

**TOWN OF TUFTONBORO
BUDGET COMMITTEE
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BUDGET COMMITTEE MINUTES

**Tuesday, December 11, 2018
6:30 p.m. - Town House**

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: Chairman Gordon Hunt, Vice-Chairman Helen Hartshorn, Selectmen's Representative Albee, Bob Theve, Guy Pike, Thomas Young, John Libby 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 December 5, 2018 minutes as corrected, seconded by Bob Theve. Vote passed 6-0. John Libby arrived at 6:35 pm and wasn't in attendance to vote on the 12/5/18 minutes.

CHAIRMAN COMMENTS: None.

APPOINTMENTS/BUDGET REVIEWS:

Jill Cromwell presented the CIP Report:

https://www.tuftonboro.org/sites/tuftonboronh/files/uploads/cip_report_2018_final.pdf.

She explained the role of CIP and presented their 10 year report including an explanation of capital capacity. Some submissions with a requested 2019 completion date were bumped to a later date as capital capacity was already exceeded with other scheduled projects. (The Town Offices main entrance interior doors were bumped to 2022, the Great Meadow Trail to 2024, Sawyer Road paving to 2022, Lake Road Culvert Wall and Dredging to 2025, Union Wharf Bulkhead to 2024 and the 19 Mile Beach project to 2020). Some 2020 requested projects were bumped as well (Police message and radar sign and Transfer Station truck weight scales). The CIP Committee didn't add an additional Police vehicle into the rotation schedule to replace the Police Department's spare vehicle. They incorporated the establishment of a capital reserve for Fire Engine 4 beginning in 2020. Projects that were kept in the 2019 schedule were reviewed, as well as projected tax rates and a chart comparing 2018 CIP Recommendations to Town Decisions. As the paving study was received later in the CIP process, the Committee kept paving and road improvements at the \$285,000 figure originally submitted.

Chairman Hunt shared that the Library received an anonymous gift of Fidelity Stock. The funds received for the sale of this stock total \$525,000. Additionally they received another \$50,000 donation yesterday and \$1,000 today, leaving only \$338,000 left to be raised.

4195 CEMETERY

Sue Weeks presented this budget. This budget increased from \$21,300 in 2018 to \$23,450 in 2019. French Cemetery repairs will be done in the Spring using donated funds. Damage was done to the Edgerly Cemetery in 2018. A tree branch wiped out three stones. The cost for tree work was \$4200 (\$2100 was taken out of Cemetery Maintenance and \$2100 out of the donation fund).

01-4195-01-110 Sexton: This line increased from \$1500 to \$2100. Fees for installation of corner markers were previously done in an "in and out" fund. They will now go through the budget. The fees collected for these services will be offset by revenues.

01-4195-02-690 Corner Stones & Metal Stakes: This is a new line with \$850 allotted. These purchases were also previously handled through an "in and out" fund and will now go through the budget. The expenses will be offset by revenues.

01-4195-01-490 Cemetery Maintenance: This line increased from \$12,500 to \$14,500. Old Cemetery mowing was moved to this line. (Old Cemetery Mowing has been zeroed out.)

01-4195-25-620 Office Supplies: Office supplies decreased as a fire proof cabinet was purchased in 2018.

01-4195-01-730 Cemetery Improvements: Increased from \$1500 in 2018 to \$4900 in 2019. A \$5000 deposit was made from 2018 funds for purchasing metal gates for the Town Offices Cemetery. The remainder of this expense will be paid for in 2019.

01-4195-01-650 Old Cemeteries Restoration: This line is used for resetting stones.

Motion: Bob Theve moved to accept budget 4195 in the amount of \$23,450, seconded by Vice-Chairman Hartshorn. Vote passed 7-0.

4215 AMBULANCE BUDGET

Chief Thompson presented the Ambulance budget. The contract with Stewart's Ambulance for 2019 is \$192,480 (a 2.5% increase). This contract guarantees an ambulance for Tuftonboro with an EMTA and EMT. In comparison, Chief Thompson gave an explanation of what would be involved if Tuftonboro became part of the Moultonboro-Sandwich-Meredith-Center Harbor consortium. Chief Thompson recommended a one-year contract with Stewart's Ambulance for now and researching further options that might be available in the future.

Motion: Vice-Chairman Hartshorn moved to approve budget 4215 Ambulance for \$192,480, seconded by Bob Theve. Vote passed 7-0.

4210 POLICE BUDGET (revisit)

Chief Shagoury was asked to revisit this budget with the Budget Committee. Vice-Chairman Hartshorn questioned the addition of two part-time officers. She hesitates to add to the Department's head count as there has been a sharp drop in Police statistics over the last 10 years and the Town's population has remained steady and is actually trending down. Guy Pike shared Police statistics from Tuftonboro's 1980 annual report, noting that numbers were much larger and the Department only had a Chief and Sargent at the time. Selectmen's Representative Albee clarified that the Budget Committee can reduce the overall Police budget but can't designate how the money is to be spent. Chief Shagoury shared his reasoning for the addition of two part-time officers. Due to some personal personnel issues, he expects that there will be times that the Department will be short staffed. He also sees a need for additional coverage during the summer months. He is working on filling the position for the fourth officer that left. He is unable to confirm at this time whether or not this fourth person will be an already certified officer. He explained the difference in start time between a certified and non-certified person. There was discussion regarding the competition to fill these types of positions, current gaps in coverage being covered by the State Police and Sheriffs' Office, use of the unfilled fourth officer's salary to pay for part-time help, the addition of only one part-time officer, etc. Vice-Chairman Hartshorn recommended reducing the overall budget by \$31,940. This reduction accounts for removing the two part-time officer salaries as well as their uniforms and radios.

Motion: Vice-Chairman Hartshorn moved to reduce budget 4210 Police from \$442,923 to 410,983, seconded by John Libby. Vote did not pass 3-4. Tom Young, Selectmen's Representative Albee, Chairman Hunt and Bob Theve against.

4153 LEGAL (revisit)

The Budget Committee tabled this budget at their 12/5/18 meeting as they questioned the increase in the Trustees of the Trust Funds 2019 request as they had no 2018 expenditures. The Trustees of the Trust Funds have since lowered their request to \$600. The Selectmen then revisited this budget on 12/10/18. They added \$4000 to the main legal line in anticipation of potential legal services that might be needed to deal with the Wolfeboro RIB system. Selectman Wood shared a summary of ongoing litigation involving access off of Brown Road, junkyards, tax-deeded eviction, pending Zoning Board appeal, utility case, etc. Selectman's Representative Albee added there is expected cell phone litigation forthcoming. Sue Weeks added that lack of training for Trustees of the Trust Funds and Cemetery Trustees has added to the importance of the availability of legal advice. (Please see the 12/5/18 Budget Committee meeting minutes for further information regarding this budget.)

Motion: Vice-Chairman Hartshorn moved to approve budget 4153 Legal for \$53,500, seconded by Bob Theve. Vote passed 7-0.

4155 PERSONNEL ADMINISTRATION

Selectmen's Representative Albee presented this budget. Budget increased from \$588,545 in 2018 to \$650,813 in 2019.

01-4155-01-210 Health Insurance: Increased from \$279,023 to \$327,913. The Town is in the second year of a two-year contract. The increase includes the assumed addition of a family plan for the Police Department new hire. The Selectmen considered multiple plan options that the Town's current vendor offered. Tom Young, owner of Melvin Village Marina, shared his dismay with this budget line amount and summarized how his company reduced their employee insurance rates for 2019. There was discussion regarding putting health insurance out to bid, the difference in insurance for municipalities versus private businesses, employee contribution for health insurance, taking care of current employees, overall employee benefit package, average percentage paid for benefits in comparison to salary, etc. Selectman Wood shared supporting comments for continuing to provide paid insurance benefits to employees.

01-4155-01-220 Social Security: Social Security and Medicare increased from \$65,867 to \$70,565 as it is based on a 53 week pay period for 2019.

Motion: Vice-Chairman Hartshorn moved to approve budget 4155 Personnel Administration for \$650,813, seconded by Bob Theve. Vote passed 5-1-0. Guy Pike opposed. Chairman Hunt abstained.

CORRESPONDENCE: None.

NEW BUSINESS: None.

OLD BUSINESS: Vice-Chairman Hartshorn shared a calendar that she created to highlight upcoming deadlines. There is still \$595,000 open in outstanding budgets to review. At this time, with only considering the budgets that have been reviewed so far, the Town budget is \$270,000 over last year's budget (a 7.2 % increase).

NEW BUSINESS:

BOS UPDATE:

Selectmen's Representative Albee shared that the Selectmen have been reviewing Vice-Chairman Hartshorn's budget list and the Selectmen will hold an additional meeting Monday to review some of those outstanding budgets. He will be reviewing revenues with Diane Falcey on Friday. Personally, in regards to warrant articles, he would like to consider doing the Library addition in one year.

NEXT MEETING DATE: January 2, 2019 at the Town Offices. 1/8/19 & 1/15/19 will be tentative additional meeting dates.

PUBLIC INPUT: None.

ADJOURNMENT: Motion: At 8:08 pm, Bob Theve moved to adjourn, seconded by Guy Pike. Vote passed 7-0.

Prepared and submitted by: Karen Koch