

Town of Effingham
Budget Committee
April 18, 2017

Present: Jim Morris, Paul Bartoswicz, Leo Racine, Dave Strauss, Mellisa Seamans & Jory Augenti

Excused:

Absent:

Select Board Present: John Meisner (Budget Rep.), Henry Spenser & Lenny Espie

Other(s) Present: Admin. Claudia Lamphier, Office Asst. Cheryle Feirick.

1. Meeting		Called to order 6:33 p.m.
2. Approval	Motion/2nd	Approved minutes of 2/16/17. Majority approved
3. Budget Committee	Motion/2nd	To Nominate Dave Strauss as Recording Secretary. Majority approved
	Motion/2nd	To Nominate Paul Bartoswicz as Vice Chair. Majority approved
	Motion/2nd	To Nominate Jim Morris as Chair. Majority approved
	Discussion	Day and time for committee meeting. After debate decided to keep Tuesday's and change time to 6:30 p.m. Concerns were brought forward about last year's late pay raises by the Board of Selectman (BOS) and the Budget Committee (BC) not being involved with the process. Requests were made to BOS representative and present BOS members to decide this issue before the BC reviews. The lack of a personnel policy by the BOS was again brought up by the BC. In an attempt to complete budget review process before the Christmas holiday the BC requested the Town Administrator (TA) to send out budget sheets in August and request return about September 1st. This will allow time for the BOS to review departments and provide completed budget sheets to the BC by September 15 time frame. A request was made by the Office Assistant to combine budget reviews for the Supervisors of the check list and the Town Clerk.

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3. Budget Committee (Continued)	Discussion	<p>A suggestion on changing the budget sheets to better match the Budget to Actual sheets was presented. It was determined that aligning the review of the similar budgets would be helpful.</p> <p>The TA was asked if the BC could obtain revenue data information more frequently than last year. She replied that the town clerk has the data and she could be requested for it. The chair will contact the town clerk and see if something could be obtained.</p> <p>A warrant article was suggested per RSA 32:5 V. (d) which would “record votes and the numerical tally of any such vote shall be printed in the town, school district, or village district warrant next to the affected warrant article”.</p> <p>It was noted that the RSA allows “the governing body may do so on its own initiative” so a warrant article may not be necessary. After debate it was determined the formal warrant article was desired and one would be drafted.</p>
	Motion/2nd	<p>To record votes and the numerical tally of any such vote printed next to the affected department budget to be available for the public meeting.</p> <p>Majority approved</p> <p>The BOS rep. requested a formal letter to the BOS documenting the BC request for: Wage increases before BC review, budget reviews to support the BC review start date of 9/15/2017 and recording votes and the numerical tally of any such vote printed next to the affected department budget.</p>
	Budget to Actual review	<p>4130-Executive, Computer Question on Network expense concerning the major network outage and will the changes made prevent similar problems. TA covered the issue and feels confident in the company providing the service. Question on the cost of the outage as the budget appears to be 25% over. TA covered that this line item will be over but is taking steps to control it.</p> <p>4140/4150/4210 Software support Question on budget at or over 100%. TA covered this is a one time yearly cost and no further expenditures are expected.</p>

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3. Budget Committee (Continued)	Budget to Actual review	<p>4611.2 Conservation Commission Question on the 263.7% overage. TA explained that the commission will be transferring funds from their trust to cover the land purchase and this will be in budget once that is done.</p> <p>4312.5 Winter roads- Question on the materials line item at 74.7% and winter done. TA expects this to be a surplus to the town.</p> <p>4152 Assessing Question on equipment and supplies at 94.5%. TA covered this is a one time yearly cost and no further expenditures are expected.</p>
Adjournment		Adjourned at 7:37 p.m.
Next Meeting	June 06, 2017 6:30 p.m.	Budget schedule, review Budget to Actual and any other business which may arise.