



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Regular Budget Committee Meeting
Old Town Hall
200 Kings Highway
Middleton, NH 03887

August 21, 2023

Roll Call

Present: Kathleen Blaney (Chair), Andrea Bowden (Vice Chair), Bonnie Gagnon, Krystle Beaulieu, (School Board Representative), Christine Maynard (SVLD), Roxanne Tufts-Keegan (BOS Representative), Tracy Donovan-Lavolette (BOS Representative)

Absent: Sierra Pawnell, Janelle Guarino

Attached

Middleton School District June 2023 Financial NOT FINAL
Middleton Schol District June Federal Financials 2023
Budget vs Actual Statement for the Seven Months Ending July 31, 2023
Budge vs Actual Statement for the Six Months Ending June 30, 2023
Email from BOS to Budget Committee dated 6/20/23
Meeting Sign In

Call to Order

K. Blaney called the regular Budget Committee Meeting to order at 6:36 PM

Pledge of Allegiance

Invocation

Agenda Review

Motion to table Revoting for Chair until the next meeting.

Made by: A. Bowden

Seconded by: C. Maynard

Vote: Unanimous

Motion Passed

June Budget Review

Budget vs Actual Statement for the Six Months Ending June 30, 2023, was reviewed page by page.

June Budget vs. Actual Statement Page 1

K. Blaney asked if the Deputy SSBK line was for the Administrative Assessing Clerk. **T. Donovan-Lavolette** will confirm.

K. Blaney asked what was included in the postage line. It is for all postage including tax bills and certified mail for the Planning Board.

K. Blaney asked if anything was spent from the Rest of Records line last year.

K. Blaney said the money for the Tax Map Update could be moved back to 2022 by a journal entry.

June Budget vs. Actual Statement Page 2

There was discussion about electricity going up in July, most likely due to air conditioning costs. There should be a decrease next quarter when the benefits of joining the co-op are realized.

A Bowden asked if we anticipated going over budget for the legal line.

R. Tufts-Keegan said she thinks we will come in right around budget.

K. Blaney asked if there was a CRF for repairs. She suggested the BOS discuss renaming and reclassifying some of the existing CRFs, for example, for the Fire Department. **R. Tufts-Keegan** agreed.

June Budget vs. Actual Statement Page 3

B. Gagnon asked what are we paying the new officer and will it include the EMS pay. **T. Donovan-Lavolette** said it does not include EMS pay and she will follow up on the salary.

K. Blaney asked why only the Chief is getting a cell phone stipend. **T. Donovan-Lavolette** said the on call officers did not want flip phones. **R. Tufts-Keegan** said we haven't had any on call since January.

C. Maynard asked if we have an officer on the night shift. **R. Tufts-Keegan** said yes, the evening shift, but not yet seven days a week. We have two full time officers and the Chief.

K. Blaney asked about Uniforms being over budget. **C. Maynard** said uniforms are not purchased every year and they are replacing two sets every few years. **T. Donovan-Lavolette** said we don't have a laundry service. **C. Maynard** said they use Farmington and Milton. **T. Donovan-Lavolette** said they aren't washed after every call.

C. Maynard said Communications should be less than 41.65% expended because computers are no longer in the cruisers and that charge was coming out of the Communication fund.

June Budget vs. Actual Statement Page 4

K. Blaney asked if the Code Enf Salary was a stipend. **R. Tufts-Keegan** says it's a stipend, but he does track his hours to be sure he doesn't get paid under minimum wage.

K. Blaney asked what was in the Supplies line. **R. Tufts-Keegan** said it includes a laptop that replaced a desktop.

K. Blaney asked if we get re-imbursed for the School Gasoline. **K. Beaulieu** said yes, the school gets billed for it.

June Budget vs. Actual Statement Page 5

There was some discussion about the CRF Revaluation account. **K. Blaney** said that money should be in a 5000 account so it doesn't affect the bottom line and look like the account is over-expended 4900 is just out for the CRF. It should be treated similar to the ARPA Expenses.

K. Blaney suggested for next year it may be more accurate to budget for gasoline based on per gallon used and the average cost per gallon throughout the year rather than on how much money was spent in total.

K. Beaulieu said they hired a Media Specialist and two teachers.

Budget vs Actual Statement for the Seven Months Ending July 31, 2023, was reviewed page by page.

July Budget vs. Actual Statement Page 1

K. Blaney asked if we needed a new voting machine. **R. Tufts Keegan** said yes, we will have to purchase one in 2025. They range between \$4,000 and \$7,000 and she believes the state is selecting the machine we will have to purchase. She suggested we put it in a warrant article once we know the price.

K. Blaney asked if there was any ARPA money left. **R. Tufts-Keegan** said there is around \$40,000. **T. Donavan-Laviollete** said we are getting close to finalizing new flooring bids for the municipal building. Also, money was allocated for mini-splits which will be installed shortly.

C. Maynard said the mini-splits should help with the electric bill.

K. Blaney asked how often tax bills were mailed out. Will there be another bill for paper? **R. Tufts-Keegan** thinks it was ordered all at once.

July Budget vs. Actual Statement Page 2

Nothing to discuss

July Budget vs. Actual Statement Page 3

K. Blaney asked if the alarm system was upgraded.. **R. Tufts-Keegan** said there was a one time unexpected upgrade

July Budget vs. Actual Statement Page 4

C Maynard asked why the medical supplies were so high. **A. Bowden** explained they inspected all of the supplies and many items needed to be replaced because they were expired. Flipping the truck to the medic level was a large part of that line. Everyone in the department was trained on the new CPR machine. Next step will be getting the Police Department trained on it, then the Highway Department.

R. Tufts-Keegan said the overtime line was for road paving.

July Budget vs. Actual Statement Page 5

K. Blaney asked if hot top/cold patch would go up more. **R. Tufts-Keegan** said it's doubtful.

There was discussion about the Signs line. Several had to be replaced. For example, Adams Way and Buttermilk.

K. Blaney said 40,000 should not be in Hwy Block Grant. It's a zero line. **R. Tufts-Keegan** said it was moved to 4900-40 on page 6.

K. Blaney asked if we were going to budget next year for re-cycle. **R. Tufts-Keegan** said we typically don't, but put \$1 there because it's a small amount, but we know there will be a charge. We could look at prior years and account for it.

C. Maynard asked what Cocheco Valley Dues is for. **R. Tufts-Keegan** said that's part of the AC line in case we have to drop off a dog. We don't normally have to do that.

July Budget vs. Actual Statement Page 6

Dan Saliga asked what the Town Clerk Refund was for. **R. Tufts-Keegan** said it was probably old taxes. She will investigate.

There was a discussion about Welfare Expense being 0 year to date. There has been a lot of activity, but most likely not many people meet the qualifications. The person who manages that is paid a stipend.

K. Blaney asked why no money was spent for Haven Violence Protection. It has to be requested in a letter and no one has requested funds.

B. Gagnon asked what the Potential Land Donation is under CC Legal Fees. **R. Tufts-Keegan** said someone was considering donating some property in Tanglewood, but the town declined because of the fees that would be incurred.

Middleton School District June 2023 Financial NOT Final

R. Tufts-Keegan was at the end of the year meeting. She was told the anticipated number should be fairly accurate and may go down a little. It has to be finalized by September 1. She expects it will be 295-300k.

A. Bowden asked are we fully staffed for teachers. **K. Beaulieu** said we are fully staffed in the ??? with teachers, we have our ??? Specialist, we still need a ??? we're all set in the kitchen, but we need a bus driver and we need a ????? We have a new 3rd grade teacher and another one. They came from Wakefield and Farmington. We were paying Governor Wentworth to help manage the kitchen because our Kitchen Manager left.

There was discussion about the number of students. We are trending downward right now. There is a possibility that may change in the future.

R. Tufts Keegan said as of August 9th there are 18 children in Kindergarten, 18 in 1st grade, 29 in 2nd grade, 24 in 3rd grade, 22 for 4th, 16 for 5th and 18 for 6th.

There was discussion about the number of children in high school.

R. Tufts Keegan talked about property where a garage currently is that was potentially an option for classroom space. There are certain requirements that have to be met because it's under a dredge grant.

C. Maynard asked if there is a plan if the numbers go up. There was discussion about options for the future as the town grows and potentially outgrows the building. There was also discussion about how and why the demographics and growth predictions have changed.

Approval/Review of Minutes

Discussion

B. Gagnon asked if they can get the draft minutes much sooner in the future in order to have more time to review them before the meeting.

Motion to Approve Minutes of June 19, 2023

Made by: C. Maynard

Seconded by: A. Bowen

Vote: 3 Yeas, Nays, 3 Abstain (T. Donovan-Lavolette, B. Gagnon, K. Beaulieu)

Motion Did Not Pass

Motion to Table Approval of Minutes of June 19, 2023 until the next meeting

Made by B. Gagnon

Seconded by: K. Beaulieu

Vote: Unanimous

Motion Passed

Motion to Adjourn at 7:46

Made by: T. Donovan-Lavolette

Seconded by: A. Bowen

Vote: Unanimous

Motion Passed

Next meeting: September 18, 2023 at 6:30 PM

Respectfully submitted by:

Robin Willis
Administrative Clerk