

Town of Deering, N.H. Budget Advisory Committee (BAC)

Meeting Minutes
December 12, 2023

BAC Members Present:

Stephen Fogelson – Chair
Michelle Johnson – Vice Chair
Lou Ellen Beard
Laura Martinage
Robert Carter – Secretary

Board of Selectmen present:

Jill Smith
Roy Watson

Others present:

Meagen Kerris – Interim Town Administrator

1. Meeting called to order at 6:30
2. Review of December 5 meeting minutes
 - a. M. Johnson made a motion to approve the minutes of December 5, L. Martinage seconded.
 - b. Minutes of December 5, 2023 approved
3. The **Planning Board** budget was reviewed. Chairwoman Katherine Jenkins was present to speak to the budget.
 - a. There is a slight increase in the professional services Line 87. This is due to the increased need for assistance from Central NH Regional Planning Commission (CNHRPC) for an anticipated increase in applications and work required on the Town Ordinance and CIP.
 - b. Discussion ensued on the potential offset from application fees.
 - i. Fees go to the general fund and any offset will not be apparent to the Board's budget.
4. The BAC recommendations for the **Planning Board Budget**.
 - a. The BAC recommended no changes to the Planning Board proposed budget.
5. The **Administration** budget was reviewed. Meagen Kerris was present to speak to the proposed budget.
 - a. Discussion ensued regarding increases to full and part time wages, and corresponding changes to related fees such as health insurance and retirement.
 - i. Line 7 – health insurance – factors in coverage for 1 family, and 1 2-person plan.

- ii. Line 10 – Retirement is based on 6% of full time wages
 - b. Line 106 for Office supplies includes purchase of keyed mailboxes and security buzzer.
 - i. BAC suggested moving security measures to EFT, but keep line item at \$3,000.
 - ii. A discussion on Town Hall security ensued, and the appropriate fund to draw on.
 - c. Line 72 – Auditing Services – does not include the audit that will be required with the departure of Carole.
 - d. Discussion on Legal Fees ensued.
 - e. Line 75 – assessing clerk wages has gone up as a result in the change of personnel.
 - f. Line 233 – Welfare budget – discussion ensued as to lower this budget given the lack of recent need. It was discussed to maintain the budget as is for a “place holder”.
 - g. Discussion on the upgrade of software was had, with the anticipation that ARPA funds will be used to cover the \$30,000 cost of upgrades.
 - h. Of the proposed \$50K increase changes to the Administration Budget, \$40K is attributed to Health Insurance and Retirement programs.
- 6. The BAC recommendations for the **Administration Budget**
 - a. The Avitar, Siding, and Solar Panel items be submitted as warrant articles.
 - b.
- 7. Meeting adjourned at 7:39 p.m.