

Tamworth Budget Advisory Committee Meeting Minutes
October 25, 2017
Tamworth Town House
7:00 p.m.

Members Present: Becky Mason, Melanie Streeter, and Lanette Libby.

Minutes Recording: Becky Mason

- I. Call to Order at 7:00 p.m.
2. Motion made by M. Streeter and seconded by I. Libby to review the minutes of the October 18, 2017 meeting at the next meeting. Vote 3 to accept.
3. B. Mason informed the committee that June Vendrillo had sent an email stating that she would no longer be on the committee. B. Mason stated that she responded that she regretted her decision, but understood and encouraged her to attend any of the meetings she wished too.
4. B. Mason handed out the budgets she had received from the Administrator this week. Additionally she handed out copies of the newly received non profits.
5. The committee then meet with the following Department Heads:
 - a. **General Assistance 4440.10: Chris Clyne - Dept Head**
 1. It was determined that this account should be set up as other Town accounts are so that Postage, mileage and training are individual line items.
 2. Through review it was determined that Other Service Expenses that was over spent in 2017 included other Administrative cost such as postage, mileage and training.
 3. The committee reviewed the Rental/Housing line for 14,000 and the Dept. Head felt that this would be enough money to cover for the next year.
 4. Through discussion with the Dept. Head it was determined that when a resident who owns property in the Town request assistance that on occasion a lien can be placed on the property to recoup the money. The Dept. Head stated that this has only been done a couple of times.
 5. Cell Phone: ABC questioned the type of cell phone plan was on the Dept. cell phone. The Dept. Head was not certain if a data plan was included or not.
 - b. **Conservation 4612.10 Nelson O'Bryan and John Watkins - Representatives**
 1. Question was asked what Water Quality Monitoring included: Dept. Head explained that this is surface water monitoring in Tamworth by the Green Mountain Conservation Group. That this is \$900.00 yearly cost. It did not show up in the 2017 budget dated 10/13/17, because it is paid annually in October.
 2. ABC questioned the Easement monitoring was questioned as nothing has been spent in the last 2 years. Dept. Head informed the ABC that \$40.00 had been spent in late October in this account. It is only spent when the need arises.
 3. Website expense: Dept. Head stated that the Conservation Commission does have their own website separate from the Town that the commission pays for. It was overspent 2017 because a three year contract had been negotiated. It was cheaper to go three years than one. ABC questioned if the Commission's web site could be accessed from the Town web site. The answer was no and they would look into that issue.
 4. Scholarships: ABC questioned what this line item represented. It was stated that this money is expended for students wishing to attend an in-service or camp concerning conservation. ABC asked if any fund raising was done to raise money for scholarships. Dept. Head explained that the Commission has not done any fundraising for this. This line was overspent in both 2016 and 2017.

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5. ABC questioned Warrant Article #16 from the 2017 Town Meeting as to how much was in the Conservation Commission fund "to deposit 100% of the revenues collected for the land use charge tax" Dept. Head informed ABC that this money was used for the purchase of easements and surveys. That this account also had donations in it that were donated at times with specific reasons attached to the donation. Dept. Head was not sure of what was in the fund and if it was being treated like a Capital Reserve fund. ABC asked if this money could not be used for the scholarship line.
6. Tower Expenses: ABC asked what this covered. Dept. Head informed the committee that it is to maintain the physical tower, such as paint and maintenance. Dept. Head informed the committee that the Tower is used by the Fire Department and Tamworth Wireless.
7. Professional Fees and Attorney Fees: ABC questioned the amount in these as Professional fees have been under spent and Legal Fees have not been spent in the last 2 years. Dept. Head explained that these are an unknown cost that only are spend when the need arises and that they could be overspent in the need occurred.
8. Signs/boxes: Dept. Head explained that these covers the maps and boxes for Tamworth trails. The money is only spent when new maps need to be placed or boxes need to be replaced.

B. Mason will contact the Town Administrator and determine if the Conservation Commission account for the deposit of revenues collected according to RSA 79:A is a capitol reserve fund and what the amount of money is in that fund.

c. Transfer Station 4326-20 Glenn Johnson - Dept. Head

1. Budget 2017 - 2018 - unable to determine increase or decrease as no salary numbers present to date in budget.
2. ABC questioned the amount for telephone. Dept. Head explained that the cost covers both the Town issued telephone and the land-line at the transfer station. Additionally, the land line is used for the computer.
3. Engineering: Dept. Head explained that the \$100.00 was to keep the line open in case it was needed.
4. Permits and Licensing: ABC asked why such an increase when only requested \$300.00 last year and only \$150.00 spent in the last 2 years. Dept. Head explained that next year was time to purchase the new transfer station resident permits, that was the reason for the increase. These permits must be purchased in 2018 for issue 2019.
5. Monitoring and Testing: ABC questioned why this has not been spent in 2 years. Dept. Head explained that this was Federal Testing that he is not sure if it is still required. He has contacted the state to verify if this testing is required and has not received an answer back as of this meeting.
6. Grounds Maintenance: Dept. Head explained that this was to keep the line open.
7. Electric: ABC questioned if this was going to be enough to heat the transfer facility with the presence of the computer system. The Dept. Head stated that he felt so as the building is kept at 65 degrees. It was stated by B. Mason that as a rule computers need to be kept least 70 degrees. This will be looked into by the committee. Additionally, it was questioned if this could be reduced due to the new electric contract that was signed. The Dept. Head was not aware this had happened.
8. CIP: ABC asked if the \$11,000 was included in the budget based on the CIP recommendation for gravel work and paving. The Dept. Head stated that it was not included as prep work had to be done before the CIP recommendation could be done. Dept. Head did not feel the prep work could be completed before the ground froze this year and that it would have to be done in the Spring of 2018.

9. Employees and Overtime: ABC asked what the employee hours were and what happened with overtime. The Dept. Head explained that the Transfer Station has one 40 hour/week and one 24 hour/week employee. He was not sure if overtime went into the Highway's budget. Dept. Head stated that overtime was not incurred plowing the school. ABC notes that there is no overtime in the Transfer Stations budget and will review this with the Highway Dept.
10. Personnel Merit Pool monies: Dept. Head stated he is not aware that his Dept. has received any of the Personnel Merit Pool monies.
11. Computer: ABC questioned where the computer for the transfer station was obtained from as \$1000.00 was budgeted and not spent. Dept. Head stated that the Transfer Station received one of the older computers.

d. Treasurer 4150.50 Priscilla Remick - Dept. Head

1. Mileage: ABC questioned the amount of mileage spent. Dept. Head informed the committee that it was because of different routes taken when making daily deposits for safety concerns. In addition it covers travel to and from training and Meredith Bank occasionally. Dept. Head presented a mileage distance sheet for review by the committee.
2. Bank Fees: ABC questioned why we had any bank fees. Dept. Head explained that this covered deposit slips for night deposits. Additionally it covered for any bad checks that were deposited. Dept. Head stated that she has talked to the bank before and they have waved the fees. She was going to discuss this again. ABC questioned why we were purchasing deposit slips when they could be printed from the computer.
3. Computer Tech Support: ABC questioned what line computer tech support was located. Dept. Head does not know that it is the Dept. Budget. ABC will review this when Data Processing is presented.
4. Computer: ABC questioned this line being over spent. Dept. Head did not know why this line was over spent.

e. Planning Board 4191.10 Eric Dube and David Little - Representatives

1. Planning Board Part-time Salaries: ABC asked what this was. Dept. Head informed committee that this was for an Administrative Assistant. Dept. Head stated that it was used as needed in hours for employee. ABC questioned if this position received funds from the Personnel Merit Pool. Dept. Head stated that Committee was not aware that this happened.
2. Monies not spent: It was noted that many line items are budgeted for the last 2 years and not spent. Dept. Head informed the committee that these lines may or may not be used in any given year. But these lines such as legal and consulting could be overspent if they were needed.
3. Miscellaneous: ABC questioned what was in this line. Dept. Head stated that it was used for Planning books. ABC recommended that this be broken out as it is in other departments for such as Dues, Subsc. and Training.
4. Printing: ABC questioned why nothing spent to date. It was stated by Planning Board members that they are not sure of the cost is to do printing in the Town or when they are charged for printing. They also informed the committee that many times they provide their own paper as the extra paper is kept in the vault which is not accessible after hours.

B. Mason will contact the Town Administrator and find out what the cost is to print and when it is charged to the committees.

It was determined by the ABC that the Planning Board only spent 40% of their budget in 2016 and is continuing to look that way for 2017.

f. Swim Program 4530.10 Brenda Robinson - Program Director

1. Other: ABC questioned what was in this line. Dept. Head stated that this included registration materials, cards and other items.
 2. Funding: Dept. Head explained that the program is funded 1/3 by the Tamworth Foundation, 1/3 from Registrations and 1/3 by the Town.
 3. Increase in wages: Dept. Head explained that to better serve the children and give instructors a raise, which they haven't had in three years, that she plans to make one full time Instructor into 2 part-time positions. Dept. Head explained that it is hard to maintain instructors based on the 20 days of employment and pay.
 4. Registration fees: Dept. Head informed the committee that the charges are as follows: Tamworth Residents: \$20.00 for child; \$25 for family. Non-Tamworth: \$40.00 for child; \$50 for family. Dept. Head did inform the committee that a family could have more than 3 kids and sometimes 7.
 5. Revenue: It was discussed that of the \$5515.00 in revenue, \$3400.00 was from the Tamworth Foundation and the rest was from registrations.
 6. Participation: ABC asked what the numbers were for Tamworth residents versus Non Tamworth Residents. Dept. Head explained that numbers were not routinely split out. That no Tamworth resident was ever refused even if the number of participants was reached. Additionally, that no Tamworth resident was refused for lack of ability to pay. That either a scholarship was obtained or the fee was waved.
5. Discussion took place regarding new budgets obtained for review as of today. Discussion ensued. It was determined that a meeting was needed to review the new budgets. Additionally, it was determined that a meeting to discuss recommendations for the Selectmen on the Dept. presented at this meeting was needed. It was determined that the Committee would meet Monday, October 30, 2017 at 2:00 pm at the Town House. B. Mason to contact the Town Administrator to post the meeting and P. Roberts for the Town House.
- Motion made by M. Streeter and seconded by L. Libby to adjourn the meeting. Voted 3-0.
Meeting adjourned at 10:05 pm
- Next Meetings: Monday, October 30, 2017 at 2:00 pm at the Town House.
Wednesday, November 1, 2017 at 7:00 pm at the Town House