

WOLFEBORO BUDGET COMMITTEE
Work Session – Budget Review Meeting
November 16, 2009
Minutes

Members Present: John Burt, Acting Chairman, Marge Webster, Selectmen's Representative, Robert Moholland, Brian Black, Jim Eisenhower, Harold Parker, Members.

Members Absent: John MacDonald, Chairman, Scott Smith, Vice-Chairman, Ned Giroux, Allan Bailey, Members.
(Please note these members are excused).

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, David Wiley, Assessing Office, Barry Muccio, Electric Department, Pat Waterman, Town Clerk, Brenda LaPointe, Tax Collector, Rob Houseman, Director of Planning & Development, Lee Ann Keathley, Secretary.

Acting Chairman Burt called the meeting to order at 5:30 PM at the Wolfeboro Public Library.

GENERAL GOVERNMENT

➤ **EXECUTIVE**

Jim Eisenhower questioned the decrease to Part Time Positions by the BOS.

Dave Owen stated the BOS denied the request by the Chamber of Commerce for additional staffing; noting the BOS voted to allocate the same amount as last year.

Referencing Elected Officials, specifically the Budget Committee stipend, John Burt questioned the increase in such; noting the Committee had voted to decrease the line item the previous year by \$150.

It was moved by John Burt and seconded by Robert Moholland to decrease 41301.130 Elected Officials, specifically Budget Committee by \$150, from \$34,550.00 to \$34,400.00.

Discussion of the motion:

Marge Webster questioned the rationale for such.

John Burt stated no back up information is provided relative to the increase.

Pete Chamberlain stated there was an error in the calculation and the line item was under budget.

John Burt stated the Committee previously voted to reduce the amount. He requested Staff to review previous minutes relative to such.

John Burt withdrew his motion. Robert Moholland withdrew his second.

John Burt questioned the request for funding for Retirement; noting there shouldn't be such because there are no full time employees in the budget. Referencing Cable Channel, he questioned projected revenue.

Dave Owen stated the Town received a check in the amount of \$66,000 for 2009.

Referencing Miscellaneous Operating Expenses, Robert Moholland questioned what such includes.

Marge Webster stated such is for unexpected emergencies.

Robert Moholland noted it is significantly under expended.

John Burt noted the five year average as \$6,626.

Marge Webster stated the funds would be used to support the employee appreciation day the BOS voted to hold twice per year.

It was moved by Robert Moholland and seconded by Jim Eisenhower to decrease 41301.850 Miscellaneous Operating Expense from \$12,500 to \$10,000.

Discussion of motion:

John Burt questioned the cost for the Employee Appreciation Day.

Dave Owen replied \$500- \$700 each day. He stated the Town is subject to a NH State Department of Labor fine (administrative penalty) related to safety inspection of Town facilities; noting he anticipates a detailed written report of findings and recommendations that would required the Town address.

Robert Moholland stated he feels the budget is being padded.

Brian Black stated he believes there is a need for a modest contingency fund for unanticipated expenses however, he has more of an issue with the lack of expended funds for Travel & Meetings; noting the Committee is holding other departments accountable in regard to the lack of spending such.

It was moved by Robert Moholland and seconded by Jim Eisenhower to decrease 41301.850 Miscellaneous Operating Expense from \$12,500 to \$10,000. John Burt, Robert Moholland, Jim Eisenhower, Harold Parker, Brian Black voted in favor. Marge Webster opposed. The motion passed.

It was moved by Brian Black and seconded by Harold Parker to decrease 41301.810 Travel & Meetings from \$300 to \$150. John Burt, Robert Moholland, Jim Eisenhower, Harold Parker, Brian Black voted in favor. Marge Webster opposed. The motion passed.

➤ BUILDING

John Burt stated he is surprised by the electric expenditure following the rate increase and questioned the number of meters.

Dave Owen replied five and stated an inventory of energy usage has been maintained.

Pete Chamberlain stated the figure was retrieved from the bills.

Harold Parker questioned when the front doors of the Town Hall would be finished.

Rob Houseman replied spring 2010.

CAPITAL OUTLAY

Brewster Hall Basement Remediation, 49606.720; \$8,722

Rob Houseman stated such is due to water damage linked to the water & sewer upgrade project on Union Street; noting the damage needs to be mitigated including the deconstruction of contaminated material and treatment of archive data (removal of mold and mildew).

➤ CODE OFFICER

John Burt questioned Legal.

Rob Houseman stated the BOS reviewed the average expenditure and increased the amount from \$5,000 to \$10,000.

Robert Moholland questioned Books and Periodicals.

Rob Houseman stated there is a 3 year cycle on code update manuals; noting a new manual would be issued in 2010.

John Burt questioned the lack of expenditure for safety equipment.

Rob Houseman stated he has a vacant position and that position would require the purchase of equipment.

CAPITAL OUTLAY

Code Enforcement Vehicle, 49608.750; \$8,000

Rob Houseman stated the department had two vehicles that were unfit to drive and the Code Enforcement Officer had to use her personal vehicle; noting \$1,600 was spent last month to get one of the vehicles operational. He stated the other vehicle (police cruiser) has been departmentally retired.

➤ PLANNING

Brian Black questioned Supervisory Salaries, specifically the lack of notation of a 2.5% increase; noting that all other salaries show a 2.5% increase by the BOS.

Dave Owen stated the BOS did not allocate / approve an increase in that specific salary.

John Burt questioned Clerical Salaries; noting a 13% increase.

Rob Houseman stated such is a Union position that included a step increase and BOS approved 2.5% increase..

Dave Owen stated that per the Pay & Classification Study a number of positions / salaries were determined under market.

Robert Moholland questioned Part Time Wages; noting YTD expenditures being \$723 and request being \$3,000.

Rob Houseman stated the office / department has previously not been covered however, the office is now being covered at all times. He stated it has become a management issue to ensure coverage of clerical staff.

John Burt stated the 5 year average as \$1,800. He questioned whether the GIS maintenance costs include tax map update.

Rob Houseman replied yes.

➤ **PLANNING BOARD**

Referencing Consultants, Dave Owen stated \$3,000 was approved for the 2009 budget and the 2010 request was given to the Economic Development budget for funding of the Economic Development Strategic Plan.

John Burt questioned whether the Planning Board is involved with the study.

Rob Houseman replied yes; noting the Board would review the report and translate it into zoning changes.

Referencing Legal, Jim Eisenhower stated the Town should have a central budget for such.

Rob Houseman agreed.

➤ **ZONING**

No discussion.

➤ **HISTORIC DISTRICT COMMISSION**

Jim Eisenhower questioned the YTD expenditure for Legal and status of pending litigation.

Pete Chamberlain replied \$1,929.95.

Dave Owen stated the Town is in negotiations relative to a settlement.

Referencing Legal, Robert Moholland questioned the decrease to such by the Town Manager from \$900 to \$500 and the increase back to \$900 by the BOS.

It was moved by Robert Moholland and seconded by Harold Parker to decrease 41306.320 Legal from \$900 to \$500.

Discussion of the motion:

Robert Moholland stated the case in question that over expended the legal line item is going to be settled. He stated he wishes to cut the amount to \$0 because the HDC abuses their authority and budget.

Brian Black questioned whether there is ongoing use / necessity for legal expenses other than litigation.

Rob Houseman replied yes, the Commission is currently developing Rules of Procedure and Regulations and the BOS have approved the engagement of a third party to resolve issues of the HDC.

It was moved by Robert Moholland and seconded by Harold Parker to decrease 41306.320 Legal from \$900 to \$500. All members voted in favor. The motion passed.

Jim Eisenhower questioned Postage; noting YTD expenditure being \$0 (\$108 allocated) & request being \$300.

Rob Houseman stated the Commission has requested the Rules of Procedure be mailed to every resident of the District following adoption of such.

➤ **TAX COLLECTOR**

John Burt questioned Computer Software.

Linda LaPointe stated such is related to the software upgrade to electronically transfer assessed values into the tax billing system; noting the request was prompted due to the impending town wide revaluation.

➤ **TOWN CLERK**

Pat Waterman stated she requested an increase in Part Time Wages however the BOS removed such; questioning the rationale for the removal.

Dave Owen stated Ms. Waterman requested 26 weeks of coverage time by a certified clerk however, the BOS felt that 10 weeks of coverage would be adequate.

Pat Waterman stated due to the amount of money that her office takes in she will not leave one person in the office alone therefore, requested additional wages to adequately cover the office during vacation periods. She stated she currently has one employee currently in training.

Jim Eisenhower questioned the increase in Elections.

Pat Waterman stated there are four elections in 2010.

John Burt questioned the increase in telephone.

Pat Waterman stated such was increased to reflect actual usage.

John Burt verified Ms. Waterman has requested 3 new computers.

➤ **ELECTIONS**

No discussion.

➤ **ASSESSING**

John Burt questioned the decrease to Hourly Wages by the BOS.

David Wiley stated he now works one day per week plus twenty days however, proposed one day per week plus 26 days; noting the BOS denied the request.

Referencing Cyclical Data Collect, John Burt questioned whether there is any money in capital reserves.

David Wiley replied no. He stated such includes the final evaluation of the cyclical evaluation that began in 2006 including field review, taxpayer hearings, call back appointments and sales analysis. He stated the new values have been set for 2010 and anticipates a reduction in 2011. He stated the 5 year cycle for DRA would be finalized.

Robert Moholland questioned whether he anticipates the expenditure of Dues & Subscriptions.

David Wiley replied yes; noting the expenditure is related to a one time expenditure for new evaluation manuals.

ELECTRIC DISTRIBUTION & GENERATION

➤ **ADMINISTRATION**

Referencing Consultants, Barry Muccio stated such is related to the procurement services for the line worker contract.

John Burt questioned Legal.

Barry Muccio stated such is related to purchase power contracts; noting continued maintenance regarding rates.

John Burt questioned which department is handling energy efficiency projects.

Dave Owen replied Department of Public Works as a capital outlay item.

Referencing Postage, Robert Moholland questioned the over expenditure of such for the past two years.

Barry Muccio stated he does not expect such to occur again as several mailings of public notices occurred related to the conversion.

Robert Moholland questioned the under expenditure of Professional Development.

Barry Muccio stated he anticipates \$900 to be spent by the end of the year and noted he attended an engineering class last week that has not yet been processed.

➤ **DISTRIBUTION**

No discussion.

➤ **GENERATION**

Barry Muccio noted a decrease in said budget due to the lack of sales of electricity.

John Burt questioned Consultants.

Barry Muccio stated such is related to oil abatement activity at the power plant (monitoring wells for the State).

Brian Black questioned the length of time the Town would have to monitor the wells.

Barry Muccio replied indefinitely; noting monitoring activities can be waived once a specific threshold is met.

CAPITAL OUTLAY

Replace ME-7, 49607.750; \$24,000

Barry Muccio stated a substantial amount of money has been put into the meter reader truck (year 1999).

Armory Exterior and Windows, 49201.720; \$55,000

Barry Muccio stated such includes the replacement of existing single pane windows, repoint brick on window sills and repair of the exterior building (garage door openings) due to water infiltration into the building.

OTHER BUSINESS

The Committee scheduled to continue review of the following General Government budgets on 11/30/09; Finance, Cemetery, Town Manager and Technology.

The Budget Committee has determined to revisit the following;

- Executive, 41301.130, Elected Officials; review previous votes re: stipend to Budget Committee members
- Executive, 41301.230, Retirement; review figures (as there is only part time wages in the budget)
- Executive, 41301.250, Unemployment; review figures
- Executive, 41301.850, Miscellaneous Operating Expenses
- Legal; discuss a central budget for all legal expenditures rather than placing in individual budgets

It was moved by Harold Parker and seconded by Jim Eisenhower to adjourn the November 16, 2009 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for November 19, 2009 at the KRHS library @ 5:30 PM.

There being no further business before the Committee, the meeting adjourned at 7:47 PM.

Respectfully Submitted,
Lee Ann Keathley

Lee Ann Keathley

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