

Town of Effingham
Budget Committee
February 06, 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.

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| 1. Meeting | | Called to order 6:32 p.m. |
| 2. Approval | Motion | Approve minutes of 1/23/18. Second |
| | Motion Vote: | Motion passes 4-0 |
| 3 Budget Committee | Discussion | Chair received letter from Mr. Chuck Fuller requesting to fill vacant position. Chair read letter detailing Mr. Fuller's background. A discussion was held on RSA:32:15 appointment. Pros and Cons were presented for filling the position. It was noted if position was filled it would be until town meeting in March. |
| | Motion | To accept appointment. Second |
| | Motion Vote | Motion Fails 3-2. |
| | Discussion | Chair presented draft operating budget warrant items and a draft salary breakdown. He noted that the presented budget for selectman's support staff (4130 Executive) was for two employees. These presented a problem with breakdown analysis for salary and yearly raise comparison. TA provided input on this subject and a sheet detailing the year end totals for each employee. The information presented did not provide sufficient detail to ensure raises were within the Select Board (SB) policy and are being applied equitable. Budget Committee (BC) requested this line item be separated for next year's budget. |
| 4. Select Board Warrants | Discussion | It was noted that most of the warrants had been debated and voted on during the SB budget review. |
| | Article 14 | Aquatic Plant CRF. |
| | Motion | To accept submitted (\$2,780). Second |
| | Discussion | Noted BC had approved \$2,800 and requested warrant was for \$2,780. It was determined the warrant amount was a final adjustment amount from the submitted budget. |
| | Motion Vote | Motion Passes 5-0. |

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| 4. Select Board Warrants (continued) | Article 15 | Fire Truck and Fire Truck Equipment CRF. |
| | Motion | To accept submitted (\$20,000). Second |
| | Discussion | None. |
| | Motion Vote | Motion Passes 5-0. |
| | Article 16 | Police cruiser & cruiser equipment CRF. |
| | Motion | To accept submitted (\$10,000). Second |
| | Discussion | None |
| | Motion Vote | Motion Passes 5-0. |
| | Article 17 | Transfer/Recycling center CRF. |
| | Motion | To accept submitted (\$2,000). Second |
| | Discussion | Checked on CRF balance. |
| | Motion Vote | Motion Passes 5-0. |
| | Article 18 | Bridge maintenance ETF. |
| | Motion | To accept submitted (\$5,000). Second |
| | Discussion | Question on difference from this ETF and the Town owned Bridge ETF. SB rep. detailed the differences. |
| | Motion Vote | Motion Passes 5-0. |
| | Article 19 | Library equipment ETF. |
| | Motion | To accept submitted (\$2,000). Second |
| | Discussion | Noted that current balance in fund is approximately 10% of budget. No specific purpose was stated at budget meeting for this usage. Debated why items could not be submitted in the budget vice this ETF? |
| | Motion Vote | Motion Fails 5-0. |

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| 4. Select Board Warrants (continued) | Article 20 | Municipal Building maintenance ETF. |
| | Motion | To accept submitted (\$10,000). Second |
| | Discussion | Question on the uses for the fund? SB rep. detailed its use and how spending is tracked. Noted that account has in excess of \$44,000. Question if the SB has a fund balance limit? SB rep. noted \$40,000 is a desired amount. |
| | Motion Vote | Motion fails 3-2. |
| | Article 21 | Police Safety gear ETF. |
| | Motion | To accept submitted (\$2,000). Second |
| | Discussion | None. |
| | Motion Vote | Motion Passes 5-0. |
| | Article 22 | Town Hall maintenance ETF. |
| | Motion | To accept submitted (\$5,000). Second |
| | Discussion | Debated what fund has been and is used for. Noted total amount to date in ETF. Noted the need for this fund. |
| | Motion Vote | Motion Passes 5-0. |
| | Article 23 | Fire Truck & truck equipment CRF. |
| | Motion | To accept submitted (\$1,000). Second |
| | Discussion | Noted the funds are from Parsonsfield for fire department aid. |
| | Motion Vote | Motion Passes 5-0. |
| | Article 24 | Municipal computer & network equipment ETF. |
| | Motion | To accept submitted (\$2,500). Second |
| | Discussion | Debated the uses of the fund and total town cost for computer support. |
| | Motion Vote | Motion Passes 5-0. |

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| 4. Select Board Warrants (continued) | Article 25 | Professional contracted services ETF. |
| | Motion | To accept submitted (\$5,000). Second |
| | Discussion | Debated uses of the fund and the need. |
| | Motion Vote | Motion Passes 5-0. |
| | Article 26 | Unanticipated infrastructural repairs ETF. |
| | Motion | To accept submitted (\$20,000). Second |
| | Discussion | Noted previous discussions on use of another ETF for disasters that were FEMA approved. Covered that the road maintenance line item had increase over \$38,000 for the last 3 years (including this year) and justification for the increase each year from the SB was storm damage to roads. Debated the need for this fund and the cost to the tax payer. |
| | Motion Vote | Motion Fails 4-1. |
| | Article 27 | Road Paving. |
| | Motion | To accept submitted (\$210,000). Second |
| | Discussion | Question on why the road was not listed in the warrant description? Debated if the name was needed. It was noted that the cost estimate that drove this warrant was for Green Mountain road. |
| | Motion Vote | Table for name addition to warrant. |
| | Article 28 | Jaws of life. |
| | Motion | To accept submitted (\$13,000). Second. |
| | Discussion | Concerns Jaws of life is a name brand and if this would tie the department hands in the purchase? |
| | Motion Vote | Table for name brand removal. |

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| 4. Select Board Warrants (continued) | Article 29 | Road reconstruction. |
| | Motion | To accept submitted (\$30,000). Second. |
| | Discussion | It was questioned if the funds were for Green mountain road work? SB member detailed he expected the funds would be used for Colcord/Snow road for improvements needed for the upcoming bridge work. SB rep. confirmed that the \$210,000 warrant and use of provided state funds were sufficient for Green Mountain work. Discussed if road name should appear in the warrant? SB member felt this would impede usage of the funds. BC decided that if a road name was not included this should be a special warrant article to ensure funds are used for road reconstruction only. |
| | Motion Vote | Table for rewrite as special warrant article. |
| | Article 30 | Tree and limb removal |
| | Motion | To accept submitted (\$20,000). Second. |
| | Discussion | SB rep. stated the recent ice storms has brought to light the need for this work.. He expected that a contract would be issued to perform the work. He noted prior years of doing this work the requested amount would be sufficient. |
| | Motion Vote | Motion Passes 5-0. |
| | Article 31 | Family Resource Center @ Children Unlimited, Inc. |
| | Motion | To accept submitted (\$2,000). Second |
| | Discussion | BC noted that this charity had not presented information to the committee. The process was detailed on how the BC determined funding for non-profits. Noted the value of the charity but concerns were raised about amount requested compared to other towns. |
| | Motion Vote | Motion Fails 5-0. |

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| 4. Select Board Warrants (continued) | Article 32 | White horse addition center. |
| | Motion | To accept submitted (\$5,000). Second |
| | Discussion | BC noted that this charity had presented information to the committee. The BC did include this charity in its process for funding at \$3,000. How to present this funding at the town meeting was debated? It was noted the warrant requested amount could not be changed and we would have to vote on what was submitted. |
| | Motion Vote | Motion Fails 4-1. |
| | Article 33 | Replace Granite road bridge |
| | Motion | To accept submitted (\$100,000). Second |
| | Discussion | Question on if an estimate was obtained for requested amount? SB member detailed that Eckman engineering had provided what they felt was a ball park figure which could complete the project. Support for requesting the continued bridge usage to the town was voiced. Concerns on not obtaining estimates or formal bids to be presented to the town so an informed decision could be made were presented. Costs overruns were a concern and usage of the ETF without a formal bridge plan. |
| | Motion Vote | Motion Fails 4-1. |
| | Article ? (not assigned) | General Operations |
| | Motion | To accept BC approved amount (\$1,594,961.00). Second |
| | Discussion | Covered the details what was in the General Operations and its total. |
| | Motion Vote | Jim M- yes /Leo R-yes/Dave S-yes/Mellisa S-yes /John M-no. Motion passes 4-1 |

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| <p>5. Budget Committee</p> | <p>Discussion</p> | <p>Chair handed out a draft of the BC annual report. He requested the committee to review and make comments at the next meeting.</p> |
| | <p>Next Meeting</p> | <ol style="list-style-type: none"> 1. Address Article 27 on road paving name addition. 2. Address Article 28 on brand name removal. 3. Address Article 29 for special warrant article addition. 4. Comment/approve BC annual report. <p>Consider the following recommendations:</p> <ul style="list-style-type: none"> • Adopt a formal procedure for the annual budget process. We suggest the selectmen receive each budget request, review same in a public meeting, and then vote to send each to the budget committee. • Upload the entire annual town report to the town website to increase citizen access to information and reduce printing costs. • Support and encourage the completion of the capital improvement plan • Adopt a technology policy to include the access, care, and keeping of all town-owned computers. • Engage a consultant to review the current technology needs – telephone, internet, computer software/hardware, and develop a plan for future needs to include all departments. • Conduct a comprehensive salary and benefits study for all town positions • Adopt an employee compensation policy that includes a wage scale and the process by which employee raises will be determined • Take advantage, wherever possible, of the free or low-cost consultation, legal, and planning services offered by organizations the town has membership to – NH Municipal Association, Lakes Region Planning Commission, etc. • Enter into a formal agreement with Town of Ossipee for recreation services • Actively seek opportunities to enter into cooperative service agreements, group purchasing, project planning, etc. with other municipalities. We recognize the effort thus far including the multi-town ambulance contract agreement and the cooperative electricity purchasing. |

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| Adjournment | Motion | To Adjourn. Second Majority approved Adjourned at 8:37 p.m. |
| Next Meeting | February 13, 2017 6:30 p.m. February 13, 2017 7:00 p.m. | See #5 above. Public budget meeting, Town office, School street. |