

Town of Effingham

2020 Budget Worksheet

Department: (4191) Zoning Board

Contact Person:

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 Zoning Board	2018 Actual	2019 Budget	2020 Budget Request	BOS Approved	BC Approved
Advertising & Posting		\$200.00	\$200.00	\$200.00	
Books & Publications		\$100.00	\$150.00	\$150.00	
Postage		\$200.00	\$200.00	\$200.00	
Office Equipment & Supplies		\$50.00	\$0.00	\$1.00	
Mileage		\$125.00	\$125.00	\$125.00	
Workshops & Seminars		\$200.00	\$200.00	\$200.00	
Secretary		\$1,190.00	\$1,190.00	\$1,190.00	
Computer Services		\$125.00	\$1.00	\$1.00	
Professional Services		\$1.00	\$1.00	\$1.00	
TOTAL	\$1,150.82	\$2,291.00	\$2,067.00	\$2,068.00	

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**