

WOLFEBORO BUDGET COMMITTEE
Work Session – Budget Review Meeting
December 8, 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, Members.

Members Absent: Allan Bailey, Harold Parker, Members.

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Dave Ford, Director of Public Works, Lee Ann Keathley, Secretary.

Chairman MacDonald called the meeting to order at 5:35 PM at the Wolfeboro Public Library.

AGENCIES

Northern Human Services

Bert Astles stated the agency is requesting \$7,449; noting it is the agency's hope to fund one clinician at \$33,000 per year. He stated the Bureau of Behavioral Health, which accounts for 85% of their funding, is running a deficit therefore, on 11/26/09 cuts were made in the amount of \$300,000. He stated additional cuts are expected in January 2010.

Robert Moholland stated YTD expenditures are half of what was allocated.

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

Jim Eisenhower questioned what percentage the Town's budget contributes.

Bert Astles stated the amount is based on a formula that includes a percentage of population in Carroll County and number of clients from each specific town. He stated most of the clients are from Ossipee.

Jim Eisenhower questioned whether the Town of Ossipee provides funding.

Bert Astles replied yes.

Dinner Bell

Randy Dales stated he reduced the request from \$6,500 to \$5,000 and anticipates returning money from this year to the Town. He stated the costs have decreased since he has taken over the program from Tri-County CAP due to the fact there are no administrative costs associated with the program; noting such is a volunteer operation. He stated the Dinner Bell served meals on 19 evenings between April to present (meals not served during the summer months); noting 1,000 people were served (90% being participants from Wolfeboro).

Carroll County Transit

Ted LaLiberte stated that due to a study depicting the need for transportation, Carroll County Transit was developed. He stated 8 buses would be arriving in spring 2010 and there would be 3 bus routes; West Ossipee to Laconia (2 round trip commuter trips per day), West Ossipee to Wolfeboro (flex route) and West Ossipee to Conway (flex route). He stated the organization has requested \$3,000. He stated there is no fee structure currently in place and transportation would be available to anyone, not only the mobility impaired or senior citizens.

John MacDonald questioned whether Huggins Hospital has been approached for funding.

Ted LaLiberte replied no, initial efforts have been focused on requests for funding from towns; noting \$3,000 has been requested from each town.

Brian Black questioned additional funding sources that are being provided to fund the program.

Ted LaLiberte replied NH DOT funding and federal funding.

Brian Black questioned how the vehicles were purchased.

Ted LaLiberte replied through stimulus money.

Brian Black questioned whether the organization is nonprofit.

Ted LaLiberte replied yes, the organization is a branch of Tri-County CAP.

Dave Senecal stated funding has been received from Health & Human Services as well.

Brian Black questioned whether the organization would be dependent upon town contributions once the start up money has been exhausted.

Ted LaLiberte replied no.

Ned Giroux questioned the type of bus.

Ted LaLiberte stated the vehicles would be shuttle buses with handicap accessibility; noting the 16 passenger bus would accommodate 2 wheelchairs and the 8 passenger bus would accommodate 1 wheelchair.

Scott Smith questioned whether any of the federal funding requires a match of town funding.

Ted LaLiberte stated some of the funds are matching funds contributed from advertising, "in kind" or Town contributions.

Scott Smith questioned whether the organization's future budget is known.

Ted LaLiberte replied no, however they expect to begin operation on 7/1/10.

Brian Black verified such would be a 5 day/week operation and questioned whether the drivers would be volunteers.

Ted LaLiberte stated staff would be paid because the drivers are required to hold a CDL license and training for handicap needs.

Ned Giroux stated he would suspect that smaller towns may take issue with contributing \$3,000 therefore, questioned whether the Town should anticipate an increase in the future.

Ted LaLiberte stated that as the program grows, the organization will continue to seek funding from other towns; noting Albany has also contributed.

Robert Moholland expressed concern for escalating costs associated with the program.

Ted LaLiberte stated ridership will be tracked.

Scott Smith questioned whether there was a warrant article for the program and if so, questioned whether the money was spent..

Dave Owen stated there was a warrant article that included start up costs and yes, the money has been expended.

Brian Black questioned whether there would be a physical office for the organization.

Ted LaLiberte replied yes, the office is located in Tamworth at Tri-County CAP; noting dispatch is located in Berlin.

John Burt questioned the anticipated first year budget.

Ted LaLiberte replied \$570,000; noting \$30,000 would be funded by the communities.

John Burt requested information relative to ridership for the 2010 budget process.

Appalachian Teen Project

Dan Kusch stated the organization has requested \$2,400; noting the program serves 79 students in the Diversity Program, 8 in the mental health project and 2 in the long term mentoring program.

John Burt questioned whether Northern Human Services addresses mental health problems.

Dan Kusch stated Northern Human Services offers a clinical program that includes intense counseling and treatment. He stated the Appalachian Teen Project is more of a preventative program.

L.I.F.E. Ministries

John Foster stated the organization has requested \$6,000.

Ned Giroux questioned whether the organization has seen an increase in clients and which communities are served.

John Foster replied yes, a 25% increase; noting Wolfeboro (41% of clients), Tuftonboro, Wakefield and Ossipee are served.

Ned Giroux questioned the amount of funding received by the other communities.

John Foster replied \$1,500 is received from Tuftonboro; noting the other communities have their own pantries.

Brian Black questioned whether the clients have to pre-qualify.

John Foster replied yes, income guidelines are provided by USDA.

WATER & SEWER

➤ SEWAGE COLLECTION DISPOSAL

John MacDonald stated this is the second year that the full time position in the department has not been filled and questioned whether the position is needed.

Dave Ford stated the position is needed as the department has fallen behind on projects therefore requiring the department to hire part time employees to help with projects. He stated the position is critical and has not been filled to due an appeal of a termination of an employee.

Referencing Outside Services, John MacDonald questioned traffic control for high volume areas.

Dave Ford stated the department is doing more repair work in State roads and due to safety issues, a police officer would be assigned to assist with traffic control. He stated such would only occur in emergency situations.

Robert Moholland questioned the under expenditure of said line item.

Dave Ford stated some encumbrances are not shown in addition to the inability to complete tasks / projects due to being under staffed.

Jim Eisenhower questioned the under expenditure of Building Maintenance.

Dave Ford stated he had placed items on hold pending the status of the budget however, due to the fact the department's budgets are not over expended, he would move forward to complete the work by year end; noting such would include repair to pump stations and storage facilities. He stated that due to the fact the department is short staffed, he would contract the services.

Robert Moholland questioned Professional Development; \$500 allocated however, YTD expenditure being \$44.

John Burt noted the five year average as \$203.

Dave Ford stated most of the training has been on the distribution side of the budget. He stated training was not encouraged prior to his hire therefore, he does not feel the five year average applies. He stated he anticipates training for the new hire.

➤ WASTEWATER TREATMENT

Robert Moholland questioned Contract Services.

Dave Ford stated such represents costs relative to contract operations; noting the need to either bid out services or retain Woodard & Curran; noting their 5 year contract expires December 2010.

Jim Eisenhower questioned Consultants and what money is needed for such.

Dave Ford stated he originally requested \$50,000; \$20,000 for fees related to contract operations and \$30,000 related to spray irrigation. He explained that at the time the budget was submitted there may have been the need to spray for one more season due to issues related to the RIB site however, due to spraying that occurred in September and October the pond is at a safe level therefore, the figure was reduced to \$20,000.

Jim Eisenhower stated Contract Services reflects an increase by \$30,000.

Scott Smith questioned whether the contract with Woodard & Curran includes spray irrigation.

Dave Ford replied no.

Scott Smith recommended leaving the amount of \$30,000 in the budget due to the potential need to spray.

Jim Eisenhower stated he is in favor of cutting the amount in half.

It was moved by Jim Eisenhower and seconded by John Burt to decrease 43263.392 Contract Services from \$604,000 to \$589,000.

Discussion of the motion:

Brian Black questioned how the need for use of the spray irrigation is determined.

Dave Ford reviewed the RIB site, the unexpected conditions that occurred and the current status of the system; noting the overall RIB site has stabilized, the Town is building additional basins and the pond level is currently down.

John Burt questioned when the new basins would be completed.

Dave Ford replied summer 2010.

Scott Smith questioned how many weeks of spraying would \$15,000 buy the Town.

Dave Ford replied 1-2 months and reviewed the associated costs related to such.

Marge Webster stated she is uncomfortable reducing the amount since there have been issues with the new system.

It was moved by Jim Eisenhower and seconded by John Burt to decrease 43263.392 Contract Services from \$604,000 to \$589,000. Jim Eisenhower, Brian Black, John Burt, Scott Smith, John MacDonald, Robert Moholland voted in favor. Marge Webster opposed. The motion passed.

Scott Smith questioned whether it is the intent of the BOS to put the contract services out to bid.

Dave Owen replied yes, there has not been a request to waive the procurement policy.

➤ **TECHNOLOGY SEWER**

John Burt questioned the number of computers for the department.

Pete Chamberlain replied two.

➤ **DISTRIBUTION SERVICES**

Jim Eisenhower questioned the under expenditure of Outside Services.

Dave Ford stated that due to the department being under staffed some projects were unable to be completed. He reviewed anticipated expenditures.

Scott Smith questioned the YTD expenditure for Building Maintenance.

Dave Ford stated he has a purchase order open in the amount of \$3,800 to replace the sill and siding of the storage building.

John Burt questioned the increase in the request for Electricity (43320.410); requesting such be revisited to justify the increase in expenditure request.

Jim Eisenhower questioned the increase in advertising.

Dave Ford stated the increase is related to notifying users of hydrant flushing and construction projects.

John Burt noted an increase in printing as well.

Dave Ford stated the Town is required by the EPA to produce and distribute a consumer confidence report; noting the report is mailed to 2,200 users yearly.

Robert Moholland questioned the increase in Safety Equipment.

Dave Ford stated such is related to the purchase of uniforms.

➤ **TREATMENT PLANT**

John MacDonald questioned the split in Scott Pike's salary; noting that if Mr. Pike will be working 75% of his time at the Water Treatment Plant then his salary should reflect such and be split accordingly.

Dave Ford stated 25% of Mr. Pike salary is noted in the Sewer Collection budget, 25% is noted in the Public Works Administration budget and 50% is noted in the Water Treatment Plant budget.

Robert Moholland questioned Electricity.

Dave Owen stated the facility is scheduled to have the energy efficiency updates done.

It was moved by John Burt and seconded by Marge Webster to decrease 43350.410 Electricity from \$7,440 to \$7,000. All members voted in favor. The motion passed.

John Burt questioned the funding for a computer.

Pete Chamberlain stated such is for a backup computer for the SCADA system to be accessed from a remote site.

John Burt questioned the under expenditure for Travel & Meetings.

Dave Ford stated M-8 has been dedicated to the Water Treatment Plant and used for transportation to certification trainings therefore, there has been less mileage reimbursements requested by the employees.

CAPITAL OUTLAY

Varney Road Water Line Replacement, 49607.710; \$75,000

Dave Ford reviewed the 2009 Pleasant Street waterline replacement project that was completed in house. He stated it is the department's goal to replace 1,000' per year.

ESTIMATED REVENUES

Pete Chamberlain reviewed estimated revenues; noting he would change the estimate for the Highway Block Grant (now being estimated at \$164,632.

John MacDonald questioned whether Dockside is a fixed rent.

Pete Chamberlain replied yes; noting such is a 3 year lease.

John MacDonald stated the estimated revenue related to such reflects a decrease.

Pete Chamberlain stated such is an error and would be corrected to reflect the 2009 lease figure.

Other Business

Dave Owen distributed warrant article information.

The Budget Committee has determined to revisit the following;

- **Distribution Service, 43320.410, Electricity; review figures to justify increase in expenditure request**

It was moved by Jim Eisenhower and seconded by Marge Webster to adjourn the December 8, 2009 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for December 10, 2009 at the Wolfeboro Public Library @ 5:30 PM.

There being no further business before the Committee, the meeting adjourned at 7:39 PM.

Respectfully Submitted,
Lee Ann Keathley

Lee Ann Keathley

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