

WOLFEBORO BUDGET COMMITTEE
Budget Review Meeting
November 8, 2010
Minutes

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

Member Absent: Harold Parker, Member.

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

Chairman MacDonald called the meeting to order at 6:03 PM at the Wolfeboro Public Library.

AGENCIES

Central NH VNA & Hospice

Betty Coffey stated the agency merged with Community Health & Hospice in Laconia; noting the request is for \$22,453. She noted an increase in visits of 11.4% therefore; the funding request has increased; noting the request reflects visits made to Wolfeboro residents.

It was moved by Allan Bailey and seconded by Jim Eisenhower to approve the request in the amount of \$22,453 to Central NH VNA & Hospice, 44153.830. All members voted in favor. The motion passed.

Northern Human Services

Bert Astles stated the agency is requesting \$7,449.

It was moved by Marge Webster and seconded by Bob Tougher to approve the request in the amount of \$7,449 to Northern Human Services, 44171.830. All members voted in favor. The motion passed.

Wolfeboro Senior Meals

Marge Webster stated the Town funded \$7,500 for the program in 2010 and has requested \$15,000 for 2011; noting the program serves meals to Wolfeboro residents 3x/week at noon at All Saint's Church. She stated the socialization aspect of the program is crucial.

Allan Baileys stated The Ledges consists of 30 apartments; noting an impact in their cut to cease providing meals.

Bob Moholland questioned whether the program has increased the number of meals served.

Marge Webster stated the program originally proposed to serve one meal however, is now providing 3 meals per week. She stated that Randy Dales has previously given back unused funds to the Town (Dinner Bell).

Jim Eisenhower questioned whether the residents pay for the meals.

Marge Webster stated a \$3 is requested however, not mandated.

Jim Eisenhower stated funding should include the private sector.

Brian Black stated that if the program is strictly funded by the Town then it should be funded through the Welfare budget.

Marge Webster stated the Town doesn't pay for the use of the building, equipment, heat, volunteers, etc.

Frank Giebutowski stated he is conflicted and is bothered by overlapping programs; noting the need for more private donations. He questioned the need for a senior center.

Marge Webster stated the senior group is not ready for such; noting the need for benefactors, additional contributions and 501C3 status. She stated All Saint's currently acts as the fiscal agent however, is not prepared to continue acting as a fiscal agent for a senior center.

It was moved by Bob Tougher and seconded by John MacDonald to approve the request in the amount of \$15,000 to Wolfeboro Senior Meals, 44173.830. Scott Smith, Jim Eisenhower, John MacDonald, Bob Tougher, Bob Moholland, Allan Bailey, Frank Giebutowski, Brian Black voted in favor. Marge Webster abstained. The motion passed.

Dinner Bell

Marge Webster stated the program is expecting \$700 in donations; noting the program does not run between June and Labor Day.

Jim Eisenhower questioned the difference between the Dinner Bell and Wolfeboro Senior meals.

Marge Webster stated the Dinner Bell serves a meal every Thursday at 5 PM and Wolfeboro Senior Meals serves meals weekly on Monday, Wednesday and Friday at noon.

It was moved by Bob Tougher and seconded by Allan Bailey to approve the request in the amount of \$5,000 to Dinner Bell, 44175.830. Scott Smith, Jim Eisenhower, John MacDonald, Bob Tougher, Bob Moholland, Allan Bailey, Frank Giebutowski, Brian Black voted in favor. Marge Webster abstained. The motion passed.

Appalachian Teen Project

Donna San Antonio stated the organization has requested \$2,400; noting the program addresses the academic, social and emotional well being of teenagers. She stated the agency offers family and parent educational programs and serves 86 adults and 96 children.

Jim Eisenhower questioned "FRL".

Donna San Antonio stated such is a fundraising letter; noting most of the agency's contributions come from the private sector.

Frank Giebutowski questioned the agency's service area.

Donna San Antonio replied southern Belknap and Carroll County.

Frank Giebutowski questioned whether other towns contribute.

Donna San Antonio replied yes, Wakefield, Ossipee and Alton.

It was moved by Bob Tougher and seconded by Frank Giebutowski to approve the request in the amount of \$2,400 to Appalachian Teen Project, 44154.830. All members voted in favor. The motion passed.

L.I.F.E. Ministries

Stanley Anderson stated the agency has requested \$11,000; noting an increase from 2010 due to an increase in families and a decrease in donations. He stated the agency serves 120 families (300+ people) from Wolfeboro.

Scott Smith questioned the distribution from the community garden.

Stanley Anderson stated the Town provided land and students from the high school prepared the garden; noting the food pantry received produce from the garden.

It was moved by Allan Bailey and seconded by Marge Webster to approve the request in the amount of \$11,000 to LIFE Ministries, 44158.830. All members voted in favor. The motion passed.

Meals on Wheels

Richard Haskell stated the agency has requested \$9,000; noting the agency served 7,000 meals in 2010 and projects serving 11,000 in 2011. He stated the increase is due to the fact The Ledges no longer serves meals. He stated the agency receives \$3,000 from Tuftonboro and \$1,000 from Brookfield; noting the amounts are proportional to the number of residents served.

Jim Eisenhower questioned the difference between Meals on Wheels and LIFE Ministries.

Marge Webster stated Meals on Wheels provides meals to those people who are homebound and LIFE Ministries operates the food pantry.

Richard Haskell stated the agency delivers meals to those who are not mainstreamed and need assistance.

Frank Giebutowski questioned travel reimbursement.

Richard Haskell stated most drivers do not request mileage reimbursement however, such is available.

Brian Black questioned when The Ledges stopped providing meals.

Marge Webster replied 9/1/10.

Scott Smith stated the agency projects a \$15,000 operating deficit and questioned how such would be funded.

Richard Haskell stated the agency has investments and have increased their fundraising efforts.

It was moved by Marge Webster and seconded by Scott Smith to approve the request in the amount of \$9,000 to Meals on Wheels, 44155.830. All members voted in favor. The motion passed.

Wolfeboro Area Children's Center

Susan Whiting stated the agency has requested \$20,000 (level funded); noting grant applications in the amount of \$60,000 have been submitted.

Frank Giebutowski questioned the number of students from Wolfeboro.

Susan Whiting stated the agency serves ten towns; noting 288 are from Wolfeboro.

Frank Giebutowski questioned services provided outside of child services.

Susan Whiting stated the funding requested is not used for other programs such as energy assistance, family programs, etc. She stated it is the agency's goal to keep the community working.

It was moved by Allan Bailey and seconded by Marge Webster to approve the request in the amount of \$20,000 to Wolfeboro Area Children's Center, 44156.830. All members voted in favor. The motion passed.

Community Action

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

Frank Giebutowski stated he appreciates the detailed back up information provided and recommended such should be a standard for all agencies.

It was moved by Marge Webster and seconded by Allan Bailey to approve the request in the amount of \$5,000 to Community Action, 44157.830. All members voted in favor. The motion passed.

Kingswood Youth Center

Linda Machett stated the agency has requested \$5,000; noting the agency provides an after school program for 7th – 12th graders. She stated the agency has recently initiated the budget process with the Town of Effingham and Ossipee.

It was moved by Brian Black and seconded by Marge Webster to approve the request in the amount of \$5,000 to Kingswood Youth Center, 44165.830. All members voted in favor. The motion passed.

Medication Bridge

Jack Drinkwater stated Wolfeboro residents have received 216 medications since 7/1/10; noting the value for such being \$90,000. He stated the request covers the cost of a software program and minimal supplies.

It was moved by Marge Webster and seconded by Bob Moholland to approve the request in the amount of \$1,034 to Medication Bridge, 44168.830. All members voted in favor. The motion passed.

Starting Point

Suzette Indelicato stated the agency has requested \$2,538; noting the figure is based on the number of victims served rather than the number of services provided.

It was moved by Marge Webster and seconded by Bob Tougher to approve the request in the amount of \$2,538 to Starting Point, 44161.830. All members voted in favor. The motion passed.

Caregivers of Southern Carroll County

Shirley Bentley distributed flyers and stated the agency has received their 501C3 status.

John MacDonald questioned the amount of mileage to date.

Shirley Bentley stated as of the end of October 51,754 miles have been recorded.

John MacDonald questioned the criteria for services.

Shirley Bentley stated the agency does not restrict services to senior citizens only. She stated the agency receives funding from Wolfeboro and Tuftonboro.

It was moved by Scott Smith and seconded by Jim Eisenhower to approve the request in the amount of \$2,500 to Caregivers of Southern Carroll County, 44174.830. All members voted in favor. The motion passed.

Lifebridge, Carroll County Transit & CASA

John MacDonald stated Lifebridge, Carroll County Transit and CASA are not funded by the Town therefore, requested a motion to zero out the line items.

It was moved by Bob Moholland and seconded by Jim Eisenhower to remove Lifebridge 44178.830, Carroll County Transit 44177.830 and CASA 44176.830 from the Town of Wolfeboro budget. All members voted in favor. The motion passed.

PLANNING & DEVELOPMENT

➤ Planning

Bob Moholland questioned legal 41911.320.

Rob Houseman stated such is expended when needed and is difficult to estimate usage of such.

Frank Giebutowski questioned consultants 41911.311; noting the line item as a whole is under expended.

Rob Houseman stated consultants are used to prepare plan detail for the BOS and for review of technical data.

It was moved by Frank Giebutowski and seconded by Bob Moholland to decrease consultants 41911.311 from \$3,000 to \$2,000. Frank Giebutowski, Bob Moholland, John MacDonald, Jim Eisenhower voted in favor. Scott Smith, Marge Webster, Bob Tougher, Allan Bailey, Brian Black opposed. The motion failed.

Brian Black questioned the five year average.

Dave Owen replied \$2,429.

It was moved by Brian Black and seconded by Allan Bailey to decrease consultants 41911.311 from \$3,000 to \$2,500. Frank Giebutowski, Bob Moholland, Scott Smith, John MacDonald, Jim Eisenhower, Allan Bailey, Brian Black voted in favor. Marge Webster, Bob Tougher, opposed. The motion passed.

Frank Giebutowski questioned the value of LRPC.

Rob Houseman stated the Town provides membership on the Technical Advisory Committee, provides the housing assessment and provides traffic counts for the Town.

Dave Owen stated LRPC provides participation at a regional level and allows for the ability to qualify for grant funds.

➤ **Planning Board**

No changes.

➤ **Zoning**

Bob Moholland questioned under expenditure of clerical 41304.112.

Rob Houseman stated such is directly related to the number of applications processed; noting a decrease in such.

Pete Chamberlain stated the 5 year average is \$8,558.

Bob Moholland questioned advertising 41304.562.

Dave Owen stated such reflects advertising of applications.

Rob Houseman stated the Town is reimbursed for such.

➤ **Code Officer**

Scott Smith questioned part time wages 42400.117 and requested the 5 year average for such.

Pete Chamberlain replied \$13,274.

Rob Houseman stated such reflects an unfilled position; noting the position was needed until the downturn of the economy. He stated a portion is associated with vacation coverage. He stated the BOS cut the request by half.

Dave Owen stated if the level of activity increases, the department will need funding for the position.

Scott Smith questioned when Mr. Houseman anticipates advertising for the position.

Rob Houseman replied spring.

Bob Moholland verified the department purchased a new vehicle therefore questioned vehicle maintenance 42400.430.

Rob Houseman stated the former vehicle is a fleet vehicle that remains in his budget and is currently being repaired to maintain its operation (\$800 in rust).

➤ **Brewster Building**

Bob Moholland questioned building maintenance part time wages 41941.117 and requested the 5 year average.

Pete Chamberlain replied \$3,695.

Rob Houseman stated such reflects wages for the person who winds the clock and the person who cleans the Town Hall.

Dave Owen stated the person who cleans takes out the trash, vacuums and shovels snow.

It was moved by Bob Moholland and seconded by Jim Eisenhower to decrease Building Maintenance Part Time Wages 41941.117 from \$5,507 to \$4,500. Bob Moholland, Jim Eisenhower, Frank Giebutowski voted in favor. Scott Smith, John MacDonald, Marge Webster, Bob Tougher, Allan Bailey, Brian Black opposed. The motion failed.

Dave Owen stated that if the Town Hall is renovated a part time custodian will be sought.

Scott Smith stated the funds that are appropriated are insufficient and is a funding issue.

Rob Houseman stated the position was put out to bid however, he couldn't get anyone for the amount funded.

Bob Moholland questioned the increase in the funding request for electric 41941.410.

Rob Houseman stated he took the kilowatt hours average to retrieve the total based on the 5 year average then multiplied it by the current rate. He stated he tracks the electric usage for the building on a monthly basis.

Allan Bailey questioned rental 41941.440.

Rob Houseman stated such is related to the 2 copy machines in the building; noting the Town is currently negotiating a new lease.

WELFARE

Marge Webster stated on 11/3/10 the BOS approved the incorporation of new forms that require additional financial information be provided when submitting an application for aid.

Frank Giebutowski questioned whether the forms are online.

Dave Owen replied no however the forms will be placed on the website soon.

John MacDonald questioned the increase in telephone 44410.341.

Marge Webster stated such is related to the installation of a fax machine.

Frank Giebutowski questioned whether it would be more cost efficient to purchase a printer/copier/fax machine and email the documents.

Marge Webster stated some agencies do not have the capability to reciprocate and forward back the forms via email.

Bob Moholland questioned the increase in request for Direct Assistance – Rent 44410.845.

Dave Owen stated the BOS reviewed the usage to date and recommended an increase.

Bob Moholland questioned what is included in Direct Assistance – Other 44410.848.

Dave Owen stated such includes a pauper's burial in the amount of \$1,500 per burial that is mandated by the State.

The Budget Committee has determined to revisit the following;

- **100 & 200 series; provide increase in overall budget for such**

It was moved by Allan Bailey and seconded by Bob Tougher to adjourn the November 8, 2010 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for November 10, 2010 at the Community Center @ 6:00 PM.

There being no further business before the Committee, the meeting adjourned at 8:22 PM.

Respectfully Submitted,
Lee Ann Keathley

Lee Ann Keathley

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