

**TOWN OF TUFTONBORO  
BUDGET COMMITTEE  
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**BUDGET COMMITTEE**

**Tuesday, October 25, 2016  
6:30 p.m. - Town Office**

**MINUTES**

**Corrections noted in bold and italics.**

**Present:** Chairman Carla Lootens, Vice-Chairman Steve Brinser, Members Helen Hartshorn, John Libby, Tyler Phillips, Bob Theve, Selectmen's Representative Carolyn Sundquist, 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.

**CHAIRMAN COMMENTS:** Chairman Lootens explained that there are several appointments and the group may not want to vote after each presentation as Steve Brinser has information to share later in the meeting in regards to salaries. She reminded the group to be respectful to each other and to department heads. She asked that people please wait to be called on by the Chair so everyone at the table can have an opportunity to speak. In answer to a previous question, she explained that a quorum is four. In the event that there are less than seven members in attendance, four yes votes are required for a motion to pass. Public input will be at the end of the meeting for comments and questions in regards to agenda items. All input will be taken into consideration.

**REVIEW/APPROVAL OF MINUTES:** Chairman Lootens called for review and approval of the October 4, 2016 minutes. Selectmen's Representative Sundquist did add that although it was mentioned in the past meeting minutes that health insurance would be grouped by department in the personnel administration spreadsheet; it will not be able to be done this way as there may be only one person in a department. It will need to be represented some other way.

**Motion:** Chairman Lootens moved to accept the minutes as corrected, seconded by Selectmen's Representative Sundquist. Vote passed 6-0. Bob Theve abstained as he was not present for most of the last meeting.

**BUDGET REVIEW APPOINTMENTS:**

Clay Gallagher met with the Budget Committee in regards to budget 4324 Transfer Station. Conversation ensued regarding the increase in Construction and Debris (C&D) as well as suggestions as to how to best handle the increase. Selectmen's Representative Sundquist commented that Mr. Gallagher and the Selectmen would decide the best way to rectify this issue. Electronic disposal has increased as the cost for television disposal has increased drastically. Vehicle Fuel and Maintenance has been pushed to January to help offset other budget costs. Mr. Gallagher explained that some extra hours are incorporated into salary lines for shift coverage, training, supervision of equipment maintenance on closed days, etc. Mr. Gallagher explained how he calculates avoided costs by taking the actual revenue that we take in per item versus what it would have cost to dispose of it in the dumpster. The overall budget is up 8.8% (\$26,500). As this budget line involves salaries, it was not voted upon following Mr. Gallagher's presentation.

Gina Lessard met with the Budget Committee in regards to budget 4520 Parks and Recreation. John Libby stated that he will abstain from voting as he is on the Parks and Recreation Commission. There are three areas with a slight increase: \$100 was added to the Swim Coach line, beach and dock maintenance is up \$5,000 to replace decking on swim docks at 19 Mile Bay (one-time cost), and lifeguards has been increased a little. Swim Program Director and Water Safety Instructors were formerly in one budget line and now have been separated. Selectmen's Representative Sundquist responded to Tyler Phillips, that our Town insurance policy covers the Parks and Recreation department for liability. In response to Helen Hartshorn's question, Ms. Lessard explained that payment to the Town of Wolfeboro is for Tuftonboro residents to be able to participate in Wolfeboro's recreation programs at a resident rate.

**Motion:** Chairman Lootens moved to approve budget 4520 Parks and Recreation for \$39,911, seconded by Selectmen's Representative Sundquist. Vote passed 6-0. John Libby abstained.

Gordon Hunt met with the Budget Committee in regards to budget 4550 Library. Mr. Hunt presented a budget comparison back to 2009. If salaries are excluded the overall budget is up approximately \$735. The heating expense has been reduced as the Library switched to the Town's oil provider. Electricity has also been reduced. Technology increased to rebuild the Library's copy machine. Vice-Chairman Brinser disagreed with Mr. Hunt when he stated that salaries are not controlled by the Library and shared that the Library is not required to abide by the salary guidelines adopted by the Selectmen. Mr. Hunt responded that this is correct but they also do not budget salaries, they budget positions based on the needs of the Library and choose to follow the Town's salary guidelines. In response to Vice-Chairman Brinser's question as to whether or not there is a more prudent way to look at what is spent for new books; Mr. Hunt responded that this line also includes periodicals and dvds and as the Library wants to keep current with what people want this funding is necessary. In response to John Libby, Selectmen's Representative Sundquist explained that the Town needs to appropriate by gross amount for the Library's budget. The Library will now be open at 9:00 in the morning, rather than 10:00 and will be closing at 6:30 pm on Friday evenings, rather than 7:30 pm. In response Vice-Chairman Brinser, Mr. Hunt explained that the condition of the Library sidewalk is in the hands of the Selectmen. As this budget line involves salaries, it was not voted upon following Mr. Hunt's presentation.

Jim Bean met with the Budget Committee in regards to budget 4312 Highway Department. Mr. Bean handed out a list of things that his department does. Highway equipment maintenance is reduced as the warranty on the new truck is paid off. General expenses is reduced as a steam cleaner was purchased to clean the trucks and that expense will not be needed again. Roadside mowing was increased to deal with rocks and stumps in a different approach to increase mowing speed and make things easier for the future. This will result in a cost savings as we were over budget this year due to cleanup done by hand. Road striping decreased as the cost was less than expected. Spring Maintenance increased as there has been an increased need for gravel. Fall Maintenance increased due to an increase in crack sealing. Mr. Bean explained that the sign replacement line was formerly under the Fire Department's budget and has been reduced by \$500. In response to Helen Hartshorn, Mr. Bean stated that enough has been requested in guard rail maintenance.

**Motion:** Chairman Lootens moved to approve budget 4312 Highway Department for \$397,200, seconded by Vice-Chairman Brinser. Vote passed 7-0.

Chief Shagoury met with the Budget Committee in regards to budget 4210 Police Department. Overtime increased to coincide with a county wide opioid investigation grant. Uniforms and Conference & Training increased. Replacements for tasers that are no longer supported are included in Conference and Training. Chief Shagoury reduced his **personal** holiday pay. Maintenance decreased as a new vehicle will be purchased next year and costs are currently down this year. Office supplies decreased overall. A lengthy discussion regarding holiday pay for the Police Department ensued. Tyler Phillips and Vice-Chairman Brinser shared that they understood that an officer's salary accounts for working holidays. Chief Shagoury replied that this is not the case. Holiday pay in addition to regular pay is a typical practice used among police departments, with some departments receiving time and a half for hours worked in addition to holiday pay. **Chairman Lootens, Helen Hartshorn, Bob Theve and Selectmen's Representative Sundquist** supported Chief Shagoury's

explanation confirming that pay for holidays is not incorporated into an officer's salary. As this budget line involves salaries, it was not voted upon following Chief Shagoury's presentation.

**CORRESPONDENCE:** An email from Vice-Chairman Brinser regarding salaries increasing by a 2% merit increase as well as a 1.5% Cost of Living (COLA) increase was discussed. Vice-Chairman Brinser shared that he feels that the Thornton Report incorporates 2% merit increases and would like to understand the rationale behind the Selectmen also incorporating a COLA increase for 2017. There was a discussion regarding the definition of a merit increase versus a COLA increase. Further conversation ensued as to whether or not COLA increases should have been given for 2017. In response to Chairman Looten's, Selectmen's Representative Sundquist shared that the Selectmen's thought on the COLA increase was if you don't increase the salaries with some sort of COLA they don't keep up with what the money is worth today. She also explained that this is the first year for a COLA increase as the last few years were catch up years and COLA is something that will now be looked at on a yearly basis. It was decided that the Budget Committee members would all review the Thornton Study again and revisit this topic at the next meeting.

## **BUDGET REVIEWS AND REVISITS**

### 4240 Building Inspection

This budget was sent back to the Selectmen at the last Budget Committee meeting. Selectmen's Representative Sundquist shared that the Selectmen kept the salary the same as they were comfortable with the salary that was proposed. They agreed that the time for this discussion is when they give Mr. Parsons his review. Bob Theve shared that he does not feel that it is appropriate for the Budget Committee to single out individuals and their salaries.

**Motion:** Chairman Lootens moved to table budget 4240 Building Inspection as it contains salaries, seconded by Vice-Chairman Brinser. Vote passed 7-0.

### 4442 Direct Assistance

This budget was sent back to the Selectmen at the last Budget Committee meeting. Selectmen's Representative Sundquist shared that the Selectmen felt that \$35,000 is sufficient for this budget and did not change it. Chairman Lootens explained that we have two cases that are not accounted for in the expenditures and as Diane Falcey explained it to her, predicting a number for this budget line is like predicting a snow storm.

**Motion:** Chairman Lootens moved to approve budget 4442 Direct Assistance for \$30,000, seconded by Vice-Chairman Brinser. Vote passed 5-2. Selectmen's Representative Sundquist opposed. John Libby opposed as he would have preferred to budget for the average amount expended.

### 4196 Insurance

**Motion:** Vice-Chairman Brinser moved to approve budget 4196 Insurance for \$60,916, seconded by Bob Theve. Vote passed 7-0.

### 4619 Other Conservation

Selectmen's Representative Sundquist shared that the milfoil budget is reduced as there is a lot less milfoil and this amount accounts for all that is planned to be done for next year.

**Motion:** Helen Hartshorn moved to approve budget 4619 Other Conservation for \$8,500, seconded by John Libby. Vote passed 7-0.

## **MEETING DATES**

The next meeting will be November 1, 2016. The December 20, 2016 meeting was cancelled as Chairman Lootens **and Tyler Phillips are** unavailable.

## **PUBLIC INPUT**

Guy Pike shared that his personal insurance premiums have increased and he considers this a COLA increase. He stated that this not something that Town employees need to endure as benefits are not paid for by employees.

Joe Kowalski pointed out that the motion to approve the Parks & Recreation budget did not include a dollar amount. Chairman Lootens clarified that it was for \$39,911. He also brought up a point that perhaps electronic books would be less expensive than paper copies and disposal of electronic books would not be a future issue.

**Motion:** On a motion made by Chairman Lootens, seconded by Tyler Phillips. Vote passed 7-0. Meeting adjourned at 8:50 p.m.

Prepared and submitted by: Karen Koch