

Town of Effingham
Budget Committee
February 13, 2018

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

Excused: Jory Augenti.

Absent:

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

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

(Trustee trust funds) Karen Payne, Carol Pfister, Theresa Swanick. (Welfare Officer) Maureen Spenser. (Library Trustees) Dennis Vienneau, Maureen Spenser.

1. Meeting		Called to order 6:32 p.m.
2. Approval	Motion	Approve minutes of 2/06/18. Second
	Motion Vote:	Motion passes 5-0
3 Budget Committee	Discussion	Chair covered unfinished business from last meeting.
	Article 27	Noted the addition of the name Green Mountain road was added to the warrant as requested.
	Motion	To accept. Second Motion Passes 5-0.
	Article 28	Noted the name brand was changed on the warrant as requested.
	Motion	To accept. Second Motion Passes 5-0.
	Article 29	Noted the addition of a special warrant article was not added as requested. To accept submitted (\$30,000). Second
	Discussion	Chair asked Select Board (SB) representative why it was not added. SB rep. stated the board felt it wanted the flexibility and did not want it a special warrant. SB was asked if this was going to be used for anything besides road reconstruction, he stated it was not. Budget Committee (BC) members voiced concern about funds not designated as special noting that if funds were not expended they could be used for any line item that ran over not related to the road reconstruction.
	Motion vote	Motion Fails 4-1.

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3 Budget Committee continued	Annual report	Chair handed out the final copy of the BC annual report.
	Motion	To distribute report to the BC public meeting and upcoming town meeting.
	Motion vote	Motion Passes 5-0.
	Next meetings	Discussed the signing and preparation of the state required form. TA discussed the time needed to prepare the form and what was needed from the BC. Discussed the need for a meeting date after the town meeting as the Chair/Vice Chair will no longer be on the committee. Agreed to hold next meeting on 2/20/2018 at 6:30 pm to go over information from the public meeting and to help prepare/sign the MS-737. Agreed to hold a meeting on 4/3/2018 at 6:30 pm to elect officers and other business as required.
	Operating budget Warrant	Chair noted columns missing per RSA 32:5. TA replied previous year's amounts will be added as well as vote recommendations. Additionally if provided she will add vote counts.
	Trustees of the trust funds	Gave information on a problem with the police cruiser trust fund. Prior year's funds were not transferred as required and they are in contact with the state to inform them a transfer of \$10,868.55 to the police cruiser trust fund will be needed due to the error. Question where the money would come from? Trustees informed that they expected it would come from the unreserved fund balance not affecting the tax rate. They felt confident that this transfer would occur and the state just needed to be informed. They stated the current balance in the fund was just over \$34,000. BC noted that next cruiser purchase would be in about two years and expected cost would be about \$45,000. Article 16 asked for an additional \$10,000 this year to the fund. BC questioned if warrant was needed. Question to the Trustees if a simplified balance sheet was available? They replied that it was and it is on the town's website.

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4. PUBLIC MEETING	7 p.m.	Public Meeting called to order
	Discussion	<p>Chair covered the BC duties and accomplishments during the year in preparing the town budget. He noted some of the obstacles encountered and BC recommendations for future budgets.</p> <p>Chair detailed the SB unwritten raise policy and how it affected the BC decisions.</p> <p>Chair noted that tax control was a major factor of the BC and pointed to the town salary budget as being 25% of the overall operating budget.</p> <p>Additionally he pointed out the operating budget/BC annual report and draft warrant copies were available in the back of the room.</p> <p>Chair informed the public we will be going over article by article and ask for discussion on each. Chair recognized two potential members in attendance.</p>
	Article 14	Aquatic Plant CRF. (BC voted 5-0 to approve)
	Discussion	<p>Chair asked for questions?</p> <p>No Public comment.</p>
	Article 15	Fire Truck and Fire Truck Equipment CRF. (BC voted 5-0 to approve)
	Discussion	<p>Chair asked for questions?</p> <p>No Public comment.</p>
	Article 16	Police cruiser & cruiser equipment CRF. (BC voted 5-0 to approve)
	Discussion	<p>Chair asked for questions?</p> <p>Public Question (PQ)-Concerning the third cruiser and its intended long term use? SB rep. detailed the reasons for usage and that when it's unusable it will not be replaced.</p> <p>PQ-About withdrawing the article due to expected Trustees additional transfer? SB chair agreed to withdraw or alter at the town meeting.</p> <p>PQ-If Trustees felt confident the money would be transferred? They felt it would.</p>

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4. PUBLIC MEETING (continued)	Article 17	Transfer/Recycling center CRF. (BC voted 5-0 to approve)
	Discussion	Chair asked for questions? PQ-On what planned work is required at the station? SB member and Rep. detailed what upcoming work might be needed. Compactor breakdown/replacement was a concern. It was noted the fund has \$16,000 and \$2,000 requested.
	Article 18	Bridge maintenance ETF. (BC voted 5-0 to approve)
	Discussion	Chair asked for questions? No Public comment.
	Article 19	Library equipment ETF. (BC voted 5-0 to NOT approve)
	Discussion	BC member detailed the lack of information of how the money would be spent and the percentage of the fund to the overall budget was the driving factor for not approving. Noted the fund currently has \$4,100. Chair asked for questions? Library Trustee covered the technical uses for the recent purchases and the need for the fund. PC-It was felt that \$5,000 seemed to be a good number.
	Article 20	Municipal Building maintenance ETF. (BC voted 3-2 to NOT approve)
	Discussion	BC member noted that no formal plan was in place. Previous attempts have been requested for a formal plan. Current balance is about \$45,000. A \$10,000 addition is requested. Chair asked for questions? PQ-What is planned for building maintenance work? SB rep. noted that yearly totals to maintain have been about \$20,000. SB chair and Rep. noted an attempt was made to have a company do a 10 year plan and it was estimate to cost approximately \$20,000. PQ-If the trust fund could be used for a 10 year plan? Trustees of the trust fund felt this could be a justifiable usage.

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4. PUBLIC MEETING (continued)	Article 21	Police Safety gear ETF. (BC voted 5-0 to approve)
	Discussion	Noted fund balance is \$6,800. SB chair stated that vests are needed to be replaced which is a big cost. Chair asked for questions? No Public comment.
	Article 22	Town Hall maintenance ETF. (BC voted 5-0 to approve)
	Discussion	Noted fund balance is \$50,000. No plan has been presented to the BC for repairs. Chair asked for questions? PQ-If grants were being looked into for the upcoming work? SB Chair replied they were and they have been in contact with some writers. PQ-On the cutting back of the parking lot pavement and if the Masons were going to assist with the work? SB Rep. had no knowledge of this. PQ-Noting that if paving was cut away from the building the access ramps would be affected. SB Rep. stated a previous board had done a plan for maintaining the building and it needed to be revived and updated.
	Article 23	Fire Truck & truck equipment CRF. (BC voted 5-0 to approve)
	Discussion	Noted fund balance is \$54,800. TA covered how the funds are handled. Chair asked for questions? No Public comment.
	Article 24	Municipal computer & network equipment ETF. (BC voted 5-0 to approve)
	Discussion	Chair covered the need for having a town contractor handle all departments vice it being handled in each individually. Noted Computer and phones are approximately \$25,000 of the budget and growing. Chair asked for questions? PQ-Why was this not a budget line item vice a Trust fund? SB chair and Rep. covered the need to raise funds in the long term as opposed to one large expenditure.

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4. PUBLIC MEETING (continued)	Article 25	Professional contracted services ETF. . (BC voted 5-0 to approve)
	Discussion	SB Rep. detailed the types of uses for this fund. Chair asked for questions?
		Question on the word “Prudent” in the warrant. TA agreed it was not needed and agreed to remove.
		PQ-What was the plan of the SB for a fund balance. SB chair & SB Rep. provided details and expectations.
		Public Comment (PC): Stressed the need for the fund.
	Article 26	Unanticipated infrastructural repairs ETF. (BC voted 4-1 NOT to approve)
	Discussion	Chair covered why the committee did not vote for this article and the uses of other methods such as Emergency Mgt trust fund and RSA 32:11 ii that allows funds from unreserved in emergent situations. Additionally it was pointed out the road budget has increased the last 3 years over \$30,000 due to weather related reasons. SB chair detailed the boards reasoning for the fund. Chair asked for questions?
		PC-Not in support as it appears this would be another fund for bridge work and create 3 funds.
		PC-Noting that a few years ago a wash out on Granite was not a FEMA event so the Emergency Mgt trust fund was not used.
		PC-With the correct maintenance of ditches and grading the majority of these washouts should be prevented. It was felt the town was not keeping track of what was needed and not performing this task.
	Article 27	Road Paving. (BC voted 5-0 to approve)
	Discussion	SB chair covered what will be done and noted it was 9300 feet of Green Mountain road starting at Champion hill road. Chair asked for questions?
		PQ-Where did figure originate from? SB Rep. provided it was from a formal estimate.

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4. PUBLIC MEETING (continued)	Article 28	Jaws of life. (BC voted 5-0 to approve)
	Discussion	Chair asked Fire Chief to detail this item. The Chief provided the information on the need for the tool. Chair asked for questions? PQ-If the funds should be taken out of the trust fund or a warrant? Chief provided details that some funds were going to be used for radios and next years air packs. It was felt taking additional funds for this tool would leave insufficient funds in case of breakdowns.
	Article 29	Road reconstruction. (BC voted 4-1 NOT to approve)
	Discussion	BC member detailed the reasoning on the need for this to be a special warrant article to ensure funds are used for road reconstruction only. SB did not want to include this as a special warrant article. SB did confirm the only usage of these funds that is expected is for road reconstruction. Original intent was for Colcord road upgrade before Snow road bridge work was to be done. Chair asked for questions? No public comment.
	Article 30	Tree and limb removal (BC voted 5-0 to approve)
	Discussion	Chair covered the reasoning of the BC support. SB detailed the line of sight trimming and safety issues. Additionally it was noted this was performed in 2004/2005. Chair asked for questions? PQ-Noted that tree work was a large part of the road budget and asked if this was a one time expenditure? SB Rep. said they expected this to be as needed and not reoccurring each year. PQ-If the road side trimming (already in the budget) was separate from this? SB stated this is more due to storm problems for trees the road side trimming cannot reach. PC- A recommendation to remove trees/limbs from the portion of Green Mountain road that is being repaired first.

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4. PUBLIC MEETING (continued)	Article 31	Family Resource Center @ Children Unlimited, Inc. (BC voted 5-0 to NOT approve)
	Discussion	<p>Chair provided details of the BC process for maintain a set figure of the overall budget for non-profits (1% overall budget). It was noted the BC did not get a presentation from this charity like all others so an informed decision could be made. Additionally the request was received just prior to the last meeting not providing time to include it in the process. Chair asked charity to address the committee.</p> <p>Ms. Joanne Kelly detailed her charity and provided written information. She covered what they provide to the community and that they have 4 personnel on staff. She noted the money requested would cover one visit by her staff.</p> <p>PQ-Concerning what type of support is provided? Ms. Barbara Ross detailed the parenting classes and home support provided.</p> <p>PQ-If the town has ever provided support? She replied no.</p> <p>BC noted the non-profit budget total allotted was 22,000 just over the goal of 1%.</p>
	Article 32	White horse addition center. (BC voted 5-0 to NOT approve)
	Discussion	<p>Chair noted the BC support and that it had allotted \$3,000 to this charity. Because it is a warrant article for \$5,000 the BC had to vote not to approve. Chair asked for questions?</p> <p>PQ-Could a recommendation be added in the budget committee recommendation on the warrant showing the \$3,000 support? Chair was unaware if this could be done and will look into it.</p>
	Article 33	Replace Granite road bridge (BC voted 4-1 to NOT approve)
	Discussion	<p>Chair covered reasons the BC did not support this article. Chair asked for questions?</p> <p>PC-On Chairs reasoning of no plan provided. Chair provided details.</p>

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<p>4. PUBLIC MEETING (continued)</p>	<p>Article 33 cont.</p>	<p>BC member presented the reasoning of no bid or formal estimate pointing out that using the trust fund was our tax money and it would have to be raised again due to other bridge work in the future. Unsure of the final cost was a major concern. It was pointed out that the SB has been requested by the BC in following years to bid the job and put a clause in it pending town approved. This would provide a concrete number for the town to vote on.</p> <p>PC-It was stated that the engineering company had provided good data and was reliable.</p> <p>PQ-How could the data from the engineering company be relied upon when the recent bids opened for Snow road ranged from \$275,000 to over \$500,000 and the engineering firm estimated it at \$160,000?</p> <p>PC-It was noted that it has been 3 to 4 years using other roads and felt the closure was a safety concern.</p> <p>BC member presented that fact that RSA 229 VI points out the fact that the towns must maintain class V roads.</p> <p>PC-Snow road bids which were opened earlier were planned and this project should be planned not forced to be done this year without a plan.</p> <p>PQ-If this is approved would formal bids be used? SB replied they would.</p>
	<p>Article 34</p> <p>Discussion</p>	<p>General Operations (BC voted 4-1 to approve overall)</p> <p>Chair noted warrant was not per RSA 32:5. He requested the TA to add last years approved budget totals in and the SB/BC recommendations. Additionally he requested the vote totals from the BC be added and they would be provided. He noted that the SB did not provide vote totals as requested by the BC in the letter dated April 17, 2017.</p> <p>Chair informed the public the draft warrant article presented to them for this item had some figures which will appear different than the formal warrant article due to the state form input but he would address the differences when encountered. Chair covered each line item and asked for questions.</p>

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<p>4. PUBLIC MEETING (continued)</p>	<p>Article 34 cont.</p>	<p>The following on the presented draft warrant Article 34 had no comment: Election/Registration, Assessing, Legal, Payroll, Municipal building, Cemeteries, Insurance fees, Advertising & regional dues, Ambulance, Fire/Rescue, Emergency/Forrest/911, Highways & Streets, Solid Waste Collection, Solid Waste Disposal, Solid Waste Cleanup, Dog Officer, Health Agencies & Hospitals, Meals on Wheels, Patriotic Purposes, Conservation Commission, Town Forrester and Debt Service.</p> <p>Financial Administration---(BC voted 5-0 to use trust fund) Noted differences were due to using the trust fund for this year's audit. SB Rep. provided detail on why the money should not be taken from the trust fund. PC-Concerning the money for town audits if it required a bond. The TA provided information that the town has passed the last 3 years of audits.</p> <p>Planning & Zoning---(BC approved 5-1 BC budget) SB Rep. had a concern on the budget committee training budget not being sufficient as it could possibly have 3 new members.</p> <p>Police---(BC approved 5-1 Police budget) SB voiced concern on reduction of budget based on salary. BC member detailed the unwritten policy by the SB and the definition of "Merit". SB had interpreted that all employees would get the full 1\$ raise which would cover the 2% cost of living. BC provided the Chief with a 1\$ raise and 2% for the Sargent and part timers. BC expressed its dissatisfaction with the SB concerning the unwritten raise policy when it was requested two years ago to be a formal policy. It was noted that no comparable salaries were provided but prior years had been compared.</p> <p>Street Lighting--- PQ-Concerning if the town is still charged when a light is out? He noted several in town are not working. SB asked if a light is noted as not working to report it to the office.</p>
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<p>4. PUBLIC MEETING</p> <p>(continued)</p>	<p>Article 34 cont.</p> <p>GENERAL</p>	<p>General Assistance---(BC approved 4-1 Welfare budget) Chair provided detail on the reasoning to reduce the requested budget for Welfare to \$12,000. Welfare officer detailed how she controls the budget and that she has received two more clients. In her opinion the amount was too low and felt it should be increased to \$14,000.</p> <p>PC—It was noted that if this line item goes over budget it must be funded per state rules.</p> <p>SB Rep. noted that the 2017 budget spent was \$11,530.</p> <p>SB Chair asked BC if changes were made to the BC proposed budget when this would occur? Chair stated at the next scheduled meeting.</p> <p>BC member asked the Welfare officer if a budget breakdown was available? She replied that it was costly to do this and she would have to be funded to compile the information.</p> <p>Parks & Recreation---(BC approved 5-0 Parks budget) Chair noted the \$5,000 increase from Ossipee for this service. It was noted that this is a valuable service to the town.</p> <p>PC-There was a concern that Effingham children pay a greater fees for usage than Ossipee children. A resident spoke up and confirmed her children pay the same rate.</p> <p>Library---(BC approved 5-2 Library budget) Chair detailed the reduction in the requested budget. It was noted that the BC considered salaries as the main reason for the reduction. Last year’s salaries increased greater than 5% using comparable wages. Request for this year’s salary increase was stated as based on wage comparisons.</p> <p>PC---The Library Trustee felt the BC could not change the salary budget as it was in violation of the RSA and only the Trustees could change it. He was informed the BC is changing the bottom line on the budget and providing the reasoning of the reduction. The BC was aware the Trustees could apply the approved budget as they saw fit.</p> <p>Chair asked if there were any further questions. No questions.</p>
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Adjournment	Motion	To Adjourn. Second Majority approved Adjourned at 9:21 p.m.
Next Meeting	February 20, 2017 6:30 p.m.	To cover public meeting input and make changes as required, Sign the state MS 737 and any other business that may arise.