

Town of Milton
BUDGET COMMITTEE MEETING
May 25, 2021

ATTENDANCE:

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

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, Mike Beaulieu, 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 April 27, 2021:

Mr. Williams reminded all committee members to reply upon receiving emailed documents. This will ensure he is aware that all members have received the documents.

Ms. Hurd made a motion to accept the April 27, 2021 Minutes with all received comments/edits. Ms. Turgeon seconded the motion.

Roll call vote: **Ms. Turgeon, Ms. Hurd, Mr. Brown, Ms. Burnham, Mr. Carrier, Ms. Gautreau, Mr. Williams all voted Yes. Mr. Beaulieu abstained. Motion Carried – 7 / 0 / 1**

4.) Discussion BOS Training Session on Excel Expenditure Reports:

Mr. Williams updated the committee regarding his meeting with Joanne Smith, Claudine Burnham and Chris Jacobs regarding the reports utilized by the Budget Committee. There is agreement that the report will be used going forward. After the Expenditure report is generated (Joanne will send the original Excel CSV data file to Mr. Williams and Mr. Jacobs), the actual document will be locked. This means that while explanations can be added to the notes field, all other fields/information will have their editing capabilities turned off. This will ensure all information will not be edited. Mr. Jacobs will forward the locked report to all department heads for their departmental review. It was noted that department heads are now scheduled to attend the BOS meetings every month to further provide explanation on their department's section of the reports. Mr. Jacobs, as new Town Administrator, will attend the Budget committee's meeting in June.

5.) Town Expenditure Reports:

Mr. Williams provided information on the current status of budget/finances – year to date January-April 2021.

Highlighted areas from the most recent reports include:

Overall, the town is operating on target; 33.33% of the year completed with 24.73% of the budget expended. Specific line-items that were discussed included Planning Board, Police Department (legal services paid up front), Recreation (salary adjustment needed as some are being charged to wrong line-item), Town Clerk (legal services paid up front), and Welfare (charges applied to employee rather than to a contracted line-item) and the town's Treasurer is still being charged to the Part Time Deputy Treasurer line-item instead of the Elected Treasurer line-item.

A suggestion was made to add a drop-down/check box after each line-item's notes/explanation field: No problem | Minor problem | Major problem.

Additional line-items questioned and reviewed:

Solid Waste: Mr. Carrier questioned the three invoices received from Eversource on April 23, 2021 – for \$94.62, \$244.37, and \$892.78 (each with different invoice codes). Why is line-item 01-4324-410 (SW Electric) reflecting a greater than 80% expended? This should be closer to 40-50% amount at the most. Further questioning of this will occur.

6.) School Expenditure, Revenue and Grant Reports:

Ms. Hurd reported the school audit has been completed; the process went very well.

The over-expended line-items for April were reviewed with Ms. Hurd providing additional explanations.

Mr. Carrier questioned a discrepancy in the grants report. As was explained, all federal grants received should be in the Grants report and the Revenue report. Grant 465.3000.44530.20202 SPSRF #2 is included in the current Revenue report but not in the current Grant report. Grant 465.3000.44530.20202 SPSRF #1 is in both the Revenue and Grant report. Mr. Carrier explained #2 first appeared on the report in February 2021 Revenue report and on the March report the entire amount of \$141,052 was spent; however, it has yet to appear on the Grant report. Further investigation will be conducted. A text from Nate Castle stated that not adding this grant to the Grants report was an oversight and will be added.

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

Mr. Williams received the Delinquent Tax Summary report from Michelle Beauchamp showing the list of unpaid taxes receivables list. It should be noted there are no individual names listed on the report. Currently, unpaid taxes owed on properties between 2000 and 2020 is more than \$1M. This list includes many properties, both residential and business / industrial owned. This is a huge problem for the town and greatly impacts the taxpayers of the town as this increases their tax amount owed to help cover delinquent costs. This is definitely an area needing increased focus as many properties have been under dispute for many years. It was also noted that there are properties owned by citizens that just may need help getting through rough times vs. those who

are “playing the system” – there are resources in place for assistance.

Mr. Williams reminded the committee Mr. Jacobs, Town Administrator, will be attending the next scheduled meeting. Mr. Williams will request the Revenue Report prior to next meeting.

9.) Public Comments or Questions:

There were none.

10.) Next Regular Meeting:

Next meeting: June 22nd

11.) Adjournment:

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

Mr. Brown made the motion to adjourn at 7:15PM; Seconded by Ms. Hurd. All were in favor.
Meeting adjourned.

Respectfully Submitted,

Amy Winslow-Weiss, Recording Secretary – Budget Committee