

**Wolfeboro Board of Selectmen
Meeting Minutes
Approved
October 20, 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, Parks and Recreation Director Pete Chamberlin, Library Director Cindy Scott and Recording Secretary Amelia Capone-Muccio.

Chairman Murray opened the meeting at 6:35 PM.

Non-Public Session

Mr. Owen stated a non-public session is not needed.

A. 2015 Budget Hearings

a. Library-1-45500

Cindy Scott addressed the Board to discuss her budget and noted a change in the income that is the result of a one-time bequest that is from the Friends of the Library for this year. She also noted a change to tracking library materials specific to tracking the electronic resources separately.

Chairman Murray questioned line 1-45500.320 legal.

Ms. Scott replied that she had not had a legal line in the past, but also has found the need for such line. She noted that the telephone line can be reduced.

It was moved by Sarah Silk and seconded by Brad Harriman to reduce line 1-45500.341 telephone to \$1,000. Members voted and being none opposed, the motion passed.

Ms. Silk questioned the 1-45500.425 computer maintenance.

Ms. Scott replied in the past the Friends of the Library were able to help fund that, but they will not be able to in the future.

Chairman Murray noted line 1-45500.435 building maintenance is down.

Ms. Scott replied that the heating/cooling system has been working okay. They still have roof leaks but deal with it as it happens as there is a three year plan to expand and renovate the Library and thought is to address it within that project.

Ms. Silk questioned travel and meetings.

Ms. Scott replied that they did not have a program that was on interest to them this year.

Chairman Murray asked her if she would like to address her additional request.

Ms. Scott replied yes, that she is requesting 5 additional hours a week for the Administrative Assistance to handle the book keeping that was previously done by a member of the Board. She explained this book keeping is specific to Library funds and they looked into hiring a book keeper which is much more expensive.

It was moved by Linda Murray and seconded by Dave Bowers to add \$3,150 to line 1-45500.117 part time wages. Members voted and being none opposed, the motion passed.

b. Conservation Commission 1-46110

Dan Coons, Chairman, addressed the Board.

No comments.

c. Culture and Recreation

Ethan Hipple addressed the Board and asked if he could do a couple of the items in Capital Outlay first as there are others present to help address those projects.

➤ ***Capital Outlay***

▪ **Railroad Station Playground 1-49613-731 \$20,917**

Mr. Hipple explained the playground at the Railroad Station is currently used solely for the Wolfeboro Nursery School attendees and is in need of replacement. He stated that previously a proposal for a public/private partnership was proposed which would include opening up the playground for use by the public. He stated the proposal is for a code compliant playground with a railroad theme and the cost would be split with the Town of Wolfeboro and private donations solicited by the Wolfeboro Nursery School. He did note that once the playground is opened to the public it will require some maintenance by the Town. He introduced Taylor Hudson who will present the request on behalf of the Wolfeboro Nursery School.

Mr. Hudson provided a handout showing an example of the proposed playground and that this is a proposed public/private partnership where the Wolfeboro Nursery School would raise half of the money to build the playground.

Chairman Murray stated she would like an agreement of understanding between the Town of Wolfeboro and the Nursery School that makes it clear what the proposal for the private portion is. She also questioned if there would be an age restriction for the playground.

Mr. Hipple replied that would be maintained by the Parks & Recreation Department but the playground would be geared toward preschool age children.

- **Clark House Maintenance 1-49615-730 \$13,100**

Mr. Hipple stated this proposal is to address some deterioration at the school house, fire house and Clark house.

Chairman Murray questioned if the work could be done in phases.

- **Clark House Engineering 1-49615-734 \$5,000**

Mr. Hipple stated that the purpose of this request is to address the moisture problems that are ongoing at the Clark House as well as the foundation of the school house.

Mr. Harriman suggested holding off on the work at the school house in the maintenance request and until after a review of the building is done.

Chairman Murray agreed that they could remove the work for the school house in the maintenance request and address it after the engineer review the building.

- **Clark House- 1-45892**

Jim Rodgers of the Historical Society sat in with Ethan Hipple on the review of the budget.

Mr. Hipple noted that there are some issues with the security system that needs to be addressed. They are working on sealing up the building a little better to keep squirrels out and setting off the alarm system.

Mr. Rodgers stated that the Historical Society has been able to maintain their programs on the \$4,000 provided in the past up until the last few years and the cost has risen to \$5,900. He explained they use the funds to hire a Docent and have \$2,000 just in materials costs for the special programs. He provided a history of the barn project which has cost \$160,000 and still has one project left to complete (ADA ramp).

Mr. Hipple stated with regards to line 1-45892-830 he did not propose an increase to that line based on the budgetary guidelines given.

Chairman Murray stated she would like some back up on what the funds are used for and the need for an increase.

Mr. Owen stated the Town supports the Historical Society and funds them with \$4,000 to use how they wish. He stated with all the other increases and major expenses needed for the Clark House he does not recommend increasing the budget request.

Mr. Bowers feels that this is a priority as this museum seems to lag in support of funding compared to the other museums in town. He would support the funding with the back up information provided.

- **Administration 1-45201**

Chairman Murray questioned clarity on 1-45201-117 part time wages.

Mr. Hipple replied the position is 25 hours year round now.

Chairman Murray questioned office equipment 1-45201-434 and why it has not been spent.

Mr. Chamberlin replied it is a new contract.

Chairman Murray questioned what Max Galaxy is in line 1-45201-560 dues & subscriptions.

Mr. Hipple replied he has switched to a new online registration software company for a reduced cost as well as will not charge a fee to the customer. He stated they have had trouble getting the public to use the online registration program when it charged a user fee.

Chairman Murray questioned if they need all that is budgeted for office supplies.

Mr. Hipple replied yes it is used for the programs as well.

It was moved by Linda Murray and seconded by Brad Harriman to reduce line 1-45201.620 to \$3,141. Members voted and being none opposed, the motion passed.

➤ **Maintenance 1-45202**

Mr. Hipple stated that in this budget he has reviewed seasonal wages for the full time summer employees and would like to remain competitive for these positions. He proposed to increase the pay from \$11.25 to \$12.50 and the Town Manager reduced his proposal to \$11.75.

Mr. Owen explained his reason for such was to gradually increase the compensation for the positions. He agreed an increase was needed but determined that fifty cents is an adequate increase for this year.

It was moved by Dave Senecal and seconded by Sarah Silk to support the increase to the seasonal workers in line as recommended by the Town Manager at \$15,040. Dave Bowers-opposed, all others in favor, the motion passed.

Chairman Murray questioned line 1-45202.380 outside services and where the fertilizer application is done.

Mr. Hipple replied they do not do it at Foss Field or pesticide application within 100 feet of the lake.

Chairman Murray questioned line 1-45202-411 heat and oil.

Mr. Hipple replied they installed the propane system which eliminated the electric heat use.

➤ **Beaches 1-45203**

Mr. Hipple explained that there was a State wide problem last year in hiring Lifeguards which resulted in the Town of Wolfeboro not being able to staff Carry Beach with lifeguards. He explained this resulted in a lot of complaints. He stated he is proposing to increase the wages

by fifty cents per hour for the Lifeguards. He noted that line 1-45203.820 professional development has funds to reimburse half of the lifeguard certification expense if the candidate completes a successful season with Town.

It was moved by Dave Senecal and seconded by Sarah Silk to increase line 1-45203-117 part time wages to \$58,177. Members voted and being all in favor, the motion passed.

Chairman Murray questioned the under expenditure in line 1-45203-431 grounds maintenance.

Mr. Hipple replied that this line is a line that was cut due to the over expenditure of the maintenance building.

Ms. Silk questioned line 1-45203.830 programs and questioned the \$500.

Mr. Hipple replied it is the software license. He noted that there would be less revenue due to the increased fee.

Chairman Murray suggested increasing the program cost to cover that loss.

➤ **Abenaki-1-45204**

Chairman Murray questioned line 1-45204.710 land improvements.

Mr. Hipple replied that is used to replace ski lights.

➤ **Hockey Rink-1-45205**

No comments

➤ **Programs 1-45206**

Chairman Murray questioned the increase to the Day Camp Director by one week.

Mr. Hipple replied they really need the extra week to prep the program for the season.

Chairman Murray questioned line 1-45206.412 water.

Mr. Hipple replied it is a spicket and they are trying to control the use of it.

Chairman Murray questioned line 1-45206.610 general operating supplies.

Mr. Hipple replied not all the invoices for that line are in yet.

Mr. Harriman questioned if this includes anything for the Pickle Ball court.

Mr. Hipple replied they have the supplies for that program.

Ms. Silk questioned line 1-45206-636 diesel.

Mr. Hipple replied it is a coding error, the line is used for the fuel for the buses.

➤ ***Community Center 1-45207***

Ms. Silk questioned the high usage and if enough is budgeted.

It was moved by Sarah Silk and seconded by Dave Senecal to change line 1-45207.410 electricity to \$375. Members voted and being none opposed, the motion passed.

➤ ***Patriotic Purposes***

Mr. Hipple provided a revised budget request from the American Legion that has decreased to \$7,200.

It was moved by Sarah Silk and seconded by Dave Senecal to accept the revised budget form the American Legion at \$7,200. Members voted and being none opposed, the motion passed.

➤ ***Pop Whalen 1-45890***

Chairman Murray questioned line 1-45890.720 the building corrosion.

Mr. Hipple replied it was an area they held off on for budgetary reasons.

Ms. Silk questioned the increase in line 1-45890-850 miscellaneous operating.

Mr. Hipple replied he increased the dumpster pick up in February as it is the busy season at the facility.

➤ ***Capital Outlay***

Middleton Road Cemetery 1-49606 \$41,475

Mr. Hipple stated the next phase of this project is the installation of the road and the last phase would be the fencing.

Mr. Owen stated he believes there is a balance left in this project from 2014.

Mr. Chamberlin replied there is about \$12,000 which can be carried over.

➤ ***Pine Hill Cemetery Monumentation 1-49607.710 \$2,500***

Mr. Owen stated that it was determined that there are lots available in this cemetery and the Town has received requests for purchasing lots. This request is to surevy those burial sites with monumentation so the Town can sell the lots.

➤ ***2015 Parks Maintenance Parking Lot Paving 1-49615.731 \$ 10,984***

Mr. Hipple stated this would be a phased project to pave the area at the maintenance facility.

➤ **Cate Park Stonewall repair 1-49615.735 \$7,500**

Mr. Hipple explained this would allow them to make repairs to areas of the stonewall in Cate Park.

Ms. Silk stated this seems like a safety hazard and should be a priority.

➤ **Foss Field Shed 1-496157-733 \$4,104**

Mr. Hipple stated this request is for a shed at Foss Field to store the equipment for Day Camp and to move the current one over to the Tennis Court to replace the one at the Tennis Court that is in disrepair.

➤ **2015 Parks Ton Truck Bed Replacement 1-49615-761 \$6,000**

Mr. Hipple stated the current truck bed is rusted but the truck is not scheduled for replacement for another few years. The suggestion by the Town Mechanic is not to use the bed, but it is an essential tool for the department.

Mr. Harriman suggested that if they purchase this when it comes time to replace the truck, they can just order a cab and chassis.

➤ **Pop Whalen Capital Outlay repair to roof 5-49615-730 \$2,500**

➤ **Pop Whalen Capital Outlay front doors 5-49615-731 \$11,225**

➤ **Cemeteries 1-41950**

Mr. Hipple stated that line 1-41950-117 part time wages covers the same employees as the seasonal workers and includes an increase.

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

Member Dave Senecal moved the Wolfeboro Board of Selectmen to adjourn at 9:25 PM.
Member Sarah Silk seconded. Being none opposed, the motion passed.

Respectfully submitted,
Amelia Capone-Muccio
Recording Secretary