

MINUTES¹

Meeting of Lisbon Budget Advisory Committee January 14, 2015

Present: Barry Liveston, Chairperson; Tom Demers ; John Fitzgerald; Jan Marshall. Absent – Stanley Sudol

Meeting called to order at 7:07 PM

MOTION BY JAN MARSHALL, SECONDED BY TOM DEMERS TO APPROVE THE MINUTES OF THE DECEMBER 15, 2014. ALL IN FAVOR.

Action items from December 15, 2014 meeting reviewed:

- John had emailed the department revenues to all from last year's data collection. Jan doesn't recall receiving it, thus John will resend to her.
- Barry went over the list of things he was to do:
 - He has received all of the DRA Tax Rate Sheets except for year 2010
 - Fund balance is established at year end. A report is filed September 1st, state reviews and sends back revised, the town then has opportunity to adjust. The BOS decides on the fund balance and overlay.
 - He has asked twice if he can get access to the data so he can export it into excel. He has not been told he can't have it and he has not received it.
- John reported on his meeting with the BOS. He provided them with a summary of all the data Barry had put together – revenue and expenditures summarized for 6 years, thus allowing them to see trends. Brief discussion on the data and the format. Recommendation to the BOS to establish a revenue budget before they move too far along with the expenditure side. The board needs to decide what they have for income and how much they want to be raised by taxes. Then they will have a target. I expressed the big concern or question we had on the data I provided them was the extremely large "unassigned fund balance" which had historically been below \$200K and is now at \$493K. I advised the budget committee was available to assist anyway they needed us.

Barry explained what overlay was.

Jan brought the committee up to date on the landfill operation . She and Stanley had met with Fred and got some information. The larger issue is the volume of the operation. It appears the operation may have a net cost in the \$87K range that will need to be shared by the three towns (share agreement unknown by BAC). They recommend increasing the tipping fee from 8 cents to 10 cents to lessen the net cost. Stanley also thinks they should charge more for TVs.

Barry handed out a packet he had comprised:

- Budget and Reporting Timeline (**ready for distribution**)
 - Page 1 – BAC Timeline for developing 2015 (all dates filled in)
 - Page 2 – RSAs and links pertaining to public hearings, DRA filing requirements, etc.
 - Page 3 – RSAs related to calculation of dates for hearings, etc.
 - Page 4 – Timeline for Traditional Town Meeting
 - Page 5 – Town Forms Required able (form name & number, signed by and due date)
- 2015 Budget Advisory Committee (BAC) Discussion Points (**work in progress DRAFT**)
 - Point #1 – Deals with undesignated fund balance general fund
 - Point #2 – Deals with undesignated fund balance wastewater fund and water department fund

- Point #3 – Deals with developing a policy addressing undesignated fund balances.
- Point #4 – Addresses the \$26,500 water benefit fee
- Point #5 – Addresses the Landfill Operation
- Point #6 – Addresses review of moving Town Offices
- Point #7 – Deals with exploring using Buffington Fund to offset healthcare costs.
- Point #8 – Consider adding warrant article to reorganize Capital Reserve Funds (CRF)
- Point #9 – Consider restructuring warrant to reduce number of warrant articles
- Point #10 – Review the status of Town owned deeded properties
- Point #11 – Reorganize schedule of long term debt

BAC will meet next week to finalize this document so we can give it to the BOS.

Jan handed out a document that had the “2012 Comparable Towns” as well as “Nearby Towns” and took a look at each towns 2014 valuation; population (2010 census); 2014 Town Tax Rate; 2014 Valuation per Resident; 2014 Spending per Resident. Lisbon’s town rate was the highest of the group while Littleton was the highest on spending per resident. To get Lisbon down to a \$10.00 tax rate – would require a 16.25% reduction in cost or increase in revenue.

John suggested we should contact the BOS and ask to be included in the budgetary process similar to Littleton. We should be able to commit to having two BAC members at each session the BOS with department heads to go over budget requests, ask questions, get answers, etc.

All agreed and John was asked to contact BOS to see if they accept our offer.

Motion to adjourn at 8:59 PM.

Respectfully submitted

John Fitzgerald

ⁱ Approved at January 21, 2015 meeting