

## TOWN OF TUFTONBORO

### BUDGET COMMITTEE

240 Middle Road, Center Tuftonboro, NH 03816

### MEETING MINUTES

**December 14, 2021**

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

**I. Call to Order**

Chairman Hunt called the meeting to order at 6:27 p.m.

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

**III. Public Input:** None forthcoming.

**IV. Review/Approval of November 23, 2021 Minutes**

Chairman Hunt asked the group if they had any comments regarding the November 23, 2021 minutes. Mr. Chehames stated that he thought more detail of his comments regarding the 4.6% COLA increase and its distribution structure should be included in the minutes so that a third-party reading them would have a clear understanding of what he said.

Mr. Chehames detailed the words he wanted added to his statement. Mr. Theve objected; he believes it was a political comment made about the distribution of funds and the budget committee meeting is not a place for personal/political commentary. Mr. Theve then recommended that the statement be removed entirely, as it has nothing to do with the budget committee's review of the budget. Mr. Chehames responded it was not a political statement.

***The following motion was made by Mr. Chehames to amend the November 23, 2021 minutes and seconded by Selectman Albee for discussion.***

***With regard to the first paragraph of Item IV, in line 4 immediately after the word "its", add the word "unequal", and in line 5 immediately after the word "employees", add the words "with respect to the cost of common living expenses such as home heating, automotive fuels and food."***

Discussion on the motion continued. Mr. Chehames made an argument as to why he believes his comments should be verbatim in the minutes. Chairman Hunt pointed out that the minutes reflect the actions taken by the committee, not verbatim statements by individual members. It suffices that Mr. Chehames' comment was mentioned in the minutes. **Motion failed 6 to 1.**

***Ms. Hug made a motion to move the question for vote; seconded by Ms. Sawyer. Chairman Hunt continued asking members to vote on above motion. Motion failed 1 - 6.***

***A motion was made by Mr. Theve to accept the 11/23/2021 minutes as presented; seconded by Selectman Albee. Motion passed 6 - 1.***

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

**VI. CIP Presentation**

Ms. Jill Cromwell, Chair of the Capital Improvements Program stated that it has been a good process with a lot of good information submitted to them. The purpose of the Capital Improvements Program is to develop a ten-year tactile plan for the Town of Tuftonboro and help promote long-range planning. The idea is to even out capital expenditures over the years, so they remain level. Chair Cromwell reviewed the report and pointed out the graph of capital expense history and capacity projects that dates back to 1991. Since 2007 when the first CIP report was done, it has evened out with less spikes in costs. Chair Cromwell stated the committee recommends projects they think are needed. For 2022, nine projects are recommended at a total cost of \$1.540k; a significant overage from the capital capacity figure of \$974k. However, the committee believes these are worthwhile projects and the amount isn't that much larger than what was approved last year, which was \$1.122k. If it is determined by the board of selectmen that they need to compose a warrant article for more funds to build the police station since costs have skyrocketed, then some of these projects may need to be pared down or moved to another year. She also mentioned that they often recommend departments share to meet their needs. For instance, both the police and fire departments have requested messaging signs (which have been moved out); but perhaps a request such as this could work where one sign is shared. Chair Cromwell gave other examples where sharing equipment may be considered. Chair Cromwell continued with a review of the report and the committee's process as well as answering questions from committee members. Chairman Hunt thanked Chair Cromwell and CIP members for their work in putting this report together.

**VII. Budget Review**

**4324 Solid Waste**

Chris Ruel, Supervisor, attended to answer and discuss this department's budget. Mr. Chehames questioned why a new position (recycling attendant) had been added. Mr. Ruel responded that the position is needed to sort all the paper waste to keep it separate from other waste such as cardboard. Over 30 tons of paper is brought in annually. Mr. Chehames suggested perhaps paper waste alone could be collected on a scheduled day(s) per month. The group discussed this idea as well as other pertinent items.

***A motion was made by Ms. Hug to accept the 2022 Budget for account 4324 Solid Waste as suggested by the BOS in the amount of \$488,840.00; seconded by Ms. Hug. Motion passed unanimous.***

**4150 Financial Administration**

Selectman Albee reviewed this budget with group. Chairman Hunt questioned why no purchases had been made under tax collector's equipment for 2021. Selectman Albee responded that invoices are in the process of being entered for this particular line item. Also discussed was the line item for ad hoc committee secretary as no money was expended in 2021. Selectman Albee stated that this position is a fill-in and help-as-needed position. It has been a difficult position to fill as town government experience is needed. Ms. Sawyer inquired about the line item for computer maintenance and Selectman Albee explained increase was due to the new software program and annual subscription.

***A motion was made by Mr. Theve to accept the 2022 Budget for account 4150 Financial Administration as suggested by the BOS in the amount of \$168,321.00; seconded by Ms. Hug. Motion passed unanimous.***

**4550 Library**

As Dennis Guilmette was unable to attend, Chairman Hunt spoke on his behalf. Chairman Hunt reviewed the 5-year history spreadsheet with the group. Chairman Hunt explained that perhaps because of covid and other circumstances, there is a slight rise in equity. He feels a one-time reduction would not hinder the 2022 library operation as cash-on-hand is adequate. Chairman Hunt proposed that the total 2022 budget be decreased \$15,000.00 from \$231,662.00 to \$216,662.00 through line item 01-4550-01-680.

***A motion was made by Chairman Hunt to reduce the 2022 Budget for account 4550 Library by \$15,000.00; seconded by Ms. Hug. Motion passed unanimous.***

**4196 Insurance (revisit)**

Selectman Albee stated that this budget was reduced slightly due to the lower cost for workers' compensation insurance through a new proposal from Primex.

***A motion was made by Mr. Theve to accept the 2022 Budget for account 4196 Insurance as suggested by the BOS in the amount of \$76,737.00; seconded by Ms. Hug. Motion passed unanimous.***

**VI. Correspondence - None.**

**VII. New Business**

**A. BOS Update**

Selectman Albee reported that all budgets are completed. The BOS will be meeting on Monday, 12/20/21 to begin looking over the warrant articles. The BOS reviewed the CIP's project recommendations and the BOS's intent is to move ahead with the Union Wharf project, paving of the major thru roads and neighborhood roads, as well as a fire engine payment. In addition, they want to build the police station in 2022 which is the last major capital projects that the town has. The BOS would like to create a capital reserve fund for a fire engine replacement and a backhoe for the transfer station. The BOS is trying to lower project costs as well as attain any available funds from homeland security and infrastructure money. Selectman Albee discussed some projects that are ready to proceed as soon as funds can be obtained.

**VIII. Adjournment**

There being no further a business, a motion was made by Ms. Sawyer and seconded by Mr. Theve to adjourn the December 14, 2021 meeting. Motion passed unanimous. Meeting adjourned at 7:56 p.m.

*Respectfully submitted by Jane Lemire, Town of Tuftonboro Budget Committee Secretary  
December 17, 2021*