



Approved

Budget Committee Town of Gilmanton, New Hampshire

Meeting

November 7, 2018

6:10pm. – Gilmanton Academy

Committee Members Present:

Chairman Brian Forst, Vice Chairman Anne Kirby, Joanne Melle, Grace Sisti, Stephen McWhinnie- Selectmen's Rep, Alec Bass, Malcom Mc Cloud- School Board Rep., Steve Bedard, Patrick Hackley-Sawyer Lake Rep.

Also present: Danielle Bosco- recording Secretary, Patrick Bore- Town Administrator, Brenda Paquette-Finance Director, Heather Carpenter- Assistant Town Administrator/General Assistance Officer

6:10pm Chairman Forst open up the meeting and led the Pledge of Allegiance.

Chairman Forst said the original schedule that was sent out had Fire and Police on the agenda for today. The Police have been moved and they are working on a date for the Fire Department.

Mrs. Carpenter presented the proposed budgets.

4130 Executive Budget:

110-Town Administrator Salary-\$70,000, increase of \$12,946, Increase due to a new hire

115- Assistant Town Administrator Wages- \$50773, increase of \$8913 due to job duties

116- Clerical/researcher- \$10,400- This is a new item to the executive budget was on the Planning Budget as Planning Administrator

130- Selectmen Salary- \$10,964- no change

210- Health Insurance- 19,582- \$14582 increase due to wage increase

211- Dental Insurance- \$1210- \$670 decrease

215- Life Insurance- \$704- no change

220- Fica-\$8,812- \$2000 increase due to wage increase

225- Medicare- \$2061- \$468 increase due to wage increase

230- Retirement- \$13,623- \$7612 increase due to wage increase (2018 was under budget \$5,245)

270- Training- \$4000- \$1000 increase due to new employees

271- Appreciation-\$1,300- no change

341- Telephone- \$3300- \$80 increase due to additional phones

343- Advertising- \$1,500- no change

370- Computer Expenses- \$15,350- \$350 increase

429- Town Website- \$2,500- \$3,500 decrease

440- Copier Lease- \$4500- no change

441- Postage Machine- \$2,000- no change

550- Printing- \$3500- no change

560- \$4000- no change

610- Office Supplies- \$3000- no change

637- Mileage Reimbursement- \$1500- no change

690- Other Miscellaneous- \$400- no change

750- Office Equipment- \$2000- no change

Mr. Bedard questioned what the appreciation line was. Mrs. Paquette said it is used for staff certificates, gift cards at holidays to replace purchasing turkeys, money can be used if there is a death in the family or someone in the hospital it can be used for that employee to send a gift.

Mrs. Kirby questioned why the telephones were \$1,000 more. Mrs. Carpenter said the increase is due to two additional cellphones.

Mrs. Kirby questioned if the Office had any left over Town Reports. Mrs. Carpenter said they are very low so when looking at the budget they did not want to reduce the amount.

Mrs. Paquette said they went over on the miscellaneous line this year due to hiring MRI to seek a Town Administrator.

Mr. McCloud questioned why the department head requested \$19,582 and the Selectmen revised it to \$5,000. Mr. Bore said it hasn't been presented to the Board of Selectmen yet and this is still being worked on.

4140 Election & Register:

115- Election Workers Salary- \$2,500- \$2000 decrease due to less elections

102- Supervisors of Checklist Salary- \$2,200- \$1,300

220- Fica- \$136- \$360 decrease

225- Medicare- \$32- \$84 decrease

343- Advertising & Notices- \$250- no change

431- Computer Maintenance- \$2,000- no change

490- Voting Boots- \$1- no change

550- Printing- \$2,200- \$200 increase

610- Election General Expense- \$600- \$100 decrease

620- Office Supplies- \$1,330- \$1080 increase

Mr. Bedard questioned why the office supplies increased so much. Mrs. Paquette said they are looking to purchase sleeves for the checklist that cost \$450 as well as magnifiers for \$106.25 and name badges for \$39.80.

4150 Financial:

110- Finance Office & HR Admin Salary- \$47,580- \$702 increase due to salary increase

114- Wages Budget Secretary- \$3021- no change

115- Treasurer Salary- \$6003- no change

104- Deputy Treasurer Salary- \$500- no change

117- Trust Funds Clerk Salary- \$250- no change

118- Salary Trust Fund bookkeeper- \$7,000- no change

220- Fica- \$3990- \$44 increase due to salary increase

225- Medicare- \$933- \$10 increase due to salary increase

270- Training- \$350- no change

301- Annual Auditing- \$10,500- \$250 increase due to contract

370- Computer Expenses- \$15350- \$350 increase

560- Dues & Subscriptions- \$50- no change

620- Office Supplies- \$3,000- no change

625- Postage- \$13,500- no change

637- Mileage- \$50- no change

690- Miscellaneous Expenses- \$50- no change

691- Budget Committee Expenses- \$625- no change

692- Trustee's Expenses- \$400- no change

Mr. Bass questioned the computer expenses stating a 2% increase but the budget doesn't reflect an increase. Mrs. Paquette said they allow a discount if it is paid early but they budget the amount that it costs should the invoice not be paid on time.

4153 Legal:

320- Legal- \$100,000

Brenda Paquette said the 2018 budget increased from \$35,000 to \$107,116 taking \$72,116 from Police Patrol Line. Mr. Bedard said he would like the budget to reflect what the Town voted on and not the transfers. Mrs. Paquette said the Selectmen can override the budget and turned the 2018 budget into this amount which has to be shown like this. Mr. Bedard said it looks like they didn't give police the money when they did. Chairman Forst said they had recommended to put money into a non-capital account but the Town turned that down but legal fees still need to be paid. Mrs. Paquette said she has to show the budget like this because the Selectmen changed the budget and it must be reflected as such. Mrs. Paquette said she would provide changes to Police medical/dental etc.

4196 Insurance:

250- Unemployment Comp Insurance- \$1,000- no change

260- \$40,092- \$3,645 increase due to salary increase

520- Property, Auto & Liability Insurance- \$52,607- no change

4441- General Assistance:

110- GA Director Wages- \$6,000- no change

220- Fica- \$372- no change

225- Medicare- \$\$87- no change

270- Training- \$0- \$300 less

560- Dues & Subscriptions- \$50- no change

800-Payments- \$0 (Money taken from CRF)

Mrs. Carpenter said the budget should stay the same depending on the need for assistance, right now is the time for need. Currently the position is not an in house position and they have saved money by doing this. Money has come back in the form of tax liens as well as the Town sending out money.

4415 Outside Agencies:

810- Snowmobile Club- \$2,500- no change

811- Central NH VNA & Hospice- \$7,600- no change

812- Child & Family Services- Nothing requested this year

813- Milfoil Treatment- \$1,000- no change

814-American Red Cross- \$2,000- \$1250 increase

815- New Beginnings- \$908- \$23 increase

816- Gilmanton Youth Organization- \$4,000- no change

818- Community Action Program- \$5,000- no change

819- LRMHC- \$7,500- no change

825- CASA- \$500- no change

Mrs. Carpenter said Child & Family Services did not provide services to the Town this year so are not requesting any funds but will next year if the need is there. Community Action Program is huge with assisting the Town with welfare.

Milfoil treatment may request an increase.

4711 Principal Debt Services:

980- Public Safety Building- \$55,234- \$1390 decrease (Final payment May 2020)

983- Energy Improvements- \$6,637- \$134 decrease (Final Payment 2019)

984- Fire Engine Lease- \$59411- \$1,404 increase (Final Payment 2019)

4712 Interest Debt Service:

980- \$1,784- \$1,390 decrease

983-\$400- \$84 decrease

984- \$1,438- \$1,404 decrease

Chairman Forst discussed the possibility of holding deliberations on one day instead of two days to save time and setup of the meetings. Chairman Forst questioned the Committee if they thought it would be good to seek legal advice on doing this due to having to announce the time of the meeting. The Board agreed to seek legal advice on this.

The Board discussed re-arranging the meetings to fit in Fire & Police. It was discussed having Police December 5th with Town Clerk, Tax Collector, ZBA, Building Inspector, Parks & Rec, Cemeteries and Government Buildings. December 12th will be Warrant Articles, Library and Fire Department. If Warrant articles are ready they will be heard on December 5th.

Adjournment: Chairman McWhinnie made a motion to adjourn at 7:35, seconded by Mrs.

Melle; All were in favor.

Respectfully Submitted,

Danielle Bosco
Recording Clerk