entering data and payment information; increasing accountability will increase transparency; all reports should be updated on a regular basis to the BOS and Finance portions of website (this increases transparency and provides education to town residents); all departments should utilize and review reports on a regular basis and address any questions/issues in a timely fashion.

An additional point of concern from the expenditure reports revolves around the Sewer Department line item. The miscellaneous line-item is already \$10,000 over-spent for this year. This should be addressed and/or resolved. There are definite red flags that should be addressed immediately.

9.) Training Session on Excel Expenditure Reports:

Mr. Williams continued his training and review of procedures when producing the reports for the Budget Committee.

All committee members should receive and review reports on a regular basis. Mr. Williams also noted the approved warrant articles had been added into the budget. Ms. Hurd questioned where the expenses related to the warrant articles are reflected in the reports. It was explained while these expenses are included in the expenditure reports, they do not fall under any specific department; instead they are found in their own area (Warrant and CRF).

10.) Next Regular Meeting:

Because of scheduling issues with other committees, it was decided to move the Budget Committee’s regular meeting date to the fourth Tuesday of the month.

Next meeting: April 27th

11.) Adjournment:

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

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

Respectfully Submitted,

Amy Winslow-Weiss, Recording Secretary – Budget Committee