

**Wolfeboro Board of Selectmen  
Meeting minutes  
Approved  
October 24, 2011**

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

**Members absent:** None.

**Staff present:** Town Manager David W. Owen, Finance Director Pete Chamberlin, Tax Collector Brenda LaPointe, Town Clerk Pat Waterman, Library Director Cindy Scott, Director of the Libby Museum Lauren Hammond, Contract Assessor Dave Wiley and Recording Secretary Amelia Capone-Muccio.

Chairman Silk opened the meeting at 7:00 PM.

**Non-Public Session RSA 91-A: 3II**

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

**Budget Hearings**

***A. Assessing***

Dave Wiley joined the Board for discussion.

Mrs. Murray questioned the number of days in line 1-41503-114 from 253 to 261.

Mr. Chamberlin replied it has been done.

Chairman Silk questioned the Timber Cruiser.

Mr. Wiley replied they do not have one and doesn't feel a real need for one at this point. He stated they contact the State when they have the need for one.

Mrs. Murray stated line 1-41503-382 abatement processing is still high.

Mr. Wiley replied such is due to the re-valuation. He pointed out that line 1-41503-490 other property related services was moved to technology.

Mr. Chamberlin clarified that funds were removed from here previously and moved to Mr. Houseman's budget.

Mr. Wiley stated they need \$3,500 in this line for cartographics.

**Member Linda Murray moved the Wolfeboro Board of Selectmen to increase line 1-41503-490 other property related services to \$3,500. Member Chuck Storm seconded. Being none opposed, the motion passed.**

Chairman Silk questioned if they need to update 2010.

Mr. Chamberlin clarified that in 2010 it was paid out of the Technology budget, but in 2011 it was in this budget.

Chairman Silk questioned the number of file cabinets they bought this year.

Mr. Wiley replied they plan to purchase two more fireproof cabinets but are waiting to find out if the floor at Town Hall will support them.

## **B. Library**

Cindy Scott and John Sandeen, Library Trustee, joined the Board for discussion.

Ms. Scott provided a copy of their Budget vs. Actual expenditures and discussed the ways the Library is constantly looking for ways to save funds. She stated that they have had an increase for technology services and library programs. She stated the increases in her budget are due to switching from a single medical plan to a family and the heat & oil increases. She stated that the Library will continue with their merit increase program and the Trustees approved a 2% increase for the employees. She stated they provided a -1% budget increase as requested.

John Sandeen stated that in order to remain at the -1% they have provided a decrease in on books and periodicals of \$4,000 to cover the \$2,000 for merit increases.

Mrs. Murray stated that the Board is talking about only doing a 1% increase for non-union staff.

Mr. Sandeen replied that they based their decision on the variety of increases the town will be giving including the Union employees and felt that their approach is consistent with such.

Mrs. Murray questioned if the town has received the new insurance rate.

Mr. Owen replied that his Secretary is working on the updates as it varies based on what insurance plan, but overall it looks like a 5.7% increase.

Chairman Silk questioned line 1-45500-350 medical services.

Ms. Scott replied she knows she has an employee leaving next year and will need the funds for medical expenses.

Mrs. Murray questioned line 1-45500-410 electricity and if such is based on usage.

Ms. Scott replied yes.

Chairman Silk questioned the two prices in 1-45500-411 heat & oil.

Mr. Chamberlin clarified that part of it is for the contract to August the rest is based on new rate.

Mrs. Murray questioned line 1-45500-434 office equipment.

Ms. Scott replied they are now part of the lease program for their new copier and needs maintenance for such.

Chairman Silk questioned line 1-45500-740 machinery & equipment.

Mr. Sandeen replied those funds were transferred to other materials.

Chairman Silk questioned line 1-45500-820 professional development and the overage.

Ms. Scott replied they had three employees attend the conference.

### ***C. Town Clerk***

Pat Waterman joined the Board for discussion.

Brenda LaPointe stated Ms. Waterman was recently recognized by the Town Clerk's Association for her years of service of 40 years.

Ms. Waterman provided her revenues to date of \$929,511.69.

Chairman Silk questioned the number of elections for the year.

Ms. Waterman replied 4 plus the Deliberative Session.

Chairman Silk questioned the increase in line 1-41401-341 telephone.

Ms. Waterman replied such is based on usage.

Mrs. Murray questioned the increase in line 1-41401-380 outside services by the Town Manager.

Ms. Waterman replied such is due to the town ordinances codes/updates.

### ***D. Tax Collector***

Brenda LaPointe joined the Board for discussion.

Mrs. Murray questioned the folder stuffer machine in line 1-41504-434 office equipment and if such is needed now that they outsource the billing.

Mrs. LaPointe replied that it still gets some use, mostly from other departments.

Mrs. Murray questioned line 1-41504-550 and if they provide the envelope and bills.

Mrs. LaPointe replied the company purchases stock which is an extra charge.

Mr. Owen questioned if the postage rate increase would affect her budget.

Mrs. LaPointe replied she does not expect it to be large enough to add more funds as they use a bulk rate.

Chairman Silk questioned the increase in line 1-41504-810 travel & meetings.

Mrs. LaPointe she was notified of the cost for her conference after she prepared her budget, noting an increase this year.

## **E. Technology**

### **➤ Tax Collector Reinstatement items**

#### **1-41990-425 computer maintenance \$ 13,582 & 1-41990-440 leases \$ 4,990**

Mrs. LaPointe stated her last computer upgrade was 2003 and is requesting to upgrade the software in order to expand their services to e-billing and online account viewing.

Mrs. Murray questioned adding “stuffers” to the bills and understood it was due to a software problem.

Mrs. LaPointe replied that they have the ability to add “stuffers” at an additional cost. She noted they would be able to add “stuffers” to the online viewing of the bill. She also noted that there is current legislation to put tax billing online as a way to save on postage and by upgrading their system she would be ready for such if it passes.

Chairman Silk questioned the security.

Mrs. LaPointe replied that it is secure and the customer would need to sign up for the service with a password.

Mr. Senecal questioned if the customers would be notified of this.

Mrs. LaPointe replied they would.

Mrs. Murray stated she assumes this program has good firewalls and is well protected.

Mrs. LaPointe replied that yes, the company provides such services to numerous cities and towns around the country. She noted this system would work in conjunction with the meter upgrade program.

Chairman Silk questioned the amount for \$4,990.

Mr. Chamberlin replied that such is to lease the server to run the new software.

**Member Linda Murray moved the Wolfeboro Board of Selectmen to add the following reinstatement items to the Technology Budget line 1-41990-425 technology computer maintenance in the amount of \$13,582 and 1-41990-440 technology leases in the amount of \$4,990. Member Chuck Storm seconded. Being none opposed, the motion passed.**

Chairman Silk questioned line 1-41990-440 rentals & leases.

Mr. Chamberlin replied that this is the last year of the munismart lease.

Mrs. Murray questioned if they would be providing the specs for the laptop replacements.

Mr. Chamberlin replied they would and it would be standard business model laptops.

### **➤ Police Department Reinstatement item**

#### **1-41990-725 leases \$ 4,208**

Mrs. Murray questioned the age of the server.

John Burt, member of the Technology Committee, replied that this server was put together with parts and they can no longer get the parts for it and such needs to be upgraded.

Chairman Silk questioned if this is 1/3<sup>rd</sup> of the lease.

Mr. Chamberlin replied yes.

**Member Linda Murray moved the Wolfeboro Board of Selectmen to add the following reinstatement item to the Technology Budget line 1-41990-725 technology leases in the amount of \$4,208. Member Chuck Storm seconded. Being none opposed, the motion passed.**

➤ ***Town E-mail Reinstatement item***

**1-41990-425 computer maintenance \$ 8,050**

Chairman Silk stated she thought they already contracted with Metrocast.

Mr. Owen replied yes they have a 10-year contract with Metrocast.

John Burt replied that the purpose of this request is to increase the ability of the Departments to communicate with each other and file sharing.

Mr. Owen stated he understands Mr. Burt's point, but they already have the free service from Metrocast.

***F. Libby Museum***

Lauren Hammond joined the Board for discussion.

Chairman Silk questioned line 1-45891-117 part-time wages.

Ms. Hammond replied she adjusted the hours to fit her needs.

Chairman Silk questioned the changes to electric and water.

Mr. Owen replied they are based on what is used.

Mrs. Murray questioned the expenditure in line 1-45891-435.

Ms. Hammond replied that they will be finishing painting this year, but the front needs to be done again as it was not done well initially.

***G. Health Officer***

Mr. Senecal stepped down from discussion on this budget.

Mrs. Murray questioned line 1-44110-560 dues & subscriptions.

Mr. Senecal replied that sometimes the town of Ossipee pays for his travel, therefore he doesn't submit it.

#### **H. Executive**

Chairman Silk questioned line 1-41301-117 part-time positions an increase of \$8,928 for information booth staffing.

Mrs. Murray replied she feels such request is too much and suggested extending the season approximately two and half weeks for the tourist season, giving them 100 additional hours at \$900.

Mr. Senecal stated he is confused why the request is more than double the current funded amount.

Mrs. Murray replied it appears they are looking to cover the whole year.

**Member Linda Murray moved the Wolfeboro Board of Selectmen to line 1-41301-117 part-time positions in the amount of \$900 for 100 additional hours to staff the information booth at the Chamber of Commerce. Member Dave Senecal seconded. Being none opposed, the motion passed.**

Chairman Silk questioned the line 1-41301-140 overtime.

Mr. Chamberlin replied this is used for the clerical staff.

Chairman Silk questioned how a part-time employee can get overtime.

Mrs. Murray stated that they discussed this last year and they need to evaluate at what point a part-time position is getting more than 40 hours per week and the Town Manager needs to look into this.

The Board agreed to revisit 1-41301-140 overtime.

Chairman Silk questioned line 1-41301-381 cable increase.

Mr. Owen replied they have a new contract with the cable company that includes an increase in the cable franchise fee.

Chairman Silk questioned the increase in the Capital Reserve.

Peter Pijoan of WCTV joined the Board and stated the January minutes of the Cable TV Advisory Committee state that Mr. Owen suggested an increase in the franchise fee to cover the needed equipment budget as they have a new studio but the school funding did not include equipment.

Mr. Owen stated that the franchise fee is revenue and they have already received \$10,000 which will be put into the Capital Reserve.

Mrs. Murray questioned if such is a pass through.

Mr. Owen replied that it is, but Wolfeboro's process is to come through the town budget.

Mrs. Murray stated that should be noted on the back up.

Chairman Silk questioned the bid for the Town Report this year.

Mr. Owen replied they have changed the bid specifications.

➤ **Milfoil**

Ken Marschner joined the Board and stated they had a stellar year with the DASH units and he provided a comparison by using the same contractor and same divers but increased the harvest from 368 gallons in 2010 to 690 gallons in 2011.

Chairman Silk questioned what he attributes the increase to.

Mr. Marschner replied the suction harvester is more productive. He noted they complied with the 1% less budget request and hopes to get some grant funding for next year.

**I. Finance**

Chairman Silk questioned if they would be bidding the Auditing Service contract.

Mr. Chamberlin replied they could.

Mrs. Murray stated it would be worthwhile to put it out to bid. She questioned the decrease in printing.

Mr. Chamberlin replied they have a good stock of checks at this point.

**J. Welfare**

Chairman Silk questioned line 1-44410-810 travel & meetings.

Mr. Owen replied the Welfare Director is going to a conference at the Local Government Center.

Mr. Bowers questioned if the rents are audited.

Mr. Owen replied the town adopts the Welfare Guidelines annually which includes such.

**K. Town Manager**

No discussion.

**L. Agencies**

The Board previously heard the presentations by the Agencies at their regular meeting on September 21, 2011.

Mr. Storm stated that the Red Cross has requested funding this year and as a national agency he feels there are on a larger fundraising source than the local services.

**Member Dave Senecal moved the Wolfeboro Board of Selectmen to remove line 1-44162-830 Red Cross in the amount of \$2,866. Member Sarah Silk seconded. Being none opposed, the motion passed.**

Chairman Silk stated she is not comfortable with the request from First Night.

Mr. Owen replied he believes this request should be under Economic Development as this is not a Social Service like the others.

**Member Sarah Silk moved the Wolfeboro Board of Selectmen to remove line 1-44179-830 First Night in the amount of \$1,000. Member Chuck Storm seconded. Being none opposed, the motion passed.**

#### ***M. Debt Service***

Mr. Chamberlin stated that line 1-47110-982 includes funding for \$5,000 for short term borrowing as they are cutting it close.

Mr. Bowers questioned if they could defer payments.

Mr. Chamberlin they do that when they can.

Mrs. Murray questioned why the Town Manager cut it.

Mr. Owen replied based on further discussions.

Mr. Chamberlin clarified this would be for \$1 million dollars for 30-days at 2.3%.

Mr. Bowers stated he would like to see them put that out locally as well.

#### ***N. Interfund Operating Transfer out***

No discussion.

#### **Other Business**

Mr. Owen stated there will be a dedication of the new flagpole in front of Town Hall tomorrow at 10:00 AM.

Being no further business for the Board, Chairman Silk entertained a motion to non-public session for the purpose of discussing collective bargaining.

**Member Dave Senecal moved the Wolfeboro Board of Selectmen to enter non-public session at 9:14 PM to discuss collective bargaining. Chuck Storm seconded. Roll call vote: Sarah Silk-yes, Dave Senecal-yes, Dave Bowers- yes, Chuck Storm-yes and Linda Murray-yes, the motion passed.**

The Board re-entered public session at 9:31PM.

Chairman Silk stated the non-public session minutes of October 24, 2011 were sealed by a 2/3<sup>rd</sup>'s vote as required by law.

**Member Dave Senecal moved the Wolfeboro Board of Selectmen to adjourn at 9:32 PM. Member Chuck Storm seconded. Being none opposed, the motion passed.**

Respectfully submitted,

**Amelia Capone-Muccio**



Recording Secretary