

**Wolfeboro Board of Selectmen  
Meeting Minutes  
2010 Budget Hearings  
October 14, 2009**

**Members present:**

Chairman Dave Senecal, Vice-Chairman Kristi Ginter, Linda Murray, Sarah Silk and Marge Webster

**Staff present:**

Town Manager David W. Owen, Finance Director Pete Chamberlin, Fire Chief Phillip Morrill, Police Chief Stu Chase and Recording Secretary Amelia Capone-Muccio

Chairman Senecal called the meeting to order at 6:00 PM at the Wolfeboro Community Center.

**Fire/ Rescue Department**

Chief Morrill joined the Board for discussion.

Mrs. Murray questioned if the budget includes pay increases.

Mr. Owen replied the budget does not include salary increases for the non-union employees. He stated he had left that decision to the Board.

Ms. Silk questioned line **1-42200.113** salaries and why the amount is different from 2009 to 2010.

Chief Morrill replied it depends on the scheduling and number of days worked.

Mrs. Murray questioned line **1-42200.341** telephone and noted she calculates it to be \$5,084.

Chief Morrill replied he has never actually received a phone bill and based the amount on a five year average and was advised by Accounts Payable that he was not budgeting enough. He also noted they did update their cell phone plan in June.

Mrs. Murray stated line **1-42200.380** outside services should state 17%, not 20%. She questioned why the Town Manager reduced line **1-42200.610** general operating supplies by \$1,000.

Mr. Owen replied he based it on what was expended last year.

Chief Morrill stated that due to a frozen budget over the past few years, he has been unable to purchase many items that he needs.

The Board determined to revisit line **1-42200.610** operating supplies.

Mrs. Murray stated the Board needs copies of the Chief's cover memos.

Mr. Owen replied he would forward them to the Board.

Mrs. Murray questioned line **1-42200.635** gasoline & oil and noted the decrease in the request.

Chief Morrill replied that most of the vehicles are diesel now; they only need gas for the boats, portable engines and the car.

Mr. Owen pointed out that they budgeted on the high side last year and once the prices were received, the Budget Committee reduced the amounts, therefore the Board will see a reduction in gas and oil throughout the budget.

Ms. Webster questioned if they pay a tax on gas.

Mr. Chamberlin replied they do and it is refunded to them from the State.

Mrs. Murray questioned line 1-42200.680 safety equipment and the number of sets of protective gear that was purchased in 2009.

Chief Morrill replied four sets.

Mrs. Murray questioned 1-42200.740 machinery & equipment and how many thermal heat detectors they have.

Chief Morrill replied one and have requested another for back up, noting it is the most valuable piece of equipment they own.

Mrs. Murray questioned the annual physicals listed under 1-42200.350 medical services on his priority list and if the Health Insurance company covers those.

Mr. Owen replied they do not cover them.

**Member Linda Murray moved the Wolfeboro Board of Selectmen to at \$11,000 to line 1-42200.350 medical services in the Fire/Rescue budget for annual physicals per job description. Kristi Ginter seconded. Members voted and being none opposed, the motion passed.**

### Emergency Management

Chief Morrill joined the Board for discussion and read his cover letter. *(See attached)*

Chairman Senecal stated that at some point they are going to have to address the Emergency Management Director position, whether it is an increase in the Chief's salary or hire a part time employee to do it, similar to other towns.

Ms. Webster questioned how much of an increase would they give and how do the surrounding towns handle it.

Chairman Senecal replied that the Ossipee Fire Chief is the Emergency Management Director and is not paid.

Chief Morrill stated that Derry was recently seeking a part time Assistant Director at \$17.85 for 20 hours per week.

Mrs. Murray stated they tried to give the Chief an increase in the past, but the Budget Committee has always turned it down. She agreed with Mr. Senecal that it is something the town needs to deal with since they have spent a great deal of time putting together an Emergency Management Plan. She suggests adding half of what the Chief has requested on his priority list year at \$1,300 as a salary for the Emergency Management Director.

Ms. Webster stated she would like to add the full request, questioning what happens if the Chief retires, noting they already spread the staff responsibilities like butter.

Member Linda Murray moved the Wolfeboro Board of Selectmen to add \$1,300 to line 1-42900.113 salaries in the Emergency Management budget. Marge Webster seconded. Members voted and being none opposed, the motion passed.

### **Public Safety Building**

Chief Morrill joined the Board for discussion.

Chairman Senecal questioned the request on the priority list for a Commercial Ice Maker.

Chief Morrill replied having such machine would allow them to carry ice to scenes, as well to be used by other Departments.

Mrs. Ginter questioned why they would not use cold packs.

Ms. Silk feels such piece of equipment is rather large for their needs.

### **Capital Outlay-General Fund**

Chief Morrill stated line **1-49609.720** is for the paving of the Fire substation and the estimate generated from Public Works is for \$44,000.

Ms. Ginter questioned how much this station is used.

Chief Morrill replied they probably use the truck from that station 25-30 times per year.

Mr. Owen stated that there will be another project for the Public Safety building for the ADA bathroom, which is currently in the design phase.

Mrs. Murray stated that project could be lumped with the other ADA projects.

Ms. Silk questioned **1-49609.440** hose replacement.

Chief Morrill replied that the old hose is breaking down and in need of replacement and this would replace half of the hose.

Chief Morrill stated line **1-49611.720** is for a study of the Public Safety building, which he has asked for several years and he feels such is needed in order to determine the future of the Departments in that facility.

Mrs. Murray questioned if the Finance Director has calculated the percent increase of the budget.

Mr. Chamberlin replied he has not.

Mr. Owen stated that he has not had a chance to review the Capital Outlay projects yet.

## Police Department

Chief Chase, Chairman of the Police Commission Benjamin Ladd and Commissioner Curtis Pike joined the Board of discussion.

Mrs. Murray stated that according to the minutes of January 23, 2008 the "opt out" portion of the Health Insurance for line **1-42100.113** should be \$7,432.

Mr. Chamberlin replied he would correct such line.

Mrs. Murray questioned line **1-42100.118** summer salaries and noted that only \$12,000 has been spent to date, but they have increased their request.

Chief Chase replied that they had a late start with the Parking Control Officers this year, one had to leave early for the Military and another was injured and did not finish out the season.

Mrs. Ginter questioned the overtime for the K9 Officer.

Chief Chase replied they researched this position with other agencies and the Fair Labor Standard act dictates how to compensate the handler.

Ms. Silk questioned how he is paid for use in other towns.

Chief Chase replied it is Mutual Aid.

Ms. Silk stated that the K9 Officer and dog did well in competition this year.

Chief Chase replied he has and that he received 9 awards this year in New England as well as qualified nationally. He stated that Blek is a good dog and Officer O'Brien puts his heart and soul into the dog.

Ms. Webster questioned the last time the detail rates have been updated.

Chief Chase replied two years ago.

Commissioner Ladd stated that they set the rate in order to keep from being too high so that they do get called for details.

Ms. Webster questioned how many vehicles are leased.

Chief Chase replied they have three vehicles leased ending this year at which they will purchase each one for \$1. He stated they are looking to lease three more.

Ms. Webster questioned why they don't lease them all and rotate the fleet.

Commissioner Ladd replied that they had always rotated the fleet, but several years of default budgets broke the rotation and when they did the last lease, it was a way to catch up the fleet. He stated that Ford will no longer be making the Crown Victoria, which will cost them more money in the future for outfitting new vehicles.

Mrs. Murray stated that the last lease program was a good way to get them out of a bind.

Chief Chase stated by leasing three more vehicles again they will not need to purchase a new vehicle until 2013.

Ms. Silk questioned if they receive grants.

Chief Chase replied they have received some grant funding this year to allow them to purchase some equipment and noted the Lieutenant does a good job seeking out those grants.

Ms. Webster questioned who maintains the fleet.

Chief Chase replied they are maintained at the town garage by the mechanic.

Mrs. Murray questioned line **1-42100.680** safety equipment and if the mountain bikes were used.

Chief Chase replied that Officer Martel was injured this year and they did not purchase any uniforms for the program.

Ms. Webster questioned if the town requires proof of vehicle insurance when employees use their own vehicles and submit for reimbursement.

Mr. Owen replied they do not, but could check with Primex to find out if they should be doing such.

### **Communication**

Mrs. Murray questioned the difference between the amount appropriated in line **1-42990.114** hourly wages and the summary.

Mr. Chamberlin replied the amount in the report is correct.

Chief Chase replied he would check his spread sheet to see where he came up with the number.

Mrs. Murray questioned line **1-42990.341** telephone and stated it should be \$1,566 according to her calculations.

Mr. Owen replied that some of the bills must not be included noting that in 2008 it was \$2,500.

Chief Chase replied he does not receive a copy of the bill.

Mr. Chamberlin stated they could forward copies of the statements to him.

### **Animal Control**

Comissioner Ladd stated they are currently researching what shots are needed for the three ACO's and have determined so far that a rabies shot is required at a cost of \$1,000 per ACO. He stated they would forward more information once they receive it.

Mrs. Ginter questioned how long that vaccination is good.

Commissioner Ladd replied he does not know at this time.

Mrs. Ginter questioned who pays for treatment if they are bit by a rabid animal.

Commissioner Ladd replied they are responsible for wild animals, such as a feral cat.

Mrs. Murray noted that the Fire Department and Police Department used different percentages to calculate the retirement.

Mr. Chamberlin replied that it seems the Fire Department used the wrong percentage.

Mrs. Murray questioned if Mr. Owen plans to provide a recommendation for non-union employees pay increases.

Mr. Owen replied he would forward a recommendation.

*Being no further business before the Board, Chairman Senecal entertained a motion to adjourn.*

**Member Marge Webster moved the Wolfeboro Board of Selectmen to adjourn at 7:39 PM. Member Sarah Silk seconded. Members voted and being none opposed, the motion passed.**

Respectfully submitted,

*Amelia Capone-Muccio*

Amelia Capone-Muccio