

**TOWN OF TUFTONBORO
BUDGET COMMITTEE
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BUDGET COMMITTEE MINUTES

Tuesday, November 26, 2019

6:30 p.m. - Town Offices

Present: Chairman Hunt, Vice-Chairman Hartshorn, Bob Theve, Thomas Young, Barry Ennis, Guy Pike, Selectmen's Representative Albee and Karen Koch.

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 November 12, 2019 minutes as corrected, seconded by Bob Theve. Vote passed 6-0. Guy Pike abstained as he was absent for this meeting.

BUDGET REVIEWS

4195 CEMETERY

Sue Weeks presented this budget. There are approximately 62 cemeteries in Town. Ms. Weeks responded to Tom Young in regards to how the Town came to be responsible for maintaining family owned cemeteries. Unfortunately storm damage occurred at the French Cemetery shortly after improvements were completed. The Trustees are working with the Town's insurance company regarding this claim.

01-4195-01-490 Cemetery Maintenance Appropriation: 2020 request reduced from \$14,500 in 2019 to \$13,000.

01-4195-01-650 Old Cemeteries-Restoration: 2020 request increased from \$1000 in 2019 to \$12,000 for tree removal (\$10,000) and stone work (\$2000). This increase is expected to continue in future years. Per their discussion with the Selectmen, the Cemetery Trustees are exploring the possibility of working with an existing 501c3 (i.e. the Historical Society) in order to be eligible for grant funding. There is also the possibility of creating a separate 501c3 organization such as a "Friends of the Cemetery".

01-4195-01-730 Cemetery Improvements: 2020 request reduced from \$4900 in 2019 to \$1000 as the work for the new Town House Cemetery gates is now complete.

Motion: Tom Young moved to approve \$27,850 for budget 4195, seconded by Vice-Chairman Hartshorn. Vote passed 7-0.

4210 POLICE

Chief Shagoury presented this budget. This budget has a 5% increase, which is mostly reflected in salaries. There are a few other increases including vehicle maintenance, conferences and training, radio equipment and replacement of the network firewall (office supplies). When Chief Shagoury originally presented this budget to the Selectmen it included the addition of a new officer as the Department was very short-handed last year. Their availability decreased to 11% at one point with an average of 21% over the year. The standard recommendation is 25-30% availability. After discussion with the Selectmen regarding the obstacles involved with adding a new officer (space needs, etc.) the position was removed from the budget. Selectmen's Representative Albee shared background supporting the foreseeable need for an additional officer. Vice-Chairman Hartshorn questioned the need for an additional officer based on declining statistics. Chief Shagoury responded that change of juvenile laws and an employee's extended leave of absence have contributed to this decline. As there is \$75,000 left in the 2019 budget, remaining 2019 expenditures were reviewed.

01-4210-13-141 Overtime: 2020 request increased from \$15,200 in 2019 to \$19,264. Chief Shagoury is comfortable that this revised request is sufficient to cover the additional coverage requested by the Selectmen for Town events.

01-4210-21-680 Conferences/Training: 2020 request increased from \$9800 in 2019 to \$11,950 based on 2019 expenditures.

01-4210-22-680 Radio Equipment: 2020 request increased from \$500 in 2019 to \$1300. A new antennae will be installed at the Fire Station. Approximately \$800 is needed to reprogram the Department's radios to accept this new tower. Chief Shagoury submitted a grant application for radio reprogramming but is doubtful that funding will be awarded.

01-4210-23-680 New Equipment: The replacements of the cruiser tablets aren't as timely as originally thought as they are actually Windows 8, not Windows 7. However, 2020 funding was increased from \$10,175 to \$21,000 for replacement of three tablets in order to transition to ecrash and eticket. (One tablet will be replaced with the 2019 budget.) Grant funding may offset half this cost. Ecrash and eticket are required to obtain grant funding.

01-4210-30-341 Telephone: 2020 request reduced from \$9,140 in 2019 to \$6,120. This line includes the expense for four landlines and air cards for cellular phones. This led to discussion regarding the potential to consolidate landline coverage with one company between all Town departments.

01-4210-31-620 Office Supplies: 2020 request increased from \$10,500 to \$16,400 to account for the firewall replacement. Separately, concern regarding the recent increase in property assessments (resulting in increased tax bills) and the Town's tolerance for additional spending for CIP projects were discussed.

Motion: Bob Theve moved to approve \$436,643 for budget 4210, seconded by Tom Young. Vote passed 6-0. Guy Pike abstained.

HEALTH INSURANCE

As a cost savings measure, Selectmen's Representative Albee shared that the Selectmen voted to stay with the current employee health plan with a different prescription option. This resulted in a 2% increase over 2019 (\$3,554.93). There was a lengthy discussion regarding employee contributions to healthcare cost, site of service coverage, etc.

NEW BUSINESS:

CIP UPDATE:

Tom Young shared that CIP finished their report and the report will be presented at the 12/3/19 Budget Committee meeting.

ADJOURNMENT:

Motion: At approximately, 7:55 pm, Bob Theve moved to adjourn, seconded by Tom Young. Vote passed 7-0.

The next Budget Committee meeting will be held 12/3/2019 at the Town House. The meeting for 12/10/2019 is tentatively cancelled unless further material is available. A revised meeting scheduled was approved to reflect the budget hearing to be held 2/4/2020 with a snow date of 2/5/2020.

Prepared and submitted by: Karen Koch