

WOLFEBORO BUDGET COMMITTEE
Budget Review Meeting
December 6, 2010
Minutes

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

Member Absent: Harold Parker, Member.

Staff Present: Pete Chamberlain, Finance Director, Lee Ann Keathley, Secretary.

Staff Absent: Dave Owen, Town Manager.

Chairman MacDonald called the meeting to order at 6:03 PM at the Wolfeboro Inn Ballroom.

REVISIT LIST

- **Executive, 41301.117; Part Time Positions**

Mary DeVries stated the increase is related to staffing of the Information Center (not the Chamber of Commerce office).

Zach Tartar stated that in the past, the Town of Wolfeboro funded their own information booth during the summer months only. He stated the Master Plan promotes a four season town therefore the Information Center is now staffed year round by the Chamber of Commerce. He stated the BOS recognized the need for additional staff.

John MacDonald questioned who signs the timesheet.

Mary DeVries stated she approves the hours; noting the Chamber of Commerce supervises and instructs the Information Center staff. She stated the timesheets are submitted to Jeff Urquhart. She stated the BOS recommended \$5,000 towards staffing to be used at any time during the year.

John MacDonald questioned whether the Chamber of Commerce offers workers compensation; noting such impacts the budget tremendously. He recommended removing workers compensation from the budget and adding the lump sum noted in the workers compensation line to the part time wages line to cover the cost for the Chamber of Commerce to provide the workers compensation.

Zach Tartar stated the Chamber of Commerce pays for overhead, staffing, utilities, rent, etc.

Scott Smith questioned what would happen if the Information Center were to be eliminated.

Mary DeVries stated another service to the community would be taken away. She stated the Master Plan states the Information Center is both the Town and the Chamber of Commerce's responsibility.

Scott Smith questioned the exact cost of overhead and the shared costs by the Town and the Chamber of Commerce.

Jim Eisenhower questioned whether there is enough work to keep a person busy 8 hours/day.

Allan Bailey stated the Information Center services walk-ins, addresses mailings and requests from other communities and organizations.

Mary DeVries stated there is plenty of work to be done by staff.

Bob Tougher questioned why the sudden need for additional staffing and questioned what the additional staffing from May-October consists of.

Mary DeVries stated the Chamber of Commerce has requested an increase yearly however, the BOS have not considered the requests previously.

Dave Senecal stated the BOS elected to subsidize a portion of the request.

John MacDonald stated he has issues regarding the workers compensation and liability.

Mary DeVries stated the Board of Directors of the Chamber of Commerce meet on 12/7/10 and the Committee's request will be discussed. She verified the Committee is requesting the Chamber of Commerce to take on an additional employee and provide workers compensation for that employee however, the funding for such would be provided in the Town's budget.

- **Pop Whalen Parking Lot Resurfacing, 49166.710 (cost to repair rather than resurface parking lot)**

Ethan Hipple stated he received a quote for partially completing the project in the amount of \$21,550 which would include addressing the potholes and erosion along the entrance into the parking lot, filling of cracks and completely repaving road to the back of the rink. He stated he also received another quote in the amount of \$10,400 which would include repairing the road from Route 109-A to the first island in the parking lot and pave the area by the zamboni bay.

Jim Eisenhower questioned the life expectancy of such.

Ethan Hipple stated he does not know.

Jim Eisenhower questioned whether Dave Ford is aware of the project.

Ethan Hipple replied yes; noting he received the quote from the company used by Mr. Ford for other Town projects.

Referencing the warrant article for the sprinkler system at Pop Whalen, Bob Moholland questioned whether the project should be completed following the installation of the sprinkler system (noting the need to trench for piping for the system).

Ethan Hipple verified the water would have to go across the road to service the sprinkler system however, the paving would occur following the installation of the system.

John MacDonald stated there are no definite plans for the facility therefore, does not want to spend money on improvements at the facility. He questioned the need to install a sprinkler system.

Ethan Hipple stated the Fire Department and Code Enforcement Officer ordered such to be done. He stated the facility was previously grandfathered however, once the ADA compliant restroom was installed (which required an addition to the building therefore adding square footage to the building) code compliance was mandated. He stated to become compliant a fire suppression system must be installed. He stated the goal is to improve the building so that it can be used as a year round facility.

ECONOMIC DEVELOPMENT

Frank Giebutowski recused himself; noting he is the Chairman of the Economic Development Committee.

Scott Smith questioned the intent of the request for funding for advertising (46520.562).

Frank Giebutowski stated Phase I of the Economic Development Study has been completed and from such the Committee decided that rather than move forward with Phase II of the study, the Committee would utilize funds to advertise events and businesses of the Town including out of state advertising. He stated the \$3,000 figure came from the advertising budget of the Wolfeboro 250th anniversary celebration. He stated there is a need to do more outreach to attract visitors.

Jim Eisenhower questioned whether such would require additional labor and administrative costs.

Frank Giebutowski stated the Committee would operate on volunteer labor and work with the Chamber of Commerce. He stated the Committee is considering enacting a business visitation program.

FIRE/RESCUE DEPARTMENT

Phil Morrill stated he added 2 additional new probationary call positions.

Referencing Kelley Shift Replacement, Frank Giebutowski questioned which staff is associated with such.

Phil Morrill replied full time staff.

Frank Giebutowski questioned vehicle maintenance 42200.430 for the ladder truck; noting such relates to unexpected repairs. He questioned whether a repair analysis needs to be done.

Phil Morrill stated the truck is due to be replaced in 5-6 years; noting that due to the age of the apparatus the cost of repairs increases.

John MacDonald questioned the amount of the ambulance contract (medical services 42200.350).

Phil Morrill replied \$194,800.

Jim Eisenhower questioned general operating supplies.

Phil Morrill noted a \$3,300 balance and stated he holds it until the end of the year in case of overages in other areas.

EMERGENCY MANAGEMENT

No discussion or changes.

PUBLIC SAFETY BUILDING

No discussion or changes.

CAPITAL OUTLAY

Pave Fire Substation, 49609.730

Phil Morrill stated the drainage is horrible and the quote is based on Dave Ford's quote.

John MacDonald asked Mr. Morrill as to whether he was aware the BOS did not approve the request.

Phil Morrill replied no.

Fire Hose Replacement, 49609.740

Phil Morrill stated such would replace the remainder of what is needed (2,000'); noting half was purchased in 2010. He stated the hose typically lasts 10 years.

Public Safety Building Repairs, 49609.760

Per the Bergeron report, he stated the repairs would include replacing the roof and heating system. He stated the goal is to fix the electrical issues that wouldn't be lost when/if the building is renovated. He stated both the Police Department and Fire Department is out of space and the requested amount of \$20,000 is for immediate repairs.

Bob Moholland questioned whether there is a long term plan for the building in the CIP.

Bob Tougher stated a request was submitted for \$3.5 million in 2012 to renovate the back part of the building and the second floor and another renovation for the front of the building in 2013 however, the CIP Committee felt it was too much too soon. He stated the cost to repair the building without renovations would be \$800,000. He stated a significant problem is storage.

Phil Morrill stated the roof leaks and needs to be replaced; noting the building is 35 years old and there are structural issues that need to be addressed. He stated the Public Safety Building is not on the CIP.

Dave Senecal stated the Bergeron report outlines recommended repairs of the building. He stated the BOS is trying to take the Bergeron reports and fund what is necessary so the building does not fall down.

Revisit List

- Medical Services, 42200.350I cost of ambulance contract for last year
- Executive, Part Time Wages, 41301.117; Chamber of Commerce to take over workers compensation

Consideration of Minutes

November 15, 2010

November 22, 2010

November 29, 2010

It was moved by Bob Moholland and seconded by Allan Bailey to approve the November 15, 2010, November 22, 2010 and November 29, 2010 minutes as submitted. All members voted in favor. The motion passed.

It was moved by Allan Bailey and seconded by Bob Moholland to adjourn the December 6, 2010 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for December 8, 2010 at the Wolfboro Inn Ballroom @ 6:00 PM.

There being no further business before the Committee, the meeting adjourned at 7:28 PM.

Respectfully Submitted,

Lee Ann Keathley

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