

**TOWN OF TUFTONBORO
BUDGET COMMITTEE
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BUDGET COMMITTEE MINUTES

**Tuesday, October 23, 2018
6:30 p.m. - Town Offices**

The official video of this meeting can be found on the Town of Tuftonboro's YouTube at:
<https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw>.

Present: Chairman Gordon Hunt, Vice-Chairman Helen Hartshorn, Selectmen's Representative Albee, Bob Theve, Guy Pike, Thomas Young, and Karen Koch. John Libby arrived at 6:40pm. Therefore he did not vote in regards to approval of minutes or the Building budget.

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

PUBLIC INPUT:

None.

REVIEW/APPROVAL OF MINUTES: Bob Theve moved to approve the October 9, 2018 minutes as amended, seconded by Guy Pike. Vote passed 6-0.

CHAIRMAN COMMENTS:

None.

APPOINTMENTS/BUDGET REVIEWS:

4240 BUILDING BUDGET

Jack Parsons presented this budget.

01-4240-10-110 Code Officer Salary: This is the only line that increased. It includes the merit and COLA increase as well as 53 pay periods.

01-4240-20-190 Vehicle Maintenance: As a new Code Officer vehicle was purchased this year, vehicle maintenance was reduced from \$2000 to \$1000. A portion of this line will be used to wax undercoat the vehicle.

All other budget lines remained the same.

Motion: Vice-Chairman Hartshorn moved to accept budget 4240 in the amount of \$65,441, seconded by Tom Young. Vote passed 5-1. Guy Pike opposed. He doesn't feel that the Code Officer position should be a full time position unless additional duties are added.

4191-01 PLANNING AND ZONING

Selectmen's Representative Albee reviewed this budget with the Committee. 2018 expenditures were reviewed as 91% of the budget is already expended. There was discussion regarding the status of the Master Plan, engineering fees, reimbursed expenses, etc.

01-4191-01-110 Administrative Assistant: Increase from \$6713 to \$7025 reflects the revised pay table.

01-4191-01-240 Tuition Reimbursement: Increase from \$300 to \$500 is for more members to attend training.

01-4191-01-550 Advertising: Increase from \$500 to \$900 based on increased applicant activity that requires advertising.

01-4191-01-560 Lakes Region Planning Commission: Increase from \$4295 to \$4496 reflects increase in LRPC fee. Other lines remain level funded.

4191-03 and 4191-04 PLANNING AND ZONING

01-4191-03-680 Master Plan Review: This is separate from the update. The 2018 budget went to the update. This request of \$1500 is for an annual review that should be done subsequently each year.

It was agreed that Selectman Marcussen would be better able to speak regarding both 4191 budgets and the status of the Master Plan update. **Motion:** Guy Pike moved to table both 4191 budgets, seconded by Vice-Chairman Hartshorn. Vote passed 7-0.

4210 POLICE BUDGET

Chief Shagoury presented this budget. His requested budget increased to \$455,166 (from \$391,844 in 2018). The Selectmen approved \$448,263. (They reduced PD Officer's Salary and Overtime as the replacement officer's salary is anticipated to be less than the former officer's salary that was put in as a placeholder.) There was discussion regarding the items required and expense to equip a new officer (approximately \$5,000), certification from State to State, active employment timeline for certified vs. uncertified officers, etc. The following budget lines were discussed:

01-4210-10-110 PD Chief's Salary and 01-4210-12-110 PD Office Assistant: The increased salaries are based on merit and COLA increase as well as 53 pay periods.

01-4210-11-110 PD Officer's Salary: This line had the most significant increase (from \$195,125 to \$223,903) to account for the addition of a part time officer(s) (1,000 hours to be filled by one or two officers) as the Department is short staffed. The Department is going through the process to fill their vacant position and the officer on leave may not be able to return to full time hours when he does return. The Sheriff's Office and State Police are currently filling in gaps in coverage.

01-4210-23-680 New Equipment: Increased from \$12,700 to \$ 17,200 to equip new officers. Additional portable radios are one of the biggest expenses. It is possible that old radios might be able to be reprogrammed for new employees rather than having to purchase new ones. An antenna is added to the budget to help with cell phone/air card coverage in the area. During the discussion, Chief Shagoury suggested eliminating one portable radio and reducing hard armor to \$1,000, reducing this line overall from \$17,200 to \$12,600. The final vote incorporates this reduction.

01-4210-30-341 Telephone: Increased from \$6500 to \$9140. One of the reasons for the increase is to account for cellular service to be added to an additional vehicle as Chief Shagoury plans to keep the Charger as an extra vehicle. The increase also includes the anticipated additional expense for increased internet speed as well as moving some internet expenses that are currently included in another section of the Town's budget to this budget. Chief Shagoury updated the Committee regarding FirstNet and AT&T cellular service.

01-4210-32-430 Repairs & Maintenance: 2019 request increased from \$7460 to \$8200 to include repairs and maintenance for an extra vehicle. After reviewing low 2018 expenditures, Chief Shagoury suggested reducing this line back down to the 2018 allocation of \$7,460. The final vote incorporates this reduction.

01-4210-25-680 Investigation Supplies: Added \$1500 for transcriptions to be done by a third party.

01-4210-20-680 Uniforms: Increased from \$3200 to \$9000. The biggest reasons for the increase are replacement of all body armor (\$4000) and equipping two part-time officers.

01-4210-31-620 Office Supplies: Increased from \$9500 to \$10,500. One of the increases is to expand connectivity for data exchange.

Motion: Bob Theve moved to approve budget 4210 in the amount of \$442,923, seconded by Vice-Chairman Hartshorn. Vote passed 4-3. Guy Pike, Selectmen's Representative Albee and John Libby opposed. Mr. Libby would like to see where the overall Town budget nets at the end. Selectmen's Representative Albee voted no as he already approved the Selectmen's recommended budget of \$448,263.

CORRESPONDENCE:

None.

NEW BUSINESS:

None.

OLD BUSINESS:

Guy Pike spoke in support of the use of scales at the Transfer Station. Using 2017 information, he provided comparative revenue calculations to offset cost. One revenue calculation was for all waste coming in over a scale (\$1,180,980) and one was for just Construction Debris (\$430,920). Selectmen's Representative Albee spoke his opposing opinion in regards to the Town turning the use of scales into a business. This led to further discussion regarding the advantages and disadvantages of using scales.

After reviewing financial statements for all non-profits in Town, Guy Pike suggested a full assessment of all of these properties and possible negotiation of payment in lieu of taxes.

NEW BUSINESS:**CIP REPORT:**

Vice-Chairman Hartshorn shared that CIP met last week and will meet again tomorrow evening. The Library and Selectmen have been in to present. The Transfer Station and Road Agent will present at tomorrow's meeting. Capital capacity is \$869,000. \$628,000 is needed for existing projects, leaving \$241,000 for new projects. CIP hopes to have their report in process by Thanksgiving.

BOS UPDATE:

Selectmen's Representative Albee shared that the Selectmen are continuing to work on budgets that are outstanding. He and Selectman Marcussen are working on health insurance and gave an overview of changes they are considering with higher deductible plans, etc. He also gave an overview of the catastrophic leave bank established by the Selectmen.

NEXT MEETING DATE: November 15, 2018 at the Town House.

PUBLIC INPUT: Joe Kowalski shared his disconcert with a Planning Board meeting and Budget Committee meeting being held on the same evening (11/15/18).

ADJOURNMENT:

Motion: At 7:50 pm, Bob Theve moved to adjourn, seconded by Vice-Chairman Hartshorn. Vote passed 7-0.

Prepared and submitted by: Karen Koch