

Town of Effingham  
Budget Committee  
January 09, 2018

Present: Jim Morris, Leo Racine, Dave Strauss & Mellisa Seamans

Excused: Paul Bartoswicz & Jory Augenti.

Absent:

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

Other(s) Present: Town Admin (TA) Claudia Lamphier, Admin Asst. (AA) Cheryle Feirick.

1. Meeting		Called to order 6:30 p.m.
2. Approval	Motion	Approve minutes of 11/28/17. Second
	Motion Vote:	Motion passes 5-0
3 Budget Committee	Discussion	<p>Chair updated the committee on Mr. Augenti's medical condition.</p> <p>Chair updated the committee on the advice he received from the NH Municipal association concerning the budget and warrant article. They stated that the budget presented to the town at town meeting is the budget of the budget committee.</p> <p>Chair has requested the town moderator attend a future budget meeting to discuss the town warrant article and budget committee budget.</p> <p>Town Administrator (TA) provided the committee with select board revenue sheets for 2017 (\$191,357.27) and a sheet detailing the trust fund balances.</p>
4. Select Board Admin Budget	4150-Financial Administration	<b>Auditors:</b>
	Discussion	TA addressed the question from the previous meeting concerning usage of the Municipal Auditing Expendable Trust Fund (ETF) for this line item. She stated that this was an acceptable usage of the ETF and the \$12,000 requested in the line item would not be needed. She suggested leaving \$1 dollar in the line item for a place holder.
	Motion	To change request of \$12,000 to \$1.
	Motion Vote	Motion passes 5-0.

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4. Select Board Admin Budget continued	4194-Municipal Buildings	<b>Electricity:</b> Administrative Assistance (AA) addressed the possible savings from being on the CO-OP as 22% to 37%. After discussion on possible savings the Budget Committee (BC) agreed to leave the line item as requested and review for savings next year.
	Discussion	
	Motion	To accept request of \$12,000.
	Motion Vote	Motion passes 5-0.
	4520-Parks and Recreation	<b>Parks and Recreation:</b> Covered the Ossipee additional request of \$5,000, to date our town's usage of the program is 20%. It was noted that 20% of the Ossipee recreation budget was much greater than the requested \$10,000. The value of the program to our children was discussed.
	Discussion	
	Motion	To accept request of \$10,000.
	Motion Vote	Motion passes 5-0.
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	4197- Advertising & Regional Dues	<b>Advertising &amp; Regional Dues:</b> It was noted that this line item was missed at last meeting.
	Motion	To accept request of \$3,000.
	Motion Vote	Motion passes 5-0.
	4442-General Assistance	<b>General Assistance:</b> It was noted the end of year report had this line item at just over \$12,000 expended. In a previous meeting the BC had reduced this line item to \$10,000. Debated increasing the amount budgeted.
	Motion	To Fund at \$14,000
	Motion Vote	Motion fails 3-2.
	Motion	To Fund at \$12,000
	Motion Vote	Motion passes 4-1.

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4. Select Board Admin Budget continued	4916-Transfer to Trust Funds	<b>Computer &amp; Network systems:</b> This is a new ETF request from the Select Board (SB). The SB rep. and SB chair covered the need due to the aging computer system and the need for upgrades and replacement components. A detailed listing of software and phone requests in this year's budget was presented to the BC which totaled \$24,873. It was suggested the SB consider contracting these services. The potential for better service and money savings was a great possibility. SB chair agreed and would look into this.
	Discussion	
		The BC requested that a technology plan be developed to assist with the growing needs.
	Motion	To accept request of \$2,500.
	Motion Vote	Motion passes 5-0.
	4916-Transfer to Trust Funds	<b>Contract and Professional services:</b> This is a new ETF request from the Select Board (SB). The SB rep. and SB chair covered the need and expected usage.
	Discussion	It was noted that 4130-Executive had the same line item and amount requested. SB chair covered that this ETF will carry over and the budget line item would not. This would be needed when big projects such as road or bridge work is scheduled for engineering services. It also can be used for grant writing services.
		Debated why the expected cost of this would not be included in the specific project cost. It was noted that when a project cost is presented to the voters it would not have the true cost as engineering services would have been already expended. SB chair noted that all cost are documented in the office and if need be the exact cost could be obtained. He detailed the need of the SB to have this flexibility to do major projects.
	Motion	To accept request of \$5,000.
	Motion Vote	Motion passes 5-0.

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4. Select Board Admin Budget Continued	4916-Transfer to Trust Funds	<b>Emergency Road Maintenance:</b> This is a new ETF request from the Select Board (SB). The SB rep. and SB chair covered the need and expected usage. SB chair detailed the storm damage from the last storm and the associated costs. He additionally covered the FEMA submittal for funds.
	Discussion	A detailed listing of the road contractor increases from 2016 to present showed that the contract had increased \$31,000 and justification from the SB each year had been storm damage. This year's increase was \$10,000.
		A BC member inquired why the Emergency Mgmt/Disaster fund ETF was not used for these situations as opposed to another ETF? She obtained the definition of the ETF and read its content. It was noted this fund has a \$33,759 balance. SB rep. felt that this was a very good possibility and will look into it.
	Motion	To accept request of \$20,000. <b>No second</b>
	Motion Vote	Motion fails
	4916-Transfer to Trust Funds	<b>Library Exp TF:</b> It was noted the Library requested to start funding the ETF this year, no specific usage was provided.
	Discussion	Current balance in the ETF is \$5,058.81 and it was noted that this was approximately 10% of the total budget.
	Motion	To accept request of \$1,000. <b>No second</b>
	Motion Vote	Motion fails
	ETF Requests	Debated if the new ETF requests by the SB should be special warrant articles.
	Motion	<b>Computer &amp; Network systems/ Contract and Professional services</b> to be special warrant articles.
	Motion Vote	Motion passes 5-0.

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5. Budget Committee	Discussion	<p>It was noted by the SB that the fire chief was going to submit a warrant article for \$14,000. This would replace the existing jaws of life tool.</p> <p>Debated why this was not a grant request?</p> <p>Question on if the existing \$9,000 in the Fire Department Equipment ETF would be used?</p> <p>It was suggested to have the Fire Chief at the next meeting to provide the BC with more detail.</p> <p>Chair handed out a sheet detailing the town employee salaries. Compared the sheet to what the BC had approved.</p> <p>Covered the SB personnel policy handling raises. It was noted that this policy requires raises approved at the March meeting to start in April not retroactive to January 1<sup>st</sup>.</p> <p>When the salaries are presented to the BC and it determines a raise the BC uses the fiscal year to determine the amount.</p> <p>The policy requires 14 weeks of the prior year salary and 38 weeks of the March approved salary for the fiscal year. BC noted this and will take into account for salaries next year or request the SB to change the policy.</p> <p>A template of a possible warrant article to be presented at the town meeting was handed out. This will be discussed at the next meeting.</p> <p>Chair set public meeting date of 2/13/2018 at 7 pm for Budget presentation.</p>
Adjournment	Motion	<p>To Adjourn. Second</p> <p>Majority approved</p> <p>Adjourned at 8:13 p.m.</p>
Next Meeting	January 23, 2017 6:30 p.m.	<p>ETF balance review, Budget Vs Actual, Warrant article review and other business that may arise.</p>