

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Budget Committee Minutes
68 School Street, Effingham
April 11, 2023

Members Present: Dave Strauss (Chair), Leo Racine (Vice Chair), Vicki Kirkwood, Jim Giguere, Steve Regal, Rosemarie Wissenbach, and Lenny Espie (Selectman’s Representative).

Members Absent:

Others Present: Chuck Fuller (Selectman) and Allen Curtis (Town Clerk).

The meeting was called to order at 6:00 pm. A roll call confirmed those present.

Chair Strauss gave an update on the last year’s budget, see budget vs actual sheet. The Town approved operating budget amount was \$2,124,713.00 and the overall Town approved budget was \$2,619,897.00.

Election of Officers

Chair Dave Strauss started the election for officers.

Position for Chair - Leo nominated Dave Strauss and Rosemarie seconded the motion. All in favor.

Vice Chair - Dave Strauss nominated Leo Racine and Rosemarie seconded the motion. All in favor.

Back up Recording Secretary – Dave Strauss nominated Rosemarie and Leo seconded the motion. All in favor.

Minutes

Chair Strauss made a motion to approve the meeting minutes as written for February 8, 2023. The motion was seconded by Leo Racine.

Motion Vote: Chair Strauss-aye, Leo Racine-aye, Jim Giguere-aye, Steve Regal-aye, and Vicki Kirkwood- aye, Rosemarie Wissenbach-abstain and Lenny Espie-aye (Passed 6-0-1).

Office Business

The Chair explained emails sent should not be responded to with “reply all” due to RSA 91.

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Assign Duties

Chair Strauss asked for volunteers to be a backup for Chair, Web postings and Official minutes book update at Town Hall. The following volunteered.

Duties – Leo Racine
Web posting – Jim Giguere
Minutes book – Rosemarie Wissenbach

Raise Expectations

Chair Strauss opened the discussion for guidance to BoS for employee raises for the coming year. After discussion from the board the mutual feeling was that the board supports a raise between 2-3% rather than no raise.

Budget Process Instructions

Chair Strauss directed the board to the process instruction packet, paragraph 4.1. The chair explained this is the process they follow which can be updated and used for the future. It is available online and anyone has changes to note them down.

- a. School Count policy - The chair asked if the count was verified which was due in the 3rd week of March. Lenny Espie stated that the count went from 194 to 203 students in the school system. This does not include the homeschooled children that per Chuck is over 30 plus children. The chair explained that this data will be used by the school for budgeting in 2yrs. The chair discussed the possibilities of how this could adjust in the future.
- b. Unassigned Fund Balance Template – The chair directed the board to the template and explained how it is used and that it starts in August. Expected balance should be just over \$700,000.

Budget to Actual Issues

The chair directed the board to the budget to actual sheet and explained how it is used and how the issues are fixed. The members will receive a file with the budget to actual, keeping track with what is outstanding. The chair explained if you see any issues to let the chair know.

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DRAFT Joint Schedule

The chair directed the board to the DRAFT schedule and explained the change in the BoS meeting schedule and the difference between the two schedules being presented. It was agreed by all to follow the schedule on sheets 2 and 3, which would be Tuesdays except for 2/7/2024 which falls on a Wednesday due to state guidelines for the public hearing. The chair also pointed out an update on pg. 3 with a change in date for 12/28/23 to 12/26/23 to the BoS side. The chair asked Lenny to bring the schedule to the BoS for a vote to approve the dates.

Budget Sheets Review

The chair asked for three volunteers to verify the data entered on the 2024 budget sheets is correct. The chair handed out the sheets. Leo, Jim and Rosemarie agreed to review.

Budget Committee Contact List

The chair asked the board to review information on the contact list. Jim stated his number was incorrect and gave the correct number.

Public Question/Comments

The chair asked if there were any questions from the public, there were none.

Next Budget Meeting

WEDNESDAY June 28, 2023 @ 6pm.

Adjournment

A motion to adjourn the meeting was made by David Strauss at 6:37pm. The motion was seconded by Jim Giguere.

Motion Vote: Chair Strauss-aye, Leo Racine-aye, Jim Giguere-aye, Vicki Kirkwood-aye, Steve Regal-aye, Rosemarie Wissenbach, and Lenny Espie- aye (Passed 7-0-0).