

Middleton Budget Committee

~~July 20, 2020~~

August 17, 2020

**Board members:**

Roxanne Tufts-Keegan, Chair  
Laura Parker, Vice-Chair  
Tracy Donovan-Laviolette  
Scott Ferguson  
Bonnie Gagnon  
Janet Kalar, SLVD Representative  
Mary Knapp, School Board Representative  
Joe Varga, Selectmen Representative

Meeting called to order at 6:33 pm by Roxanne Tufts-Keegan  
Pledge of Allegiance

Minutes were reviewed from the 7/20/2020 meeting. No discussion. Mary Knapp motions to accept the minutes. Scott Ferguson seconds, all in favor.

**Town Budget:**

S. Ferguson questioned the status of the new website. J. Varga states the design is being put together, it is a copy of the Town of Wakefield, this could take up to 12 months.

B. Gagnon questions the changes that could be coming with voting. J. Varga mentions how the Town has received supplies from the state. There is also a grant that needs to be applied for by the end of the month that would pay up to 80% of other needed voting supplies or staffing.

L. Parker questions the phone, internet and computer / support lines. If these are contracted items how are they over?

T. Donovan-Laviolette mentions how the committee use to receive the monthly revenues from Kathleen. Request to J. Varga to ask that we receive those reports for the monthly meetings.

L. Partker want to know why the heat at the Old Town Hall increased so much from last month when we shouldn't be using heat. Same with the Fire heat. J. Varga mentions that this could be from moving the tanks and maybe the expense should have been taken form the project line.

Police uniform line was in question. J. Varga states that they bought new uniforms.

S. Ferguson spoke regarding the police vehicle maintenance line, this has been discussed before. There are repairs to the ACO vehicle that have been miss-allocated.

L. Parker questions the ACO salary that is over budget. Who is making the ACO hours? Does this person make their own hours? The work being done is much appreciated, but at what cost?

L. Parker questioned the Highway overtime line. Last month it was mentioned that the Highway Department went out on a water repair issue. J. Varga states that he has asked for a bill to be sent for reimbursement but does not know if that ever happened.

R. Tufts-Keegan want to know what is happening with the on-call pay for the Highway. J. Varga wants to remind that over the winter there was an additional employee in that department that was receiving on-call pay.

Question on how recycling day went this past Saturday. The Town collected approximately \$1,500 but doesn't know yet what the expense was. T. Donovan-Laviolette questioned who sets the prices for recycling. J. Varga explained that Northeast Recovery & recycling sets the prices and the town can increase to offset the staffing cost.

Discussion on the total percentage of the budget. J. Varga tried to do a correction on the side of the overall budget percentage to accommodate for changes that need to be completed.

L. Parker questioned the FD addition CRF. Revenues were put into that line so it does not reflect accurate totals.

B. Gagnon talk about milfoil on the beach. John Mullen was in the audience and speaks about this issue. J. Mullen mentions how the conservation commission is responsible for the milfoil. Milfoil fund should have a fair amount in it. Last year there was \$2,000 added. 1<sup>st</sup> report on the lake reported no milfoil. Last week it was tested again. Divers can cost up to \$1,000 a day.

**School Budget:**

Budget received is not the final budget.

R. Tufts-Keegan mentions how there is \$174,000 remaining for warrant articles. 1<sup>st</sup> one should be for special education for \$150,000 and then the bud \$25,000.

M. Knapp reviews the questions that were requested at last meeting.

1. Why is the salary line under? (1100): The budget amount was based on the FY2019 budget number set by the Budget Committee. During those years from October 2017 to FY 2020, there have been a few staff change over to reflect a decreased in the actual cost to this wage line.

2. Why is the special ed salary over? (1200): There was a need in substitute pay for special education positions and an increase in para educators. There were three para's this year.

3. Why is the Health Insurance Guidance over? (2120): A staff member changed plan from Single to 2-Person

4. Can you please give them the teacher contracted rates for July 1, 2020 through July 1, 2021. % of increase from lowest to highest. 12%? See separate sheet
  5. Why is the Building Service Agreement over? (2620) Alarm systems? Anything to do with Covid? Nothing to do with COVID just many more service agreements needed as previously not in place and the building is not under the original construction warranty for some of these systems.
  6. When can we get the final numbers for June? Late August once the field audit has been completed.
  7. Transfer to Trust Fund (5211) is Special Ed, correct? Special Ed \$150,000 Bus Capital Reserve \$5,000, Construction, Renovation, Repair \$10,000 for a total of \$165,000.
  8. The repair vehicle line (2740) has not been broken down as promised. Once the Year has been closed out I will get you the breakdown.
  9. Why is the SAU Contracted Services line over? (2320) What exactly is covered in those services? The amount is over due to the FY2020 budget being the budget committee's numbers not the school board number. The contract between MSD and GWRSD states the services provided.
- J. Varga questioned why would the budget committee number be different from the school board number if it is a contracted item? Andrea Bowden from the audience spoke regarding that the contract will increase or change depending on the percentage of change in the district. Cost per student depends on a formula.

Middleton school will open and will follow the hybrid schedule. Question on if there will be an additional bus costs? There was a survey sent out to parents asking if their children will take the bus or not. Andrea Bowden mentioned how certain aged students do not have to be bused by law.

New question for M. Knapp to send on for this month is.... Why is the principal's salary line over? Is this hazard pay? Also lines 2620 & 2721.

There was no public input.

Question to M. Knapp to request Kathy O'Blene to attend a budget meeting possibly in September / October to clarify budget lines.

S. Ferguson motions to adjourn at 7:52 pm. J. Varga seconds, all in favor. 8-0-0

Respectfully Submitted,

Laura Parker

**August Budget Committee Questions:**

**SALARIES: The Budget Committee is asking if the teacher's salary breakdown you sent includes insurance?** The wages were the gross salary only.

**Do they receive any more money than what is listed for anything?** Teachers and full time year round employees who take other health insurance are given a health insurance benefit, it is \$1,000.

**Can you please also send where each "teacher" is on the "step program". It may be helpful to have the guidelines for the step program spelled out for them as well. (chart, graph, etc.)** See Sheet

**BUILDING SERVICE AGREEMENT (2620): They are asking if these contracts can be updated ahead of time so we do not go over in the future. Will we have an idea how much things are going to cost after warranties expire?** Upon a change in the Head Custodian position, the new staff member found there were a few agreements that were needed for the building. The building was constructed in 2014-2015 and equipment needs to have a service/maintenance agreement to run smoothly and efficiently. Going forward we will have these costs budgeted and will reach out to vendors to request the estimated increase in the contracts. Please keep in mind they will be estimated so the actual numbers could be different.

**FY2021 BUDGET LINES already over. For each of these lines the question is WHY?**

**2220 Software Library** There were two renewals for instructional software that were needed.

**2410 Salary - Office of the Principal** The wage encumbrance for the Admin Assistant is a little off and I am having the Payroll Bookkeeper look into this for correction.

**2620 Salary - Operating Building Services** This wage line doesn't show being over on my report.

**2721 Salary - Regular Transportation** The budget was built on an hourly rate for the three drivers but the length of the run has increased therefore the amount shows over budget. This was an unknown cost at the time of building the budget.

**The Budget Committee has asked if you would be able to attend a meeting this fall to go over questions before budget season. This may help balance the "cuts" vs. "needs" for the upcoming budget. Would September 21 or October 19 work for you?**

The school board will need to discuss this as the budget is the school board's budget, we will get back to you on this question.