

Town of Middleton, NH  
Budget Committee Meeting

**July 15, 2019**

**Attendance:**

***Budget Committee:***

|                                    |                                    |
|------------------------------------|------------------------------------|
| Joe Bailey, BOS Representative     | Becca Brownell-Smith, BC Secretary |
| Tracy Donovan-Lavolette, BC Member | Bonnie Gagnon, BC Member           |
| Mary Knapp, School Board Rep.      | Roxanne Tufts-Keegan, BC Chair     |

**\*Absent:** Scott Ferguson, BC Vice Chair and Janet Kalar, SLVD Representative

6:31p.m.– Meeting called to order by Roxanne Tufts-Keegan.

Pledge of Allegiance

**Old Business:**

Budget Committee minutes from the June 17, 2019 meeting were reviewed by the Committee. A couple of corrections needed to be noted from the minutes. First, Joe Bailey advised that the official retirement of Chief Blodgett is effective July 31, 2019 not July 9, 2019. The former date was the date that Primex notified the Town that Chief Blodgett was found to be partially permanently disabled following their Worker's Compensation review. Secondly, former Police Chief Randy Sobel was hired as a part-time officer and to assist with the new Chief's hiring process. He was not hired as Interim Police Chief as was originally noted in last month's meeting minutes. Mary Knapp motioned to accept the minutes as a final draft; Bonnie Gagnon seconded. Motion passed (5-0-0)

**\*\* 6:43 p.m.- Tracy Donovan-Lavolette arrived at the meeting \*\***

Mary Knapp began the meeting with an itemized list of follow-up answers to questions that were posed at the May and June Budget Committee meetings. She tracked down the information during her meetings over the past month with School District finance and administrative personnel.

***Follow-up from May 20, 2019 Meeting:***

- As of July 2019, there are currently 52 Special Education students. This count is not broken out between students who receive services in district as opposed to those students who attend school out of district.
- Regarding the minivan being parked at the Church parking lot; The District requests that a letter be sent by the Board of Selectmen so there is an official document on file.

- The line item regarding the overage of the School Media Specialist is due to the health insurance buy-back program that rewards staff when they have other means of health insurance benefits. (\$1,000.00)
- The historical costs of the mandatory audit fees have been as follows: SY 2016-2017: \$1,177.00, SY 2017-2018: \$10,000.00, SY 2018-2019 and moving forward: \$28,000.00

Follow-up from June 17, 2019 Meeting:

- The current School Administrative and Support Staff contracts are valid from July 1, 2019 through June 30, 2022 and the current School Teacher contracts are valid from July 1, 2019 through June 30, 2023.
- Dependent Health Insurance for school employees was covered at 100% by the Town until June 30, 2019. Effective July 1, 2019, dependent health insurance benefits will be covered by the Town with a minimal 1-2% cost share by the employee.
- Regular Education Health and Dental coverage was doubled.
- 2310.610.1.000: School Board School Supplies account is overspent due to \$372.82 being spent towards Teacher Appreciation Week. (This needs to be broken out and should have its own account number not associated with the current School Supply account.)
- The increases to the School Administrative Staff Health and Dental coverages are due to qualifying event plan changes.
- All Postage accounts are over budget. It appears the reason for this is because SpEd wasn't charged out of their account. This will have to be reevaluated by the District.
- The Principal and Administrative Salary and Benefits accounts are 10% over the bottom line. Discussion was brought up that this might be possible if the Health/Dental Insurance benefit year runs from January to December? This may explain the increases and Mary Knapp will ask about this.
- 2722.310.1.000: SpEd Contracted Services Transportation still has yet to be billed which is why this account shows no money spent YTD.
- The school buses fill up with diesel fuel and the minivan fills up with gasoline at the town pumps using a fob system that tracks each vehicle's usage. It was suggested that we use a similar system with regards to specific vehicle maintenance so reports can be run by individual vehicle.

Mary Knapp also informed the Budget Committee that she shared the concerns regarding smoking cigars at graduation with the District.

**New Business:**

Mary Knapp stated that there was no School Board meeting in the month of July so she focused on getting answers for the Old Business questions. She will follow-up on the few questions that her answers raised. It was also asked by the Budget Committee as to how many children we have enrolled in Summer School at MES and GWRSD. It is currently unknown but Mary will get the answer at the next School Board meeting on August 14, 2019.

## **Town Budget:**

Joe Bailey advised that the Town Budget's projected expenditures is 51% but the actual expenditures are lower at 44.77%.

The following issues and questions were raised and discussed by the Committee on the following Town Expense line items:

4130-40: The Advertising account is over budget due to circumstances beyond the Town's control. There have been several recent employment position postings and a slight increase in public notices that are required to be advertised.

4130-46: New Equip./Cable account made a significant jump and Joe Bailey will get a more specific answer as to why.

More discussion was brought up regarding the adjustment of the Salary accounts of the Deputy Town Clerk/Tax Collector and the Deputy SSBK and Assessing Clerk. The Deputy TC/TX account should have been approximately 25% since March instead of 51%. More inquiries need to be made as to why the accounts still seem out of sync.

4194-47: Generator account costs jumped 100% this past month due to a new service contract cost for the two (Old Town Hall and Municipal Offices Building) Town generators.

Accounts 4194-51 and 4194-54: The increases to these two Heat accounts are due to the fact that the Town receives its heating fuel on automatic delivery. Even though the heat wasn't used during these warmer months, the tanks were filled in May. They shouldn't need to be refilled until sometime in November.

4220-26: Fire Contract Services account is still under budget but had a more than 40% jump this month. Joe Bailey offered that this could be due to recharging and recertification of the fire extinguishers and/or the SCBA equipment.

4311-04: Highway OT account is still accruing expenses month to month even though there shouldn't be a need for Overtime in the month of June. Currently at 122.25%.

4311-26: Highway On-Call account is also over budget at 68.23%.

4311-32: Highway Seasonal account is typically an account that would accrue expenses November-April and not in the month of June but it is currently 61.69%.

Joe Bailey said that there were a couple of privacy issues that he couldn't discuss openly but that he will get more definitive answers for the next Budget Committee meeting.

4323-03: Hazardous Waste account went from 0% to 102.71% expended this month. Joe Bailey said it is due to the residents using the Turn Key landfill as part of the Hazardous Waste clean up day held in May.

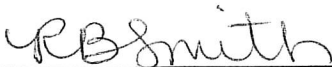
6120-01: Misc. Fees/Charges increased 40 cents this month but it is unknown as to why any money was expended from this account. Joe Bailey will follow-up on this.

Joe Bailey informed the Budget Committee that the Town received their first check in the amount of \$7,400.00 from AT&T. \$5,000.00 sign-on bonus for allowing the cell tower to be erected in Town and \$2,400.00 for the first two months now that construction is well under way. The revenue going forward will be a monthly rental of \$1,200.00. The cell tower concrete pad has been completed and the steel is on site. There is still no firm date as to when the tower will be operational. The Town also received a check in the amount of \$33,000.00 for three years of back taxes on a property that was finally sold.

Joe Bailey also advised that the 3% Town employee raises have been issued and they were retroactive going back to January 1, 2019. The fund balance currently stands at approximately \$1.1 million dollars.

A motion to adjourn was offered by Joe Bailey, and seconded by Roxanne Tufts-Keegan, the committee voted, motion passed (6-0-0) at 7:45p.m.

Respectfully Submitted by:



---

Rebecca Brownell-Smith, Secretary, Budget Committee