

**Wolfeboro Board of Selectmen  
2013 Budget Hearing  
Meeting Minutes Unapproved  
October 25, 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, Parks & Recreation Director Ethan Hipple 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**

➤ ***Culture & Recreation***

**Patriotic Purposes**

Jim Collins Adjutant & Finance Officer of the American Legion joined the Board for discussion and explained he is proposing a level funded budget. He noted with the passing of Jeff Adjutant, he is catching up on getting organized. He stated they have received some complaints regarding the flags and based on some research he will be changing the sizes of the flags.

Ms. Silk questioned the location of the 3 x 5 flags.

Mr. Collins gave a detail of locations for flags, Brewster, the Public Library and cemeteries, etc. He gave the Board a brief over view of how they are working on increasing their membership.

Mr. Hipple noted no change in the request for the fireworks and an increase in portable toilets during the Independence Day celebrations.

**Administration**

Ms. Silk questioned line 1-45201.341 telephone and if Metrocast provided internet for free at Parks & Recreation.

Mr. Owen replied no, they did not agree to provide additional locations for free.

Chairman Murray commented that the brochure is great and provides more information than just the programs, but questioned high-lighting a non-profit and if they would change that in each brochure.

Mr. Hipple replied that the brochure was designed to provide information beyond their programs and it is just the way it worked out for that brochure. He noted they are printing more brochures.

Chairman Murray noted the back up for a chair in line 1-45201.750 Furniture & Fixtures will need to be provided.

Ms. Silk questioned the increase in line 1-45201.820 Professional Development.

Mr. Hipple replied it is for CPRP for himself and the assistant. He noted there is a one-time fee in this line and then it will just be keeping up with it for the future.

### **Maintenance**

Chairman Murray questioned the part-time wages for Carry Beach.

Mr. Hipple provided a detail of how he proposed to cover overages in his budget due to taking on additional spaces for maintenance. He made some cuts to the aquatics program and explained that cutting the lifeguards at Carry Beach would provide him with a budget decrease, but would still allow the public to use the beach.

Chairman Murray stated she is against cutting the lifeguards from Carry Beach as such is a safety issue. She stated that it cost \$43,000 to provide lifeguards last year and feels he could provide the same service in the \$47,000 in this budget.

Mr. Hipple replied that he typically budgets from June 3<sup>rd</sup> to Labor Day, but the season is sometimes cut short as lifeguards are usually College students and need to leave for school. He stated this past year the only Beached staffed during Labor Day was Brewster Beach.

Mr. Bowers questioned if they have ever had any incidents at the beaches.

Mr. Hipple replied in his time, he has only one documented rescue. He noted the lifeguards do maintenance at the beaches like clean the beach daily as well.

Ms. Silk questioned the increased mowing at the parks.

Mr. Hipple replied they are having trouble keeping up with the re-growth.

Ms. Silk stated she would like to keep the lifeguards in the budget. She stated that she feels he should not be penalized for taking on more maintenance of areas that were donated to the town. She would prefer to see a decrease somewhere else, not in the lifeguards.

Chairman Murray questioned how much is needed to add the lifeguards back in. She feels if they were going to cut the budget, it should have been in the Ski budget.

Ms. Silk stated she would rather cut the mowing, rather than the lifeguards.

Mr. Hipple replied they have a hard time keeping up with added maintenance and will need extra hours to keep up the added planting beds downtown.

Mr. Senecal agrees the Town needs more maintenance and would like to leave the budget as is, but put the lifeguards back in.

Ms. Silk questioned line 1-45202.380 Outside Services, the fertilizing.

Mr. Hipple explained it is for three applications.

Chairman Murray stated that in recent discussions with the Milfoil Committee regarding the re-growth, they question fertilizing Foss Field and maybe they should hold off on doing it in that area.

Mr. Hipple replied he would get the amount for that section.

Chairman Murray questioned if he could provide his vehicle maintenance records for backup.

Mr. Hipple replied he would.

Ms. Silk questioned line 1-45202.435 Building Maintenance, the Plexiglas repairs.

Mr. Hipple replied it is to make repairs to the kiosks downtown.

Ms. Silk questioned line 1-45202.440 Rentals & Leases, the contribution to the Nick.

Mr. Hipple replied such is included in the program fee. He noted the increase in line 1-45202.630 Maintenance Supplies, is due to increased need for dog waste bags.

Chairman Murray questioned if line 1-45202.650 Grounds Keeping Supplies is where the increase for the additional flower beds downtown are reflected.

Mr. Hipple replied it is.

Chairman Murray questioned back up for line 1-45202.710 Land Improvements for picnic tables.

Mr. Hipple replied they make their own.

Chairman Murray questioned the a/c unit in line 1-45202.740 Machinery & Equipment.

Mr. Hipple replied such can be removed from this line and he provided some updated information to purchase a construction trailer. He stated that the building the maintenance staff uses for their office and lunchroom had some issues with smell and he had it tested and discovered high levels of airborne mold at seven times the acceptable level. He is proposing to tear this building down immediately and replace it with a temporary construction trailer as there is a Warrant Article to propose to build a new Maintenance Facility. He stated this would cost \$700 for the rest of this year and \$2,100 for nine months next year.

Chairman Murray suggested including the total year for next year's budget because it is unknown if the Warrant Article will pass and they will still need a building.

**Member Sarah Silk moved to add \$2,677 to line 1-45202.440 Rentals & Leases to \$2,677. Linda Murray seconded. Members voted and being none opposed, the motion passed.**

Mr. Hipple noted he will have the Public Works Department tear it down immediately.

**Member Linda Murray moved to remove \$300 for the a/c unit from line 1-45202.740 Machinery & Equipment. Chuck Storm seconded. Members voted and being none opposed, the motion passed.**

### **Beaches**

Chairman Murray stated they need to add the lifeguards back to line 1-45203.117 Part Time Wages and questioned if they have a waiting list.

Mr. Hipple replied they do for certain programs.

Ms. Silk questioned line 1-45203.341 telephone.

Mr. Hipple replied the five year average is \$1,335, but does not include the landline for Carry Beach.

**Member Chuck Storm moved to change line 1-45202.341 Telephone to \$900. Sarah Silk seconded. Members voted and being none opposed, the motion passed.**

Ms. Silk questioned line 1-45202.431 Grounds Maintenance and if it includes the cost of a permit for adding sand.

Mr. Hipple replied it does not, he does not know that cost.

Chairman Murray questioned if the cost of T-shirts for sailing in line 1-45202.830 Programs should be in the revolving funds as it is an in/out cost.

Mr. Hipple replied the cost of the program does not include the shirt he would need to increase the program cost cover the shirt.

Chairman Murray stated that the program fee should cover the shirt.

**Member Sarah Silk moved to add \$1,215 to line 1-45202.830 Revolving Funds for sailing tees. Chuck Storm seconded. Members voted and being none opposed, the motion passed.**

### **Ski/Skate**

Chairman Murray noted this budget only includes the ski budget now.

Mr. Hipple replied yes, the skating budget has been moved to the Pop Whalen budget.

**Member Sarah Silk moved to change the name of the Ski/Skate Budget to Abenaki (1-45204). Chuck Storm seconded. Members voted and being none opposed, the motion passed.**

Ms. Silk questioned if the ski patrol is two weeks less.

Mr. Hipple replied it is not, it is the way it is calculated because they have some that are volunteers. He provided the Abenaki Revenue back to 2007 showing an increase in revenue every year since then.

Chairman Murray questioned establishing a Capital Reserve Fund for the Abenaki Snowmaking maintenance and suggested Mr. Owen add that to the Board's discussion for Warrant Articles.

Mr. Hipple noted line 1-45204.433 Maintenance will be over this year.

Chairman Murray questioned line 1-45204.830 Programs and if the Winter Triathlon covers its expenses.

Mr. Hipple replied no.

### **Hockey Rink**

Mr. Hipple noted an increase in rates in this budget.

### **Playground**

**Member Sarah Silk moved to change the name of the Playground Budget to Programs (1-45206). Dave Bowers seconded. Members voted and being none opposed, the motion passed.**

Chairman Murray questioned line 1-45206.410 Electricity and the money for the Glendon Street parking lot lighting.

The Board determined such lighting should be in the Public Works budget to be consistent with other lots.

Mr. Hipple noted that the TRAC club has requested a portable toilet at Mast Landing because people are using the bushes. He stated such would cost \$400.

**Member Chuck Storm moved to add \$400 to line 1-45206.440 Rentals & Leases for an additional portable toilet at Mast Landing. Dave Bowers seconded. Members voted and being none opposed, the motion passed.**

Chairman Murray questioned line 1-45206.820 Professional Development.

Mr. Hipple replied it is for the day camp instructors.

### **Building**

Mr. Owen noted an error in line 1-45206.410 Electricity and it should be \$600.

Ms. Silk questioned line 1-45206.435 Building Maintenance.

Mr. Hipple replied they plan to do the side with the new lot and the tower with a plan to have it all repainted by 2013.

### **Clark House**

Chairman Murray questioned line 1-45892.435 Building Maintenance.

Mr. Hipple replied that they have some problems with electrical systems and it needs a new box.

### **Pop Whalen**

Chairman Murray questioned if the skating lessons are in this budget.

Mr. Hipple replied they should be included here.

Chairman Murray noted summer salaries should be included as well.

Mr. Hipple replied he would update it to reflect both.

Chairman Murray questioned line 5-45890.435 Building Maintenance.

Mr. Hipple replied it's for maintenance to the building.

Chairman Murray questioned where the Zamboni is stored.

Mr. Hipple replied in the rink, but the gas one is stored in the shed.

Mr. Storm suggested seeing if the gas one could be converted to propane.

Chairman Murray questioned how they get the Zamboni to Foss Field.

Mr. Hipple replied a local contractor donates his services to haul it there.

Chairman Murray noted line 5-45890.720 Buildings needs back up information for the corrosion control.

### **Cemeteries**

Ms. Silk questioned what the evening staff does.

Mr. Hipple replied it is staff that works 4 days a week from 3:30 PM to 7:30 PM doing maintenance with the same equipment used during the day.

Ms. Silk questioned line 1-41950.650 Grounds keeping Supplies.

Mr. Hipple noted a one-time purchase for the mower last year, but noted a recoding change too.

### **➤ *Capital Outlay***

#### **1-49606.710 Middleton Road Cemetery**

Mr. Owen noted that this project has been split into three phases vs. two phases based on priority.

Mr. Hipple stated it has been logged, stumped and the driveway has been put in. He proposes to construct the road and add some ornamental trees at \$40,150.

#### **1-49610.732 Foss Field Irrigation \$6,000 (priority #6)**

#### **1-49611.733 Abenaki Ski Lodge Design (priority #2)**

Mr. Hipple stated the Friends of Abenaki have committed to raise half of the funds for a lodge, but they need a design. He stated that Vaughn Dugan has offered a reduced rate for her services to provide such design. He stated that based on the use of the facility they have outgrown the space and it is another example of a public/private partnership.

Chairman Murray questioned how the ski rental program went last season.

Mr. Hipple replied to be a part of Ski NH, they needed to offer rentals and, although it was not a big revenue maker, it was used.

**1-49611.734 Pine Hill Cemetery Survey \$3,500 (priority #5)**

Mr. Owen stated the survey done to take over the parcel was only the metes and bounds. They need a more detailed survey to determine what is inside the cemetery and if there are any lots available.

**1-49611.760 Zero-Turn Mower \$ 10,538 (priority #4)**

Mr. Hipple stated the department is seeking to trade in the current mower to get a commercial zero turn mower to increase the speed they can cut the grass. He noted this would be the same type of mower all the landscaping companies use.

Chairman Murray stated they need to have the current mower's year and trade in value included in the information.

**1-49611.762 Rescue Snowmobile \$8,500 (priority #3)**

Mr. Owen stated this has been a request that has been made since 2007 (except last year) and the time has come to replace the current sled that is constantly breaking down. He stated this is a safety issue as they cannot use ATV that has tracks to tow a rescue sled. He stated they have lowered the amount of the request to purchase a newer used model.

**Any Other Business**

Mr. Owen stated the Board received one bid for the replacement of the Town Hall windows from Pella Windows and Doors at \$54,351. He noted they put this proposal out in two newspapers as well as sent requests to three manufactures.

**Member Chuck Storm moved the Wolfeboro Board of Selectmen to accept the bid for replacement windows at Town Hall from Pella Windows and Doors at \$54,351. Member Sarah Silk seconded. Being none opposed, the motion passed.**

Mr. Owen stated the Board also only received one bid for the Radio Communications Tower at \$63,465 and a letter from another bidder explaining why they did not bid due to licensing and bid specifications. He stated he is referring such to the consultant who drafted the bid for review.

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

**Member Sarah Silk moved the Wolfeboro Board of Selectmen to enter non-public session at 8:48 PM to discuss personnel. Chuck Storm 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 8:55 PM.

Chairman Murray stated the non-public session minutes of October 25, 2012 were sealed by a 2/3<sup>rd</sup>'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 8:56 PM. Member Sarah Silk seconded. Being none opposed, the motion passed.

Respectfully submitted,

**Amelia Capone-Muccio**

Recording Secretary