

Tamworth Budget Advisory Committee Meeting Minutes
November 15, 2017
Tamworth Town House
7:00 p.m.

Members Present: Becky Mason, Melanie Streeter, and Lanette Libby and Joann Rainville

Minutes Recording: Becky Mason

- I. Call to Order at 7:00 p.m.
2. Motion made by L. Libby and seconded by J. Rainville to approve the minutes the November 7, 2017. Voted 4 -0.
3. B. Mason informed the committee of the past meeting with the Board of Selectmen and Department Heads on November 9, 2017.
4. Review of the Department Budgets took place as follows:

Patriotic Purposes	4583.10	Parker Roberts
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1. It was noted that each year for the last 4 years that a revenue of \$5000.00 was received to offset the cost of this fireworks..
2. Other cost in this line include tents, ribbons for parade, band and entertainment.
3. **ABC recommends** no change in this line.

Town House	4194.20	Parker Roberts
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1. Percent change from 2016 to 2017 decrease of 37.1%
Unable to determine 2017 to 2018 because employee salaries have not been determined by Board of Selectmen.
2. Telephone - land line: Dept. Head questioned regarding the need of maintaining the land line at the Townhouse. Discussion took place and it was determined to discuss with the Tax Collector and the Fire Chief if this was needed for Elections of Fire Alarm/ Smoke/heat monitoring. Monitoring done by Lakeside Security. Question if the cost for the company is in the telephone line.
3. Repair and Maintenance: Maintenance fee for monitoring is \$300.00 in this line. Other maintenance and repairs come from this line as the need arises. Additionally, it was stated that the bathroom would be probably be painted.
4. Heat: Is electrical. **ABC recommends** that this be reduced to reflect the new electrical rates that have been negotiated by the Town.
5. Water/Septic: **ABC recommends** that this amount be reviewed as there were questions as to if the requested reflected any rate changes. Tamworth Septic presented to the Board of Selectmen during a Public Hearing that there might be some rate change once the system was completed. Dept. Head was questioned if Lakes Region Water had any changes and was informed that was not aware if there had been any change.
6. Custodial Services: Dept. Head informed the committee that this was on an as needed basis. Such cleaning as Fall cleaning is performed where windows are washed and more detailed cleaning takes place. Additionally, the committee was informed that cleaning is more frequent in the winter.

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7. Ramp from side stairs: Dept. Head was questioned as to what happened to this project and stated that the Selectmen decided not to do the ramp. Questions discussed regarding Fire Safety and ADA compliance. Committee will discuss with Fire Chief during budget review.
8. Supplies: Dept. Head informed the committee that supplies were ordered through the Quill and usually a case at a time. **ABC recommends that** a group ordering system might reduce the cost in all areas regarding supplies.

Parks and Recreation

4520.10

Parker Roberts

1. Percent change from 2016 to 2017 increase of 4.4%
Unable to determine 2017 to 2018 because employee salaries have not been determined by Board of Selectmen.
2. Telephone: Line contains cost for both land line and cell phone. Land line needed for computer internet connection. Cell phone contains data plan.
3. Dues and Subscriptions: This line includes such items as:
 - a) Sandwich - Bearcamp Pound fee of \$500.00
 - b) Chocorua Lake Testing - \$ 60.00 X 3 test.
 - c) Soccer Tournament, Rec Dept Assoc. etc.

ABC recommends that this line remain the same as the fee testing for Chocorua Lake Town beach is \$30.00 a test times 3 sites X 3 test per summer for a cost of \$270.00 per summer. This cost remains as long as water quality levels are safe. If become unsafe more test will be required, until safe levels are obtained.
4. Electricity: **ABC recommends** that this be recalculated to reflect the change in the electrical rates.
5. LP: The Dept. Head informed the committee that this or electricity is used to heat the building. It was determined that the heat is not used constantly and only when someone is in the building. This was again questioned by the committee that because of the computer in the building if this cost would need to be increased. The Dept. Head informed the committee that this question was asked when the computer was installed and the Dept. Head was informed that lack of heat would not affect the computer. **ABC recommends obtaining** something in writing stating what temperature the computers in unheated building for more than 24 hours should be maintained at.
6. Program Supplies: Dept. Head explained that this line contains items such as Hoop trophies and Easter Egg Hunt, as well as items needed for programs.
7. Rec. Trips: Dept. Head informed the group that this is the adult trips.
8. Summer Rec. Trips: Dept. Head informed the committee that there is a revenue source for these trips. If a child cannot pay there are scholarships available. Dept. Head did state that when a Rec. Trip is taking place that the regular program is stopped for that day. The program is 5-6 weeks and consist of two age groups. 7-10 years old and 11-14 years old.

Dept. Head informed the committee that depending on the number of children that take a trip there may be as many as 4-7 Adults accompanying the children. All the Adults are paid .

Dept. Head informed the committee that the three main individuals in the Rec. program are trained in CPR and First Aid.

Dept. Head stated that there are approximately 80-90 participants in the program.

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9. Rec. Officials: There are four paid Rec. Officials.
10. Grounds keeping: This consist of the Baseball fields, Soccer Fields, Townhouse, Remick Park and the Tennis Courts. Additionally, this included the rental of the Porta-potty.
11. Rec. Dept consist of K-6 for Baseball, Softball, Soccer and Basketball. The committee discussed with the Dept. Head the overlap between the school programs and the Rec. Dept programs. The Dept. Head informed the committee that as the Stipend Athletic Director for the Brett School that it was for the scheduling for 7th and 8th grade Soccer, Baseball, Softball and Skiing.
12. Computer Support: Dept. Head is not aware where the support for software and computer system is located. Committee will question this when Data Processing is reviewed.
13. ***ABC recommends that*** attendance be taken at each event/program and includes coaches and that those attendance sheets be submitted to the Town Administrator for the length of 30 years for protection for the Town of Tamworth. This was discussed with the Dept. Head.

Economic Development Committee 4197.10 Pat Farley

1. Budget change 2016-2017 = 49.9% increase
Budget change 2017--2018 = increase of 5.62%
2. Stipends: ***ABC recommends that stipends for supports/volunteers should not be raised by taxes, but by fundraising or revenue producing events.***
3. Dues/Memberships: Commissioner not aware that these were place in this Dept. budget. Discussion took place regarding the membership dues.
 - a. NHMA dues: Should these not be placed in Selectmen budget as benefit to the entire Town.
4. Tamworth Visitor's Brochure: Question if this is being offset in any way with the Tamworth Visitor's Council.
5. Tamworth Visitor's Council Dues: Paying for membership into this organization. Question the benefits.
6. Web Site: Committee questioned if this is a multi-year or single year contract. Why individual web site instead of Web site off of Town web site.
7. Committee questioned who covers the liability for EDC hosted events like the Summer Home Week program. Commissioner did not know.
8. Revenue Offset Line: Committee questioned this line item. Commissioner informed the committee that the auditors had discussed this with the Town Financial person and determined to name this line this way. This will include any revenue generated by the EDC from sales/fundraising so that the EDC can spend this revenue, instead of it going into the general fund. It was questioned why this was not set up as an expendable trust or something to that effect as other departments had done. ***ABC recommends that*** this is explained to the Tax payers at Town Meeting that this money is not raised from taxes.

Motion made by M. Streeter and seconded by L. Libby to adjourn the meeting. Voted 4-0.
Meeting adjourned at 9:40 pm

Next Meetings: Wednesday November 29, 2017 at 7:00 pm at the Town House.