

WOLFEBORO BUDGET COMMITTEE
Work Session – Budget Review Meeting
November 19, 2009
Minutes

Members Present: John MacDonald, Chairman, Marge Webster, Selectmen's Representative, John Burt, Robert Moholland, Brian Black, Jim Eisenhower, Allan Bailey, Members.

Members Absent: Scott Smith, Vice-Chairman, Ned Giroux, Harold Parker, Members. (Please note these members are excused).

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Ethan Hipple, Director of Parks & Recreation, Lee Ann Keathley, Secretary.

Chairman MacDonald called the meeting to order at 5:36 PM at the KRHS Library.

PARKS & RECREATION

➤ **ADMINISTRATION**

Referencing Part Time Wages, Dave Owen stated the position was originally approved as a 20 hour/week position however, following the hire of an existing Town employee (noting the employee is a recording secretary) whose rate of pay was more than the approved entry level wage for that position, the numbers of hours decreased to 17 hours/week. He stated Mr. Hipple has requested an increase in hours to 25 and stated he would support an increase to 20 hours/week, as originally approved by the Committee for the Administrative Assistant position.

John MacDonald questioned the number of hours the employee works in their other position.

Dave Owen stated the employee is the recording secretary for the ZBA; noting the Board meets once per month or as needed.

It was moved by John Burt and seconded by Marge Webster to increase 45201.117 Part Time Wages from \$13,839.00 to \$15,984.00; specifically an increase from 17 to 20 hours per week. All members voted in favor. The motion passed.

John MacDonald requested the 200 series be revised to reflect the change in Part Time Wages.

Jim Eisenhower questioned the increase in the 200 series.

Ethan Hipple stated the Assistant Director of Parks & Recreation changed her plan coverage from individual to family coverage. He stated the BOS, at its 11/18/09 meeting, voted to include the Town of Brookfield as a resident in regard to their programs; noting Brookfield participants would receive the resident rate.

John Burt questioned the number of Brookfield residents that participate in the programs.

Ethan Hipple replied 71 (accounting for \$2,000 of revenue); noting Brookfield has 670 residents. He stated the Town would be receiving a grant from the Town of Brookfield in the amount of \$4,200 to help underwrite the programs.

Jim Eisenhower questioned the increase in Furniture & Fixtures.

Ethan Hipple stated the existing chairs are held together by duct tape and has requested the purchase of 6 meeting chairs for staff meetings, visitors and parents.

➤ **MAINTENANCE**

Referencing Part Time Wages, Ethan Hipple stated the budget does not reflect two proposed part time positions; noting the positions are noted on the Budget Reinstatement Process form. He stated the department pays a lot of money in Outside Services for spring and fall cleanup of facility grounds and maintenance of cemeteries (total of \$19,400). He stated he has proposed two part time seasonal laborers; noting a savings of \$2,000. He stated 25 hours would be reflected in the Parks & Recreation Maintenance budget and 15 hours would be reflected in the Cemetery budget.

Jim Eisenhower questioned the increase in telephone.

Ethan Hipple stated such reflects actual cost; noting he has ensured the bills are being coded properly.

John Burt asked which employees have the cell phones.

Ethan Hipple replied the maintenance staff.

John Burt questioned whether the staff has radios.

Ethan Hipple replied yes; noting the radios are in the trucks and often times the staff is outside of their trucks. He stated all cell phones in the Beaches and Administration budgets have been eliminated. He stated the increase is reflective of actual expenditure costs.

John MacDonald questioned Rentals & Leases; specifically the contribution to the Nick.

Ethan Hipple stated the Town pays a maintenance charge to The Nick however, he would like to improve the Town's fields so the Town does not have to rely on the fields of others. Referencing Land/Land Improvements, he reviewed his request for irrigation at Foss Field; noting that such would be the first step in improving 4 soccer fields and therefore, ultimately reducing the costs attributed to The Nick. He stated the project would consist of two phases; total amount for such being \$12,000.

John MacDonald questioned how the amount of the Town's contribution to The Nick was determined.

Ethan Hipple stated such is derived from a proprietary formula based on the number of hours used by each client. He stated further details have not been provided.

John MacDonald questioned whether there is an additional cost to the client beyond the registration fees.

Ethan Hipple stated the Town decided to increase its rates last year to cover part of the cost rather than request an additional fee from the client.

Robert Moholland questioned whether the Town could utilize the KRHS / KRMS fields upon completion of the renovation project.

Ethan Hipple stated he would review the option.

Jim Eisenhower questioned the increase in Building Maintenance.

Ethan Hipple stated such is related to addressing maintenance needs; noting 4 maintenance buildings located at Abenaki are in need of repair. He stated the work is proposed to be done by Town staff; cost related to the purchase of materials / supplies.

John Burt questioned the increase to Land/Land Improvements, specifically Foss Hut Demolition.

Ethan Hipple stated the Department has decommissioned Foss Hut due to safety issues related to flooding and sewage back up in the facility. He stated the cost is associated with the removal of the building.

Referencing Foss Field Irrigation, John Burt stated the overall project would cost \$12,000 and questioned whether such should be considered as a capital project.

John MacDonald questioned where the summer program would be held in case of rain.

Ethan Hipple replied the Community Center or Carpenter School; noting the day camp would be based at Foss Field.

Jim Eisenhower recalled previous discussion regarding the replacement of the Foss Field Hut.

Ethan Hipple stated he submitted a warrant article for the 2009 ballot requesting funds for site feasibility and planning and to place \$50,000 in a Capital Reserve Fund however, such was defeated. He stated he does not believe the site is the right place for a building due to potential issues related to the site previously being a landfill.

Jim Eisenhower questioned the impact of an irrigation system to the site.

Ethan Hipple stated there would not be any excavation; noting the irrigation system is a surface system with a proposed design to draw from Back Bay.

➤ **BEACHES**

John Burt noted an increase of 6% in the 100 series.

Ethan Hipple stated a new position was added; Assistant Sailing Instructor. He stated the sailing program consisted of 7 sessions, both morning and afternoon, for a total of 14 classes. He stated the classes were overbooked with a waiting list. He stated the NH Boat Museum agreed to build the boats needed for the program.

John MacDonald questioned the overtime wages for supervisors.

Ethan Hipple stated each beach is assigned a supervisor; noting overtime occasionally occurs.

John MacDonald questioned the number of defibrillators.

Ethan Hipple replied 3; one at each beach.

➤ **SKI / SKATE AREA**

Jim Eisenhower questioned the increase in Part Time Wages.

Ethan Hipple stated the number of hours for the snowmakers and groomers were increased. He stated the hours of operation have been reduced; closed Monday and Tuesday. He stated more snowboarding lessons were added; noting such is partially supported by revenue.

Referencing Land/Land Improvements, Jim Eisenhower questioned the request for a new rope for the rope tow.

Ethan Hipple stated the current rope was evaluated and it was determined that the facility may be able to get one more year out of it. He stated he retrieved an accurate quote for a new rope (\$3,850) therefore, the BOS increased the line item by \$2,050 to be added to the department request for the cost of the rope (\$1,800).

➤ **HOCKEY RINK**

Ethan Hipple reviewed the programs and noted the Town's ice time has been cut.

➤ **PLAYGROUND**

Referencing the Team Adventure Crew Leader position, John MacDonald questioned why a flat rate is paid rather than an hourly rate.

Ethan Hipple stated many of the trips are overnight trips and the Town would have to pay 24 hours/day during those trips.

John Burt questioned the increase in Rentals & Leases; 2009 budget request being \$949, 2010 request being \$1,800 and 5 year average being \$2,272.

Ethan Hipple stated he believes the line item has previously been under budgeted.

It was moved by John Burt and seconded by Marge Webster to increase 45206.440 Rentals and Leases from \$1,800 to \$2,200. All members voted in favor. The motion passed.

Marge Webster stated the figure should be increased to accurately reflect current expenditures; noting YTD expenditure being \$2,540.

It was moved by John Burt and seconded by Marge Webster to increase 45206.440 Rentals and Leases from \$2,200 to \$2,500. All members voted in favor. The motion passed.

Referencing Professional Development, John Burt questioned the increase in such.

Ethan Hipple stated the increase is related to the cost for Federal background checks for summer staff. He stated the department previously only ran State background checks however, believes Federal checks are necessary for summer staff. Referencing Programs, specifically Senior Bus Trips in the amount of \$3,000, he stated the intent of such is to begin serving the senior population in the Town by planning bus trips to Fenway, Foxwoods, etc. He stated that most of the money would be made back in revenue. He stated the Town Manager cut the item from the budget.

Referencing Senior Bus Trips, John Burt stated there is no economic analysis related to such; noting the Parks & Recreation budget is up over 7%.

It was moved by John MacDonald and seconded by Marge Webster to increase 45206.830 Programs, from \$4,500.00 to \$7,500.00, specifically Senior Bus Trips in the amount of \$3,000.

Discussion of motion:

Marge Webster stated approximately \$2,500 would be made back.

Jim Eisenhower stated it needs more analysis.

Ethan Hipple stated that if the request is approved, he would commit the funds to the program.

Brian Black questioned other senior groups that would organize such.

Ethan Hipple stated he is not aware of any.

It was moved by John MacDonald and seconded by Marge Webster to increase 45206.830 Programs, from \$4,500.00 to \$7,500.00, specifically Senior Bus Trips in the amount of \$3,000. John MacDonald, Robert Moholland, Marge Webster, Brian Black, Allan Bailey voted in favor. John Burt, Jim Eisenhower opposed. The motion passed.

➤ **BUILDING**

John MacDonald questioned the status of ADA compliance.

Dave Owen stated ADA compliance has been met however, the Town is now being cited by the insurance organization and Primex for Life Safety issues. He stated the Community Center is being cited for no second means of egress.

➤ **PATRIOTIC PURPOSES**

No discussion.

➤ **CLARK HOUSE**

John Burt questioned the water usage by the Garden Club.

Dave Owen stated the Department of Public Works allows for separate meters and recommended Mr. Hipple speak to Dave Ford regarding such.

➤ **POP WHALEN ICE ARENA**

John MacDonald questioned the number of employees.

Ethan Hipple replied 5 part time employees.

Robert Moholland questioned Energy Efficiency Improvements.

Ethan Hipple stated additional recommendations were made to further reduce energy use.

Dave Owen stated the Committee recommended those facilities with less than a 5 year payback to incorporate energy efficiency improvements; library, Public Works garage, water treatment plant, public safety building and Pop Whalen. He stated the Town would be applying for grant funding through the State for additional facilities. He stated Light Tec only addressed lighting efficiency issues.

John Burt questioned the increase in electricity; noting a 9% increase.

Ethan Hipple stated the figure reflects a two average of the rink and building; noting the figure reflects the actual kwh usage multiplied by the rate rather than department expenditure.

John Burt requested usage figures for 2007 & 2008.

➤ **CEMETERIES**

No discussion.

CAPITAL OUTLAY

Abenaki Utility Snowmobile, 49606.750; \$10,699

Ethan Hipple stated such would be used primarily at the ski area for everyday operations and ski patrol however, would be accessible by other Town departments (FD, PD, MED & Public Works).

John MacDonald requested a quote for a used model and questioned whether a trailer would be needed.

Ethan Hipple replied no, to the latter.

Middleton Road Cemetery, 49606.710; \$14,300

Ethan Hipple stated such is related to an initial plan to develop a new cemetery; noting the Town currently has 36 plots remaining with an average sale of 6-12 plots per year.

Dave Owen stated Lakeview Cemetery is also running out of room. He stated the Town has a parcel of land adjacent to the Electric Department property.

John MacDonald questioned the acreage.

Dave Owen replied 3-5 acres. He stated the request would include the cost of surveying the property and wetland delineation. He stated he walked the property with the chairman of the Conservation Commission who had no objections to such.

Abenaki Ski Area Electric Upgrade, 49606.730; \$15,000

Ethan Hipple stated the existing poles are deteriorating and two have fallen down on their own this past year. He stated the request represents an accurate quote.

John MacDonald questioned why the Town's Electric Department would not install the poles.

Ethan Hipple stated that due to liability and safety issues, the department is unwilling to do such therefore, a private contractor must be hired.

OTHER BUSINESS

Dave Owen distributed the NFPA standards relative to occupational medical programs for the Fire Department.

John MacDonald requested the Town Manager contact and retrieve the NH Fire Standards and Training policy related to such.

The Budget Committee has determined to revisit the following;

- **Pop Whalen Ice Arena, 45890.410, Electricity; requested usage & expenditure figures for 2007 & 2008**
- **Abenaki Utility Snowmobile, 49606.750; requested quote for a used model**

- Fire & Rescue, 42200.350, Medical Services, new hire physicals; request NH Fire Standards & Training policy

It was moved by Marge Webster and seconded by Jim Eisenhower to adjourn the November 19, 2009 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for November 24, 2009 at the Wolfeboro Public Library @ 5:30 PM.

There being no further business before the Committee, the meeting adjourned at 7:34 PM.

Respectfully Submitted,
Lee Ann Keathley

Lee Ann Keathley

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