**TOWN OF GILFORD**

**BUDGET COMMITTEE**

**MEETING MINUTES**

**November 18, 2021**

**6:30 PM**

Members present: Sean Murphy, Johan Andersen, David Tyler, Kristin Snow, Kevin Hayes, Gretchen Gandini, Dorothy Piquado, Angelo Farruggia, Amber LaTorre, Steven Hepburn and Gaye Fedorchak.

Also Present: Town Administrator Scott Dunn, Director of Parks & Recreation Herb Greene, Library Director Katherine Dormody and Executive Assistant Chrissy Blood.

At 6:30pm, Mr. Murphy convened a duly posted, public meeting of the Budget Committee in the Gilford Town Hall.

Mr. Murphy led the assembly in the Pledge of Allegiance to the Flag.

Approval of Minutes: Ms. LaTorre noted that a correction needed to be made to the spelling of Pete Allen’s last name. Mr. Murphy noted that the vote on the Cemeteries budget needed to be amended to show (10-0-1) with Dr. Snow abstaining from the vote. Mr. Andersen made a motion to approve the minutes of October 28, 2021 as amended; seconded by Ms. Piquado and passed with all in favor; (11-0).

Parks & Recreation subcommittee review: Ms. Gandini noted a change in the line items for Full Time Wages and Part Time Wages in the proposed versus Board of Selectmen’s recommendation. The department currently operates with a full time Director and part time program assistant, a second part time Program Assistant position has been vacant and they continue to struggle to fill the position, due to the challenge of inconsistent hours. The Director of Parks & Recreation proposed adding a full time assistant to improve overall operations throughout the department, which would reduce the line item for a part time program assistant. The new full time program assistant would also take on additional administrative duties and assist with the supervision of seasonal staff and help expand program offerings. The change was not recommended by the Selectman due to the concern about the potential of benefits increasing the cost too much. There is concern that the part time program assistant role will continue to be difficult to fill and they may have to cut back on programming due to lack of staffing. Seasonal wages will have an increase due to an increase in the base pay of beach staff. Publishing notices will have an increase due to advertising for seasonal and part time positions and the difficulty in filling positions and the need to re-advertise. Professional Development will have an increase due to reimbursing new-hire lifeguard staff for their initial certification costs, it is hoped that this offer will attract more individuals to apply. Facility maintenance will have an increase due to a small increase in dumpster fees based on current usage, along with the addition of engineered wood fibers for the playground/swing areas and the purchase of one new float for the swim raft to replace one that is leaking. Ms. Gandini made a motion to approve the Parks & Recreation budget as recommended by the Board of Selectmen for $311,518; seconded by Ms. LaTorre and passed with all in favor; (11-0).

Ice Rink subcommittee review: Ms. Gandini noted that seasonal wages will have a slight increase reflecting pre-season and in-season maintenance and supervision of rink rentals. The rate for the telephone is up slightly, which is used by the maintenance and staff on duty during supervision of rink rentals. The Director of Parks and Recreation noted that the revenue from rink rentals is approximately $600 per year, which is enough to offset the employee cost and additional maintenance. Ms. LaTorre made a motion to approve the Ice Rink budget as recommended by the Board of Selectmen for $10,491; seconded by Ms. Fedorchak and passed with all in favor; (11-0).

Library subcommittee review: Ms. Piquado noted that full time wages went down and part time wages went up as one employee moved from 40 hours per week to 30 hours per week. Health insurance has gone down as a result of this change in full to part time staffing. Special projects includes work to be done to improve the garage which includes mold removal, improving the floor and making the garage more suitable for general storage. Most items in the budget are level funded from 2021. Ms. Piquado noted that the subcommittee minutes from their meeting on November 2, 2021 should be corrected to show the start time of the meeting was 4:00, with the meeting ending at 4:35. Mr. Andersen made a motion to approve the Library budget as recommended by the Board of Selectmen for $619,269; seconded by Dr. Snow and passed with all in favor; (11-0).

Insurance & Benefits subcommittee review: Mr. Dunn reviewed the changes made to the budget by the Board of Selectmen since the original budget preparation worksheets were prepared on October 12, 2021. He noted that NHMA Dues are now $9,766 (previously $9,696), LRPC Dues are now $10,059 (previously $9,977), Unemployment insurance is now $8,116 (previously $9,387), Property & Liability insurance is now $215,444 (previously $198,959), Worker’s Compensation is now $128,490 (previously $127,881), LRMFA Dues are now $93,081 (previously $95,735), Highway Equipment Lease Payments is now $32,599 (previously $63,099), Special Warrant Articles (ARPA Grant Funds) is now $0 (previously $378,611), Meals & Rooms Tax Revenue is now $533,240 (previously $368,000) and Transferred from Surplus Revenue is now $206,000 (previously $0). Mr. Tyler inquired as to when the Primex insurance lines last went out to bid, to which Mr. Dunn stated about five years ago and noted the ease of administration and that coverage includes free classes and training, opposed to what is available in the private sector. Mr. Tyler made a motion to amend the ADM-Health Insurance, line 131, to cut $20,000 from this line for a total budget of $8,907; seconded by Kevin Hayes and passed with all in favor; (11-0).

Ms. Piquado made a motion to approve the Insurance & Benefits budget as amended for $376,958; seconded by Dr. Snow and passed with all in favor; (11-0).

Ms. Piquado left the remainder of the meeting.

FY2022 Budget Revisions: Mr. Dunn noted that the ARPA funds do not need to be counted in to the FY2022 budget and can be considered unanticipated revenue. Dr. Snow made a motion to approve Article 5 with a bottom line FY2022 budget of $15,555,148, which includes the removal of the $20,000 from the insurance contingencies line, seconded by Mr. Hayes and passed with all in favor; (10-0).

Warrant Articles: Mr. Hayes made a motion to approve Articles 6 in the amount of $60,000, Article 7 in the amount of $300,000, Article 8 in the amount of $36,000, Article 9 in the amount of $2,900, Article 10 in the amount of $10,000, Article 11 in the amount of $11,767, Article 12 in the amount of $25,000, Article 13 in the amount of $85,000, Article 14 in the amount of $25,000, Article 15 in the amount of $100,000, Article 16 in the amount of $50,000, Article 17 in the amount of $25,000, Article 18 in the amount of $125,000, Article 19 in the amount of $200,000, Article 20 in the amount of $58,000 and Article 21 in the amount of $10,000, with all articles totaling $1,123,667; seconded by Mr. Hayes and passed with all in favor; (10-0).

Revenue & Default Budget: Mr. Dunn reviewed what this budget is used for. Mr. Tyler made a motion to add $1,000,000 to the Revenues budget as transferred to Surplus; seconded by Mr. Farruggia. The motion failed to pass with a vote (2-7-1). Ms. Fedorchak abstained from the vote.

Public Input: Mr. Murphy asked if there was any public input. There was none.

Mr. Hayes noted that there will no Budget Meeting on Thursday, November 25, 2021, in observance of the Thanksgiving holiday.

Adjourn: With no further business to come before the Committee, Mr. Andersen made a motion to adjourn the meeting at 7:35pm, seconded by Mr. Farruggia and passed with all in favor; (10-0).

Respectfully submitted,

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Chrissy Blood, Executive Assistant

Approved by the Budget Committee on the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021; ATTEST:

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Sean Murphy, Chair