

EHHD Finance Committee
Special Meeting Minutes
November 27, 2018
Audrey P Beck Municipal Building
Conference Room B

Call to Order at 3:05 PM

Members Present: E Paterson, J Stille, J Elsesser, D Kennedy

Staff present: R Miller, C Trahan, C Gamache

J Stille MOVED, J Elsesser seconded to approve the August 16, 2018 minutes as presented. Motion PASSED unanimously. D Kennedy not present for vote.

R Miller Provided overview of Directors Proposed FY2019/2020 Operational Budget, Capital nonrecurring Budget, and fee schedule. Summary of primary points include:

- 2.5% increase in member town per capita contribution rate to \$5.44
- 3.9% increase in Operational expenditures for a total spending request of \$844,014
- Total Capital non-recurring spending request of 70,000

Primary comments and discussion points made by members during and subsequent to the budget overview include:

- Direct and target farmers markets, and cosmetology operators with public hearing notifications regarding fee schedule changes
- Send a reminder notice to boards of education regarding food license fee
- Review farmer market temporary food permits issued, and breakout permit subcategories to determine if further refinement of permit fee revenue estimates is needed

By consensus the committee instructed staff to reduce the member town contribution rate increase from 2.5% to 2.0%, seeking first to use any reductions in the finalized health insurance premium rates for this purpose.

By consensus the committee instructed staff to Clarify "Water Treatment Waste water review" service category in proposed fee schedule.

By consensus the committee instructed staff to make the following changes to the Proposed FY19/20 CNR Budget and Roll forward report:

- Hide obsolete line item categories in roll forward report
- Combine "Community Health Needs Assessment" line item with "Strategic Planning Consulting Services"
- Adjust down the proposed appropriation for strategic planning consultant to reflect an "update" of the existing strategic plan
- Change the roll forward report to reflect phasing in funding for community health needs assessment in the out years

- Reduce the "Office reorganization Project" line item to zero
- Consider establishing projected funding for a digitizing records project in the out years

J Elsesser MOVED, D Kennedy seconded to recommend the full board authorize an expenditure of up to \$7,000 from the General Fund for the purpose of an update and legal review of the EHHD Sanitary Code to align with the FDA Food Code, and establish a Cosmetology enforcement section. Motion PASSED unanimously.

By consensus the committee deferred the proposed transfer of \$20,000 from the General Fund to the CNR fund for consideration to the end of the year.

By consensus the December 6, 2018 committee meeting is cancelled, and rescheduled for December 13, 2018.

Meeting adjourned at 4:30PM.

Respectfully submitted,



Robert Miller
Secretary