

TOWN OF TUFTONBORO
BUDGET COMMITTEE
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BUDGET COMMITTEE MINUTES

6:30 p.m. – Town House

Tuesday, October 27, 2020

Present: Chairman Gordon Hunt, Penny Hug, Bob Theve, Selectmen's Representative Chip Albee, Helen Hartshorn, Barry Ennis, via telephone Gary Chehames, Lloyd Wood, Clay Gallagher

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 10/06/20 MINUTES: Ms. Hartshorn pointed out several typos that are to be corrected; with those changes/updates Chairman Hunt made a motion to approve the October 6, 2020 Minutes as written, seconded by Ms. Hartshorn. Motion Carried 7-0.

CHAIRMAN'S COMMENTS: Chairman Hunt asked Mr. Gallagher to report first.

BUDGET REVIEWS:

4324 TRANSFER STATION

Mr. Gallagher reviewed the hand-written 2021 Transfer Station Proposed Labor Budget chart. When asked, Mr. Gallagher confirmed a vacation increase from two weeks to three weeks for employees that reached the five-year mark. Mr. Gallagher reported that the land is now mowed twice a year versus one. A reduction in Equipment Maintenance is due to less maintenance/up-keep costs as a new compactor and new baler were purchased last year. An increase in Tires/Freon/Metal, as well as Electronic Disposal, are due to one extra container per year for disposing these items.

Ms. Hartshorn asked what new equipment was purchased under New Equipment line 01-4324-01-741. Mr. Gallagher reported that a new computer and a new heated pressure washer were purchased.

Selectman Albee explained that the Selectmen reduced the Recycling Awareness line by from \$1,000 to \$500; increased the Miscellaneous line from \$1,000 to \$1,500; C&D from \$106,00 to \$103,000; and Glass from \$5,300 to \$4,500. Selectman Albee explained that some expenditures such as signage and supplies should not be listed with Recycling Awareness.

Mr. Chehames asked how communications were. Mr. Gallagher responded that everything worked good with a new cable installation and that cell phone and internet were through Spectrum. Only during a storm would there sometimes be a problem when overhead lines are taken down by trees, in particular one area facing north towards Ossippee.

4191 PLANNING AND ZONING

Chairman Hunt announced that no member of the Planning Board was in attendance. Various questions were brought up about the budget, however, no conclusions/answers could be determined on any particular items. Overall, it was stated that there was a total year-to-year reduction of \$446. Of particular interest is the Master Plan line item. At our next meeting, we will ask/invite a Planning Board member to attend. Mr. Chehames proposed this topic be tabled to the next meeting. Chairman Hunt seconded. Motion carried 7-0.

4240 CODE ENFORCEMENT

Selectman Albee reviewed this budget. It was asked how many years Jack Parsons has been employed as Code Officer, to which Mr. Albee confirmed 15 years. Mr. Theve made a motion to approve \$67,922 for budget 4240, seconded by Ms. Hartshorn. Motion carried 7-0.

4196 INSURANCE

Selectman Albee reviewed this and reported a total increase of \$660 to budget. Chairman Hunt asked if there is a process to determine assessed value to real value. Selectman Albee answered that it is replacement value. The Assessor should inform the insurance company of any and all improvements made to help determine value.

Ms. Hug asked if Property & Casualty had any claims this year and it was confirmed that a replacement part had to be purchased for the diesel generator at a cost of \$7,000 to which the Town paid a \$1,000 insurance deductible.

Ms. Hug asked if self-insuring has ever been considered? Selectman Albee didn't believe so but acknowledged that it can be something that is looked into and discussed further. Mr. Chehames questioned whether any other town self-insured and maybe it is something to look into.

Ms. Hartshorn made a motion to approve the \$73,789 for budget 4196, seconded by Mr. Theve. Motion carried 7-0.

4140 TOWN CLERK

Chairman Hunt made note of a change in the overall budget was due to three elections this year versus one next year. Selectman Albee reviewed and discussed the line items of this budget. Overall, the budget was reduced by \$7,221 and will remain at that cost for two years. Ms. Hartshorn made a motion to approve the \$86,030 for budget 4140, seconded by Ms. Hug. Motion carried 7-0.

4619 OTHER CONSERVATION

Selectman Albee reviewed and discussed line items. Ms. Hug noted that in looking at the history of Tuftonboro Milfoil, a minimum of \$4,800 was spent in prior years and questioned the reduction in budget to \$1,000. Selectman Albee explained that there are a number of reasons for the reduction; one being no machine used to harvest milfoil. Ms. Hartshorn made a motion to approve the \$2,300 for budget 4619, seconded by Ms. Hug. Motion carried 7-0.

CORRESPONDENCE: None.

NEW BUSINESS:

BOS UPDATE

Selectman Albee reported that Dennis Zilembo has to review/complete the Parks & Recreation budget and that it should be ready for the next budget meeting on 11/10/2020. Selectman Albee also expects the following budgets will be available for review on 11/10/2020: Executive Financial Administration, Personnel Administration, Fire Department, Road Agent and Library. In addition, there also should be an update on the Revenue, which was last dated 9/28/2019.

CIP UPDATE

Ms. Hartshorn reported that at the last meeting (10/14/2020) the Highway Department attended and presented the paving project at a cost of \$350,000. Last year the budget was \$290,000. Also, an upgrade to the heating system at the highway garage is scheduled for 2021. Presently there are two bids submitted and two more which are needed. A town truck replacement is scheduled for 2022 for \$235,000 as well as paving at the highway garage in 2022 for \$25,000. The next meeting of the CIP is tomorrow, 10/28/2020.

Selectman Albee reported that we are negotiating with Verizon for a cell phone tower at the Highway Garage and the Central Fire Station. Placement of the towers is still being negotiated. A 2021 install is planned.

NEXT MEETING DATE:

The next meeting of the Budget Committee is scheduled for Tuesday, November 10, 2020 at 6:30 p.m. at the Town House.

PUBLIC INPUT: None.

ADJOURNMENT:

Motion: At 7:50 p.m., Chairman Hunt made a motion to adjourn, seconded by Ms. Hartshorn. Motion carried 7-0.

Respectfully submitted by: Jane Lemire, Administrative Secretary