

Town of Effingham
Budget Committee
October 11, 2016

Present: Mike Pilkovsky , Jim Morris, Leo Racine, Dave Strauss & Mellisa Seamans.
Excused: Paul Bartoswicz
Select Board Present:
Other(s) Present:

1. Meeting.		Called to order 6:55 p.m.
2. Approval	Motion	Approved minutes of 8/02/16. Majority approved
3. Budget Committee	Discussion	<p>It was noted that E-mail correspondence could be considered a meeting. The board discussed how to make the attempted improvement not violate the meeting rules. Chair will still obtain a monthly spreadsheet from administrator detailing items that exceed the expected percentage expended by 10%. Chair will provide to budget members to highlight problem areas.</p>
	Motion	<p>Board members will comment to chair only with NO reply to other members. All comments shall be compiled by Chair to be presented to the Administrator. No response to member's comments shall be made by Chair. Compiled information shall be presented at next scheduled meeting.</p>
	Review/ Discussion	<p>Budget to Actual spreadsheet line items dated 10/11/16. It is expected line items be in the 74% to 76% spent range.</p>
		<p>It is requested a revenue detail spreadsheet be provided for each scheduled meeting.</p>
		<p>4130 Executive It was noted that Clerical support was at 98.88%. It was discussed that the person whom holds this position also holds the Assessing clerk duties. Both salaries have to be considered for bottom line.</p>
		<p>4151 Budget Committee Advertising at 151.67%. Noted overrun was due to the formal public hearing notice and budget will need to be adjusted.</p>

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<p>4. Budget to Actual dated 10/11/2016</p>	<p>Requests</p>	<p>It is requested the following items be presented by the Chair to the Town Administrator for a detailed explanation of the cost overrun. Detail to be presented at next Budget meeting.</p> <p>4141 Checklist Supervisors Supplies/mileage-- Explanation for the 156.01%.</p> <p>4150 Financial Administration Association dues-- Explanation for the 700.0%</p> <p>4153 Legal Request more detail in the Budget to Actual spreadsheet for line item in addition to an explanation for the 142.38%.</p> <p>4191.4 Historic District Commission Request information if town will receive reimbursement from commission's savings account for expenditures. Explanation for the 130.68%.</p> <p>4194 Municipal Buildings Bldg maint/supplies/equipment-- Explanation for the 102.58%.</p> <p>4196 Insurance Fees Primex Liability/WC/UE-- Explanation for the 154.37%. It was noted 2014 expenditure was \$6500 and in 2015 it was budgeted for \$9500 with an expenditure of \$9387.05.</p> <p>4197 Advertising & Regional Dues Explanation for the 116.8%.</p> <p>4220 Fire/Rescue Department Freightliner insured repairs-- Explanation for the addition of \$2685.95 in this line item vice general fund. This addition skews the bottom line.</p> <p>4312.3 Road Maintenance Materials—Committee requests if any outstanding/future bills expected as it will affect the bottom line.</p> <p>4312.5 Winter Roads Materials Delivery—Committee requests an explanation for the separate line item breakout.</p>
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<p>4. Budget to Actual dated 10/11/2016</p>	<p>Requests</p>	<p>It is requested the following items be presented by the Chair to the Town Administrator for a detailed explanation of the cost overrun. Detail to be presented at next Budget meeting.</p> <p>4323 Solid Waste Collection Repairs & Maintenance-- Explanation for the 399.49%.</p> <p>4611.2 Conservation Commission Reimbursed land purchase exp-- Explanation for the addition of \$1000 in this line item vice general fund. This addition skews the bottom line.</p> <p>4909 Other Capital Improvement Stevens Road Bridge replacement-- Committee questions if advertising is included in this line item or is it in 4197?</p>
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5. Budget Committee	Other business Motion	<p>Covered how to handle upcoming department budgets. Suggested a schedule be provided like prior years to allow the committee to prepare and notify the public/town of impending department budget meeting.</p> <p>Received budgets from Police Department, Dog Officer, Supervisors of the checklist, Zoning Enforcement, Planning Board and ZBA. A question arose if the select board had reviewed the budgets prior to the budget committee meetings.</p> <p>To hold a meeting October 25, 2016 at 6:45pm</p> <p>Majority approved</p>
Adjournment		Adjourned at 8:20 p.m.
Next Meeting	October 25, 2016 6:45 p.m.	<p>Review Administrator comments from above line items.</p> <p>Set budget schedule for departments.</p> <p>Review updated Budget to Actual spreadsheet.</p> <p>Any other business which may arise.</p>