

WOLFEBORO BUDGET COMMITTEE
Budget Review Meeting
December 8, 2010
Minutes

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

Members Absent: Scott Smith, Vice-Chairman (excused), 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.

HIGHWAY & STREETS
ADMINISTRATION

Frank Giebutowski questioned why part time wages is over expended.

Dave Ford stated he requested the Town Manager extend Jim Heald's employment (summer worker) for two months in addition to keeping on the summer intern.

Frank Giebutowski questioned the work responsibilities of the intern.

Dave Ford stated the intern graduated from UNH this past spring and served as an intern for the past two summers where he assisted on the construction projects, RIB site and the Road Surface Management program.

Jim Eisenhower questioned general operating supplies 43110.610; noting \$0 spent last year and \$300 spent this year.

Dave Ford stated such is related to the purchase of polo shirts for office employees.

Jim Eisenhower stated typically uniforms and clothing is funded out of the safety equipment line.

Dave Ford stated uniforms have been moved to rentals and leases due to the lease agreement associated with such.

Jim Eisenhower verified there are not enough shirts for daily use by each employee.

Brian Black stated that all other departments place clothing purchases in the safety equipment line and this department should be consistent with other departments.

It was moved by Frank Giebutowski to decrease general operating supplies 43110.610 from \$300 to \$0. There being no second, the motion failed.

It was moved by Brian Black and seconded by Jim Eisenhower to decrease general operating supplies 43110.610 from \$300 to \$0 and increase safety equipment 43110.680 from \$0 to \$300.

Discussion of the motion:

Dave Ford stated shirts for professional staff is not considered safety equipment.

Bob Tougher stated the playground t-shirts are listed under general operating supplies.

It was moved by Brian Black and seconded by Jim Eisenhower to decrease general operating supplies 43110.610 from \$300 to \$0 and increase safety equipment 43110.680 from \$0 to \$300. Allan Bailey, John MacDonald, Brian Black voted in favor. Bob Moholland, Bob Tougher, Jim Eisenhower, Frank Giebutowski opposed. The motion failed.

HIGHWAY & STREETS

Frank Giebutowski questioned outside services 43120.380.

Dave Ford stated \$70,000 has been spent and \$30,000 is encumbered.

Bob Moholland questioned the need for lights at 3 Sisters and the intersection of Route 28 & 109.

Dave Ford stated such are major intersections and deemed by NH DOT that lights are warranted at those locations.

Frank Giebutowski questioned sign maintenance.

Dave Ford stated the federal government has required that all street signs be of larger size and reflective for both private and public roads. He stated the department is scheduled to replace the street signs over a period of years.

GARAGE

John MacDonald questioned overtime wages.

Dave Ford stated the mechanics are called in to plow when needed.

Frank Giebutowski questioned the new hire.

Dave Ford stated Jim Butler is retiring after the winter season.

Jim Eisenhower questioned the increase in telephone 43191.341.

Pete Chamberlain stated a new fax line was installed at the building.

Jim Eisenhower questioned grounds maintenance 43191.431.

Dave Ford stated such is related to patch paving of the parking lot.

BUILDINGS & GROUNDS

John MacDonald questioned part time wages 43192.117.

Dave Ford stated such is related to the new hire of a dam monitor (Shawn Berry). He stated the cost is related to inspection of dams, readings, opening and closing of the dams and administrative paperwork.

Frank Giebutowski questioned why library maintenance is in this budget.

Dave Ford stated he doesn't know; noting there is issues with the roof leaking and prior to his hire it was placed in this budget.

Frank Giebutowski verified that other maintenance for the library is in the library budget.

Jim Eisenhower questioned consultants 43192.311 (ultimate cost of project).

Dave Ford stated the cost is related to conceptual engineering for a new sand and salt storage building. He stated the current storage is illegal because the salt area is uncovered. He stated the request is for a study to evaluate the costs for the construction of the building; noting the cost could be \$200,000 - \$500,000. He stated there is a need to be cognizant of environmental regulations.

Bob Moholland questioned ground maintenance 43192.431.

Dave Ford stated such speaks to maintenance of the docks at Dockside, Libby Museum and Mast Landing.

SOLID WASTE

Bob Moholland questioned overtime 43240.140.

Jim Eisenhower stated Adam Tasker's position changed to a supervisory salary therefore, he is no longer receiving overtime wages.

Dave Ford stated such is related to coverage for vacation time.

Frank Giebutowski questioned building maintenance 43240.435; verifying the list includes recommendations from the Bergeron report.

Dave Ford reviewed the list of recommended improvements and noted several are in the process of being completed therefore; the requested amount could be reduced to \$4,000.

It was moved by Jim Eisenhower and seconded by Bob Moholland to decrease building maintenance 43240.435 from \$11,150 to \$4,000. All members voted in favor. The motion passed.

John MacDonald questioned rentals & leases 43240.440.

Dave Ford stated Adam Tasker drives his personal vehicle and doesn't receive mileage reimbursement (Town policy).

John MacDonald stated he feels that \$5,500 is an unreasonable expense to have a vehicle for the Solid Waste Facility. He stated Mr. Tasker's work station is at that facility.

Dave Ford stated the vehicle would be a fleet vehicle used by others.

John MacDonald stated that if the vehicle is used as a fleet vehicle then the cost for such should be allocated in a different budget.

Jim Eisenhower questioned whether the quote is a competitive bid.

Dave Ford stated the quote is based on the Ford Escape purchased by the Planning & Development office in 2010. He stated Mr. Tasker travels quite a bit on a daily basis.

Jim Eisenhower questioned the purchase price.

Dave Ford replied \$18,964; noting at the end of the lease the Town would purchase the vehicle for \$1.

It was moved by John MacDonald and seconded by Frank Giebutowski to decrease rentals and leases 43240.440 by \$5,500. Frank Giebutowski, John MacDonald voted in favor. Allan Bailey, Bob Tougher, Bob Moholland, Brian Black, Jim Eisenhower opposed. The motion failed.

CAPITAL OUTLAY

Boom Flail Mower, 49617.740; \$16,445

Dave Ford stated at the request of the Committee last year the Boom Flail Mower was removed as a Capital Outlay request and the budget for rentals & leases was increased to cover the cost to lease the equipment. He stated the funds were completely spent and the crew is behind on work.

Frank Giebutowski questioned the annual cost for renting the equipment.

Dave Ford replied \$1,400/week (\$15,000 to lease) and if anything broke the Town would be responsible to fix it.

John MacDonald questioned the number of miles done.

Dave Ford replied 35-40 miles.

Wayfinding Signage, 49617.760; \$50,000

Rob Houseman stated in 2004 the Planning Board adopted the Gorrill-Palmer Transportation Study as part of the Downtown Transportation Chapter of the Master Plan. He stated the study included the analysis and recommendation of wayfinding signage; noting the Town has no cohesive plans to get people to parking lots or bathrooms. He stated there are two elements that is addressed by the project; vehicle traffic and pedestrian traffic.

John MacDonald asked what other alternatives have been explored; noting \$50,000 is a lot of money.

Rob Houseman stated the project is supported by the BOS and has great merit in providing a uniform sign program from a safety standpoint and ease for tourists. He stated 5 kiosks are proposed however, such could be decreased to two. He stated the Committee received a letter from Mary DeVries, Chamber of Commerce, requesting the Committee retain the funds for the project in the budget.

Frank Giebutowski questioned whether there is a way to prioritize components of the project and phase it over a couple of years.

Rob Houseman stated he is an advocate for the entire amount.

Bob Tougher stated one kiosk is proposed in the middle of depot square. He stated that area is in terrible condition and questioned whether the cost would include improvements to the area.

Rob Houseman replied yes.

Bob Tougher stated a kiosk is proposed for the new parking area on Glendon Street however, the BOS removed the warrant article related to the improvements to such. He stated construction should be done prior to the installation of the kiosks.

Rob Houseman stated there is an existing parking lot on Glendon Street that will not be removed.

Jon MacDonald questioned what businesses would be on the kiosks and the location of the kiosks.

Rob Houseman stated the building locations would be noted on the kiosks; noting the kiosks would be located in the Central Business District only. He stated the intent is to have a map for businesses and public facilities.

Allan Bailey questioned whether the merchants would help with the cost.

Rob Houseman replied no.

Jim Eisenhower stated the project has merit.

Paul Jenny, merchant, stated it is critical to have the program to move people through the Town and inform people where bathrooms, restaurants and parking is located.

Brian Black questioned the updating of the kiosks.

Rob Houseman stated it would consist of a numeric map in which the name would be interchangeable.

It was moved by Jim Eisenhower and seconded by Frank Giebutowski to decrease Wayfinding Signage, 49617.760 from \$50,000 to \$20,000.

Discussion of the motion:

Bob Tougher questioned the cost for 2 kiosks.

Rob Houseman replied \$7,000.

Bob Tougher expressed concern that the Committee is making Ethan Hipple jump through hoops for a parking lot at \$51,000 and this proposal for \$50,000 is for signs.

Jerome Holden, merchant, stated design time needs to be included and requested information be placed on the Town's website.

John MacDonald questioned whether the signs would extend to Bay Street.

Rob Houseman stated the Central Business District ends at the area known as Bayside Grille (formerly 51 Mill Street). He stated Clark Plaza, Wolfeboro Inn and Pickering Corner are serviced by parking and pedestrian areas.

It was moved by Jim Eisenhower and seconded by Frank Giebutowski to decrease Wayfinding Signage, 49617.760 from \$50,000 to \$20,000. Jim Eisenhower, Frank Giebutowski, John MacDonald, Bob Moholland, Brian Black, Bob Tougher voted in favor. Allan Bailey abstained. The motion passed.

¾ Ton Pickup Truck, 49618.750; \$34,000

Dave Ford stated such would replace the 1974 F350 pickup truck.

John MacDonald requested a lease option be explored for the 3 vehicles requested by the department (highway, solid waste and the capital outlay request).

Revisit List

- Lease option for purchase of 3 vehicles requested by the department; Solid Waste, Highway and Capital Outlay budgets

It was moved by Bob Tougher and seconded by Jim Eisenhower to adjourn the December 8, 2010 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for December 13, 2010 at the Wolfeboro Inn Ballroom @ 6:00 PM.

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

Respectfully Submitted,

Lee Ann Keathley

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