

BUDGET COMMITTEE/BOARD OF SELECTMEN MEETING
OCTOBER 26, 2015

PRESENT: Board of Selectmen: George Lawrence, Chairman, David Lage
Budget Committee: John Veaser, Chairman, Judy Spring, Brian Somero, Wendy Juchnevics-Freeman

The meeting was called to order at 6:30 p.m. at the Town Office.

The following budgets were reviewed:

Tax Collector: Tax Collector Jessica Olson presented the budget:

01-4150.4-130, Deputy: Requested \$3,570. Jessica figured \$11.00 per hour for 28 hours. However, later when discussing the Town Clerk's deputy line, correction was made that the hours were split between the two departments. Selectmen agreed with \$3,570 for this line.

01-4150.4-240, Education: Requested \$500. Submitted cost of NH Tax Collectors' Annual Education Conference.

01-4150.4-390, Reg of Deeds: Requested \$500. Line item for cost to file lien redemptions and other documents. Selectmen agreed with \$500 for this line.

01-4150.4-433, Comp Svc: Requested \$2,920. Avitar cost for software/support.

01-4150.4-560, Dues: Requested \$20. Membership dues to NH Tax Collectors' Association.

01-4150.4-580, Travel: Requested \$200. To attend annual meeting and education workshops.

01-4150.4-610, Supplies: Requested \$200. Supplies ordered in 2014 were charged to 2015 in the amount of \$248 which increases the actual to over spent by that amount. Jessica noted \$200 for 2016 is adequate. Selectmen agreed with \$200 for this line.

01-4150.4-625, Postage: Requested \$2,600. Postage for tax bills estimated to be \$1,550. Jessica requested \$2,600. A breakdown of the in-house postage will be researched.

01-4150.4-680, Tax bills: Requested \$1,750. For printing of tax bills. Mailings Unlimited invoices reviewed. Jessica requested \$1,700. Selectmen agreed with \$1,450 for this line.

01-4150.4-810, Research: Requested \$2,700. Invoice from Total Notice reviewed. This is for research of mortgage deeds and notices. This year the invoices totaled \$2,569.

Jessica noted the deputy's computer should be replaced. A line item was added, **01-4150.4-740**, for Equipment. Jessica will research the cost for a new computer and the cost will be split between Tax Collector and Town Clerk equipment lines.

Town Clerk: Town Clerk Jessica Olson presented the budget:

01-4140.1-130, Deputy: Requested \$13,572. The salary for the Deputy was refigured using 28 hours for a total between Town Clerk and Tax Collector. Selectmen agreed with \$12,446 for this line.

01-4140.1-240 Clerk, educat, convention: Requested \$500. To attend annual meeting and educational workshops.

01-4140.1-433, Computer services: Requested \$3,500. Interware bill for this year is \$3,091. Jessica requested purchase of a chip and pin device in the amount of \$635 and noted eventually it will be mandatory. Selectmen agreed to \$3,727 for this line.

01-4140.1-550, Binding Town report: Requested \$700. New Line item. For binding of Town reports. Selectmen agreed to \$700 for this line.

01-4140.1-550, Dues: Requested \$20. Actual indicates \$195 but Jessica explained \$175 was put in the wrong account line and will be moved to the Travel line.

01-4140.1-580, Travel: Requested \$280. Actual indicates \$103 and \$175 needs to be added from the dues line. For Clerk travel to educational workshops and annual meeting.

01-4140.1-610, Supplies: Requested \$1,000. Selectmen agreed to \$775 for this line.

01-4140.1-625, Postage: Requested \$2,868. Actual is at \$1,788 and Jessica explained that civil forfeitures were now being done by the Police Department. Selectmen agreed to \$2,145 for this line.

01-414.1-690, Dog Tags: Requested \$365. 2015 bill submitted for \$333.89.

Elections, Registration and Vital Statistics: Town Clerk Jessica Olson presented the budget:

Jessica noted in 2016 there will be elections while this year this was only one.

01-4140.2-111, Supervisors: Supervisors paid hourly.

01-4140.2-430, Repairs & maintenance: Requested \$5,700. LHS Associates invoice reviewed. Cards for coding for one election was \$1,374 and annual maintenance agreement is \$200.00. Selectmen agreed to \$5,700 for this line.

01-4140.2-540, Notices: Requested \$480. Line is for newspaper notices. Selectmen agreed to \$250 for this line.

01-4140.2-550, Printing: Requested \$1,635. LHS associates invoice reviewed. Ballot printing is \$1,558 and shipping and handling is \$74. Selectmen agreed on \$1,635 for this line.

01-4140.2-610, Supplies (meals): Requested \$500. For supplies for voting and meals for ballot workers.

01-4140.2-625, Postage: Requested \$75. Selectmen agreed to \$50 for this line.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,
Joanne Meshna, Town Administrator

October 26, 2015 Board of Selectmen minutes approved by:

George H. Lawrence, Chairman

David S. Lage

Rebecca M. Doyle

