

WOLFEBORO BUDGET COMMITTEE
Work Session – Budget Review Meeting
November 30, 2009
Minutes

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

Member Absent: Allan Bailey, Member.

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Pat Smith, Libby Museum, Dan Coons, Conservation Commission, Frank Giebutowski, Economic Development, Peter Pijoan, Community Cable Television, Lee Ann Keathley, Secretary.

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

➤ **LIBBY MUSEUM**

Robert Moholland questioned Building Maintenance.

Pat Smith stated the request includes general maintenance of the building, repair of windows (cover to protect against UV rays on the exhibits), scrape, prime and paint exterior of building.

➤ **CONSERVATION COMMISSION**

Jim Eisenhower verified that \$0 has been expended in Legal.

John Burt questioned the amount received from Current Use Change Tax.

Dan Coons replied \$6,000.

➤ **ECONOMIC DEVELOPMENT COMMITTEE**

Jim Eisenhower questioned Consultants.

Frank Giebutowski stated such is related to the Economic Development study; noting \$1,500 has been raised privately (donation by 1 private citizen and WEDCO) and \$3,000 has been transferred from the Planning Board budget.

John Burt questioned the total cost of the project.

Frank Giebutowski replied \$23,500.

John Burt expressed concern for the request; noting the people voted down the warrant article relative to such last year and now the funding request has been slipped into the operating budget. He stated such is not fair to the public. He questioned whether the Chamber of Commerce is financially supporting the project.

Frank Giebutowski replied no. He stated the EDC has gone to several funding sources however, funding has been denied; noting local banks have requested a commitment by the Town prior to a donation by their agency.

Scott Smith questioned the value in allocating funds for Phase I if Phase II is not funded.

Frank Giebutowski stated the results of the first phase provides a baseline; noting such would primarily include data gathering which in turn would be used for proposed zoning changes. He stated the study would provide information relative to the opportunity to attract industry and business to the Town, increase economic development for the Town and encourage a vibrant community.

Jim Eisenhower verified the request in the warrant article included the entire amount of funding.

Dave Owen stated the BOS originally asked the Committee to try to fund the study by other means. He stated the Committee engaged in fundraising efforts however, those efforts have been unsuccessful therefore, the BOS voted to support the funding of Phase I of the study; noting the Committee should be commended for their efforts.

Jim Eisenhower stated the Town has to have an economic plan; noting the necessity of a baseline analysis therefore, he supports the request.

Robert Moholland agreed with Mr. Eisenhower however, stated the money should be placed in a warrant article.

Frank Giebutowski stated the results of Phase I would be reviewed and at that time, it would be determined whether the Committee should move forward with Phase II.

Brian Black questioned how to determine the shelf life for the data collected.

Frank Giebutowski stated information on existing businesses would then be compared to like communities.

It was moved by John MacDonald and seconded by John Burt to decrease 46520.311 Consultants from \$8,000 to \$0.

Discussion of the motion:

Frank Giebutowski stated it was the recommendation of the Budget Committee last year to put forth the request for funding in a warrant article however, it was not the opinion of the Committee to do such.

Scott Smith questioned how to reconcile that the voters did not feel it should be done and now the funding is being placed in the budget.

Marge Webster questioned why funding was denied by the NH Charitable Trust and why the Chamber of Commerce is not supporting it.

Frank Giebutowski stated the Chamber of Commerce is supportive of the study; noting the Committee did not request any financial support. He stated the NH Charitable Trust devoted funding to social programs.

Mary DeVries, Executive Director, Wolfeboro Area Chamber of Commerce, EDC Member, stated the Chamber of Commerce is supportive of the efforts of the EDC (noting such is a Town appointed committee) and as such, is supportive of a financial commitment by the Town. She stated the Chamber of Commerce is supportive in other ways; noting all fundraising efforts have not been exhausted and the Chamber of Commerce is vocal in their support. She stated the Chamber of Commerce is not focused on the financial aspect; noting a formal request for financial support has not been received.

Frank Giebutowski referred to the objectives noted in the Master Plan.

John MacDonald stated the method of funding is wrong and stated Town government is bound by the voters of the Town.

Referencing the Master Plan, John Burt stated such establishes certain guides and what the Town should be doing in accordance with the Master Plan.

Scott Smith questioned why the Chamber of Commerce was not formally asked to financially support the study and questioned what would constitute a formal request.

Frank Giebutowski stated there are members on the EDC that are also on the Chamber of Commerce; noting the EDC did not submit a formal letter of request for funding.

Brian Black questioned whether the BOS discussed placing the funding request in a warrant article.

Dave Owen replied no, the BOS strongly supported funding the project through the budget. He questioned whether the Budget Committee would consider placing the \$3,000 back in the Planning Board's budget if the motion were to pass.

John MacDonald replied no.

It was moved by John MacDonald and seconded by John Burt to decrease 46520.311 Consultants from \$8,000 to \$0. John Burt, John MacDonald, Harold Parker, Robert Moholland voted in favor. Scott Smith, Jim Eisenhower, Marge Webster, Brian Black opposed. The motion failed.

Referencing Outside Services – Chamber of Commerce, Mary DeVries stated the request is related to the production and distribution of the Calendar of Events.

John Burt stated the Committee has never received a breakdown in the costs associated with such.

It was moved by Scott Smith and seconded by John Burt to decrease 46520.380 Outside Services – Chamber of Commerce from \$6,000 to \$0.

Discussion of the motion:

Scott Smith stated he voted against reducing the Consultants line item because he believes there is quite a bit of value in the project the EDC is performing for the Chamber of Commerce. He stated the Chamber of Commerce should financially support the EDC project therefore, in an effort to mitigate the impact of the EDC project on the budget, the Committee should forego funding the Calendar of Events for this year.

John MacDonald stated he thinks the calendar is a good idea.

Jim Eisenhower questioned whether the \$6,000 is the total cost of the calendar.

Mary DeVries replied no.

Jim Eisenhower questioned the total cost.

Mary DeVries stated she would prepare and submit said figures.

Jim Eisenhower stated it would be premature to vote until receipt of information.

John Burt verified that Town funds provide for staffing at the information center (in the Executive budget).

It was moved by Scott Smith and seconded by John Burt to decrease 46520.380 Outside Services – Chamber of Commerce from \$6,000 to \$0. Scott Smith, John Burt, Robert Moholland voted in favor. Jim Eisenhower, John MacDonald, Harold Parker, Marge Webster, Brian Black opposed. The motion failed.

AGENCIES

VNA / Hospice

Betty Coffey stated the agency has requested \$19,676.

Meals on Wheels

Cheryl Dempsey stated the agency has requested \$6,500; noting such is level funded.

Wolfeboro Area Children's Center

Susan Whiting stated the agency has requested \$20,000 (level funded). She stated the agency is receiving \$18,000 from the State for meeting high standards.

Community Action

Paula Abraham stated the agency has requested \$5,000; noting such is level funded.

John MacDonald questioned the number of Wolfeboro residents served.

Paula Abraham stated the agency served 430 residents last year.

Marge Webster stated the total dollar amount expended was \$258,262.

Kingswood Youth Center

Pam Sweeney stated the agency has requested \$5,000 and noted the Governor Wentworth Regional School District provides transportation.

Medication Bridge

Jack Drinkwater stated the agency has increased its request due to a significant increase in patients and also because the agency had reduced its budget last year by \$900 because there were surplus funds applied to the budget due to Medicare D being passed. He stated since 7/1/09 the agency has increased its patients by 40 (33% increase).

Jim Eisenhower stated that only half the money allocated for 2009 has been spent.

Jack Drinkwater stated the Town sends the money in two installments.

Dave Owen stated the Town has only paid out one installment to date.

Starting Point

Suzette Indelicato stated the agency has requested \$2,000. She stated the agency provides advocacy and support services to victims and allows for the Town's Police Department to have 24 hour access for victim assistance. She stated the agency served 46 residents from Wolfeboro (providing a total of 179 services to those people) not including services to the Governor Wentworth Regional School District.

Caregivers

Shirley Bentley stated the agency has requested \$2,500; noting the agency is now Caregivers of Southern Carroll County & Vicinity Inc. serving Wolfeboro, Tuftonboro, Alton and Ossipee and is working on getting their 501C3 status.

John MacDonald questioned whether other the other towns have provided funding.

Shirley Bentley replied yes, except for Ossipee.

Marge Webster verified the agency services Ossipee however, the Town will not help fund the services.

Ned Giroux questioned the contributions from Tuftonboro and Alton.

Shirley Bentley replied Tuftonboro provides \$1,000 and Alton provides \$2,000.

Marge Webster stated there are no administrative costs.

Noting concern for the lack of representatives present for numerous agencies, the Committee continued the following agencies until 12/8/09; Appalachian Teen Project, L.I.F.E Ministries, Northern Human Services, Dinner Bell and Carroll County Transit.

GENERAL GOVERNMENT

➤ EXECUTIVE

Referencing Cable Channel, Peter Pijoan requested an increase in the amount of \$2,000 for projected cost increases.

It was moved by Scott Smith and seconded by Marge Webster to increase 41301.381 Cable Channel from \$58,600 to \$60,600. All members voted in favor. The motion passed.

➤ TECHNOLOGY

Jim Eisenhower questioned whether the Town has an IT Director.

Dave Owen replied no, rather the Town has an Information Systems Advisory Committee that includes 3 staff members; Brenda LaPointe, Pete Chamberlain and Rob Houseman.

Referencing Consultants, Jim Eisenhower questioned who would manage the study.

Pete Chamberlain stated he would. He stated currently there is a limited amount of organized technical support and the Town has had to rely on paying a person on an hourly basis for support. He stated the end result of the study would be to contract services that would provide services on a monthly basis.

John Burt stated by having the Technology budget, such does not reflect the true cost of individual department's operating expenses.

Pete Chamberlain stated there has been reluctance from department heads to budget for maintenance and as a result, the costs then come out of the Finance budget therefore the Technology budget would provide the ability to control maintenance costs.

Jim Eisenhower stated he has no issue with a centralized budget however, typically such is done for the purposes of better management. He questioned such noting a \$40,000 increase from last year.

Peter Chamberlain stated \$5,000 is attributed to consultant fees in addition to an increase in computer software maintenance services.

Jim Eisenhower stated the cost increase is out of line.

John Burt stated the 2009 budget reflected a total cost for Town wide IT budget as \$94,486 and the 2010 budget reflects a total cost of \$169,012.

Pete Chamberlain stated there is a \$41,829 increase over the 2009 budget.

David Owen stated the Committee is questioning the justification in the increase.

Referencing Rentals & Leases, Robert Moholland stated \$13,280 was budgeted however \$0 has been spent.

Pete Chamberlain stated such is related to the Munismart software lease; noting such is a one time yearly payment.

John MacDonald questioned whether the computer hardware and software money has been removed from individual budgets.

Pete Chamberlain replied yes.

John Burt questioned the additional computer hardware to run the GIS system; noting Mr. Houseman stated there would be none required.

Jim Eisenhower verified the Town's budget is up 4.5%; noting the Technology budget is a major contributor to such.

➤ **TOWN MANAGER**

No discussion.

➤ **FINANCE**

No discussion.

➤ **CEMETERIES**

No discussion.

OTHER BUSINESS

Referencing Fire & Rescue, 42200.350, Medical Services, new hire physicals, Dave Owen distributed the NFPA Standards and Codes.

John MacDonald requested Staff to contact and retrieve NH Fire Standards & Training policy & provide policies that are in place related to Section 4.1 through 4.1.14. He questioned the name of the Fire Department's physician.

Referencing Executive, 41301.230, Retirement, Dave Owen stated the BOS have employed a full time Town employee as recording secretary.

Referencing Public Safety Building Study, 49611.720, Dave Owen stated such would be included in the scope of the warrant article therefore, recommended \$15,000 be removed from the Fire Department's budget.

It was moved by John Burt and seconded by Scott Smith to decrease 49611.720 Public Safety Building Study from \$15,000 to \$0. All members voted in favor. The motion passed.

Staff distributed a memo from Dave Ford addressing the following items; Highway 43120.740, Garage 43191.740, Building & Grounds 43192.311, uniforms and union contract relative to such and inventory of cell phones.

The Budget Committee has determined to revisit the following;

- **Fire & Rescue, 42200.350, Medical Services, new hire physicals; request NH Fire Standards & Training policy, provide policies that are in place related to Section 4.1 through 4.1.14, provide name of Fire Department's physician**
- **Economic Development; 46520.380, Outside Services – Chamber of Commerce; total cost breakdown for Calendar of Events**

It was moved by Jim Eisenhower and seconded by Marge Webster to adjourn the November 30, 2009 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for December 3, 2009 at the Wolfeboro Public Library @ 5:30 PM.

There being no further business before the Committee, the meeting adjourned at 7:20 PM.

Respectfully Submitted,
Lee Ann Keathley

Lee Ann Keathley

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