

**Wolfeboro Board of Selectmen
Meeting Minutes
Approved
October 27, 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, Director of the Municipal Electric Department Barry Muccio and Recording Secretary Amelia Capone-Muccio.

Chairman Murray opened the meeting at 6:30 PM.

Non-Public Session

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

A. 2015 Budget Hearings

a. Electric Department Capital Outlay

Barry Muccio addressed the Board.

➤ ***2015 System Planning Study \$25,000***

Mr. Muccio stated it has been 10 years since the last study and this proposed study will allow the Department to plan for the future Capital Improvement Projects.

Chairman Murray noted that most of the Electric Department Capital projects are scheduled for 2019 and by doing this study it will guide the Department on which projects will need to be addressed first.

➤ ***2015 Sewall Road Conversion Project \$ 30,000***

Mr. Muccio stated this is a project to update the system of Sewall Road as it has many problems with load especially in the summer months. He explained this is for the engineering with the conversion to take place the following year.

Chairman Murray noted this project is not on the tax rate and the cost has already been figured into the electric rate.

b. Assessing 1-41503

Todd Haywood, Contract Assessor, addressed the Board.

Ms. Silk questioned the change in 1-41503.114 hourly wages.

Mr. Owen replied it is based on usage.

Chairman Murray questioned line 1-41503.490 Other Property Related Services and it is over this year.

Mr. Haywood replied it is relative to the cost for Cartographic which updates the maps, and that a few years' worth of changes were done this past year.

Ms. Silk questioned the hours available during the revaluation.

Mr. Haywood replied there are 160 hours for that during normal business hours.

Ms. Silk questioned if the line for Travel and Meetings will be used.

Mr. Haywood replied that the Assessing Clerk is signed up for some classes.

c. Debt Service

Mr. Chamberlin noted that he had to estimate the cost of the BAN for the Brewster Memorial Hall project at \$ 3 million dollars from now until July of 2015 giving him an estimated interest payment of \$22,400 until he gets the actual schedule of payments for the project.

Chairman Murray replied that they hope to have the cost not to exceed price by Wednesday which will provide them with a better estimate. She questioned if the TAN interest could be reduced or if he anticipates the need to borrow any more funds.

Mr. Chamberlin replied he does not see a need to borrow funds.

It was moved by Linda Murray to reduce line 1-47110-982 TAN Interest to \$4,000, being no second the motion failed.

d. Interfund Transfer

Reviewed no comments.

e. Technology 41990

Chairman Murray questioned the bids for line 1-41990-425 Computer Maintenance.

Mr. Chamberlin replied the bids are still in the process of review, but he suggested cutting the request by \$ 3, 000 as he knows they will not be going with Mainstay this year. Although they have been great to work with, their bid price has exceed other proposals. He stated the Town will have onsite and offsite maintenance.

Chairman Murray questioned if the cost to move back to the new building is included.

Mr. Chamberlin replied that cost would be included in the Warrant Article for moving back into Town Hall, but should be minimal.

It was moved by Linda Murray and seconded by Brad Harriman to reduce line 1-41990.425 Computer Maintenance by \$3, 000. Members voted and being none opposed, the motion passed.

Mr. Chamberlin stated he had two reinstatement requests: a Data Backup server 1-41990-725 \$ 3,066 for the Police Department, and Firehouse Software Upgrade 1-41990-655 \$ 1,328 but both could be held off another year.

The Board agreed to wait another year on these purchases.

Mr. Chamberlin noted that he increased both the Water/Sewer and Electric Department non-discretionary totals from \$1,000 to \$2,000.

f. Town Hall Furnishings \$15,000

Mr. Owen stated that he previously received an estimate from the Architect for the Brewster Hall renovation project of over \$100,000 for furnishings for the renovated building which included the second floor. The Friends of Town Hall have agreed to address the needs for the second floor and he has reduced the needs at the Town Hall to only some minimal needs this year. Many of the Departments plan to reuse their furniture they have except for a few departments that have requested some new furnishings which are as follows; Town Manager, Finance, Tax Collector's office and the Department of Public Works.

Mr. Senecal stated this seems like a reasonable request to have some new furniture in the building as he feels they should invest in decent furniture to make the office areas look nice.

Chairman Murray agreed, but felt they should address that in next year's budget.

The majority of the Board agreed to include the request.

g. Revisit List

The Board addressed the Revisit List that was reviewed by the Finance Director.

Mr. Chamberlin stated with regards to the Town Clerk 1-41401.380 Outside Services. He clarified that \$ 3,500 will be carried over from this year and can off-set the cost for 2015.

It was moved by Brad Harriman and seconded by Dave Bowers to reduce line 1-41401.380 Outside Services in the Town Clerk's budget to \$4,900. Members voted and being all in favor, the motion passed.

Ms. Silk stated that she is not in favor of changing the Libby Museum Director's position to two positions. She also stated that if it is decided to split the positions, then it should be advertised.

Chairman Murray clarified that the positions proposed are 2 at 10 hours per week for 26 weeks. The Board reviewed two job descriptions and Chairman Murray suggested only one person should have authority.

The majority of the Board agreed to change the position as proposed, except Ms. Silk.

Mr. Owen explained with regards to the sweeper in 1-43120.380 Outside Services (Highway and Streets) the proposal is to use the \$40,000 to buy the catch basin cleaner/sweeper, but while they wait for the equipment to arrive they will still need to conduct this maintenance in the spring. He stated they have worked out a lease agreement to lease purchase the equipment with the first payment not to be due until 2016.

Mr. Harriman questioned if any additional staff will be needed.

Mr. Owen replied no, it will covered with current staff.

Chairman Murray questioned if any overtime will be needed. She questioned if fuel will need to be increased.

Mr. Owen replied yes, some will be needed as it will be done in the early morning hours.

Mr. Harriman suggested addressing the fuel in 2016 when they get the equipment as they will be running the same as in past at this point.

The Board agreed.

It was moved by Linda Murray and seconded by Dave Bowers to reduce line 1-43240-435 Building Maintenance by \$6,000 in the Sanitation budget (removing the concrete wall). Members voted and being none opposed, the motion passed.

It was moved by Linda Murray and seconded by Dave Senecal to reduce line 1-41301-320 Legal in the Executive Budget to \$90,000. Members voted and being none opposed, the motion passed.

It was moved by Linda Murray and seconded by Dave Senecal to reduce line 1-41304-320 Legal in the Zoning budget to \$3,000. Members voted and being none opposed, the motion passed.

Mr. Owen stated with regards to line 1-45892-830 Programs for the Clark House a backup list was provided by Jim Rodgers, but he feels that \$ 4,000 is already provided within the Town Budget for these items.

The Board determined not increase the request for programs but to include the information for back-up.

Chairman Murray noted that the Board has received an estimate for tables for the Community Center.

Ms. Silk noted this example is a plastic table and they are looking for tables similar to the tables in the Library meeting room.

It was moved by Linda Murray and seconded by Sarah Silk to add \$300 to line 1-45206-680 Safety Equipment for a table at the Community Center. Members voted and being none opposed, the motion passed.

Mr. Owen noted the Middleton Road Cemetery project has been reduced by \$12,000.

It was moved by Linda Murray and seconded by Sarah Silk to remove the request of \$40,000 for the 2015 Pave Fire Sub-Station 1-49609-731. Members voted and being none opposed, the motion passed.

It was moved by Brad Harriman and seconded by Dave Bowers to remove the request of \$10,984 for the 2015 Parks Maintenance Building Parking Lot Paving 1-49615-731. Members voted and being none opposed, the motion passed.

It was moved by Linda Murray and seconded by Brad Harriman to remove the request of \$4,104 for the 2015 Foss Field shed 1-49615-733. Members voted and being none opposed, the motion passed.

It was moved by Linda Murray and seconded by Brad Harriman to reduce the request to \$20,000 for the 2015 DPW Build Document Storage Room 1-49615-762. Members voted and being none opposed, the motion passed.

h. Letter of Support-Cotton Valley Trail Extension

It was moved by Dave Senecal and seconded by Sarah Silk to approve a letter of support for the TRAC Committee's application for a trail grant to construct part of the Cotton Valley Rail Trail. Members voted and being none opposed, the motion passed.

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 8:25 PM. Member Brad Harriman seconded. Being none opposed, the motion passed.

Respectfully submitted,
Amelia Capone-Muccio
Recording Secretary