

**TOWN OF TUFTONBORO  
BUDGET COMMITTEE  
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**BUDGET COMMITTEE MINUTES**  
*Corrections in bold and italics.*

**Thursday, December 14, 2017  
6:30 p.m. - Town House**

An official video of this meeting as well as other Town meetings can be found at the Town of Tuftonboro's YouTube at:  
<https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw>.

**Present:** Chairman Lootens, Bob Theve, Selectmen's Representative Albee, Helen Hartshorn, Gordon Hunt, Guy Pike, John Libby and Karen Koch.

**OPEN MEETING:** After declaring a quorum, Chairman Lootens opened the meeting at 6:30 p.m. and led the Pledge of Allegiance.

**PUBLIC INPUT:** Max Ledoux asked that the Board speak clearly and loudly.

**APPOINTMENTS/BUDGET REVIEWS:**

CIP Report

Jill Cromwell, Chairman of the CIP Committee, introduced CIP members and thanked commission chairs and department heads for their project submissions. She proceeded to present CIP's 2017 Report. Please visit the Town's website or [CLICK HERE](#) to view the CIP report. New projects include A/C replacements for the Town Offices, front entrance replacement at the Town Offices, paving at the Highway Garage, and the Library septic system replacement. She explained that the Library, Police Station and Transfer Station building figures over years include interest after financed. There was discussion regarding the necessity of the replacement of Engine 2. Ms. Cromwell confirmed that Master Plan survey information was not provided to CIP for consideration.

4191 Planning & Zoning

Bill Marcussen presented budget 4191. 2017 funds will be encumbered to complete the Master Plan rewrite. Therefore the 2018 budget request is approximately \$3,000 less than 2017. He shared an update on the Master Plan completion. They expect to have a finished product before Town Meeting. 01-4191-04-310 Sub-division Engineering Fees were clarified. The Town pays these fees and is then reimbursed by the applicant. The difference between Advertising and ZBA Public Notices was discussed.

**Motion:** Bob Theve moved to approve budget 4191 for \$20,008 seconded by Helen Harshorn. Vote passed 7-0.

4619 Other Conservation

Bill Marcussen presented the Milfoil portion of this budget. The big increase in the Milfoil budget is to do herbicide treatment for milfoil and phragmites. This treatment is expected every 2-3 years. A percentage of the program expense is reimbursed to the Town. Sue Wingate presented the Agricultural Commission portion of the budget and explained that a lot of the requested items for 2018 are one-time expenses. The cost for the community garden is offset by fees for garden plot use.

**Motion:** Gordon Hunt moved to approve budget 4619 for \$28,750 seconded by Bob Theve. Vote passed 6-1. Guy Pike opposed. He disagrees with milfoil treatment.

#### 4520 Parks and Recreation (revisit)

Gina Lessard presented the revised Parks and Recreation budget. The Selectmen agreed to add \$7000 to 01-4520-37-680 Beach-Dock Maintenance for 19 Mile Bay Beach survey and engineering work. This doesn't include permit fees or work to be done. The beach improvements will become a CIP project. Ms. Lessard explained the concerns with the beach and explained that concert revenue is used for scholarship funding and should not be used for beach improvements.

**Motion:** Guy Pike moved to approve the amended budget 4520 to include the increase to \$10,000 for 01-4520-37-680 Beach-Dock Maintenance for a total budget of \$43,761, seconded by John Libby. Vote passed 7-0.

#### 4312 Highways & Streets (revisit)

This budget was tabled at the last Budget Committee meeting. The Selectmen revisited this budget with Jim Bean since then and added a budget line of \$7,500 for crack sealing for a total budget of \$452,600. Selectmen's Representative Albee explained the differing opinions the Selectmen and Mr. Bean had for budgeting amounts for Fall, Spring and Summer Maintenance. Highway Equipment Maintenance includes \$7,500 to refurbish the dump body of the Town's 10 wheeler truck. There was discussion regarding the possibility of adding designated funds for unanticipated expenses in addition to the Highway Budget.

**Motion:** Helen Hartshorn moved to approve budget 4312 for \$452,600 seconded by Bob Theve. Vote passed 5-2. John Libby and Guy Pike against. Mr. Libby feels that this is too big of an increase. Mr. Pike feels that historically there has been wasteful spending of this budget.

#### 4155 Personnel Administration

Selectmen's Representative Albee presented this budget. He explained the reduction in health insurance and increase in HRA reimbursement. Selectmen's Representative Albee responded to Gordon Hunt regarding alternative insurance options, employee compensation, employee contribution to insurance premiums, as well as overall employee compensation including benefits.

**Motion:** Chairman Lootens moved to approve budget 4155 for \$588,313 seconded by Helen Hartshorn. Vote passed 5-2. Guy Pike and Gordon Hunt opposed. Mr. Hunt feels that employee's contribution to insurance is important. Guy Pike agreed with Mr. Hunt's reasoning and voiced his opinion regarding at-will employment.

#### 4150 Financial Administration

2017 expenditures and the increased 2018 budget for Computer Software Leases were reviewed. A copier and printer have been added for 2018 for the Selectmen's office. Selectmen's Representative Albee explained that the Tax Maps line item will need to be looked at next year as the maps need to be transitioned from mylar to digitalized mapping. Online public access to Avitar was added for 2018 to supply tax card and mapping information to the public.

**Motion:** Chairman Lootens moved to approve budget 4150 for \$137,015 seconded by John Libby. Vote passed 7-0.

#### 4196 Insurance

Worker's Compensation and Property & Casualty insurance are included within this budget.

**Motion:** Bob Theve moved to approve budget 4196 for \$62,708 seconded by Gordon Hunt. Vote passed 7-0.

**REVIEW/APPROVAL OF MINUTES:** Chairman Lootens called for review and approval of the 11/21/17 minutes.

**Motion:** Gordon Hunt moved to accept the minutes as corrected, seconded by John Libby. Vote passed 7-0.

#### **CORRESPONDENCE:**

Chairman Lootens received correspondence from Max Ledoux that HB 1452 is moving forward for presentation on January 3, 2018.

**Chairman Lootens reminded all to use her Budget Committee email address ([lootenstuftonborobudcom@yahoo.com](mailto:lootenstuftonborobudcom@yahoo.com)) rather than her personal email address.**

**NEW BUSINESS:**

Graph Update: Helen Hartshorn shared an updated chart graph. ***The 2018 budget may be an increase of about 8% over 2017's actual spending.***

BOS Update: Selectmen's Representative Albee shared that three budgets are left for review: General Buildings, Animal Control and Other Highway & Streets. Warrant articles have not yet been discussed. 2018 anticipated revenue and an updated 2017 expenditure report will be provided to the Committee.

**MEETING DATES:** The Budget Committee will meet at 6:30 pm on January 2, 2018 at the Town Offices.

**PUBLIC INPUT:** Helen Hartshorn responded to Max Ledoux regarding numbers estimated on her charts for health insurance across departments. In regards to employee privacy, Selectmen's Representative Albee will check with counsel to see if health insurance costs can be totaled by department to reflect actual numbers per department. Guy Pike provided information regarding County health insurance plans. This information will be distributed to the Committee. Selectmen's Representative Albee shared information regarding the difference between County and Town insurance options.

**ADJOURNMENT:**

**Motion:** On a motion made by Gordon Hunt, seconded by John Libby. Vote passed 7-0. Meeting adjourned at 8:20 p.m.

Prepared and submitted by: Karen Koch