FY2022 DANVILLE BUDGET COMMITTEE

Minutes of our November 9th, 2021 meeting

Chairperson Rob Collins called this meeting of the FY2022 Danville Budget Committee to order at 7:33 PM, with the following members present:

|  |  |  |  |
| --- | --- | --- | --- |
| Tom Billbrough | Present | Ed Lang | Present |
| Rob Collins \* | Present | Sue Overstreet | Present |
| Sheila Johannesen \*\*\* | Present | Jeff Steenson \*\* | Present |

\* Chairperson

\*\* Vice Chairperson

\*\*\* BOS Representative

Selectperson, Dottie Billbrough was present at the meeting.

Our first order of business was to open the floor for delegates and individuals. None participated.

The minutes of our October 5th 2021 meeting were discussed and approved by general consent without changes.

4150.10 - Trustees of the Trust Fund Budget

Ed Lang, Chairperson of the Trustees, discussed the changes to the budget year over year.

Tom motioned to approve the budget, as recommended, at $2,090, the same amount presented and recommended by the BOS, Sue seconded and the motion was **APPROVED** 6-0.



4150.40 - Tax Collection

While reviewing the Tax Collection budget an error was discovered in line tx-110 Dep Collector Salary. The 2021 approved budget was $17,602 but the budget line presented to the Budget Committee showed $21,281 as the approved 2021 budget amount. The BOS recommended a 4.4% COLA increase using what appears to be the incorrect 2021 approved budget amount.

Because of this apparent error this budget was **TABLED** and Rob will reach out to Kim Burnham, the tax Collector and the BOS Clerk, to try to figure out what happened.

Excerpt from the Tax Collection budget showing the error in line tx-110





4153 – Legal

The legal budget was presented to the Budget Committee. The current spend to date is $10,609.06. Sheila confirmed that there are currently no pending legal issues.

Jeff made a motion to cut line le-320 Town Attorney from $45,000 to $40,000 and approve the Legal budget at $40,500, Ed seconded and the motion was **APPROVED** 6-0.



4191.10 – Planning Board

After a brief discussion Ed made a motion to approve the Planning Board budget, as recommended,w at $3,700, Sue seconded and the motion was **APPROVED** 6-0.



4191.30 – Zoning Appeals

After a brief discussion Jeff made a motion to approve the Zoning Appeals budget, as recommended, at $845, Ed seconded and the motion was **APPROVED** 6-0.



4195 – Cemeteries

Line 650 Cemetery Groundskeeping was increased in the BOS recommended budget, year over year, from $19,000 to $25,000. Sheila explained that this increase was due to the Cemetery Committee going out to bid for these services next year. Currently, this is being done at a discounted rate.

Tom motioned to cut line ce-431 General Upkeep from $5,000 to $4,000 and line ce-650 Cemetery Groundskeeping from $25,000 to $22,000, Sue seconded and discussion ensued. Tom suggested that if a bid comes in higher than the budgeted amount an increase can be proposed at the Deliberative Session. The motion, representing decreases from the recommended amount as detailed above, was **APPROVED** 5-0-1 (Ed abstained).

Rob will reach out to the Cemetery Committee to inform them of this change and offer them an opportunity to speak to it at a future Budget Committee meeting.



4199 – Heritage Commission

An error was noted in the presented budget. The approved 2021 budget line her-110 was $1,339, which was correct in the Department budget presented to the BOS but incorrect in the BOS recommended budget presented to the Budget Committee, that showed the approved 2021 budget line to be $1,562. Recognizing the error made and the correct amount, discussion continued and Tom made a motion to approve the Heritage Commission budget as recommended at $2,630, Jeff seconded and the motion was **APPROVED** 6-0.



4210.20 – Animal Control

Sheila presented the Animal Control budget. Significant increases in line ac-120 AC Professional Services and line ac-342 Software upgrades were discussed.

* Line ac-120 AC Professional Services was increased from $5,952 to $12,000 (Department recommendation), $6,214 (BOS recommendation = 4.4% COLA increase). Sheila discussed the basis of the increase on her collection of and analysis of surrounding town’s Animal Control Officer rates of pay.
  + Kingston = $18,000 stipend
  + Hampstead = hourly rate of minimum $15.92, maximum $21.23 with a 3 hour minimum per call
  + Atkinson $8,500 budgeted, $17.95 per hour rate with a 3 hour minimum per call
  + Newton $10,709 budgeted

Sheila averaged these amounts to arrive at her request of a $12,008 stipend to budget. The BOS did not agree and recommended a 4.4% COLA over the 2021 approved budget equaling $6,214.

* Line ac-342 Software upgrades was increased from $0 to $15,615. Sheila explained that the request is for licensing of the software used by the Police Department and Rockingham County to correctly log all of her calls as the Animal Control Officer. Discussion ensued about some of the history of this situation. Currently, Sheila logs calls on a laptop, that is not backed up in any way, through the creation of a Word document for each call.

The Budget Committee **TABLED** this budget until further discussion could be had with the Police Department and potential options to avoid the expense of obtaining another license for this software.



4583 – Patriotic Purposes

Discussion of the Patriotic Purposes budget included recognition that only $79.85 has been spent so far this year. It was explained that this was due, in large part, to the canceling of the Memorial Day parade because of COVID, among other activities. Jeff made a motion to approve the Patriotic Purposes budget as recommended at $4,533, Ed seconded and the motion was **APPROVED** 6-0.



Rob opened a brief discussion for the Committee to consider creating a budget line for the Budget Committee to hire a clerk. This will be discussed at a future meeting.

The next meeting of the Budget Committee will be 11/16/2021 in the Town Hall at 7:30 PM.

With nothing further to discuss the meeting was adjourned at 8:47 PM.

Respectfully submitted,

Rob Collins

Chair