

TOWN OF TUFTONBORO
BUDGET COMMITTEE MEETING

240 Middle Road, Center Tuftonboro, NH 03816

MEETING MINUTES
Tuesday, October 11, 2022

Present: Chairman Gordon Hunt, Vice-Chair Gary Chehames. Members: Selectmen's Rep Chip Albee, Penny Hug, Jeff Reisner, Rob Roriston, Chris Sawyer. Staff: Jane Lemire. Selectman Guy Pike, Selectman Bob Murray.

I. Call to Order

Chairman Hunt called the meeting to order at 6:28 p.m.

II. Quorum declared followed by Pledge of Allegiance.

III. Public Input – None.

IV. Review/Approval of August 30, 2022 Minutes

A motion to accept the Minutes of August 30, 2022 as presented and with two clarifications was made by Ms. Hug and seconded by Mr. Roriston . Motion passed unanimous.

V. Chairman's Comments

Chairman Hunt stated that Ms. Hug is unable to be the CIP Representative. An email was sent to the Budget Committee asking for any volunteers for this post. No one volunteered so Chairman Hunt will assume this responsibility.

Chairman Hunt asked the group to please review their meeting packets prior to the meeting and have their questions ready. Chairman Hunt stated he does not like reconsideration on voting and prefers matters to be discussed wholly and decided upon without revisiting.

VI. Budget Reviews

A. 4130 – Executive

Ms. Sawyer asked Selectman Albee to provide the BOS vote to each budget as it would be helpful when reviewing. Selectman Albee stated he can have that available for the next meeting. Selectman Albee reviewed the executive budget and answered questions from the group. Selectman Albee stated the only change was in COLA for administrative assistant. Chairman Hunt stated that the BOS approved a COLA of 7.4%. Selectman Albee answered questions pertaining to COLA and how the BOS determine percentage. The group discussed future options for determining COLA percentages based on individual compensation.

The group also discussed in length determining employee salaries. Selectman Albee stated that, on average, town employees reviewed wage scale fell in the 75th percentile for that job. Mr. Roriston pointed out that the 5-year expenditure report did not look accurate, to which others agreed. Selectman Albee agreed. After discussion of the historical numbers possibly not being correct, the group decided to not vote on account 4130 Executive and have tabled it.

A motion was made by Ms. Hug to Table the consideration of the 2023 Budget for account 4130 Executive until the next meeting; seconded by Vice Chairman Chehames. All in favor, motion passed unanimously.

B. 4152 – Revaluation

Chairman Hunt stated a revised budget has been passed out to all to replace the one sent in the packet. Chairman Hunt questioned the \$88,000 for a complete revaluation cost versus the \$50,000 cost for a partial revaluation. Selectman Albee explained the revaluation process to the group. The group discussed alternative options to reviewing properties once every five years. Selectman Albee stated the Town has a five-year contract with the assessor which comes up for renewal next year.

A motion was made by Ms. Hug to accept the 2023 Budget for account 4152 Revaluation as suggested by the BOS in the amount of \$49,596.00; seconded by Ms. Sawyer. All in favor, motion passed unanimously.

C. 4191 – Planning & Zoning

Ms. Sawyer pointed out that line item for sub-division engineering fees was blank for 2023 when \$2,000.00 was requested. Mr. Roriston asked about the large deduction for 2023 master plan implementation and the double increase to 2023 planning consultant fee. Selectman Albee reviewed budget and answered questions. He explained that personnel changes on the planning board have resulted in multiple duties being reduced to one job.

A motion was made by Ms. Hug to accept the 2023 Budget for account 4191 Planning & Zoning as suggested by the BOS in the amount of \$34,234.00; seconded by Ms. Sawyer. All in favor, motion passed unanimously.

D. 4199 – Other/Government

Selectman Albee reviewed account with group.

A motion was made by Ms. Hug to accept the 2023 Budget for account 4199 Other/Government as suggested by the BOS in the amount of \$500.00; seconded by Mr. Roriston. All in favor, motion passed unanimously.

E. 4240 – Building/Inspections

Selectman Albee reviewed account with group and remarked on the cost increase for fuel and vehicle maintenance.

A motion was made by Ms. Hug to accept the 2023 Budget for account 4240 Building/Inspections as suggested by the BOS in the amount of \$77,958.00; seconded by Vice Chairman Chehames. All in favor, motion passed unanimously.

F. 4313 – Other/Highways & Streets

Selectman Albee reviewed account with group. This account is used for permitting purposes.

A motion was made by Ms. Hug to accept the 2023 Budget for account 4313 Other/Highways & Streets as suggested by the BOS in the amount of \$5,000.00; seconded by Vice Chairman Chehames. All in favor, motion passed unanimously.

G. 4442 – Direct Assistance

Selectman Albee stated this account is to help residents in need with expenses such as shelter, fuel, medical or food. The food line item was down due to local charity and churches stepping up. Cost for shelter was overspent last year by approximately \$1,000. There was no request for fuel assistance. Selectman Albee is communicating with the utility company to see what help they may offer. Chairman Hunt asked what the process is for receiving assistance. Selectman Albee responded there is an extensive application process that includes a history of bank account statements amongst other items.

A motion was made by Ms. Hug to accept the 2023 Budget for account 4442 Direct Assistance as suggested by the BOS in the amount of \$12,250.00; seconded by Vice Chairman Chehames. All in favor, motion passed unanimously.

H. 4583 – Patriotic Purposes

Selectman Albee stated this account reimburses the legion for placing flags on the cemeteries throughout the year. The legion's price has not increased for this service since they began.

A motion was made by Ms. Hug to accept the 2023 Budget for account 4583 Patriotic Purposes as suggested by the BOS in the amount of \$1,500.00; seconded by Ms. Sawyer. All in favor, motion passed unanimously.

I. 4589 – Gifts & Donations

Selectman Albee stated this account is to recognize people who serve the community or government or impact the community in a certain way with such things as flowers or small gift.

A motion was made by Ms. Hug to accept the 2023 Budget for account 4589 Gifts & Donations as suggested by the BOS in the amount of \$1,200.00; seconded by Vice Chairman Chehames. All in favor, motion passed unanimously.

VII. **Correspondence – None.**

VIII. **New Business**

A. Third Quarter Reports

The group reviewed current year expenditures report and the revenue report for third quarter 2022 and discussed multiple line items.

B. BOS Update

Selectman Albee stated the BOS will be meeting on Monday, October 17th and will be reviewing multiple department budgets (Highway, Police, Fire, Transfer Station amongst others) to hopefully have ready for the budget committee's next meeting on Tuesday, October 25th.

IX. **Adjournment**

There being no further a business, a motion was made by Ms. Hug and seconded by Vice Chairman Chehames to adjourn the October 11, 2022 meeting. Motion passed unanimous. Meeting adjourned at 7:25 p.m.

*Respectfully submitted by Jane Lemire, Town of Tuftonboro Budget Committee Secretary
October 12, 2022*