**Budget Sub-Committee: Town Administration**

The budget sub-committee met on Monday, October 18th, 2021 at 6:30 pm in Town Administrator’s Scott Dunn’s office. Committee members Kristin Snow and Johan Andersen attended in person and Angelo Farruggia joined by telephone.

We reviewed these budgets: **Elected Officials, Town Administration, Boards and Committees, Legal, Other Culture / Patriotic Purposes, Other Government, Debt Services, Health Officer**.

The first budget reviewed was the **Elected Officials budget**. The 2022 proposed budget is level funded at $15,340.

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.

The second budget reviewed was the **Town Administration budget**. The 2022 proposed budget is $311,578, an increase of 6.23%.

The Town Administrator and the Administrative Secretary wages and benefits are proposed at $271,156. Scott noted there was an increase in the costs of the assistant’s health and dental plans.

The Retirement line 01-4132-125 is up 12.49%. Scott explained that this rate is set by a State Agency.

Account 01-4132-231 Printing is down $1,300 due to a proposed reduction in the number of Town Annual Reports to be printed.

Account 01-4132-321 General Equipment Expenses is up $600 for the copier machine lease and supplies.

The third budget reviewed was the **Boards and Committees budget**. The 2022 proposed budget is $2,858, an increase of $323.

This budget proposes a 12.72% increase from last year. It reflects the over-time wages and benefits for the Recording Secretary for the Budget Committee, for which we are grateful.

The fourth budget reviewed was the **Legal budget**. The 2022 proposed budget is $49,000, an increase of 40.80%.

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. The 2021 budget was lower at $34,800, but has already been overspent with costs continuing to accrue. Scott noted that legal costs have fluctuated greatly in past years. So for 2022, the Selectmen recommended $49,000 which was the budget in 2020.

The fifth budget reviewed was the **Other Culture / Patriotic Purposes budget**. The 2022 proposed budget is level funded at $885.

This budget covers two items: Memorial Day flowers and the December Candlelight Stroll.

The sixth budget reviewed was the **Other Governments budget**. The 2022 proposed budget is $50,000, an increase of 21.70%, up from $41,086 in 2021.

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. In our binders, Scott provided the Budget Committee with a copy of the 2001 agreement for our reference. In addition, Scott noted that the Town also must place $58,000 per year into the Lakes Business Park II Capital Reserve Fund, which has a current balance of $733,031.

The seventh budget reviewed was the **Debt Services budget**. The 2022 proposed budget is $285,975, a decrease of $2,553 or 0.88%.

This budget reflects the 2022 principal and interest costs for three bonds: the Recycle Center Improvements ($93,399 principal and $14,112 interest), the Bean Property ($91,100 principal and $2,533 interest), and the Police Station ($50,000 principal and $34,890 interest). These amounts are a legal obligation that cannot be changed.

Scott noted that the Sewer Pump Station bond is not reflected in the Line Item Budget because it is entirely paid with sewer fees rather than tax dollars.

There is no new bonded debt planned for 2022. The Town uses Capital Reserve Funds instead of bonds for many projects. The Bean Property bond, which started in 2007, will be fully paid in 2022. This bond paid for a conservation easement around Saltmarsh Pond so that nothing can be built there but allowing the Bean family to retain ownership of the property.

The eighth budget reviewed was the **Health Officer budget**. The 2022 proposed budget is $5,000, an increase of $1,200, which is 31.58%.

This budget covers costs for the Town to do inspections of restaurants, schools, and septic systems in rental units. The Town has a contract with the Lakes Region Partnership for Public Health (LRPPH) to conduct this work for $5000/year. The first six months of the contract were free (3 months at the end of 2020 and 3 months the start of 2021). Therefore, 2022 is the first year the town has to pay the entire $5,000. The idea is that LRPPH will take a regional approach, but so far only Sanbornton is also using LRPPH for this service.

Angelo, Johan, and Kristin were in agreement with the proposed budget amounts for all eight budgets. We did not review the Insurances budget as those numbers will be updated with new rates. The subcommittee meeting adjourned at 7:05 pm.

Respectfully submitted,

Kristin Snow

Budget Committee Vice-Chair