

**WOLFEBORO BUDGET COMMITTEE**  
**Budget Review Meeting**  
**November 10, 2010**  
**Minutes**

**Members Present:** John MacDonald, Chairman, Scott Smith, Vice-Chairman, Marge Webster, Selectmen's Representative, Robert Moholland, Jim Eisenhower, Allan Bailey, Frank Giebutowski, Bob Tougher, Members.

**Members Absent:** Brian Black, Harold Parker, Members.

**Staff Present:** Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Lee Ann Keathley, Secretary.

*Chairman MacDonald called the meeting to order at 6:00 PM at the Wolfeboro Public Library.*

**ELECTRIC**

**Administration**

Bob Tougher questioned the decrease in funding request for consultants, 43410.311.

Barry Muccio stated the line worker contract was due for renewal and the funding request for 2010 reflects consultants to assist with that process. He stated the Town will be entering into an agreement with NH Electric Coop.

Jim Eisenhower questioned administrative cost allocation.

Barry stated such was based on prior years and reflects a portion of the cost for billing and collections and Pop Whalen.

Pete Chamberlain stated the same formula was used from the previous year.

The Committee requested administrative cost allocation calculations for all departments.

Bob Moholland questioned the over expenditure of building maintenance, 43410.435.

Barry Muccio stated he lost two boiler plates in the steam boiler.

**Distribution**

John MacDonald questioned the length of the new contract.

Barry Muccio replied it's a 3 year contract with a two year option.

Scott Smith asked if there is a change in services.

Barry Muccio replied no and stated the contract includes 5 first class linemen.

Jim Eisenhower noted a \$65,000 increase in the first year of the contract and questioned anticipated expenses for years thereafter.

Barry Muccio stated the budget reflects a 9% increase in the first year and will reflect a 3% increase yearly thereafter.

Bob Moholland questioned the increase in outside services, 43420.380 by \$10,000.

Barry Muccio stated NH DOT has mandated traffic control be provided on all State roads.

#### **Generation**

Frank Giebutowski questioned the increase in consultants, 43430.311.

Barry Muccio stated the Town purchased the former petroleum site (for the Glendon Street parking area expansion); noting such has monitoring wells on the site. He stated since his department currently monitors the existing electric building site adjacent to the site the expense was placed in his budget; noting the expense for such is reimbursed 85% by the State.

Frank Giebutowski questioned whether the Town was aware of the monitoring wells when the property was purchased.

Dave Owen replied yes.

#### **Technology**

No changes.

### **GENERAL GOVERNMENT**

#### **➤ Executive**

Bob Moholland questioned clerical salaries, 41301.112; noting such is under expended.

Dave Owen stated the line item relates to salary for the BOS and Budget Committee secretaries.

Marge Webster stated the backup provides the breakdown in hours.

**It was moved by Bob Moholland and seconded by Frank Giebutowski to decrease clerical salaries 41301.112 from \$9,590 to \$8,000. Bob Moholland, Frank Giebutowski voted in favor. Bob Tougher, Scott Smith, Jim Eisenhower, Marge Webster, John MacDonald, Allan Bailey opposed. The motion failed.**

John MacDonald questioned the increase in the 2011 request for part time positions, 41301.117.

Dave Owen stated the Chamber of Commerce requested additional staffing hours at the information center and the BOS partially granted the request.

Jim Eisenhower questioned whether it is standard practice for municipalities to pay for staffing at the information booth.

Allan Bailey replied yes.

Bob Tougher questioned what the additional staffing from May-October entails; questioning whether the staff is doubled.

Marge Webster stated that because the Chamber of Commerce promotes tourism and business in the Town the BOS funded half the request.

**It was moved by Scott Smith and seconded by Jim Eisenhower to decrease part time positions 41301.117 from \$11,165 to \$6,163.**

*Discussion of the motion:*

Allan Bailey stated the request by the Chamber of Commerce is not a lot of money for what the Town receives in return.

Frank Giebutowski requested such be placed on the revisit list to allow the opportunity for Mary DeVries to attend a meeting and answer questions related to her request.

**It was moved by Scott Smith and seconded by Jim Eisenhower to decrease part time positions 41301.117 from \$11,165 to \$6,163. Bob Tougher, Scott Smith, Jim Eisenhower, John MacDonald, Bob Moholland voted in favor. Marge Webster, Frank Giebutowski, Allen Bailey opposed. The motion passed.**

John MacDonald requested Staff notify Mary DeVries of the discussion and request her attendance at the 12/2/10 Budget Committee meeting to review the funding request further. He stated the Committee can reinstate the funding if they so desire following her presentation.

John MacDonald questioned the increase in funding request for legal, 41301.320.

Dave Owen stated there is anticipated litigation with the engineering firm that designed the Rapid Infiltration Basin site.

Scott Smith stated such should be paid out of the sewer fund.

**It was moved by Scott Smith and seconded by Bob Moholland to decrease legal 41301.320 from \$120,000 to \$100,000.**

*Discussion of motion:*

Scott Smith stated if the motion is supported he will include the amount in the utility fees.

Marge Webster stated the BOS extensively discussed the placement of the funds in the budget and decided it should be placed in the Executive legal budget.

**It was moved by Scott Smith and seconded by Bob Moholland to decrease legal 41301.320 from \$120,000 to \$100,000. Frank Giebutowski, Bob Tougher, Scott Smith, Jim Eisenhower, John MacDonald, Bob Moholland voted in favor. Allan Bailey, Marge Webster opposed. The motion passed.**

Bob Moholland questioned the under expenditure of outside services, 41301.380.

Dave Owen stated such includes recording documentation at the Carroll County Registry of Deeds.

**It was moved by Bob Moholland to decrease outside services, 41301.380 from \$1,000 to \$500. There being no second, the motion failed.**

Referencing Cable Channel, 41301.381, Frank Giebutowski noted a discrepancy between the 2011 funding request noted in the budget (\$66,000) and the written request (\$69,000) from Peter Pijoan as part of the supporting documentation.

John MacDonald questioned why a stipend for medical in the amount of \$3,500 is provided.

Allan Bailey stated the stipend is part of the salary. He requested the Board allow Peter Pijoan to attend a meeting to clarify the funding request.

The Committee agreed to Mr. Bailey's request.

Bob Moholland noted travel and meetings is under expended and professional development is over expended.

**It was moved by Bob Moholland and seconded by Frank Giebutowski to decrease travel & meetings, 41301.820 from \$150 to \$50 and increase professional development from \$50 to \$150. Frank Giebutowski, Bob Tougher, Scott Smith, Jim Eisenhower, John MacDonald, Bob Moholland voted in favor. Marge Webster, Allan Bailey opposed. The motion passed.**

Bob Moholland questioned the under expenditure of miscellaneous operating expenses, 41301.850.

Dave Owen stated the funds are used toward the employee appreciation day and \$1,000 of the funds was recently used to pay for architect fees.

Pete Chamberlain stated the YTD expenditure is \$3,700.

Jim Eisenhower stated the historical average is \$6,000.

**It was moved by Bob Moholland and seconded by Jim Eisenhower to decrease miscellaneous operating expenses, 41301.850 from \$10,000 to \$7,000.**

*Discussion of the motion:*

Dave Owen recommended against cutting the funds and stated if the Town Hall moves to a temporary facility the funds will be needed.

Marge Webster stated the funds are used for unanticipated expenditures.

Frank Giebutowski stated it is appropriate to have flexibility for unanticipated expenditures in the Executive budget.

**It was moved by Bob Moholland and seconded by Jim Eisenhower to decrease miscellaneous operating expenses, 41301.850 from \$10,000 to \$7,000. Bob Moholland voted in favor. Frank Giebutowski, Bob Tougher, Scott Smith, Jim Eisenhower, John MacDonald, Marge Webster, Allan Bailey opposed. The motion failed.**

John MacDonald questioned whether milfoil treatment, 41301.870 will be an annual budget item.

Dave Owen replied yes, for ongoing maintenance.

John MacDonald stated milfoil control is not just an issue for Wolfeboro and encouraged the BOS to speak to State representatives to contribute towards the funding for such.

➤ **Technology**

Pete Chamberlain distributed the Software Application Study; noting such relates to consultant funding for 2010. He stated MRI was retained for the service; noting the study states the need to upgrade and integrate billing and collections software.

Jim Eisenhower questioned whether all departments can communicate with one another.

Pete Chamberlain replied no.

John Burt noted major improvements in the computer replacement program.

➤ **Finance**

No changes.

➤ **Town Manager**

No changes.

➤ **Town Clerk**

Frank Giebutowski questioned the increase to outside services, 41401.380.

Pete Chamberlain stated such relates to the reformatting and printing of the Town's code book.

Bob Moholland questioned the increase to elections, 41401.300.

Dave Owen stated the increase was requested by the Supervisors of the Checklist.

➤ **Tax Collector**

Bob Moholland questioned the under expenditure in printing, 41504.550.

Brenda LaPointe stated she has purposely run down her stock because the decision has been made to outsource the printing of the bills (water, sewer, tax & electric); noting postage has been decreased by \$6,000. She stated that as a result, she has not purchased paper that she normally would have during this time of year. She stated the bills would be sent to a secured site and the company would print, stuff and mail the bills; noting postage would be at a reduced rate.

➤ **Assessing**

Dave Owen stated that per the instruction of the BOS, a Request for Proposals was advertised for assessing services; noting 4 firms responded. He stated it was his recommendation the Town remain with Cross Country Appraisals (noting the BOS concurred with his recommendation).

Frank Giebutowski stated that in both revaluations errors of transcription from old to new occurred and questioned what can be done to have more accuracy.

Dave Owen stated an open review process was provided at the end of the revaluation and when the proposed property values came out a number of changes were done immediately to correct the errors.

Jim Eisenhower questioned whether every property was assessed on the last assessment.

Dave Wiley stated the last revaluation culminated what was started in 2006 as a full revaluation. He stated the Town is on a five year cycle with the Department of Revenue Administration for updating values.

Bob Moholland questioned assessor's hours, 41503.380; noting an under expenditure for such.

Dave Owen stated the Town has budgeted for Mr. Wiley to be in the office one day per week and for an additional 20 days over the course of the year.

Scott Smith questioned whether such is billed monthly or quarterly.

Dave Wiley replied monthly and stated he thinks the YTD expenditure is incorrect.

The Budget Committee has determined to revisit the following;

- **Administrative Cost Allocation; provide calculation for all funds**
- **Assessing, 41503.380, Assessing Hours; YTD is under expended ~ review billing records**
- **Executive, 41301.117, Part Time Positions; what does additional staffing for May-Oct entail**
- **Executive, 41301.381, Cable Channel; written request in back up information reflects an amount of \$69,000 however, the 2011 budget request reflects \$66,000**
- **Town Clerk, 41401.560, Dues & Subscriptions; questioned an error in coding for 2009 of expended funds (noting in 2009 the line item was under expended)**

#### Consideration of Minutes

November 8, 2010

**It was moved by Allan Bailey and seconded by Marge Webster to approve the November 8, 2010 Budget Committee minutes as submitted. All members voted in favor. The motion passed.**

**It was moved by Allan Bailey and seconded by Scott Smith to adjourn the November 10, 2010 Budget Committee meeting. All members voted in favor.**

*Budget Committee meeting scheduled for November 15, 2010 at the Town Hall Meeting Room @ 6:00 PM.*

*There being no further business before the Committee, the meeting adjourned at 7:47 PM.*

Respectfully Submitted,

*Lee Ann Keathley*

Lee Ann Keathley

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