

Town of Effingham

2020 Budget Worksheet

Department: (4191) Planning Board
Contact Person: Theresa Swanick
Submit Budget to Town Administrator by: October 07, 2019
Board of Selectmen Presentation Date: October 15, 2019
Budget Committee Presentation Date: October 29, 2019

4191 Planning Board	2018 Actual	2019 Budget	2020 Budget Request	BOS Approved	BC Approved
Advertising		\$260.00	\$260.00	\$260.00	
Books and Publications		\$150.00	\$220.00	\$220.00	
Postage		\$300.00	\$300.00	\$300.00	
Office Equipment & Supplies		\$50.00	\$0.00	\$1.00	
Mileage		\$200.00	\$200.00	\$200.00	
Workshops & Seminars		\$300.00	\$300.00	\$300.00	
Secretary Wages		\$2,300.00	\$2,040.00	\$2,040.00	
Recording Fees		\$240.00	\$240.00	\$240.00	
Computer Services		\$125.00	\$1.00	\$1.00	
Professional Services		\$1,000.00	\$1,000.00	\$1,000.00	
Association Dues		\$1,400.00	\$1,400.00	\$1,400.00	
TOTAL	\$5,827.61	\$6,325.00	\$5,961.00	\$5,962.00	

Reviewed by Effingham Board of Selectmen (date) ____J.M. 10/15/2019____

Please provide (on reverse or attach a separate page(s)) an explanation for each line item that differs from 2019. Also, if new equipment is requested, please provide an itemized listing of the equipment.

Estimated cost of Planning/ZBA recording secretary

Planning/CIP

Planning Board meets twice a month on either work session or CIP.

2 meetings per month for Planning/CIP to include hearings optimally = 24

Average 2.5 hours per meeting.

Average 1 hour per meeting to compile/send minutes/notices as directed

Total 3.5 average hours of support per meeting X 24 meetings = 84 hours

Average 3 hours per month for filing and reorganizing of file system = 36 hrs

Base salary of \$17 per hour X 120 hours = \$2,040.00

Total Planning request = **\$2,040.00**

ZBA

12 scheduled meetings per year, average 2.5 hours per meeting = 30 hrs

Public hearings estimate +5 meetings x 2.5 = 12.5 hrs

Average 1.0 hours per meeting to compile/send minutes = 17

Total 3.5 hours of support per meeting X 17 meetings = 59.5, allow 60 hours

+ 10 hours of support work for public hearing (2 hrs xtra per 5 mtgs) = 10 hours

Base salary of \$17 per hour X 70 hours = \$1,190.00

Total Zoning Board request = **\$1,190.00**