

**TOWN OF TUFTONBORO  
BUDGET COMMITTEE  
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**BUDGET COMMITTEE MINUTES**

**Friday, February 15, 2019  
6:00 p.m. - Town House**

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

**Present:** Chairman Gordon Hunt, Vice-Chairman Helen Hartshorn, Bob Theve, Guy Pike, Thomas Young, John Libby, and Karen Koch. Selectmen's Representative Albee arrived at 6:20 pm and was unable to vote on the 2/5/19 minutes as well as the 4210 Police budget.

**OPEN MEETING:** After declaring a quorum, Chairman Hunt opened the meeting at 6:00 p.m. and led the Pledge of Allegiance.

**PUBLIC INPUT:** None.

**REVIEW/APPROVAL OF MINUTES:** Bob Theve moved to approve the February 5, 2019 minutes as written, seconded by Tom Young. Vote passed 6-0. It was noted that the effect on the tax rate for the Library addition would be closer to \$.33 per thousand for \$330,109, not the \$.03 per thousand mentioned at the last meeting.

**CHAIRMAN'S COMMENTS:** Chairman Hunt shared that Chief Shagoury met with the Selectmen at their Monday meeting to revisit his budget (since the Budget Committee's 2/5/19 reductions) to address computer needs and is here to address those concerns with the Budget Committee.

**APPOINTMENTS:**

4210 POLICE (revisit)

In late January, Chief Shagoury discovered that he would need 5 office computers and one cruiser laptop replaced as Windows 7 support will end in January 2020. Taking the Budget Committee's recent reductions into consideration he found that he would need an additional \$4775 to be able to accommodate for these computer needs. Discussion followed.

**Motion:** Bob Theve moved to increase the Police Budget by \$4775 bringing the total 4210 budget to \$415,758, seconded by Tom Young. Vote passed 5-1. Guy Pike opposed.

**NEW BUSINESS:**

MS-737

A draft MS-737 was reviewed by the Committee. Karen Koch will verify with Diane Falcey if there have been any further 2018 expenditures.

GRAPHS

Helen Hartshorn shared updated graphs showing the 2019 budget by department and expense type as well as a 5 year operating budget history. 2019 increases were compared to 2018 budget numbers.

BOS UPDATE:

Selectmen's Representative Albee didn't have any updates on behalf of the Selectmen other than the revised Police Department budget that the Selectmen voted upon at their last meeting.

The meeting recessed at approximately 6:23 pm and reconvened with the opening of the public hearing at 6:30 pm. Chairman Hunt summarized the items that would be reviewed at the public hearing: 2019 budget, warrant articles, and anticipated revenue. Members of the public were provided copies of the material to follow along.

Some anomalies for the 2019 budget include: a 53 week payroll for the Town (average weekly payroll is \$24,254), 2.7% COLA increase, step increases and a town wide revaluation for 2019.

The chart below summarizes Chairman Hunt's review of each individual budget line.

Budget Line	Selectmen Request	Budget Committee Request	Budget Committee Vote and Highlights	Responses to members of the public
4130 Executive	\$105,683	\$105,683	5-2 The Clerical Assistant position was increased from \$2,000 to \$3,000 for anticipated additional clerical needs during the Town revaluation.	Selectmen's Representative Albee confirmed for Joe Kowalkski that there weren't any clerical assistant expenditures in 2018.
4140 Election, Registration, Vital Statistics	\$87,434	\$87,434	7-0 Nominal stipend increase for election workers, replacement for 1 printer as the two printers that are currently supported by the State will need to be supported by the Town in 2019. Only 1 election in 2019.	
4150 Financial Administration	\$131,675	\$131,675	7-0 Increase in stipend for videography. Sue Weeks will no longer be doing the tax maps and they will be digitized. Selectmen's Representative Albee gave a summary of the revised tax maps.	
4152 Revaluation of Property	\$83,500	\$83,500	7-0 Increased from \$43,372 in 2018 in order to do a revaluation for the Town. This is done every 5 years.	Chairman Hunt confirmed for Max Ledoux that someone will be visiting each house in Town for reevaluation purposes.
4153 Legal Expenses	\$57,500	\$57,500	6-0 Increase for anticipated legal issues with the Wolfeboro RIB system as well as an increase in requests from the Trustees of the Trust Funds, Cemetery Trustees, and the Conservation Commission (for the Great Meadows acquisition).	

Budget Line	Selectmen Request	Budget Committee Request	Budget Committee Vote and Highlights	Responses to members of the public
4155 Personnel Administration	\$650,813	\$643,564	5-1 as well as 1 abstention on 12/11/18. The Budget Committee revised the insurance plan for the recent new hire from a family plan to a 2 person plan on 2/5/19 (6-0 vote). This is the second year of a two year contract for health insurance. The Budget Committee agrees that this cost needs to be more closely scrutinized next year.	
4191 Planning and Zoning	\$21,171	\$21,171	7-0 Areas of discussion were Subdivision Engineering, Zoning Board of Appeals Public Notices, and the Master Plan Review by LRPC to be completed this year.	
4194 General Gov't Buildings	\$111,425	\$111,425	6-0 Some items include \$3000 for Town Offices window replacement and rot repair and \$1300 for suitable outside lighting for the Town House. The Library Outside Maintenance request decreased as there is no longer a need to pump the septic system (as a new system was installed in 2018). Transfer Station Maintenance decreased as the network cable installation was completed in 2018.	
4195 Cemeteries	\$23,450	\$23,450	7-0 Stipend for the Sexton increased from \$1500 to \$2100. There was also an increase for metal gates at the Town Offices Cemetery entrance. Sue Weeks shared that there will be 3 more gates for vehicular access.	
4196 Insurance	\$67,578	\$67,578	7-0 Property and Casualty Insurance. The Selectmen included a budget line of \$2000 in the event of a loss so the deductible doesn't have to come out of departmental budgets.	

Budget Line	Selectmen Request	Budget Committee Request	Budget Committee Vote and Highlights	Responses to members of the public
4199 Other General Government	\$475	\$475	7-0 For Joint Loss Safety and Capital Improvements Committee supplies.	
4210 Police Department	\$415,758	\$415,758	5-1 This budget was revisited multiple times. Chief Shagoury originally put in a budget request for two-part time officers and equipment for each. A later Budget Committee vote to eliminate the two positions failed. The budget was then revisited after hiring of the new full-time officer and reduced to \$410,983. This budget was revisited again this evening for additional computer needs, bringing the total to \$415,758. Some additions in the budget include added cell service to one of the vehicles and incorporation of new body armor.	Chief Shagoury responded to Sue Weeks regarding the items that were originally requested for New Equipment before the line was reduced. Chairman Hunt responded to Joe Kowalksi in regards to his disagreement with the Police Department upgrading all their computers at once and his suggestion that all software used for the Town be collectively reviewed.
4215 Ambulance	\$192,480	\$192,480	7-0 This is a one year ambulance service contract with a 2.5% increase. Chief Thompson looked into the Town being part of a consortium for ambulance service in 2019 and found it disadvantageous.	Chief Thompson responded to Sue Weeks and Max Ledoux that the Town ambulance expenses (such as fuel, etc.) are run through the Fire Department budget. Chief Thompson added that there is a newly added line to that budget for ambulance billing and reviewed revenue collected for transport fees. He responded to Carla Lootens regarding the ambulance service contract for 2019 and consortium participation obligations. He responded to Sue Weeks about personnel training for ambulance transport services and responded to Max Ledoux about the possibility to only contract with Stewart's ambulance for off hours coverage.

Budget Line	Selectmen Request	Budget Committee Request	Budget Committee Vote and Highlights	Responses to members of the public
4220 Fire	\$449,208	\$449,208	5-1 Firefighters' allowance is down this year as they are on call and fewer people are responding. Ambulance billing of \$2000 has been added and is offset by revenue. Fail safe hose testing and stretcher & stair maintenance were added to Vehicle Maintenance.	Chief Thompson shared further information about the stretcher and added that he and Caleb Pike declined a step increase to help offset budgetary needs. Overall, line items didn't increase significantly since 2018 besides the 53 week pay period. After review of 2018 expenditures, Fuel was increased for 2019.
4240 Building Inspection	\$65,441	\$65,441	5-1 Vehicle Maintenance decreased from \$2000 to \$1000 since a new vehicle was purchased in 2018.	
4290 Emergency Management	\$15,180	\$15,180	6-0	Chief Thompson shared that the Grants and Hazard Mitigation Emergency Operation Plan is due to be upgraded in 2019. \$4000 was budgeting in the event that this project is not able to be completed in-house.
4312 Highways & Streets	\$498,000	\$498,000	6-1 Increase in winter maintenance cost in 2018 was dramatic therefore other projects were not completed. Culvert and paving studies have been completed to have a clearer future plan for road maintenance.	Chairman Hunt responded to Max Ledoux that the 2018 Summer Maintenance was underspent as funds were needed for Winter Maintenance. Sue Weeks shared the negative impact caused by not doing summer maintenance.
4313 Other Highway & Streets	\$16,200	\$16,200	7-0 Lake Road bulkhead and work at Union Wharf as well as permitting fees for these projects.	

<b>Budget Line</b>	<b>Selectmen Request</b>	<b>Budget Committee Request</b>	<b>Budget Committee Vote and Highlights</b>	<b>Responses to members of the public</b>
4324 Solid Waste Disposal	\$418,376	\$418,376	5-0 as well as 1 abstention vote. In 2018, plastic disposal cost increased from \$45 to \$125 a ton and there was a 25% increase in construction debris. Market for recyclables is very depressed. Chairman Hunt complimented Clay Gallagher for his avoided costs that help to offset budgetary expenses.	Clay Gallagher shared that \$200 was added to fuel for snow removal during the budget revisit. He also added that tires for the backhoe were the biggest increase for 2019. He gave an update on avoided costs and recyclables and responded to Paul Matlock regarding newsprint revenue potential.
4414 Animal Control	\$1750	\$1750	7-0 Contract with Lakes Region Humane Society	
4415 Health Agencies	\$40,001	\$40,001	6-0 Health agencies that apply each year for funds from the Town. White Horse Addiction Center was a warrant article last year and is now part of the budget. Wolfeboro Senior Center didn't request funds this year. Selectmen's Representative Albee shared that any new requests that are approved by the Selectmen are initially a warrant article.	
4442 Direct Assistance	\$21,750	\$21,750	7-0 This line is for assistance for people within our own community.	Selectmen's Representative Albee responded to Max Ledoux regarding the use of the Miscellaneous line. He also shared that some lines have been reduced as local organization and churches are also assisting citizens.
4520 Parks and Recreation	\$54,661	\$54,661	5-1 Notable change is that Gina Lessard is no longer going to be the Parks and Recreation Director. The Aquatics Director position was replaced with a part-time Parks and Rec Director. Increased lifeguard hours in an effort to recruit.	Selectmen's Representative Albee responded to Sue Weeks regarding the duties to be fulfilled with the Parks and Recreation Director position. He also shared that there is a significant revenue stream generated by Parks and Recreation.

Budget Line	Selectmen Request	Budget Committee Request	Budget Committee Vote and Highlights	Responses to members of the public
4550 Library	\$217,079	\$217,079	6-1 The budget total is \$1640 less than 2018 when salaries are removed. Per Library RSAs the full amount of the Library budget needs to be budgeted even though much of it is offset by revenue.	Chairman Hunt responded to Sue Weeks and Max Ledoux regarding the budget total excluding salaries. Chairman Hunt, Christie Sarles and Selectmen's Representative Albee responded to Max Ledoux regarding library card fees and Library revenue.
4583 Patriotic Purposes	\$1500	\$1500	7-0 For flags put out in the cemetery.	
4589 Gifts & Donations	\$500	\$500	7-0 This is for gifts for members of the public or employees that may have suffered a loss or to give someone special recognition.	Sue Weeks shared that there is a revenue line that offsets this expense.
4612 Conservation	\$16,854	\$16,854	6-0 The Administrative Assistant line decreased from \$9080 to \$5304.	
4619 Other Conservation	\$28,956	\$28,956	7-0 Milfoil that was not dealt with in 2018 will be dealt with in 2019.	
4711 Long Term Bond & Notes	\$153,711	\$153,711	7-0 Payment on the Fire Station Bond	
4721 Interest –Long Term Bonds & Notes	\$34,447	\$34,447	7-0 Interest on Fire Station Bond	
Total Requested Budget	\$3,982,556	\$3,975,307		Selectmen's Representative Albee responded to Sue Weeks regarding the handwritten notes on the budget and Max Ledoux about Transfer Station revenue.

#### VOTE ON BUDGET WARRANT ARTICLE

**Motion:** Tom Young moved to approve article 15 in the amount of \$3,975,307, seconded by Bob Theve. John Libby asked about the Committee's happiness with an 8% increase. Discussion followed. Vote passed 5-1-1. Guy Pike opposed. Selectmen's Representative Albee abstained.

## WARRANT ARTICLES

Chairman Hunt proceeded to review each of the expense articles that were reviewed for 2019:

- **Article 04 Library Addition Warrant Article:** There may be an amendment to this article at Town Meeting as the Library amount to be raised by taxes will be reduced. The amount to be raised as of today is \$328,924. Chairman Hunt gave an update on the large number of donations received thus far. The total project cost has been reduced from the original total of \$1,997,000 as the Library Trustees and the Selectmen agreed to get plans done in advance of Town Meeting. Half of this expense will be paid from the Capital Reserve Fund (\$67,500) and half from Library funds (\$67,500). Chairman Hunt responded to Sue Weeks regarding the Capital Reserve balance and Max Ledoux about the \$500,000 donation. The Selectmen recommended this article 3-0 and the Budget Committee 5-0-1.
- **Article 05 To update tax Maps and add GIS mapping:** Sue Weeks responded to Max Ledoux regarding the purpose of this warrant article versus budgeted funds. This warrant article is for a one-time conversion. The budget line is for annual map maintenance. The Selectmen recommended this article 3-0 and the Budget Committee 6-0.
- **Article 06 Preparation and Paving of Roads:** Chairman Hunt shared that the Budget Committee had discussions about whether or not \$285,000 is enough. Selectmen's Representative Albee responded to Max Ledoux that this amount incorporates recommendations from the paving study. The Selectmen recommended this article 3-0 and the Budget Committee 6-0.
- **Article 07 Preparation of Sawyer Road for paving:** Selectmen's Representative Albee shared that this is a separate warrant article as paving of Sawyer Road was voted down at a prior Town meeting and there have been complaints regarding the road. Selectman Wood shared that combining paving of Sawyer Road with nearby roads will save the town \$11,000-\$12,000. The Selectmen recommended this article 3-0 and the Budget Committee 5-1.
- **Article 08 19 Mile Bay Beach Project:** Selectmen's Representative Albee shared this is to rehabilitate the perched beach, stabilize the retaining wall, and deal with water access. A plan is underway and the permitting process is started. The Selectmen recommended this article 3-0 and the Budget Committee 5-1.
- **Article 09 19 Mile Brook Updated Baseline Study:** This article is to deal with Wolfeboro RIB concerns. Selectmen's Representative Albee shared information regarding the recent file review done by Normandeau Associates and details of this updated study. Selectmen's Representative Albee responded to Sue Weeks regarding Wolfeboro's testing obligations. The Selectmen recommended this article 3-0 and the Budget Committee 6-0.
- **Article 10 Fire Truck Second Installment:** The Selectmen recommended this article 3-0 and the Budget Committee 6-0.
- **Article 11 Ambulance and Rescue Vehicle Fourth Installment:** The Selectmen recommended this article 3-0 and the Budget Committee 7-0.
- **Article 12 Contingency Fund:** The Selectmen recommended this article 3-0 and the Budget Committee 7-0.
- **Article 15 Operating Budget:** The Budget Committee recommended the sum of Three Million Nine Hundred Seventy-Five Thousand Three Hundred Seven Dollars (\$3,975,307.00) as of this evening. The Selectmen recommended Three Million Nine Hundred Eight Two Thousand Five Hundred Fifty-Six Dollars (\$3,982,556.00). This article does not include any special or individual warrant articles. Vice-Chairman Hartshorn and Selectmen's Representative Albee responded to Sue Weeks regarding the total of the budget compared to last year if all 2019 warrant articles are approved. This article was recommended by the Budget Committee 5-1-1.

## 5 YEAR OPERATING ACTUAL/BUDGET HISTORY GRAPHS

Vice-Chairman Hartshorn shared graphs to show how money is spent by department and by expense type as well as a 5 year graph comparing the 2019 budget to previous years' expenditures. Vice-Chairman Hartshorn responded to Max Ledoux regarding the frequency of a 53 week pay period and to Carla Lootens regarding the 2018 budget to 2019 budget increase (7.2%).



#### ANTICIPATED 2018 REVENUE

Revenue line items were reviewed. There is an unaudited amount of \$857,710 remaining in the unassigned fund balance. 2019 revenue is estimated at \$2,722,166. Selectmen's Representative Albee shared that these estimates were conservative and anticipated tax deeded revenue has already increased. Selectman Marcussen shared the reasoning to underestimate revenue and taxes. Selectmen's Representative Albee responded to Carla Lootens regarding Meals and Rooms tax remaining unchanged. He and Selectman Marcussen also shared an update on HB 709 and provided a utility valuation update.

Chairman Hunt thanked John Libby for his years of service as he will not be running for reelection. He also thanked the other members of the Committee for their hard work this season.

#### ADJOURNMENT:

**Motion:** At 8:26 pm, Bob Theve moved to adjourn, seconded by Guy Pike. Vote passed 7-0.

Prepared and submitted by: Karen Koch