

Finance Advisory Committee Meeting Minutes: September 19, 2022

Present were:

Debbie Deaton, Administrator
Dennis Howe, FAC
Luke Moran, FAC
Joe Woodworth, FAC

Discussions

1. Department Head Questions

NH Retirement

Eligible employees include full-time employees, working 35 hours or more per week.

Not eligible: Elected positions, part-time positions, boards and committees.

Police retirement rate: 33.8%.

Regular employee rate: 14.06%.

These may change in 2023.

Expense treatment for Line Items that have Reimbursements

Example: transfer station, parks & recreation.

Suggestion to document expenses, but clearly articulate that they will be reimbursed through a revolving fund.

Contract Management

Discussion around contract management. FAC should understand the Department process for contracts. A few questions:

- Was there a source selection process?
- Were there multiple bids?
- Was it done recently? Are the prices still reasonable?
- If sole-source, has this been reviewed?

COLA for Stipend salaries

Up for discussion.

Also, need to understand if there are FICA and Medicare expenses associated with employees with stipends.

Repairs for items covered under contract, or Revolving Account (i.e., Pool).

Department heads should document expenses associated with repairs, and articulate that they will be reimbursed through a revolving account.

2. All Hands Meeting Questions

Discussion on Regional Associations.

These will be included in the Town Office Department budget.

Examples include NH Municipal Association (NHMA), Town Clerk Association, Assessors Association, etc.

Department specific associations and publications, such as the Police Chief's Association, will be included within the individual department budget.

Discussion on inflation rates.

These are to be worked jointly by the BOS, the Department Heads, and the FAC.
It is understood that a single, flat inflation rate may not be appropriate.

3. Other Items / Business

Line-item details

Each account line item should have a text note clearly describing the purpose for the expense.
Items like FICA, medicare, etc. do not require explanation.

Highly variable expenses

Plowing expenses, salt, material, etc. can vary significantly and are somewhat unpredictable.
FAC will work with Department Heads to model prior years, and estimate consumption for 2023.
BOS understands that a few expenses may exceed the 2023 budget estimates (e.g. salt).

Maintenance expenses

There are two maintenance numbers in the Police Department: 431 and 740. Action to research the state definition of these accounts to ensure proper usage.

ARPA / COVID Relief Funds

Brief discussion on usage of these funds. Example of new police radios purchased through this fund.

NH Municipal Association Training

The BOS and FAC plan to attend.

4. Meeting adjourned