

December 11, 2018

Board of Selectmen  
84 Main Street  
Tamworth, NH 03886

The Advisory Budget Committee met during the months of October, November and December producing this report for your review. As a Committee we have learned a great deal about where our tax dollars are spent.

We have spent countless hours outside of the meetings reviewing, studying, and compiling lists of questions and comments we shared with each other during our meetings. We feel we have provided you with a great deal of information and we are ready to answer any questions you may have about our decisions regarding the 2019 budget. With our budget recommendations we estimate a reduction of over \$200,000.00 for 2019.

Thank you,  
Melanie Streeter  
Casslyn Cook  
Rachel Johnson  
Madeline Siniscalchi  
Zach Remick  
Jim Hidden

Advisory Budget Committee  
2019  
General Observations/Recommendations

Create a cell phone policy. Review the billing for each departments cell phones. When are the phones being used, how many text messages and who uses data. Who are they calling?

CIP numbers need to be listed in the budgets that are receiving funds. This year many were not listed and it changes the bottom line in the budget request.

Change the way Accounts Payable is done. We heard from many departments that they have late fees and interest charges on various bills.

The Town needs to create a place at the Town Office building for office supplies for all departments. By doing this it will give a clearer understanding of what the whole town uses for supplies. Prices need to be compared to a couple of suppliers to make sure the Town is getting the best deal.

Stop billing each department or committee for photocopies. The time it takes to create an excel sheet, track the committee and then bill is a waste of time for office personnel.

The Selectmen need to ask Departments and Committees to eliminate their separate web sites. By doing this it can save the Town some additional money. Giving each department access to their page so they can update, make changes and delete information when needed.

The Committee would like to see in the Town Report this year each departments expenses and revenues on the same page.

The Committee recommends the Selectmen research the feasibility of creating a "Handyman Person" position. Salary vs the cost for plowing, shoveling, building maintenance, building repair, lawn mowing, etc.

The Committee recommends a Selectmen attend the Fire Wards meetings. This would help create clearer communication between the Selectmen and Fire Wards.

A Memorandum of Understanding needs to be created for Great Hill Fire Tower, Town Office generator and Police Department generator.

Advisory Budget Committee

2019 Budget Review

**Board of Selectmen - 4130.10**

Budget review November 15, 2018

Committee members present:

Zach Remick, Madeline Siniscalchi, Casslyn Cook, Melanie Streeter

Absent: Rachel Johnson, Jim Hidden

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Only 5 committee members were present during the Advisory Committee discussion and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4130.10-240 Training budget request \$750.00

The committee recommends reducing this amount to \$200.00

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Line item 01-4130.10-695 Contingency budget request \$600.00

The committee recommends eliminating this line

Account	EXPENDITURE DETAIL	Last Yr (17)	Last Yr (17)	This Yr (18)	This Yr (18)	Next Yr (19)
Notations	Account Number Account Name	Budget	Audited Actual	Budget	Actual to Aug 16th	Dept Head Request
	BOARD OF SELECTMEN					
5 member board	01-4130.10-130 EX Salaries - Selectmen	10,765	10,765.00	16,161	829.58	16,161
	01-4130.10-220 EX FICA	668	500.25	1,002	51.43	1,002
	01-4130.10-225 EX Medicare	156	156.00	234	12.03	234
	01-4130.10-240 EX Training	600	180.00	1,000	40.00	750
	01-4130.10-555 EX Newspaper Advertising	300	2,130.05	300	791.00	000
MEMA LRP MWV	01-4130.10-560 EX Dues & Subscriptions	400	7.50	5,854	5,432.94	5,554
	01-4130.10-695 EX Contingency	600	499.64	850		600
	BOARD OF SELECTMEN	13,489	14,238.44	25,401.00	7,156.98	24,901.00

NHIA 2,750  
 LRP 2,654  
 MWV 150  
 5,554

Advisory Budget Committee

2019 budget review

**Town Administration - 4130.20 Darlene McWhirter**

Budget review November 28, 2018

Committee members present:

Rachel Johnson, Madeline Siniscalchi, Casslyn Cook, Melanie Streeter, Jim Hidden

Absent: Zach Remick

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Only 5 committee members were present during the Advisory Committee discussion and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4130.20-111 Salary PT Modified Position

The Committee recommends eliminating this line.  
The Committee would like to recommend that the PT modified finance position become a full time position. Some benefits are already provided to that position. The PT assessing position would be eliminated due to the increase of hours for the full time finance position.

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Line item 01-4130.20-130 Trustee's Fees budget request \$600.00

The Committee recommends removing this line and adding it to the Cemetery budget 4195.10

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Line item 01-4130.20-240 Training/Seminars/Mileage budget request \$1,500.00

The Committee recommends reducing this line to \$1000.00

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Line item 01-4130.20-392 Prof Svc - Timber Monitor budget request \$3000.00

The Committee recommends reducing this line to \$1500.00

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Line item 01-4130.20-440 Copier Repairs/Maintenance budget request \$600.00

The Committee recommends reducing this line to \$400.00

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Line item 01-4130.20-560 Dues & Subscriptions budget request \$400.00

The Committee recommends reducing this line to \$350.00

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Line item 01-4130.20-620 Office Supplies Budget request \$6500.00

The Committee recommends reducing this line to \$4500.00

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Line item 01-4130.20-625 Postage budget request \$3700.00

The Committee recommends that this line be reduced to \$2200.00  
only if the Reevaluation of property is not done in 2019

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Line item 01-4130.20-740 Office Equipment budget request \$500.00

The Committee recommends reducing this line to \$250.00

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Account	EXPENDITURE DETAIL	Last Yr (17)	Last Yr (17)	This Yr (18)	This Yr (18)	Next Yr (19)
Notations	Account Number Account Name	Budget	Audited Actual	Budget	Actual to Aug 16th	Dept Head Request
	<b>TOWN ADMINISTRATION</b>					
1	01-4130.20-110 TA Salaries - FT	103,305	103,419.03	65,062	42,357	
1	01-4130.20-111 TA Salary - PT	-	-	56,576	27,450	
1	01-4130.20-130 TA Trustee's Fees	600	600.00	600	-	600
1	01-4130.20-191 TA Flexible Spending Account	-	-	1,000	1,000	1,000
1	01-4130.20-210 TA Health & Dental Insurance	29,420	27,522.42	22,193	14,795	
1	01-4130.20-220 TA Social Security	6,777	6,292.99	7,542	4,108	
1	01-4130.20-225 TA Medicare	1,585	1,466.33	1,764	961	
1	01-4130.20-231 TA Retirement	7,246	6,915.85	7,404	4,550	
1	01-4130.20-240 TA Training/Seminars/Mileage	2,000	949.53	2,000	386	1,500
1	01-4130.20-260 TA Worker's Compensation	590	590.26	708	707	611
1	01-4130.20-310 TA Auditing Services	10,800	10,795.00	10,800	10,795	11,800
1	01-4130.20-391 TA Perambulation of Town Lines	-	-	-	-	-
1	01-4130.20-392 TA Prof Svc-Timber Monitor	1,500	749.65	3,000	218	3,000
1	01-4130.20-440 TA Copier Repairs/Maintenance	800	509.72	650	228	600
1	01-4130.20-550 TA Town Report Printing	3,300	3,062.09	3,100	2,592	2,500
1	01-4130.20-560 TA Dues & Subscriptions	400	220.00	400	323	400
1	01-4130.20-620 TA Office Supplies	2,500	3,822.39	5,900	4,685	6,500
1	01-4130.20-625 TA Postage	2,500	1,620.82	2,200	1,118	3,700
1	01-4130.20-630 TA Equip Rep & Maint	500	-	250	-	250
1	01-4130.20-670 TA Books & Periodicals	100	-	100	-	0
1	01-4130.20-740 TA Office Equipment	500	1,746.03	500	-	500

Advisory Budget Committee

2019 Budget Review

**Town Clerk/Tax Collector 4140.10 Kim Trammell**

Budget review October 30, 2018

Committee members present:

Zach Remick, Madeline Siniscalchi, Casslyn Cook, Melanie Streeter

Absent: Rachel Johnson, Jim Hidden

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Only 5 committee members were present during the Advisory Committee discussion and voting process on December 3, 2018

Recommend\_\_\_\_\_5\_\_\_\_\_

Do Not Recommend\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:



[illegible]

Advisory Budget Committee

2019 Budget Review

**Election & Registration 4140.20 Sharon Nothnagle**

Budget review October 30, 2018

Committee members present:

Zach Remick, Madeline Siniscalchi, Casslyn Cook, Melanie Streeter

Absent: Rachel Johnson, Jim Hidden

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Only 5 committee members were present during the Advisory Committee discussion and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4140.20-342 Training/Mileage budget request \$200.00

The Committee recommends reducing this line to \$50.00



Advisory Budget Committee

2019 Budget Review

**Treasury 4150.50 Anne Burke**

Budget review October 24, 2018

Committee members present:

Zach Remick, Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Jim Hidden

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4150.50-340 Bank Fees budget request \$150.00  
The Committee recommends reducing this line to \$100.00

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Line item 01-4150.50-560 Dues, Subsc & Training budget request \$400.00  
The Committee recommends reducing this line to \$200.00

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Line item 01-4150.50-620 Office Supplies budget request \$175.00  
The Committee recommends reducing this line to \$100.00

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Line item 01-4150.50-641 Mileage budget request \$1200.00  
The Committee recommends reducing this line to \$1100.00





Advisory Budget Committee

2019 Budget Review

**Data Processing 4150.60 Town Administrator**

Budget review November 28, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Jim Hidden

Absent: Zach Remick

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4150.60-350 Payroll Processing budget request \$3200.00

The Committee recommends to zero out this line and payroll be done in house

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Line item 01-4150.60-740 Hardware Upgrades budget request \$6,407.00

The Committee recommends that the Selectmen look at this line more in depth. We  
were told five computers were needed but only 4 could be accounted for.

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The Committee recommends that this service be put out to bid when the contract with  
the current provider expires.

EXPENDITURE DETAIL		Last Yr (17)		This Yr (18)		This Yr (18)		Next Yr (19)	
Account	Account Number Account Name	Budget	Audited Actual	Budget	Actual to Oct 31st	Budget	Actual to Oct 31st	Dept Head Request	Dept Head Request
DATA PROCESSING									
9001 \$5923, Avitar \$6100 Support \$3450, PDF Export \$1400 and External Doc \$1250, Stone Hill- GA \$200, Vision 45040	01-4150.60-330 DP Software Support	12,500	11,469.81	12,166	11,970.90			19,063.00	
Time Warner \$1320 [22mo@5110], Virtual Town Hall Meet \$1750, Virtual TR Website Yr 2 of 3 \$1567 Email to Office 365, P20 Software Outsourced to BMSI In 2018	01-4150.60-331 DP Internet Services	1,600	1,843.11	4,857	4,439.82			4,737.00	
Town-wide IT Service, 11 PC's	01-4150.60-342 DP Software Upgrades/Purchases	700	159.99	11,000	301.50			2,000.00	
\$587 Firewall License, \$5020 low [5] PC's	01-4150.60-350 DP Payroll Processing	4,800	4,694.25	3,160	2,202.00			3,200.00	
	01-4150.60-430 DP Computer Rep & Maint	10,500	12,143.00	17,580	12,474.68			16,536.00	
	01-4150.60-610 DP Supplies/Training	300	544.45						
	01-4150.60-740 DP Hardware Upgrades	2,300	269.99	881	337.79			6,407.00	
DATA PROCESSING									
		32,700	31,124.60	49,644	31,726.69			51,943	



Advisory Budget Committee

2019 Budget Review

**Planning Board 4191.10 Eric Dude, Representative**

Budget review October 24, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Jim Hidden, Zach Remick

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4191.10-310 Engineering Reviews budget request \$1000.00

The Committee recommends reducing this line to \$500.00

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Line item 01-4191.10-320 Legal budget request \$ \$1500.00

The Committee recommends reducing this line to \$250.00

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Line item 01-4191.30-342 Consulting Fee budget request \$1000.00

The Committee recommends reducing this line to \$500.00

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Line item 01-4191.30-550 Printing budget request \$500.00

The Committee recommends eliminating this line. The Committee feels that time is wasted billing departments for copies.

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Line item 01-4191.30-690 Miscellaneous budget request \$100.00

The Committee recommends eliminating this line.



Advisory Budget Committee

2019 Budget Review

**Zoning 4191.30**

Budget review December 3, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Zach Remick, Rachel Johnson

Absent: Jim Hidden

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Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Line item 01-4191.30-110 Secretary P/T budget request \$100.00

Line item 01-4191.30-220 FICA budget request \$7.00

Line item 01-4191.30-225 Medicare budget request \$2.00

The Committee recommends eliminating the complete budget.



Advisory Budget Committee

2019 Budget Review

**Town Office Building 4194.10 Darlene McWhirter**

Budget review November 28, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Jim Hidden

Absent: Zach Remick

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4194.10-341 Telephone budget request \$4000.00

The Committee recommends eliminating the Town Office cell phone.

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Line item 01-4194.10-437 Bldg Maint budget request \$7580.00

The Committee recommends reducing this line to \$1500.00

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Line item 01-4194.10-640 Cust Supplies budget request \$500.00

The Committee recommends reducing this line to \$200.00

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Line item 01-4194.10-750 Town Off Furniture budget request \$1000.00

The Committee recommends reducing this line to \$250.00







Advisory Budget Committee

2019 Budget Review

**Town House 4194.20**

Budget review December 3, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Zach Remick, Rachel Johnson

Absent: Jim Hidden

**CIP - \$8000.00**

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4194.20-430 Building Repair/Maint budget request  
CIP \$8000.00

The Committee recommends declining funds from the CIP for 2019

Line item 01-4194.20-431 Maintenance budget request \$1032.00

The Committee recommends increasing the line to \$2032.00

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Line item 01-4194.20-640 Supplies budget request \$300.00

The Committee recommends reducing this line to \$200.00



Advisory Budget Committee

2019 Budget Review

**Cemeteries 4195.10 John Wheeler, Representative**

Budget review October 30, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Zach Remick

Absent: Rachel Johnson, Jim Hidden

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item from the Town Administration budget 01-4130.20-130  
Trustee's Fees budget amount \$600.00

The Committee recommends this line item be moved to  
4195.10 Cemeteries adding \$600 to this budget

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Line item 01-4195.10-625 Postage budget request \$5.00

The Committee recommends this line item be eliminated

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Line item 01-4195.10-711 Gravestone Repair budget request \$2000.00

The Committee recommends this line item be reduced to \$500.00

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Line item 01-4195.10-713 Surveying budget request \$2000.00

The Committee recommends this line item be reduced to \$500.00

[illegible]

8/15/16

Advisory Budget Committee

2019 Budget Review

**Economic Development 4197.10 Pat Farley, Representative**

Budget review November 13, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Zach Remick

Absent: Jim Hidden

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

The Committee recommends eliminating the complete budget. The Committee believes the Tamworth Visitors Council mirrors what the Economic Development Commission is doing. Therefore eliminating the Economic Development Commission their mission can be continued by the Tamworth Visitors Council. The Committee hopes that the Tamworth Visitors Council will continue to spread the good word that Tamworth is a great place to visit.

No surveys, or feedback for any of the Economic Development Commission events have been done to determine their effectiveness in creating new businesses or new jobs in Tamworth.



Account		EXPENDITURE DETAIL		Last Yr (17)		This Yr (18)		This Yr (18)		Next Yr (19)	
Notations	Account Number	Account Name		Budget	Audited Actual	Budget	Actual to Aug 16th	Budget	Actual to Aug 16th	Dept Head Request	
	ECONOMIC DVLPMT AND REGIONAL ASSOCIATION										
1)	01-4197.10-560	NHMA Dues		2,608	2,608.00	-		-			
1)	01-4197.10-561	Lakes Region Planning Comm		2,585	2,585.00	-		-			
1)	01-4197.10-562	Mt Washington Valley Eco Cncl		150	150.00	-		-			
1)	01-4197.10-563	Economic Development Committee		3,749	2,545.83	3,960	1,211.69			3,960	
2)	01-4197.10-568	Ec Dev- RO- Program Expense		175	250.00						
1) NEW 2018 - moved to EX 4130.10											
2) NEW 2018 - moved to RO 4920											
	ECONOMIC DVLPMT AND REGIONAL ASSOCIATION										
				9,267	8,138.83	3,960	1,211.69			3,960	

3,960.00

*Handwritten signature/initials*

Advisory Budget Committee

2019 Budget Review

**Police Department 4210.10 Chief Dana Littlefield**

Budget review November 13, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Zach Remick

Absent: Jim Hidden

**CIP - Cruiser \$50,000**

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4210.10-115 Administrative Asst. budget request \$28,704.00

The Committee recommends eliminating this line. The position was first requested as a  
five day a week position, this changed to a three day a week position and currently is a  
two day a week position.

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Line item 01-4210.10-145 Prosecutor budget request \$2500.00

The Committee recommends eliminating this amount

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Line item 01-4210.10-240 Training/Seminars/Mileage budget request  
\$1600.00



The Committee recommends reducing this line to \$500.00

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Line item 01-4210.10-360 Custodial Services budget request \$400.00

The Committee recommends that the Selectmen secure a cleaning service with proper Certificate of Insurance. This may raise the amount over the budget request.

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Line item 01-4210.10-440 Vehicle Purchase budget request \$52,000.00

CIP \$50,000

The Committee recommends putting this purchase on hold.

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Line item 01-4210.10-565 Educational Tuition budget request \$2,400.00

The Committee recommends reducing this line to \$1500.00

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Line item 01-4210.10-620 Office Supplies budget request \$1,400.00

The Committee recommends reducing this line to \$1,200.00

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Line item 01-4210.10-670 Books & Periodicals budget request \$150.00

The Committee recommends reducing this line to \$75.00

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This budget sheet did not reflect the information the Advisory Budget Committee received regarding the hiring of an additional Police Officer. The budget for the additional officer \$95,165.00

The Committee does not recommend the hiring of a new Police Officer.

Account		EXPENDITURE DETAIL			Last Yr (17)		This Yr (18)		This Yr (18)		Next Yr (19)	
Notations		Account Number	Account Name	Budget	Audited Actual	Budget	Actual to Aug 16th			Dept Head Request		
POLICE DEPARTMENT												
1 and Fam Chief, Sgt		01-4210.10-110	PD salaries - F/T	116,984	76,000.28	187,000	104,360.51					
1 Pm _ hrs_wk		01-4210.10-115	PD Administrative Asst			27,456	9,592.00			28,704		
1		01-4210.10-118	PD Detail	1,500	800.00	1,500	1,305.00			2,500		
1		01-4210.10-120	PD Salaries - Part Time	14,000	422.40	12,000	3,783.50			10,000		
1		01-4210.10-140	PD Overtime	-	34.91	10,000	3,320.78			6,000		
1		01-4210.10-145	PD Prosecutor				832.00			2,500		
300+12+2staff		01-4210.10-190	PD Health Buyout Stipend	3,600	3,600.00	3,600	2,400.00			7,200		
1		01-4210.10-210	PD Health Insurance	9,846	2,203.92	18,242	9,845.05					
1		01-4210.10-220	PD FICA	93	26.19	2,540	829.27					
1		01-4210.10-225	PD Medicare	1,871	1,179.73	3,450	1,810.53					
1		01-4210.10-230	PD Retirement	35,990	20,215.15	57,977	29,779.81					
New Account 1. Revised to Actual 2019 Cost No longer needed, see 118 above		01-4210.10-240	PD Training/Seminars/Mileage							1,600		
		01-4210.10-260	PD Worker's Compensation	4,008	4,008.00	8,016	3,878.00			2,068		
		01-4210.10-300	PD Outside Svce/Detail		600.00							
		01-4210.10-341	PD Telephone/FAX	3,500	3,476.88	3,500	2,346.24			4,000		
		01-4210.10-360	PD Custodial Services	2,800	415.00	2,800				400		
2018 New		01-4210.10-390	PD Snow Removal							3,500		
		01-4210.10-410	PD Electricity	2,000	1,573.83	2,000	876.73			1,800		
		01-4210.10-411	PD Propane Heat	2,500	867.18	2,500	536.91			2,000		
		01-4210.10-412	PD Water	600	748.80	800	584.97			800		
		01-4210.10-430	PD Vehicle Maint & Repairs	3,500	2,210.89	3,500	1,135.80			3,500		
		01-4210.10-431	PD Equipment Rep & Maint	1,250	327.80	1,200	336.99			1,200		
2018; Budget to Capital Assets		01-4210.10-440	PD Vehicle Purchase									
		01-4210.10-560	PD Dues & Subscriptions	1,000	570.87	1,600	2,438.00			3,400		
		01-4210.10-565	PD Educational Tuition		748.00	2,400	1,497.00			2,400		
		01-4210.10-620	PD Office Supplies	1,500	1,299.54	1,200	652.87			1,400		
		01-4210.10-625	PD Postage	200	123.10	200	139.87			200		





Advisory Budget Committee

2019 Budget Review

**Fire & Rescue 4220.10 Chief Rich Colcord, Jim Bowles,  
Harry Remick**

Budget review November 5, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Zach Remick, Jim Hidden

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 7, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_4\_\_\_\_\_

Abstain\_\_\_\_\_1\_\_\_\_\_

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Recommendations:

Line item 01-4220.10-142 Wages-Part Tm budget request \$7500.00

The Committee recommends eliminating this line

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Line item 01-4220.10-240 Education/Training budget request \$7500.00

The Committee recommends reducing this line to \$5500.00

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Line item 01-4220.10-341 Telephone budget request \$4,500.00

The Committee recommends reducing this line to \$4,300.00. This reflects eliminating  
the cell phone that is never used in the Rescue truck.

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Line item 01-4220.10-350 Medical budget request \$3,500.00

The Committee recommends reducing this line to \$2000.00

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Line item 01-4220.10-411 Heating Fuel budget request \$15,000.00

The Committee request reducing this line to \$10,000.00

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Line item 01-4220.10-430 Equipment Maintenance budget request \$7,500.00

The Committee recommends reducing this line to \$4,500.00

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Line item 01-4220.10-431 Vehicle Repair & Maintenance \$15,000.00

The Committee recommends reducing this line to \$13,000.00

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Line item 01-4220.10-432 Radio/Pager Repairs budget request \$14,000.00

The Committee recommends reducing this line to \$10,000.00

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Line item 01-4220.10-560 Dues OVMAA, NHFA, NHSFA budget request \$10,000.00

The Committee recommends reducing this line to \$9,000.00

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Line item 01-4220.10-625 Postage budget request \$100.00

The Committee recommends reducing this line to \$75.00

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Line item 01-4220.10-635 Vehicle Fuel budget request \$6,000.00

The Committee recommends reducing this line to \$5,000.00

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Line item 01-4220.10-640 Building Maintenance budget request \$8,000.00

The Committee recommends reducing this line to \$5,000.00. Specific building maintenance projects need to be presented to the Selectmen and then bids need to be requested.

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Line item 01-4220.10-681 Dry Hydrants Installation/Mtnc budget request \$7500.00

The Committee recommends reducing this line to \$5,000.00

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Line item 01-4220.10-682 Fire Prevention budget request \$500.00

The Committee recommends reducing this line to \$200.00. The Committee also recommends the Board of Selectmen request samples of the fire prevention materials that are handed out to the school, along with dates when handed out.

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Line item 01-4220.10-690 Office Supplies budget request \$3,000.00

The Committee recommends reducing the line to \$1000.00

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Line item 01-4220.10-740 Equipment budget request \$50,000.00

The Committee recommends reducing this line to \$30,000.00

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The Committee recommends the Fire Department research into the possibility of charging for inspections.

The Committee recommends the Fire Department research into the possibility of a creating a fee schedule for charging for excessive building alarm calls.



Account Notations	EXPENDITURE DETAIL Account Number	Account Name	Last Yr (17) Budget	Last Yr (17) Audited Actual	This Yr (18) Budget	This Yr (18) Actual to Aug 16th	Next Yr (19) Dept Head Request
	<b>FIRE/RESCUE DEPARTMENT</b>						
1	01-4220.10-121	F/R Salaries - F/T Chief	66,018	66,028.36	68,640	44,275.02	68,640
1	01-4220.10-141	F/R Wages Volunteer Incentive	20,000	19,550.00	40,000	200.00	40,000
1	01-4220.10-142	F/R Wages- Part Tm			5,000	870.00	7,500
	01-4220.10-190	F/R Health Buyout Stipend	3,600	3,600.00	3,600	2,400.00	3,600
	01-4220.10-210	F/R Health Insurance					
1	01-4220.10-220	F/R FICA	1,240	1,190.74	2,790	66.34	2,790
1	01-4220.10-225	F/R Medicare	1,300	1,296.98	1,700	692.32	1,700
1	01-4220.10-230	F/R Retirement	21,251	19,318.10	21,890	13,341.49	21,890
NPPA/ISO Training and Compliance	01-4220.10-240	F/R Education/Training	2,500	2,345.98	5,500	1,117.93	7,500
	01-4220.10-260	F/R Worker's Compensation	5,456	5,456.00	6,290	6,290.00	6,290
	01-4220.10-320	F/R Legal Fees	1				
	01-4220.10-341	F/R Telephone	2,500	2,770.69	4,500	2,535.59	4,500
Medical shots, tests/screenings for staff	01-4220.10-350	F/R Medical	200	440.00	1,500	1,061.11	3,500
4 Stations: Plow \$15,000, Shovel \$1200	01-4220.10-390	F/R Prof Svce- Plowing			15,000		16,200
	01-4220.10-410	F/R Electricity	2,200	2,494.72	2,200	1,346.17	2,200
	01-4220.10-411	F/R Heating Fuel	15,000	6,018.02	15,000	3,855.02	15,000
	01-4220.10-412	F/R Water & Sewer	850	748.80	850	582.26	850
	01-4220.10-430	F/R Equipment Maintenance	2,500	1,798.35	3,500	3,941.77	7,500
	01-4220.10-431	F/R Vehicle Repair & Maint.	10,000	11,154.89	15,000	5,174.44	15,000
	01-4220.10-432	F/R Radio/Pager Repairs	10,000	6,968.94	14,000	335.00	14,000
NESFA increase cost of insurance	01-4220.10-560	F/R Dues OVMAA, NHFA, NHSPA	6,500	6,079.88	8,000	6,624.88	10,000
	01-4220.10-625	F/R Postage	100	40.74	100	53.51	100
	01-4220.10-635	F/R Vehicle Fuel	5,000	2,636.03	6,000	1,823.76	6,000
	01-4220.10-640	F/R Building Maintenance	9,500	6,419.23	8,000	2,331.33	8,000
2019 to 4220.30	01-4220.10-641	F/R Great Hill Tower Maint			3,000		





Advisory Budget Committee

2019 Budget Review

**Forest Fire 4220.30 Chief Rich Colcord**

Budget review November 7, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Zach Remick, Jim Hidden

— — — —

Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_5\_\_\_\_\_

Do Not Recommend\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

The Committee recommends that a Memorandum of Understanding be created for the  
Great Hill Fire Tower.



Advisory Budget Committee

2019 Budget Review

**Emergency Management 4290.10 Chief Rich Colcord**

Budget review November 7, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Zach Remick, Jim Hidden

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Only 5 committee members were present during the Advisory Committee discussion and voting process on December 3, 2018

Recommend\_\_\_\_\_5\_\_\_\_\_

Do Not Recommend\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

The Committee noted that no funds have been used as of 10/30/18 from Line item Salaries 01-4290.10-110. In 2017 only \$300.00 were used from this line. The Committee recommends the Selectmen research if this line can be reduced.

The Committee recommends a Memorandum of Understanding for the Town Office Generator and the Police Department Generator



Account Notations	EXPENDITURE DETAIL Account Number	Account Name	Last Yr (17) Budget	Last Yr (17) Audited Actual	This Yr (18) Budget	This Yr (18) Actual to Aug 16th	Next Yr (19) Dept Head Request
	EMERGENCY MANAGEMENT						
1	01-4290.10-110	EM Salaries	2,000	300.00	2,000	-	
1	01-4290.10-220	EM Social Security	124	18.60	124	-	
1	01-4290.10-225	EM Medicare	29	4.34	29	-	
	01-4290.10-820	EM Expenses	600	258.40	600	-	
	01-4290.10-821	EM Shelter Generator Maint	1,500	5,442.13	1,500	-	2,500 *
	01-4290.10-822	EM TO/PO Generator Maint	600	619.99	600	1,643.69	
1 Wages and Benefits include audited "Accrued Payroll" for prior year							
	EMERGENCY MANAGEMENT						
			4,933	6,643.46	4,933	1,640.69	5853

\* Maintenance & Annual fuel is now clearly EMD's Responsibility.



Advisory Budget Committee

2019 Budget Review

**Road Maintenance 4312.20 Richard Roberts**

Budget review November 5, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Zach Remick, Jim Hidden

**CIP - Road Construction/paving \$250,000**

**Pickup Truck \$50,000**

**Bunker Hill Bridge \$625,000**

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4312.20-560 Dues & Subscriptions budget request \$200.00

The Committee recommends reducing this line to \$100.00

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Line item 01-4312.20-738 Training budget request \$500.00

The Committee recommends reducing this line to \$100.00

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The Committee recommends the Selectmen discuss the CIP/Road Maintenance requests:

Road Construction/paving \$250,000.00. During the Advisory Budget meeting with the Department head he stated that he would like to reduce Line item 01-4312.20-750 to \$240,000.00

Pickup truck \$50,000.00

Bunker Hill Bridge \$625,000.00

Account Notations	EXPENDITURE DETAIL Account Number	Account Name	Last Yr (17) Budget	Last Yr (17) Audited Actual	This Yr (18) Budget	This Yr (18) Actual to Aug 16th	Next Yr (19) Dept Head Request
	<b>HIGHWAYS AND STREETS</b>						
1	01-4312.20-110	HW Salaries - P/T	174,056	175,387.76	176,134	115,851.03	
1	01-4312.20-120	HW Salaries - P/T	10,000	8,879.36	17,016	4,924.90	
1	01-4312.20-140	HW Overtime	30,000	39,168.28	40,000	27,213.31	12/8,000
	01-4312.20-190	HW Health Buyout Stipend	7,200	7,200.00	7,200	4,800.00	
	01-4312.20-191	HW Flexible Spending Account	-	-	-	-	
	01-4312.20-210	HW Health Insurance	38,913	39,330.13	43,062	28,708.03	
1	01-4312.20-220	HW FICA	13,718	14,072.66	17,382	9,058.68	
1	01-4312.20-225	HW Medicare	3,208	3,291.20	4,065	2,118.56	
1	01-4312.20-231	HW Retirement- NHRS	19,179	17,308.54	19,886	11,550.12	
	01-4312.20-232	HW Retirement- IRA	1,416	1,514.09	1,700	1,091.07	
	01-4312.20-260	HW Worker's Compensation	8,098	8,098.00	10,905	10,905.00	
	01-4312.20-310	HW Bridge Insp/Repair/Drainage	38,000	36,676.08	30,000	23,347.01	130,000
See Capital Reserves	01-4312.20-311	HW Bridge Repair- See Cap Res	225,000	-	-	-	
	01-4312.20-341	HW Telephone	2,000	1,717.77	2,000	1,094.13	
	01-4312.20-410	HW Electricity	1,100	1,142.77	1,100	638.81	
	01-4312.20-412	HW Heating Fuel	2,000	-	500	1,458.00	1,500.00
	01-4312.20-431	HW Equip Rep & Maint	45,000	49,573.40	45,000	45,185.32	150,000
	01-4312.20-440	HW Lease Payments	-	-	-	-	
	01-4312.20-450	HW Salt & Sand	40,000	50,103.74	40,000	44,559.95	150,000
	01-4312.20-560	HW Dues & Subscriptions	200	25.00	200	-	100.00
	01-4312.20-630	HW Signs	5,000	3,611.07	5,000	2,128.64	15,000
	01-4312.20-635	HW Vehicle Fuel	40,000	35,274.22	40,000	18,609.77	140,000
	01-4312.20-640	HW Building Maint/Rental	5,000	4,824.41	-	-	
	01-4312.20-680	HW Shop Supplies	8,000	8,312.39	10,000	7,279.07	10,000
	01-4312.20-780	HW Equip. Rental	65,000	79,409.65	70,000	47,826.43	175,000
	01-4312.20-795	HW Culverts/gravel/misc mat.	20,000	18,930.08	20,000	18,484.52	120,000
2019 to Cap Asset	01-4312.20-737	HW Equipment Purchase	-	-	170,000	65,676.06	150,000 *



Advisory Budget Committee

2019 Budget Review

**Transfer Station Operations 4326.10 Glen Johnson**

Budget review November 7, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Zach Remick, Jim Hidden

**CIP - Roof extension & floor \$23,000**

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4326.20-341 Telephone budget request \$1350.00

The Committee recommends that the cell phone be eliminated from this line.

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Line item 01-4326.20-610 Supplies budget request \$500.00

The Committee recommends reducing this line to \$200.00

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During the Advisory Budget meeting with the Department Head he stated that Line  
item 01-4326.20-390 hauling services budget request \$131,102.45 be increased to  
\$133,102.45



During the Advisory Budget meeting with the Department Head he stated that Line item 01-4326.20-490 equip. Maint/Lease budget request \$6000.00 be increased to \$7000.00

The Committee recommends putting the CIP request for Roof extension & floor \$23,000.00 on hold for another year

Account Notations	EXPENDITURE DETAIL		Last Yr (17)	Last Yr (17)	This Yr (18)	This Yr (18)	Next Yr (19)
	Account Number	Account Name	Budget	Audited Actual	Budget	Actual to Aug 16th	Dept Head Request
<b>TRANSFER STATION OPERATIONS</b>							
1	01-4326.20-110	TS Salaries - P/T	39,929	45,413.90	48,880	31,973.91	52,892.00
1	01-4326.20-120	TS Salaries - P/T	15,836	17,994.98	31,360	16,133.16	50,000.00
	01-4326.20-191	TS- Flexible Spending Account	-	-	500	500.00	550.00
1	01-4326.20-210	TS Health Insurance	39,457	21,195.37	31,359	20,883.66	
1	01-4326.20-220	TS HICA	3,457	3,923.74	4,975	2,857.32	
1	01-4326.20-225	TS Medicare	809	917.63	1,163	668.23	
1	01-4326.20-231	TS Retirement- NHRS	-	50.14	-	-	
1	01-4326.20-260	TS Worker's Compensation	2,228	2,228.00	2,171	2,171.00	100.00
	01-4326.20-310	TS Engineering	100	-	100	-	200.00
	01-4326.20-311	TS Monitoring/Pesting	2,100	-	2,000	-	350.00
	01-4326.20-312	TS Permits/Licensing	300	150.00	1,450	-	1850.00
	01-4326.20-341	TS Telephone	1,400	1,174.39	1,210	761.24	1848.00
	01-4326.20-390	TS Hauling Services	96,269	102,132.33	105,000	45,955.61	160,000.00
	01-4326.20-410	TS Electric	1,161	1,508.18	1,554	948.77	160,000.00
	01-4326.20-490	TS Equip. Maint/Lease	5,000	8,147.90	5,500	1,207.39	600.00
	01-4326.20-560	TS Dues/Subsc/Training	400	569.61	600	412.47	500.00
	01-4326.20-610	TS Supplies	575	211.88	500	474	350.00
	01-4326.20-640	TS Bldg Maint.	1,700	1,229.99	350	-	100.00
	01-4326.20-650	TS Grounds Maintenance	100	-	100	22.70	3250.00
	01-4326.20-690	TS Household Hazard Waste Day	3,045	3,045.00	3,200	3,153.00	
	01-4326.20-740	TS Equipment	24,275	23,783.87	6,500	6,480.00	
	01-4326.20-741	TS Equipment- Computer/Printer	1,000	281.96	-	114.98	
<b>TRANSFER STATION OPERATIONS</b>							
			219,141	233,958.87	248,472	134,248.18	-

Wages and Benefits include audited "Accrued Payroll" for prior year

2019 Budget to Capital Assets

Advisory Budget Committee

2019 Budget Review

**Animal Control 4414.10 Chief Dana Littlefield**

Budget review November 13, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Zach Remick

Absent: Jim Hidden

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4414.10-341 Telephone budget request \$475.00

The Committee recommends the Selectmen look at the Town cell phone plan and  
usage to help construct a cell phone policy.

When 3 months of cell phone statements were reviewed this department showed high  
data usage.

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Line item 01-4414.10-390. Humane Society budget request \$250.00

The Committee recommends eliminating this line

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Line item 01-4414.10-680 Supplies budget request \$500.00

The Committee recommends reducing this line to \$100.00

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Line item 01-4414.10-681 Mileage budget request \$700.00

The Committee recommends reducing this line to \$600.00

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New Line Item - Training budget request \$400.00

The Committee recommends reducing this line to \$100.00

Account Notations	EXPENDITURE DETAIL	Last Yr (17)	This Yr (18)	This Yr (19)
Account Number	Account Name	Budget	Actual	Dept Head Request
ANIMAL CONTROL				
1	01-4414.10-110 AC Officer Wages	3,500	2,404.17	3,500
1	01-4414.10-220 AC FICA	217	157.32	217
1	01-4414.10-225 AC Medicare	51	36.79	45
1	01-4414.10-260 AC Workers Compensation	48	48.00	51
	01-4414.10-341 AC Telephone	400	457.60	475
	01-4414.10-390 AC Humane Society	250	-	250
	01-4414.10-680 AC Supplies	200	35.00	100
	01-4414.10-691 AC Mileage	1,000	793.70	1,000
	<i>Training</i>	-	-	-
2) Wages and Benefits include audited "Accrued Payroll" for prior year				
ANIMAL CONTROL		5,666	3,932.58	5,638
				2,155.07



Advisory Budget Committee

2019 Budget Review

**Health - General 4415.10 Chief Rich Colcord**

Budget review November 7, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Zach Remick, Jim Hidden

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_4\_\_\_\_\_

Abstain\_\_\_\_\_1\_\_\_\_\_

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Recommendations:

Line item 01-4415.10-100 Health Officer Stipend budget request \$2000.00

The Committee recommends reducing this line to \$500.00

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Line item 01-4415.10-131 Deputy Health Officer budget request \$250.00

The Committee recommends eliminating the Deputy position

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New Line item - Tests and Testing Supplies budget request \$1,000.00

The Committee recommends reducing this line to \$100.00

EXPENDITURE DETAIL							
Account Notations	Account Number	Account Name	Last Yr (17) Budget	Last Yr (17) Audited Actual	This Yr (18) Budget	This Yr (18) Actual to Aug 16th	Next Yr (19) Dept Head Request
HEALTH							
1) 2019 Increase reflects time actually spent							
	01-4415.10-100	H0- Health Officer Stipend	500	500.00	500	250.00	2,000
1	01-4415.10-131	H0- Deputy Health Officer			250		250
1	01-4415.10-220	H0- Health Officer- FICA	31	31.00	46		140
1	01-4415.10-225	H0- Health Officer- Medicare	8	7.25	12	3.63	33
	01-4415.10-690	H0- Subscriptions/Training/Mileage	100		200	165.00	200
NEW- Water Sample Bottles etc.	01-4415.10-###	H0- Tests and Testing Supplies					1,000
1) Wages and Benefits include audited "Accrued Payroll" for prior year							
HEALTH			639	538.25	1,008	418.63	3,623.00

Advisory Budget Committee

2019 Budget Review

**General Assistance 4440.10 Chris Clyne**

Budget review October 30, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Zach Remick

Absent: Jim Hidden, Rachel Johnson

— — — —

Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_5\_\_\_\_\_

Do Not Recommend\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

The Committee recommends the Selectmen look at the Town cell phone plan and  
usage to help construct a cell phone policy.  
This department has a data plan that is not used.



Advisory Budget Committee

2019 Budget Review

**Parks and Recreation 4520.10 Parker Roberts**

Budget review November 7, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Zach Remick, Jim Hidden

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Only 5 committee members were present during the Advisory Committee discussion and voting process on December 3, 2018

Recommend\_\_\_\_\_1\_\_\_\_\_

Do Not Recommend\_\_\_\_\_4\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4520.10-110 F/T Director budget request \$45,000.00

The Committee recommends that this position be reduced to part time. The enrollment in the school is down and it is reflected in the declining numbers in the Rec. Department.

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Line item 01-4520.10-341 telephone budget request \$1200.00

The Committee recommends the Selectmen look at the Town cell phone plan and usage to help construct a cell phone policy.

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Line item 01-4520.10-560 Dues & Subscriptions budget request \$1100.00

The Committee recommends reducing this line to \$600.00



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Line item 01-4520.10-620 Office Supplies budget request \$400.00

The Committee recommends reducing this line to \$200.00

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Line item 01-4520.10-641 Mileage budget request \$700.00

The Committee recommends reducing this line to \$200.00

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Line item 01-4520.10-650 Groundskeeping budget request \$2300.00

The Committee recommends reducing this line to \$1800.00

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Line item 01-4520.10-685 Trips budget request \$4000.00

The Committee recommends this line be eliminated.

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Line item 01-4520.10-690 Summer Program - Buses budget request \$5,600.00

The Committee recommends reducing this line to \$2,800.00

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Line item 01-4520.10-691 Summer Program - Trips budget request \$4,500.00

The Committee recommends reducing this line to \$2250.00

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Line item 01-4520.10-740 Equipment budget request \$1500.00

The Committee recommends this reducing this line to \$1000.00

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The Committee recommends the Recreation Department building be inspected to determine any necessary maintenance

EXPENDITURE DETAIL							
Account Notations	Account Number	Account Name	Last Yr (17) Budget	Last Yr (17) Audited Actual	This Yr (18) Budget	This Yr (18) Actual to Aug 16th	Next Yr (19) Dept Head Request
<b>PARKS AND RECREATION</b>							
1	01-4520.10-110	RBC Salaries P/T - Director	42,506	42,511.97	43,035	28,016.18	45,000
1	01-4520.10-120	RBC Wages- P/T-Summer	3,300	3,298.69	3,400	3,575.25	3,600
1	01-4520.10-130	RBC Wages- Officials	1,100	350.00	1,100	525.00	1,000
1	01-4520.10-210	REC Health Insurance	16,570	17,362.02	24,560	16,373.28	
1	01-4520.10-220	REC FICA	2,909	2,768.96	2,947	1,774.29	
1	01-4520.10-225	REC Medicare	690	647.59	690	415.03	
1	01-4520.10-231	REC Retirement - NHRS	4,793	4,601.95	4,898	3,039.16	
1	01-4520.10-260	REC Worker's Compensation	1,369	1,369.00	1,621	1,621.00	
	01-4520.10-341	RBC Telephone	1,100	1,263.44	1,200	915.59	1,200
	01-4520.10-410	RBC Electricity	450	423.71	450	260.99	450
	01-4520.10-411	RBC LP Gas	150	79.82	150	198.1	150
	01-4520.10-560	RBC Dues & Subscriptions	1,100	975.00	1,100	275.00	1,100
	01-4520.10-620	RBC Office Supplies	300	67.00	400	255.36	400
	01-4520.10-640	RBC Building Rep & Maint	300	25.99	300	-	300
	01-4520.10-641	RBC Mileage	700	472.42	700	309.02	700
	01-4520.10-650	RBC Grounds Keeping	2,300	2,696.02	2,300	1,558.00	2,300
	01-4520.10-680	REC Program Supplies - Other	2,000	1,887.99	2,000	1,064.90	2,000
	01-4520.10-685	REC Trips	4,000	3,218.00	4,000	1,735.00	4,000
	01-4520.10-690	REC Summer Program - Buses	5,600	5,142.50	5,600	-	5,600
	01-4520.10-691	REC Summer Program - Trips	4,200	4,015.19	4,200	3,770.39	4,500
	01-4520.10-699	REC Equipment-Computer/Printer	1,000	1,094.95	-	-	-
	01-4520.10-740	RBC Equipment	1,500	955.19	1,500	573.51	1,500
	01-4520.10-741	RBC Tennis Courts	-	-	-	-	-
2019 Budget to Capital Assets	01-4520.10-750	REC Playground Equip- CIP	7,500	10,232.08			
<b>PARKS AND RECREATION</b>							
1) Wages and Benefits include audited *Accrued Payroll* for prior year			105,927	105,459.48	106,651	66,076.76	73,800.00

Advisory Budget Committee

2019 Budget Review

**Swim Program 4530.10 Brenda Robinson**

Budget review November 7, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Zach Remick, Jim Hidden

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Only 5 committee members were present during the Advisory Committee discussion and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

This program is going through major changes in 2019. It was reported to the Committee it will no longer be a Red Cross program and will be called the "Tamworth Swim Program".

The Committee recommends the Selectmen contact the Town's insurance company to see if this type of program is covered under their policy. Policy and procedures need to be created along with a teaching guideline if this program continues. This program could be in jeopardy if no life guards are available next summer.

The Committee recommends that this program be limited to Tamworth Children only.

Line item 01-4530.10-690 Other budget request \$100.00

The Committee recommends reducing this line to \$25.00

EXPENDITURE DETAIL		Last Yr (17)		This Yr (18)		This Yr (18)		Next Yr (19)	
Account	Account Name	Budget	Audited Actual	Budget	Actual to Aug 16th	Budget	Actual to Aug 16th	Dept Head Request	
<b>SWIM PROGRAM</b>									
1	01-4530.10-120 SWIM Salaries P/T	5,880	5,726.00	6,344	6,244.00			6444 - X	
1	01-4530.10-220 SWIM FICA	365	355.01	394	387.12			387	
1	01-4530.10-225 SWIM Medicare	85	83.02	92	90.53			91	
1	01-4530.10-260 SWIM Workers Comp.	150	150.00	249	249.00			249	
1	01-4530.10-620 SWIM Supplies	-	-	-	-				
1	01-4530.10-690 SWIM Other	300	200.00	300	200.00			100 -	
<b>SWIM PROGRAM</b>									
Total Wages and Benefits include audited "Accrued Payroll" for prior year		6,280	6,514.03	7,379	7,170.65			7379 -	
<b>SWIM PROGRAM</b>									

director - \$2000  
 instructor - 1176  
 instructor - 1352  
 instructor - 840  
 instructor - 1080  
 ② instructor - 1080  
 76448

Advisory Budget Committee

2019 Budget Review

**Library 4550.10 Mary Cronin**

Budget review October 30, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Zach Remick

Absent: Jim Hidden, Rachel Johnson

— — — —

Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

**CIP - Carpet \$29,350**

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

The Committee recommends waiting another year to install new carpet - CIP amount  
\$29,350.00



## 2019 Budget

	2017 Proposed	2017 Actual	2018 Proposed	2018 Actual	2019 Proposed
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## Income

as of 9/30/2018

Carry-over funds	\$6,143.00	\$ 3,756.00	\$7,734.00	\$ 7,734.00	\$ 2,768.00
Contributions (includes Restricted)	\$4,500.00	\$ 5,054.69	\$4,000.00	\$ 4,192.31	\$ 3,500.00
Copy/Fax Machine	\$800.00	\$ 1,565.51	\$1,300.00	\$ 1,195.19	\$ 1,300.00
Fees	\$150.00	\$ 234.04	\$200.00	\$ 116.40	\$ 200.00
Friends of CML	\$7,400.00	\$ 7,998.50	\$5,755.00	\$ 5,755.00	\$ 8,437.00
Grants	\$1,300.00	\$ 1,589.00	\$1,600.00	\$ 1,525.00	\$ 1,100.00
Interest		\$ 1.12		\$ 1.39	
Library Sales	\$200.00	\$ 88.75	\$75.00	\$ 70.25	\$ 75.00
Trust Fund Income	\$1,000.00	\$ 1,212.39	\$1,000.00	\$ -	\$ 1,000.00
Town Appropriation	\$149,175.00	\$ 145,563.00	\$154,923.00	\$ 152,432.00	\$ 170,851.00
<b>Total Income</b>	<b>\$170,668.00</b>	<b>\$ 167,063.00</b>	<b>\$176,587.00</b>	<b>\$ 173,021.54</b>	<b>\$ 189,231.00</b>
Funds returned to Town after audit		\$ 2,603.02			

## Expenditures

Advertising/Publicity	\$100.00	\$ 85.50	\$100.00	\$ -	\$ 100.00
Bookkeeping Svcs	\$1,000.00	\$ 670.00	\$1,000.00	\$ 393.75	\$ 1,000.00
Bldg Preservation*	0	\$ 2,072.00	0	\$ -	\$ 4,000.00
Copier Service & Supplies	\$1,500.00	\$ 903.77	\$1,300.00	\$ 904.58	\$ 1,300.00
Equipment	\$3,550.00	\$ 3,182.75	\$1,838.00	\$ 498.00	\$ 4,535.00
Fees	\$200.00	\$ 84.79	\$250.00	\$ 80.56	\$ 250.00
Employee Benefits	\$11,278.00	\$ 7,170.08	\$12,701.00	\$ 6,214.94	\$ 12,965.00
Information Tech.	\$5,845.00	\$ 6,079.85	\$5,979.00	\$ 3,796.52	\$ 5,447.00
Library Materials	\$11,780.00	\$ 12,849.17	\$11,890.00	\$ 11,204.11	\$ 12,500.00
Meetings, Mileage, Dues	\$2,053.00	\$ 1,880.26	\$3,337.00	\$ 2,900.61	\$ 2,210.00
Memorial Funds		\$ 523.49		\$ 198.49	
Personnel Expenses	\$669.00	\$ 585.00	\$605.00	\$ 620.00	\$ 690.00
Postage & Delivery	\$300.00	\$ 309.39	\$300.00	\$ 241.87	\$ 300.00
Programs	\$3,566.00	\$ 3,413.33	\$2,828.00	\$ 2,551.26	\$ 3,109.00
Repairs/Maintenance	\$12,420.00	\$ 6,014.52	\$15,220.00	\$ 5,278.24	\$ 13,780.00
Salaries, FICA/Med., WC	\$104,362.00	\$ 100,108.53	\$107,294.00	\$ 81,801.90	\$ 110,297.00
Security Services	\$850.00	\$ 664.00	\$850.00	\$ 790.50	\$ 2,025.00
Supplies	\$2,400.00	\$ 2,211.87	\$2,400.00	\$ 1,891.60	\$ 2,400.00
Telephone & Internet	\$1,100.00	\$ 941.02	\$1,100.00	\$ 716.68	\$ 2,540.00
Electric & AC	\$3,500.00	\$ 3,587.39	\$3,200.00	\$ 2,058.48	\$ 3,200.00
Heat	\$3,000.00	\$ 2,316.72	\$3,200.00	\$ 2,733.42	\$ 5,388.00
Water & Sewer	\$1,195.00	\$ 1,072.55	\$1,195.00	\$ 841.01	\$ 1,195.00
<b>Total Expenditures</b>	<b>\$170,668.00</b>	<b>\$ 156,725.98</b>	<b>\$176,587.00</b>	<b>\$ 125,716.52</b>	<b>\$ 189,231.00</b>

Warrant Article - Roof (CIP) \$ 72,000.00 \$ 72,000.00

WA - Carpet: \$ 29,350.00

\*In 2017, Bldg Preservation is amount paid for balance of roof project. In 2019 it's for replacing storm windows and some attic insulation

Advisory Budget Committee

2019 Budget Review

**Patriotic Purposes 4583.10 Parker Roberts**

Budget review November 7, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson, Zach Remick, Jim Hidden

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Only 5 committee members were present during the Advisory Committee discussion and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

Line item 01-4583.10-680 Patriotic Exp/Family Day budget request \$8000.00

The Committee recommends reducing this line to \$6,000.00

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The Committee recommends that a policy and procedure manual be created for this event.

The Committee recommends that a committee be formed to help plan and implement the activities for this event.

The Committee recommends that a possible Street Fair atmosphere be combined with Family Day.

After reviewing the detail of expenditures, the Committee recommends that no more than \$200.00 be spent on trophy's.

The Committee recommends the department head request funds from local businesses to sponsor activities held during Family Day. An example find a sponsors for the following: car show, bounce house, entertainment, etc.

The Committee was informed that a Tamworth resident contacts, schedules and pays for the evening music. The Committee recommends that the Selectmen check with insurance company for any liability problems with this being paid for by a resident directly.

The Committee recommends that a breakdown of expenditures be shown on the budget sheet. Currently it shows a lump sum of \$8000.00 with no breakdown.



Advisory Budget Committee

2019 Budget Review

**Conservation 4612.10 Nelson O'Bryan & John Watkins**

Budget review October 30, 2018

Committee members present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Zach Remick

Absent: Jim Hidden, Rachel Johnson

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Only 5 committee members were present during the Advisory Committee discussion  
and voting process on December 3, 2018

Recommend\_\_\_\_\_

Do Not Recommend\_\_\_\_\_5\_\_\_\_\_

Abstain\_\_\_\_\_

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Recommendations:

The Committee recommends that a Memorandum of Understanding be created for the  
Great Hill Fire Tower.

Line item 01-4612.10-561 Sponsorship Summer Camps budget request \$700.00

The Committee recommends eliminating this line.

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Line item 01-4612.10-690. Professional Fees budget request \$1,300.00

The Committee recommends reducing this line to \$450.00



Account Notations	EXPENDITURE DETAIL		Last Yr (17) Budget	Last Yr (17) Audited Actual	This Yr (18) Budget	This Yr (18) Actual to Aug 16th	Next Yr (19) Dept Head Request
	Account Number	Account Name					
	CONSERVATION						
1	01-4612.10-110	CC Clerical	2,691	2,855.00	3,000	1,315.00	3,000
1	01-4612.10-220	CC Pica	167	177.01	186	81.53	185
1	01-4612.10-225	CC Medicare	39	41.40	44	19.07	45
Sample/Analysis Surface Water	01-4612.10-311	CC Water Quality Monitoring	900	900.00	900	-	900
	01-4612.10-312	CC Basement Monitoring	100	-	100	-	-
	01-4612.10-390	CC Website Expenses	160	392.31	60	-	60
Maintain trails, signs, maps, towers	01-4612.10-430	CC Mtc./Trails/Managed Lands	300	340.00	500	-	900
Attend meetings, workshops, advertise events	01-4612.10-550	CC Printing/Maps & Fliers	200	-	200	19.50	-
	01-4612.10-560	CC Dues/Subsc./Meetings/Programs	600	643.50	600	-	700
Subsidize Tamworth children to attend camps	01-4612.10-561	CC Sponsorship Summer Camps	500	655.00	700	675.00	700
	01-4612.10-620	CC Supplies/Advertising	50	55.04	50	41.55	50
	01-4612.10-625	CC Postage	50	6.56	50	-	50
	01-4612.10-699	CC Signs & Boxes	100	-	100	-	-
Legal, surveys, appraisal	01-4612.10-690	CC Professional Fees	1,300	400.00	1,300	-	1,300
	01-4612.10-820	CC Tower Expenses	300	-	100	-	-
3)Wages and Benefits include audited "Accrued Payroll" for prior year							
CONSERVATION			7,457	6,465.82	7,890	2,151.65	7,890

Advisory Budget Committee  
2019 Budget Review

Non Profits:

Tamworth Outing Club - \$2,000 5 yes

Community Food Center - \$5,000.00 5 yes

White Mountain Health Center - \$5,289.00 5 yes

Central NH VNA & Hospice - \$2,500.00 5 yes

Community Food Center - \$5,000.00 5 yes

Tamworth Scholarship Committee - \$5,000.00 5 yes

Northern Human Services/The Mental Health Center - \$3,750.00 5 yes

Mount Washington Recovery Coalition - \$2,000.00 5 no

Tri County Transit - \$3,500.00 5 no

Tri-County Community Action Program - \$6,000.00 5 no

Tri-County Community Action Program/Homeless - \$750.00 5 no

Starting Point - \$3,357.00 5 no

Tamworth Community Nurse Assoc. - \$80,000.00 5 no  
reduce to \$50,000

Ossipee Concerned Citizens - \$18,000.00 3 yes 2 no

The Committee would like to see this become a in Town program. Form a Committee to see if this is possible.

Children Unlimited - \$3822.00 1 yes 4 no

Advisory Budget Committee

2019 budget review

**No Vote Taken**

Revaluation of Property 4152.10 **CIP - \$50,000**

Legal Expense 4153.10

Personnel Benefits 4155.10

Insurance - Property & Liability 4196.10

Grants:

Fire/Rescue 4199.FR

Moose Plate 4199.Tx/Tc

Police Dept. 4199.PD

Ambulance - Care Plus Contract 4215.10

Municipal Safety Building 5225.10

Street Lighting 4316.10

Waste Disposal/Recycling 4324.10 (Testing Old Landfill)

Debt Service 4711.20

Voted from Fund Balance 4910.10

Capital Reserve Appropriations 4920.RO

Prior Year Encumbrance 4950.10

## Advisory Budget Committee

October 15, 2018

### Present:

Zach Remick, Jim Hidden, Madeline Siniscalchi, Casslyn Cook,  
Melanie Streeter, Rachel Johnson

Meeting called to order at 6:00 pm

Casslyn made a motion for Melanie Streeter to be Chairperson of  
Advisory Budget Committee, seconded by Zach. All in favor

Rachel Johnson was made secretary for the committee.

A review of the budget book and discussion took place of what is  
expected when meeting with Department Heads.

Melanie will be the contact person for the Town Office when  
requesting information.

Meeting dates and times were also discussed.

Next meeting will be Wednesday October 24, 2018 at 6:00 pm at the  
Tamworth Town House.

Meeting adjourned at 7:30 pm

Respectfully submitted  
Rachel Johnson



Advisory Budget Committee

October 24, 2018

Present:

Zach Remick, Jim Hidden, Madeline Siniscalchi, Casslyn Cook, Melanie Streeter,  
Rachel Johnson

Meeting called to order 6:00 pm

**Treasurer 4150.50 - Annie Burke**

Mileage - This line was added back into the budget. Mileage was from Town Office to bank in West Ossipee and back to Town Office. Department Head did not feel fearful regarding transporting deposits. Police Department has offered at any time to drive her to bank to make deposit. This has not taken place.

Bank fees: These charges are for returned checks and it was stated department head requests the fees to be waived and they are. The other fee was for deposit slips. She had ordered some but they were used up quickly. Department Head said she was using the free deposit slips from the bank and she may order more. Committee member mentioned looking for free deposit slip online as was recommended last year to Treasurer. Department Head was going to talk with bank to see what free deposit slip could work.

**Planning Board 4191.10 - Eric Dube**

The miscellaneous budget line was questioned of \$100.00

Printing - Copies that are made on the printer in the conference room are charged to the Planning Board. Eric did not know why they had not been charged all year or what the cost was per copy.

The Committee discussed what days members would be available to meet next week. Melanie will email committee with next meeting date and what departments will be there. A quick review of the budget notebook.

7:50 Jim Hidden left meeting

Meeting minutes of 10/15/2018 - Melanie motioned to accept and Madeline seconded. All in favor

8:15 Zach motioned to adjourn meeting, Rachel seconded. All in favor

Respectfully submitted

Rachel Johnson



## Advisory Budget Committee

October 30, 2018

Present:

Zach Remick, Madeline Siniscalchi, Casslyn Cook, Melanie Streeter

Meeting Called to order at 4:01

### **Conservation 4612.10 Nelson O'Bryan and John Watkins - Representatives**

Nelson O'Brian and John Watkins of the Conservation Commission met with the budget committee and discussed what was coming up. working with the director and summer camp person from Tin Mtn. on a summer program, they didn't want to step on any toes (Rec, Remick etc.) program-wise. Regarding the Web site line they paid for 3 years, last year so it's less this year.

### **Election & Registrations 4140.20 Sharon Nothnagle**

Sharon Northnagle from the Elections. discussed ballot clerks wages and training/ mileage alot of training is moving towards being available online

### **General Assistance 4440.10: Chris Clyne - Dept Head**

Chris Clyne From General Assistance came in and discussed why the phone was so much more and we would have to ask Cathy in the office about it. and the rise from \$15 an hour to \$18 is to be more in line with surrounding/ similar towns

Break at 4:43

Resume at 5:05

### **Cemeteries 4195.10 John Wheeler Representative**

CC pays for the lighting at the Vet Monument. the oversee 28 cemeteries and mowing them is on a 3-year contract, twice a year, volunteers help clean stones, it was suggested that surveying the cemeteries could be put out to bid.

### **Library 4550.10**

Mary Cronin From the Library

### **Tax Collector/ Town Clerk 4140.10**

Kim Trammel from Town Tax Collector. the Election machine needs to be coded every election and the price varies depending on how many people are running/motions are on the ballot, trained a new person and now has 2 p/t employees price shopping around,

DMV printer(s) are 9 years old and is no longer going to be supported by the state so will need to be replaced \$500-\$700?

Restoration Preservation line is used for supplies for archiving (boxes)  
the dehumidifier in the vault belongs to the building.

Zach handed out information he obtained from Darlene regarding information regarding ambulances

Melanie will contact Department Heads to see who is available to meet next Monday and Wednesday, she will email committee schedule when it is all set.

Motion by Casslyn to adjourn meeting 6:43 pm, seconded by Zach. All in favor

## Advisory Budget Committee

November 5, 2018

Present:

Zach Remick, Madeline Siniscalchi, Casslyn Cook, Melanie Streeter, Rachel Johnson, Jim Hidden

Meeting called to order at 4:00 pm

### **4:00 pm Highway Department - Richard Roberts, Dept. Head 4312.20**

Currently there are 4 full time (including Department Head) that work for the Highway Department. There is 1 part time person that works 1 day per week, his time is split between the Transfer Station and Highway Department.

Department Head stated he would like to amend his budget line for road construction from \$250,000 to \$240,000. He felt that he could work well with the reduced amount.

Questions from the Committee regarding shoveling the sidewalks in Chocorua. The cost per storm is \$1000.00. This job did go out to bid.

Department Head gave information on cell phones. Only two people in the Highway Department currently have Town cell phones, town office recently learned that a third cell phone was eliminated.

New equipment recently delivered: dump truck

CIP: \$625,000.00 Bunker Hill Bridge - Department Head reported that a box culvert could not be used.

4:30 - 5:00 review of additional information requested from Town Office

5:00 pm Fire/Rescue - Richard Colcord, Fire Wards - Harry Remick, Jim Bowles 4220

Questions included:

Concerns were raised regarding the increase for the part time help (Incidental Salary) from \$5,000 to \$7,500.00. Department Head stated he likes this extra help because he is so far behind with his other duties.

There is no specific job description for this rather a list of possible duties to assist the Fire Chief.

The Committee asked who is certified in the Fire Department to do building inspections. The Chief, one of the Fire Wards and another person on the fire department. There are about 100 inspections done a year. Currently these inspections are not up to date.

Cell phones were discussed for the fire department and rescue. The ABC will request additional information from the Selectmen's office regarding cell phones.

The ABC was informed on how the volunteer incentive wages were determined. The Department Head stated that his figures for these payments never seem to match the Finance Officer figures.

The fire/rescue is asking for an increase in their total budget of \$39,560.00

Jim Bowles, Fire Ward stated that there would a warrant article to appropriate the sum of \$430,000 for a new fire truck. The funds that were appropriated over the last two years will go to the general fund. The warrant article will state some of the funds for the fire truck will come out of the general fund and the rest will comes from taxes.

Office supplies are requested through the Town Office.

Motion to adjourn made by Zach to approve meeting minutes dated October 24, 2018, seconded by Casslyn, all in favor.

Meeting adjourned at 6:00 pm

Next meeting Wednesday November 7, 2018 at 4:00 pm.

Advisory Budget Committee

November 7, 2018

Present:

Zach Remick, Madeline Siniscalchi, Casslyn Cook, Melanie Streeter, Rachel Johnson, Jim Hidden

Residents: Ann McGarity

Meeting called to order at 4:00 pm

**Transfer Station - Glen Johnson 4326.20**

Department Head stated there would be a public hearing November 15, 2018 to explain the recycling changes at the Transfer Station.

Hauling services have increased.

CIP request is for roof extension and floor in the amount of \$23,000.00.

He has a old computer from Town Office. His cell phone without a data plan would be fine.

Office supplies are ordered through the Town Office.

Ann McGarity asked Department Head about the possibility of composting at the Transfer Station. Department Head shared that other towns had tried with no success. It takes up a lot of room and there is not enough room available to try this.

**Swim Program - Brenda Robinson 4530.10**

Statistics were shared with the ABC:

186 children enrolled

Tamworth children - 104

Out of town - 82

The Swim program will no longer be part of the Red Cross Swim program. It will be called the Tamworth Swim program.



The program runs for 20 days, 4 days per week. Monday - Thursday. Monday is reserved for the Bartlett Recreation Department. Each child from Bartlett pays \$15.00 or \$20.00 for a family for each lesson.

There are 5 part time employees. Program goes on rain or shine with the exception of a thunder shower.

Life guard not always present at White Lake. There is currently one part time person that is life guard certified but will not be renewing her certification this year. Program can not run without life guard on beach.

Will the Town insurance cover this program? Department Head was not sure if they would cover it.

There are no Town policies for the Swim program.

Department Head stated that the program is funded by 1/3 funds from the Tamworth Foundation, 1/3 from funds the Town of Tamworth, 1/3 funds from program registration.

Registration fees are:

Tamworth resident \$20.00 per child or \$25.00 per family

Non resident \$40.00 per child or \$50.00 per family

The program does has have registration forms that are not retained from year to year.

### **Emergency Management - Rich Colcord 4290.10**

Discussed generator at school, he stated it was his understanding the school and Selectmen have come to some kind of agreement regarding maintenance of the generator.

The school pays for the propane. The budget increase from \$1580.00 to \$2500.00 reflects that the Town will cover the maintenance of the generator.

**Health Officer - Rich Colcord 4415.10**

Department Head indicated he is resigning from this position. He has increased the salary for this department from \$500.00 to \$2000.00.

Line added for testing supplies/supplies for \$1000.00

**Forest Fire - Rich Colcord 4220.30**

Great Hill Tower maintenance \$3000.00 deleted from this budget.

The town has two forest fire vehicles that are State owned. One 1947 Jeep (can not be inspected) and 1952 3/4 ton Dodge (can be inspected).

**Parks & Rec - Parker Roberts Department Head - 4520.10**

Department Head increased salary line for Director from \$43,035.00 to \$45,000.00.

Department Head increased salary line for part time employees from \$3,400.00 to \$3,600.00

Department Head stated he was President of the Carroll County Recreation Department. Department Head stated being the president meant he would receive calls of complaints from parents. A question of how much time was spent being the president, no definite hours were given. Department Head stated he could keep track of time spent doing this.

Dues and subscriptions were explained - \$500.00 is paid to the Town of Sandwich so Tamworth residents can use the beach at Bearcamp Pond.

Other dues Carroll County Recreation \$275.00 and Mount Washington Valley Tournament \$200.00 for two teams.

Department Head stated there would not be a adult winter trip to Portland this year.

This apartment has 1 cell phone and land line.

**Patriot Purposes - Parker Roberts 4583.10**

Department head shared that there would be an increase for the cost of the fireworks. The sponsor who pays for the fireworks has no problem with paying the increase.

This sponsor also contacts, hires and pays for the evening music on the 4th.

Questions:

The Committee asked if Department Head shopped around to other places for the trophies. He does not, he uses the same company.

Committee asked if parade will be coming back into the village next year, Department Head stated he was forming a committee in November/December to look into this.

7:00 Casslyn made motion to adjourn meeting, seconded by Zach. All in favor

Advisory Budget Committee

November 13, 2018

Present:

Zach Remick, Madeline Siniscalchi, Casslyn Cook, Melanie Streeter, Rachel Johnson

Meeting called to order at 4:00 pm

4:00 - 5:00

Review of cell phone bill, will need additional information to compare costs.

**Economic Development - Pat Farley, Chairperson 4197.10**

Questions:

How often was Tamworth Business List published - yearly

Did they try other Printers for cheaper rate? No they like Minuteman Press

How do they know if the Street Fair is successful in helping businesses? There is no survey or strategy to access this.

Supporters (volunteers) are given a gift certificate to Rosie's for helping with the Street Fair.

What did the Economic Dev. Pay 1/3 of? There is a banner in West Ossipee that mentions the Street Fair, the Boat Race and Wet Paint.

Has the Economic brought any new businesses into town lately? No, Feels the taxes have an impact on new things coming to Town.

Economic Dev. Has their own web site and was asked if they would like to be on Town web site. They like to control their own page.

What is the Visitor's Council? Same as Economic Dev., pretty much same people on both committee's. The Visitor's Council has non profit status.

The Economic Dev. Pays \$50.00 dues to be part of Visitor's Council.

**Police Department - Chief Littlefield Department Head 4210.10**

Questions:

New cruiser on Police budget \$52,000, but on CIP \$50,000

Adding another full time Patrolman - cost \$95,000

2019 budget increase \$162,650.00

Police budget for 2019 \$535,681.00

Cleaning service no longer used. Administrative Assistant cleans 1/2 hour before and 1/2 hour after her scheduled work day. She does not have certificate of insurance as required by the Town.

7:45 Casslyn made motion to adjourn meeting, seconded by Rachel. All in favor



Advisory Budget Committee

November 15, 2018

Present:

Zach Remick, Madeline Siniscalchi, Casslyn Cook, Melanie Streeter

We attended the Selectmen's meeting to discuss their budget. Steve Gray, William Farnum and Dan Poirier

**Selectmen - 4130.10**

Questions:

Looking for an explanation as to what is Christmas wreaths and misc. for \$600.00

Wreaths are purchased from the Community School and this money also pays for the employee Christmas party

Training - 2018 budget request of \$1000.00, only \$40.00 has been spent as of 10/30/2018

2019 budget request is lowered to \$750.00

Can this amount be lowered? Selectmen are willing to lower this amount

Advisory Budget Committee

November 19, 2018

Present:

Zach Remick, Madeline Siniscalchi, Casslyn Cook, Melanie Streeter

Meeting called to order 4:00 pm

Meeting minutes were reviewed

November 5, 2018 meeting minutes - Motion to approve by Casslyn, seconded by Madeline. All in favor.

November 7, 2018 meeting minutes - Motion to approve by Madeline, seconded by Casslyn. All in favor.

November 13, 2018 meeting minutes - Motion to approve by Madeline, seconded by Zach. All in favor.

November 15, 2018 meeting minutes - Motion to approve by Casslyn, seconded by Zach. All in favor.

Additional information will be requested from Town Office: Additional cell phone bills, updated detailed expense for each department .

Next meeting November 28th @ 4:00 at Tamworth Town House. Melanie will call Darlene to see if she is available to meet with ABC. Melanie will contact non profits to see if they can meet with ABC on the 28th.

Motion to adjourn at 5:35 made by Casslyn, seconded by Madeline, All in favor

Advisory Budget Committee

November 28, 2018

Present:

Madeline Siniscalchi, Casslyn Cook, Melanie Streeter, Rachel Johnson, Jim Hidden

Meeting called at 4:05

**Town Administrator 4130.10 Darlene McWhirter**

Questions:

Why is there \$600.00 in the Town Administrator budget for the Cemetery Trustees?

*Not sure why, probably should be moved*

Why is there no funds for the Perambulation of Town lines?

*Waiting for the Selectmen to decide*

Why is the Town report line down?

*Less reports will be ordered this year, there are several boxes leftover from last year.*

Why is the office supplies line up?

*Because there are three employees using the supplies now.*

Do you shop around for office supplies?

*Yes, the Quill, Staples and Amazon*

Does the timber monitor go to every logging job?

*Yes, he has only billed the town once, so that is why it looks so low.*

**Data Processing 4150.60 Darlene McWhirter**

Rmon is IT provider for 2019 then it will go out to bid of 2020.

Estimate from Rmon to replace five computers. 2007 programs need to be updated. 3 computers in Selectmen's office and 1 in the Tax Collector/Town Clerk office. Couldn't remember where the other computer was.

Payroll goes to BMSI, they do all the figuring, print the checks. Average number of payroll checks per week 20.

**Town Office Building 4194.10 Darlene McWhirter**

Grounds maintenance is done by Rec. Director and Highway Department.

Custodial service has been done by same person for several years. It could go out to bid.

There are estimates for cabinets and flooring for the office. These are just estimates for the budget and can go out for bids.

Line item - Town office repair and maintenance was \$420.00 misc. Darlene was not sure what this amount was for. She would check and let us know.

There are 3 phone lines and Town Admin. has a cell phone.

Madeline and Melanie will meet with Darlene on Monday December 3rd at 10:00 to review cell phone bill.

WHAT TIME Motion made by Rachel seconded by Casslyn to adjourn meeting.

Advisory Budget Meeting  
December 3, 2018

Present: Melanie Streeter, Casslyn Cook, Rachel Johnson,  
Madeline Siniscalchi, Zach Remick

Absent: Jim Hidden

Meeting called to order at 4:01pm

Budget reviews and voting.

Meeting adjourned at 10:20 pm

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Advisory Budget Meeting  
December 7, 2018

Present: Melanie Streeter, Casslyn Cook, Rachel Johnson,  
Madeline Siniscalchi, Zach Remick

Absent: Jim Hidden

Meeting called to order at 4:01pm

Approve meeting minutes for 11/28/201 and 12/3/2018

Budget reviews and voting.

Meeting adjourned at 6:10 pm