

**TOWN OF TUFTONBORO
BUDGET COMMITTEE
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BUDGET COMMITTEE MINUTES

**Tuesday, November 12, 2019
6:30 p.m. - Town Offices**

Correction in bold & italics

Present: Chairman Hunt, Vice-Chairman Hartshorn, Bob Theve, Thomas Young, Barry Ennis, Selectmen's Representative Albee and Karen Koch. Guy Pike 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: Vice-Chairman Hartshorn moved to approve the October 29, 2019 minutes as written, seconded by Tom Young. Vote passed 6-0.

CHAIRMAN'S COMMENTS: Chairman Hunt revisited the Budget Committee's 10/29/19 vote to decrease the Planning Board Supply line and budget for a refurbished computer rather than a new one. Karen Koch advised the Committee that the Selectmen currently direct employees to budget for purchasing new computers through Computer Port with a three year hardware warranty. Selectmen's Representative Albee will ask Computer Port for replacement alternatives for computers that aren't highly used.

BUDGET REVIEWS

4312 HIGHWAYS & STREETS

Jim Bean presented this budget. There are approximately 48 total miles of road including Class VI roads (32 miles of paved). This budget has increased dramatically over the last two years due to extreme winter weather. This weather has caused other work to be put aside to stay within budget.

01-4312-24-680 Catch Basins: Request increased \$100 based on 2019 expenditures.

01-4312-25-680 Roadside Mowing: Contractor realized that they underestimated their proposal for 2019. 2020 bid pricing increased from \$19,500 to \$28,000. Mr. Bean confirmed that mowing of all roads should be included in 2020. The contractor will not charge the full amount if mowing takes less time than estimated.

01-4312-27-680 Tree Removal: Request increased from \$12,500 to \$15,000. There are quite a few dead trees that need to be taken care of. This line will be overrun this year and 2019 expenditures will be close to \$15,000.

01-4312-29-680 Road Striping: The cost of road striping increased from \$8,300 to \$8,500 as the cost of paint increased.

01-4312-40-680 Spring Maintenance: Request increased from \$30,000 in 2019 to \$35,000 for 2020 as not all work was done in 2019 in order to keep within budget.

01-4312-41-680 Fall Maintenance: Request increased from \$30,000 to \$35,000 based on 2019 expenditures. There are still some fall maintenance invoices to be paid.

01-4312-43-680 Sign Replacement: Request increased \$2,200 to \$2,500 based on 2019 over expenditures.

01-4312-21-680 Winter Maintenance: There was discussion as to whether or not enough funding is in the line, use of this budget and reserving monies for year-end winter maintenance.

01-4312-23-635 Fuel: Barry Ennis suggested reducing this line. Mr. Bean didn't agree that this line should be reduced as sand still needs to be brought in for the season and there will be other uses of the truck before year end.

01-4312-30-680 Crack Sealing: Mr. Bean responded to Mr. Ennis regarding the importance of crack sealing. It has not been done yet for 2019 in order to not overspend the overall budget. His crew plans to do at least the bridges and the best roads this year.

01-4312-28-680 Apron Paving: Apron paving, as well as some other areas, didn't endure any 2019 expenditures in order to reserve budget funds for expected year-end winter maintenance.

Motion: Vice-Chairman Hartshorn moved to approve \$594,600 for budget 4312, seconded by Bob Theve. Vote passed 5-1. Barry Ennis against as he would like to see some cost-saving measures.

4153 LEGAL

Selectmen's Representative Albee shared that legal expenditures used to be all in one budget line but are now split between departments in order to accurately reflect a breakdown of expenses. He feels that most of the remaining \$14,000 will be expended by year-end due to outstanding litigation.

01-4153-01-320 Legal: Selectmen's Representative Albee expects the remainder of this Selectmen's line to be expended by year-end.

01-4153-02-320 Legal Planning: Selectmen's Representative Albee confirmed for Vice-Chairman Hartshorn that this is the \$10,000 set aside for the Planning Board that Matt Young mentioned at the 10/29/19 meeting. In light of recent Planning Board activity, it was agreed that there are more than likely still 2019 expenditures to be invoiced against this line.

01-4153-06-320 Legal Trustee of Trust Fund: Selectmen's Representative Albee responded to Chairman Hunt regarding the potential use of this account by the Trustees of the Trust Funds.

01-4153-04-320 Legal Conservation: Selectmen's Representative Albee feels that this line will be expended by year end. Barry Ennis suggested potential reductions that could be made to some of the lines. This led to discussion regarding the possible need for these budget funds and the risk of reducing the budget as there are many unknowns. Selectmen's Representative Albee added that the last few years' expenditures have been over \$50,000. Therefore he didn't find it appropriate to reduce this budget.

Motion: Barry Ennis moved to reduce the overall 4153 budget to \$54,200, seconded by Vice-Chairman Hartshorn. Vote failed 3-3. Selectmen's Representative Albee, Chairman Hunt and Bob Theve opposed. Bob Theve moved to approve \$57,600 for budget 4153, seconded by Selectmen's Representative Albee. Vote passed 5-1. Barry Ennis opposed.

4220 FIRE

Chief Thompson presented this budget. Tom Young and Vice-Chairman Hartshorn complimented Chief Thompson for being so well prepared and keeping costs down. Further backup information was provided regarding ambulance billing, maintenance and firefighter/paramedic breakdown of Roswell Galvin's shift coverage. Chief Thompson and Captain Pike only included a COLA increase for their 2020 salaries (no merit increases).

01-4220-12-110 Firefighters Allowance: Increased from \$58,692 to \$66,626 as it includes a COLA increase and this line has been being used more than the Officers line. Maintenance hours within this line were increased for 2020 as there has been a need for more maintenance hours.

01-4220-20-520 Firefighter's DOT Physicals: Per the Selectmen's request, Chief Thompson provided a physical schedule.

01-4220-17-110 FD Shift Coverage: Chief Thompson explained the use of shift coverage. The 2020 request increased from \$25,262 in 2019 to \$29,721 as Roswell Galvin has been doing most of the shift coverage and he is paid at a higher hourly rate. There have been times that he is working more than his typical 16 hours per week. Therefore the 2020 budget request reflects a more accurate amount needed for shift coverage.

01-4220-20-620 Office Supplies: 2020 request increased from \$4570 in 2019 to \$9805 for replacement of 3 computers and a server. These replacements were due last year. Replacement was postponed to 2019.

01-4220-20-560 Dues & Subscriptions: Chief Thompson responded to Barry Ennis regarding the lack of savings for utilizing online resources versus hard copy references. He also explained that each department that is part of the Ossipee Valley Mutual Aid Association pays the same fee (\$6000). He explained the benefits included with this membership and added that comparable association fees can be up to \$100,000. There is no payment exchange for mutual aid coverage between towns. The BJ's membership is used to buy batteries in bulk.

01-4220-20-570 Medical Rescue Billing: 8.5% is paid to QuickMed Claims for each transport. Chief Thompson explained the importance of having an outside company handle this in-depth billing. There was a one-time \$1000 start-up cost for this service. Now cost depends on the number of transports. Chief Thompson provided a summary of revenue collected in 2018 and 2019.

01-4220-30-741 New Equipment: The 6 new sets of turn-out gear are for both new and existing fire fighters. As it is such a large investment discretion is given for buying equipment for new personnel. This gear is required to be replaced every 10 years but can wear in as little as 5 years depending on use.

01-4220-24-680 Dry hydrants: Dry hydrants are used to pull water from ponds. This line is used for new and replacement dry hydrants. The Department hopes to install one on the bridge on New Road this year.

01-4220-20-660 Vehicle Maintenance: 2020 request increased from \$33,965 in 2019 to \$36,180 as there is more hose than originally thought that will need to be tested.

01-4220-16-110 FD Holiday Pay: All holiday pay is paid at the end of the year. Therefore 2019 expenditures are not posted yet.

01-4220-20-341 Telephone: The Verizon cell phone cost is for 12 months of phone coverage for Chief Thompson, Captain Pike, Car 1 and the Ambulance. Officers are given a reimbursement for use of their personal cell phones for business purposes.

Motion: Vice-Chairman Hartshorn moved to approve \$470,800 for budget 4220, seconded by Bob Theve. Vote passed 6-0.

4196 INSURANCE (revisit)

Selectmen's Representative Albee shared that the worker's compensation quote was based on the 53 week 2019 payroll. Property and Casualty increased due to accidents incurred by others in our group and computer elements (cybersecurity) that are covered now that weren't covered previously. Another insurance company quote was significantly higher than this and didn't include worker's compensation.

Motion: Vice-Chairman Hartshorn moved to approve \$73,126 for budget 4196, seconded by Tom Young. Vote passed 6-0.

ESTIMATED REVENUE:

Revised estimated revenue was reviewed. The betterment tax was removed. Miscellaneous revenue increased due to additional highway aid. The Selectmen opted not to use any of the undesignated fund balance to offset taxes in order to not fall below the 8% that is recommended and the overall calculation (including county, state and education) reduced the tax rate over \$1.00 per thousand.

NEW BUSINESS:

CIP UPDATE:

Tom Young shared CIP has heard everyone's requests and *is* working on their final report. Jill Cromwell would like to present the report to both the Budget Committee and the Selectmen on 12/3/2019 at 6:30 pm.

BOS UPDATE:

Selectmen's Representative Albee shared that one more quote is due to be received for health insurance. The age of Town employees seem to drive the price of the Town's health insurance. Selectmen's Representative Albee will bring this information, and hopefully the Police Budget, to the 11/26/2019 meeting.

ADJOURNMENT:

Motion: At approximately, 8:27pm, Bob Theve moved to adjourn, seconded by Vice-Chairman Hartshorn. Vote passed 7-0.

The next Budget Committee meeting will be held 11/26/2019.

Prepared and submitted by: Karen Koch