

Middleton Budget Committee

June 21, 2021

Board Members:

Roxanne Tufts-Keegan, Chair

Tracy Donovan-Laviolette

Bonnie Gagnon

Kara Boisvert

Laura Parker, Vice Chair

Representatives:

Mary Knapp, School Board

Janet Kalar, SLVD

Mike Boisvert, Selectmen

6:31 pm – Meeting called to order by Roxanne Tufts-Keegan

Old Business:

Mary Knapp made a motion to accept the 5/17/21 meeting minutes as written, Bonnie Gagnon seconded, committee voted, the motion passed. (8-0-0)

Follow up on the question sheet asked at the May 24, 2021 BOS meeting from Roxanne Tufts-Keegan.

*Selectmen answers are listed in italic font.

For the expenditure report we would expect to be at 32.69% for percent expended as of 4/30/2021 (with the exception of lines that payout out non-monthly).

- 1) 4130-01-exc Selectmen's Salary – The YTD figure on the 4/30/2021 report is the same as the 3/31/2021 report. Why didn't this change for April?
Answer – Selectman salary was double counted in the month of March.
- 2) 4130-05-exc SecBk Salary – What position(s) are being paid out of this line? Currently this line is at 59.6% expended as of 4/30/2021. We should only be at 32.69%. This was originally a question from the April BC meeting (the expended % as of 3/31/2021 was 50.10%).
Answer – No answer given
- 3) 4130-06-exc Deputy SSBK - What position(s) are being paid out of this line? Currently this line is at 98.79% expended as of 4/30/2021. This was originally a question from the April BC meeting (the expended % as of 3/31/2021 was 84.19%).
Answer – No answer given

- 4) 4130-10-exc Office Telephone - The YTD figure on the 4/30/2021 report is the same as the 3/31/2021 report. Why didn't this change for April?
Answer – No answer given
- 5) 4140-45-clk Election Supplies – What was charged to this line? Last month's budget showed no expenditures for the year. The 4/30/2021 expenditure report shows \$707.50. The amount expended is 283%. Were the \$707.50 expenditures all associated with the election in 2021?
Answer – 2020 expenditure was more voting booths.
- 6) 4149-65-clk Audit – What is the amount expended YTD of \$5,332.25 associated to? Is it for the 2019 audit?
Answer – MS232 is required to go to the state.
(Janet Kalar asked if the MS232 was sent to the state? Unknown at this time.)
- 7) 4150-50-col Recordings at Registry – This line is at 252.43% percent expended. Why is that? Last year we only expended \$129.75 out of a \$800 budget whereas this year we've spent \$1,009.70 out of a \$400 budget.
Answer – Looks like this was double paid, still looking into that.
- 8) 4194-43-gov Repairs Highway Garage – This line is at 750% percent expended. The 3/31/2021 expenditure report showed nothing had been spent out of this line. For the month of April \$3,750 was expended from this line. This line item only has a budget of \$500. This was the same amount that was budgeted for 2020 and nothing was spend out this line for 2020.
Answer – The lights for the salt shed did not happen until 2021, so that can't be added to the 2020 budget.
- 9) 4194-49-gov Building & Maintenance – This line is 152.33% percent expended. Last month it was 144.52% percent expended. The BC was told this was due to the security system update. Can you confirm what the money was expended for line?
Answer – The money was for the security system.
- 10) 4210-12-pol Police Full Time - This line is at 37.35% percent expended. We would expect there to be slight increase over the budgeted amount due to the additional pay for the 1 FT police officer who is receiving EMS pay. Why is this over budget?
Answer – People who are not the police were being paid out of that line.
- 11) 4210-20-pol Police over time – This line is at 65.97% percent expended. This was at 47.73% as of 3/31/2021. We spend 18% of this line in the month of April. Why are we so far over budget for this line? We are only 1/3 of the way through the year and have already spent more than twice as much as allotted.
Answer – Part time officers were coming out of the overtime line.

12) 4215-01-med Medical Supplies – This line is at 41.80% percent expended. As of 3/31/2021 it was 34.01% percent expended. At the April BC meeting this line was discussed and Andrea commented that the amount as of 3/31/2021 YTD expended of \$2,720.54 was incorrect. For the 4/30/2021 YTD expended the amount increased to \$3,344.21. Again, Andrea commented that is incorrect. Can we get a list of the items that make up the \$3,344.21?

Answer – Bills were double paid.

13) 4215-02-med Rescue Training – This line is at 85.4% percent expended. Can you provide what expenditures have gone through this line? It was noted that the EMR class for the current class may have been paid in 2021 instead of 2020.

Answer – Police Department getting EMT training came out of this line.

14) 4220-13-fir Fire Diesel – This line is at 86.91% percent expended. This is a follow up from the April BC meeting. It was stated that the diesel fuel was not correctly allocated and it was all going to the fire diesel line. Can we get a breakdown of the expenditures for this line?

Answer – Test completed on the fuel pumps, they are splitting the cost between fire, highway and school.

15) 4290-03 Em Cell Phone Stipend – This line is at 10,000% percent expended. Can you provide the what has been expended out of this line? The line only has \$1 budgeted for to keep the line open.

Answer – No answer

16) 4311-01-hwy Road Agent Salary – This line is at 34.93% percent expended. It did not change from the 3/31/2021 expenditure report. Why did this line not change? This is a follow up from the April BC meeting. The BC requested what was the payout to the former Road Agent.

Answer – Full time line, line has been corrected.

17) 4311-28-hwy Uniforms – This line is at 110.29% percent expended. For the 3/31/2021 expenditure report this line was at 71.85%. What caused this line to increase 38.44%? Can you provide the expenditures for this line?

Answer – Contract terminated in April, rugs in the old town hall and municipal building are still coming out of this line.

18) 4319-02 School Diesel – This line is at 48.55% percent expended. Based on the school financial reports, no money has been expended for diesel or gas for any school vehicles. The school has not received any fuel bills for this school year (2020-2021). The school fiscal period ends 6/30/2021. Can you provide the expenditures for this line?

Answer – No answer

19) 4319-03 School Gasoline– This line is at 69.22% percent expended. Based on the school financial reports, no money has been expended for diesel or gas for any school vehicles. The school has not received any fuel bills for this school year (2020-2021). The school fiscal period ends 6/30/2021. Can you provide the expenditures for this line?

Answer – No answer

20) 4415-01 VNA – This line is at 100,000% percent expended. The 4/30/2021 expenditure report shows \$1,000 was expended from this line. The budget for this line is \$1. Is this for the year 2020?

Answer – No answer

If there are expenditures from the year 2020 and are coming through the 2021 budget, these should be corrected so the 2021 expenditure reports reflect current year spending.

Bonnie Gagnon asked if the answer of how much vacation pay was paid out to employees was listed on the answers from the last Budget Committee meeting? Roxanne Tufts- Keegan stated that we have not received that answer yet.

New Business:

Letter from the Board of Selectman

All Budget Committee members received the letter. Some Budget Committee members stayed behind at the last Selectmen meeting and had a non-public with the BOS. It is unknown if the BOS chose to seal the minutes or not. It was discussed as to what the boundaries were.

Mike Boisvert as the Selectmen representative has been tasked by Budget Committee chair Roxanne Tufts-Keegan to let us know if we are hitting those boundaries, Mike agreed to do that.

Bonnie Gagnon stated that the public BOS meeting was adjourned and then went into non-public, can that meeting be re-opened because it was voted on to close? It is discussed that it is unclear how that works. It was commented at the BOS meeting that it should have been recessed and not adjourned.

Laura Parker asked under what RSA was the non-public session? Roxanne Tufts-Keegan stated that she and others requested it under defamation. Laura Parker stated that the Selectmen can only hold non-public for certain reasons. Mike Boisvert stated that looking at the RSA and the 91-A, seeing the verbiage, the information the Budget Committee was asking did not fall under the criteria of an actual non-public, so they did not need to seal the minutes on it. The meeting never had to be a non-public.

Bonnie Gagnon asked how did you end the Budget Committee non-public meeting? Mike Boisvert stated we just went from non-public back into public and did not seal the minutes. Bonnie Gagnon asked, so how can you do that when the original BOS meeting was already closed? Mike Boisvert stated we just closed the meeting. Janet Kalar stated the Selectmen did not go back to public, they had that non-public and then had my non-public and after my non-public they had a third one which we did together, the Selectmen then closed the non-public and went back into public. Laura Parker stated they did not go back into non-public, there was no public session opened, basically it was done wrong, but now you know going forward, there is no going back into something that is already closed.

Tracy Donovan-Laviolette stated that it was stated by a Selectmen in the non-public session that the letter given to the Budget Committee was based off of hearsay.

Laura Parker states that she does not believe that the Board of Selectmen can dictate what the Budget Committee can say or cannot say in any public meeting. Janet Kalar stated she agreed, you can't tell an elected board what to do to begin with, they are not town employees. Mike Boisvert stated it was more of an advisement so the Budget Committee did not get themselves in trouble. Members discussed that that is our right to do, we are covered by qualified immunity to begin with.

Roxanne Tufts-Keegan stated the way she took the letter was that we were being reprimanded, basically in a formal letter stating if I get caught doing this; you can't disband me from the committee, you can't get me off the committee because I'm an elected position.

The Budget Committee understand the intent however there is tension. We will do our best to stay within our lane and face the consequences as they come if we so choose to go out of the lane. Mike Boisvert stated he did not write the letter, legal did. Tracy Donovan-Laviolette stated she did not think it should have ever gone to legal since a Selectmen brought up the fact that it's \$199.00 an hour for legal and she thinks it is a waste of money over hearsay. Laura Parker states it is hard in a small town for a board to discuss a position without everyone knowing who it is. The board talks in position titles when discussing lines.

School Budget:

Roxanne Tufts-Keegan stated she has submitted the fuel bill. Tracy Donovan-Laviolette asked which bill was submitted, fiscal year 2020 or 2021? Roxanne Tufts-Keegan stated she submitted two bills one for \$1,730.56 and one for \$5,427.74. Dated for 2021. Kathy O'Blenes was going to reach out to the Selectmen's office due to the fuel bills for the school have the incorrect address listed on them. Roxanne Tufts-Keegan asked Mike Boisvert to check on the previous bills, if they were also sent to the wrong address, they have not been paid because we are not seeing anything in the 2020 town budget for the school fuel line.

As of the end of May, the School Board commented that they have already paid out the medical and dental. At the end of May, the school still had \$216,000.00, they should have enough to pay the special warrant articles which was a total of \$28,000.00.

Mike Boisvert asked if the summer school program was all budgeted in? Summer school is being paid out of a ESSER grant. The school has three grants. ESSER 1, 2 and 3. ESSER I grant is for personal protective equipment, the funds have already been expended. ESSER II grant is \$245,000.00. Mary Knapp stated it will be used for a kindergarten teacher (\$90,000.00), that has been voted on and accepted by the School Board. Another \$90,000.00 will be allocated for an additional teacher should they need one. Mary Knapp provided the break down for the grants.

ESSER PLAN (From School Board)

ESSER I

Personal Protective Equipment funds have been expanded.

TOTAL \$52,000

ESSER II

Kindergarten Teacher
\$90,000 x 2 = \$180,000

Summer School
Teachers/Aides/Nurse
\$25,000 x 2 = \$50,000

Software and Summer School Materials
\$7,500 x 2 = \$15,000

TOTAL \$245,000

ESSER III

Potential materials/projects
Project does not need to be fully expended until 2024

Lift
HVAC
Yurt

Roxanne Tufts-Keegan stated the ESSER III grant is for \$551,000.00, there are still talks as to what they are going to spend this money on. At the last school board meeting they said that kindergarten and first grade are right at the boarder of 25 students. As of the last meeting they only had one pre-school student, since then they now have a total of two.

Mary Knapp stated that with two preschoolers the cost analysis indicates that we are better off keeping the student here in Middleton. We are also able to assure a quality program. The speech/OT/PT will be scheduled in a part of the library during non-library times. The preschool will be in a small room next to the guidance office. This is so that we can illuminate a trailer and all associated cost that we don't have for this coming year. Mary Knapp continues and states that for the minutes record that we need to be looking at some sort of addition to that school down the road, quickly.

Roxanne Tufts- Keegan states that she agrees with that which is why she has some concerns with what we could potentially use that third ESSER grant for. Mary Knapp states that right now they are talking about a lift, HVAC and a Yurt. Mary Knapp states that nothing is etched in stone and the third ESSER grant does not need to be expended until 2024. Roxanne Tufts-Keegan would like them to look at the need for busses or other transportation to better spend that money. Mary Knapp states that the grant money has specifics of how the money can be spent.

Bonnie Gagnon asked how many students projected for each grade? Mary Knapp provides the anticipated counts.

Preschool – 2
Kindergarten – 27
First Grade – possibly 26
Second Grade – 24
Third Grade – 16

Fourth Grade – 20

Fifth Grade – 19

Sixth Grade – 18, possibly a couple more

Tracy Donovan-Laviolette asked if that includes homeschool children? Mary Knapp stated she did not have that information. Roxanne Tufts-Keegan stated that at the school board meeting those numbers were stated including the homeschool children and any child that could potentially be in school.

Town Budget:

For May we should be at 46.15% of the budget for the year. Roxanne Tufts-Keegan stated she did send an email over to the Selectmen regarding a couple questions on the budget. She inquired about two miscellaneous lines, which have since been reversed out and added to the correct lines. She also asked why the highway block grant line was negative? It was a voided check for \$52.80. The last question was on the VNA line, it was supposed to be coded back to the 2020 budget.

Mary Knapp asked if any part time police officers have been hired? Mike Boisvert stated he will find out. Roxanne Tufts-Keegan asked along those lines, if the part time officers are unable to cover due to coverage in their own full-time positions, is that something that the chief would be looking to alter the shifts in Middleton to accommodate that rather than having all this over time? Do they work ten or twelve shifts? She'd be curious because if there was a potential to change it to eight hours rather than ten or something, you are not hitting overtime as you would if they are doing a ten or more hours shifts.

Bonnie Gagnon would like to say that at the last BOS meeting she brought up to the road agent that there was a safety issue near her residence and the highway department was down there a few days later taking care of it.

Roxanne Tufts-Keegan stated she had a conversation with the road agent regarding the budget lines. She said she suggested that he submit things to the lines he thinks it should go to, then he can see what lines need may need more or less. Roxanne Tufts-Keegan mentioned to Jim Knapp that all the department heads should be getting a copy of the budget monthly so that they can look at the lines and catch things when they are over or under, to be proactive rather than reactive.

Janet Kalar asked about line 4711-05 Gov SCBA Lease, that there is \$72.85 left in that line, that is a capital reserve fund. Laura Parker states that they budgeted to make the lease payments.

Line 4520-03 Beach Maint, Mary Knapp believes that it will probably sit there as the highway department is now taking care of the beach maintenance. The board discussed that they could purchase new picnic tables or pay for the porta potties out of that line or a new garbage can to replace the one stolen.

Roxanne Tufts-Keegan asked Mike Boisvert if she understand correctly that on the highway budget that there is no more cell phone stipend or on call pay and the uniforms? With an understanding that under the uniform line we will continue to see expenditure due to the rugs coming through that line. Roxanne Tufts-Keegan states she will also ask the question Monday night at the BOS. With the uniforms does that mean that the employees will be receiving a \$600 allowance or will they have to show receipts and then get reimbursed?

Roxanne Tufts-Keegan states that she will be asking this question at the BOS meeting but giving everyone a heads up. According to the personnel policy, department heads are to create a job step program for the first five years and then after that the employee would receive longevity pay. Then after that the employee would not receive a merit pay increase due to receiving a longevity pay. That is the way she understood it.

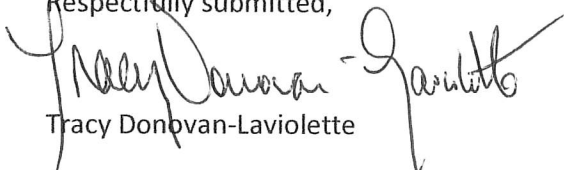
Tracy Donovan-Laviolette asked what open positions do we still have? Mike Boisvert stated we are hiring for the administrative assistant right now. Roxanne Tufts-Keegan asked if that is full time? Mike Boisvert states they have not decided if it is full time or part time. Mike Boisvert stated they have received 30-40 resumes already so hopefully they won't need to hire MRI temporarily. Laura Parker stated that if you go back to the position being full time, now you have a part time person who received a raise. Mike Boisvert stated there has not been any raise given for the less hour position. The admin position increase was given to be \$25 per hour and the bookkeeper position is currently \$16 per hour. Roxanne Tufts-Keegan asked if the Selectman are looking for a new administrative assistant not the bookkeeper? Mike Boisvert states they are looking to replace the higher paying position. Roxanne Tufts-Keegan asked so not the position that does the payroll. Mike Boisvert states that the position will do payroll. Laura Parker states, so they are switching around the jobs again? Mike Boisvert states that the position will do the financial parts of the town billing. The board discusses that Roxanne Tufts-Keegan will send all members the personnel policy which includes the starting pay for positions. Andrea Bowden states that the ad placed for the position stated a pay range of \$16 - \$20 per hour. Laura Parker stated that the administrative assistant and bookkeeper were once one position with a starting pay of \$20 per hour. Roxanne Tufts-Keegan stated that the person hired should also attend meetings and take minutes.

Tracy Donovan-Laviolette asked where do we stand on everything coming back from the state? Mike Boisvert answers that right now it is sitting on the governor's desk waiting to be signed. Roxanne Tufts-Keegan states it was said at a Selectmen's meeting that they have till the end of June to do that. Laura Parker asked if the 232 has been entered? Mike Boisvert states he can find out. Laura Parker states that we can enter it and submit it so that it is done for when they are done, to avoid waiting for that. Janet Kalar asked who gave the June 30th date? There is no deadline date, they may not have anything signed by then.

Bonnie Gagnon made a motion to adjourn the meeting, Laura Parker seconded, the board voted, motion passed. (8-0-0)

Meeting adjourned at 7:14 pm.

Respectfully submitted,


Tracy Donovan-Laviolette