

WOLFEBORO BUDGET COMMITTEE
Work Session – Budget Review Meeting
November 24, 2009
Minutes

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

Member Absent: Scott Smith, Vice-Chairman.

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Cindy Scott, Wolfeboro Public Library, Stu Chase, Chief of Police, Dean Rondeau, Lieutenant, Wolfeboro Police Department, Ben Ladd, Curt Pike, Joseph Balboni Jr., Police Commissioners, Lee Ann Keathley, Secretary.

Chairman MacDonald called the meeting to order at 5:33 PM at the Wolfeboro Public Library.

➤ **LIBRARY**

Cindy Scott stated she is maintaining the existing services and moderately increasing services in areas of demand. She noted a decrease in revenue; noting the library is not receiving as many donations and not receiving as much money from the trust funds. She stated she proposed a part time administrative assistant however, the BOS did not support the request.

Allan Bailey stated Ms. Scott is buried in extracurricular activities that interferes with supervisory responsibilities and believes she should have an administrative assistant.

John Burt stated he doesn't believe employee positions should be added at this time due to economic conditions.

John MacDonald questioned whether the employees would be receiving a raise.

Cindy Scott replied yes, 2.5%. She stated the request for an administrative assistant was not included in the budget rather, it was included in the budget reinstatement list. She stated she pulls from the desk staff to help with projects, noting that no one is regularly processing bills.

Marge Webster questioned the increase in usage of the library and new programs incorporated this past year.

Cindy Scott stated she has increased both the children and adult programs; noting difficulty in planning and implementing the programs when she is getting bogged down with clerical tasks.

John MacDonald questioned whether there is an opportunity to have part time employees help out if the Committee approves the allocation of increased funding.

Cindy Scott replied yes, however noted such would not be a permanent solution. She stated her request included 25 hours/week @ \$13.51/hour beginning in April (total = \$14,266).

Brian Black questioned whether Ms. Scott has been able to measure the increase in workload versus staffing needs.

Cindy Scott stated only five hours of staff time has been added since 2002; noting an increase of users from 59,000 to 83,000 on an annual basis.

Dave Owen stated the information is included in her monthly activity reports.

Brian Black questioned the BOS' rationale regarding the denial of funding for the request.

Dave Owen stated due to economic reasons, the BOS was trying to hold the bottom line. He stated he would be supportive of past practice being 20 hours/week. He stated the statistics indicate increased usage and demand of library services.

It was moved by John Burt and seconded by Marge Webster to increase 45500.117 Part Time Wages by \$10,537.80 (20 hours/week for 39 weeks).

Discussion of the motion:

John MacDonald stated it is not fair to add a new position since other departments were denied similar requests.

John Burt stated all other departments have an administrative assistant.

Marge Webster questioned whether existing staff has the qualifications for the position.

Cindy Scott stated she would be looking for someone new with specific skills.

It was moved by John Burt and seconded by Marge Webster to increase 45500.117 Part Time Wages by \$10,537.80, specifically the position of Administrative Assistant (20 hours/week for 39 weeks). John MacDonald, Marge Webster, Brian Black, Jim Eisenhower, Allan Bailey, Harold Parker voted in favor. Robert Moholland, Ned Giroux opposed. John Burt abstained. The motion passed.

200 series to be changed accordingly.

John Burt questioned the increase in building maintenance.

Cindy Scott stated there have been ongoing issues with the new bathroom, specifically the toilets, due to the design of the system (underground).

Marge Webster stated energy efficient fixtures were installed however, due to the system design and underground piping the BOS decided to replace the toilets with non-energy efficient fixtures.

Jim Eisenhower questioned the increase in office supplies.

Cindy Scott stated such is related to the general increase in the cost of supplies in addition to the need for additional supplies.

Jim Eisenhower questioned whether the balance in Professional Development would be used by year end.

Cindy Scott replied no, two workshops were cancelled due to insufficient registration.

PUBLIC SAFETY

➤ POLICE

Stu Chase stated the Police Commission granted a 2.5% COLA for Supervisory Salaries on 11/5/09; noting such affects 3 part time employees, the lieutenant and himself.

Referencing Canine Overtime, specifically the 5 hours of overtime allocated towards the salary of the canine police officer, Robert Moholland stated he has researched such including the Fair Labor Standards Act; noting there is no set standard. He stated the minimum standard is 3.5 hours. He stated the voters weren't aware there would be 5.5 hours of overtime associated with the canine position and questioned whether the voters would be supportive of such.

Stu Chase stated the value of the police dog is equivalent to having a 13th police officer. He stated the overtime hours were agreed upon when the officer took the position; noting such would need to be renegotiated.

John MacDonald questioned whether the overtime hours are included in the union contract.

Stu Chase replied no.

Ben Ladd stated the overtime hours / pay were agreed upon by the Police Commission; noting there is no written contract regarding such and could be negotiated at any time.

It was moved by Robert Moholland and seconded by John Burt to decrease 42100.145 Canine Overtime to \$6,873.89.

Discussion of the motion:

Stu Chase stated having the dog reduces the hours of manpower when searching for a child.

Brian Black verified the overtime is related to dog maintenance and not for call out time.

Stu Chase stated it includes training.

Ned Giroux stated he does not believe training is lost with the decrease in hours.

Stu Chase stated it was an agreement made with the police officer as part of his hire. He stated industry standard is 5.5 hours.

Curt Pike stated the officer takes care of the dog 24/7, 365 days per year.

Dean Rondeau stated Officer O'Brien does an outstanding job with the canine; noting the canine is known throughout the northeast. He encouraged the Board not to reduce the hours.

Jim Eisenhower questioned whether the officer works with the dog during his 8 hour shift.

Stu Chase replied yes.

Jim Eisenhower verified that continuous training occurs daily while on duty.

Stu Chase replied yes, however the officer may be tied up with a call.

John MacDonald verified another officer is on duty at the same time the dog officer is on duty.

Brian Black questioned the difference in pay with the decrease in hours.

Robert Moholland replied \$2,946.11.

John MacDonald stated the hours should be part of the union contract and negotiated at that level.

Ned Giroux agreed with Mr. MacDonald. He asked Lt. Rondeau whether he has ever been compensated for accident reconstruction.

Dean Rondeau replied no.

Ned Giroux stated if an officer is a specialist within a specific field then that officer needs to take on the responsibility associated with such. He stated it should be a negotiated benefit.

Marge Webster stated the desire for such to be part of the union contract is beyond the Committee's responsibility.

It was moved by Robert Moholland and seconded by John Burt to decrease 42100.145 Canine Overtime to \$6,873.89. Robert Moholland, John Burt, voted in favor. Brian Black, Harold Parker, Allan Bailey, John MacDonald, Marge Webster, Jim Eisenhower opposed. Ned Giroux abstained. The motion failed.

Referencing summer traffic officers, Ned Giroux questioned the under expenditure of such.

Stu Chase stated the request included the hiring of 4 officers however, only 3 were hired.

Dean Rondeau stated the fourth officer was hired by Marine Patrol after 3 weeks of employment by the Town.

Referencing telephone, Robert Moholland questioned the line for comp data.

Stu Chase stated such is associated with the breathalyzer.

Jim Eisenhower questioned the increase in telephone.

Stu Chase stated such was changed to reflect a more realistic figure.

John MacDonald questioned whether the department is requesting any computers.

Stu Chase replied 4.

Jim Eisenhower stated the cost for the computers seem expensive (\$1200/computer).

John Burt agreed.

Stu Chase read the back up information associated with such.

Marge Webster stated the computers run 24/7 and verified the purchase of special police software.

John Burt stated the department already has the software programs.

Robert Moholland questioned Books & Periodicals; noting such has not been expended. He questioned the 5 year average.

John Burt replied \$829.

Stu Chase stated the department receives one bill at the end of the year for the code books.

Ned Giroux questioned the cost for the cruisers.

Stu Chase stated the department leased three vehicles for three years, total being \$23,658 with an APR of 6.90. He stated at the end of the lease the department would purchase each vehicle for \$1.

➤ **COMMUNICATIONS**

John Burt questioned the increase in retirement figures, not only in the Communications budget but other various department budgets as well.

Dave Owen stated the State reduced its contribution from 35% to 30% and raised its rates.

John Burt noted a discrepancy between departments and the amounts associated with retirement.

John MacDonald questioned software maintenance.

Stu Chase stated the existing server is so old that it doesn't recognize the spam filter.

John Burt stated the department received a new server one year ago.

Stu Chase stated the department's email system is on the old server.

John Burt requested such be revisited.

Pete Chamberlain stated the department doesn't use the new server for email due to firewall issues therefore, the department has a separate server for email.

John Burt questioned telephone; noting YTD expenditure of \$1,270 however, 2010 request reflects \$2,700.

Pete Chamberlain stated he would review such.

➤ **ANIMAL CONTROL**

Robert Moholland questioned telephone; noting \$0 was appropriated however, \$414 has been spent.

Pete Chamberlain noted an error related to such and stated he would review the figures.

Robert Moholland questioned Medical Services, specifically inoculations.

Stu Chase stated such includes pre-exposure shots @ \$1,000 each.

Robert Moholland requested back up information for such.

Dean Rondeau stated the officers have already been scheduled for Hepatitis B shots with Huggins Hospital and noted the preventative rabies series includes blood tests to ensure the vaccine has taken.

Robert Moholland questioned Travel & Meetings; noting YTD expenditure being \$557 however, 2010 request being \$1,500.

Stu Chase stated the 5 year average is \$1,344. He stated the officers do not turn in their mileage in a timely manner.

Ned Giroux questioned whether the officers have gone to training.

Stu Chase replied no, the money was used to offset costs for equipment.

John Burt asked what the money was spent on.

Stu Chase replied uniforms and safety equipment.

John Burt requested the \$230.62 that was spent on safety equipment be placed in the appropriate line item and removed from Professional Development.

Ned Giroux verified that training is available at UNH. He questioned whether the officers are certified part time police officers.

Dean Rondeau replied no.

Ben Ladd stated there is no requirement that states the ACO has to be a police officer.

Ned Giroux requested research be done on training courses and the amount for such be reflected in the budget.

OTHER BUSINESS

Referencing Capital Outlay, Abenaki Utility Snowmobile, 49606.750, Dave Owen stated Ethan Hipple has received a quote to winterize the existing ATV, including installation, in the amount of \$3,800.

It was moved by Allan Bailey and seconded by Jim Eisenhower to decrease Capital Outlay 49606.750, Abenaki Utility Snowmobile, from \$10,699 to \$3,800. All members voted in favor. The motion passed.

Referencing Electricity for Pop Whalen Ice Arena, 45890.410, and the Brewster building, 41941.410, the usage and monetary figures were reviewed and determined that level funding should be sufficient.

It was moved by Robert Moholland and seconded by Jim Eisenhower to decrease 45890.410 Electricity from \$62,088 to \$56,880. All members voted in favor. The motion passed.

It was moved by Jim Eisenhower and seconded by John Burt to decrease 41941.410 from \$32,792 to \$29,000. All members voted in favor. The motion passed.

Referencing telephone usage, Ned Giroux stated 17 out of 27 departments have increased their budgets and 6 are level funded. He noted a total increase in \$8,130 and recommended the Town review alternatives to the service or system that is currently in place.

Pete Chamberlain stated the Town is going out for an RFP (Request for Proposals) on such; noting he anticipates tremendous savings.

The Budget Committee has determined to revisit the following;

- **Animal Control, 44140.341, Telephone**
- **Animal Control, 44140.350, Medical Services; request for backup information**
- **Animal Control, 44140.820, Professional Development; provide actual figure for training courses.**
- **Communications, 42990.341, Telephone**
- **Communications, 42990.425, Software Maintenance; email system and server**

It was moved by John Burt and seconded by Harold Parker to adjourn the November 24, 2009 Budget Committee meeting. All members voted in favor.

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

There being no further business before the Committee, the meeting adjourned at 7:13 PM.

Respectfully Submitted,
Lee Ann Keathley

Lee Ann Keathley

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