

**WOLFEBORO BUDGET COMMITTEE**  
**Work Session – Budget Review Meeting**  
**December 28, 2009**  
**Minutes**

**Members Present:** John MacDonald, Chairman, Scott Smith, Vice-Chairman, Marge Webster, Selectmen's Representative, John Burt, Jim Eisenhower, Robert Moholland, Allan Bailey, Harold Parker, Members.

**Members Absent:** Brian Black, Ned Giroux, Member.

**Staff Present:** Rob Houseman, Acting Town Manager, Pete Chamberlain, Finance Director, Dave Ford, Director of Public Works, Ethan Hipple, Director of Parks & Recreation, Lee Ann Keathley, Secretary.

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

**AGENCIES**

**First Congregational Church**

Mimi Lisbon stated the original request was for \$15,000 however, following review of other requests, the church determined that their request was out of line with the requests of other nonprofit organizations. She stated the organization is requesting \$7,500 for the Senior Luncheon program; average served being 20-25 people.

John MacDonald questioned whether the majority of the people served are from Wolfeboro.

Mimi Lisbon replied yes.

Marge Webster stated the BOS denied the request because the organization does not have a nonprofit status.

Mimi Lisbon stated they thought the church being nonprofit would be sufficient; noting the church would act as fiscal agent.

Marge Webster questioned whether a letter could be submitted stating such.

Mimi Lisbon stated such was submitted as part of the funding request.

***It was moved by Harold Parker to grant the First Congregational Church of Wolfeboro funding request of \$7,500. There being no second, the motion failed.***

**WARRANT ARTICLES**

**Article A; Replace HD-10, a 1.5 Ton Plow Truck with Wing and Sander**

***It was moved by Harold Parker and seconded by Scott Smith to recommend Article A. All members voted in favor. The motion passed (8-0).***

Article B; Dockside Upgrades – Phase 2

*It was moved by Allan Bailey and seconded by Harold Parker to recommend Article B. All members voted in favor. The motion passed (8-0).*

Article C; Public Buildings Evaluation & Capital Assets Management Plan

*It was moved by Marge Webster and seconded by Allan Bailey to recommend Article C. All members voted in favor. The motion passed (8-0).*

Article D; Upgrade Town Roads

*It was moved by Marge Webster and seconded by Harold Parker to recommend Article D. All members voted in favor. The motion passed (8-0).*

Article E; Center Street Drainage Upgrades

*It was moved by Marge Webster and seconded by Harold Parker to recommend Article E. All members voted in favor. The motion passed (8-0).*

Article F; South Main Street (Route 28) Corridor Study and Conceptual Design

*It was moved by Allan Bailey and seconded by Jim Eisenhower to recommend Article F.*

*Discussion of the motion:*

Scott Smith questioned whether the article was recommended by the BOS.

Rob Houseman replied yes.

Scott Smith questioned whether South Main Street is a State Road.

Dave Ford replied yes, however noted that the drainage, sidewalks and cross section in the Right-Of-Way is the Town's responsibility. He stated the article addresses a proposal to layout a conceptual plan from Alton to Route 109-A; noting that without such, the Town cannot receive grant money for projects and long term planning.

Scott Smith stated the Town has its own issues and questioned how the Town would prioritize those issues when taking on a State project; noting staff time / Town money are being used for a project that should be the State's responsibility.

Dave Ford stated the corridor is owned by the State however, if the Town wants changes to happen along that portion of roadway then the Town has to make it happen.

Scott Smith questioned the commitment / guarantee by the State to do the project after the Town spends their time and money.

Dave Ford stated in regard to the 10-year plan, the Town would be eligible for funding if the study has been completed.

Chip Maxfield stated the Town needs to move forward and tell the State what the Town wants to see happen.

*It was moved by Allan Bailey and seconded by Jim Eisenhower to recommend Article F. Allan Bailey, Jim Eisenhower, Marge Webster, Harold Parker, Robert Moholland, John MacDonald voted in favor. Scott Smith, John Burt opposed. The motion passed (6-2).*

Article G; ADA Improvements – Pop Whalen Arena

*It was moved by Marge Webster and seconded by Jim Eisenhower to recommend Article G. All members voted in favor. The motion passed (8-0).*

Article G-1; ADA Improvements – Beach Bathhouses

John Burt questioned why such is being bonded.

Jim Eisenhower verified the Town has not been cited for noncompliance relative to the beach bathhouses.

Rob Houseman stated the Town needs to be in compliance.

John MacDonald questioned whether there is money in the budget for port-a-potties at the beaches.

Ethan Hipple replied no, the funds would need to be appropriated in the budget.

*It was moved by John Burt and seconded by Robert Moholland to not recommend Article G-1. Allan Bailey, John MacDonald, Jim Eisenhower, Harold Parker, Robert Moholland, Scott Smith, John Burt voted in favor. Marge Webster abstained. The motion passed (7-0, 1 abstention).*

Article H; Complete Upgrades to Railroad Station

*It was moved by Harold Parker and seconded by Allan Bailey to recommend Article H. All members voted in favor. The motion passed (8-0).*

Article I; Replace Water Lines in Glendon and Lehner Street and Other Downtown Streets

*It was moved by Jim Eisenhower and seconded by Marge Webster to recommend Article I. All members voted in favor. The motion passed (8-0).*

Article L; Handicapped Accessible Restroom At Public Safety Building

*It was moved by Allan Bailey and seconded by Harold Parker to recommend Article L. All members voted in favor. The motion passed (8-0).*

Article M; John Brewster Memorial Building (Town Hall) Interim Improvements, Maintenance, Repair

Joyce Davis, The Friends of Wolfeboro Town Hall, stated a Petition Warrant Article has been filed with the Town Clerk earlier today; noting the intent of the article is to raise and appropriate the sum of \$110,000 for specific repairs to Brewster Memorial Hall. She stated the petition is being filed in response to the BOS' recent action which cut the amount to \$50,000, a sum inadequate to address the minimum necessary repairs.

John Burt questioned when the Budget Committee would see the article.

Rob Houseman stated the BOS are reviewing the article at their meeting on 1/6/10.

*It was moved by Robert Moholland and seconded by Scott Smith to not recommend Article M. Robert Moholland, Scott Smith, John Burt, Harold Parker, John MacDonald, Allan Bailey voted in favor. Jim Eisenhower, Marge Webster abstained. The motion passed (6-0, 2 abstentions).*

Article N; Library Expansion Feasibility Study

*It was moved by Marge Webster and seconded by Harold Parker to recommend Article N. All members voted in favor. The motion passed (8-0).*

Article O; Discontinue Old Fire Truck Capital Reserve Account

*It was moved by Marge Webster and seconded by Scott Smith to recommend Article O. All members voted in favor. The motion passed (8-0).*

Article P; Discontinue Foss Field Lights Capital Reserve Account

*It was moved by Marge Webster and seconded by Allan Bailey to recommend Article P. All members voted in favor. The motion passed (8-0).*

Article Q; Fire Trucks and Apparatus Replacement Capital Reserve Fund

*It was moved by Marge Webster and seconded by Harold Parker to recommend Article Q. All members voted in favor. The motion passed (8-0).*

Article R; Public Works Vehicle and Equipment Capital Reserve Fund

John Burt stated the fund is badly underfunded; noting such needs a steady funding of \$156,000 - \$160,000. He stated he intends to make a motion at the Deliberative Session to increase the amount to \$156,000. He questioned if there is any intent to use the capital reserve fund for the Solid Waste Facility backhoe.

Rob Houseman replied no, the fund is underfunded.

*It was moved by Marge Webster and seconded by Scott Smith to recommend Article R. Allan Bailey, Marge Webster, John MacDonald, Jim Eisenhower, Harold Parker, Robert Moholland, Scott Smith voted in favor. John Burt opposed. The motion passed (7-1).*

Article S; Reconstruct and Resurface Basketball and Tennis Courts at Foss Field

Rob Houseman stated the project was proposed several years ago however, had been tabled. He stated the proposal is intricate to the summer program and the courts need to be safe to program users and the public.

John MacDonald questioned whether the courts would be closed down if the request was not approved.

Ethan Hipple stated the courts benefit every age group and have been maintained for over 30 years. He requested the Committee recommend the project.

It was moved by Marge Webster and seconded by Scott Smith to recommend Article S. Scott Smith, Robert Moholland, Jim Eisenhower, John MacDonald, Allan Bailey, Marge Webster voted in favor. Harold Parker, John Burt abstained. The motion passed (6-0, 2 abstentions).

#### Article T; Smith River Streambank Stabilization

John Burt questioned why the amount would be bonded; noting there is no need for such considering the project will be completed and not revisited.

It was moved by Allan Bailey and seconded by John Burt to recommend Article T. Allan Bailey, Marge Webster, John MacDonald, Jim Eisenhower, Robert Moholland, Scott Smith voted in favor. Harold Parker opposed. John Burt abstained. The motion passed (6-1, 1 abstention).

#### Article V; Constructing New Town Offices on Lehner Street

Marge Webster requested the Committee not act on the article until following the BOS meeting on 1/6/10; noting the warrant article may change.

Harold Parker stated he has an issue with the whole process.

It was moved by John Burt and seconded by Jim Eisenhower to vote on Article V. Robert Moholland, Scott Smith, John Burt, Harold Parker, John MacDonald, Jim Eisenhower, Allan Bailey voted in favor. Marge Webster abstained. The motion passed.

It was moved by John Burt seconded by Jim Eisenhower to not recommend Article V. Allan Bailey, John MacDonald, Jim Eisenhower, John Burt, Scott Smith, Harold Parker voted in favor. Marge Webster, Robert Moholland opposed. The motion passed (6-2).

#### REVISIT LIST

##### Highway, 43110.117 (Public Works Intern & summer worker)

John Burt stated the number of hours for part time employees was increased despite the economic conditions.

Scott Smith questioned the responsibilities of the intern.

Rob Houseman stated the intern began to build the RSMS through archiving data and the EPA energy audit program. He stated the next phase would include in the field data collection and input into the software system.

It was moved by John Burt and seconded by Robert Moholland to decrease 43110.117 Part Time Wages by \$1,340, specifically the Public Works Intern position. Jim Eisenhower, Robert Moholland, John Burt, John MacDonald voted in favor. Allan Bailey, Harold Parker, Scott Smith, Marge Webster opposed. The motion failed.

It was moved by John Burt and seconded by Robert Moholland to decrease 43110.117 Part Time Wages by \$2,466, specifically summer worker position. Jim Eisenhower, Scott Smith, Robert Moholland, John Burt, John MacDonald voted in favor. Allan Bailey, Harold Parker, Marge Webster opposed. The motion passed.

### **Computer Hardware, 725 line item**

John Burt expressed concern for having a centralized computer hardware budget. He recommended identifying specific computer requests to individual departments however, maintain an IT section in the General Government budget. He distributed the 2010 IT budget sorted by department; requesting clearly identifiable items be placed back into individual budgets.

Jim Eisenhower questioned whether the intent was to create a centralized IT budget.

Scott Smith questioned objections by BOS or Staff.

Rob Houseman stated originally individual budgets included individual costs however, the 2010 budget reflects a centralized budget to be reviewed as a total rather than in parts.

Scott Smith questioned who would have oversight of the IT budget.

Rob Houseman replied the Finance Director and Town Manager.

**It was moved by John Burt to reallocate the IT budgets in accordance with the 2010 IT Budget handout. There being no second, the motion failed.**

### **Fire & Rescue, 42200.350, Medical Services**

Phil Morrill stated the NFPA requires a physical for the hire of a full time employee and a follow-up physical to be done within 12 months. He stated the BOS and Town Manager rewrote all job descriptions to include an annual physical. He stated the physicals are not covered by insurance and the Committee would be doing a disservice if the funding request is not supported.

John MacDonald questioned the name of the Fire Department's doctor.

Phil Morrill replied the occupational health doctor at Lakes Region General Hospital.

John MacDonald stated that if a standard is being referenced then that standard should be supported. He requested the job description.

Phil Morrill provided such.

### **Welfare, Workers Compensation**

Pete Chamberlain stated he budgeted such at an incorrect rate; noting he would adjust such. He stated the 2010 figure is valid.

### **Communications**

Stu Chase stated the department has one server for email and an additional secured server.

### **Centralized Legal Budget**

**It was moved by Jim Eisenhower and seconded by Harold Parker to move from a decentralized legal budget to a centralized legal budget.**

*Discussion of the motion:*

Scott Smith stated he is not opposed to the discussion however, feels it is a policy / management decision to be handled by the BOS and Town Manager.  
Jim Eisenhower agreed with Mr. Smith.

**Jim Eisenhower withdrew his motion. Harold Parker withdrew his second.**

**46520.380, Outside Services - Chamber of Commerce**

Referencing the Wolfeboro Area Chamber of Commerce letter, dated 12/21/09, regarding the Community Calendar of Events, Scott Smith stated the information presented does not represent the request of the Committee.

Mary DeVries stated she thought the Committee wanted to know the cost per piece.

Tod O'Dowd, Wolfeboro Area Chamber of Commerce, stated the true cost is more than the \$6,000 request; speaking in favor of the funding request.

**Culture & Recreation Administration, 45201.117 Part Time Wages**

**It was moved by John Burt to decrease 45201.117 Part Time Wages by \$4,693. There being no second, the motion failed.**

**CAPITAL OUTLAY**

**Boom Flail Mower, 49617.740; \$15,950**

**It was moved by John MacDonald and seconded by Harold Parker to decrease Boom Flail Mower, 49617.740, from \$15,950 to \$0. John MacDonald, Jim Eisenhower, Harold Parker, Robert Moholland, Scott Smith, John Burt voted in favor. Marge Webster opposed. Allan Bailey abstained. The motion passed.**

**It was moved by John Burt and seconded by Allan Bailey to increase 43120.440 Rentals & Equipment by \$3,000. All members voted in favor. The motion passed.**

**It was moved by Harold Parker and seconded by Allan Bailey to adjourn the December 28, 2009 Budget Committee meeting. All members voted in favor.**

*Budget Committee Public Hearing scheduled for January 4, 2010 at the Wolfeboro Public Library @ 7:00 PM.*

*There being no further business before the Committee, the meeting adjourned at 7:50 PM.*

Respectfully Submitted,  
*Lee Ann Keathley*

Lee Ann Keathley

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