



TOWN OF DEERING
762 Deering Center Road
Deering, NH 03244

Budget Advisory Committee Meeting
November 17, 2020
AGENDA
6:00pm

BaC MEETING CALL TO ORDER

The meeting was called to order at 1800.

Committee members present, Russell McAllister, Stephen Fogelson, Gary Samuels,
 Bill Demotta, Allen Belouin, Eric Stauffer

Minutes November 10th, 2020

Mr. Fogelson made the motion to approve the meeting minutes from November 10th. Mr. Demotta seconded the motion. The vote was unanimous and so moved.

Review of the Library & Conservation Commission Budgets

Library Trustee Gary Samuels provided a briefing with respect to the proposed Library budget for 2021. Mr. Samuels explained the Trustees desire to catalogue items of historical relevance for Deering and the purchase of the necessary software (\$500) is reflected in the proposed budget. Also mentioned was the need for repairs to the library building and the requisite request for \$1,000 funding for the library building ETF.

Mr. Samuels next briefed on the Conservation Commission budget explaining that the membership was looking to fully fund the Lake Host Coordinator position at \$4,900 versus the previous year at \$1,500 because of the amount of work required to coordinate the program. The other notable increase in the budget is for mowing the Gregg Hill lot where the pollinator gardens have been established for the coming years.

There being no further business Mr. Fogelson made the motion to adjourn. Mr. Demotta seconded the motion. The vote was unanimous and so moved. The committee adjourned at 1830.

Respectfully Submitted,
/s/ Russell McAllister

Account Number	Description	Budget 2020	Budget 2021	\$ Diff	% Diff
01.4550.60.350	Library - Training & Certification	-	195.00	195.00	0.00%
01.4550.60.405	Library - Electricity	250.00	250.00	-	0.00%
01.4550.60.410	Library - Postage	-	-	-	0.00%
01.4550.60.450	Library - Software	-	500.00	500.00	0.00%
01.4550.60.470	Library - Office Supplies	75.00	100.00	25.00	33.33%
01.4550.60.480	Library - Dues & Subscriptions	250.00	240.00	(10.00)	-4.00%
01.4550.60.493	Library - Youth Programs	1,000.00	-	(1,000.00)	-100.00%
01.4550.60.495	Library - Community Education	-	1,000.00	1,000.00	0.00%
01.4550.60.499	Library - Other Supplies	800.00	400.00	(400.00)	-50.00%
01.4550.60.610	Library - New Equipment	-	-	-	0.00%
01.4550.60.620	Library - Equipment Maintenance	-	-	-	0.00%
01.4550.60.655	Library - Building Maintenance & Repairs	-	-	-	0.00%
Total Function 4550 - Library		2,375.00	2,685.00	310.00	13.05%
WA - Library Maintenance ETF		\$	1,000.00		

LIBRARY BUDGET 2021 NARRATIVE

1.4550.60.350 TRAINING AND CERTIFICATION

These funds support attendance by three Trustees at the Annual Conference of the NH Library Trustees Association

01.4550.60.450 LIBRARY SOFTWARE

In 2020 the library trustees received the donation of Past Perfect archiving software a computer, upon which this software is installed. Deering lacks an official archivist. Town Clerk, Carol Baker, has been slowly archiving materials donated by Tom Coppadis. However Carol has not been using archiving software that will rationalize the process and make the archived material available to all. The Trustees voted to join this effort, and former trustee Cynthia donated to the Trustees a computer dedicated to archiving, and so-called state of the art software, Past Perfect. Carol and the Trustees will learn the archiving process through using the software. The eventual goal is to train a small cadre of volunteers in the archiving process. At least initially during this training phase, Trustees have purchased on-line support for Past Perfect. **The cost of the Past Perfect on-line support for the 2021-2022 year is \$352.00**

The trustees request \$100.00 to purchase a subscription to Norton Standard Security, which includes antivirus, anti ransomware, and antimalware protection.

01.4550.60.470 OFFICE SUPPLIES

This line includes library cataloguing expenses and printing library bookmarks

01.4550.60.480 DUES AND SUBSCRIPTIONS

This line includes membership of the NH Association of Library Trustees (\$30.00 x 3 trustees), library membership of the Association of State and Local History, library annual subscription to the on-line cataloguing service Tiny Cat. Using Tiny Cat catalogue, residents can gain access to the holdings in the Deering library and can arrange for loans.

01.4550.60.495 Community Education

In previous years Trustees have funded a budget line "Youth Programs," and all programming fell under this category regardless of the target age of the program. In a survey taken two years ago, Deering Residents expressed a desire for more general programming, in addition to youth programs. With this in mind, and in the understanding that public programming might not be possible through much of 2021, trustees request funds for Community Education, to include programs mainly from the NH Arts Council.

01.4550.60.499 OTHER SUPPLIES

Funds in this budget line are targeted primarily for the purchase of new books for the library.

LIBRARY BUILDING MAINTENANCE EFT

Trustees request that \$1,000.00 be added to this EFT.

Library trustees are charged with maintaining the Schoolhouse Library. The town established the Library Building Maintenance EFT to cover expenses of maintaining the building. The fund currently has approximately \$6,100.00. Town building inspector examined the building at the request of Library Trustees in the summer of 2020. He indicated that roof shingles should be replaced now and also that a part of the roof should be shored up from the interior. The Library Building Maintenance EFT contains enough money to replace the shingles but not enough to shore the roof. A rough estimate of the cost of this work comes in below \$1,000.00. Trustees request funds sufficient to repair the roof support while leaving funds for unexpected expenses.

Town of Deering

General Ledger - On Demand Report

Fiscal Year: 2020-2020

From Date:11/1/2020

To Date:11/30/2020

Account Mask: 01455060???

Account Type: All

☐ Print Detail

☐ Include PreEncumbrance

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
01.4550.60.405 Library - Electricity	\$250.00	\$0.00	\$163.49	\$86.51	\$76.51	\$10.00 4.00%
01.4550.60.470 Library - Office Supplies	\$75.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00 100.00%
01.4550.60.480 Library - Dues & Subscriptions	\$250.00	\$0.00	\$188.00	\$62.00	\$0.00	\$62.00 24.80%
01.4550.60.493 Library - Youth Programs	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00 100.00%
01.4550.60.499 Library - Other Supplies	\$800.00	\$0.00	\$410.36	\$389.64	\$0.00	\$389.64 48.71%
FUND: 01	\$2,375.00	\$0.00	\$761.85	\$1,613.15	\$76.51	\$1,536.64

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Budget Balance

Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

Grand Total:

\$2,375.00

\$0.00

\$761.85

\$1,613.15

\$76.51

\$1,536.64

End of Report

Account Number	Description	Budget 2020	Budget 2021	\$ Diff	% Diff
01.4611.65.111	Conservation - PT Wages Lake Host Program	1,500.00	4,900.00	3,400.00	226.67%
01.4611.65.220	Conservation - FICA	93.00	303.80	210.80	226.67%
0134611.65.221	Conservation - Medicare	22.00	71.05	49.05	222.95%
01.4611.65.310	Conservation - Research	665.00	665.00	-	0.00%
01.4611.65.350	Conservation - Training & Certification	500.00	500.00	-	0.00%
01.4611.65.410	Conservation - Postage	60.00	60.00	-	0.00%
01.4611.65.470	Conservation - Office Supplies	50.00	50.00	-	0.00%
01.4611.65.480	Conservation - Dues & Subscription	700.00	700.00	-	0.00%
01.4611.65.490	Conservation - Public Notices	50.00	100.00	50.00	100.00%
01.4611.65.491	Conservation - Roads & Trails	300.00	1,500.00	1,200.00	400.00%
01.4611.65.493	Conservation - Youth Programs	1,300.00	1,300.00	-	0.00%
01.4611.65.499	Conservation - Other Supplies	2,370.00	300.00	(2,070.00)	-87.34%
		7,610.00	10,449.85	2,839.85	37.32%

CONSERVATION COMMISSION BUGET NARRATIVE 2021

01.4611.65.111 Wages Lake Host Program

Since 2019 Lake Host wages have been paid from two sources. The first of these is a BOS approved stipend of \$1,500.00 paid to the local Lake Host manage from the annual Conservation Commission budget. The bulk of the Lake Host wages has been paid from the Exotic Weeds Control EFT. Beginning with this 2021 budget, Conservation Commission proposes to include the stipend and Lake Host wages in the annual budget, reserving the Exotic Weed Control EFT for the day when an exotic organism becomes established in Deering lake and we are required to pay a matching amount to a one-time grant from the State.

01.4611.65.310 Conservation Research

The Conservation commission is responsible for testing lake water. The requested amount is the cost of State water testing. In 2020 thanks to the Covid 19 pandemic NH DES did not perform water quality testing at Deering Lake. Local volunteers performed two lake water testings.

01.4611.65.350 Conservation training and certification

This budget line is used for allowing up to 4 (of 7) con comm members to attend two annual state conservation conferences: UNH-Saving Special Places, and NH Association of Conservation Commissions annual meeting, which includes training sessions. Thanks to Covid 19 neither of these meetings was held in 2020.

01.4611.65.480 Conservation dues and subscriptions

This includes Deering membership of NH Lakes, which administers our Lake Host program, and membership of the NH Association of Conservation Commissions. Each membership costs approximately \$350.

01.4611.65.491 Conservation roads and trails

Funds are requested to perform specific annual mowing of the Gregg Hill lot as part of developing a pollinator garden.

01.4611.65.493 Conservation youth programs

The conservation commission will provide support for two area pre- and teenagers to attend UNH 4-H Barry Conservation camp in summer 2021

01.4611.65.499 Conservation other supplies.

In 2020 Conservation commission purchased our own lake water sampling equipment. No big expenditures are expected for 2021..

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
01.4611.65.111 Conservation - P/T Wages	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00 100.00%
01.4611.65.220 Conservation - FICA	\$93.00	\$0.00	\$0.00	\$93.00	\$0.00	\$93.00 100.00%
01.4611.65.221 Conservation - Medicare	\$22.00	\$0.00	\$0.00	\$22.00	\$0.00	\$22.00 100.00%
01.4611.65.310 Conservation - Research	\$665.00	\$0.00	\$280.00	\$385.00	\$0.00	\$385.00 57.89%
01.4611.65.350 Conservation - Training & Certification	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00 100.00%
01.4611.65.410 Conservation - Postage	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00 100.00%
01.4611.65.470 Conservation - Office Supplies	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00 100.00%
01.4611.65.480 Conservation - Dues & Subscriptions	\$700.00	\$275.00	\$575.00	\$125.00	\$0.00	\$125.00 17.86%
01.4611.65.490 Conservation - Public Notices	\$50.00	\$40.00	\$40.00	\$10.00	\$0.00	\$10.00 20.00%
01.4611.65.491 Conservation - Roads & Trails	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00 100.00%
01.4611.65.493 Conservation - Youth Programs	\$1,300.00	\$0.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00 100.00%
01.4611.65.499 Conservation - Other Supplies	\$2,370.00	\$773.10	\$2,360.91	\$9.09	\$0.00	\$9.09 0.38%
FUND: 01	\$7,610.00	\$1,088.10	\$3,255.91	\$4,354.09	\$0.00	\$4,354.09

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Budget Balance

Account Number / Description

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

Grand Total:

\$7,610.00

\$1,088.10

\$3,255.91

\$4,354.09

\$0.00

\$4,354.09

End of Report