

Town of Middleton, NH
Budget Committee Meeting

June 17, 2019

Attendance:

Budget Committee:

Joe Bailey, BOS Representative	Becca Brownell-Smith, BC Secretary
Tracy Donovan-Laviolette, BC Member	Scott Ferguson, BC Vice Chair
Bonnie Gagnon, BC Member	Janet Kalar, SLVD Representative
Mary Knapp, School Board Rep.	Roxanne Tufts-Keegan, BC Chair

6:35 p.m.– Meeting called to order by Roxanne Tufts-Keegan.

Pledge of Allegiance

Old Business:

Budget Committee minutes from the May 20, 2019 meeting were reviewed by the Committee. Mary Knapp motioned to accept the minutes as a final draft; Bonnie Gagnon seconded. Scott Ferguson and Janet Kalar abstained as they were absent from the last meeting. Motion passed (6-0-2)

New Business:

Roxanne Tufts-Keegan recommended starting the meeting with the review of the School Budget first. Bonnie Gagnon attended the Kingswood Regional High School graduation on June 15, 2019 and was concerned by the lack of regard from the adults and staff allowing graduates, some of whom were under the age of 18, smoking cigars on school grounds in celebration. Mary Knapp advised that she would address the Committee's concerns directly with the SAU. Mary Knapp informed the Committee that there will be no School Board meeting in the month of July. Mary Knapp also advised that Middleton Elementary purchased the appropriate video equipment for multiple purposes, including recording the School Board meetings as the Town does.

School Budget:

Mary Knapp brought all the questions from the Committee to the School Board and School Staff and the answers were brought back to the Committee for follow-up.

Accounts 1100.211.1.000, 1100.212.1.000, 1200.211.1.032, 1200.212.1.032, 2410.211.1.000, and 2410.212.1.000: Mary advised that the Town currently pays 100% of red plan health benefits. Previously, it was also asked what percentage the Town pays for

Substitute Staff benefits. There are no insurance benefits for Substitute Staff.

2220.100.1.000: The over expenditure of the Library Media Specialist will be readdressed by Mary Knapp.

2310.310.0.000, 2310.310.1.000: Contracted Services are GASB requirement and a number that cannot be altered.

2620.430.1.000: Building Repairs remains \$333.74 over expended. Mary Knapp informed the Committee that the reasons for this were minor heating and electrical repairs over the winter and Joe Bailey also stated that the lawn mower needed a repair. The School does not have any building post-construction warranties.

2722.310.1.000: Contracted Transportation Services shows no expenditures. Mary Knapp informed the Committee that the GWRSD bus rental rate is \$50 per day, but that these services had not yet been billed.

The Committee discussed the need for the Middleton SAU mini-van has got to start parking in the school parking lot due to the fact the church parking lot will no longer be plowed by the Town in the winter. It was also noted that this would also be a deterrent to vandalism or theft because of the well-lit visibility. Reasons for this were explained and Mary Knapp will bring this issue before the School Board and Staff again.

The full-size Middleton school bus has been used for SPED transportation to save time in between the morning and afternoon bus runs.

The new full-size bus will be in service effective July 1, 2019. The signing of the lease agreement took place at the School Board meeting in May.

Mary Kanpp informed the Committee that the School uses the same auditing firm as the Town. (Vachon, Coakley, and Co., CP)

Mary Knapp also spoke with the School Staff and the School Budget spreadsheet will be modified to include a "percentage expended" column like the Town Budget spreadsheet.

2740.430.1.000: Repair Vehicles account is now \$21,145.77 over expended. Mary Knapp brought the Committee suggestion to the School Board that this column be broken out by individual vehicles and that will be implemented on the new FY School Budget spreadsheet.

Mary Knapp explained that there are currently three School Staff contracts in effect. She will inquire as to when the Salary and Union contracts are up.

Town Budget:

Joe Bailey advised that the Town Budget is projected expenditures of 44.23% but the actual expenditures are lower at 37.41%.

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

Accounts 4130-66 and 4130-70 are nearly expended due to the new ISP pre-paid service contracts. There shouldn't be any more funds expended from these accounts.

4249-55: Mortgage Search fees are \$30.00 over expended due to a rate increase at the Strafford County Register of Deeds. This is a non-recurring expense.

4152-17: Assessing and Workshop Fees are over expended by \$79.45 due to new Deputy TC/TX training.

4191-11: Strafford Reg. Plan is a proportioned expense that is paid by all 23 towns in Strafford County

4194-47: This account description of Generator encompasses a service contract cost for the Town generator.

4210-50: Police Uniforms has a significant increase due to the hiring of a new full-time Police Officer.

Discussion regarding Police personnel was had and Joe Bailey advised that the official retirement of Chief Blodgett is effective July 9, 2019 and that former Police Chief Sobel has agreed to step in as Interim Chief while new police personnel are interviewed and hired. A full-time Police Officer has been placed on unpaid leave and his official resignation date is effective on July 8, 2019.

**** 7:15 p.m.- Janet Kalar recused herself from the remainder of the meeting due to prior commitment. ****

4210-55: Police Vehicle Maintenance and Repairs are 61.53% expended this month due to unforeseen and necessary repairs to the ACO vehicle.

4215.06: EMS Vehicle Maintenance is at 298.61% expended due to the new ambulance radio installation.

4711-04: 2015 Highway Truck Principal Payments are at 97.14% expended but this is an annual cost and no further funds from this account should be expended.

6120-00: Bank Service Charges is a newly added line item. Joe Bailey advised this was due to a bank fee charge for the passing of a counterfeit twenty-dollar bill at the Town Offices.

Joe Bailey will follow-up on the following items for the next Budget Committee meeting:

- Town Vehicle Contracts
- Account 4150-10: On-call Highway pay for the months of April and May

- Updates for the Cell Tower construction and concrete pour

A motion to adjourn was offered by Bonnie Gagnon, and seconded by Becca Brownell-Smith, the committee voted, motion passed (7-0-0) at 7:38: p.m.

Respectfully Submitted by:



Rebecca Brownell-Smith, Secretary, Budget Committee