

**TOWN OF TUFTONBORO**

**BUDGET COMMITTEE**

240 Middle Road  
Center Tuftonboro, NH 03816

**MEETING MINUTES**

**November 23, 2021**

Present: Chairman Gordon Hunt, Vice Chairman Barry Ennis. *Members:* Selectmen's Rep Chip Albee, Gary Chehames, Chris Sawyer, Bob Theve. *Other Attendees:* Selectman Guy Pike, Police Chief Andy Shagoury, Dennis Guilmette. *Staff:* Jane Lemire.

Not Present: Penny Hug

**I. Call to Order**

Chairman Hunt called the meeting to order at 6:30 p.m.

**II. Quorum declared followed by Pledge of Allegiance.**

**III. Public Input: None.**

**IV. Review/Approval of November 9, 2021 Minutes**

Chairman Hunt asked the group if they had any comments regarding the 11/9/21 minutes. Ms. Sawyer made a motion to accept the minutes as presented. Mr. Chehames stated that the Minutes of 11/9/21 were incomplete as a subject he brought up at the end of the meeting was not recorded (Mr. Chehames spoke of the 4.6% COLA increase and its distribution structure amongst employees).

Chairman Hunt stated he appreciated Mr. Chehames point of view; as motion to accept the Minutes of November 9, 2021 as presented was made by Ms. Sawyer, Chairman Hunt continued and asked the group if the motion made was seconded; Mr. Theve seconded motion. Motion passed 4 – 2.

**V. Chairman's Comments: None.**

**VI. Budget Review**

4191 Planning & Zoning

The group reviewed the budget and Ms. Sawyer asked about the increase to line item 01-4191-01-110 Administrative Assistant. Both selectmen Chip Albee and Guy Pike explained that the planning board secretary and the secretary that takes the planning board's minutes will now be combined into this one position, increasing hours from 10 to 15 weekly; hence the 2022 increase. The line item 01-4191-02-680 ZBA Secretary is for the zoning board work alone. Mr. Chehames asked about the increase to 01-4191-01-625 Postage. Selectman Albee explained that the 2021 expenditure to date is over what was budgeted. Due to this trend and significant work coming up needing public notices, they project the postage to go up.

## VI. Budget Review (Continued)

### 4191 Planning & Zoning (Continued)

Additional line items discussed were engineering fees, master plan and legal fees (which is listed in the executive budget).

***A motion was made by Mr. Theve to accept the 2022 Budget for account 4191 Planning & Zoning as suggested by the BOS in the amount of \$31,368.00; seconded by Ms. Sawyer. Motion passed unanimous.***

### 4194 Government Buildings

Chairman Hunt and the group discussed how this budget today, and historically, has been difficult to follow as line items do not follow a consistent pattern; i.e., “fire station electric” is one line item and “Central fire station electric” is another; yet “fire station electric” is supposedly for all three fire stations. The general ledger is disorganized and could be presented better. Clarity is needed and the format needs to be improved. Also discussed was line item 01-4194-04-730 Central FD Improvements purchase of a new overhead door for the fire department. To line item 01-4194-03-630 Hwy Building Maint the narrative was clarified that it should read “adding \$4,500 for ***thermal insulation***”. Chairman Hunt asked about line item 01-4194-02-730 Town House Improvements and Selectman Albee responded that the budget committee will be able to review this on the warrant article. Ms. Sawyer asked what was included in line item 01-4194-08-630 Central FD Maintenance and Selectman Albee responded electric, cooling, heating, plowing and maintenance of building and mechanical (excluding the generator).

***A motion was made by Mr. Theve to accept the 2022 Budget for account 4194 Government Buildings as suggested by the BOS in the amount of \$141,808.00; seconded by Mr. Chehames. Motion passed 5 - 1.***

### 4210 Police Department

Mr. Chehames asked about line item 01-4210-12-110 PD Office Assistant salary being decreased and if this amount includes the COLA increase. Chief Shagoury responded that the position hours were reduced from 32 hours weekly to 20 hours weekly; and it does include the COLA increase. Chairman Hunt asked about the narrative in multiple line items reading “officer deleted.” Chief Shagoury explained that initially the request for a new officer was added to the budget; but then deleted from the budget as the request for a new officer will be presented as a warrant article. The group will ignore the “officer deleted” comment as it should not have been in the presented budget. Vice Chairman Ennis asked for clarification of “PPO” to which Chief Shagoury replied was probationary police officer. Also discussed were line items for office supplies and repairs and maintenance.

**VI. Budget Review (Continued)**

4210 Police Department (Continued)

***A motion was made by Mr. Chehames to accept the 2022 Budget for account 4210 Police Department as suggested by the BOS in the amount of \$457,764.00; seconded by Ms. Sawyer. Motion passed unanimous.***

4313 Other Highways

Vice Chairman Ennis asked what is on the agenda for docks and bridges. Selectman Albee responded the bubblers at the docks, a noted bridge project. Permits was moved to a warrant article. There was a flood this year which caused the overage in spending for 2021.

***A motion was made by Mr. Theve to accept the 2022 Budget for account 4313 Other Highways as suggested by the BOS in the amount of \$5,000.00; seconded by Mr. Chehames. Motion passed unanimous.***

4415 Health Agencies

Ms. Sawyer asked how this contribution list is determined. Selectman Albee responded that the Town is asked for donations through written letters which point out how the Town will benefit from making a donation. These organizations are vetted to the best of the Town's abilities. Many have been on the Town's list for many years. Selectman Albee stated that if anyone has any concerns about any of the organizations' listed, to please bring it to the selectmen's attention.

***A motion was made by Mr. Theve to accept the 2022 Budget for account 4415 Health Agencies as suggested by the BOS in the amount of \$42,165.00; seconded by Mr. Chehames. Motion passed unanimous.***

4550 Library

The group reviewed the Library budget. Vice Chairman Ennis asked about the 2022 increases and Mr. Guilmette responded that in part it is due to electricity and the addition. Ms. Sawyer questioned line item 01-4550-01-680 Library Budget as to why it is requesting \$67,175.00 when historically over the past five years it was approximately \$30,000.00 lower and 2021 year-to-date is at \$35,792.25. Mr. Chehames pointed out that the Library budget is quite different in presentation than the other budgets that the committee reviews. Selectman Albee responded that the budget committee doesn't have the authority to vote on the line items of the budget as that is the job of the library trustees. Mr. Chehames clarified that he is not asking for voting approval of the items that make up the library budget but to approve the budget it would be helpful to see the history/trend of spending. Selectman Albee meets with the other selectmen on Monday, November 29, 2021 and will ask if a spreadsheet can be created for the budget committee's next meeting.

**VI. Budget Review (Continued)**

4550 Library (Continued)

***A motion was made by Mr. Chehames to table/postpone the consideration of the 2022 Budget for account 4550 Library; seconded by Ms. Sawyer. Motion passed unanimous.***

**VII. Correspondence - None.**

**VIII. New Business**

**A. BOS Update**

Selectman Albee reported that with exception to the Library which will be revisited, the selectmen have completed their review of all 2022 department budgets. There should be some warrant articles for review by the budget committee's next meeting on December 14, 2021. In addition, a report from the architects of the new police department should be completed in time to share at the next budget committee meeting.

Selectman Pike reported that he met with multiple representatives from DEM about the grant in right for Union Wharf dock. The meeting went well, and it appears favorable with all going smoothly. If approved this will be a warrant article for \$245,000.00. This project may qualify for infrastructure money.

**IX. Adjournment**

There being no further a business, a motion was made by Mr. Theve and seconded by Vice Chairman Ennis to adjourn the November 23, 2021 meeting. Motion passed unanimous. Meeting adjourned at 8:13 p.m.

*Respectfully submitted by Jane Lemire, Town of Tuftonboro Budget Committee Secretary  
November 29, 2021*