

**Wolfeboro Board of Selectmen
Meeting Minutes
2010 Budget Hearings
October 20, 2009**

Members present:

Chairman Dave Senecal (arrived at 3:18PM), Vice-Chairman Kristi Ginter, Linda Murray, Sarah Silk (arrived at 3:45 PM) and Marge Webster

Staff present:

Town Manager David W. Owen, Finance Director Pete Chamberlin, Town Clerk Pat Waterman, Library Director Cindy Scott, Planning and Development Director Rob Houseman, Tax Collector Brenda LaPointe, Contract Assessor Dave Wiley, Libby Museum Director Pat Smith and Recording Secretary Amelia Capone-Muccio.

Vice-Chairman Ginter called the meeting to order at 3:15 PM at the Wolfeboro Community Center.

Assessing Department

Dave Wiley joined the Board for discussion.

Mrs. Murray questioned the increase in line 1-41503.114 hourly wages.

Mr. Owen replied it includes an additional hour per week.

Mrs. Murray suggested they put the request on the revisit list.

Ms. Webster questioned the need for the increase.

Mr. Wiley replied that it pertains to Tuesdays when he is at the office working with the Clerk and rather than stopping at 4 PM she will stay later to finish with projects they are working on.

Mr. Owen pointed out that the office staff works 35 hours per week, they are not paid overtime until they go over 40 hours.

Vice-Chairman Ginter turned the meeting over to the Chairman Senecal.

Mrs. Murray questioned if the current use would be completed this year.

Mr. Wiley replied yes, but they can not make any changes until the tax rate is set.

Mrs. Murray questioned line 1-41503.380 assessor hours and stated she understood the bid was for one day a week and the budget request is for 1-½ days per week.

Mrs. Ginter questioned the reason for the increase.

Mr. Wiley replied it is due to the workload and the ability to get everything done, noting he spent four hours of his time on the phone today with the Town Attorney discussing cases, which took time away from everything else.

Mrs. Ginter questioned if the amount of time spent on current use is comparable to last year.

Mr. Wiley replied it is a little heavier and he anticipates more abatements in the future due to the economy.

Mr. Owen stated he was not able to review this budget before it came to the Board and does not recommend increasing the line due to the overall increase of the town budget and recommended changing the line to the bid amount of \$28,800.

Mr. Wiley stated that he did an analysis on building permits and last year's pickups and based on that he questions if they should drop the pickups.

Member Linda Murray moved the Wolfeboro Board of Selectmen to reduce line 1-41503.380 assessors' hours in the Assessing budget to \$28,800 and change the pickups in line 1-41403.383 assessing pickups to 620. Being no second, the motion failed.

Member Dave Senecal moved the Wolfeboro Board of Selectmen to reduce line 1-41503.380 assessors' hours in the Assessing budget to \$28,800 and change the pickups in line 1-41403.383 assessing pickups to 688 for \$24,080. Kristi Ginter second. Members voted and being none opposed, the motion passed.

Mr. Owen stated in regards to line 1-41503.384 cyclical data collection, he and Mr. Wiley met with Norm LeBlond from the State of NH to explore other avenues, and the update was done in 2007 is good for five years, but if you go too long you get out of the ratio.

Mr. Wiley stated the concern is the spread of the range.

Mrs. Murray stated that she is in favor of finishing the process as planned and the whole point of hiring someone was to get on a cycle because the tax base is important. She stated the reason they chose to do it this way was to spread out the cost rather than swallow it all at once.

Mr. Wiley questioned if the town could use the GIS system for tax cards to save on cost from Avitar.

Mr. Houseman replied that Avitar's information is the base for the GIS system.

Mrs. Murray questioned line 1-41503.820 professional development and if they plan to use it.

Mr. Wiley replied that the Clerk plans on attending the LGC Conference in November.

Executive Budget

Member Linda Murray moved the Wolfeboro Board of Selectmen to reduce line 1-41301.117 part time positions in the Executive budget \$6,163. Sarah Silk seconded. Members voted and being none opposed, the motion passed.

Ms. Silk questioned the increase in line 1-41301.112 clerical salaries.

Mr. Owen replied it is an increase in the Budget Committee's secretary hours.

Mrs. Murray requested a breakdown of the legal budgets for all budgets summarizing the cases left for the year.

Peter Pijoan joined the Board to review the Wolfeboro Community TV budget line 1-41301.381 cable channel.

Chairman Senecal questioned the increase.

Mr. Pijoan replied the budget was cut by \$2,000 last year.

Mr. Owen stated this line receives revenue from a 3% franchise fee from Metrocast and the check received this year was more than what was budgeted.

Ms. Silk questioned the increase in line 1-41301.562 advertising.

Mr. Owen replied he budgeted for a more realistic figure compared to what is used.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to reduce line 1-41301.562 advertising in the Executive budget to \$4,200. Linda Murray seconded. Members voted and being none opposed, the motion passed.

Mrs. Murray stated \$17,685 has been expended to date in line 1-41301.870 Milfoil treatment and any overages are covered by the Milfoil Trust fund.

Ken Marshner joined the Board to discuss line 1-41301.870 Milfoil treatment. *(See attached)*

Town Clerk

Pat Waterman joined the Board for discussion.

Mrs. Murray stated she would like to revisit line 1-41401.117 part time wages due to the increase.

Mrs. Waterman stated that she would like to have funding available to hire the Town Clerk of Brookfield to cover her office in order to allow herself and her clerk to have some time off. She explained that she is currently training her new employee and she is not deputized and until such time she needs to hire someone who is certified with the State.

Chairman Senecal pointed out that \$15,819 has been spent to date.

Mr. Owen replied that is due to a long term disability situation she had in her office.

Mrs. Murray stated she is willing to provide 10 weeks of vacation @ \$4,578, which provides two weeks vacation for two employees and sick time.

Ms. Webster stated she supports the full request noting it is not healthy when employees don't have time off.

The Board determined to revisit line 1-41401.117 part time wages.

Mrs. Murray questioned if they had time to review the increase in the telephone budgets.

Mr. Chamberlin replied the figures they used are based on what was spent.

Ms. Silk questioned such increase noting they just decreased all the accounts.

Mr. Chamberlin replied that they have a contract for the landline services and noted some of the budgets include cell phone contracts as well.

Libby Museum

Pat Smith joined the Board for discussion.

Ms. Silk questioned the reduction in line **1-45891.810** electricity.

Mr. Owen replied it is based on what has been expended.

Mrs. Murray suggested revisiting line **1-45891.435** the \$6,000 for scraping and painting.

Mrs. Ginter stated that could be discussed along with the part time person for building maintenance.

Library

Cindy Scott and John Sandeen joined the Board for discussion.

Ms. Scott stated the budget does not include pay increases for non-union employees; they are waiting to find out what the Board decides.

Mrs. Murray questioned if any legal costs for expanding the building would be paid from the budget.

Ms. Scott replied they would not; it would come from other funds.

Ms. Scott stated that they are having problems with the toilet in the new ADA restroom. She stated due to lack of slope it keeps plugging up.

Mr. Sandeen stated that they may need to change the low flow toilet to a two gallon toilet.

Ms. Silk suggested switching that toilet with one from the other restroom.

Mr. Sandeen replied they would look into it.

Ms. Silk questioned line **1-45500.610** general operating supplies increase.

Ms. Scott replied that they have received more donations and need to purchase more supplies for them. She also pointed out that their revenue has decreased due to the trust fund interest. She stated that they have requested to add a part time employee, an administrative assistant to help relieve some of the clerical duties she and the Children's Librarian have been doing.

Mr. Sandeen stated they have seen a large increase in services due to the economy.

The Board determined to revisit line **1-45500.117** part time wages.

Ms. Scott stated that they would be drafting a Warrant Article for a design plan for the expansion of the building, which will be funded through the trust fund.

Mr. Sandeen stated the RFP's for the design plan are due October 26th at which time they will choose one to determine the Warrant Article figure.

Building

Rob Houseman joined the Board for discussion.

Mrs. Murray questioned line **1-41941.117** and why the building has not been cleaned.

Mr. Houseman replied the gentleman who cleans has been very ill and the staff has been covering it by picking up after themselves.

Mrs. Murray questioned line **1-41941.410** electricity.

Mr. Houseman replied that it is based on the numbers of hours multiplied by the rate.

Ms. Silk stated in the past they have reminded the staff to turn off space heaters at night and requested Mr. Owen do such again this year. She questioned what they plan to replace for \$600 in line **1-41941.750** computer hardware.

Mr. Houseman replied he would forward the backup for such.

Planning

Ms. Silk questioned line **1-41911.311** consultants.

Mr. Houseman replied it covers the cost for services from White Mountain Survey for updates to the Zoning maps and for petition Warrant Articles.

Ms. Silk questioned the increase.

Mr. Houseman replied it is based on what has been spent to date.

Mrs. Murray suggested revisiting that line with more backup.

Mr. Houseman stated line **1-41911.560** dues & subscriptions since he has received the new figure for LRPC.

Mrs. Murray questioned the increase in line **1-41011.670** books & periodicals.

Mr. Owen replied it is based on what has been spent.

Mrs. Murray stated **1-41911.725** needs to be moved to the technology budget with back up.

Planning Board

Mrs. Murray questioned line **1-41305.311** consultants.

Mr. Houseman replied that amount has been transferred to the EDC budget.

Ms. Silk questioned why nothing has been spent in line **1-41305.810** travel & meetings.

Mr. Houseman replied he would check into it.

Zoning

Mrs. Murray stated this budget also needs more information for line **1-41304.320** legal.

Ms. Silk stated that nothing has been spent in line **1-41304.810** travel & meetings in this budget either.

Mr. Houseman replied he would check into it.

Historic District Commission

Ms. Silk suggested revisiting line **1-41306.320** legal based on actual usage.

Mrs. Ginter replied she would like to hold the line on that budget and suggested they revisit it.

Mrs. Murray questioned line **1-41306.625** postage and the increase.

Ms. Silk replied they will be mailing out the new guidelines that will require postage. She stated line **1-41306.810** needs to be revised to .55 cents.

Code Officer

Mrs. Murray questioned line **1-42400.112** clerical salaries and the additional hours that totals 9 hours.

Mr. Houseman replied that is an error.

Line **1-42400.112** was reduced to \$18,409.

Ms. Silk questioned if line **1-42400.430** vehicle maintenance would zero out if they got a new vehicle.

Mr. Houseman replied he would still need funding for some maintenance. He explained they have discontinued the use of the old cruiser due to safety issues and he put money into getting the old truck going. He explained the truck is a 1998 small pickup with a lot of idling time and has 68,000 miles.

Ms. Silk questioned **1-42400.625** postage increase.

Mr. Owen replied it is based on what has been spent to date.

Mrs. Murray suggested revisiting line **1-42400.635** gasoline, noting they may get better gas mileage with a new vehicle.

Chairman Senecal pointed out that the boots worn by the Code Officer are required to be "ANSI rating tag" and the only place you can purchase them is Red's Shoe Barn.

Ms. Webster suggested inquiring with Red's Shoe Barn to see if they could contract boots for the Town Employees.

Capital Outlay

Brewster Hall Basement Remediation 1-49606.720

Mr. Houseman stated the low bidder, Serve Pro, is qualified to clean the contamination in the basement and remove the carpet in the old lunchroom.

Brewster Hall ADA upgrades 1-49607.720

Mr. Houseman stated Primex did a building audit and noted that a smoke alarm and snow from the roof are issues that need to be dealt with. He stated he is still working on quotes for the windows and the fire alarm.

Mrs. LaPointe questioned if the Town plans to address the wall on the backside of the building in her office, noting the wall is not insulated.

Mr. Houseman replied that wall does need to be addressed and may need to be replaced.

Bike racks 1-49608.740

Mrs. Murray suggested these be moved into the Operating Budget.

Mr. Owen stated he supports the purchase of the racks and such is also encouraged by the Pathways Committee.

Ms. Silk questioned if they could get them donated.

Mrs. Murray suggested they revisit it.

Code Vehicle 1-49608.750

Mrs. Ginter questioned why they chose a small SUV rather than a truck.

Mr. Houseman replied to allow the ability to accommodate more than two people and noted it could be shared with other departments who may need to accommodate several people.

Mrs. Murray stated the vehicle requested only gets 18 miles per gallon and suggested they look into purchasing something similar to what the Police Department recently bought on their lease program.

Ms. Webster stated that leasing might be an option for this vehicle.

Mr. Houseman replied he would look into such.

Tax Collector

Brenda LaPointe joined the Board for discussion.

Ms. Silk questioned the decrease in line 1-415004.550 printing.

Mrs. LaPointe replied that since they bid those services out, they have received more competitive prices.

Mrs. Murray questioned line 1-41504.655 computer software being transferred to the technology budget.

Mrs. LaPointe replied it has and the \$3,000 request is to electronically transfer the assessed values into the tax billing system rather than enter them manually as they have done in the past requiring staff to work long hours to enter them. She stated that she has requested an additional \$250 for professional development this year for the NHTCA certification program.

Member Linda Murray moved the Wolfeboro Board of Selectmen to increase line 1-41504.820 professional development in the Tax Collector's budget by \$250. Sarah Silk seconded. Members voted and being none opposed, the motion passed.

Mrs. LaPointe addressed the second request on her revisit list for new utility software noting that the current software costs \$56,000 per year to maintain. She stated she understands this may not be the year to purchase it, but it will need to be updated in the near future.

Mr. Chamberlin also pointed out it costs \$32,000 per year to maintain the hardware for that software.

Finance Department

Ms. Webster questioned why they don't seek a quote for Health Insurance from Primex in light of the recent increase in cost for the health insurance.

Mrs. Murray stated that they went out to bid for quotes a few years ago and suggested they send a bid out again.

Mr. Owen replied he would look into it.

Mrs. Murray stated line 1-41501.425 computer maintenance needs to be transferred to the technology budget. She questioned the amount spent in line 1-41504.440 rentals and leases.

Mr. Chamberlin replied he would check into it, noting it looks like a posting error.

Mrs. Murray questioned if they would have enough funding in line 1-41504.625 postage, noting what has been spent to date.

Mr. Chamberlin replied he feels they will.

Mrs. Murray stated line 1-41501.653 website software acquisition should be transferred to the technology budget and questioned when the new website would be up and running.

Mr. Owen replied it is scheduled for December 1st.

Ms. Silk stated line 1-41504.725 computer hardware needs to be transferred to the technology budget.

Town Manager

Ms. Silk questioned the increase in line 1-41302.625 postage.

Mr. Owen replied it is based on usage.

Ms. Webster questioned if line 1-41302.820 professional development is used.

Mr. Owen replied it is and believes there may be a posting error in that line.

Capital Outlay

Energy Efficient Improvements 1-49234.720

Mr. Owen stated that some of this funding may be covered by grants and he needs to research the issue more to find out what the town's contribution would be.

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 5:53 PM. Member Sarah Silk seconded. Members voted and being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio

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