

**TOWN OF TUFTONBORO
BUDGET COMMITTEE
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BUDGET COMMITTEE

**Tuesday, October 4, 2016
6:30 p.m. - Town Office**

Corrections noted in bold and italics.

MINUTES

Present: Chairman Carla Lootens, Vice-Chairman Steve Brinser, Members Helen Hartshorn, John Libby, Tyler Phillips, Bob Theve, Selectmen's Representative Carolyn Sundquist, 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.

BUDGET REVIEW APPOINTMENT:

Jack Parsons met with the Budget Committee to review budget 4240 Building Inspection. He shared that the only increase is the salary line. The request for office supplies has been reduced as he received a new computer. Steve Brinser asked what other duties Mr. Parsons is responsible for as he feels that he deserves an increase for the duties that he performs. Mr. Parsons responded the he does maintenance around the Town Office, takes care of the pellet boiler at the Town House, gets involved with projects such as the Lang Pond Road Project, acts as Health Officer, shovels the walkway, etc.

Mr. Parsons responded that the increase was not necessary as he doesn't want to infringe on the budget process. Bob Theve asked if the Thornton Report included the duties that he performs. Mr. Parsons shared that the duties listed were mostly duties as Code Officer but the other duties that he performs were not included. Selectmen's Representative Sundquist agreed that she could bring this request back to the Selectmen for review. Mr. Parsons shared with the board that he will need a new vehicle next year so the Building Inspection budget will be increased overall. The board agreed that this is not something that would affect the salary line of his budget. Mr. Parsons confirmed for Helen Hartshorn that the fuel and vehicle maintenance budget request would be enough for 2017. Tyler Phillips joined the meeting at 6:35. Chairman Lootens gave a summary of the meeting thus far to Mr. Phillips including the motion that was currently on the table.

Motion: Vice-Chairman Brinser moved to table a vote on 4240 Building Inspection and ask that the Selectmen consider increasing Mr. Parson's salary, seconded by Chairman Lootens. Vote passed 7-0. For the purpose of discussion, Chairman Lootens asked if Vice-Chairman Brinser had a number in mind. At this point he did not, but felt that it would be beneficial for the Selectmen to review the line again. Bob Theve left the meeting at 6:40 pm.

CHAIRMAN COMMENTS:

Chairman Lootens thanked Bob McWhirter for his many years of service on the Budget Committee. She also shared that Bob Theve left the Budget Committee meeting to attend a ZBA meeting. Chairman Lootens also revisited a point that she made last year regarding voting. She noted that she may be able to obtain enough information from a conversation to summarize why someone may have voted for something but she may ask individuals to explain why they voted against an issue as it helps us more forward. Vice-Chairman Brinser noted, and Chairman Lootens agreed, that it is important to also ask others why they voted for something.

REVIEW/APPROVAL OF MINUTES: Chairman Lootens called for review and approval of the May 24, 2016 minutes. **Motion:** Helen Hartshorn moved to accept the minutes as corrected, seconded by Vice-Chairman Brinser. Vote passed 6-0.

Tyler Phillips began a discussion about Selectmen's Representative Sundquist's update on the Gould property that was noted in the 5/24/16 meeting minutes. It was agreed to add a more descriptive conclusion to these minutes to state that there is no current plan to sell the Gould property and it is considered an asset for the Town.

CORRESPONDENCE:

Chairman Lootens shared that she had a note from Bob Theve indicating that he had a meeting conflict as he is also a member of the ZBA. She reviewed correspondence from Vice-Chairman Brinser. It was noted that the presentation that was given to the Board of Selectmen on September 13, 2016 was shared by Vice-Chairman Brinser with the Budget Committee via email for informational purposes. Vice-Chairman Brinser's meeting conflicts would be discussed later in the meeting. Chairman Lootens noted that Vice-Chairman Brinser requested a slightly modified personnel administration spreadsheet including the number of hours per week that each employee works. **Based on email response from NHMA legal department, Chairman Lootens opened discussion on employee privacy. Chairman Lootens distributed her email inquiry and their response to the committee members for their records.** It was agreed that the Selectmen will have the spreadsheet revised to abide by all the laws and will have the number of hours worked by each employee inserted. Health insurance will be lumped together by department. There was discussion that dental insurance may also not be able to be broken out by employee. Selectmen's Representative Sundquist asked that any current information that Budget Committee members have be destroyed.

OLD BUSINESS:

Helen Hartshorn agreed to do graphs again this year in the same format as last year.

NEW BUSINESS:

BUDGET FINANCE WORKSHOP

Chairman Lootens asked members of the group to share their opinion of the latest Budget Finance Workshop. Helen Hartshorn shared that it was an interesting all-day session. She shared that NHMA reviewed seven key concepts of budgeting (Appropriations, Gross Basis Budgeting, Warrant Notice and Permissible Amendments, No Spending Without an Appropriation, When Do Appropriations Lapse, Transfers of Appropriations During the Year, and the 10 Percent Rule). She shared that a gentleman came from a company that is doing data gathering to allow municipalities to make charts and graphs and query budget information of other municipalities throughout NH. Vice-Chairman Brinser added that the information that will be available is just from 2015 forward but there is anticipation that they may be able to include prior year's information as well. Chairman Lootens added that this website will be up and running at the November NHMA annual conference.

Vice-Chairman Brinser shared that he learned that the Selectmen's Representative is always a voting member. He also learned that the Town is required by law to cover all employees under the NH Retirement System. He shared his concerns regarding the retirement system being underfunded and of the investment assumptions not being good.

Tyler Phillips shared that he attended the Budget Finance workshop a few years ago and felt that it gave a better idea of how the Town interacts with the State. Karen Koch shared the same opinion as Mr. Phillips as far as the Town's interaction with the State as well as agreed with Helen Hartshorn in regards to the usefulness that the new comparative website will provide.

NHMA ANNUAL CONFERENCE

Chairman Lootens announced that the NHMA annual conference is November 16-17.

BOS UPDATE, MEMBER/SELECTWOMAN SUNDQUIST

Selectmen's Representative Sundquist shared that the revenue report that the Budget Committee received needs to be revised as it doesn't show the revised estimate of revenues. An updated copy will be provided. Tyler Phillips revisited the past meeting in May and shared that he understood that the Library would not be putting out a building warrant this year as they want to raise more money first. He expressed his confusion as he was under the perception that the Police Department would be moving into the Library after the Library obtained a new building. Selectmen's Representative Sundquist responded that this is what the Selectmen would like to see happen but it may not be that way. Selectmen's Representative Sundquist thinks that the Selectmen will wait until 2018 to see if the Library gets passed. Selectmen's Representative Sundquist responded to Mr. Phillips that there are no immediate state concerns with our current Police facility that she is aware of but we are not up to code and once a new facility is built we will need to abide by the codes. It was agreed that although there are not immediate serious issues there are concerning issues regarding insufficient space for meetings, record keeping, etc.

CIP UPDATE

Helen Hartshorn reported that the Fire Department met with CIP on September 21, 2016. Their requests are below in order of importance (the most important being first):

- Radio Replacement (to happen this year -\$180,000)
- Engine 2 (will need to be replaced in 2018)
- Emergency Radio Coverage (will probably be pushed to 2018 -\$100,000)
- SCBA equipment (due to be replaced in 2022)

CIP received requests from the Selectmen for the Crosswalk on Rt. 109 at 19 Mile Bay and the Lake Road boat launch. These have not yet been reviewed by CIP.

Ms. Hartshorn shared that the Library is coming to the CIP meeting next Wednesday to share timing on the warrant, how much they intend to raise, how much will need to be funded, etc. Tyler Phillips shared his opinion that the Library needs to publicize their intentions better.

Ms. Hartshorn shared that CIP has a capital capacity of \$797,000. Standing items include: Rescue 1 ambulance-\$85,000, Fire Station payment - \$196,000, and payments to the Road Agent - \$235,000. This only leaves a balance for new projects in capital reserves of \$281,000. Helen Hartshorn responded to Vice-Chairman Brinser's concerns that capital expenditures don't hold up the operating budget. Ms. Hartshorn also responded that every year CIP looks at the full 15 years and reprioritizes as there are new things that come up or projects change. Tyler Phillips asked if the Selectmen should be involved at an earlier stage. Some discussion ensued regarding this. Selectmen's Representative Sundquist responded that the Selectmen prefer to handle CIP projects this way and appreciate CIP's prioritization of the projects. The Selectmen determine which requests they want to go forward after CIP does their review and they also take into consideration what the operating budget is.

OTHER

Chairman Lootens shared that the NHMA State Aid History and Trends document is very critical to what the Budget Committee is doing and allows Towns to be able to look at what they are not getting in terms of state aid.

BUDGET REVIEWS

4199 Other General Government

Selectmen's Representative Sundquist shared that the Joint Loss Management Committee (JLMC) is comprised of department heads that do yearly checks of our facilities and do a nice job of pointing out any safety issues and make recommendations as necessary. Selectmen's Representative Sundquist responded to Tyler Phillips that the Town is mandated by either the State or the Federal Government to have this committee. Vice-Chairman Brinser reviewed the

leftover money that has not been expended. Selectmen's Representative Sundquist stated that JLMC may use the money for workshops and CIP might have to pay for their reports next year. She asked that the Budget Committee wait one more year before reducing the amount.

Motion: Helen Hartshorn moved to approve 4199 Other General Government for \$850, seconded by Tyler Philips. Vote passed 6-0.

4442 Direct Assistance

Selectmen's Representative Sundquist confirmed for Vice-Chairman Brinser that there are **some** revenues **that offset** expenses for this line but will not be shown in the budget as it is revenue. **The Town asks people to pay back as much as possible.** Vice-Chairman Brinser suggested reducing the amount to \$27,000 (the average expended amount). Discussion followed. Vice-Chairman Brinser shared his discontent that there is overtaxing if we continue to approve amounts over what it needed. Tyler Phillips requested further information to understand why there is such a huge difference in expenditure amounts over previous years. It was explained to Mr. Phillips by others in the group that there is not information that can be given to support the numbers as they are based on requests that are received. It is not something that can be predicted.

Motion: Vice-Chairman Brinser moved to approve 4442 Direct Assistance for \$30,000, seconded by Helen Hartshorn. Vote did not pass 3-3. As the Selectmen voted for \$35,000, Selectmen's Representative Sundquist stated that this is not something that she can reduce on her own. John Libby agreed that we need money in this line but feels that \$30,000 is still a little too high. Tyler Phillips voted no as he wants evidence to be more factual. Helen Hartshorn agreed to reducing the line to \$30,000 **based** on prior years spending but with not being able to predict the future she didn't want to reduce it any more than that. Chairman Lootens voted for the same reasons as Ms. Hartshorn. Vice-Chairman Brinser felt that \$30,000 is a fair compromise. Selectmen's Representative Sundquist will bring it back to the Selectmen and it will be revisited again at the next Budget Committee meeting.

4583 Patriotic Purposes

Selectmen's Representative Sundquist explained that the American Legion provides flags in the cemetery for veterans and replaces the Towns flags as necessary.

Motion: Vice-Chairman Brinser moved to approve 4583 Patriotic Purposes for \$1,500, seconded by Helen Hartshorn. Vote passed 6-0.

4589 Gifts and Donations

Selectmen's Representative Sundquist explained that this line allows us to take in money and use it for employees that are out sick or for condolence purposes, etc. This was **formerly** budget 4910 but the Selectmen were notified that the funds should actually be in 4589 and therefore it has been moved.

Motion: Vice-Chairman Brinser moved to approve 4589 Gifts and Donations for \$500, seconded by Chairman Lootens. Vote passed 6-0.

Tyler Phillips asked if the Town wrote a note to Dan Duffy and Bob McWhirter to thank them for their service to the Town. Selectmen's Representative Sundquist confirmed that there was a note to Dan Duffy. Karen Koch will verify that a note has been sent to Bob McWhirter.

MEETING DATES

Motion: Per Vice-Chairman Brinser's request, Chairman Lootens moved to change the third Tuesday meeting of every month to 4:00 pm, rather than 6:30 pm, seconded by Vice-Chairman Brinser. Vote passed 5-1. John Libby abstained.

After some discussion it was agreed that the 11/15/16, 12/20/16, and 1/17/17 meetings will be moved to 4:00 pm. The 10/18/16 meeting will be moved to 10/25/16 and will remain at 6:30 pm. The public hearing was changed to 2/16/17, with a snow date of 2/17/17.

Motion: On a motion made by Vice-Chairman Brinser, seconded by Chairman Lootens. Vote passed 6-0. Meeting adjourned at 8:00 p.m.

Chairman Lootens reopened the meeting at 8:01 as it was brought to her attention from a member of the public that there are a lot of meetings and department head meetings on Thursday nights and this could cause a conflict for the public hearing. The public hearing was then changed to 2/15/17, with a snow date of 2/17/17.

Motion: Chairman Lootens moved to adjourn a second time at 8:01 pm, seconded by Selectmen's Representative Sundquist. Vote passed 6-0.

Prepared and submitted by: Karen Koch