

**TOWN OF GILFORD, NEW HAMPSHIRE
BUDGET COMMITTEE**

SUBCOMMITTEE REPORT- Health and Welfare Agencies

Date: November 8, 2017

Time: 11:00am

Location: Town Hall – Conference Room B

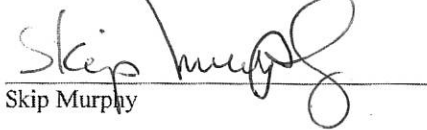
Budget Committee subcommittee members: Chris McDonough, Tim Sullivan, Skip Murphy

Town Employee: Scott Dunn, Town Administration and Glen Waring, Finance Director

Discussions:

No action was taken on this as all request for monies by outside agencies will be handled by Petition Warrant.

Respectfully submitted


Skip Murphy

**TOWN OF GILFORD, NEW HAMPSHIRE
BUDGET COMMITTEE**

SUBCOMMITTEE REPORT- Elected Officials

Date: November 8, 2017

Time: 11:00am

Location: Town Hall – Conference Room B

Budget Committee subcommittee members: Chris McDonough, Tim Sullivan, Skip Murphy

Town Employee: Scott Dunn, Town Administration and Glen Waring, Finance Director

Discussions:

The Budget Preparation Worksheet for the Elected Officials was reviewed and discussed briefly as only the Social Security line was changed by a small budgeted amount from last year.

Financial:

Board of Selectmen budget change: **0%**

Board of Selectmen total: **\$14,533**

Tim Sullivan made the motion to accept the Board of Selectmen's budget. Chris McDonough seconded the motion. Upon the motion duly made, seconded and unanimously approved, the subcommittee recommended approval of the budget for the Elected Officials department.

Respectfully submitted


Skip Murphy

UPDATE - from the full BudCom on Thursday, 11/9/2017:

- Tim Sullivan made the motion to accept
- Peter Karagianis seconded the motion
- Unanimously approved by the full BudCom

**TOWN OF GILFORD, NEW HAMPSHIRE
BUDGET COMMITTEE**

SUBCOMMITTEE REPORT- Boards and Commissions

Date: November 8, 2017

Time: 11:00am

Location: Town Hall – Conference Room B

Budget Committee subcommittee members: Chris McDonough, Tim Sullivan, Skip Murphy

Town Employee: Scott Dunn, Town Administration and Glen Waring, Finance Director

Discussions:

The Budget Preparation Worksheet for the Boards and Commissions was reviewed and the line items specifically discussed were:

- Wages - Secretary

Essentially, this is paying for the Town Administrator's Executive Assistant to take notes for the Budget Committee (the Joint Loss Management Committee has had a drop in the hours attended). Given that this is above and beyond the normal 40 hours for the Assistant's position, the rate set is at the overtime rate of time and a half (\$38.67/hour). A short discussion was had about using a non-overtime person for this.

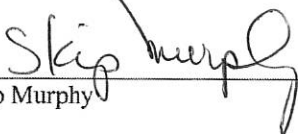
Financial:

Board of Selectmen budget change: **a rise of -2.12%**

Board of Selectmen total: **\$2,406**

Tim Sullivan made the motion to accept the Board of Selectmen's budget. Chris McDonough seconded the motion. Upon motion duly made, seconded and unanimously approved, the subcommittee recommended approval of the budget for the Boards and Commissions department.

Respectfully submitted



Skip Murphy

**TOWN OF GILFORD, NEW HAMPSHIRE
BUDGET COMMITTEE**

SUBCOMMITTEE REPORT- Finance, Appraisal, Technology

Date: November 8, 2017

Time: 11:00am

Location: Town Hall – Conference Room B

Budget Committee subcommittee members: Chris McDonough, Tim Sullivan, Skip Murphy

Town Employee: Scott Dunn, Town Administration and Glen Waring, Finance Director

Discussions:

The Budget Preparation Worksheet for the Finance, Appraisal, and Technology was reviewed and all line items discussed. Broken out by subareas:

Finance and Appraisal

- Appraisal Services – provided by Cochrane and Associates. The contract is a “shall no exceed”. September is the month of most activity – expenses are yet to be entered.
- Mapping and GIS – this is the geographical information system used by the town that maps out all of the tax plots and items of interest. Maintenance fees are going up this year.
- Software Expenses – maintenance for the Appraisal and Finance software

Technology

- Technical Services -Provided by Mainstay Technology at a rate of \$78/user/month for 61 users. They also watch over servers and network infrastructure. It seems that users are satisfied with the level of support they receive.
- Software Expenses – maintenance for other software
- Computer Supplies – Acts as Central Purchasing for all departments (consumables)
- Special Projects – All Windows 2003 servers (outdated, out of warranty, no longer supported by Microsoft) are being replaced with Windows 2012 servers. These are on-premise systems. The email server, however, is being outsourced to the Cloud to Microsoft Office 365 at a cost of \$4/user/month. Wireless access points are being upgraded as well as the router types being consolidated.

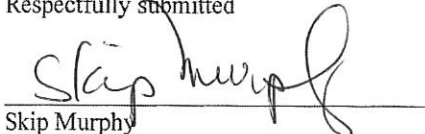
Financial:

Board of Selectmen budget change: **a rise of 5.99%**

Board of Selectmen total: **\$649,153**

Tim Sullivan made the motion to accept the Board of Selectmen's budget. Chris McDonough seconded the motion. Upon the motion duly made, seconded and unanimously approved, the subcommittee recommended approval of the budget for the Finance, Appraisal, and Technology department.

Respectfully submitted


Skip Murphy

UPDATE - from the full BudCom on Thursday, 11/9/2017:

- Peter Karagianis made the motion to accept
- Tim Sullivan seconded the motion
- Unanimously approved by the full BudCom

**TOWN OF GILFORD, NEW HAMPSHIRE
BUDGET COMMITTEE**

SUBCOMMITTEE REPORT- Legal

Date: November 8, 2017

Time: 11:00am

Location: Town Hall – Conference Room B

Budget Committee subcommittee members: Chris McDonough, Tim Sullivan, Skip Murphy
Town Employee: Scott Dunn, Town Administration and Glen Waring, Finance Director

Discussions:

The Budget Preparation Worksheet for Legal was reviewed. Past and possible on-going litigation (e.g., Agro-tourism) was discussed at a high level. While one suit has been settled, another one may be in process. Scott felt that the amount appropriated should be sufficient.

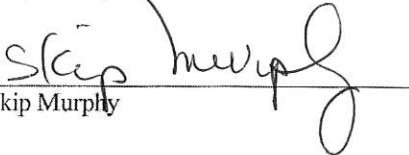
Financial:

Board of Selectmen budget change: **0%**

Board of Selectmen total: **\$54,000**

Given that there was no change in the budgeted amount, Tim Sullivan made the motion to accept the Board of Selectmen's budget. Chris McDonough seconded the motion. Upon motion duly made, seconded and unanimously approved, the subcommittee recommends approval of the budget for the Legal department.

Respectfully submitted


Skip Murphy

UPDATE - from the full BudCom on Thursday, 11/9/2017:

- Tim Sullivan made the motion to accept
- Sean Murphy seconded the motion
- Unanimously approved by the full BudCom

**TOWN OF GILFORD, NEW HAMPSHIRE
BUDGET COMMITTEE**

SUBCOMMITTEE REPORT- Insurance

Date: November 8, 2017

Time: 11:00am

Location: Town Hall – Conference Room B

Budget Committee subcommittee members: Chris McDonough, Tim Sullivan, Skip Murphy

Town Employee: Scott Dunn, Town Administration and Glen Waring, Finance Director

Discussions:

The Budget Preparation Worksheet for the Insurance was reviewed. Please note that much of this is beyond the control of the Town and is up to the insurance company (e.g., Primex for the most part). Primex does, however, send out risk manager to review operations and conduct training that hopefully will prevent future claim.

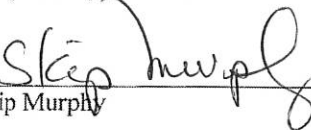
Financial:

Board of Selectmen budget change: **a rise of 4.43%**

Board of Selectmen total: **\$291,466**

Tim Sullivan made the motion to accept the Board of Selectmen's budget. Chris McDonough seconded the motion. Upon motion duly made, seconded and unanimously approved, the subcommittee recommended approval of the budget for the Insurance department.

Respectfully submitted



Skip Murphy

UPDATE - from the full BudCom on Thursday, 11/9/2017:

- Tim Sullivan made the motion to accept
- Sean Murphy seconded the motion
- Unanimously approved by the full BudCom

**TOWN OF GILFORD, NEW HAMPSHIRE
BUDGET COMMITTEE**

SUBCOMMITTEE REPORT- Health Officer

Date: November 8, 2017

Time: 11:00am

Location: Town Hall – Conference Room B

Budget Committee subcommittee members: Chris McDonough, Tim Sullivan, Skip Murphy

Town Employee: Scott Dunn, Town Administration and Glen Waring, Finance Director

Discussions:

The Budget Preparation Worksheet for the Health Officer was reviewed and all line items. Please note that at the present time, the Town does not have a Health Officer. In the past, this has been handled by the head of the Department of Public Works; this position is vacant at this time. If the position is filled and that person declines to fill this responsibility, someone else will be found for it.

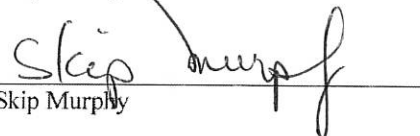
Financial:

Board of Selectmen budget change: a rise of 0.01%

Board of Selectmen total: \$3,203

Tim Sullivan made the motion to accept the Board of Selectmen's budget. Chris McDonough seconded the motion. Upon motion duly made, seconded and unanimously approved, the subcommittee recommended approval of the budget for the Health Officer department.

Respectfully submitted


Skip Murphy

UPDATE - from the full BudCom on Thursday, 11/9/2017:

- Tim Sullivan made the motion to accept
- Sean Murphy seconded the motion
- Unanimously approved by the full BudCom

**TOWN OF GILFORD, NEW HAMPSHIRE
BUDGET COMMITTEE**

SUBCOMMITTEE REPORT- Health and Welfare Agencies

Date: November 8, 2017

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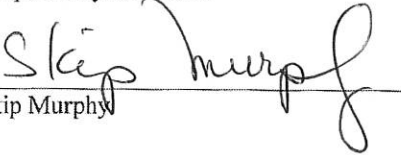
Budget Committee subcommittee members: Chris McDonough, Tim Sullivan, Skip Murphy

Town Employee: Scott Dunn, Town Administration and Glen Waring, Finance Director

Discussions:

No action was taken on this as all request for monies by outside agencies will be handled by Petition Warrant.

Respectfully submitted


Skip Murphy

**TOWN OF GILFORD, NEW HAMPSHIRE
BUDGET COMMITTEE**

SUBCOMMITTEE REPORT- Welfare Assistance

Date: November 8, 2017

Time: 11:00am

Location: Town Hall – Conference Room B

Budget Committee subcommittee members: Chris McDonough, Tim Sullivan, Skip Murphy

Town Employee: Scott Dunn, Town Administration and Glen Waring, Finance Director

Discussions:

The Budget Preparation Worksheet for the Welfare Assistance Department was reviewed and all line items. Two line items were discussed:

- Electricity
- Housing

After reviewing the Budgeted and Actual amounts, it was decided to decrease these two line items based on past performance:

- Housing – a decrease of \$2,500
- Electricity – a decrease of \$2,500

Financial:

Board of Selectmen budget change: **a rise of 9.47%**

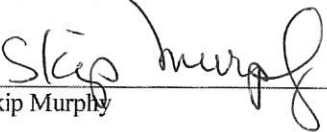
Board of Selectmen total: **\$54,919**

01-4442-357	WLF – House	\$20,500
01-4442-512	WLF – Electricity	\$7,500

Subcommittee recommended new total: **\$49,919** (a decrease of **9.1%**)

Chris McDonough made the motion to accept the Subcommittee's budget changes. Tim Sullivan seconded the motion. Upon the motion duly made, seconded and unanimously approved, the subcommittee recommended approval of the budget for the Welfare Assistance department.

Respectfully submitted



Skip Murphy

UPDATE - from the full BudCom on Thursday, 11/9/2017:

- Tim Sullivan made the motion to accept
- Peter Karagianis seconded the motion
- Unanimously approved by the full BudCom

**TOWN OF GILFORD, NEW HAMPSHIRE
BUDGET COMMITTEE**

SUBCOMMITTEE REPORT- Debt Service

Date: November 8, 2017

Time: 11:00am

Location: Town Hall – Conference Room B

Budget Committee subcommittee members: Chris McDonough, Tim Sullivan, Skip Murphy

Town Employee: Scott Dunn, Town Administration and Glen Waring, Finance Director

Discussions:

The Budget Preparation Worksheet for the Debt Service Department was reviewed and all line items. Two line items were discussed:

- Debt Principal – a decrease of 7.38%
- Debt Interest – a rise of 13.03%

The disparity between two line items is explained that the Transfer Station project was an interest only payment this year (no principal payment).

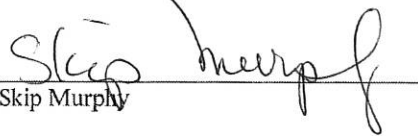
Financial:

Board of Selectmen budget change: **a decrease of 0.97%**

Board of Selectmen total: **\$215,182**

Tim Sullivan made the motion to accept the Subcommittee's budget changes. Chris McDonough seconded the motion. Upon the motion duly made, seconded and unanimously approved, the subcommittee recommended approval of the budget for the Debt Service department.

Respectfully submitted


Skip Murphy

UPDATE - from the full BudCom on Thursday, 11/9/2017:

- Sean Murphy made the motion to accept
- Dr. Leslie Suranyi seconded the motion
- Unanimously approved by the full BudCom