

**TOWN OF TUFTONBORO
BUDGET COMMITTEE
P.O. Box 98, 240 Middle Road
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BUDGET COMMITTEE MINUTES

**Tuesday, October 29, 2019
6:30 p.m. - Town Offices**

Present: Chairman Hunt, Vice-Chairman Hartshorn, Bob Theve, Guy Pike, Thomas Young, and Barry Ennis. Selectmen's Representative Albee arrived at approximately 6:40 pm. Karen Koch was absent.

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: Tom Young moved to approve the October 1, 2019 minutes as written, seconded by Bob Theve. Vote passed 5-0. Vice-Chairman Hartshorn abstained as she was not present at the 10/1/19 meeting. Selectmen's Representative Albee was not present to vote.

CHAIRMAN'S COMMENTS: Chairman Hunt shared that Mr. Young and Selectmen's Representative Albee met to review health insurance. Mr. Young added that he supplied contact information to Selectmen's Representative Albee for municipal insurance representatives and introduced them via telephone.

Vice-Chairman Hartshorn shared concern that all of the budgets to be reviewed at this meeting have increased more than 5% with the exception of the Executive budget.

BUDGET REVIEWS

4550 LIBRARY

Christie Sarles presented this budget.

01-4550-01-110 Library Salaries: Decrease \$17 as there are only 52 pay periods in 2020. 4 of the 6 employees will only have a COLA increase and no merit step increase.

01-4550-01-680 Library Budget: The main reason for the increase from \$217,079 to \$225,604 is for anticipated increased utility expenses. This line includes 2 desktop computer replacements (1 public, 1 staff) and 2 laptop replacements (1 public, 1 staff). Ms. Sarles responded to Barry Ennis in regards to the necessity for each to be replaced in 2020 and the cost saving measures that will be taken for software needs.

Motion: Vice-Chairman Hartshorn moved to approve \$225,604 for budget 4550, seconded by Bob Theve. Vote passed 6-1. Barry Ennis against.

4191 PLANNING AND ZONING

Matt Young presented the Planning Board portion of this budget. Increases in lines are primarily due to increased applications. The Planning Board is researching the charging of application fees in order to generate revenue for the Town. He anticipates the remainder of the budget being used once all attorney invoices are submitted. Mr. Young responded to Barry Ennis regarding the reasoning for the sometimes lengthy Planning Board decision making process.

01-4191-01-110 Administrative Assistant: Increase from \$7025 to \$10,992 is due to the need for the Administrative Secretary to work more hours (increased activity and complexity of applications).

01-4191-01-240 Tuition Reimbursement: Increase from \$400 to \$1430 is due to increased training participation by members.

01-4191-01-560 Lakes Region Planning Commission: \$4496 requested but request indicates \$4409. No clarification was available.

01-4191-01-620 Supplies: Increase from \$500 to \$1605 is primarily due to an overdue computer replacement. Mr. Young shared that a cost savings measure could be to purchase a rebuilt computer.

01-4191-03-680 Master Plan Review: Department head request \$1000. The Selectmen restored it to \$1500. The Master Plan is due to be completed in Spring 2020.

Motion: Vice-Chairman Hartshorn moved to reduce 01-4191-01-620 Supplies by \$500 (reducing cost of computer replacement) and to reduce 01-4191-03-680 Master Plan Review by \$500 for a total 4191 budget of \$26,673, seconded by Bob Theve. Vote passed 6-1. Selectmen's Representative Albee opposed.

4520 PARKS AND RECREATION

Dennis Zilembo presented this budget. He explained that increases are due to an anticipated increased Parks and Recreation program in 2020. A line was added at one point for events such as Old Home Days but was later removed as the Selectmen felt that the revolving fund should be used to pay for events that generate revenue.

01-4520-10-120 Parks and Recreation Program Director: Budget request increased \$3000 from 2019 due to the anticipation of increased hours in 2020.

01-4520-11-120 Swim Coach: Budget request reduced to \$0. The Tuftonboro swim team has been extremely small. Mr. Zilembo feels that it would be best to have interested children participate through Wolfeboro.

01-4520-20-390 Town of Wolfeboro: The 2020 request remains the same but this cost is expected to increase in 2021.

01-4520-30-680 Beach and Wharf Toilets: Increased based on 2019 expenditures and cost increase.

01-4520-33-680 Recreational Areas: \$4000 was added by the Selectmen for purchasing a storage container. Alternative options were discussed. An application has been submitted for a \$5,000 grant from MVSB for a gaga pit and lower basketball hoop. If the grant is not received there may be funds leftover in this line to pay for these items.

01-4520-36-620 Office Supplies & Advertisement: Newly created line includes office supplies, advertisements, Microsoft Office software and background checks.

01-4520-35-680 Trash: 2019 expenditures are minimal as a bill hasn't been submitted yet for trash pickup services.

01-4520-39-680 Membership Dues and Fees: Request for \$50 includes NHRPA membership.

Motion: Bob Theve moved to approve \$57,186 for budget 4520 by reducing budget line 01-4520-33-680 Recreational Areas by \$4000 (removed storage shed), seconded by Tom Young. Vote passed 6-1.

4140 TOWN CLERK

The main increase is due to the increase in elections next year.

Motion: Tom Young moved to approve \$93,251 for budget 4140, seconded by Vice-Chairman Hartshorn. Vote passed 7-0.

4324 SOLID WASTE

Clay Gallagher presented this budget. Avoided cost information will be provided in January. Mixed paper recycling will be considered once it is cost effective to do so. The primary reason for the large increase over the past five years is due to the increase in construction debris. About 75-80% of residents participate in recycling. Although offered incentives, commercial organizations do not participate in recycling.

01-4324-11-110 Recycling Supervisor: Increase includes only a COLA increase as pay grade max is met. It also includes payment for holidays for days that the Transfer Station is closed. This was mistakenly not budgeted for previously. All other labor lines include this holiday payment increase as well as a merit/COLA increase.

01-4324-28-390 Brush & Stump Grinding: Budget request increased from \$1500 to \$2000 due to an increase in brush disposal. Some brush was used to groom the hill this year but now hauling is required.

01-4324-30-341 Telephone: This line includes internet.

01-4324-30-680 Mowing: Budget request increased from \$600 to \$750 as there is a potential for this to be more expensive next year if the same person doesn't continue mowing.

01-4324-42-680 Uniforms: 2019 expenditures are \$0 as nothing has been ordered yet. T-shirts will be ordered soon.

01-4324-25-390 Closure Monitoring: 2019 expenditures don't reflect invoices for the second half of 2019.

01-4324-43-690 Recycling Awareness: The Selectmen increased this line from \$100 to \$500 due to local concern to raise recycling awareness.

Motion: Vice-Chairman Hartshorn moved to approve \$432,441 for budget 4324, seconded by Tom Young. Vote passed 6-0. Guy Pike abstained. He asked that the Chairman reconsider revisiting this budget after avoided cost information is provided.

4130 EXECUTIVE

Selectmen's Representative Albee spoke in regards to this budget.

01-4130-05-130 Clerical Assistant: As this position has been filled expenditures will increase.

01-4130-04-141 Administrative Overtime: 2019 expenditures are low but funds have been reserved in the event that they are needed.

01-4130-14-130 Moderator: Increased due to increase in number of elections in 2020.

Motion: Guy Pike moved to approve \$106,804 for budget 4130, seconded by Vice-Chairman Hartshorn. Vote passed 7-0.

4152 REVALUATION

Selectmen's Representative Albee responded to Vice-Chairman Hartshorn that he believes that the utility assessor was reduced for 2020. He responded to Chairman Hunt that he believes that the revaluation process is done as far as visiting properties. All 2019 invoices haven't been received.

Motion: Vice-Chairman Hartshorn moved to approve \$46,224 for budget 4152, seconded by Guy Pike. Vote passed 7-0.

4196 INSURANCE

Selectmen's Representative Albee shared that the Selectmen opted to receive a check for this year's refund rather than put it against the 2020 budget.

01-4196-01-260 Worker's Compensation: Increase in this line from \$31,907 to \$35,098 was questioned and possible reasons discussed. Increase in coverage amounts as well as coverage for resident water intrusion claims were questioned also. Lloyd Wood added that rates increased due to two injuries at the Transfer Station.

Motion: Vice-Chairman Hartshorn moved to table budget 4196, seconded by Tom Young. Vote passed 7-0. Selectmen's Representative Albee will research increased coverage limits.

4415 HEALTH AGENCIES

01-4415-14-390 Blue Loon Bus Service: They provided 225 rides for 11 unduplicated residents.

01-4415-16-390 End 68 Hours of Hunger: Sue Weeks was present to speak on behalf of this request. This is their fifth school year of providing this service. Request is for \$2,500. She was unaware that the last request of the Town was only for \$1400 as previous requests were larger. Direct food costs for Tuftonboro children this past school year was approximately \$3,714. They provide bags with 7-8 meals per weekend for children. The cost per bag is supposed to be \$10 per bag but they have found that the actual cost is \$12 per bag. They are all volunteers. Everything but the food is donated.

01-4415-07-390 Tri-County Action: The Tyler Blain Homeless Shelter requested \$1192. It doesn't seem that aid is being given directly to Tuftonboro residents. Selectmen's Representative Albee will find out where the Tyler Blain Homeless Shelter is located.

01-4415-08-390 Wolfeboro Senior Center: They didn't request funding in 2019. They have asked that funding be reinstated in 2020.

01-4415-10-390 Kingswood Youth Center: They serviced 33 of our students last year. Based on the 12% calculation in their letter, Bob Theve calculated that the Town should be contributing \$1800.

Motion: Vice Chairman Hartshorn moved to approve \$44,774 for budget 4415, seconded by Bob Theve. Vote passed 7-0.

NEW BUSINESS:

CIP UPDATE:

Tom Young shared that CIP held their most recent meeting last week, has heard from everyone with CIP requests, and has deliberated on how to distribute funds. Approximately \$275,000 more was requested than is available using the guidance of the Town's trendline for tolerance for CIP projects. The Committee has tentatively moved some things around. Some items were pushed out such as the Police Department and Transfer Station signs. The amount to be set aside for the Police Facility Capital Reserve building was reduced from \$100,000 to \$50,000. They are still a little over capacity. They are preparing the final report now.

BOS UPDATE:

Selectmen's Representative Albee shared that he followed up on health insurance quotes. There is a 7% increase to renew our current plan. The Selectmen continue to work on budgets and are going to present a warrant article(s) for capital reserve funding. He will research health agency questions and come to the Committee with all insurance information for the next meeting.

ADJOURNMENT:

Motion: At approximately, 9:10 pm, Bob Theve moved to adjourn, seconded by Tom Young. Vote passed 7-0.

The next Budget Committee meeting will be held 11/12/2019.

Prepared and submitted by: Karen Koch