

**TOWN OF TUFTONBORO  
BUDGET COMMITTEE  
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**BUDGET COMMITTEE MINUTES**  
*Corrections in bold & italics*

**Tuesday, October 9, 2018  
6:30 p.m. - Town House**

The official video of this meeting can be found on the Town of Tuftonboro's YouTube 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 and Karen Koch. John Libby was absent.

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

**REVIEW/APPROVAL OF MINUTES:** Vice-Chairman Hartshorn moved to approve the May 8, 2018 minutes as written, seconded by Guy Pike. Vote passed 6-0.

**CHAIRMAN COMMENTS:** Chairman Hunt shared that 2019 is a 53 week pay period so this should be considered while reviewing salary lines. Selectmen's Representative Albee confirmed for Vice-Chairman Hartshorn that the Selectmen approved a 2.7% COLA increase for 2019.

**APPOINTMENTS/BUDGET REVIEWS:**

**4220 FIRE DEPARTMENT BUDGET**

Chief Thompson presented the Fire Department budget. This budget increased 2% since 2018 (from \$437,617 to \$446,112). To keep the budget down, Chief Thompson and Captain Pike declined the 2% merit increase and only included a 2.7% COLA adjustment in their salaries. In regards to 2018 expenditures, Chief Thompson confirmed for Chairman Hunt that large purchases are made at the end of the year in the event that unforeseen expenses are endured throughout the year. The following lines were discussed:

**01-4220-12-110 Firefighter's Allowance:** This line was reduced overall as less people have been responding to calls.

**01-4220-17-110 FD Shift Coverage:** Coverage for when Chief Thompson and Captain Pike are absent or extra help is needed.

**01-4220-20-341 Telephone:** Taxes and fees increased for 2019.

**01-4220-20-570 Medical Rescue Billing:** This is a new budget line. \$2000 was added for ambulance billing. Revenue will offset this expense.

**01-4220-20-660 Vehicle Maintenance:** Fail-safe hose testing (\$2970) and a Stretcher and Stair Chair Maintenance Plan (\$1100) were added for 2019.

**01-4220-20-680 Apparatus Expense:** Filling of the oxygen bottles will now be done by Merriam Graves to increase safety and at the same time reduce expense as it is less expensive than doing it in-house.

**01-4220-21-680 Boat Expenses:** \$2800 was added for air boat maintenance based on an average of past expenditures. Although the last few years' expenditures have been greater than the budgeted amount of \$7981, there are not any large anticipated budget expenditures for 2019. The Tuftonboro Firefighter's Association will cover the expense for the Polymer protective coating to be applied to the air boat (\$15,000 that will not need to be budgeted).

**01-4220-24-680 Dry Hydrants:** Budget increased from \$3000 to \$3500. Chief Thompson has been in touch with a company that is able to put hydrants on bridges. This line increased \$500 in anticipation of installing at least one new dry hydrant.

**01-4220-30-741 New Equipment:** Line increased \$1,362. A little giant defender ladder was added for the new Engine 2 (\$604). Two rescue harnesses need to be replaced (\$1100). Replacement sets of gear were reduced from 7 to 6 to reduce costs.

**Motion:** Vice-Chairman Hartshorn moved to accept budget 4220 in the amount of \$446,112, seconded by Bob Theve. Vote passed 5-1. Guy Pike opposed.

#### **4194 GENERAL GOV'T BLDGS**

Chief Thompson presented the Central Fire Department Electric and Maintenance portion of this budget. The budget request decreased for 2019 (\$27,000 versus \$29,284).

**01-4194-08-410 Central Fire Department Electric:** Reduced for 2019 from \$11,500 to \$10,220 as the electric monthly meter fee decreased.

**01-4194-08-630 Central Fire Department Maintenance:** Lawn fertilization (\$495) is only done as necessary.

**Motion:** Vice-Chairman Hartshorn moved to approve the Central Fire Dept. Electric and Maintenance portion of budget 4194 for \$27,000, seconded by Selectmen's Representative Albee. Vote passed 6-0.

#### **4194 GENERAL GOV'T BLDGS**

Chief Thompson presented the Central Fire Department Heat (01-4194-06-411) portion of this budget. This budget remained level funded. Chief Thompson explained that this expenditure line is the same as June as there have not been any deliveries. There was discussion regarding past overcharges for heat and the benefit now of having locked-in contract pricing.

**Motion:** Vice-Chairman Hartshorn moved to approve the Central Fire Department Heat portion of budget 4194 for \$7,000, seconded by Selectmen's Representative Albee. Vote passed 6-0.

#### **4194 GENERAL GOV'T BLDGS**

Chief Thompson presented the Fire Department portion of this budget for the Melvin Village and Mirror Lake Fire Stations. This budget decreased overall from \$15,904 to \$13,346. The following budget lines were discussed:

**01-4194-03-730 Fire Station Improvements:** The Melvin Village Fire Station is currently being painted. The apron work is more difficult than anticipated. Funds may need to be encumbered for 2019.

**Motion:** Vice-Chairman Hartshorn moved to approve the Fire Station Improvements, Fire Station Electric, MV Fire Station Heat, Mirror Lake Fire Station Heat and Fire Station Maintenance portions of budget 4194 for \$13,346, seconded by Bob Theve. Vote passed 6-0.

#### **4290 EMERGENCY MANAGEMENT**

Chief Thompson presented this budget to the Committee. The budget decreased overall from \$15,630 to \$15,180. Chief Thompson confirmed for Guy Pike that salary for emergency management duties are paid out of the Fire Department budget. The following budget lines were discussed:

**01-4290-22-680 Forest Fire Expense:** This line is used for mutual aid expenses.

**01-4290-23-680 Grants & Hazardous Mitigation:** In the event that the Department is unable to finish the Local Emergency Management Plan (LEMP) in-house by the deadline, \$4,000 was added to hire an outside contractor.

**01-4290-24-680 Equipment:** This line includes maintenance of defibrillators and one case of pads.

**01-4290-25-680 Generator:** This line is for generator maintenance.

**Motion:** Vice-Chairman Hartshorn moved to approve budget 4290 for \$15,180, seconded by Guy Pike. Vote passed 6-0.

Chief Thompson doesn't have the ambulance services budget information yet. He shared that if things change and there is no longer an outside agency for transport, the Fire Department budget would need to increase.

#### **4324 SOLID WASTE BUDGET**

Clay Gallagher presented the Solid Waste budget. This budget has a 9.5% increase from 2018 (\$411,176 versus \$375,522). Mr. Gallagher gave an overview of the effect that single stream recycling has had on recycling and adjustments that the Transfer Station has made to deal with the changing recycling market. The following budget line items were discussed:

**01-4324-11-110 Recycling Supervisor:** Mr. Gallagher has reached his maximum step/grade pay and will only receive the 2.7% COLA. Selectmen's Representative Albee responded to Guy Pike regarding employees being maxed out on their step/grade and feels that this is something that can be revisited. In this instance, the Selectmen approved what was presented. If this is revisited, Mr. Gallagher asks that his increase be used to increase the per diem people and Barry Colbert's pay instead of his.

**01-4324-19-390 Plastic Disposal:** Cost increased from \$40 to \$125 a ton.

**01-4324-20-390 C&D Disposal:** Mr. Gallagher explained that Construction Debris (C/D) volume in 2018 is expected to be 15-20% higher than 2017. This was used to predict the 2019 budgeted amount increase of \$13,000 (\$80,000 to \$93,000). The Transfer Station started a test program for September-December by increasing fees for large trailer loads of debris coming in. This is being done to hopefully close the gap between revenue coming in and expense going out to dispose of C/D. This led to discussion regarding the requirements and changes that would be necessary for use of weight scales.

**01-4324-21-390 MSW Disposal:** Volume is up 3%. Budget increased from \$99,000 to \$104,000.

**01-4324-31-390 Glass Disposal:** 100% of glass is recycled. This line increased \$2650 as Waste Management's haul fee increased and NRRA increased disposal cost from \$30 to \$35 a ton.

**Motion:** Vice-Chairman Hartshorn moved to accept budget 4324 in the amount of \$411,176, seconded by Selectmen's Representative Albee. Vote passed 5-0. Guy Pike abstained to conduct further research.

#### **4194 GENERAL GOVERNMENT BUILDINGS**

Clay Gallagher presented the Transfer Station portion of this budget (Transfer Station Electric, Heat and Maintenance). The budget request decreased from \$17,500 to \$11,500. The following budget line was highlighted:

**01-4194-05-630 Transfer Station Maintenance:** This line decreased \$6,000 as the Spectrum cable installation is complete and the Quonset Hut painting and repair are complete.

**Motion:** Vice-Chairman Hartshorn moved to accept the Transfer Station portion of budget 4194 in the amount of \$11,500, seconded by Guy Pike. Vote passed 6-0.

#### **NEW BUSINESS:**

##### **CIP REPORT:**

Helen Hartshorn shared that there have been three CIP meetings so far and unfortunately she missed the first two. Tom Young added that the first meeting was organizational and confirmed that they are just getting things underway and starting to receive requests from some of the departments.

##### **BOS UPDATE:**

Selectmen's Representative Albee shared that the Selectmen are getting the budgets together. They last met with the Police Chief and had a number of questions and concerns regarding a couple of lines. They are not seeing any enormous changes in the budget. The legal line might be increasing next year foreseeing actions with Wolfeboro and their septic system. He spoke further regarding the Wolfeboro Rapid Infiltration Basin and their purchase of an adjacent property in Tuftonboro.

##### **NHMA TRAINING WORKSHOPS:**

Helen Hartshorn and Selectmen's Representative Albee attended the NHMA Budget workshop. They found it interesting and learned a few new things regarding some new lawsuits about various things mostly regarding warrant articles, particularity of DRA's opinion on warrant articles, petition warrant articles and recording votes with warrant articles. NHMA also has a website now to run data by Town and compare it to other towns in the State.

Vice-Chairman Hunt received an email from the Alton Budget Committee requesting to pool budget information together from surrounding towns to see if there is a trend. He offered to supply them with a copy of Tuftonboro's budget to use in their comparison.

#### QUARTERLY REPORTS:

Third quarter expenditure and revenue reports were reviewed. Legal expenditures have exceeded the budget. Selectmen's Representative Albee shared that most of the legal expenses were the normal legal expenses that we have in addition to dealing with a half a dozen junkyards, a tax lien, and access to Lower Beech Pond. Guy Pike explained that the Cemetery's Legal budget is exceeded due to having to return to their attorney several times regarding the French Cemetery.

Selectmen's Representative Albee shared that the Selectmen will be setting the tax rate this month and will discuss using any of the undesignated fund balance. He responded to Vice-Chairman Hartshorn that the Wolfeboro Watershed Study is in negotiations and funds will probably be carried over for 2019. The paving study will be presented to the Selectmen on 10/29/2018.

#### **OLD BUSINESS:**

##### ANNUAL REPORTING:

Guy Pike spoke about his preference about putting the budgets together in one unit *like* how they were presented in 2015. However he does like how the General Buildings and other expenses *incurred* within a department are being presented together this year.

#### GRAPHS:

The Committee would like Helen Hartshorn to continue doing graphs for 2019.

**NEXT MEETING DATE:** October 23, 2018 at the Town Offices.

**PUBLIC INPUT:** None

#### **ADJOURNMENT:**

**Motion:** At 8:03 pm, Bob Theve moved to adjourn, seconded by Guy Pike. Vote passed 6-0.

Prepared and submitted by: Karen Koch