

¹MINUTES
Meeting of Lisbon Budget Advisory Committee
January 5, 2016

Present: Barry Liveston, Chairperson; Jan Marshall; Stanley Sudol; John Fitzgerald. Absent: Ina Lippard

Meeting called to order at 7:06 PM

MOTION BY JAN MARSHALL, SECONDED BY STANLEY SUDOL TO APPROVE THE MINUTES OF THE DECEMBER 8, 2015 AS WRITTEN. ALL IN FAVOR.

The Town Advisory Budget Committee is suggesting the Select Board and Town Administrator review the proposed budget presented to the BAC in December to find areas to increase the revenue and/or decrease the expenditures to achieve a 0% increase in the amount to be raised by taxes.

RECOMMENDATION to the Select Board and Town Administrator: To see that all expenses / revenues for 2015 are entered into the accounting system no later than January 31, 2016.

The benefit is it will allow vision of 2015 actuals to compare to 2016 proposed. This would be most helpful in the budgetary process.

The BAC should provide ideas on areas that should be looked more closely at. Barry provided a hand-out with several ideas for the select board and town administrator to look at to reduce the tax burden.

The BAC shared additional ideas shown below (in no particular order)

REVENUE:

- Excavation Tax (none shown)
- Review fee structure for zoning waivers, planning board reviews, etc. (Are we similar to surrounding towns)

EXPENSES:

- Postpose the property revaluation as long as possible. (We are in a rising real estate market)
- Look at reducing police budget (last time looked at we were the 3rd highest in towns with population range of 1,000 to 2,000)
- Fire department is about \$7,000 more than 2014 actual. (Budgeting for worse case)
- Life Squad needs to be review to see the cost effectiveness
- Review public dispatch line item to determine if based on population or call volume. If call volume – look at ways to reduce call volume (non-emergency vs emergency)
- Review of fuel / heating oil line items to make sure we are not budgeting too high
- Review the policy of providing full health insurance benefits to employees who work less than 40 hours per week. (Prorated benefits)
- Review the following departments for “worse case dollars”
 - Police, Highway, Fire, Life Squad, Landfill
 - Eliminate the worst case and budget based on recent history (Highly unlikely all five departments will have the worst case scenario the same year)

¹ Minutes approved January 19, 2016

- Take ½ of the savings and create a contingency fund to cover unforeseen items. This fund is controlled by Town Administrator and Select Board.

The insurance is being shopped now and should see some savings there.

BAC would like to see a Capital Expenditure Budget developed.

BAC is not sure the handling of the “capital reserve” re-organizing was done correctly. It looks quite funny.

ACTION ITEM: Jan to contact DRA to get an explanation on how the capital reserve re-organization was treated, etc.

BAC recommends a procedure be written for setting overlay. Historically it has been in the \$25,000 to \$50,000 range.

ACTION ITEM: Barry to compile all the ideas and recommendations into a letter to the select board.

Next meeting is scheduled for January 19, 2016 at 7:00 PM.

Motion to adjourn at 8:29 PM.

Respectfully submitted

John Fitzgerald