

**Middleton Budget Committee Meeting**  
**September 20, 2021**

**Board Members:**

Budget Committee:

Roxanne Tufts-Keegan – Chair

Tracy Donovan-Laviolette

Bonnie Gagnon

Laura Parker – Vice Chair

Representatives:

Mary Knapp -School Rep

Janet Kalar – SLVD Rep

Absent: Kara Boisvert, Mike Boisvert

Meeting called to order at 6:34 PM by Roxanne Tufts-Keegan.

Roxanne Tufts-Keegan stated that Mike Boisvert announced at the last selectmen's meeting that Kara Boisvert would be resigning due to taking a new job in the Municipal Office. Roxanne has not received anything in writing from Kara and can not take Mike's comment as a resignation. There was discussion about conflict of the two jobs and if a resignation was needed if she was only part time.

**Old Business:**

Mary Knapp motioned to accept the minutes from the 8/16/21 meeting. Laura Parker seconded, all in favor.

Roxanne Tufts-Keegan presented answers to questions from the last meeting, given to her from Mike Boisvert.

School fuel paid June 21, 2021.

Assessor line was corrected, a 2020 bill was in there.

Raises were given at the last selectmen's meeting.

Police full and part time lines are being corrected.

Dept. heads are now receiving their portions of the budget to review.

Legal gets paid when they send invoices.

Welfare salary line will be corrected. People were paid out of that that shouldn't have.

The health and welfare were merged into one position.

Police secretary was hired within so no posting. They will be paid the same as person leaving position.

Laura Parker asked if the town employee's that have left will be getting the raises from January 1 until last day of employment. Roxanne will ask the BOS.

### **New Business:**

New e-mail address for the BC. [budgetcommittee@middletonnh.gov](mailto:budgetcommittee@middletonnh.gov)

Mary Knapp asked if she should send the school budgets to this e-mail. Yes.

There was a discussion on the dept heads receiving their budgets, they will only receive their portion of the budget. Dept heads should review their budgets and make corrections as necessary. It is the responsibility of each dept to review and correct any mistakes and resubmit.

Andrea Bowden stated that the EMS went through their budget line for line, last month and found errors. She is not sure if they were corrected.

It was asked if anyone but the BC chair would have access to the board's e-mail. Laura Parker, vice chair, stated she could check it if Roxanne was unable to.

Laura Parker asked if anyone had done the budget training, she did and will send out the supplements to the Basic Laws of Budgeting.

## Town Budget:

The town should be at about 66% expended as of the end of August.

It was asked if the town budget reports have the dates put on them.

Questions to be submitted to the BOS for review:

1. How often does the town bill the school for fuel?
2. Is the town providing checks for the former highway employees for the retro pay?
3. Line 4130-10-exe Office telephone. Can you provide an explanation of why this line is 143.36% expended?
4. Line 4130-15-exe Office supplies. Can you provide an explanation of why this line is 144.75% expended?
5. Why are there 2 Town Meeting lines? 4140-23 and 4140-32. There should only be one line.
6. Line 4155-10- adm Health Ins. Can you provide an explanation of why this line is so low, only 37.98% expended. Is this paid monthly? This line did not change from July to August.
7. Line 4155-15-adm Dental Ins. Can you provide an explanation of why this line is so low, only 26.10% expended. Is this paid monthly? This line did not change from July to August.
8. Line 4194-43-gov Repairs Highway Garage. Can you provide explanation of why this line is 750% expended?
9. Line 4194-49-gov Building & Maintenance. Can you provide explanation of why this line is 399.641% expended?
10. Do you know why the 4 heat lines (4194-51 -gov, 4294-52 -gov, 4194-53 -gov and 4194-54 -gov) are high?
11. When do you anticipate the corrections to be made to the Police lines (4210-12 – pol, 4210-15 – pol, & 4210-20 -pol). This will be sent to the department head as well.
12. Line 4210-45 -pol Training. Can you provide explanation of why this line is 120.38% expended? This will be sent to department head as well.
13. Line 4210-52- pol Chief's Uniform. Can you provide explanation of why this line is 250.78% expended? This will be sent to department head as well.
14. Line 4210-75- pol Misc. There shouldn't be a miscellaneous line. This will be sent to department head.
15. Line 4230-00 Dog Fines. This is not a budgeted line item. It should not be on the expenditure report.
16. Line 4311-03- hwy Truck Driver Labor. This is not a budgeted line item. It should not be one the expenditure report. This will be sent to the department head as well.

17. Line 4900-40 Highway Block Grant. There shouldn't be anything expended from this line. The \$80 should probably be expended from line 4311-30-hwy. Hwy Block Grant in the Highway section of the budget. This will be sent to department head.

Some of these questions are outstanding from prior BC meetings. The BC is trying to get this all corrected before we head into the 2022 budget.

Tracy Donovan-Lavolette stated she requested a 91-A for a break down of police pay.

It was asked if there were police contracts on the completion of EMS training. Do the police receive an increase of pay for completing the course, or only if they pass the test? There is no contract with the Police Department for EMT coverage.

Rescue training line expenditures:

1/31/21 NHCP Rescue Training.... \$1,899.99.

2/1/21 NH CPR ..... \$649.99

2/28/21 CPR..... \$228.

CPR..... \$12.95

2/28/21 NHCI.... \$114.98

3/03/21 NHCP...\$359.98

3/10/21 NHCP...\$114.98

4/19/21 Michael Green ...\$235.

Mary Knapp asked if anything was being done for the cleaning of the FD gear? No money has been budgeted for a washer/dryer.

Mary Knapp asked if there was money that could be expended for the BC to purchase a recorder to record the meetings for taking minutes.

It was asked What is the Misc Revenue? Laura stated it could be the Holiday checks.

Middleton will be receiving a total of \$192,420. From the ARPA funds. We have received the first payment in the amount of \$96,209.79. There are specific ways this money can be spent. Laura Parker stated we just needed a public hearing to accept the funds, it can be done at a BOS meeting.

School Budget:

We have not yet received the MS 737 to sign, it should be coming soon.

The school ended the year with \$372,000 left in the budget. The warrant articles, \$28,000, should be able to be paid out of this. 2% of the amount left will be coming back to help offset the fall tax rate.

Disability-Reg Ed line is way over, 246.60%, why? Is this due to life insurance being added?

Wages-sped-summer, \$4,050. This will be paid from the Esser Grant but needs to be shown as an expenditure. Kindergarten teacher will also be paid from this grant.

Mary Knapp asked why does the school hire someone for snow removal instead of having the town crew do it? The former road agent said they did not have time to do it, this should be reviewed again to see if it would be cost effective.

Roxanne Tufts-Keegan asked of often is the school billed for fuel? Laura Parker answered it was quarterly or at least it used to be.

Tracy Donovan-Laviolette asked if there were plans yet for the dept head meeting. This should be done in October. Roxanne Tufts-Keegan said she would reach out the them and try to get a date planned.

Bonnie Gagnon made a motion to adjourn at 7:46 pm. Mary Knapp seconded.

Respectfully submitted,

Bonnie Gagnon