

# Town of Effingham

## Budget Committee

August 7, 2018

Call to Order: 6:30 p.m.  
Location: Effingham Municipal Office Building  
Members Present: David Strauss, Leo Racine, Mellisa Seamans, Timothy Eldridge, Jory Augenti, Lenny Espie.  
Members Absent:  
Others Present: Selectmen John Meisner and Michael Cahalane, TA Claudia Lamphier  
Minutes By: Mellisa Seamans  
Adjournment: Minutes approved by majority vote on: June 5, 2018.

### Actions

**MOTION:** "To approve the minutes of June 5, 2018 as presented" by Racine, 2nd Fuller. Passed-unanimous  
**MOTION:** "To approve the proposed 2019 budget committee budget of \$1,838" by Seamans, 2nd Eldridge. Passed-unanimous-19 budget schedule presented by Chm. Strauss" by Eldridge, 2nd Seamans. Passed-unanimous

### Discussion

#### Selectmen Vote Tally

The selectmen have opted not to begin the practice of noting their vote tallies on individual articles on the annual town meeting warrant. Their consensus is that the practice would be of little benefit and would unnecessarily prolong town meeting discussion. The committee will continue to log its vote tallies in its meeting minutes.

#### Employee Raise Policy

Selectmen are continuing their discussion on implementing a policy. Selectmen's Response to 2018 Budget Committee Recommendations

1. Adopt a formal procedure for the annual budget process. This procedure has been created and adopted.
2. Upload the entire annual town report to the town website. The 2017 Effingham Town Report is uploaded on the Town website.
3. Support and encourage the completion of the capital improvement plan The selectmen are involved in the planning board CIP process.
4. Adopt a technology policy. The committee was provided a summary of Town telephone and software expenses and a detailed expense report for 2017. Selectmen will continue to explore adopting a policy.
5. 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. Further consideration will be given to this recommendation.
6. Conduct a comprehensive salary and benefits study for all town positions Under consideration • Adopt an employee compensation policy that includes a wage scale and the process by which employee raises will be determined As noted above, in process.
7. 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. Current practice of the selectmen's office as well as other town departments and boards/committees.

8. Enter into a formal agreement with Town of Ossipee for recreation services. If, in the future, another significant increase in the annual allotment as in 2017 a formal agreement will be further considered.
9. 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. Selectmen agree to consider and/or pursue such opportunities they are made aware of.

#### **Postings and Mailing to Non-Profits**

Chm. Strauss and TA Lamphier have completed the mailing and the non-profit budget request form is on the Town website.

#### **Library Request Letter**

The library has received our request for data and the librarian is working on fulfilling the request.

#### **Budget Reviews**

Chm. Strauss encouraged members of the committee to try to attend the selectmen's meetings during which individual budgets are reviewed.

#### **Capital Improvement Plan Progress**

The next meeting is Aug. 15. Selectmen will be asked to approve Lakes Region Planning Commission contract as that agency will lead development of the plan.

#### **Budget Committee Recording Secretary**

Chm. Strauss presented a budget line recommendation for this new position and a draft job description. Committee approved the proposed budget (see above) and will review job description for discussion next meeting.

#### **Budget Versus Actual**

Committee reviewed the BVA report dated as of July 31 as provided by selectmen's office. The expenditures are at 56.5%. TA Lamphier will report back to committee about \$250 over expenditure in library operating budget. Noted that emergency management expense overspent by \$1,990. TA Lamphier explained this will be reimbursed by the State.

#### **Other**

Chm. Strauss distributed information about upcoming NH Municipal Association budget/finance training Sept. 12 and Sept. 20. Any committee members interested in attending should contact TA Lamphier for registration.

Next Meeting: October 30, 2018 Minutes approved by majority vote on: \_\_ February 12, 2019\_\_

David Strauss, Chairman