

# Finance Advisory Committee Meeting Minutes: October 3, 2022

## Present were:

- Debbie Deaton, Administrator
- Mitch Gluck, FAC
- Dennis Howe, FAC
- Luke Moran, FAC
- Shawn Talbot, BOS
- Joe Woodworth, FAC

## Discussions

### Insurance

- New Ipswich offers health and dental insurance through School Care.
- The following health care options with 2022 monthly prices are available. Prices are fixed from July 1, 2022 to June 30, 2022.

Benefit Plan	Single	Two-person	Family
Yellow Open Access with Choice Fund	\$893.00	\$1,986.00	\$2,681.00
Yellow Open Access No Choice Fund	\$870.50	\$1,741.00	\$2,350.50
Orange Open Access	\$766.00	\$1,532.00	\$2,068.00

- An 8% increase is anticipated for the next fiscal year (July 2023 – June 2024). Here are the monthly prices for budgetary purposes only.

Benefit Plan	Single	Two-person	Family
Yellow Open Access with Choice Fund	\$964.44	\$2,144.88	\$2,895.48
Yellow Open Access No Choice Fund	\$940.14	\$1,880.28	\$2,538.54
Orange Open Access	\$827.28	\$1,654.56	\$2,233.44

- The following are the 2022 and 2023 (budgetary purposes only) dental insurance rates:

Benefit Plan	Single	Two-person	Family
DP2B 2022 (July 1, 2022 – June 30, 2023)	\$38.80	\$77.61	\$126.13
DP23 2023 (July 1, 2023 – June 30, 2024)	\$41.90	\$83.82	\$136.22

- Department heads will need to provide the per-person health plan choice for both periods within the 2023 calendar year.

### Status of budget development efforts

- Overall the team felt significant progress was made, but draft budgets are not available at this time.
- Each member of the FAC will provide a summary of each Department Status to the FAC Chair (Dennis), and he'll consolidate the FAC input for presentation to the BOS.
- It is important to note that the Department Heads have been fully supportive in this effort.

### Communication Expenses

- Two communication line items do not appear to have owners:

Communications	01-4299.1-331	SWNH FIRE MUTUAL AID	\$ 56,523.00
Communications	01-4299.1-332	HILLSBORO COUNTY	\$ 25,152.00

- The SWNH FIR MUTUAL AID will be moved from 01-4299 account to the Fire Department.
- Joe will research HILLSBORO COUNTY communications. Update:
  - Joe reached out with Chief Abel. HILLSBORO COUNTY provides dispatch services for New Ipswich, 24x7. This line item is required.
  - We'll move this line item into the PD budget to clean up the books
  - NOTE: This will not impact the PD budget negatively (i.e. it will not appear as an increase in year-over-year spending).

**Other items:**

- Mileage
  - Mileage reimbursement pricing is established by the IRS and is updated annually (July 1, 2022 to June 30, 2023). For this period, we should be using \$0.625 per mile.
  - Account line items reflecting travel should be reviewed (and updated if necessary) to further break down travel expenses (e.g. Flight, Meals, Hotel, Mileage, etc.). These should be consistent across all Departments.
- Account Names
  - Account names and descriptions can be confusing. For example:
    - Account Group: Moderator
    - Account Line: Moderator Election Day (truncated)
    - Actual Account Line in system: Moderator Election Day Meals
    - Suggested Account Line: Election Day Meals
    - Comment: We do not need the Account Group in the Account Lines.
  - FAC and Debbie will work together to have Account Line Items cleaned up as necessary.
- Reimbursed Expenses
  - Some expenses incurred by Departments are reimbursed through their fees. Any program that P&R collects fees for should not be included in the line item P&R general fund budget. Fees collected go into a revolving fund.
  - These expenses are tracked individually by the Department Heads, but should not be included in the Department operating budget.
  - Postage expenses per the following table:

Assessors	01-4150.3-625	ASSESSORS POSTAGE	Include in expenses
Building Permit	01-4240.1-625	BPO POSTAGE	Include in expenses
Conservation Commission	01-4611.1-625	CC POSTAGE	Include in expenses
Elections and Registrations	01-4140.2-625	ER POSTAGE	Include in expenses
Emergency Management	01-4290.1-625	EM POST/ENVELOPE/PAPER	Include in expenses
Fire	01-4220.1-625	FIRE POSTAGE	Include in expenses
Health	01-4411.1-625	HEALTH POSTAGE	Include in expenses
Parks and Recreation	01-4520.2-625	P&R POSTAGE	Include in expenses
Planning Board	01-4191.1-625	PB POSTAGE	Include in expenses
Planning Board	01-4191.1-626	PB POSTAGE/HEARINGS	Reimbursed Expense. Do not Include
Police	01-4210.1-625	POLICE POSTAGE	Include in expenses
TOWN OFFICE/BOS	01-4130.1-625	BOS POSTAGE	Include in expenses
Treasurer	01-4150.5-625	TREASURER POSTAGE	Include in expenses
Trustees	01-4140.9-625	TRUSTEES POSTAGE	Include in expenses
Vital Statistics	01-4140.3-625	TC/TAX POSTAGE	Include in expenses

Zoning	01-4191.2-625	ZBA POSTAGE	Include in expenses
Zoning	01-4191.2-626	ZBA POSTAGE-REIMBUR	Reimbursed Expense. Do not Include

**Meeting Adjourned**