**Budget Sub-Committee: General Governance**

The budget sub-committee for General Governance met on Friday, November 4, 2022 at 3:30 pm at Gilford Town Hall. Committee members Amber LaTorre and Steven Hepburn met with the Town Administrator, Scott Dunn.

We reviewed these budgets: **Elected Officials, Town Administration, Boards and Committees, Legal, Insurance & Benefits, and Other Government.**

The first budget reviewed was the **Elected Officials budget**. The 2023 proposed budget is $15,341 a 0.01% increase from prior year.

This budget is for compensation of the elected officials in town who receive stipends for their service: 3 Selectmen, 3 Supervisors of the Checklist, the Treasurer, the Assistant Treasurer, the Moderator, and the Assistant Moderator.  The Treasurers sign checks and reconcile bank statements for the town.

This budget is virtually level funded, as the stipends for next year were not adjusted. Amber made a motion to recommend the proposed budget, seconded by Steven with both in favor.

The second budget reviewed was the **Town Administration budget**. The 2023 proposed budget is $325,364 an increase of 4.40% compared to prior year.

The Town Administrator and the Administrative Secretary wages and benefits are proposed at $287,657. The proposed budget includes a $2/hour increase for the Admin Secretary and no wage adjustment for the Town Administrator.

Account 01-4132-231 Printing is down $1,500 due to a proposed reduction in the number of Town Annual Reports to be printed.

Account 01-4132-251- NH Muni Association is proposed at $10,547, an 8% increase from prior year and covers estimated dues.

Account 01-4132-559 Special Projects was reduced by the Selectman. It was originally proposed at $12,000 to include a security system for the Town Hall doors. This line item was reduced to $1. With the overall budget up this year, it was decided to wait on this project.

Steven made a motion to recommend the proposed budget of $325,364, seconded by Amber, with both in favor.

The third budget reviewed was the **Boards and Committees budget**. The 2023 proposed budget is $3,066, an increase of $208.

This budget proposes a 7.28% increase from prior year. It reflects the over-time wages and benefits for the Recording Secretary for the Budget Committee.

There was a discussion about budgeting 40 hours for O/T, which is often underspent. Scott said a budget of 20 hours rather than 40 hours would likely be sufficient. This would reduce wages and benefits from $2,415 to $1,207 and reduced this overall budget from $3,066 to $1,859.

Steven made a motion to recommend the amended budget of $1,859, seconded by Amber, with both in favor.

The next budget reviewed was the **Legal budget**. The 2023 proposed budget is $54,000, an increase of 10.20%.

This is a single line item budget for legal expenses for lawsuits and right to know requests that are not covered by the town’s insurer. While there are no big cases pending, there is an additional $5k needed for bond counsel. This bond counsel is in relation to the proposed warrant article for the beach bathrooms, see Warrant article #4.

Amber made a motion to recommend the proposed $54,000 budget, seconded by Steven with both in favor.

The next budget reviewed was the **Insurance & Benefits budget**. The 2023 proposed budget is $393,221 an increase of $16,263 or 4.31% compared to prior year. Scott mentioned they are happy with the current insurance through Primex. The biggest increase is in 01-4196-131 Health and Dental Insurance Contingency with a proposed amount of $14,545, which is a $5,638 or 63.30% increase. This is based on 1% of total health and insurance costs. These funds ae used to cover expenses for unbudgeted plan changes. If an employee’s status changes from single to married or has kids during the year, insurance costs will go up.

Steven made a motion to recommend the proposed budget of $393,221, seconded by Amber with both in favor.

The last budget reviewed was the **Other Governments budget.** The 2023 proposed budget is $51,000, an increase of $1,000 or 2%, from prior year.

This budget covers a contractually required tax sharing municipal agreement with the City of Laconia for the Lakes Business Park II on Hounsell Avenue. This park is completely within Gilford.  This amount is a legal obligation that cannot be changed. This is an estimate at this time, as the current tax rate is needed to determine the exact amount. There were 4 lots sold for development.

Steven made a motion to recommend the proposed budget of $51,000, seconded by Amber, with both in favor.

The subcommittee meeting adjourned at 4:07 pm.

Respectfully submitted,

Amber LaTorre
Budget Committee Member