

**Wolfeboro Board of Selectmen
2013 Budget Hearing
Meeting Minutes Approved
October 1, 2012**

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

Members absent: None.

Staff present: Town Manager David W. Owen, Finance Director Pete Chamberlin, Tax Collector Brenda LaPointe, Welfare Director Sue Benson, and Recording Secretary Amelia Capone-Muccio.

Chairman Murray opened the meeting at 6:42 PM.

Non-Public Session RSA 91-A: 3II

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

2013 Budget Hearings

➤ ***Welfare***

Chairman Murray noted the usage of line 1-44410.620 Office supplies.

Mrs. Benson replied she doesn't anticipate a need for increase.

Member Linda Murray moved the Wolfeboro Board of Selectmen to reduce line 1-44410.620 Office Supplies in the Welfare budget to \$170. Sarah Silk seconded. Being none opposed, the motion passed.

Chairman Murray suggested the Board revisit line 1-44410.845 Direct Assist-Rent at the end of the budget review (late October) in order to have a better idea of how this year's budget is.

Ms. Silk questioned line 1-44410.847 Direct Assist-Utilities and the contribution from the Salvation Army, how is such determined.

Mrs. Benson replied that she meets with the representative who advises the amount and it is in addition to the budget.

Mr. Owen stated he recalled increasing line 1-44410.847 Direct Assist-Utilities to \$2,500 based on usage.

Chairman Murray suggested revisiting this line as well at the end of the review.

➤ ***Tax Collector***

Chairman Murray questioned the retirement increase in all the budgets.

Mr. Chamberlin replied it went from 8.8% to 10%, but the average is based on the prior year.

Chairman Murray questioned the calculation based on discussions at the last Board meeting.

Mr. Owen explained the increase is actually about twenty percent, he was stating the total impact of the current rate to the new rate.

Chairman Murray replied she still does not understand the calculation used, but questioned the rate used for the Health Insurance.

Mr. Chamberlin replied it is based on the 2012 Local Government Center rates.

Ms. Silk questioned the decrease in the request for line 1-41504.620 Office supplies.

Mrs. LaPointe replied that she is not expecting to have to buy as many printer cartridges when they switch to e-billing.

Ms. Silk questioned the number of hours she anticipates the additional check scanner would save.

Mrs. LaPointe replied that it is more of a convenience request during high volume of payment times such as when taxes are due.

Chairman Murray questioned it being number three on her priority list.

Mrs. LaPointe replied it is as she feels her most important priority would be to cover the overtime that may be associated with a software upgrade. She noted that the training and transition cannot always be during the businesses hours.

Chairman Murray questioned how the Board wanted to handle such request.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to increase line 1-41504.114 Hourly wages by \$500 and line 1-41504.140 Overtime by \$355. Linda Murray seconded. Being none opposed, the motion passed.

Chairman Murray questioned the priority request to increase the Deputy Tax Collector's stipend.

Mr. Owen replied that he feels such should be negotiated as that is a Union position.

Ms. Silk questioned the increase in line 1-41504.810 Travel & meetings.

Mrs. LaPointe replied the cost of the workshops and the certification program has increased.

➤ **Technology**

Committee members present: Bob Ness, John Burt and David Wells

General Fund

Mr. Chamberlin noted a decrease in line 1-41990.380 Website maintenance/hosting due to the town's website host contract changing to a maintenance fee.

Ms. Silk questioned the cost increase for Avitar.

Mr. Chamberlin replied that it is an estimate until he receives the cost from them.

Chairman Murray questioned the e-mail upgrade request on the priority list.

Mr. Chamberlin replied that the Technology Committee is recommending the town upgrade the e-mail system for the 35 addresses to a Microsoft 365 or Google account to enhance the Department's communication capabilities. He stated the cost associated with the upgrade is \$2,400, but noted the cost would be offset by not having to pay for the offsite storage.

Mr. Owen stated there would also be a cost to change business cards and town stationary. He also noted the e-mail and internet is the only free service the town receives from Metrocast.

Bob Ness stated that the Committee surveyed the Department Heads and on a scale of 1-5, all the responses for enhanced e-mail communication scored above a 4 as important. He stated this told the Committee the Departments feel communicating electronically is important.

Ms. Silk questioned how it would make them more efficient.

Mr. Wells replied that the e-mail service provided by Metrocast is the most basic service offered and it does not include the calendar.

Mr. Burt explained that currently some processes in the town that are done by physically transporting a report from one Department to another could be done with file sharing. He explained that the e-mail is only a small portion of what they are seeking; it is the networking capability that is important for the Departments. He noted the Library is already doing this.

Ms. Silk questioned if this would allow the Building Inspector to communicate with the Assessing Department regarding the number of buildings on a parcel.

Mr. Senecal stated that is already in place in the Avitar software used by the Codes office and the Assessing office.

Mr. Chamberlin stated the networking, for example, would work in his Department when he and another staff member could work on the same file, make changes and save it without e-mailing it back and forth.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to increase line 1-41990.425 Computer Maintenance by \$2,400. Dave Senecal seconded. Roll call vote: Dave Bowers-yes, Dave Senecal-yes, Chuck Storm-yes, Sarah Silk-yes and Linda Murray-yes, the motion passed.

Water

No comment

Municipal Electric Department

No comment.

Sewer

No comment.

➤ **Finance**

No comment.

Other Business

Chairman Murray questioned if the Board wanted to discuss the dehumidification proposal for Town Hall.

The Board agreed they would like to discuss the proposal.

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

Member Dave Senecal moved the Wolfeboro Board of Selectmen to enter non-public session at 7:44 PM to discuss personnel. Sarah Silk seconded. Roll call vote: Dave Bowers-yes, Dave Senecal-yes, Chuck Storm-yes, Sarah Silk-yes and Linda Murray-yes, the motion passed.

The Board re-entered public session at 8:08 PM.

Chairman Murray stated the non-public session minutes of October 1, 2012 were sealed by a 2/3rd's 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 8:09 PM. Member Chuck Storm seconded. Being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio

Recording Secretary