

WOLFEBORO BUDGET COMMITTEE
Work Session – Budget Review Meeting
November 10, 2009
Minutes

Members Present: John MacDonald, Chairman, Scott Smith, Vice-Chairman, Marge Webster, Selectmen's Representative, John Burt, Robert Moholland, Ned Giroux, Brian Black, Members.

Members Absent: Allan Bailey, Jim Eisenhower, Harold Parker, Members. (Please note these members are excused).

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, David Ford, Director of Public Works, Lee Ann Keathley, Secretary.

Chairman MacDonald called the meeting to order at 5:32 PM in the Wolfeboro Public Library.

HIGHWAY & STREETS

➤ **ADMINISTRATION**

John MacDonald questioned the new position of Assistant Director of Public Works.

Dave Ford stated the department faced the potential loss of one of its most valuable employees and had to counter measure an offer from another community; noting he met with the BOS and the BOS voted to meet the offer and give Scott Pike a promotion to Assistant Director of Public Works; assisting him in the operations of the department. He stated Mr. Pike's salary will be split between the water, sewer and administration budgets.

Dave Owen stated Mr. Pike had a job offer in the Town of Meredith and the BOS decided not to lose the experience and expertise Mr. Pike has; noting he adds a lot to the organization.

John MacDonald questioned whether such would become the policy of the BOS to try to keep employees by giving them more pay.

Dave Owen stated it was not a policy change rather, an action taken by the BOS at the request of Mr. Ford.

Marge Webster stated it would have cost the Town more than what was given to Mr. Pike to hire someone with his credentials and experience. She stated it has not become policy rather; each employee would be evaluated individually.

Dave Ford stated Mr. Pike has a certification that is not replaceable; Grade III Treatment, Grade III Distribution; noting such is the reason why the Town of Meredith still has not filled the position.

Brian Black stated the BOS' minutes reflected a vehicle request for the position.

Dave Ford stated the vehicle was proposed however, the BOS did not recommend the funding of such.

John MacDonald questioned part time wages.

Dave Ford stated such includes a summer intern (UNH Intern) and a part time worker, Jim Heald, whose hours have been expanded during the summer months through fall (primarily working for Highway). He stated the intern hours were increased from 25 to 38 hours and the summer worker hours were increased from \$6,960 to \$9,600.

John Burt stated there has been a considerable increase in several areas of the entire 2010 budget; noting the expansion of hours / pay appear to be elective and requested the Committee revisit such at a future time, not only in the Public Works Department but, in other departments as well. He recommended keeping the hours the same as last year.

Dave Ford stated hours equate to level of service and the department is trying to pay more attention to public requests of services.

Referencing 43110.810, Travel & Meetings, John MacDonald questioned the location of the National Convention.

Dave Ford replied Boston.

John MacDonald stated there would be no need for \$500 for flight.

It was moved by John MacDonald and seconded by John Burt to decrease 43110.810 Travel & Meetings by \$250; specifically decrease flight from \$500 to \$250. All members voted in favor. The motion passed.

Marge Webster requested "flight" be changed to "travel".

John Burt stated line item 725, Computer Hardware, has been consolidated; noting the technology committee has stated that all the IT equipment should be put together in one line item. He stated he doesn't agree with such because it doesn't reflect costs associated with running each department therefore, requested review of such when the Committee reviews the IT portion of the budget.

John MacDonald questioned the rationale for such.

Dave Owen stated the Information Systems Advisory Committee recommended the Town develop an information technology budget for the Town rather than have the items scattered throughout the budget in order to readily identify the information technology needs of the Town. He stated such would also benefit the procurements of such.

Pete Chamberlain stated departments have not budgeted for maintenance or repairs of the hardware.

➤ **HIGHWAY & STREETS**

John Burt noted a 6.6% increase in the hourly wages line item.

Dave Ford stated such is related to salary adjustments as part of the recommendations of the Pay & Classification Study.

Scott Smith questioned whether there is an agreement in place with the bargaining unit and questioned the expiration of such.

Dave Owen replied yes, expiration being the end of November 2010.

Scott Smith stated it appears the increase is due to the union contract funded by the voters.

Referencing the split position, Dave Ford stated it has been changed from a 5/12 position to a 6/12 position.

John Burt verified the 2009 figures included the contract figure.

Dave Ford stated as part of the contract, the Union had to give back benefits; noting a decrease in the 200 series.

Robert Moholland questioned what the insurance was decreased to.

Dave Owen stated it was reduced from 96% to 93% and the cost driver has been changed from the Comp 100 plan to the Matthew Thornton HMO.

John Burt questioned Outside Services.

Dave Ford replied such includes road line painting, snow pickup, guard rails (to be kept as a yearly maintenance item), tree cutting, pavement crack sealing, beaver removal and catch basin cleaning.

Ned Giroux questioned beaver removal.

Dave Ford stated beavers create flooding of culverts and road wash outs; noting such is regulated by Fish & Game however, the Town is responsible for the removal of the beavers.

Scott Smith questioned street lighting.

Dave Owen stated the electric rates were increased last year by 60%; however, such was not factored into the street lighting budget. He stated the Electric Department charges the Department of Public Works; noting the lights are not metered.

Referencing Safety Equipment, John MacDonald questioned the purchase of 70 safety vests.

Dave Ford stated the number equates to 7 vests per employee. He stated the Solid Waste budget also reflects the purchase of boots for the split position employee.

It was moved by John MacDonald and seconded by John Burt to decrease 43120.680 Safety Equipment by \$450 (specifically decrease \$100 for work boots, \$350 for safety vests). John MacDonald, Scott Smith, John Burt, Robert Moholland, Brian Black voted in favor. Ned Giroux, Marge Webster opposed. The motion passed.

John Burt questioned whether safety gear could be separated out from uniforms.

Dave Ford stated the uniforms could be placed under leases.

Scott Smith questioned whether uniforms are required to be a negotiated benefit.

Dave Ford replied no, that such was the opinion of one selectman. He stated it is his opinion that it does not have to be a negotiated benefit.

Scott Smith questioned what authority Mr. Ford would have to enforce the employees to wear the uniforms. He stated he is not opposed to uniforms however, questioned whether such is required to be a negotiated benefit such as boots and if not, and the uniforms are provided, the employees must be required to wear the uniforms.

Dave Ford stated he believes the language in the Union contract allows the Town to place such in the budget.

Ned Giroux questioned whether the employees are agreeable to wearing uniforms.

Dave Ford replied yes.

Referencing 43120.630, Maintenance Supplies, Scott Smith questioned whether the salt contract is under contract and with whom.

Dave Ford replied yes, Granite.

John Burt requested back up information for 43120.740 Machinery & Equipment; noting none was provided.

➤ **GARAGE**

John MacDonald questioned part time wages.

Dave Ford stated the position is related to hiring a temporary mechanic to help with inspection of all Town vehicles during the month of March.

John MacDonald questioned medical services and whether a new hire is anticipated for 2010.

Dave Ford stated he anticipates the retirement of Jim Butler.

Ned Giroux questioned the decrease in telephone; noting that it appears as though the budget will be fully expended in addition to a notation stating that many vendors eliminated 800 numbers which would increase the cost. He questioned how such would be monitored to bring the cost below what has been expended this year. He stated lines may have been eliminated however, the volume of calls have not decreased.

Dave Ford stated the Town has a town wide contract and it had been determined that the Town was paying for a line not being used.

Dave Owen stated several lines were eliminated in the Public Works Department and Parks & Recreation Department, including cell phones.

It was moved by Ned Giroux and seconded by Marge Webster to increase 43191.341 Telephone from \$700 to \$1,031.00.

Discussion of the motion:

John Burt requested detail relative to the savings on each line.

Dave Owen stated the budget request reflects the savings.

Dave Ford stated the notation regarding the vendors should have been removed as it was the justification for the 2009 budget request. He stated he is of the understanding that \$700 would be sufficient.

Ned Giroux withdrew his motion. Marge Webster withdrew her second.

John Burt questioned the number of cell phones throughout the Town.

Pete Chamberlain stated he would retrieve the information.

Scott Smith questioned the increase in Machinery & Equipment; questioning whether the items are new or replacement items.

Dave Ford replied both and stated the new mechanic has identified deficiencies within the department and the need for specific equipment.

John MacDonald questioned whether the tire balancer could be used for the larger vehicles / trucks or if it could only be used on cars.

Dave Ford stated he is unaware and would retrieve the information.

Ned Giroux questioned Professional Development; noting year to date expenditure being \$0 however, an increase has been requested (\$300 to \$500).

Dave Ford anticipates the new employee would attend trainings.

It was moved by Ned Giroux and seconded by John Burt to decrease 43191.820 Professional Development from \$500 to \$250.

Discussion of the motion:

Brian Black questioned whether the new mechanic has the ability to perform advanced vehicle procedures other than oil and tire changes.

Dave Ford replied yes.

Scott Smith stated the cost is minor and provides the opportunity for new staff to participate in trainings.

It was moved by Ned Giroux and seconded by John Burt to decrease 43191.820 Professional Development from \$500 to \$250. Ned Giroux, Robert Moholland, John Burt voted in favor. John MacDonald, Marge Webster, Brian Black, Scott Smith opposed. The motion failed.

Dave Owen stated the Town has received very good reviews from various Town departments since the new mechanic was hired.

➤ **BUILDING & GROUNDS**

Scott Smith questioned Consultants; noting \$0 budget for 2009 however, year to date expenditures reflect \$3,000.

Dave Ford stated such is related to architect fees required by ADA design for the dock at the Railroad Station.

Scott Smith questioned Dockside parking lot investigation in the amount of \$4,000.

Dave Ford stated the area is a fill area; noting issues with sinkholes. He stated a geotech engineer would evaluate the area with test pits and borings. He stated it is not critical and the investigation would be used as a planning tool.

John MacDonald questioned whether such is noted on the CIP.

John Burt replied no.

It was moved by John MacDonald and seconded by Ned Giroux to decrease 43192.311 Consultants (Dockside parking lot investigation) from \$4,000 to \$0.

Discussion of the motion:

Ned Giroux questioned how the \$4,000 was retrieved.

Dave Ford stated he estimated the figure based on past experience with consultants; noting he does not have a proposal to support the request.

John Burt stated he supports the request.

Brian Black stated the results of the study could potentially lead to a major project and questioned whether the Town should undertake such at this time.

Dave Ford stated it is easier to define the scope of a project for the CIP and BOS if he had the results from the investigation.

Ned Giroux stated he would prefer to have a cost estimate and back up from a consultant.

Scott Smith stated it would be unfortunate to pay for the beautification of dockside prior to evaluating the infrastructure issue and recommended a proposal be developed and submitted. He stated it is reasonable for the Committee to request Mr. Ford to provide further detail; he requested the Committee revisit such.

John MacDonald withdrew his motion. Ned Giroux withdrew his second.

Dave Ford stated he had originally proposed adding one full time employee and two part time employees to undertake janitorial and maintenance of Town buildings (including Downtown trash pickup) however, the positions were removed by the BOS.

SANITATION

➤ SOLID WASTE DISPOSAL FACILITY

John MacDonald questioned the change in hours at the facility.

Dave Ford stated the BOS have approved winter hours for the facility; closed Wednesdays and Thursdays and extended hours on Sunday.

Marge Webster noted a savings of \$4,000.

Dave Ford stated the operating hours were reduced however, man hours were not reduced.

John Burt asked why.

Dave Ford stated there is a continued need for employees to perform tasks such as recycling regardless of whether the facility is closed; noting the savings are related to electricity and heat.

It was moved by John MacDonald and seconded by Ned Giroux to decrease 43240.680 Safety Equipment from \$3,915.00 to \$3,815.00, specifically boots in the amount of \$100. All members voted in favor. The motion passes.

Dave Ford stated the department's budget, as a whole, has an increase of only .9% of which \$60,000 is due to salary or union agreements. He stated the total net increase is only \$24,000 for a \$2.7 million budget.

The Budget Committee has determined to revisit the following;

- Highway & Streets, 43120.740; request back up
- Garage, 43191.740, Machinery & Equipment; tire balancer – questioned whether it can be used on larger vehicles / trucks in addition to cars
- Building & Grounds, 43192.311, Consultants, Dockside parking lot investigation; requested further detail / proposal and back up
- Public Works Department budgets; separate uniforms from safety equipment (to be placed under leases)
- Public Works Department budgets; review Union contract relative to uniforms
- Inventory of number of cell phones
- Expansion of hours / pay for employee positions (including Highway, 43110.117, Part Time Wages, specifically Public Works Intern and summer worker)
- Computer Hardware, 725 line item

It was moved by John Burt and seconded by Robert Moholland to adjourn the November 10, 2009 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for November 12, 2009 at the Community Center @ 5:30 PM.

There being no further business before the Committee, the meeting adjourned at 7:06 PM.

Respectfully Submitted,

Lee Ann Keathley

*****Please note these minutes are subject to approval and amendments at a later date.***