

Approved_____

Approved with changes_9/27/22

Unapproved_____

Effingham Budget Committee Minutes

68 School Street, Effingham

July 19th, 2022

Members present: Dave Strauss (chair), Leo Racine (vice chair), Steve Regal, Rosemarie Wissenbach, Jim Giguere, David Garceau, Vicki Kirkwood (BoS Rep).

Others Present: Audrey Fraizer (town administrator), Chuck Fuller (selectman)

Minutes: Dave Strauss made a motion to approve the meeting minutes for April 05, 2022 as written. The motion was seconded by Rosemarie. Leo Racine-aye, Steve Regal-aye, Jim Giguere-aye, Vicki Kirkwood-aye, Rosemarie Wissenbach-aye. David Garceau recuse

Process Instruction review: Chair covered the related paragraph in the instruction and if suggestions or errors were noted in the overall instruction that the Committee had the ability to change them at any meeting.

Budget to Actual 7/1/22 percentage review: The overall budget percentage expended is 88.52% with everything included as well as Governor Wentworth school district. The operating budget percentage expended is 53.56%. Last year's usage from unused funds in the operating budget was \$33,600. Chair noted we are already close to using the entire operating budget. The town approved budget percentage expended is 71.23%.

Estimated 2023 budget increase: Delinquent taxes are higher than previous years in July by approximately \$66,000. The Chair provided a detail sheet showing a potential increase of \$112,000 in the next budget year. Jim asked if that included expected electricity increase this fall. Dave replied that he saw detailed information on the PUC website and they projected a 53% increase. The detail included heating fuel/electric/Diesel fuel/Gas among other items.

A discussion ensued about the school's proposed budget increase of \$1.43/thousand for 2023. Concerns were expressed about verifying the number of children actually enrolled in school to make sure the budget isn't more than it needs to be. The school gives the town of Effingham a list of kids enrolled and the Town Administrator checks up on it and sends letters to the families to make sure the children are enrolled. If no response is given to the Town Administrator truancy officers are then called in. The town has a formal policy to control this process.

The Chair and vice Chair provided the estimated 2023 increase to the Select Board at the Select Board meeting of 7/13/22. Due to that meeting the Select Board wants a meeting with the departments to talk about a 5% decrease in their budget and how that would affect them overall.

Review/approval of joint schedule with the Select Board. The Committee and the Select Board approved of the schedule and it was decided that no meeting will go later than 9pm. Meetings will be continued rather than run late.

Review/approval of budget sheet: The Committee approved the department budget sheets and discussed posting drafts on the website prior to meetings. The Town Administrator will send budget sheets out early August.

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The letter sent to nonprofit: It is being sent out for them to request funds and to know the date they need to come in for a budget review. It was reviewed and approved. The nonprofits need to fill out the form sent to them to acquire the funds they want. The Town Administrator will send out the letter by the end of July.

Police reports: There was a discussion about the police reports and how Tyler is the officer with the most numbers and why that is. Leo said he thought Fero the K9 should be out patrolling with Tyler rather than Sean since Tyler is out patrolling more frequently while Sean is doing more investigative work. He was then told that a canine gets assigned to one person and stays with that person, it can't be changed.

Steve asked where does the money from the citations go? Jim responded it's up to the state and the money goes back to the state not the town or the town's police department.

Dave asked if the Committee wanted the police reports printed and handed out or posted on the website. They all agreed they should be posted online but the Chair will provide them until they are posted online.

The letter to the fire chief: The letter Dave sent to the Fire Chief hasn't been responded to so none of his questions have been answered as of yet. Steve said it's hard to justify what JT is asking for when we don't know why or what it is for. The board of Selectmen had a nonpublic meeting with JT; he is working on making changes to detail his budget, and spending.

The budget to actual issues: The capture of unused Grant funds at the end of the year needs to be documented as unused Grant money rolls over to the next year. Projected unused Grant money for 2021 is projected to be 5 to \$6,000.

Vicki asked what unreserved fund balance means. Dave replied it's what is left over after everything is contractually paid, and all obligations are paid.

4130 **Executive**-contracted services. It was budgeted too low.

4152 Assessing contract and contracted service has \$1,341 charged. 6000 Carryover has \$24,118. 6000 Carryover needs to be used before charging to 4152 line item. \$1,341 should be moved to 6000 Carryover till depleted.

4130 postage is over by \$437.07 but nothing has been charged to 4191Planning/ZBA. The charges need to be moved to the correct departments.

4130 Contracted services 2/28/22 the \$15, 435.60 needs to move under the Bailey Road culvert. Per Audrey it will moved once the culvert work is town approved.

4130 Contracted services is \$827.40 over and need to find out why it's over.

4153 Legal documentation needs to be sent over to see what the charges are because the budget is over.

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4191 Zoning officer salary percentage is over due to court cases. Reducing assistant hours to lower costs and balance the overage is being considered by the Select Board.

4220 Fire expenses haven't received the receipts for the credit card yet but the numbers may change when the receipts come in.

4220 Fire Dept. Waiting for answers provided 6/7/22.

4220 Fire Dept. Phone. It is over budget. A discussion ensued over the cost of the phone. The bill includes internet as well as the phone. JT needed to upgrade the phone and internet plan. Waiting for answers provided 6/7/22.

Dave asked if anyone had anything to add. Audrey responded that the police details are over 200%, although the accountant said it shouldn't negatively affect the bottom line. The board of Selectmen can make a motion to accept unanticipated revenue, which is what the police detailing count as. Then the town won't be penalized for going over.

Rec Department Contract: The Budget Committee is working with Selectman Chuck Fuller on the contract with the rec department to get an idea of what the percentage of increase will be. The contract will be presented to the rec department to try to level out the payments paid to Ossipee for rec instead of getting hit with an extra \$10,000 to \$15,000 per year.

Cemetery Trustee Addition: The budget is \$2,000 per year with a \$500 stipend. The stipend has to be added to the budget to actual to make it more visible in the future. This has been in place for many years but not detailed out.

Next Budget Meeting: September 27th, 2022 at 6:00pm.

Adjournment: A motion to adjourn was made By Dave Strauss at 7:39pm. The motion was seconded by Leo Racine and passed 7-0.