

Town of Effingham  
Budget Committee  
November 28, 2017

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

Excused:

Absent:

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

Other(s) Present: Town Admin (TA) Claudia Lamphier, Office Asst. (OA) Cheryle Feirick. Fire Chief Randy Burbank.

1. Meeting		Called to order 6:30 p.m.
2. Approval	Motion	Approve minutes of 11/21/17. Second Discussed police salary had missing name on vote count. Added missing name.
	Motion Vote:	Motion passes 7-0
3 Budget Committee	Discussion	Chair noted that the Select board (SB) did not agree with the Budget Committee (BC) on the 4442 Welfare budget. Debated how a conflict between the Welfare budget would be presented in the warrant article and at the town meeting. It was detailed how the warrant article should look and be presented. The BC and the SB indicated that the warrant would have and indicator that they differ on the Welfare budget and both could make their positions at the town meeting.  Debated the RSA 10% rule and how it is applied.
4. Fire Department Budget	Discussion	Fire Chief presented a new budget to the BC based on changes he had negotiated. The new budget presented was \$4,000 less and would be the same funding as year 2017. Chief detailed the negotiations he had with members and training providers.
	Motion	To reduce fire budget from \$80,800 to \$76,800. Second
	Motion Vote	Jim M- yes /Paul B-yes/Leo R-yes/Dave S-yes/Mellisa S-yes Jory A-yes/John M-yes  Motion passes 7-0
5. Select Board Admin Budget	4130-Executive	<b>Computer &amp; Network Expenses:</b> Question on why the \$1000 increase? SB chair detailed the issues with the system and the updates that were required to the operating system and the server.

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5. Select Board Admin Budget continued	4130-Executive	<p><b>Contracted Professional Services:</b> Question on what the line item covered? SB Rep. covered the intent was for engineering services and grant writing services.</p> <p><b>Salaries:</b> Selectmen: Question on the Selectman \$3000 increase? SB chair noted that the SB had added a scheduled meeting on the 4th week. SB detailed the issues they are handling and the additional workload this is creating. Comparable SB pay of other communities was presented noting that none had a pay larger than \$5050/year. SB presented information that one town had just risen to \$6000 but that towns data was not available. Performance of the SB and the raise was debated.</p>
	Discussion	<p>To keep selectman salary at \$15,000. Second.</p>
	Motion	Motion passes 6-1.
	Motion Vote	<p>Selectmen's support staff: Question on the hours of the staff and if the SB kept within the policy of pay raises they had set? Two employees, one works 32 hours/week and the other works 12 hours/week. It was noted the increase was 4.3% (\$1300) and a 2% raise was \$600. SB Rep. noted that including the merit raise and the policy of no more than a \$1.00/hour total the increase was still within the SB policy.</p>
	Discussion	<p>Town Administrator: Question on the hours worked and if the SB kept within the policy of pay raises they had set? TA works 37.5 hours/week. It was noted the increase was 4.7% (\$1863) and a 2% raise was \$795. SB Rep. noted that including the merit raise and the policy of no more than a \$1.00/hour total the increase was still within the SB policy.</p> <p><b>Noted Total salaries were reduced to \$90,500 from \$93,500.</b></p>

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5. Select Board Admin Budget continued	4130-Executive	Website entry: Question if this service could be moved to the town office with the additional staff provided?
	Discussion	TA covered the knowledge of the staff and that additional computer training would be needed
		<b>Town Meeting Expense:</b> Question on the increase from the previous \$1?
	Discussion	SB detailed that this fee had been in the budget for quite some time. It had been reduced to 1\$ from \$500 years ago due to non-charging. A change in position at the school caused the town to charge for meetings.
		<b>Town Report Printing:</b> It was noted charges for 2015 and 2016 were \$1400. A discussion on keeping the \$2000 requested or reducing it. Debated amount of the printed copies and the detail of printing.
	Motion	Reduce from \$2000 to \$1500. Second.
	Discussion	SB chair detailed the need to keep the current budget.
	Motion Vote	Motion passes 4-3
		<b>It is noted Total 4130 has changed from \$115,100 to \$111,600.</b>
	4150-Financial Administration	<b>Financial Administration:</b> Question on the reduction?
	Discussion	TA and SB covered that the current company has a better understanding of our town and is passing on the cost savings.
	Discussion	Question on the balance of \$28,057 in the Expendable Trust for Municipal Auditing? TA detailed what the fund was originally for and felt that it currently is not needed. She did note that if the town was to request a bond that could change. Discussion on using this fund to cover the \$12,000 requested and the procedure it would require.  BC agreed to table this until further information was available.

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5. Select Board Admin Budget Continued	4152-Assessing	<b>Tax Map Maintenance:</b> Question on an interactive map on the town web? OA covered the information she has obtained if the town wanted to do this. OA felt the cost was the major factor that this was not prudent.
	Discussion	
	4153-Legal	<b>Legal:</b> Question on what cases the town is currently involved with? SB covered Marist and utilities assessments.
	Discussion	
	Discussion	Discussed the requested \$40,000 and prior year budget amounts. Covered issues that caused increases to the budget in 2017. SB chair noted that the land use boards have indicated additional usage is going to be required.
	Motion	To reduce requested amount to \$30,000.
	Discussion	On current expenditures and what would be sufficient.
	Motion Vote	Motion fails 4-3.
	Motion	To reduce requested amount to \$35,000.
	Motion Vote	Motion passes 5-2.
		<b>It is noted Total 4153 has changed from \$40,000 to \$35,000.</b>
	4194-Municipal Buildings	<b>Electric:</b> Question if the town has entered into a co-op to realize savings?
	Discussion	OA detailed the town has just entered into a contract with a co-op but did not have final numbers yet. It was noted that the requested amount of \$12,000 should be reduced. OA is hoping to have better numbers before the BC public meeting.
		<b>Heating Fuel:</b> Question if the town has ever put this out to bid noting that it was under the \$15,000 procurement policy? SB had no knowledge if it had been.
	Discussion	Noted to date \$7907 has been spent. SB chair detailed that station 2 is now going to require heat. He also stated this covers propane/oil and pellet heat usage.

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5. Select Board Admin Budget Continued	4194-Municipal Buildings	<b>Salaries:</b> Question on why the \$7500 increase?
	Discussion	SB noted that a previous contact employee had been paid from the Bldg Maint. line item and transfer station employees would now cover these duties.  It was noted Total added to \$69,500 not \$71,500. Heating fuel total should have been totaled to \$10,000.  <b>It is noted Total 4194 has changed from \$71,500 to \$69,500.</b>
	4195-Cemeteries	<b>Cemeteries:</b> Question on amount and who owns maintains them?
	Discussion	SB detailed that there are 72 found so far. Noted that majority of requested budget was for Woodland town cemetery. SB covered the procedure for maintenance of town and private cemeteries.
	4520-Parks & Recreation	SB Rep. covered the letter received by the town from Ossipee. It is requesting an additional \$5000 from our town for continued usage. Data in the letter stated our town had 20.83% usage of the program and this was used as justification for the increase.  BC agreed to table this until further information was available.
	4915-Transfer to Capital Reserve Funds	<b>Police Cruiser:</b> Question on current balance?
	Discussion	Noted \$33,808. Request is for \$10,000/year. It was noted that we are on a 5 year rotation for replacement and the last car was replaced two year ago.
	Motion	To reduce to \$5000 from \$10,000.
	Discussion	Covered the replacement cost in the next few years and the fund balance.
	Motion Vote	Motion fails 7-0.

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5. Select Board Admin Budget Continued	4916-Transfer to Trust Funds  4916-Transfer to Trust Funds  Discussion	<b>Municipal Bldgs:</b> Question on current balance? Noted \$44,390.  <b>Town Hall:</b> Question on current balance? Noted \$50,000.  Noted the SB had three new Exp. TF requests but they had not been presented to the BC prior to the meeting for review. SB will provide to the BC for the next scheduled meeting.
6. Budget Committee	Discussion	On handling differences between the SB and the BC. Concerns were raised on how this is handled at the town meeting.  Debated the differences of a budget by the BC and the warrant presented by the SB. The town attorney was requested to attend the 12/12/17 scheduled meeting to clarify issues. SB and OA had concerns about the cost for having the town attorney attend and requested the BC chair to attempt to obtain clarification on the phone or usage of the state municipal office.  Question on the town unreserved fund balance? OA provided data that the current balance is approximately \$700,000.  OA requested the BC reconsider its budget for attending workshops. She noted two members are up for election this year and the current budget does not support one attending.
Adjournment	Motion	To Adjourn. Second Majority approved Adjourned at 8:46 p.m.
Next Meeting	December 12, 2017 6:30 p.m.	Select Board Admin budget, Budget Vs Warrant and other business that may arise.