

**TOWN OF TUFTONBORO
BUDGET COMMITTEE
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**BUDGET COMMITTEE MINUTES
6:30 p.m. - Town House**

Wednesday, August 12, 2020

The official video of this meeting can be found on the Town of Tuftonboro's YouTube channel at:

<https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmw>.

Present: Gordon Hunt, Helen Hartshorn, Bob Theve, Barry Ennis, Gary Chehames, Penny Hug, Selectmen's Representative Albee and Karen Koch.

OPEN MEETING: After declaring a quorum, Gordon Hunt opened the meeting at 6:30 p.m. and led the Pledge of Allegiance. He welcomed Penny Hug and Gary Chehames to the Committee.

ELECTION OF OFFICERS: Helen Hartshorn moved to appoint Gordon Hunt as Chairman, seconded by Bob Theve with all in favor. Chairman Hunt moved to appoint Helen Hartshorn as CIP Representative, seconded by Bob Theve with all in favor. Helen Hartshorn moved to appoint Bob Theve as Vice-Chairman, seconded by Penny Hug with all in favor.

REVIEW/APPROVAL OF MINUTES: Helen Hartshorn moved to approve the February 4, 2020 minutes as written, seconded by Vice-Chairman Theve. Vote passed 5-0. Gary Chehames and Penny Hug abstained as they were not in attendance at the 2/4/2020 meeting.

OLD BUSINESS: In light of Covid-19, Chairman Hunt expressed that there may be budget items added that never had to be dealt with before in this upcoming budget year. There was discussion regarding Barry Ennis' suggestion that only Budget Committee members be allowed to attend meetings as he has older relatives' health that he is concerned about. Chairman Hunt responded that meetings can't be closed to the public but mask use can be encouraged. Mr. Chehames shared that board members can participate remotely in order to reduce exposure. Selectmen's Representative Albee added that he doesn't see any major budget increases that would create additional public attendance. He is focused on finding incoming revenues sources to help offset the budget, such as potential cell tower income. Chairman Hunt reiterated his past request that the Selectmen consider some sort of employee participation towards health insurance. Selectmen's Representative Albee responded that recent employee change will cause a reduction in health insurance costs and if employees are asked to contribute then their salary would need to be increased so they don't fall behind financially. Mrs. Hartshorn would like to review other Town's insurance benefits prior to making any changes. Mr. Chehames added that all Budget Committee members should be signing the MS-737 as it indicates the efforts of the Board. There was discussion regarding his request that the Committee review material at one meeting and wait until the next meeting to vote in order to allow time for consideration. Mr. Chehames agreed with the compromise that budgets can be tabled if necessary.

NEW BUSINESS:

QUARTERLY REPORTS

Karen Koch explained that the overage in printing expenses is partly due to required advertisements for CDBG Grant funding (which will be reimbursed by the grant), numerous hearing notices and job opening advertisements. The General Government Buildings-Town Offices Improvements line has not been expended as installation of the windows has been delayed. Selectmen's Representative Albee explained that the paving fund will be expended soon and maintenance of Willand Road will affect the Highway budget slightly. He will follow up regarding the status of seal coating at Fire Station. He confirmed that cash flow is still positive. There are some delinquent taxes that will be dealt with this week. The anticipated Highway Block Grant funding is \$81,000. Selectmen's Representative Albee responded to Chairman Hunt that rooms and meals is a percentage of activity and this may be reduced as there is not as much dining out due to Covid-19. The Transfer Station revenue will be decreased but it will be offset by lower construction debris costs.

UPCOMING NHMA 9/24 VIRTUAL TRAINING WORKSHOP

Chairman Hunt, Vice-Chairman Theve, Gary Chehames and Barry Ennis will attend the virtual budget training. Penny Hug would like to review a recording of the webinar. Updated budget books will be ordered for Selectmen's Representative Albee and Helen Hartshorn.

BOS UPDATE

Selectmen's Representative Albee shared that he isn't aware of many large expenses for the next budget year besides the new Police Station, paving and potentially replacement of the Town truck. Parks and Recreation may have a larger budget as there is more programming taking place, particularly to make up for lack of activities by other organizations. Selectmen's Representative Albee expressed his support of combining some of the open part-time positions into a full time position(s). The Selectmen have been notified that school tax will be reduced this year due to Covid-19. Negotiations are in progress for cell tower installations at the Fire Department and Highway garage. These will generate a large amount of revenue for the Town. Efforts are ongoing for improved broadband coverage through the Carroll County Broadband Initiative. The Town is negotiating the Town's cable tv franchise agreement. One utility pole case came to an agreement. Others are still in negotiation.

LIBRARY UPDATE

Chairman Hunt shared that the Library project is 99.5% complete. Only some furniture and lighting is left to be purchased. The building came in \$33,318 under budget as additional donations were received. Solar energy is something that may be considered in the future. The Trustees will hold a meeting tomorrow morning to discuss reopening the building to the public.

DISCUSSION ON FUTURE MEETINGS

The Budget Committee had no changes to the schedule at this time.

Chairman Hunt thanked Karen Koch for her service to the Town.

ADJOURNMENT:

Motion: At approximately, 7:31 pm, Vice-Chairman Theve moved to adjourn, seconded by Helen Hartshorn. Vote passed 7-0.

Prepared and submitted by: Karen Koch