

Town of Effingham

2024__ Budget Sheets

Please provide (on reverse or attach a separate page(s)) an explanation for each line item that differs from previous year. Also, if new equipment is requested, please provide an itemized listing of the equipment.

Department: (4191) Planning Board
 Contact Person: George Bull
 Submit Budget to Town Administrator by: 9/29/2023
 Board of Selectmen Presentation Date: See published Joint schedule
 Budget Committee Presentation Date: See published Joint schedule

4191-Planning Board	2022 Actual	2023 Budget	2024 Budget Request	BCS	BC	
				Approved	Approved	
Advertising	\$515.35	\$400.00	700. ⁰⁰	}		
Association Dues	\$0.00	\$1,300.00	1,300. ⁰⁰			
Books & Publications	\$220.00	\$215.00	220. ⁰⁰			
Computer Services	\$119.88	\$1.00	1. ⁰⁰			
Mileage	\$30.00	\$1.00	1. ⁰⁰			
Office Equipment & Supplies	\$29.99	\$0.00	1. ⁰⁰		0	
Postage	\$718.76	\$600.00	800. ⁰⁰		}	
Professional Services	\$4,120.00	\$2,000.00	2,500. ⁰⁰			
Recording Fees	\$0.00	\$50.00	1. ⁰⁰			
Salary-Secretary	\$1,867.50	\$2,100.00	6,000. ⁰⁰			
Workshops & Seminars	\$0.00	\$280.00	350. ⁰⁰			
TOTAL	\$7,621.48	\$6,947.00	11,874 \$0.00	11,873	\$0.00	

Reviewed by Effingham Board of Selectmen (date)

LE 10/17

In the last two years, the Planning Board has had an increase in applications and application complexity. This has obviously effected our budget.

The major change to the Planning Board budget is the Salary -Secretary line. The Salary line has increased for two major reasons. First we were paying our administrator \$17 an hour. This was recommended by Audrey as entry level pay rate. Nate Fogg, our administrator, is highly qualified and has proven to be an asset to the Town and the Board. The Board feels \$25 and hour is more appropriate for this position, especially taking into account Nate's qualifications. The other reason this line is higher is that for the past two years, the Board has not had a minutes taker. People are not interested for even \$20 an hour and we had a few candidates but they did not do an acceptable job. As a result minutes were done by board members. Nate will now also do the minutes and that time is calculated in his pay line. We also budgeted in time to continue updating the Planning Board files. Originally these were filed by property owner name which makes it hard to reference files since ownership changes over the years. We have started updating this to Map and Lot number. So that the assessor, Zoning Enforcement Officer and other Boards can actually find these records.

Advertising has more than doubled but much of this is for notifications and these are reimbursed to the Town by applicants, so this line largely zeros out to the Town. Also most of our postage costs are covered by the applicants as well. Both of these numbers are higher because of the increased amounts of applications but most of this gets reimbursed to the Town by the applicants.

In addition, there were over budget lines for professional services. I believe these were costs associated with the Meena case and depending on where they are referenced they are either engineering consulting fees or legal fees. The engineering fees will be reimbursed to the town so these should zero out. The legal fees as I understand it, are drawn from the towns account. Obviously, the Planning Board can not control legal cases brought against us, so we can not really budget for that. Normally we use little or no legal or professional services but need to budget a certain amount in case issues arise that we need to have professionally addressed.

Regards,
George Bull
Chair
Effingham Planning Board

