

**Wolfeboro Board of Selectmen
2013 Budget Hearing
Meeting Minutes Approved
October 23, 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, Fire Chief Phillip Morrill, Library Director Cyndy Scott, MED Director of Operations Barry Muccio and Recording Secretary Amelia Capone-Muccio.

Chairman Murray opened the meeting at 6:00 PM.

Non-Public Session RSA 91-A: 3II

Mr. Owen stated a non-public session is needed to discuss personnel.

2013 Budget Hearings

➤ ***Library***

Cyndy Scott and Chairman of the Library Board of Trustees joined the Board for discussion. Ms. Scott provided the Board with a budget vs. actual spreadsheet dated 10/18/12.

Ms. Scott noted in line 1-45500.117 Part Time Wages, it includes an increase for flexible staffing for vacations.

Ms. Silk questioned the number of staff.

Ms. Scott replied they have 5 employees and 3 substitutes.

Chairman Murray questioned line 1-45500.360 Custodial Services.

Ms. Scott replied such is for cleaning service and trash pickup.

Mr. Sandeen noted the custodial services have not increase, but the trash service has.

Ms. Scott noted one of the "wish list" items is an increased in line 1-45500.435 Building Maintenance by \$1,000 to cover increase expenses to the 40 year old building.

Chairman Murray questioned snow removal costs.

Ms. Scott replied they contract for a service to remove the snow from the four entrances to the building; the Public Works Department plows the lot and maintains the sidewalks.

Member Chuck Storm moved to add \$ 1,000 for the Building Maintenance in line 1-45500.435. Dave Bowers seconded. Members voted and being none opposed, the motion passed.

Ms. Scott stated that she also is seeking additional funds in line 1-45500.820 Professional Development in the amount of \$500 for training staff for technology purposes.

Ms. Silk questioned who is requiring them to take the technology courses.

Ms. Scott replied she and the Board.

Mr. Sandeen stated that as they add more technology-based services it is important to have knowledgeable staff.

Member Chuck Storm moved to add \$ 500 to the Professional Development line 1-45500.820. Sarah Silk seconded. Members voted and being none opposed, the motion passed.

➤ ***Emergency Management***

Chief Morrill joined the Board.

Ms. Silk questioned lines 1-42900.610 General Operating Supplies and 1-42900.620 Office Supplies and their expenditures to date.

Chief Morrill replied that he has submitted a purchase order for \$235 in general operating supplies and \$860 in office equipment.

Ms. Silk questioned what it is spent on.

Chief Morrill replied hard hats, megaphones, rain gear, items that are needed for an emergency.

Ms. Silk questioned why nothing has been spent to date in 1-42900.820 Professional Development.

Chief Morrill replied that there have not been any classes or opportunities at this point.

➤ ***Fire/Rescue***

Chairman Murray questioned line 1-42200.140 Overtime.

Chief Morrill replied that it is due to the change in the schedule (the number of weeks).

Ms. Silk questioned line 1-42200.380 Outside Services and the lack of additional funding.

Mr. Owen provided a supplemental request for such line as they are working towards staying within the recommended guidelines.

Chairman Murray stated that Wright Pierce and now the new Engineer, Underwood, has advised they need to increase the hydrant fee as there are projected a loss in the water.

Member Linda Murray moved to increase line 1-42200.380 Outside Services to \$325,000. Chuck Storm seconded. Members voted and being none opposed, the motion passed.

Ms. Silk questioned the increase in line 1-42200.381.

Chief Morrill replied he based it on the 5 year average of what has been spent.

Mr. Chamberlin noted the 5-year average is \$ 5,180.

Chairman Murray questioned the lack of funds spent on building maintenance.

Chief Morrill replied that they did not receive a lot of snow last year; therefore they did not need to shovel the roof or have snow removal done.

Ms. Silk questioned the increase in 1-42200.620 office supplies.

Chief Morrill replied that he added \$100 which is in line with what they spend; he noted they do have an administrative assistant who tracks the supplies. He noted \$300 has been encumbered to date.

Mr. Chamberlin noted the 5-year average is \$361.

Chairman Murray questioned line 1-42200.680 office equipment noting \$2,800 encumbered.

Chief Morrill replied that he has encumbered \$12,000 as of October for turn out gear.

Chairman Murray questioned how often turn out gear is replaced.

Chief Morrill replied they have to follow NFPA standards and replace it every 10 years.

Chairman Murray questioned if such is tracked on a spreadsheet.

Chief Morrill replied they use a tracking method from Globe Manufactures.

Chairman Murray noted that she has been recommending to all the Departments to develop an excel spreadsheet to track items as it could be easily inputted into an Asset Management Plan software.

Ms. Silk questioned line 1-42200.740 Machinery & Equipment and what a Blitz Nozzle is.

Chief Morrill replied that it is a nozzle that would not have to be manned.

Ms. Silk questioned the cost.

Chief Morrill replied \$7,200 for two.

➤ ***Public Safety Building***

Ms. Silk questioned line 1-42901.433 Machinery Maintenance.

Chief Morrill replied he provided an estimate as he will have to maintain the new heat/ac pumps annually and is not sure of the cost of that expense.

Chairman Murray stated line 1-42901.750 needs some back up information for the cabinets.

Ms. Silk questioned the priority of such request.

Mr. Owen noted the entire budget submittal was level funded and met the budget guidelines.

➤ ***Capital Outlay***

1-49609.731 Pave Fire Sub-station parking lot

Chairman Murray questioned if such is a phased project.

Chief Morrill replied it was original planned to be left as gravel, but in discussions with Mr. Ford he thought it may be helpful to resolve some drainage problems by paving the lot. He stated they will not know if the current upgrades have helped until spring and will always have problems inside of building.

Chairman Murray questioned how often the engine goes out.

Chief Morrill replied it averages twice a month; the biggest benefit to this station is the insurance rating.

1-49612.761 Chief's Command Vehicle (Car 1)

Chief Morrill stated he would like to replace Car 1 that has 75,000 miles, but instead of getting rid of it he would like to keep it to be used for the Duty Crew to do inspections rather than taking an engine to do such.

Chairman Murray questioned which one has a priority.

Chief Morrill replied he would rather replace Car 1 and provide a more economic vehicle for the Duty Crew inspections as well as wear and tear on an engine. He noted although the vehicle has 75,000 miles it has a lot more motor time.

➤ ***Electric Distribution & Generation***

Barry Muccio joined the Board for discussion.

Administration

Chairman Murray questioned the increase in line 3-43410.114 Hourly Wages.

Mr. Muccio replied such is due to providing standby coverage for power outages with some issues that arose at Central Dispatch.

Chairman Murray questioned the overage in line 3-43410.311 Consultants.

Mr. Muccio replied that was due to the contract negotiations and is the same with the legal line.

Chairman Silk questioned line 3-43410.410 Electricity.

Mr. Muccio replied such line was missing the meter charges last year.

Ms. Silk questioned line 3-43410.625 Postage.

Mr. Muccio replied it reflects what has been spent.

Ms. Silk questioned line 3-43410.680 Safety Equipment and if they have a rotation schedule.

Mr. Muccio replied only on their gloves.

Chairman Murray noted line 3-43410.750 Furniture and Fixtures is missing back up for the chair.

Mr. Muccio replied such was submitted, but he would be sure it gets included.

Distribution

Ms. Silk questioned line 3-43420.430 Vehicle Maintenance expenditures.

Mr. Muccio replied they have been lucky so far this year as one vehicle's repairs were covered under warranty.

Ms. Silk questioned the increase in line 3-43420.630 Maintenance Supplies increase.

Mr. Muccio said it was increased based on usage. He noted the increase in line 3-43420.740 Machinery and Equipment is for a generator to use at on site locations to power customers when they work on lines, etc., and some ground protection mats for the truck to use at property locations instead of paying for lawn repairs.

Generation

Mr. Muccio noted that line 3-43430.410 Electricity has decreased due to a change in PSNH's interconnection & delivery services and they no longer can charge a fee.

Ms. Silk questioned the O & M service in line 3-43430.311 Consultants.

Mr. Muccio stated that such is for the water/oil separator wells at the former Power Plant and the Glendon Street Parking lot, but he has recently put that contract out to bid and the bids are due November 1st.

The Board decided to revisit that item after they receive bids for possible decrease.

Ms. Silk questioned line 3-43430.435 Building Maintenance.

Mr. Muccio replied they have had a lot of vandalism at the former power plant, broken windows, railing damage and graffiti.

Chairman Murray suggested getting a camera.

➤ *Capital Outlay*

3-49201.730 Armory Paving: Mr. Muccio noted some damage to the lot and discussed repairs with Mr. Ford who recommends a 4" base coat at which the current coat is 2".

Any Other Business

Mr. Owen provided an update for the Animal Control budget noting that Labor Counsel reviewed the proposal to pay Officers a stipend to cover animal control, but such would need to be covered in overtime. He stated the Chief of Police has withdrawn the proposal.

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

Member Chuck Storm moved the Wolfeboro Board of Selectmen to enter non-public session at 7:15 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 7:59 PM.

Chairman Murray stated the non-public session minutes of October 23, 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 Dave Senecal moved the Wolfeboro Board of Selectmen to adjourn at 8:00 PM. Member Sarah Silk seconded. Being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio

Recording Secretary