

Town of Effingham

Budget Committee

June 5, 2018

Call to Order: 7:00 p.m.
Location: Effingham Municipal Office Building
Members Present: David Strauss, Leo Racine, Mellisa Seamans, Timothy Eldridge, Lenny Espie
Members Absent: Jory Augenti (Excused)
Minutes By: Mellisa Seamans

Actions

- MOTION:** “To set future meeting start times at 6:30 p.m.” by Seamans, 2nd Fuller. Passed-unanimous
- MOTION:** “To approve the minutes of April 3, 2018 as presented” by Racine, 2nd Fuller. Passed-unanimous
- MOTION:** “To approve and distribute the non-profit budget request form and letter” by Seamans, 2nd Eldridge. Passed-unanimous
- MOTION:** “To approve and send letter to library trustees as prepared by the chairman” by Fuller, 2nd Eldridge. Passed-unanimous

Discussion

1. Members reviewed the June 1 budget versus actual report.
2. Eldridge will schedule a meeting with selectmen to review employee raise policy and discuss inserting recommendation vote tallies on warrant articles.
3. Seamans will confirm a date for NH DRA Rep to meet with the committee for training opportunity.
4. Fuller reminded all of capital improvement planning organizational meeting June 14 at 6pm.
5. Committee reviewed the updated budget schedule and new budget request forms. Strauss asked that at least one committee member be at the selectmen’s meetings when budgets are presented to that board.
6. Selectmen will be invited to meet with the committee August 7 to discuss their response to the committee’s 2018 recommendations below:
 - 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.

Next Meeting: August 7, 2018

Minutes approved by majority vote on: 8/7/18