

**WOLFEBORO BUDGET COMMITTEE**  
**Work Session – Budget Review Meeting**  
**November 12, 2009**  
**Minutes**

**Members Present:** John MacDonald, Chairman, Scott Smith, Vice-Chairman, Marge Webster, Selectmen's Representative, John Burt, Ned Giroux, Allan Bailey, Jim Eisenhower, Harold Parker, Members.

**Members Absent:** Robert Moholland, Brian Black, Members. (Please note these members are excused).

**Staff Present:** Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Phil Morrill, Fire Department, Lee Ann Keathley, Secretary.

*Chairman MacDonald called the meeting to order at 5:31 PM at the Community Center.*

**PUBLIC SAFETY**

➤ **EMERGENCY MANAGEMENT**

Referencing Supervisory Salaries, John MacDonald questioned why the BOS increased the salary from \$1,030 to \$2,330.

Dave Owen stated Mr. Morrill has been requesting in previous years additional compensation for his duties as Emergency Management Director and the BOS agreed, partially, to put money towards such.

Phil Morrill stated he had requested an additional \$2,600; noting the BOS approved half. He stated he works at night and on weekends; noting he doesn't give proper attention to the department because he separates his responsibilities as Director from his responsibilities as Fire Chief.

John Burt questioned what other elements of Town government have been tasked to provide him in response planning for emergencies.

He stated there was an Emergency Response Committee that consisted of 13 members however, not much was getting accomplished therefore he volunteered to write the draft Operations Management Plan. He stated the plan has been given to the chairman of the Committee however, has not been taken to the BOS for approval; noting the plan includes all Town departments and all members of the Town in the event of an emergency. He stated several departments were provided sections of the plan for review and comment.

Referencing General Operating Supplies, Jim Eisenhower questioned the allocation of \$1,900 for 2009.

Phil Morrill stated such was for the purchase of a printer for the laptop and general operating supplies; noting there is approximately \$200 left in the overall budget.

Allan Bailey questioned central purchase for all departments; questioned whether there should be a purchase agent for such.

Dave Owen stated the hiring of a purchase agent would include another salary however, noted the Town currently purchases office supplies through WB Mason in which they have extended a deal that they will match any other company's price.

Allan Bailey questioned whether staff goes through the process of comparative shopping.

Dave Owen replied yes; noting the procurement policy requires departments to retrieve 3 prices for costs between \$1,000 and \$10,000. He stated he reviews all purchase orders.

Allan Bailey stated his comment applies to generalizing all the mechanics of the Town of Wolfeboro from office supplies to computers.

Jim Eisenhower questioned whether there is a State bid.

Dave Owen replied yes, however noted that State bid prices are not always the lowest. He stated the departments review the State bid prices for vehicles and computers.

Allan Bailey questioned whether all departments can communicate to each other.

Dave Owen replied yes, except for the Welfare Department; noting a computer has been requested in the budget.

John MacDonald questioned Machinery & Equipment.

Phil Morrill stated he intends to purchase a folding table, portable shelter, GPS unit and digital camera.

Jim Eisenhower stated the grand total shows a 0% increase however, noted there is a 42% increase in the budget.

Phil Morrill stated the budget should reflect a percentage increase due to the increase in salary. He stated the new truck is in service; noting the department currently has 3 engines, 1 ladder, utility and ancillary equipment.

John MacDonald questioned the next replacement.

Phil Morrill replied 2013 to replace old Engine 1.

Jim Eisenhower questioned who services the vehicles.

Phil Morrill replied the Town, Irwin Ford or Lakes Region Fire Apparatus.

### ***Capital Outlay***

#### **Fire Hose Replacement, 49609.740; \$14,000**

Phil Morrill stated such would replace half of what is needed (2,000'); noting its 5" standardized hose. He stated the hose is tested annually.

Scott Smith questioned the standard life of such.

Phil Morrill replied approximately 10 years; noting the current house was purchased in 1993/1994.

**Public Safety Building Study, 49611.720; \$15,000**

Phil Morrill stated he has been requesting the study for 6 years; noting the proposal was submitted by Shawn Bergeron and would determine whether expansion could occur on site or whether they should be looking for land.

Scott Smith verified the intent of the study is for expansion.

Dave Owen stated the request is to identify expansion needs and deficiencies.

Marge Webster stated the BOS would like an assessment of all Town facilities.

Jim Eisenhower questioned whether this study / assessment would be included in the warrant article for all the Town facilities.

Phil Morrill requested the study be left in the individual budget rather than placing it in a warrant article; noting such was done last year and the warrant article failed.

Dave Owen stated the article is in draft form; noting the BOS have not determined which facilities would be included or the scope of the article.

The Committee requested such be revisited once the BOS has determined the scope of the warrant article.

➤ **FIRE / RESCUE**

Phil Morrill stated the ambulance contract (new 4.5 year contract) and hydrant fee are two items of which he has no control over; noting a sizable increase in both.

John MacDonald questioned whether the department is at full staff.

Phil Morrill replied yes.

John Burt questioned any anticipated losses.

Phil Morrill replied no.

John MacDonald questioned which employees are union employees.

Phil Morrill stated the lieutenant and firefighters are part of the union however, the Chief, Deputy Chief and Administrative Assistant are not.

Jim Eisenhower questioned the significant increase in the ambulance contract.

Phil Morrill stated the prior price was not adequate for the department's requests for services (2 ambulances be available 24 hours per day).

Dave Owen stated the provider claimed he was losing money under the former agreement; noting the previous ambulance provider walked away from their contract and the current provider agreed to pick up the contract at the same cost for the balance of the term of the contract. He stated the provider plans to upgrade their ambulance fleet and purchase 2 new ambulances for the Town.

Jim Eisenhower questioned whether the process to renew the contract was an RFP process or negotiation.

Dave Owen replied negotiation. He stated the BOS gave him direction to negotiate with the current provider; noting he has not received any complaints or issues with the provider (unlike the previous provider).

Jim Eisenhower questioned whether the Town has any type of regulation regarding the bidding process.

Dave Owen stated the Town has a procurement policy however, the BOS voted to waive such and authorize the Town Manager to enter into direct negotiations with the current provider.

Marge Webster stated if the monetary figure is under \$5,000 there is no need to bid; noting the Board voted unanimously to support the negotiation of the contract.

John Burt questioned whether the old contract required 2 ambulances on 24 hour standby; noting the increase accounts for half of the total increase in the budget.

Phil Morrill replied yes, under the Stewart's Ambulance contract. He stated that prior to the contract being awarded, he reviewed contracts from other surrounding towns and the price was comparable.

Jim Eisenhower stated he believes there should have been an RFP process.

Referencing telephone, Ned Giroux questioned whether the line goes into central dispatch.

Phil Morrill stated such is related to the phones exclusively for the Fire Department.

John Burt questioned the number of phones.

Phil Morrill replied 8.

John Burt questioned new hire physicals for 4 people.

Phil Morrill stated such is for call members, if available.

John Burt questioned the number of call firefighters the department currently has.

Phil Morrill replied 9 however, anticipates the hire of another person; noting he would like to have 12.

John Burt stated he believes the physicals are not a part of the NFPA requirements.

Phil Morrill disagreed, stating the physicals are required by NFPA and required as part of the Town's job description which mandates such. He stated the department cannot mandate the person to pay for the physical.

Dave Owen stated personal health insurance will not pay for occupational health services.

John MacDonald requested the policy relating to such.

Jim Eisenhower questioned hydrant rentals; noting an increase of \$30,000.

Pete Chamberlain stated the calculation of such is obtained from the water budget (17% of that operating budget).

Allan Bailey asked who maintains the hydrants.

Phil Morrill stated the Fire Department does not maintain the hydrants.

Dave Owen replied the Public Works Department and stated one of the purposes of a municipal water system is to provide fire flow for the Fire Department. He stated the question becomes what cost is associated with such and what figure should be attributed to the Fire Department's budget; noting the BOS has been using a model based on National standards to determine that cost (noting such is generally 20%).

John Burt stated last year the calculation was 20% and this year it is 17%.

Dave Owen recalled the figure had been cut last year.

John Burt stated the cost should cover periodic flow testing of fire hydrants and questioned whether the department receives a report on such. He questioned whether a report has been submitted this year.

Phil Morrill stated he has been provided reports however, is unaware if he has received a report for this year. He stated he is aware that the flushing is being done and done properly.

John MacDonald questioned the breakdown of safety equipment.

Phil Morrill stated the department purchased 4 complete sets of turnout gear in the beginning of the year (each costs \$2,300). He stated he is taking an order for work uniforms for the remainder of the year.

John MacDonald questioned whether the uniforms are taken home and cleaned.

Phil Morrill replied no, the department received a federal grant for a washer and dryer for the turnout gear.

Referencing Books & Periodicals, Ned Giroux stated the line item has not been expended in two years and questioned the rationale for the 2010 request.

Phil Morrill stated such is currently over spent by \$50 however, the expenditure has not yet been posted.

Referencing the Thermal Imaging Camera, Scott Smith questioned whether such is a new request or a replacement item.

Phil Morrill replied new; noting the department currently has one.

Jim Eisenhower questioned Travel & Meetings.

Phil Morrill stated he did not attend the international meeting in Dallas this year however, intends to attend the convention in 2010.

John Burt noted an error in the percentage increase for the supervisory salary portion of the budget.

➤ **PUBLIC SAFETY BUILDING**

Referencing Office Supplies, Jim Eisenhower noted the funds have not been expended.

Phil Morrill stated he encumbered \$975 last week; noting such if for the one time purchase of copy paper for the Fire Department, Police Department and Central Dispatch.

### **WELFARE**

John Burt questioned Workers Compensation; noting the 2009 request being \$1,008 and the 2010 request being \$50.

Pete Chamberlain stated such was over budgeted.

Scott Smith stated the year to date expenditure is \$728.

Pete Chamberlain stated he would review such.

John Burt questioned Direct Assist - Rent and Direct Assist - Food; noting he believes the figures are too low. He stated Direct Assist - Rent should be increased to \$100,000.

Marge Webster agreed; noting the RSA states the Town will provide assistance. She stated \$100,000 is more accurate.

**It was moved by John Burt and seconded by Marge Webster to increase 44410.845 Direct Assist - Rent from \$90,000.00 to \$100,000.00. All members voted in favor. The motion passed.**

**It was moved by John Burt and seconded by Marge Webster to increase 44410.846 Direct Assist - Food from \$22,000.00 to \$24,000.00. All members voted in favor. The motion passed.**

John Burt questioned Direct Assist - Utilities; noting \$5,000 was allocated however, only \$717 has been expended.

Dave Owen stated the Town generally does not provide welfare assistance for utility services.

**It was moved by Ned Giroux and seconded by Harold Parker to decrease 44410.847 Direct Assist - Utilities from \$5,000.00 to \$2,500.00. Ned Giroux, Harold Parker, Jim Eisenhower, Allan Bailey, John MacDonald, John Burt voted in favor. Marge Webster, Scott Smith opposed. The motion passed.**

Ned Giroux asked what Direct Assist Other includes.

Dave Owen replied prescriptions.

John MacDonald questioned what is provided through Medication Bridge.

Marge Webster stated Medication Bridge applies to if a doctor will give a prescription for the medication and a person can get it; noting aid is also given for doctor's visits, emergency room visits, etc.

John MacDonald questioned whether the Welfare Director refers clients to other organizations.

Marge Webster replied yes.

## **OTHER BUSINESS**

The Committee scheduled the budget public hearing for January 7, 2010, 7 PM @ the library with a second public hearing scheduled for January 11, 2009, 7 PM at the library, if necessary.

Dave Owen distributed revised budgeting and Town Meeting schedule.

The Budget Committee has determined to revisit the following;

- **Fire & Rescue, 42200.350, Medical Services, new hire physicals; request NFPA policy that mandates such**
- **Public Safety Building Study, 49611.720; \$15,000; placement of such in Public Safety Building budget or in warrant article for the evaluation / study of Town facilities – revisit following the determination of the scope of the warrant article**
- **Welfare, 44410.260, Workers Compensation; 2009 request v. 2010 request**

**It was moved by Marge Webster and seconded by Ned Giroux to adjourn the November 12, 2009 Budget Committee meeting. All members voted in favor.**

*Budget Committee meeting scheduled for November 16, 2009 at the Wolfeboro Public Library @ 5:30 PM.*

*There being no further business before the Committee, the meeting adjourned at 6:43 PM.*

Respectfully Submitted,  
*Lee Ann Keathley*

Lee Ann Keathley

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