

Public Hearing for the Sunrise Lake Village District (SLVD) Budget 2020

MIDDLETON BUDGET COMMITTEE

May 5, 2020

Roxanne Tufts-Keegan called to Order/Open the meeting for the Public Hearing of the 2020 Sunrise Lake Village District at 6:32pm.

The Public Hearing and Budget Committee meeting was held via conference call due to COVID-19 restrictions.

Budget Committee Members:

Roxanne Tufts-Keegan, Chair
Scott Ferguson
Janet Kalar, SLVD rep
Joe Varga, BOS Rep

Bonnie Gagnon
Laura Parker, vice chair
Mary Knapp, School Board Rep

Laura questioned whether the SLVD public hearing was posted correctly and would it be a legal public hearing because the forum of the meeting changed from face to face meeting at the Old Town Hall to a conference call. Roxanne stated she had spoke with Michelle Clark regarding the forum change and Michelle verified the public meeting would be considered legal. Roxanne said she went to the OTH and waited to see if anyone would show up and to let them know the forum of the meeting has been changed to a conference call. She stated no one had shown up.

Prior to discussing the SLVD budget, Roxanne commented that Becca Brownelle-Smith resigned from the budget committee and her vacancy needed to be filled. Bonnie Gagnon made the motion for Tracy Donovan-Laviolette to fill the vacant position. Scott Ferguson seconded the motion. There was discussion about how the vacancy should be filled. Roxanne commented that Tracy was on the ballot for the previous election and she had received the next highest votes. She had previously was a budget committee member and is familiar with the process. The Budget Committee voted, and the motion was passed 7-0-0. Tracy had been sworn in prior to the meeting. She did not participate in any voting during the public hearing.

The 2020 SLVD Budget was the discussed by Articles.

- Article 1 – To nominate and elect officers as follows: one Commissioner for the term of three years and until a successor is duly authorized, on Auditor for the term of three years and until a successor is duly authorized.
Scott Ferguson made the motion to accept Article 1 as read. Mary Knapp seconded the motion. There was no discussion. The budget committee voted, and the motion passed 7-0-0.
- Article 2 – To see if the Village District will vote to raise and appropriate the sum of \$47,212 for operating expenses as follows:

Administration	\$ 900
Legal	\$ 500
Operation & Maintenance (SLVD)	\$ 6,000
Dam Registration	\$ 1,500
Bond Debt (Principal & Interest due 8/19)	\$ 36,476
Bond Debt (Interest paid 2/19)	<u>\$ 1,836</u>
Total	\$ 47,212

Laura asked what items went into the Administration line. Jerri Waitt stated this line comprised of copies of the Emergency Action plan, copies of the annual report, payments to the supervisors of the checklist and moderator. Brittney Baylor asked about the EAP and Jerri provided the list of departments and agencies who receive the EAP. It was noted the legal line decreased from \$800 to \$500. Roxanne asked what made up the Operation & Maintenance line. Jerri commented this was for maintenance of the damn and included mowing, aerating, seeding, and repairs to fencing. Jerri stated the mowing, aerating, and seeding was completed from April to October. Laura asked about insurance coverage for the person who was completing the maintenance. Jerri stated the individual had insurance coverage. Laura asked why this line increased from last when last year's funds were not all expended. Jerri commented there are additional repairs to an existing fence that need to be completed. Bonnie asked if any maintenance had been completed yet this year. Jerri said that seeding and aerating had been completed in April. Mary asked who does the maintenance. Jerri state it was completed by Ken Kalar who lives in the SLVD.

Laura Parker made the motion to accept Article 2 as read. Scott Ferguson seconded the motion. The budget committee voted, and the motion passed 7-0-0.

- Article 3 – To see if the Village District will vote to raise and appropriate the sum of \$5,000 for Liability Insurance, these funds to come from the 2019 unreserved fund balance. There was not discussion. Mary Knapp made the motion to accept Article 3 as read. Laura Parker seconded the motion. The budget committee voted, and the motion passed 7-0-0.
- Article 4 – To see if the Village District will vote to raise and appropriate the sum of \$1,000 to be added to The Sunrise Lake Village District Dam Repairs expendable trust fund, these funds to come from the 2019 unreserved fund balance. Roxanne asked what the current balance of the unreserve fund balance. Janet stated it was approximately \$8,000. Mary Knapp made the motion to accept Article 4 as read. Laura Parker seconded the motion. The budget committee voted, and the motion passed 7-0-0.

There was discussion about the Annual Meeting document the budget committee received which provided the Articles to be reviewed and voted on. It was noted this document is not a Budget committee document and was being used for the articles only. The SLVD puts this document together and the document was not complete and could not be completed until the Public Hearing by the budget

committee. Jerri state this would be posted with the MS-737 form prior to the SLVD annual meeting in accordance with the posting guidelines.

Bonnie commented about the timing of receiving the SLVD documents. She stated the documents were received just prior to the meeting and did not provide much time to review before the meeting.

Bonnie Gagnon made the motion to close the Public Hearing for the SLVD. Joe Varga seconded the motion. The budget committee voted, and the motion passed, 7-0-0.

The SLVD public hearing was closed at 7:15pm.

The Budget Committee resumed the regularly scheduled meeting.

Mary Knapp made a motion to accept the March 16, 2020 Budget Committee minutes as read. Scott Ferguson seconded the motion. The budget committee voted, and the motion passed, 6-0-1.

The Budget committee discussed the School Budget.

Mary had provided the 3/31/2020 MES budget to all committee members and accepted question prior to the meeting. Roxanne had asked the following questions and Mary got responses from Kathy O'Blene.

Middleton Budget Committee Meeting for April 2020

How is the situation with COVID-19 affecting the budget? The April report may provide some insight to this since that would be the first month with the school shut down.

It might not since invoices are received after the month is complete such as electricity. I am watching all of the utility lines. There will be a few lines that we will see unexpected cost savings, such as the electricity line, the fuel line for the buses. We should see some savings in the copier line, health services, which is the contract with Huggins Hospital.

Based on where we are in the school year for the March budget, we would be at 75%. The March school report shows 76.44%.

Not all expenditures happen equally each month, fall months might contain more purchase of supplies, summer months contain the full payment for the Property and Liability Insurance. Twice a year the bond debt payment is due, winter months see higher fuel and snow plowing cost. Just know the end amount in June will not be over 100% as that would be over expending the budget.

Scott thanked Mary for following up with Kathy with questions the budget committed provided. Scott commented about the responses from the SAU as being vague and information was not transparent. He said the answers for funding and spending questions were vague. Mary commented that she repeatedly as the questions and those are those are the responses she has been given. Laura commented that the staff was still being paid and other lines would increase. Bonnie commented about the raises the

teachers received and how the budget committee did not recommend those raises. Janet stated that the Budget Balance as of 3/31 was \$1.1 million and still only had 4 months left until the end of the budget year. Tracy asked about the ability to decrease lines and what lines the money for the raises came from. Roxanne state that lines can be decreased but once the Public Hearing is completed lines cannot be decreased unless another Public Hearing is held. There was discussion about the pay increases for the teachers. Joe commented that Wakefield put together a separate warrant article for raises that did not include the step raise. Brittney Baylor commented about the budget being a bottom-line budget and how money can be used from other lines to fund the raises. Tracy asked that the SAU questions and responses be included with the minutes for each meeting. The Budget Committee discussed the Town budget.

Roxanne had commented she had sent an email regarding the following lines on the town report; all cell phone lines, office telephone, and all electricity. Joe stated the cell phone stipend had not fully been implemented and that was causing the line to be over budget. The office telephone line includes internet. They will be working on breaking that out from the telephone line. Joe said the highway electricity line may be high because of using the welder. He also commented that the townhall and fire electricity bills are combined. Bonnie asked about the Re-cycle line and Joe commented the money in that line would be moved to office supplies. The amount is for iron mountain shredding. Janet state the supervisor's lines was overspent and should not be. Joe is going to check to see what items have been posted to this line. Joe stated the policy overtime line is over budget due to and officer being on active duty. Mary commented it was especially useful to get the budgets ahead time to be able to review before the meeting. Joe stated the reason for AC mileage line was due to the AC town vehicle was in for repairs and the AC officer had to use her own vehicle. Scott noted there was no money spent on the AC vehicle line and the repairs could be coming through the police vehicle maint/repair line. Joe commented about the Highway overtime and Highway seasonal should be at approximately 37% and the BOS are looking into these two lines. It was state the Highway department were given two weeks off with pay due to COVID-19. Bonnie asked about the new Garbage contract. Joe stated the new contract starts July 1, Tuesday would most likely be the day for pickup, and there is no recycling. Laura asked if the town was paying Hazard pay to all employees. Joe stated the only departments receiving Hazard pay was the Police, Fire, and EMS. This may be reimbursed from FEMA. Scott stated that Fire and EMA are available for \$300 (full time) or \$150 (part time) weekly stipend from the State. Laura commented there is currently no details on how to handle the stipends. Brittney said NH will reimburse for all COVID-19 expenses. Laura stated reimbursements were for only specific items. Tracy asked when did the Hazard pay start. It was stated it started when the state of emergency was put into place by the governor. Joe said the BOS would be discussing the hazard pay at the 5/6/2020 BOS meeting. Laura commented the state stipends (\$300 or \$150) was effective 5/4/2020. Scott said the department heads need to submit a weekly roster for the stipend. This is effective through the end of June. Laura stated the Care Act which covers COVID-19 expenses for the March and April timeframe. The submission deadline date for this is June 1st.

Mary asked about the June meeting. Roxanne said she would continue to monitor the meeting restrictions in place by the state and determine how to meet closer to the meeting date.

Scott Ferguson made a motion to close the meeting. Joe Varga seconded the motion. The budget committee voted, and the motion passed 7-0-0. The meeting was closed at 8:20pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Roxanne Tufts-Keegan", with a long horizontal flourish extending to the right.

Roxanne Tufts-Keegan
Budget Committee Chair