

Town of Effingham
Budget Committee
January 19, 2016

Present: Paul Bartoswicz, Mike Pilkovsky, Jim Morris, Leo Racine, Dave Strauss & Bill Piekut.

Excused:

Select Board Present: T. Eldridge, L. Edwards, H Spencer

Admin. Asst. Present: C. Lamphier

1. Meeting		Called to order 6:45 p.m.
2. Budget Committee.	Discussion	Decided on covering selectman's budget line item by line item.
3. Selectmen's Budget	4130-Executive	<p>Question Why Admin and Clerical salaries are different from last year. Selectmen (SM) responded Admin had performed additional hours and not all Clerical hours were used as position was not manned full time. Additionally both had received a 1.5% increase per new cost of living policy.</p> <p>Question if Admin position was salary or hourly. SM stated hourly.</p> <p>Question when Admin position was made and if all budget members were aware of a position with this new title. SM noted this was done at one of the select board meetings. Some budget members spoke of being aware of this change.</p> <p>Question on rising costs of Web position. SM stated they are seeing more requests for the web services which has caused more time for the position to enter and maintain the website.</p> <p>Question if there is a limit on Web requests. SM responded not at this time as no unreasonable request has been made.</p> <p>Question on SM salary reduction from 20K to 18K. SM detailed that one week will be taken off and it has been agreed to reduce the salary to reflect this.</p>
	Discussion	Duties of the SM and how some of those duties have now been hired such as the cemetery trustee. Additionally performance of duties was discussed.
	Motion	<p>To reduce SM salary from 18K to 15K Majority approved.</p> <p>Question on town printing increase. SM responded that requests for a more detailed town report have caused an increase.</p>

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<p>3. Selectmen's Budget. Continued</p>	<p>4130-Executive continued</p>	<p>Concerning if SM had looked at other towns for the cost of administrative services to see if our town costs were comparative. In addition if outsourcing was more cost effective. SM detailed the options and stated they had looked at other towns costs and felt we are comparative.</p>
	<p>Discussion</p>	<p>SM detailed the auditor's functions.</p> <p>Budget committee had no questions</p>
	<p>4150- Financial Admin.</p>	<p>SM detailed about level funding.</p> <p>Question about the previous budget year having a 39K increase from what the budget committee had presented last year. Admin. Asst detailed how the total cost for assessing is spread out over five years.</p>
	<p>4152- Assessing</p>	<p>Question why the increase and if additional services were needed. SM detailed info on Marist, lien closures and consultations that were required.</p>
	<p>4153-Legal</p>	<p>Budget committee had no questions</p>
	<p>4155-Payroll expenses</p>	<p>Question about the 19K increase. SM detailed that prior year's funds had been taken from the trust fund for building maintenance. This increase reflects the actual funds needed based on prior years figures. This would prevent the premature depletion of the trust fund.</p>
	<p>4194-Municipal buildings</p>	<p>Question about the SM having a multi-year engineered plan in place. SM acknowledged a firm had been presented to them for this but it had not been acted on. Previous year's history is what has been used. It was requested the SM act on having a multi-year engineered plan so that the budget committee could accurately budget for what would be projected.</p>
	<p>Discussion</p>	<p>Question On maintenance and material usage such as posts. SM provided detail.</p> <p>Usage of funds for material other than its intended use.</p>

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<p>3. Selectmen's Budget. Continued</p>	4196- Insurance fees	SM detailed the current policy in place. New hires pay 10% of costs and current employees continue to receive 100% paid.
	Discussion	Concerning property liability increase. SM covered that the existing company is no longer handling this type of insurance and they will be force into an insurance pool.
	4197- Advertising & regional dues	Budget committee had no questions
	4200-Public safety	Question about the number of transports. SM did not have the figures but noted per contract the company will be disclosing the info.
	Discussion	Concerning the drop in contract price. SM stated this is per the negotiated contract.
	4312- Highways & streets	SM detailed the new road plan that is in place and why green mtn road was not done (bids higher than expected). Additionally bridge work will be a higher priority. Detailed what additional needs are required on roads. Noted that the 15K requested will not complete next years projected road projects as bridge funding put the road plan off by one year.
		Question about additional needs. SM detailed which sections required paving and crack sealing.
	Discussion	Concerning road plan and if additional funding should be provided. Budget committee/SM will discuss at a future meeting.
		Question why the road contractor was 27,805 over budget. SM detailed that storm damage caused emergent work.
Discussion	Concerning the road contractor keeping the SM informed when a project is nearing the budget.	
	Question on road contractor's total concerning how much of this amount is for Molly Philbrick road. SM detailed that 10k was added to the materials line item and 6K added to the contractor line item for a total of 16K.	

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3. Selectmen's Budget. Continued	4312- Highways & streets Continued	Question why the contractor is not correcting for no fee as they were the contractor that did the cutouts. SM replied that the SM had been aware of the work thus the town has liability.
	Discussion	Concerning Molly Philbrick road cutouts pertaining to existing or newly created. What was fixed and what is left to be fixed for budgeted amount. Question if existing road contractor was going to fix the cutouts with the budgeted amount. SM answered yes. Question on how to avoid cost overruns. SM detailed the need for better communication with the road contractor. They felt the work provided met all expectations but they needed to understand the differences compared to the old contractor. SM noted they had changed member handling road work. Question concerning calcium chloride application pertaining to what is covered for the cost. SM detailed that not 100% of the road is covered only house areas/intersections and hills/slopes. Question on mowing increase. SM detailed that it is in the 2 nd year of the contract and this amount was contracted for.
	4316- Street lighting	Question concerning amount of lights. SM detailed amounts and attempts to reduce.
	4323- Solid waste collection	SM detailed work.
	4324- Solid waste disposal	Question on the solid waste stream that was implemented and why it did not provide the expected savings. SM noted container costs have risen greater than expected.
	4325- Solid waste cleanup	Question about the reduction from last year. SM noted that testing is not required this coming year.
	4442- General assistance	Question on previous spending and amounts needed. It was noted that 17K was highest amount encountered about 5-8 years ago. Budget member praised coordinator for her excellent work.
	Motion	To reduce from 20K to 17K Majority approved.

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<p>3. Selectmen's Budget. Continued</p>	<p>4445- Meals on wheels</p>	<p>Budget committee had no questions</p>
	<p>4520- Parks & recreation</p>	<p>Question on increase. SM covered in detail the program and its need.</p>
	<p>4583- Patriotic purposes</p>	<p>Question concerning decrease. SM noted that they had materials on hand that would not be required to be purchased.</p>
	<p>4711- Debt service</p>	<p>Budget committee had no questions</p>
	<p>4901- Capital outlay</p>	<p>Question on provided estimates for Stevens road bridge. SM Covered details which will lead to a request for bid.</p>
		<p>Question on the 150K from fund Bal. and the 110K from taxation compared to the road work line item (4312) reduction. SM detailed the differences.</p>
		<p>Question if the 110K and the 90K of line item 4915 could be reduced and spread out for tax impact. SM covered the work of an engineering firm and their cost projections. This detailed amounts that should be allotted for each year to meet bridge repair projected dates. SM felt this amount is needed to meet these report projections.</p>
	<p>4915- Transfer to Capital reserve funds</p>	<p>Question on fire truck#2. SM noted they are awaiting insurance information.</p>
	<p>Question on fire truck trust balance and yearly amount banked. It was noted that this fund is underfunded.</p>	
<p>4916-Transfer to trust funds</p>	<p>Question on town hall amounts as fund has approximately 40K with 5K proposed for this year.</p>	
	<p>Question on grants being applied for before starting parking lot or painting. Info was provided to for grant writers last month. SM noted that info was on hand and would look into. Discussions on holding off funding of town hall trust this year until grants were applied for.</p>	
<p>Motion</p>	<p>To reduce from 5K to zero pending grant info Majority did not approve.</p>	

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<p>3. Selectmen's Budget. Continued</p>	<p>4916-Transfer to trust funds. Continued</p> <p>Discussion</p> <p>Motion</p> <p>Total expense</p> <p>Motion</p>	<p>Exact balance of trust funds could not be determined as the bank was having problems providing info before the meeting. Usage of previous year's town report provided guidance.</p> <p>Concerning Library equipment exp. Trust. It was noted that requested amount would have trust exceed 10K. This would be approximately 20% of total budget. Additionally it was noted that amount in trust is disbursed by the library without any additional oversight by the budget committee or selectman. It was noted that with high expected school increase and high cost of bridge work banking 1/20 of a budget was not tax payer friendly. It was suggested this fund should not be greater than 10% of budget or 5K.</p> <p>To reduce from \$2300 to zero. Majority Approved</p> <p>It was noted that the 1,657,781.03 total on last year's budgeted line item was inflated by carry over funds of 39K from assessor (4512) and 240K from fire truck funding (4901). This made the total approximately 1,378,781.00. Comparing this to the factored fund balance after withdrawal of 1,407,729.00 it made a budget increase from last year of approximately 30K.</p> <p>To accept budget as amended Majority approved.</p>
<p>6. Budget Committee.</p>	<p>Discussion</p>	<p>SM asked if a reworked plan for road work is desired by the budget committee. It was agreed this would be beneficial and a meeting date of 1/26 was agreed upon.</p>
<p>Adjournment</p>		<p>Adjourned at 9:12 p.m.</p>
<p>Next Meeting</p>	<p>January 26, 2016 6:45 p.m.</p>	<p>Selectman reworked road plan budget will be discussed.</p>