

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Budget Committee
68 School Street, Effingham
July 9, 2019

Members Present: Dave Strauss (chair), Leo Racine (vice chair), Theresa Swanick, Chuck Fuller (selectmen's rep), Jory Augenti, Tom Hart, & Tim Eldridge.

Members Absent: None.

Others Present: Nate Fogg, Mike Cahalane, Brian Burke (interim town administrator)

The meeting was called to order at 6:34pm.

Minutes

The Budget Committee (BC) reviewed the minutes from the April 9th meeting.

A motion was made by Leo Racine to approve the April 9th minutes as written. The motion was seconded by Dave Strauss. The vote was 6-0-1, with Tim Eldridge abstaining because he did not attend the meeting.

Budget Committee Process Instruction Approval

Dave Strauss reviewed "Template 6" from the "Budget Process Instruction". The template lists three data points throughout the year to check the "Unassigned Fund Balance". Using these data points will help give the BC a good idea of the Unassigned Fund Balance. Dave has spoken with Division of Revenue Administration (DRA) to get an okay of the data points to be used. Dave is waiting for the final okay from DRA for the three data points to be used.

School Enrollment Verification

Preliminary work is being done to verify the list of Effingham Children enrolled in the Governor Wentworth School District (GWRSD).

The BC looked at and discussed the form to be sent to property owners in Effingham to list children in school. This form may be included in the mailing of the December tax bill. Follow up will be required to get a list from families in rental properties. A list of children will be received from GWRSD in February which must be verified before the end of March. Each child cost over \$14,000. Finding any children on their list that are not Effingham residents is well worth the effort.

Budget Schedule

The budget review schedule was reviewed. The departments to be reviewed on 11/26, 12/3, & 12/10 were rearranged to give the BoS additional time to review certain categories. Some budget numbers, such as Insurance costs tend to be available later than other items.

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A motion was made by Tim Eldridge to approve the Budget Schedule as amended. The motion was seconded by Tom Hart. The vote was unanimous in favor.

Dave Strauss asked for 2 or 3 volunteers to review the budget packets. Tom Hart, Jory Augenti, and Tim Eldridge will review the packets with Dave.

The BC review the letter to non-profits. The letter is the same as last year. The name of the Town Administrator will be updated to Brian Burke. This form is only for non-profits currently receiving funds from the town. New requests for non-profit funding must be made through the petition warrant article process. The letter will be sent out in August.

A motion was made by Tim Eldridge to approve the Non-Profit letter with the change of town administrator. The motion was seconded by Chuck Fuller. The vote was unanimous in favor.

School Enrollment

A meeting is scheduled in town for Wednesday, July 10th to discuss the new school funding court case.

The BC reviewed the letter from the Board of Selectmen (BoS) regarding the school budget crisis in Effingham which was sent to the State delegation. The BC reviewed the draft GWRSD enrollment letter and will wait until their next meeting to 'approve' the letter as new information is expected to be received.

When checking school enrollment, the town needs to be aware of any confidentiality requirements for district children to ensure compliance. We should add a note to the form that information received will be confidential (if necessary).

Chuck F, Theresa S, Dave S, and Mike C. attended the school informational meeting in Wolfeboro recently. All said the meeting was worth their time.

Budget Review

The Budget vs Actual year to date (through 7/1/19) report was reviewed. Several items already over budget were discussed as well as items with nothing spent. Brian Burke commented that items posted to the wrong budget line are being corrected when they are found. Dave S, and others noted that they had also found incorrectly posted payments. Many of the non-profit lines are being paid out in the near future.

Town Report costs have gone up recently. Some departments are giving too much detail in their report. Tim Eldridge suggested adding more photographs to the report.

Brian Burke mentioned that Software, Hardware, Data Security are currently under review and a report should be available in a couple of weeks describing what steps and purchases will be required for review.

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Primex insurance is near the total budget, however, it was noted this is a one-time payment each year.

The fire department mileage budget is over budget. This is due to an individual traveling to receive a certification. The fire chief will try to make up for the overage within his budget. It was noted that the fire chief applies for and receives grants money often. Budget expenditures need to be reconciled with grant money received to make sure they are accounted for correctly.

Needing to salt the dirt roads last winter was an added expense. The slips on deliveries are not clear what are material costs verses delivery costs. It was noted that salt receives one bill for material and delivery without the delivery being broken out.

Several speed limit signs (and other) are missing around town and the sign budget may need to be increased to get the missing signs replaced.

The cost of the trash compactors at the transfer station are increasing, which is coming because of the age of the equipment. The BoS will look into the cost of leasing new equipment to see if it makes sense to replace the compactors.

Recycling has improved. Glass and metal are making a small profit rather than being a cost to the town.

The cost to monitor the landfill was raised by \$10k last year. Another review, due in September, will provide guidance about future monitoring.

General Assistance has been adjusted based actual returns from past years. This number is always difficult to predict accurately.

The BC discussed asking for each department to submit two budget sheets. One with their requested budget and one with how they would provide a 5% decrease if necessary. After a discussion it was decided to ask for one budget sheet and include a letter about providing a budget without any unnecessary increases because of the expected school budget increase.

Dave Strauss will write a letter and send it to members for their review. The letter will be 'approved' by consensus.

Other Business

Chuck Fuller provided a Capital Improvement Plan (CIP) update. Progress is being made. Police and Fire have been reviewed. The BoS are working on Transfer Station numbers should be available this year. Roads, bridges, and town buildings will be added next year. The trustees are reviewing the approved in and out of the Trust Funds for this year. The first draft should be available by September 10th 2019.

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Next Meeting Date

The BC will meet again on September 10th and then again on October 1st.

Adjournment

A motion was made by Leo Racine to adjourn the meeting. The motion was seconded by Tim Eldridge. All were in favor.

The meeting adjourned at 8:40pm.