

**TOWN OF TUFTONBORO
BUDGET COMMITTEE
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BUDGET COMMITTEE MINUTES

**Tuesday, February 5, 2019
6:30 p.m. - Town Offices**

Present: Chairman Gordon Hunt, Vice-Chairman Helen Hartshorn, Bob Theve, Guy Pike, Thomas Young, and Karen Koch. Selectmen's Representative Albee at 6:35 pm and was not available to vote on the 1/22/19 minutes. John Libby arrived at 7:12 pm and was unable to vote on the 1/22/19 minutes or warrant articles A-H.

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: Guy Pike moved to approve the January 22, 2019 minutes as written, seconded by Bob Theve. Vote passed 5-0.

CHAIRMAN COMMENTS: None.

APPOINTMENTS:

Steve Wingate met with the Committee to summarize Normandeau Associates' findings of their file review of the 19 Mile Brook RIB and their revised proposal and cost estimate for an updated baseline study. (Normandeau Associates presented their findings to the Selectmen at their 2/4/19 meeting.) Mr. Wingate recapped the history of the RIB and the previous 2008 baseline study. The proposed 2019 warrant article is to update the 2008 study. After the file review, the estimate for the updated baseline study increased from \$40,551 to \$45,870. It will focus more on continuous monitoring of conductivity than the 2008 study. However, the updated study won't include a wildlife analysis. Information from the updated study will be incorporated into the Watershed Plan. The \$45,870 is a one-time annual fee paid upon completion. Mr. Wingate shared that the updated study would document things that have changed a lot since the 2008 report. Those items would then be the focus for monitoring in future years and therefore future costs shouldn't be as large. There was discussion regarding the importance of a press release or other related release to spread word to the public regarding the significance of the RIB project. Selectmen's Representative Albee shared that the Selectmen could work on crafting this. There was also discussion about paying for testing of the aquifer and other areas that may be affected by the RIB as well.

WARRANT ARTICLES:

All expense warrant articles were revisited for voting purposes. Selectmen's Representative Albee noted that the wording of some articles may change after legal review but the content won't change.

Article A: To see if the Town will vote to raise and appropriate the sum of One Million, Eight Hundred Sixty-Two Thousand Dollars (\$1,862,000.00) to renovate and expand the current library building. Said project will be funded as follows: Withdrawal of Three Hundred Fifty-Five Thousand Five Hundred Dollars (\$355,500.00) from the existing Library Capital Reserve Fund, and One Million, One Hundred Seventy-Three Thousand Five Hundred Dollars (\$1,173,500.00) from the Library Capital Donations Funds and pledges, with Three Hundred Thirty-Three Thousand Dollars (\$333,000.00) to be raised from taxes. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the library expansion and renovations are completed or by December 31, 2023, whichever is sooner.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee)

Chairman Hunt shared that the project cost has been reduced from \$1,997,000 as design plans are currently being worked on. The plans cost \$135,000. Half is to be paid for from the Library Capital Reserve and the other half from Library funds. As of this evening the amount to be raised from taxes has been reduced to \$330,109. This amount is likely to be reduced by the time of Town Meeting at the very least due to interest income. This led to discussion regarding rewording the article to state an "up to (amount)" to be raised by taxes. It was agreed that it would be most appropriate to change the wording on the floor at Town Meeting. At \$330,109, Treasurer Jack Widmer estimated that the effect on taxes would be approximately \$.03 per thousand.

Motion: Vice-Chairman Hartshorn moved to recommend this warrant article as written, seconded by Bob Theve. Vote passed 5-0-1. Guy Pike abstained.

Article B: To see if the Town will vote to raise and appropriate the sum of Sixteen Thousand Six Hundred and Sixty dollars (\$16,660.00) to update tax maps and add GIS mapping.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee)

Motion: Tom Young moved to approve this warrant article as written, seconded by Bob Theve. Vote passed 6-0.

Article C: To see if the Town will vote to raise and appropriate the sum of Two Hundred Eighty-Five Thousand Dollars (\$285,000.00) for the preparation and paving of Town Roads.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee)

Motion: Bob Theve moved to approve this warrant article as written, seconded by Tom Young. Vote passed 6-0.

Article D: To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000.00) for the preparation of Sawyer Road for paving.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee)

Motion: Vice-Chairman Hartshorn moved to approve this warrant article as written, seconded by Bob Theve. Vote passed 5-1. Guy Pike opposed.

Article E: To see if the Town will vote to raise and appropriate the sum of Forty Thousand Five Hundred Fifty-One Dollars (\$40,551.00) for the 19 Mile Bay Beach Improvement Project.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee)

Motion: Vice-Chairman Hartshorn moved to approve this warrant article as written, seconded by Bob Theve. Vote passed 5-1. Tom Young opposed.

Article F: To see if the Town will vote to raise and appropriate the sum of Forty-Five Thousand Eight Hundred Seventy Dollars (\$45,870.00) for a 19-Mile Brook Updated Baseline Study.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee)

Motion: Tom Young moved to approve this warrant article as written, seconded by Vice-Chairman Hartshorn. Chairman Hunt shared that although this is not necessarily an anticipated expense, it is important to protect the quality of the lake. Vote passed 6-0.

Article H: To see if the Town will vote to raise and appropriate the sum of One Hundred Twenty-Four Thousand Six Hundred Twenty-Six Dollars (\$124,626.00) to pay a second installment toward the new fire truck acquired by a Town Meeting vote in March of 2018. The principal amount is \$107,881.00 and the interest is \$16,745.00. This five year lease agreement contains an escape clause.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee)

Motion: Vice-Chairman Hartshorn moved to approve this warrant article as written, seconded by Tom Young. Vote passed 6-0.

Article I: To see if the Town will vote to raise and appropriate the sum of Eighty-Nine Thousand Three Hundred Eighteen Dollars (\$89,318.00) to pay a fourth installment toward the ambulance vehicle and rescue truck acquired by a Town Meeting vote in March of 2016. The principal amount is \$84,947.00 and the interest is \$4,371.00. This five year lease agreement contains an escape clause.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee)

Motion: Bob Theve moved to approve this warrant article as written, seconded by Tom Young. Selectmen's Representative Albee shared that income for the ambulance was approximately \$22,000 in 2018 and that was for less than a full year. Vote passed 7-0.

Article P: To see if the town will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate Five Thousand Dollars (\$5,000.00) for said purpose. Said sum to come from the Unassigned Fund Balance. Any appropriation left in the fund at year end will lapse into the general fund.

(Majority vote required)

(Recommended by the Board of Selectmen 3-0 and the Budget Committee)

Motion: Bob Theve moved to approve this warrant article as written, seconded by Tom Young. Vote passed 7-0.

Article Z: To see if the Town will vote to raise and appropriate the Budget Committee recommended sum of Four Million Nine Thousand Seven Hundred Twenty-One Dollars (\$4,009,721.00) for general Town Operations. The Selectmen recommended Four Million Fifteen Thousand Sixty-one Dollars (\$4,015,061.00). This article does not include any special or individual warrant articles.

(Majority vote required)

(Recommended by the Budget Committee)

This will be voted upon after the public budget hearing. There was discussion about the order of the articles. John Libby suggested moving article Z up to the second article on the warrant as some members of the public may leave the meeting before the last article is voted on. Selectmen's Representative Albee will verify with DRA if this is allowable.

2018 YTD EXPENDITURES

A 2018 YTD expenditure report was reviewed.

2019 PROPOSED BUDGET

Selectmen's Representative Albee shared that the Selectmen will be reviewing the budget at Monday's meeting as an invoice was received for a second opinion regarding the closed landfill after the end of the year and funds were not encumbered for it. Per Vice-Chairman Hartshorn request, they will also review the Police budget to see if the Selectmen can agree to match the Budget Committee's recommended budget amount. The Police budget is the only budget where the Selectmen's recommended budget and the Budget Committee's budget don't match. Tom Young showed concern for the proposed 2019 budget being roughly a 10% increase over 2018 expenditures and about a 7% increased over the 2018 budget. Some of the increases are due to the 53 week pay period and revaluation. Chairman Hunt will generate an explanation regarding the increases in preparation for the public hearing.

Chairman Hunt revisited the Police Department and the recent hiring of the new full-time officer. There was discussion regarding healthcare benefit reductions as well as discussion regarding the necessity of two part-time officers.

4210 POLICE

Motion: Guy Pike moved to revisit the Police budget, seconded by Vice-Chairman Hartshorn. Vote passed 7-0.

Motion: Vice-Chairman Hartshorn moved to reduce the Police Department budget to \$410,983 (reducing Officers Salary to \$202,163, Uniforms to \$6000 and New Equipment to \$5,400), seconded by Guy Pike. Vote passed 6-0. Selectmen's Representative Albee abstained.

4155 PERSONNEL ADMINISTRATION

There was discussion about reducing the health and dental insurance benefits to a single plan. It was agreed to reduce to a 2 person plan instead.

Motion: Tom Young moved to reduce budget 4155 by \$7249 (reducing health insurance by \$6649 and dental by \$600) for a total budget of \$643,564, seconded by Guy Pike. Vote passed 6-0. Selectmen's Representative Albee abstained.

It was noted that the operating budget warrant article will need to be revised with the new Budget Committee's recommended budget amount.

CORRESPONDENCE: None.

NEW BUSINESS: Vice-Chairman Hartshorn brought updated charts. The charts will be revised with tonight's revisions.

OLD BUSINESS: None.

NEW BUSINESS:

BOS UPDATE:

Selectmen's Representative Albee shared his disagreement with previous year expenditure totals being compared to proposed budget amounts. He feels that comparisons should be done with like numbers.

NEXT MEETING DATE: 2/12/19 at 6:00 pm at the Town House with public hearing to follow at 6:30 pm.

PUBLIC INPUT: Selectman Wood seconded Selectmen's Representative Albee's opinion of comparing like numbers and acknowledged the importance of Town employees.

ADJOURNMENT: **Motion:** At 8:13 pm, Bob Theve moved to adjourn, seconded by Vice-Chairman Hartshorn. Vote passed 7-0.

Prepared and submitted by: Karen Koch