

**TOWN OF TUFTONBORO  
BUDGET COMMITTEE  
P.O. Box 98, 240 Middle Road  
Center Tuftonboro, NH 03816  
Telephone: (603) 569-4539 Fax: (603) 569-4328  
[www.tuftonboro.org](http://www.tuftonboro.org)**

**BUDGET COMMITTEE MINUTES**  
*Corrections in bold and italics.*

**Wednesday, October 11, 2017  
6:30 p.m. - Town Offices**

**Present:** Chairman Lootens, Bob Theve, Selectmen's Representative Albee, John Libby, Helen Hartshorn, Gordon Hunt, Guy Pike and Karen Koch.

**OPEN MEETING:** After declaring a quorum, Chairman Lootens opened the meeting at 6:30 p.m. and led the Pledge of Allegiance.

**PUBLIC INPUT:** Max Ledoux asked that the Budget Committee consider creating a budget that spends less than last year and thanked the Committee for having public input at the beginning of the meeting.

**CHAIRMAN'S COMMENTS:** Chairman Lootens felt that it was best to include the Conservation and Transfer Station budget presentations in tonight's meeting and apologized if members didn't have enough time to review all the meeting materials. If members are not prepared to vote, the Committee can listen to the presentations and vote at a later date.

**APPOINTMENTS/BUDGET REVIEWS:**

4612 Conservation

Steve Wingate began his presentation by summarizing the projects that the Conservation Commission has been working on in 2017 such as continued well water testing, the natural resource section of the Master Plan, two easements and two possible donations, the Great Meadow project, participation in the Wolfeboro-Tuftonboro Land Bank, lake monitoring program, grant funding for the Watershed Plan, participation in Mirror Lake Watershed Committee, on-site review for DES wetlands permits, monitoring of the Wolfeboro RIB and working with Parks and Recreation.

01-4612-05-330-Administrative Assistant: increased as it is anticipated that there will be extra work on four additional projects next year. The budgeted amount also includes the 2018 COLA and merit increase.

01-4612-09-330-Acquisitions and Monitoring: increased for anticipated hiring of Rick Vanderpool to write two large grant requests.

01-4612-10-330-Environment Study of 19 Mile Brook (Encumbered): increased due to an additional sampling site for testing of Contaminants of Emerging Concerns (CEC).

Mr. Wingate explained the low expenditure amounts of 2017 in comparison to the requested increases for 2018 (some billing not in yet, volunteers used instead, etc). There was discussion regarding the distribution of grant money and use of the Conservation Fund.

**Motion:** Guy Pike moved to table this budget as well as any budgets that include salaries until the Personnel Administration budget is reviewed. Mr. Pike withdrew his motion after Selectmen's Representative Albee explained that the Conservation Commission's Administrative Assistant is not part of the Personnel Administration budget. Helen **Hartshorn** moved to approve budget 4612 Conservation for \$20,580, seconded by Gordon Hunt. Vote passed 6-1. John Libby voted no as he felt that the budget was too high based on past expenditures.

#### 4324 Solid Waste Disposal

Clay Gallagher provided updated backup documentation to reflect the increases that were made by the Selectmen at their 10/6/17 meeting. Per Diem hours have increased to cover for training and backfill. With the 2018 budget, Mr. Gallagher's salary will be capped and will no longer include a merit increase for his current supervisory position, just the Cost of Living Adjustment (COLA).

01-4324-25-390 Closure Monitoring: As additional testing will be required for 2018, the Selectmen increased this line to \$12,600. (This increased amount is only for 2018.)

01-4324-20-390-C&D Disposal: Was increased with the advice of the Selectmen to offset expected additional expenses.

01-4324-21-390-MSW: Was also increased with the advice of the Selectmen to offset expected additional expenses.

Mr. Gallagher explained the low expenditure amounts of particular budget lines in 2017 such as fuel (bill not received yet), Brush & Stump Grinding and Uniforms (both held off on to make up for C&D overages). Mr. Gallagher explained avoided costs and increased revenue for 2017. As this budget involves salaries, it was agreed to discuss COLA for 2018 before voting. Different ways to measure COLA were referenced. Selectmen's Representative Albee shared the reasoning for the Selectmen's COLA decision and explained that the Selectmen are looking into various health insurance plans.

**Motion:** Helen Hartshorn moved to approve budget 4324 for \$365,622, seconded by Bob Theve. Vote passed 6-1. Guy Pike voted no as he feels that it is out of sequence to voting on the Personnel Administration budget.

#### 4153 Legal

There was discussion regarding possible outstanding 2017 invoices as well as historical expenditure amounts for this budget line.

**Motion:** Gordon Hunt moved to approve budget 4153 \$42,800, seconded by Bob Theve. Vote passed 5-2. John Libby and Guy Pike voted no. They both feel that the amount is too high based on past expenditures. Guy Pike also doesn't feel confident in the Selectmen's ability to manage this budget.

#### 4442 Welfare

Selectmen's Representative Albee shared that since local charities and churches have stepped up to help citizens, the shelter and food budget lines of this budget were reduced by the Selectmen **\$2500 each for a total budget reduction of \$5,000.**

**Motion:** Helen Hartshorn moved to approve budget 4442 for \$25,000, seconded by Gordon Hunt. Vote passed 5-2. Guy Pike and John Libby voted no. Mr. Libby feels that this amount is too high based on past expenditures. Mr. Pike believes in organizations and churches providing welfare assistance but doesn't agree with government funding.

#### 4199 Other General Government

Selectmen's Representative Albee explained the function of the Joint Loss Management Committee as a safety committee.

**Motion:** Bob Theve moved to approve budget 4199 for \$500, seconded by John Libby. Vote passed 7-0.

#### 4583 Patriotic Purposes

**Motion:** John Libby moved to approve budget 4583 for \$1500, seconded by Guy Pike. Vote passed 7-0.

#### 4589 Gifts and Donations

Although not his personal opinion, Guy Pike spoke for one of his constituents that it would be more beneficial for individuals to contribute their own funds rather than a board or committee making the determination. There was discussion regarding past expenditures and use of this fund.

**Motion:** Chairman Lootens moved to reduce and approve budget 4589 for \$250, seconded by Guy Pike. Vote passed 7-0.

#### 4711 Long Term Bond & Notes

**Motion:** Gordon Hunt moved to approve budget 4711 Long Term Bond & Notes for \$236,554, seconded by Helen Hartshorn. Vote passed 6-1. Guy Pike voted no as his constituents don't feel that an additional ambulance and rescue vehicle is needed.

#### 4721 Long Term Bond & Note Int.

**Motion:** Gordon Hunt moved to approve budget 4721 for \$44,749, seconded by Bob Theve. Vote passed 6-1. Guy Pike voted no as his constituents don't feel that an additional ambulance and rescue vehicle is needed. There was discussion regarding the town's obligation to pay this note as the decision to purchase the vehicle has already been made. There was also discussion regarding the definition of constituent representation.

**REVIEW/APPROVAL OF MINUTES:** Chairman Lootens called for review and approval of the May 9, 2017 minutes. There was some discussion regarding the minutes. Gordon Hunt confirmed for Chairman Lootens that a specific time limit for public input was not decided at the 5/9/17 meeting. In regards to portions of the minutes mentioning that "all members were in agreement", Guy Pike clarified that although he did not state his disagreement with some topics of discussion it didn't necessarily mean that he was in agreement either. No changes were made to the minutes.

**Motion:** John Libby moved to accept the minutes as written, seconded by Gordon Hunt. Vote passed 7-0.

#### **CORRESPONDENCE:**

Chairman Lootens shared advice from NHMA legal's department that there is no real conflict with members of the Budget Committee voting for a budget that pertains to another board that the member belongs to unless there is personal gain or if a spouse's salary is part of a budget.

#### **NEW BUSINESS:**

CIP Update: Helen Hartshorn shared that CIP had a meeting last week and heard the CIP requests from the Road Agent, Code Officer, Transfer Station, Police and Fire. The Library will present next week. CIP has a capital capacity of \$839,000. However \$397,000 is already committed in addition to the \$235,000 for road maintenance. This only leaves \$207,000, of which \$30,000 is needed for the Library septic. CIP will probably be over their capital capacity this year.

BOS Update: Selectmen's Representative Albee shared that the Selectmen have been reviewing budgets and will be providing more to the Budget Committee. Internet connection at the Transfer Station will be removed from CIP and included in the operating budget. The Selectmen have also discussed weight scales at the Transfer Station for 2019. They are in the midst of reviewing health insurance and will probably need guidance on the sale of property as this line is \$50,000 short. They also plan to discuss the level of the undesignated fund balance.

NHMA Budget Workshop: Gordon Hunt, Selectmen's Representative Albee, John Libby and Chairman Lootens attended this workshop. Gordon Hunt shared that the meeting was helpful but better for new members as it is repetitive for people versed in budgets. Chairman Lootens shared that NHMA cautioned on wording of warrants and spoke of the loss of revenue sharing between state and municipalities. Upcoming Workshops: Right to Know workshop on 12/6/17 and the NHMA annual conference is 11/15-11/16/2017.

**EXPENDITURES/REVENUE:** As there was no sale of town owned property in 2017 there was a loss of \$50,000 in revenue.

**OLD BUSINESS:**

**ANNUAL REPORTING:** There was discussion about Guy Pike's formerly mentioned concern that departments' costs are spread throughout the budget. He no longer requests additional reporting as the charts that Helen Hartshorn provides combines these budget lines and he is also willing to keep track of this information himself rather than burdening the Selectmen or staff with additional tasks.

**GRAPHS:** Helen Hartshorn spoke of changes in the charts she creates. Although she has information for seven years, she feels that five years of information is sufficient. Items are now listed in order of importance to the Town. Chairman Lootens shared additional charting that some other towns utilize. She also referenced a new website ([nhpfc.org](http://nhpfc.org)) that has all data in NH since 2015 forward.

**MEETING DATES:** The Budget Committee will meet at 6:30 pm on October 24, 2017 at the Town Offices.

**PUBLIC INPUT:** Chairman Lootens and Selectmen's Representative Albee responded to Joe Kowalski in regards to creating a special warrant fund specifically for the Transfer Station. Guy Pike shared a comment from a taxpayer regarding the increase in taxes. Although he wants spending to reduce Max Ledoux reiterated his opinion that roads are of great importance to him. Chairman Lootens responded to Mr. Ledoux that public input is limited only to those items on the agenda when he shared his opinion regarding funding for charities.

**ADJOURNMENT:**

**Motion:** On a motion made by Guy Pike, seconded by Bob Theve. Vote passed 7-0. Meeting adjourned at 8:31 p.m.

Prepared and submitted by: Karen Koch