

Town of Middleton, NH  
Budget Committee Meeting

**September 16, 2019**

**Attendance:**

***Budget Committee:***

Joe Bailey, BOS Representative  
Tracy Donovan-Laviolette, BC Member  
Bonnie Gagnon, BC Member  
Mary Knapp, School Board Rep.

Becca Brownell-Smith, BC Secretary  
Scott Ferguson, BC Vice Chair  
Janet Kalar, SLVD Representative  
Roxanne Tufts-Keegan, BC Chair

6:29 p.m.— Meeting called to order by Roxanne Tufts-Keegan.

Pledge of Allegiance

**Old Business:**

Budget Committee minutes from the August 19, 2019 meeting were reviewed by the Committee. Bonnie Gagnon motioned to accept the minutes as a final draft; Scott Ferguson seconded. Mary Knapp abstained as she was not part of that meeting. Motion passed (7-0-1)

**New Business:**

**School Budget:**

It was believed that the School Budget that the Committee received was the final numbers for the 2018-2019 School Year. Mary Knapp provided the Committee with a handout addressing a few outstanding questions that the Committee was seeking answers to. As to the accurate count of the "out-of-district" SpEd children, as of July 2019, there were 52 children receiving SpEd services. Four of those children were sent "out-of-district". With regards to the accurate numbers of the school employee's health and dental insurance premium cost-sharing; per the three collective bargaining agreements, they are as follows:

SY 2019-2020: Administrative Staff- 2%, Staff (Teachers)- 3%, Support Staff- 2%  
SY 2020-2021: Administrative Staff- 2.5%, Staff (Teachers)- 5%, Support Staff- 2.5%  
SY 2021-2022: Administrative Staff- 3%, Staff (Teachers) 7%, Support Staff- 2.5%

Account 2310.610.1.000: Supplies-Office was overspent by 28.40%. Mary Knapp was advised that this was due to "Teacher Appreciation Week" purchases. It was recommended by members of the Committee that this line item be decreased for the next budget.

With regards to the question of open enrollment for all School District staff, this occurs July 1<sup>st</sup>. Notices are sent out to staff in mid-May if they wish to make any changes to their plan type or size.

The Committee asked that Mary Knapp find out what the GWRSD maintenance garage charges for routine bus and van maintenance services versus what Diprizio GMC charges the School District.

Also, Mary was tasked to find out if the mechanics at the GWRSD are certified for diesel vehicle and school bus repairs.

### **Town Budget:**

Joe Bailey advised that the Town Budget's projected expenditures are 69.12% but the actual expenditures are lower at 55.43%.

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

4130-05: Selectmen's Secretary Salary account increased by 20% because the employee was leaving employment and owed for unused vacation leave.

4130-06: Deputy Selectmen's Secretary Salary account increased by 27% because of the on-the-job training that took place to replace the employee that was leaving employment.

4130-35: Executive Resource Materials account is currently at 209.47%, a 60% increase from last month. Joe Bailey will follow-up as to where that money was spent.

4130-46: The Executive New Equip./Cable budget is at 75.70% believed to be due to a new Town ID badge maker and new computer. Joe Bailey to follow-up on this item.

4130-70: The Executive Computer/Support is at 93.84% due to a \$15,000.00 contract for Sage and Peachtree software platforms.

4130-78: Website account had \$1,279.00 spent in August. Joe Bailey will follow-up on this accounts' expenditures as well.

4140-46: Accuvote Machine account was determined to be specifically over budget by \$656.00 due to a bill paid for 2018.

4152-17: Assessing Dues/Workshop Dues decreased from 158.75% expended in July to 121.25% in August. It is believed that the expenses were initially miscategorized and properly reallocated the following month. Joe Bailey will follow-up.

4191-19: Planning Board Clerk account was corrected from the July 2019 budget from 86.47% to 49.98% due to expenditures taken out of the wrong line item budget.

4193-19: ZBA Newspaper Notice account increased by 75.48% and is over expended currently. However, Joe Bailey said that these funds will be offset later and put back as revenue.

42110-10: Police Chief Salary account increased by \$9,000.00 due to Interim Chief pay and payout for unused vacation leave and wages to the former Police Chief.

4210-15: Police Part-Time account is over expended and increased by 39% this month due to the Town being down two Full-Time Police Officer positions.

4210-20: Police Overtime account increased by 20% this month also due to the two vacant Full-Time

Police Officer positions.

With reference to the Police Department budget, Scott Ferguson informed the Committee that the US Department of Justice has a "Vest Partnership" grant program. This program provides a 50% reimbursement for the cost of bullet-proof vests for our police officers with a relatively basic grant application.

4215-05: EMS Equip. Purchase account is at 132.65% due to installation of the new ambulance's radio.

4215-06: EMS Vehicle Maintenance account is at 313.89% due to the purchase of the new ambulance's radio.

4220-12: Gasoline account is over budget at 107.86% because the new ambulance runs on gasoline which was not known when the current budget was created. This should create a cost savings in the Diesel account.

4311-04: Highway Overtime account is currently at 127.06% due to the Town having two vacant Highway employee positions.

4311-22: Highway Shop Supplies account is slightly higher than the projected expenditures at 78.35%. This could be due to the purchasing of supplies in bulk as other departments do. Joe Bailey will follow-up.

4311-26: Highway On-Call-Pay account increased this month and is at 82.29%. This was questioned by the Committee and Joe Bailey said he would look into this.

4323-04: Re-cycle account had expenditures this month. The Town will receive an "off-set" from Waste Management for this.

4414-01: ACO Salary account had an increase of 32.51% this month (Though it should be noted it is still below the projected budget for the year at 62.93%. This is due to lump sum retroactive raise wages.

4415-14: Strafford Nutrition and Meals account is at 100% this month. This is due to the annual fee for the Strafford Meals on Wheels Program.

4520-03: Beach Maintenance account had expenditures this month due to summer raking and beach clean-up.

4900-19: FD Addition account is over budget by \$1,048.24. This was questioned by the Committee and it was explained that the \$10,000.00 line item budget was only the amount the Town voted to approve for this year. Joe Bailey explained that there were already additional funds in the Capital Reserve that were approved in previous years.

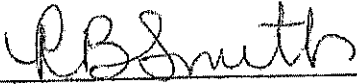
The Committee was advised of progress on the Fire Addition and due to diligent spending and some citizens volunteering their own hours, the Fire Department Addition is actual under budget at this time.

4900-35: CRF Highway Building account had minor expenses due to couplings being installed.

At the next Budget Committee meeting on October 21, 2019 the Committee will be discussing dates to begin the new School Budget.

A motion to adjourn was offered by Bonnie Gagnon, and seconded by Becca Brownell-Smith, the committee voted, motion passed (8-0-0) at 7:42p.m.

Respectfully Submitted by:



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Rebecca Brownell-Smith, Secretary, Budget Committee