

Town of Effingham
Budget Committee
January 17, 2017

Present: Jim Morris, Paul Bartoswicz, Mike Pilkovsky, Leo Racine, Dave Strauss & Mellisa Seamans.

Excused:

Absent: Henry Spencer

Select Board Present: Lawrence Edwards (Budget Rep.), Lenny Espie.

Other(s) Present: (Admin Asst.) Sheryl Feirrick. (Trustee's) Karen Payne, Theresa Swanick, Carol Pfister.

1. Meeting		Called to order 6:52 p.m.
2. Approval	Motion	Approved minutes of 1/10/17. Majority approved
3. Select Board Budget	Discussion	Select Board (SB) had some changes from a work session held prior to our meeting. The Chair budget sheet was updated and handed out to all members. Add line item 4312.6 Elm street bridge maint. Fund. For \$35,000. Change line item 4312 Total to \$522K. Change line item 4312.1b to \$25K Change line item 4312 Total to \$527K. Add to line item 4916 Bridge Maintenance Exp Trust for \$5K. THIS IS A SPECIAL WARRANT ARTICLE ADDITION. Covered Fire Dept. grant request of \$186,550. Funds required if approved were \$8,883. Debated Capital Reserve Fund (CRF) for request and possible specific wording. Expendable Trust (ET) was also covered. Trustees of Trust Fund (TTF) spoke about rewording of the Fire Truck/Equipment CRF for purchase of equipment for the truck.
	Line Item 4130-Executive	Salaries--Question about the \$30K increase. It was noted that Salary from line item 4152 was transferred to this line item. Administration Assistant (AA) covered her duties. SB budget Rep. covered that the additional SB support staff was to allow a part time worker to take/record meeting minutes. Pay scale policy was discussed and SB noted that one had not been put in place.

Town of Effingham
Budget Committee
January 17, 2017

3. Select Board Budget Continued	Line Item 4130- Executive Continued	Salaries--Noted that combing the Assessor salary to SB support staff a reduction of \$4,985 was realized. SB budget Rep. covered that the new position was for 12 hours per week and stated that was approximately addition of \$6,488 yearly.
	Motion	To Accept the \$30,000 increase for SB support staff Second Majority approved Nay Vote requested recording his disapproval due to no job description.
	Line Item 4130- Executive	Town Administrator-- Question about the salary increase of 7.7%. After much debate it was noted this position had an hourly increase from 35 hours per week to 37 hours and this skewed the salary percentage increase. After calculations it was determined to be an approximate salary increase of 2%.
	Motion	To Accept Town Administrator salary increase. Second Majority approved Committee debated Town Administrator salary compared to other towns. Public interjected on the value of our Town Administrator. Chair asked SB if the Town Administrator was yearly evaluated as required by town policy. They confirmed she was not.
	Discussion	Chair polled committee if each line item needed to be moved with a motion or could it be done at the final review. Vice Chair confirmed that one motion at end was sufficient unless changes were made. Committee agreed to one motion at final review unless changes were made.
	Line Item 4150- Financial Administration	Auditors--Question on the \$16,500 increase. SB stated that Town Administrator had informed them previous bills from the 2014/2015 audit became due that were not previously paid. Debated the value of the Audit. Confirmed it was needed to obtain Bonds (if required).

Town of Effingham
Budget Committee
January 17, 2017

<p>3. Select Board Budget Continued</p>	<p>Line Item 4152- Assessing</p>	<p>Salaries--Noted salary decrease debated in line item 4130. Postage--Public noted that postage is increasing and possible need for that line item increase, Chair noted.</p>
	<p>Line Item 4153- Legal</p>	<p>Legal--SB was requested to detail where funds had been transferred to cover the over budget of \$58,504.78. SB did not have information. It was noted meetings 12/6/16 and 1/3/17 the Budget committee had made an RSA 32.10(b) request for this information and did not get the info.</p>
	<p>Line Item 4155- Payroll Expenses</p>	<p>No comment</p>
	<p>Line Item 4194- Municipal Buildings</p>	<p>Bldg maint/supplies/equipment--Question on \$3,475.84 for Library work to move tanks and roof repair. Concerns why this was not taken from ET. It was noted this is a place holder that is needed so the ET can be used. As this work was directly for the Library it was questioned why was the Municipal Building ET vice the Town Hall ET used. Noted that it should have been.</p>
	<p>Line Item 4195- Cemeteries</p>	<p>No Comment</p>
	<p>Line Item 4196- Insurance</p>	<p>No Comment</p>
	<p>Line Item 4197- Advertising & Regional Dues</p>	<p>No Comment</p>
	<p>Line Item 4200- Public Safety</p>	<p>No Comment</p>
	<p>Line Item 4312- Highway & Streets</p>	<p>4312.1b Road Reconstruction--Question on what is being done for the \$25,000. SB detailed Culvert replacements on Pine river and Philbrick roads. Ditching on Bonneyman road. Public asked if this would be a warrant article. Debated if this would be a special warrant article. THIS IS A WARRANT ARTICLE ADDITION.</p>

Town of Effingham
Budget Committee
January 17, 2017

3. Select Board Budget Continued	Line Item 4312- Highway & Streets Continued	<p>4312.3 Road Maint. Contractor—Question on the 76K requested. It was noted last year was over budget \$10K and this year \$6,637.43. The true cost was a concern as this seems to rise every year.</p> <p>It was noted that the contract was awarded with the expectation it was lower than the previous contractor. As it turns out this is not true.</p> <p>Concerns on why the SB is not controlling the cost to prevent overruns. SB detailed the two year contract and how we are billed per hour for each piece of equipment usage.</p> <p>Public added the contractor needs to know the budget limit and was concerned about contractor accountability.</p> <p>Public noted that one call for dead dog pickup cost the town \$135. Additionally the public had a concern on cost to inspect roads. SB budget rep. noted that next contract he expects the SB to perform this duty.</p> <p>Public noted that original grading cost for the contract was less than the previous contract but is over budget now. The materials that were not used seemed to indicate we did not get a good base for our roads.</p> <p>4312.5 Winter Roads—Noted contract is for three years and this is the last year. The \$239,584 is for final year of existing contract and the requested \$250,000 was an estimate of what the first year of a new contact might cost as Bids are not out.</p> <p>A sign was suggested for sand/salt public use pile as SB stated that five buckets was the expected public limit.</p> <p>4312.6 Elm Street Bridge Maintenance & Repair—New SB addition for \$35,000.</p> <p>THIS IS A SPECIAL WARRANT ARTICLE ADDITION.</p> <p>Public asked if the SB was going to rebid this as the bid received last year was not awarded. There was a concern on the last bid was only advertised for seven days. SB said they expected it to be put out for bid again.</p> <p>Noted total for 4312 is now \$527,000.</p>
	Line Item 4316- Street Lighting	No Comment

Town of Effingham
Budget Committee
January 17, 2017

3. Select Board Budget Continued	Line Item 4323- Solid Waste Collection	Salaries—Noted a drop of \$2,000 even though SB stated employee’s got a 5% raise. SB detailed currently four employees are part time and dropping to three caused the reduction. Public asked if three was necessary. SB said they are evaluating that.
		Telephone—Chair noted that the cost for phone service for the entire town was \$6,500. He has an estimate that would cover the town for \$2,500. He will meet with SB to discuss at a future date.
	Line Item 4324- Solid Waste Disposal	Disposal Containers—Question if going to the two 40 cubic yard containers has saved money. SB noted we had four 30 cubic yard containers before and when changed out it was common that they were not completely filled. SB stated we are saving money but did not have figures at hand.
	Line Item 4325- Solid Waste Clean Up	Landfill Monitoring—Question on the increase, SB stated due to change to two a year requirement. This is Water and soil testing.
	Line Item 4442- General Assistance	General Assistance—Noted \$13,515.58 under budget. It was discussed last year the committee had reduced to \$17,000 from \$20,000 because of excess surplus. Concerns of excess funding being held. It was noted that changes in state handling cases might require additional funding that has not been used. It was stated that even if this were under funded the SB would have to find funds if needed. Questions were asked why this line item did not do a budget like every other department.
	Motion	Reduce to \$14,000 Second Majority approved
	Line Item 4520- Parks & Recreation	Town of Ossipee—Question if Ossipee has confirmed the \$5,000 figure as they have a new recreation director. AA has not seen any changes and if anything we may have fewer kids using it which could reduce the cost.
	Line Item 4583- Patriotic Purposes	Patriotic Purposes—Noted costs of flags are increasing.

Town of Effingham
Budget Committee
January 17, 2017

<p>3. Select Board Budget Continued</p>	<p>Line Item 4723- TAN Interest</p>	<p>TAN Interest—Tax Anticipation Note used to pay bills if taxes are not being paid in time. Public asked what the General fund/Unreserved fund balance was. SB budget member responded it was a moving figure and he was not able to obtain that information. Budget Committee requests numbers for public hearing.</p>
	<p>Line Item 4901- Captial Outlay</p>	<p>Snow Road Capital Improvement— New SB addition for \$160,000. THIS IS A SPECIAL WARRANT ARTICLE ADDITION. Asked how the figure was obtained and SB stated that they had three options with estimates for each from Eckman Engineering. Option one just do deck replacement for \$100,000, option two replacement with no pile driving for \$150,000 to \$200,000 and option three replacement with pile driving for \$200,000 to \$250,000. Core samples will be taken to determine if pile driving is needed. SB choose option two for funding at \$160,000 and if additional funds are needed it will come from the Town Owned Bridges CRF. This fund has a balance of \$203,750.60.</p>
	<p>Line Item 4902- Vehicles/Cruiser Estimate</p>	<p>Vehicles/Cruiser Estimate--It was noted this item is the same as Line Item 4194, a place holder for drawing the funds from the Police Cruiser CRF.</p>
	<p>Line Item 4916- Transfer To Trust Funds</p>	<p>Municipal Auditing Exp Trust Funds—It was asked what the balance of the fund was. TTF responded that it was \$28,057.73.</p> <p>Municipal Bdgs Exp Trust Funds — TTF reported balance as \$34,000+.</p> <p>Police Safety Gear Exp Trust Funds — TTF reported balance as \$4,800.</p> <p>Town Hall Exp Trust Funds — TTF reported balance as \$45,000.</p> <p>Bridge Maintenance Exp Trust Fund— New SB addition for \$5,000. THIS IS A SPECIAL WARRANT ARTICLE ADDITION.</p> <p>It was noted new total for Line item 4916 as \$21,000</p>

Town of Effingham
Budget Committee
January 17, 2017

3. Select Board Budget Continued	Motion	To Accept Select Board budget as modified above for \$1,449,181.00. Second Majority approved
4. Budget Committee	Discussion Motion	It was asked where the 2014/2015 audits stood if the town did need to obtain a bond. It should be noted that yearly town audits are separate from this type of audit. SB noted that both 2014 and 2015 audits had “Draft” on them. It was suggested that once these audits are complete Line Item 4150 for Auditors would no longer be needed. Committee agreed not to modify Line Item 4150 and if a change was needed it could be done at town meeting. To Adjourn Second Majority approved
Adjournment		Adjourned at 9:50 p.m.
Next Meeting	February 09, 2017 6:30 p.m.	Budget for Public meeting will be discussed. Any other business which may arise.
	February 09, 2017 7:00 p.m.	Public meeting for Budget.