

WOLFEBORO BUDGET COMMITTEE
Budget Review Meeting
November 15, 2010
Minutes

Members Present: John MacDonald, Chairman, Marge Webster, Selectmen's Representative, Robert Moholland, Brian Black, Jim Eisenhower, Allan Bailey, Harold Parker, Frank Giebutowski, Bob Tougher, Members.

Member Absent: Scott Smith, Vice-Chairman.

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

Chairman MacDonald called the meeting to order at 6:05 PM at the Town Hall Meeting Room.

LIBBY MUSEUM

Lauren Hammond the museum will be celebrating its 100th anniversary in 2012.

Jim Eisenhower questioned the yearly revenue intake.

Lauren Hammond replied \$2,000 in admission fees; noting the Friends of Libby supports the programs.

PARKS & RECREATION

➤ **Administration**

Frank Giebutowski why computer maintenance 45201.425 was cut to \$0.

Ethan Hipple stated such was placed in the technology budget.

Brian Black questioned why the Town Manager cut professional development 45201.820.

Ethan Hipple stated originally he had proposed both he and the Assistant Parks & Recreation Director attend a conference however; one registration fee was removed to provide coverage at the office.

Frank Giebutowski questioned whether travel and meetings could be reduced.

Ethan Hipple replied yes; noting it could be reduced by \$225.

It was moved by Frank Giebutowski and seconded by Allan Bailey to reduce 45201.810 by \$225. All members voted in favor. The motion passed.

Ethan Hipple submitted a reinstatement list; noting the items were not included in the budget because Staff was instructed to maintain a 0% increase.

John MacDonald questioned if the BOS reviewed the list.

Ethan Hipple replied yes, however, the BOS did not act on the items.

➤ **Maintenance**

Bob Moholland questioned the increase in safety equipment 45202.680.

Ethan Hipple stated the maintenance crew was expanded during the summer months (May – September); noting extra supplies were needed (boots & uniforms per the union agreement).

Jim Eisenhower questioned the increase in the request for machinery and equipment 45202.740.

Ethan Hipple stated the need to purchase equipment (chainsaw, pole pruner & leaf blower). He stated the pole pruner they currently have is broken, the department only has one working leaf blower and more money is being spent on repairing one of the two chainsaws.

➤ **Beaches**

Ethan Hipple requested reinstatement of part time wages to have lifeguards on duty one extra week in June and one extra week in September (through Labor Day); noting the beaches will be open during that time however, the bathrooms will not be open and no lifeguard will be on duty. He stated the beaches are scheduled to open 7/3/11 however, would request such be rescheduled to 6/26/10.

John MacDonald questioned the cost per day for such.

Ethan Hipple replied \$116.94 (8 hour shift).

It was moved by Allan Bailey and seconded by Marge Webster to increase part time wages 45203.117 from \$57,540 to \$67,363.

Discussion of the motion:

Jim Eisenhower stated he does not see how not having a lifeguard on duty is an issue. He recommended posting at the beaches "no lifeguard on duty".

Ethan Hipple stated the beaches will be left open at minimum and within a posting to swim at own risk. He stated there is an expectation by the public for supervision at the beaches.

Bob Tougher expressed concern for Labor Day weekend; stating it would be nice to have the facilities open.

Ethan Hipple stated he received three complaints the day after Labor Day as to why the beaches closed so early.

Brian Black stated he entrusts Mr. Hipple to do his job. He stated it is the Committee's job to set the budget number and it is Mr. Hipple's job to spend such accordingly. He stated 2010 budget amount has been over expended.

Ethan Hipple stated 2009 was under expended because the beaches were closed several days due to rain however; such was not the case in 2010.

Allan Bailey withdrew his motion.

Marge Webster withdrew her second.

It was moved by Allen Bailey and seconded by Marge Webster to increase part time wages 45203.117 from \$57,540 to \$65,209 (2010 department request). All members voted in favor. The motion passed.

It was moved by Allan Bailey and seconded by Jim Eisenhower to recalculate the 200 series accordingly. All members voted in favor. The motion passed.

Ethan Hipple stated the reinstatement list included portable toilets. He stated two beaches have bath houses however, portable toilets are rented for Albee Beach; noting numerous complaints regarding such. He stated the provider missed pumping dates by 2-3 days therefore, he proposed to change the vendor and seek a local company (at an increased cost) that would be more accountable.

Bob Tougher questioned whether such would go out to bid.

Dave Owen stated the Town's procurement policy requires 3 price quotes for amounts between \$1,000 - \$10,000.

It was moved by Marge Webster and seconded by Allan Bailey to increase rentals & leases 45203.440 by \$2,000.

Discussion of the motion:

Brian Black stated he does not want to set a precedent to grant a wish list following Town Manager and BOS review of the budget. He stated he wants the townspeople to vote in the budget.

It was moved by Marge Webster and seconded by Allan Bailey to increase rentals & leases 45203.440 by \$2,000. Marge Webster, Allan Bailey, Bob Tougher voted in favor. Frank Giebutowski, John MacDonald, Bob Moholland, Jim Eisenhower, Harold Parker, Brian Black opposed. The motion failed.

It was moved by John MacDonald and seconded by Harold Parker to decrease rentals & leases 45203.440 from \$3,705 to \$3,550 (2010 department request). John MacDonald, Harold Parker, Brian Black, Bob Moholland, Frank Giebutowski voted in favor. Allan Bailey, Marge Webster, Bob Tougher, Jim Eisenhower opposed. The motion passed.

It was moved by John MacDonald and seconded by Bob Moholland to decrease programs 45203.830 from \$3,000 to \$2,540. John MacDonald, Bob Moholland, Allan Bailey, Jim Eisenhower, Harold Parker, Brian Black, Frank Giebutowski voted in favor. Marge Webster, Bob Tougher opposed. The motion passed.

➤ **Ski / Skate**

John MacDonald questioned the increase in part time wages 45204.117.

Ethan Hipple stated Brewster Academy and Abenaki Ski Teams are using Abenaki as the practice mountain for their ski team (the organizations rent the mountain for private use); noting the need to pay staff during that time (ski patrol, 2 lift operators, grooming and administrative fees). He stated the cost for such is covered by revenue.

➤ **Hockey Rink**

No discussion / changes.

➤ **Playground**

Jim Eisenhower questioned the increase in part time wages 45206.117.

Ethan Hipple stated such reflects a second leader for the Adventure Crew program.

Bob Moholland questioned diesel 45206.636; noting nothing has been expended this year.

Ethan Hipple stated such is a coding issue.

Bob Moholland questioned the increase in safety equipment 45206.680.

Ethan Hipple stated such reflects the cost for jackets for staff and volunteer t-shirts.

➤ **Building – Community Center**

Frank Giebutowski questioned building maintenance 45207.435; noting an under expenditure of such.

Ethan Hipple stated funds were not spent to compensate for over expenditures in other budgets.

Frank Giebutowski questioned the long term plan for the building.

Ethan Hipple replied roof maintenance and painting of exterior; noting no major alterations because the future of the building is unknown.

➤ **Clark House**

John MacDonald questioned the increase in programs 45892.830.

Ethan Hipple stated such reflects the amount charged to the Town by the Wolfeboro Historical Society to provide guided tours.

➤ **Pop Whalen Ice Arena**

Pete Chamberlain stated 71% of revenue has been collected year to date.

Ethan Hipple noted the following items as part of the reinstatement list; increase part time wages 45206.117 by \$3,650 and increase general operating supplies 45206.610 by \$3,500 for the youth basketball program, increase uniforms 45206.610 by \$1,000 for equipment for the adult basketball and softball programs and increase 45203.710 to line the Brewster Beach parking lot.

It was moved by Allan Bailey to increase part time wages 45206.117 by \$3,650, increase general operating supplies 45206.610 by \$3,500, increase uniforms 45206.610 by \$1,000 and increase 45203.710 to line the Brewster Beach parking lot. There being no second, the motion failed.

Marge Webster stated she strongly supports the youth basketball program.

It was moved by Marge Webster and seconded by Bob Tougher to increase part time wages 45206.117 by \$3,650 and increase general operating supplies 45206.610 by \$3,500.

Discussion of the motion:

Bob Moholland stated the Town funds a lot of programs such as after school programs, the Kingswood Youth Center and programs through the Parks & Recreation Department; questioning the necessity to fund this particular program.

Bob Tougher questioned why the basketball league needs the Town to take over the program.

Ethan Hipple stated the volunteers are tired of running the program; noting the program could possibly be a total pass through.

Allan Bailey verified the program has been successful on a volunteer basis.

Frank Giebutowski questioned whether it would be a summer program.

Ethan Hipple replied no, it would be a school year program.

Frank Giebutowski questioned whether the Town would pay for court time.

Ethan Hipple replied no; noting use of the school gyms is free.

John MacDonald stated the Town doesn't support Back Bay Hockey, Abenaki Lacrosse and Cal Ripken Baseball and feels it is not fair to those organizations if the Town supports the basketball program. He stated the parents should step up and support the program.

Ethan Hipple stated the funding request would pay for coordinating the program and referees; noting the parents would be the coaches.

Brian Black stated that although the program may be a pass through the taxpayers are not looking at the revenue rather are looking at the percentage increase of the budget.

Jim Eisenhower agreed with Brian Black's comment regarding setting a precedent of approving additional items following the Town Manager and BOS' review; noting that if the program is necessary it should be included in the base budget.

It was moved by Marge Webster and seconded by Bob Tougher to increase part time wages 45206.117 by \$3,650 and increase general operating supplies 45206.610 by \$3,500. Bob Tougher, Marge Webster, Allan Bailey voted in favor. Jim Eisenhower, Harold Parker, Bob Moholland, Frank Giebutowski, John MacDonald, Brian Black opposed. The motion failed.

- **Cemeteries**
No discussion / changes.
- **Patriotic Purposes**
No discussion / changes.

CAPITAL OUTLAY

Foss Hut Demolition, 49165.710; \$13,750

Ethan Hipple stated the demolition would also include disabling the electric service, constructing a shed to house the electric service that feeds the fields and path and a 10% contingency.

Community Center Mold Remediation, 49163.710; \$6,000

Ethan Hipple stated a mold evaluation was conducted and mold remediation was recommended; noting higher than normal levels of airborne molds were detected. He stated the remediation includes treatment of surfaces, installing a dehumidifier, removal of the carpet and installation of vinyl tile flooring to match the existing flooring. He stated that if the building is going to continue to be used for public meetings then the improvements need to be done until a long term decision is made.

Dave Owen stated that ultimately the building needs to be replaced however, short term issues need to be addressed.

Brian Black questioned the increase of \$2,000 by the BOS.

Dave Owen replied to allow for the removal and replacement of the carpet.

Bob Moholland stated the reality is that the building will not be replaced in the next 5 years.

Clark Park Parking Lot Resurfacing, 49164.710; \$19,305

Ethan Hipple stated such is proposed as per the agreement with the US Department of Justice. He stated there are slope issues with the parking lot that need to be addressed; noting the resurfacing of the lot will not fully comply however, an exemption has been requested.

Pop Whalen Parking Lot Resurfacing, 49166.710; \$25,850

Ethan Hipple stated the costs associated with such would be split between the General Fund and the Enterprise Fund because it benefits Abenaki as well as Pop Whalen Arena. He stated the existing parking lot is proposed to be repaved.

John MacDonald questioned whether such should be postponed until following the completion of the site plan.

Ethan Hipple stated there are significant potholes and grading issues.

Jim Eisenhower questioned whether the Town has been cited for the parking lot.

Ethan Hipple stated the Town was cited for the layout of the parking spaces and had to restripe the parking lot.

Jim Eisenhower verified the Town is compliant.

It was moved by Jim Eisenhower and seconded by Bob Moholland to decrease Pop Whalen Parking Lot Resurfacing 49166.710 from \$25,850 to \$0.

Discussion of motion:

Jim Eisenhower stated there are two bond payments for work was previously done at the arena and there will be another bond next year for the sprinkler system which impacts rates; noting the rates have been increased the last two years.

Allan Bailey stated Brewster Academy is proposing a new rink; noting the potential loss of income and questioned whether there will be enough money to make the improvements.

It was moved by Jim Eisenhower and seconded by Bob Moholland to decrease Pop Whalen Parking Lot Resurfacing 49166.710 from \$25,850 to \$0. John MacDonald, Bob Moholland, Bob Tougher, Allan Bailey, Jim Eisenhower, Harold Parker, Brian Black, Frank Giebutowski voted in favor. Marge Webster opposed. The motion passed.

Albee Beach Septic System Installation, 49186.710; \$18,975

Ethan Hipple stated the item reflects the installation of a septic system at Albee Beach for a future beach house / restroom facility (2012 CIP); noting a septic system design and approval has been received and is valid until 2012. He recommends phasing the project; installing the septic system first then constructing the beach house.

Frank Giebutowski stated he has a hard time justifying the expenditure if he doesn't know whether the beach house will be approved.

Ethan Hipple stated if the bath houses are not approved portable toilet units could be hooked up to the working septic system.

Abenaki Site Plan, 49162.710; \$6,500

Ethan Hipple stated the Master Plan / Site Plan for Abenaki and Pop Whalen Arena includes a 2,000 – 3,000 SF lodge replacement and replacement of existing sheds. He stated it was recommended to look at the entire site rather than addressing separate projects for the site and provide guidance relative to the maintenance buildings.

Jim Eisenhower questioned whether the Friends of Abenaki have included such in their plan.

Ethan Hipple replied no, the Friends of Abenaki bought the groomer (\$50,000) and is currently fundraising for snowmaking projects. He stated there are no immediate plans to raise money for a lodge; noting 4,000 user visits last year.

Bob Tougher stated the CIP Committee shelved a number of items; noting Mr. Hipple's buildings were part of such and questioned whether a capital outlay item for Abenaki Site Plan is appropriate.

Allan Bailey questioned the need for a septic system upgrade.

Ethan Hipple stated he doesn't know until the site plan is done and stated the site plan is not a drawing or construction for the buildings.

Revisit List

- Beaches, 200 series; adjust to reflect changes to 100 series
- Pop Whalen Parking Lot Resurfacing, 49166.710; cost to repair rather than resurface parking lot (Ethan Hipple to attend 12/6 meeting)

It was moved by Allan Bailey and seconded by Marge Webster to adjourn the November 15, 2010 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for November 22, 2010 at the Wolfeboro Public Library @ 6:00 PM.

There being no further business before the Committee, the meeting adjourned at 8:49 PM.

Respectfully Submitted,
Lee Ann Keathley
Lee Ann Keathley

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