

**TOWN OF TUFTONBORO
BUDGET COMMITTEE
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BUDGET COMMITTEE

**Tuesday, January 3, 2017
6:30 p.m. - Town Offices**

MINUTES

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 shared an anonymous request to remind everyone that Joe Kowalaksi is the official reporter for the Town and Max Ledoux does recording for his own interest.

REVIEW/APPROVAL OF MINUTES: Chairman Lootens called for review and approval of the December 6, 2016 minutes. In response to Vice-Chairman Brinser, Chairman Lootens clarified her Chairman comments from the last meeting stating that misinformation in the public was in reference to Budget Committee members statements being taken out of context, particularly in Granite State News letters to the editor. She encourages people to contact Budget Committee members directly for their accurate statements.

Motion: Selectmen's Representative Sundquist moved to accept the minutes as corrected, seconded by Vice-Chairman Brinser. Vote passed 7-0.

CORRESPONDENCE: Chairman Lootens shared that she received a couple of emails from Vice-Chairman Brinser and these emails are one of three reasons why Personnel Administration will be revisited.

BUDGET REVIEWS APPOINTMENTS:

4191 Planning and Zoning

Chris Sawyer, Planning Board Chairman, presented the Planning and Zoning budget. There was discussion regarding the Master Plan as well as responsibilities of the Planning Board.

Motion: Tyler Phillips moved to approve budget 4191 Planning and Zoning for \$23,222, seconded by Vice-Chairman Brinser. Vote passed 7-0.

4155 Personnel Administration

This budget line was reopened as Chairman Lootens wanted to make sure that everyone was able to review the Kaiser Study presented by Vice-Chairman Brinser. She also wanted to follow up to the previous Budget Committee meeting to confirm if John Libby had wished to revote for this budget. He confirmed that he did not wish to revote. Lastly, this budget was reopened because the budget amount approved at the last Budget Committee meeting did not accommodate for the approved increase in Chief Shagoury's holiday pay.

There was discussion regarding health insurance benefits and more frequent review of health plans that are provided for town employees. It was agreed that the responsibility of health insurance plan review lies with the Selectmen.

Motion: Helen Hartshorn moved to change the amount for budget 4155 Personnel Administration to \$594,274, seconded by Chairman Lootens. Vote passed 5-2. Vice-Chairman Brinser and Tyler Phillips opposed.

4140 Elections, Registration, Vital

Town Clerk, Heather Cubeddu, met with the Budget Committee to review budget 4140. Ms. Cubeddu explained that next year's budget decreased as there is only one election in 2017. She explained that single check payments are now available and e-registration will be available soon.

Motion: Bob Theve moved to approve budget 4140 Elections, Registration, Vital for \$78,973, seconded by Vice-Chairman Brinser. Vote passed 7-0.

NEW BUSINESS:

WARRANT ARTICLES:

Selectmen's Representative Sundquist explained that the first ten articles listed came from CIP. The Budget Committee initially decided to not vote on each article until wordage is finalized with DRA and counsel. As each article was addressed for wordage, some were voted upon as it was assumed that wordage would not change. For all articles with funds coming from the Unassigned Fund Balance, the Budget Committee agreed that it would be helpful to add wordage clarifying that no amount is to be raised from taxation. All warrant articles listed are recommended by the Board of Selectmen.

1: To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) for the Lake Winnepesaukee Watershed Study to be conducted over a three (3) year period. Additional funding for this project will come from in-kind donations and a NHDES grant of Sixty Five Thousand Dollars (\$65,000), administered by the Lake Winnepesaukee Association. Only Fifteen Thousand (\$15,000) will come from taxation. This is a non-lapsing article and will lapse as of December 31, 2019 or when the project is completed, whichever comes first.

It was suggested to edit the wording to the last sentence to remove the double negative, for example:

This ~~is a non-lapsing article and~~ will lapse as of December 31, 2019 or when the project is completed, whichever comes first. It was agreed to withhold a vote on this warrant article until the wordage is final.

2: To see if the Town will vote to raise and appropriate the sum of Forty-One Thousand Two-Hundred Sixty Eight Dollars (\$41,268.00) to purchase and install new mobile radios for the Fire/Rescue Department.

Chief Thompson explained that this amount has been reduced from \$180,000. Support for the portable radios will continue through 2019 so they were removed from the warrant. Support for the mobile radios stopped in 2006 and there are no longer means to repair them if needed. This is a quoted price and competitive shopping will be done if the warrant article passes.

Motion: Tyler Phillips moved that this warrant article for \$41,268.00 is voted upon, seconded by Bob Theve. Recommended 6-0. Vice-Chairman Brinser abstained.

3: To see if the Town will vote to raise and appropriate the sum of Forty-Two Thousand Dollars (\$42,000.00) to be added to the previously established Fire/Rescue Department SCBA (Self Contained Breathing Apparatus) Equipment Capital Reserve Fund. The full amount (\$42,000) will come from the Unassigned Fund Balance.

Motion: Vice-Chairman Brinser moved to approve this warrant article for \$42,000.00, seconded by Bob Theve. Recommended 7-0.

4: To see if the Town will vote to raise and appropriate the sum of Two Hundred Thirty-Five Thousand Dollars (\$235,000.00) for the preparation and paving of Town Roads.

Motion: Vice-Chairman Brinser moved to approve this warrant article for \$235,000.00, seconded by Chairman Lootens. Recommended 6-1. Tyler Phillips opposed.

5: To see if the Town will vote to raise and appropriate the sum of Thirteen Thousand Dollars (\$13,000) to purchase and install a new air filtration system in the Town Garage.

Selectmen's Representative Sundquist suggested withholding voting on this article as the amount could change.

6: To see if the Town will vote to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) to replace the Lake Road boat ramp.

Motion: Vice-Chairman Brinser moved to approve this warrant article for \$25,000.00, seconded by Bob Theve.

Chairman Lootens brought up a point of discussion regarding permits. Selectmen's Representative Sundquist explained that the permit applications have been submitted. Recommended 7-0.

7: To see if the town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000.00) to be deposited to the previously established Library Facility Capital Reserve Fund. The full amount (\$50,000) will come from the Unassigned Fund Balance.

Motion: Helen Hartshorn moved to vote on this warrant article for \$50,000.00, seconded by Bob Theve. This article lead to a discussion regarding CIP and its responsibilities, capital capacity, raising of funds, fund balance, etc. Recommended 5-2. Vice-Chairman Brinser and John Libby opposed.

8: To see if the town will vote to raise and appropriate the sum of Fifty Five Thousand Dollars (\$55,000.00) for the purchase of a new police vehicle.

Chief Shagoury explained that this is part of the eight year rotation, explained what is included in the purchase of a new police vehicle, and that competitive shopping will be done while researching a new vehicle.

Motion: Tyler Phillips moved to approve this warrant article for \$55,000.00, seconded by Bob Theve. Recommended 7-0.

9: To see if the town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000.00) to be deposited to the previously established Police Facility Capital Reserve Fund. The full amount (\$50,000) will come from the Unassigned Fund Balance.

Motion: Bob Theve moved to approve this warrant article for \$50,000.00, seconded by Helen Hartshorn. Recommended 5-2. Vice-Chairman Brinser and John Libby opposed.

10: To see if the town will vote to raise and appropriate the sum of Nine Thousand Two Hundred Six Dollars (\$9,206) for the Mirror Lake Boat Launch and Improvements.

Motion: Helen Hartshorn moved to approve this warrant article for \$9,206, seconded by Vice-Chairman Brinser. Recommended 7-0.

11: To see if the town will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate Five Thousand Dollars (\$5,000) for said purpose. Said sum to come from the Unassigned Fund Balance and no amount to be raised from taxation. Any appropriation left in the fund at year end will lapse into the general fund.

Motion: Vice-Chairman Brinser moved to approve this warrant article for \$5,000, seconded by Helen Hartshorn. Recommended 6-1. John Libby opposed.

12: To see if the town will vote to raise and appropriate the sum of Five Hundred Dollars (\$500) to support Mount Washington Valley Supports Recovery.

Selectmen's Representative Sundquist shared that a presentation was given to the Selectmen recently regarding this new facility in North Conway that supports recovering addicts. Discussion followed.

Motion: Bob Theve moved to approve this warrant article for \$500, seconded by Helen Hartshorn. Recommended 4-3. Tyler Phillips, Vice-Chairman Brinser and John Libby opposed.

13: To see if the town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) for the Pier 19 Crosswalk Project. Nine Thousand Dollars (\$9,000) to come from outside fundraising and One Thousand Dollars (\$1,000) to come from taxation. This project will not move forward unless the fundraising portion reaches Nine Thousand Dollars (\$9,000).

Motion: Helen Hartshorn moved to vote for this warrant article for \$10,000, seconded by Vice-Chairman Brinser. Not Recommended 1-6. Tyler Phillips, Vice-Chairman Brinser, John Libby, Chairman Lootens, Bob Theve, Helen Hartshorn opposed.

14: To see if the town will vote to raise and appropriate the sum Twelve Thousand Dollars (\$12,000) for the improved internet connectivity at the Transfer Station.

Selectmen's Representative Sundquist explained that this number could change. After some discussion, it was agreed that it would be best to ask Clay Gallagher to come in to meet with the Budget Committee to speak more about the required use of this service.

BOS UPDATE:

Selectmen's Representative Sundquist explained that revenue information will be available soon.

CIP REPORT:

Helen Hartshorn's updated draft charts for the 2017 budget were shared with the group.

MEETING DATES

The next Budget Committee meeting will be February 7, 2017 at 6:30 pm at the Town Office.

Vice-Chairman Brinser shared his findings in respect to Chairman Lootens response to Tom Beeler in terms of the Thornton Report. This will be reviewed and revisited.

PUBLIC INPUT

Guy Pike shared that he received an opinion from Keith Nyhan, Director of Consumer Services at the NH Insurance Department, regarding individual employee names being listed with health insurance benefit information.

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

Prepared and submitted by: Karen Koch