

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

**Wednesday, December 5, 2018**  
**6:30 p.m. - Town Offices**

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

**OPEN MEETING:** A moment of silence was held in memory of former President George H. W. Bush. 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 November 15, 2018 minutes as written, seconded by Tom Young. Vote passed 7-0.

**CHAIRMAN COMMENTS:** None.

**APPOINTMENTS/BUDGET REVIEWS:**

4550 LIBRARY

The Library Trustees and Christie Sarles presented this budget. Christie Sarles shared a revised 10 year historical summary. Exclusive of salaries and benefits, the Town's portion of the proposed budget decreased \$1,640 from the 2018 operating budget. 4 out of 6 staff members will reach their salary cap. The total amount of the Library's anticipated expenditures needs to be budgeted even though some of the amount is offset by revenue.

**Oil Heat:** Increased \$1000 based on new contract pricing.

**Equipment & Furniture:** Decreased \$1299 as copier was purchased in 2018.

**Motion:** Bob Theve moved to accept budget 4550 in the amount of \$217,079, seconded by Vice-Chairman Hartshorn. Vote passed 6-1. Guy Pike against.

4140 ELECTIONS, REG, VITAL & STATISTICS

Heather Cubeddu presented this budget. This budget increased slightly as there are 53 pay weeks in 2019 and a salary increase was requested for the Supervisors of the Check List, Ballot Clerks and Ballot **Counters** as their salary has remained unchanged for 3-4 years.

**01-4140-22-680 Town Clerk Expenses:** Increased from \$4040 to \$4515. Towns have been informed by the NH DMV that the Lexmark laser printers that the State has provided and maintained for over 10 years will become the sole responsibility of the Town as of 6/30/19. There are two printers with an estimated cost of \$500 each. This budget accounts for the replacement of one of the printers. There is only one election in 2019.

**Motion:** Vice-Chairman Hartshorn moved to approve budget 4140 for \$87,434, seconded by Bob Theve. Vote passed 7-0.

#### 4199 OTHER GENERAL GOVERNMENT

Heather Cubeddu presented the Joint Loss Management Committee (JLMC) portion of this budget (\$150). She gave an explanation of the duties that the Committee is responsible for. CIP requested supplies in the amount of \$325.

**Motion:** Vice-Chairman Hartshorn moved to approve budget 4199 for \$475, seconded by Guy Pike. Vote passed 7-0.

#### 4191 PLANNING & ZONING

Selectman Marcussen presented this budget.

**01-4191-02-550 ZBA Public Notices:** The 2019 request was questioned after review of 2018 expenditures. The Selectmen originally reduced this line based on expenditures but Jackie Rollins requested to keep the line at \$2,000 as she feels it will be necessary. (There are additional 2018 expenditures that have not been accounted for yet and are not reflected on the budget summary sheet.)

**01-4191-04-310 Subdivision Engineering Fees:** The 2019 request was questioned as there were no 2018 expenditures. This line is necessary in the event that the Planning Board needs to cover expenses upfront before being reimbursed by the applicant.

**01-4191-01-670 Books and Periodicals:** This line is for the annual purchase of State Planning and Zoning books. The purchase is made at the end of the year.

**01-4191-03-680 Master Plan Review:** The Planning Board is waiting on final work to be done on the Master Plan by the Lakes Region Planning Commission (LRPC). The Selectmen recently signed an agreement extension with LRPC through June 2019. Once the draft is finished, public input sessions will be held. Selectman Marcussen shared that there has not been any discussion about doing a new survey. He explained some of the reasoning for the delay in receiving the Master Plan is due to the Planning Board trying to save money by initially trying to do the work in-house rather than hiring a specialized contractor.

**Motion:** Bob Theve moved to approve budget 4191 for \$21,171, seconded by Vice-Chairman Hartshorn. Vote passed 7-0.

#### 4619 OTHER CONSERVATION

Selectman Marcussen presented this budget.

**01-4619-01-680 Agricultural Commission:** Remained level funded at \$3,000. The budget plans for the next stages in the demonstration composting area. This incorporates adding a storage shed for public use. \$2100 in revenues offsets this budget. Guy Pike shared that the Cemetery Trustees will not allow access to the compost area through the cemetery next year. They will be installing gates at the Town Offices Cemetery.

**01-4619-03-810 Tuftonboro Milfoil Cont. Comm:** Line increased slightly from \$24,500 to \$24,706. Selectman Marcussen explained the reasoning for low 2018 expenditures. Phragmites regrowth along 19 Mile Bay was small enough that herbicide was not necessary and no milfoil diver harvesting was done in 2018 (as the contractor awarded the State bid wasn't deemed qualified by the Milfoil Committee).

**Motion:** Guy Pike moved to approve budget 4619 for \$28,956, seconded by Bob Theve. Vote passed 7-0.

#### 4312 HIGHWAY & STREETS

Jim Bean presented this budget. There was discussion about things that are included in the paving study that will be included in the Highway Budget versus the warrant article, such as Apron Paving and Crack Sealing. It was agreed that a large factor as to whether or not this budget is sufficient is dependent on the winter weather. There was discussion as to whether or not there is enough money in the budget and the potential use of contingency funds for road maintenance use.

**Motion:** John Libby moved to approve budget 4312 for \$498,000, seconded by Vice-Chairman Hartshorn. Vote passed 6-1. Guy Pike opposed.

#### 4153 LEGAL

**01-4153-02-320 Legal Planning:** Increased from \$2,500 to \$6,500 based on an average of past expenditures. 2018 expenditures total \$13,193.30 thus far. Selectmen's Representative Albee shared that lawsuits and work on the Master Plan raised expenditures in 2018.

**01-4153-06-320 Legal Trustee of the Trust Fund:** The reasoning for the increase from \$600 to \$1000 was unknown.

**01-4153-05-320 Legal Cemetery:** Guy Pike spoke on behalf of the Cemetery Trustees. Legal services were required in 2018 in order to perform work at the French Cemetery and the Trustees expect that there might be similar situations next year.

**Motion:** Selectmen's Representative Albee moved to table budget 4153 pending further clarification regarding the Trustees of the Trust Funds request, seconded by Guy Pike. Vote passed 6-1. Vice-Chairman Hartshorn opposed.

#### 4130 EXECUTIVE

Selectmen's Representative Albee shared that the only increases are for salary and a 53 pay period in 2019. Fulfillment of the Clerical Assistant position (\$2000) is in the works. This person would work on outstanding projects, fill in for absences, etc.

**Motion:** Bob Theve moved to approve budget 4130 for \$104,683, seconded by Vice-Chairman Hartshorn. Vote passed 6-1. Guy Pike against.

#### 4152 REVALUATION OF PROPERTY

Selectmen's Representative Albee shared that the revaluation was not put out to bid as Tufonboro has a contracted assessor through 2021. This budget includes the normal real estate appraiser contract of \$37,092, a 2019 revaluation update for \$35,000 with a field review and \$10,000 for 2019 utility **assessing**. There was discussion about the revaluation process, the equalization rate, market value, new construction, etc.

**Motion:** Bob Theve moved to approve budget 4152 for \$83,500, seconded by Vice-Chairman Hartshorn. Vote passed 7-0.

**CORRESPONDENCE:** Steve Wingate sent a letter apologizing for missing the Budget Committee's last meeting and requesting the possibility of revisiting the Conservation budget due to current land acquisition negotiations.

**NEW BUSINESS:** Selectmen's Representative Albee responded to Guy Pike that the Selectmen have not yet discussed the Transfer Station's broken compactor with Clay Gallagher so he was unable to comment. He agreed to Mr. Pike's request to have the Selectmen closely follow safety issues with the Fire Station's furnace.

**OLD BUSINESS:** None

#### **NEW BUSINESS:**

##### CIP REPORT:

Vice-Chairman Hartshorn shared that CIP's report is at the printer. Capital capacity is at \$869,000. The proposed projects total \$921,000, which brings them \$52,000 over capital capacity. 80% goes to projects that have already been approved. The extrapolation used to determine capital capacity was explained.

##### BOS UPDATE:

Selectmen's Representative Albee shared that Sue Weeks would like to revisit the Cemetery budget with the Selectmen Monday and the Selectmen would also like to meet with the Library regarding the building addition warrant article. There was discussion regarding the paving study, outstanding budgets to be reviewed, creation of warrant articles, etc. The Conservation Commission was awarded grants for purchase of properties in the Great Meadow. The Commission might need to add to their 2019 budget in order to complete the necessary legwork required to receive the grants.

Vice-Chairman Hartshorn moved to reconsider the Police Department Police Officers Salary line, seconded by Guy Pike. There was discussion regarding the appropriate procedure to revisit a budget, failure of this motion at the previous Budget Committee meeting, etc. After much discussion the Committee agreed to invite the Police Chief to their 12/11 meeting to revisit the Police Budget.

**NEXT MEETING DATE:** December 11, 2018 at the Town House.

**PUBLIC INPUT:** None.

**ADJOURNMENT: Motion:** At 8:15 pm, Tom Young moved to adjourn, seconded by Bob Theve. Vote passed 7-0.

Prepared and submitted by: Karen Koch