

**Wolfeboro Board of Selectmen
Meeting Minutes
Approved
October 6, 2014**

Members present: Chairman Linda Murray, Vice-Chairman Sarah Silk, Dave Bowers, Dave Senecal and Brad Harriman.

Members absent: None.

Staff present: Town Manager David W. Owen, Finance Director Pete Chamberlin, Chief of Police Stu Chase, Captain of the Wolfeboro Police Department Dean Rondeau, Town Clerk Patricia Waterman, Health Officer Schelley Rondeau, Director of the Libby Museum Lauren Hammond and Recording Secretary Amelia Capone-Muccio.

Chairman Murray opened the meeting at 6:33 PM.

Non-Public Session

Chairman Murray stated a non-public session is needed to discuss personnel.

2015 Budget Hearings

a. Health-1-44110

Schelley Rondeau addressed the Board to review the proposed budget.

No questions or concerns.

b. Town Clerk-1-41401

Patricia Waterman addressed the Board and provided the revenues of the Town Clerk's office to date.

Chairman Murray questioned the calculation of the phone line 1-41401-341.

Mr. Chamberlin explained overall the entire phone budget has decreased but there are some increased costs in the individual budgets due to additional internet lines needed when setting up the town offices at the hospital.

Chairman Murray questioned line 1-41401-380 outside services and the expense to date.

Ms. Waterman replied that this is for the Town Ordinance updates and noted some were carried forward from last year and noted that the 1994 street numbering ordinance was never added to the Town Code and that will need to be done as well.

Mr. Chamberlin replied he would need to check on the funds carried over.

Chairman Murray suggested they revisit the line for further clarification on what will be done. She questioned if the Town Clerk's office threw out any furniture in the move.

Ms. Waterman replied she did not.

c. Any Other Business

➤ ***Town Warrant for November 4th, 2014***

Ms. Waterman provided the Board with the Town Warrant for the November 4th Election Day for approval and signature.

It was moved by Brad Harriman and seconded by Sarah Silk to approve and sign the November 4th, 2014 Town Election Warrant as submitted at this meeting. Members voted and all in favor, the motion passed.

➤ ***NH DES Grant for the Lakes Region Household Hazardous Product Facility***

Ms. Silk stated that a grant had been submitted to NH DES and the LRHPF has been awarded a \$3,393 grant for which the Board needs to authorize the Town Manager to sign.

It was moved by Sarah Silk and seconded by Linda Murray to accept the Household Hazardous Waste collection grant funds and to authorize the Town Manager to enter into a contract with NH DES to accept those funds. Members voted all in favor, the motion passed.

d. Libby Museum-1-45891

Lauren Hammond addressed the Board.

Ms. Silk questioned the pre/post wage in line 1-45891-117 for the clerk.

Ms. Hammond replied that it is for the same person.

Ms. Silk questioned the increase in water line 1-45891-412.

Ms. Hammond replied that was the charge for the seasonal service flat \$190.

It was moved by Sarah Silk and seconded by Brad Harriman to increase line 1-45891-412 water from \$150 to \$190. Members voted and being none opposed, the motion passed.

Chairman Murray questioned printing 1-45891-550.

Ms. Hammond replied that \$200 is sufficient.

Mr. Owen stated that Ms. Hammond wished to discuss the idea of a Co-Director and now may be a good time to have that discussion. He stated that basically she is requesting to share her job with another person and he suggested tracking that with time cards.

Chairman Murray replied that there needs to be job description to outline what each person duties shall be.

Ms. Hammond stated she brought this up as she wanted to discuss having someone help at the Museum that has as much interest and dedication into the Museum as she has. She stated she can be creative with the salary.

Mr. Harriman stated he feels it is a good idea but that Ms. Hammond (the Director) should have the final say.

Chairman Murray replied that is where job descriptions would address those issues. She suggested they revisit this request by having a proposal outlining the Director and Co-Director including the salary.

e. Police1-42100

Chief Chase and Captain Rondeau addressed the Board.

Chief Chase provided a brief overview of changes in the budget include that the NEPBA has reached an agreement on salary and benefits and such will be discussed at the next Police Commission meeting on October 16th. He also provided the Board with a copy of the restructuring of the Police Department as approved by the Wolfeboro Police Commission. He also summarized the resurrection of the K9 program with a new K9 Officer. He noted the program resurrection will have minimal impact on the budget as most of the funds have been donated by private donation. He noted a vacancy within the Department that he plans to fill by the end of 2014 into 2015. He noted the 13th officer that was previously funded by the COPS grant which expired in August, and the funding for that office has been incorporated into the budget.

Chairman Murray noted the salary line will need to be revisited after the adjustments are made.

Ms. Silk noted the discrepancy in Social Security and Workers Compensation calculation and suggested they revisit those lines. She questioned line 1-42100-432 communications maintenance.

Chief Chase stated he shows \$875 spent to date in that line.

Ms. Silk questioned line 1-42100.680 safety equipment and 1-42100-740 machinery & equipment expenses to date.

Chief Chase replied he has held off on purchasing some items.

f. Communicaiton-1-42990

Chief Chase provided a brief overview of this budget noting no significant purchases and having a reduction in salaries due to replacing a senior dispatcher with a new hire.

Chairman Murray noted the salary line in this budget will also need to be revisited after the adjustments are made.

Ms. Silk questioned line 1-42990-390 other purchase services and the \$1 rent for the repeater generator.

Mr. Owen replied that is paid out of his budget.

Ms. Silk questioned the increase in line 1-42990.680 safety equipment.

Chief Chase replied he requested an increase but was reduced by the Town Manager.

Mr. Owen replied he made such adjustment as they are not utilizing the funds.

g. Animal Control 1-44140

Chief Chase stated there is no increase in this budget except for a cost of living increase.

h. Executive-1-41301

Chairman Murray noted 1-41301-117 part-time position has the increased hours request and she suggested that they increase that from \$7,850 to \$8,000 this year.

Mr. Senecal questioned the increase in hours, such as is it affecting their membership by not having an increase in hours. He suggested that they staff it at 800 hours vs. the 785 hours.

It was moved by Dave Senecal and seconded by Sarah Silk to increase the hours for the part-time positions line 1-41301-117 from 785 hours to 800 hours. Members voted and being none opposed, the motion passed.

Ms. Silk stated she feels the time has come that the Board of Selectmen get an increase in pay noting the job entails more than it has in the past and there has not been an increase since 2005.

Mr. Senecal suggested a \$300 increase.

It was moved by Dave Senecal and seconded by Sarah Silk to increase line 1-41301-130 elected officials by \$ 1,500 (\$300 for each member). Members voted and being none opposed, the motion passed.

Chairman Murray noted an increase in line 1-4130-560 dues & subscriptions.

Mr. Owen replied it is the dues for the NH Municipal Association which is a highly utilized resource for the Town.

i. Miscellaneous Operation Expense 1-41900-850

Chairman Murray suggested they revisit this line due to the expended to date amount.

j. Finance 1-41501

Chairman Murray questioned if this department threw away any furnishings when they moved from Town Hall.

Mr. Chamberlin replied no.

Chairman Murray noted she is asking this question relative to the \$100,000 Warrant Article to furnish Town Hall.

Mr. Owen replied that he is not sure what the cost of the furnishings would be and is awaiting a cost estimate from the architect. He is suggested such article as it would be nice to furnish the new building with some new furniture noting much of the furniture is very old and some of it is even broken.

Mr. Senecal suggested revisiting this line when they have a better idea of the cost.

k. Town Manager 1-41302

Ms. Silk questioned line 1-41302-311 Consultant to review the Fire Department.

Mr. Owen replied he is sponsoring this review as the Fire Department has been losing members due to pay to other Departments and the time has come to address the impasse with the Department.

Ms. Silk stated she feels that if he were to do a review it should be done for all departments, not just Fire.

Chairman Silk agreed it should be all the departments, not just one.

Mr. Owen noted that the AFSCME Union has a proposal that a Salary and Wage classification review be done every so many years and he agrees with that theory.

It was moved by Sarah Silk and seconded by Dave Senecal to remove \$3,950 from line 1-41302.311 consultants. Members voted and being none opposed, the motion passed.

l. Welfare 1-44410

Amy Capone Muccio, Welfare Director, reviewed the budget with the Board.

Ms. Silk noted that there is no cell phone stipend in this budget.

It was moved by Dave Senecal and seconded by Sarah Silk to add a \$15 per month cell phone stipend to line 1-44410-341 telephone. Members voted and being none opposed, the motion passed.

Public Comment

None.

Questions from the Press

None.

Being no further business before the Board, Chairman Murray entertained a motion to enter non-public session.

Member Dave Bowers moved the Wolfeboro Board of Selectmen to enter non-public session at 8:15 PM to discuss litigation, collective bargaining and personnel. Brad Harriman seconded. Roll call vote: Sarah Silk-yes, Dave Senecal-yes, Dave Bowers-yes, Brad Harriman-yes, and Linda Murray-yes, the motion passed.

The Board re-entered public session at 8:19 PM.

Chairman Murray stated the non-public session minutes of October 6th, 2014 were sealed by a 2/3rds vote as required by law.

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

Member Sarah Silk moved the Wolfeboro Board of Selectmen to adjourn at 8:20 PM. Member Dave Bowers seconded. Being none opposed, the motion passed.

Respectfully submitted,
Amelia Capone-Muccio
Recording Secretary