**Budget Sub-Committee Town Clerk-Tax Collector and Elections & Registrations**

The budget sub-committee for the Town Clerk/Tax Collector and Elections & Registrations 2023 budgets met on Wednesday, November 02, 2022 at 8:30 am in the Town Clerk’s office in the Gilford Town Hall. In attendance were Town Clerk-Tax Collector Danielle LaFond and Budget Committee members Amber LaTorre, Johan Andersen, and Johnna Davis.

The first budget reviewed was the **Town Clerk-Tax Collector Budget**

The overall proposed budget shows a 9.19% increase compared to prior year. Acct 4141-101 through Acct 4141-133, which deal with wages and benefits, contributed to the biggest increases. Danielle explained they removed 2 P/T positions for 1 F/T position. Currently there is only one P/T position.

Acct 4141-216 TC-Contracted Services reflects a proposed 12.50% decrease. Danielle explained that some items from this line have been moved to Acct. 4141-461 General Equipment Expenses such as the copier lease. Contracted services includes Sanders Searches LLC and Record Shredding.

Acct 4141-226 TC-Records Preservation shows level funded on the proposed budget but Danielle explained the company used for scanning, Kofile Record Restoration, was sold to new owners and with that, there is $400 price increase. She asked the budget committee to consider adding this $400 to the budget. She mentioned they have always used this company but will look into other companies that offer this service.

Acct 4141-231 TC-Printing The $900 increase reflects expected additional printing costs for envelopes, checks, receipts, bills (tax, sewer, water), resident decals, dog licenses, etc. Danielle explained that they are trying to go more towards emailing what they can but things like tax bills are required to be mailed unless the town has written notification from taxpayer.

Acct 4141-461 TC-General Equipment Expenses. As mentioned some items from Contracted Services were moved to this line item, the copier lease. It also includes lease payment for mail machine.

Amber made a motion to support an amended budget of $417,777, which includes an additional $400 for line item 4141-226 Record Preservation. Johnna seconded it with all in favor.

The second budget reviewed was the **Election and Registration Budget**. The proposed budget reflects a 26.47% decrease compared to prior year. There is only one election for 2023 and the budget includes one special election in case one is needed. The wages and benefits are for the Supervisor of the Checklist, ballot clerks, and Town Clerk Staff members for elections.

The subcommittee did bring up that Acct 4143-531 ELC New Equipment was at $0 and questioned if it should be $1 in case funds are needed but said we can address this at the Budget Meeting.

Amber made a motion to support the proposed budget of $12,167. Johan seconded it with all in favor.

The subcommittee meeting adjourned at 9:04 am.

Respectively,  
Amber LaTorre  
Budget Committee Member