

TOWN OF GILFORD, NEW HAMSHIRE

BUDGET COMMITTEE

SUBCOMMITTEE REPORT - Finance, Appraisal, Technology & Welfare Assistance for FY 2019

Date: Oct 24 2018

Time: 4:30 PM

Location: Town Hall Conference Room B

Budget committee subcommittee members present: Tim Sullivan, Sean Murphy and Skip Murphy. Representing the Town was Glen Waring finance Director. Angela Bovill attended to take notes and write up her own meeting minutes.

It is stated that the finance Dept. has 3 FT & 2PT employees.

The Budget preparation worksheet as rec'mended by the BOS was reviewed and discussed. In the first lines of the worksheet we reviewed some wage items mostly due to end of this fiscal year and for next fiscal year which are mostly calculated against anticipated merit Pay wage adjustments. There were deminimus increase lines associated with FICA and "comp Time " conversions. Retirement increases were also quite small. Tim made some remarks about possible actuarial issues with the NHRS and how pensions are paid out in grossly disproportionate amounts. Opinion offered that this may be exacerbating the underfunding issues. Suggestion made that employees become more educated about their pension plan's issues. Health and dental insurance took some good declines vs the costs being ameliorated YOY.

One large increase in the Rec. budget is a large increase for Assessing as the Town will be undertaking a full 5 yr period reassessment as required by the state. On going annual assessments of +/- 20% of properties will continue. A lot of these assessing increases are for maintenance to the software. The Town has previously completed the GPS electronic mapping of the Town and so this is now seen as an improved and expanded resource for assessing, DPW among other depts.

It is noted that printing and postal costs are declining with the enhanced use of E-mail and Faxes. An expectation to move on to even more sophisticated communication technology was discussed. An "ACH" technology going forward was discussed. (Automated Clearing House).

Glen provided explanations of in service training for himself and other employees. The costs of membership fees to (5) professional orgs as well. Glen assured us that he is very selective as to the utility of the many in service training programs offered and only attends those that are deemed most useful. Finance is more able than ever to find and download useful publications and booklets from the web vs not needing to buy as much of that as in previous times . The budget for those is down considerably.

We moved on to discussions of Tech. A discussion of last year's Town wide phone system ensued. Significant savings in Telephone costs have been realized vs the use of a new carrier. Charges are generally apportioned per unit line of service. Beyond that the next big cost increase is for Technical Services. Ordinary Tech services including malware programs and anti virus as well as other service to the town's web systems saw a 6.94% increase. It is costing more because the Bad guys are doing more. For enhanced town web security we have entered into a contract for that with Mainstay, a recognized industry leader. The initial cost is expected at \$9K but that is only for a partial year and the request for this service will likely increase to \$15K annually. So that will be an on going cost. There is no previous base line for this service est to be \$11.25K We expect to have in place a WISP Written Information Security Program as to be compliant to State and Federal Guidelines for security and redundant/backup reliabilities for primarily the Police Dept. and then Fire etc., to meet any emergency situations. Skip expressed considerable interest in these arrangements and Glen furnished the 3 Budget Comm Members with copies of the outline of anticipated contract with Mainstay. Glen also explained that in addition computer supplies and equipment were relatively stable as we try to replace 15 workstations annually to keep the laddering of the oldest equipment to a minimum. It is discussed that the operating systems we use may become defunct/unsupportable in the next year or two and that we may need to anticipate a cost there next year.

Sean proposed a motion to adopt and rec to the full Budget Comm the amount as rec by the BOS of \$676,562 for FY 2019, which was seconded by Tim. There was no further discussion and the motion carried unanimously.

We moved on to Welfare. This is the Town Welfare program and deals with Welfare issues as required by law for the Town to adequately administer to. THIS was NOT any discussion of outside agencies seeking assistance. Glen explained how he estimated the amounts for the several lines being budgeted against the previous year's expenditures and needs. A well-known member of the Gilford community Pam Clark is employed part time on a Stipend basis as the Town Welfare administrator. The stipend and the FICA are level funded. "Other Services" was enhanced by \$300 13.64% to create some flexibility against the reductions in the anticipated need for Fuel and electricity assistance. It is felt that the economy is reasonably strong and that there will likely be fewer requests this next year for those situations. Also some concern as to the costs the Town may bear for Funeral expenses of those demonstrating need. Some remarks about cell phone assistance partial help for phones as they are considered a basic necessity for those out of work to obtain employment.

Tim proposed a motion to approve the amount of \$49,259 to the full budget Comm as rec by the BOS for the Town's Welfare Administration for FY 2019, which was seconded by Sean. There was no further discussion and the motion passed unanimously.

The meeting was adjourned at approx. 5:40 PM

Respectively submitted

__Timothy Sullivan __/electronic signature__Timothy __Sullivan_____