

TOWN OF TUFTONBORO
BUDGET COMMITTEE
P.O. Box 98; 240 Middle Road
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BUDGET COMMITTEE MINUTES

6:30 p.m. – Town House

Tuesday, November 10, 2020

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

Call to Order / Open Meeting: After declaring a quorum, Chairman Hunt opened the meeting at 6:30 p.m. and led the Pledge of Allegiance. Note: Telephone Access to meeting was unavailable as it was not in working order.

Public Input: None.

Review /Approval of October 27, 2020 Minutes: Budget Committee secretary, Jane Lemire, handed out a revised copy of the Minutes with a sentence inserted (in red) under 4324 Transfer Station. Ms. Hartshorn made the following three corrections / clarifications to the Minutes presented: under 4140 Town Clerk first sentence was corrected to read, in part, *...in the overall budget was due to three elections this year versus one next year*; under CIP Update last sentence should read: *The next meeting of the CIP is tomorrow, 10/28/2020*; under 4196 Insurance second sentence should read, in part, *to determine assessed value*. With these corrections made, Chairman Hunt made a motion to approve the October 27, 2020 Minutes as written, seconded by Ms. Hug. Motion Carried 6-0.

Chairman's Comments: None

Budget Reviews:

4550 Library

Dennis Guilmette reviewed the budget and reported that most of the line items are the same as last year. In particular, Mr. Guilmette discussed line items for Salaries and Maintenance. Overall the budget was reduced by \$7,692. Mr. Theve made a motion to approve the Library budget in the amount of \$216,747 as presented, seconded by Ms. Hartshorn. Motion carried 6-0. *Note: G. Chehames arrived and now in attendance.*

4191 Planning & Zoning

Matt Young was asked the status of the Master Plan Review by Ms. Hartshorn. Mr. Young reported that Lakes Region Planning Commission (LRPC) had been under contract to rewrite the *Land Use* and *Zoning* chapters, however, besides taking a very long time they ultimately presented very poor work. Due to this, Mr. Young stated that LRPC has been informed that we will look to have this project finished elsewhere; and are in the process of getting new estimates. Mr. Young also stated that currently there is a balance of \$2,700 owed to LRPC for

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work-to-date, but in consideration of the poor quality of their work, he will negotiate to have this amount reduced. The contract with LRPC is expired and has been for some time. Ms. Hartshorn thanked Mr. Young for the work he has done. Ms. Hartshorn made a motion to approve the Planning & Zoning budget 4191-0110 in the amount of \$26,227 as presented, seconded by Ms. Hug. Motion carried 7-0.

4130 Executive

Selectman Albee reported that the budget remained mostly the same. An increase in salary of Administrative Secretary was due to a change in personnel. The new administrative secretary was able to negotiate for a higher salary with a probationary period as her qualifications are higher than the previous secretary. The Administrative Assistant also had a renegotiation. Mr. Albee explained that the newly hired Clerical Assistant will travel Board to Board and also work internally. In the future both the Transfer Station and Road Agent will need administrative/secretarial help. Ms. Hartshorn made a motion to approve budget 4130 in the amount of \$114,289 as presented, seconded by Ms. Hug. Motion carried 7-0.

4220 Fire Department

Chief Adam Thompson stated he is open to any questions board members may have about the budget. Chairman Hunt questioned the expended amount in line item 4220-21-660 Boat Expenses and Chief Thompson answered it was in part due to air boat maintenance and went over in detail the annual maintenance needed and schedule. Chairman Hunt questioned the increase to line item 4220-20-680 Apparatus Expense and Chief Thompson answered that a majority of the increase is due to a new State of NH protocol to reduce the use of narcotics and use nitrous for pain control. The cost for each unit is \$3,750, \$95 per cylinder and \$14 refill and also added that the Town of Gilford uses nitrous with great success. Chairman Hunt asked about staffing and Chief Thompson replied that there are three new employees and two firefighter employees who left. It was asked what happens to the turnout gear when employees leave, and Chief Thompson responded due to sizing, etc. that new turnout gear is purchased for new employees; turnout gear lasts 10 years. Most employees have two sets. Other items discussed were cell phones, air packs, vehicle fuel and vehicle maintenance. Ms. Hartshorn made a motion to approve the Fire Department budget 4220 in the amount of \$486,159 as presented, seconded by Ms. Hug. Motion carried 6-0-1.

Correspondence: None.

New Business:

BOS Update

Selectman Albee stated that the road agent's budget is still not done. At our next meeting it should be complete as we are scheduled to review that budget in addition to reviewing the police budget. Selectman Albee also reported that the tax rate was set to \$9.56.

CIP Update

Ms. Hartshorn stated 10/28/2020 was the last CIP meeting. Police Chief Shagoury came in and presented his project and Selectmen Chip and Lloyd presented the Selectmen project. CIP will meet again tomorrow to go over a draft of the report. CIP will be meeting with the Selectmen and Planning Committees on 12/01/2020 to present their report.

Next Meeting Date: The next meeting of the Budget Committee is scheduled for Tuesday, November 24, 2020 at the Town House.

Public Input: None.

Adjournment: Motion: At 8:05 p.m., Chairman Hunt made a motion to adjourn, seconded by Ms. Hartshorn. Motion carried 7-0.

Respectively submitted by: Jane Lemire, Administrative Secretary