

WOLFEBORO BUDGET COMMITTEE

November 14, 2011

Minutes

Members Present: John MacDonald, Chairman, Stan Stevens, Vice-Chairman, Dave Senecal, Selectmen's Representative, Robert Moholland, Brian Black, John Burt, Allan Bailey, Harold Parker, Frank Giebutowski, Bob Tougher, Members.

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

Chairman MacDonald called the meeting to order at 6:30 PM at the Wolfeboro Public Library.

AGENCIES

Appalachian Teen Project; \$2,400

Dave Lynch stated the agency provides support to teens at no cost and rely solely on private funding.

LIBBY MUSEUM

No representative present. Rescheduled to 11/28/11.

PARKS & RECREATION

➤ **Administration**

John Burt questioned whether additional programs were added in 2011.

Ethan Hipple replied no.

John MacDonald questioned the use of mileage given that the department has a vehicle.

Ethan Hipple stated during the summer months the vehicle is used by the day camp staff therefore, staff uses their own vehicles.

➤ **Maintenance**

John Burt questioned whether the department is increasing the number of part time employees.

Ethan Hipple stated he has requested an increase in the summer seasonal maintenance workers to assist the year round crew in maintaining 3 beaches, 5 parks, public grounds, cemeteries and conservation properties. He stated he proposes to hire two additional staff.

Dave Owen stated there will be additional properties to maintain (Front Bay Park, Bean property, Sewall Woods) therefore, the BOS approved the request.

Harold Parker questioned the increase in telephone.

Pete Chamberlain noted the year to date expenditure as \$980.44.

Ethan Hipple stated the year to date expenditure does not include cell phone reimbursement.

Frank Giebutowski questioned whether the Town has done a cost comparison.

Dave Owen stated the Town negotiated the contract last year and received substantial savings.

Pete Chamberlain stated the Nextel contract was reduced.

John Burt questioned building maintenance.

Ethan Hipple stated the previous funding request included a one-time expense to install a playground fence; noting there is no such expense for 2012.

John Burt stated \$153 of \$3,600 has been spent.

Ethan Hipple stated he held off on the expenditure of the line item because of overages in gas and diesel.

Bob Moholland questioned the under expenditure of maintenance supplies.

Ethan Hipple stated the funds have been spent and believes such is a coding issue.

John MacDonald questioned what items were removed from Safety Equipment (BOS reduction)

Dave Owen stated the BOS reduced the total to remain level funded.

John Burt noted a discrepancy in the part time wages salary; \$11 requested, \$10 approved.

➤ **Beaches**

John MacDonald questioned the expenses and revenue relative to the sailing program.

Ethan Hipple stated two sailing instructors were hired; noting \$6,000 in revenue and \$11,000 revenue in aquatics.

John Burt questioned the decrease in portable toilets.

Ethan Hipple stated a warrant article is being presented to construct a bath house at Albee Beach therefore, the changing trailer that had been rented will no longer be necessary.

Frank Giebutowski questioned miscellaneous operating expenses.

Ethan Hipple stated NH DES cut a program in which personnel would test the water at the beaches; noting the expense covers the lab fee.

➤ **Ski / Skate**

Ethan Hipple noted revenue of \$6,484 (ski, skate and snowboard lessons); noting season passes are not included in the figure.

Referencing Grounds Maintenance, John Burt questioned whether maintenance is being deferred.

Ethan Hipple replied no.

➤ **Hockey Rink**

No changes.

➤ **Playground**

John Burt questioned Colonial Encampment.

Dave Owen stated such began with the 250th celebration.

Ethan Hipple stated the committee that managed the celebration is managing the event and the Town was asked to be a co-sponsor; noting a field rental fee of \$400 and portable toilets.

John Burt questioned whether such would be a recurring event.

Ethan Hipple replied no.

John Burt questioned who participates in the event.

Ethan Hipple replied Tuftonboro, Massachusetts, New York, and Southern NH.

John Burt requested the total cost for the event and whether the Chamber of Commerce is participating in the event.

Ethan Hipple replied no to the latter and stated he would retrieve additional information regarding the event relative to budget and expenditures.

Frank Giebutowski questioned the water bill for Foss Field.

Ethan Hipple stated such was related to the Hut that was demolished.

John MacDonald noted a discrepancy in the Parks & Recreation budgets in which the cost for CPR certification is noted as \$30 and \$35.

Ethan Hipple stated a warrant article is being proposed to start a recreation revolving fund; noting such is allowed by State statute. He stated the programs that break even are deposited into a fund and not paid by taxpayers; noting the revenue would be deposited into a revolving fund and would be overseen by the Finance Director and Town Manager. He stated user fees currently cover the expenses.

➤ **Building – Community Center**

No changes.

➤ **Clark House**

John Burt questioned the under expenditure of building maintenance.

Ethan Hipple stated such would be spent; noting ramp alterations for ADA accessibility to meet the demands of the settlement is currently out to bid.

John MacDonald questioned programs.

Ethan Hipple stated such is the Town's contribution to the Historical Society for tours.

John MacDonald questioned whether the Town charges the Farmer's Market for use of the grounds.

Ethan Hipple stated the Town has a license agreement with the Farmer's Market however, the Town does not charge a fee.

John MacDonald questioned whether the Town provides a portable toilet.

Ethan Hipple replied yes; noting a joint use by the Farmer's Market and Museum.

Dave Senecal stated the will for Clark Park specifies that a fee cannot be imposed.

Dave Owen stated Town Counsel opined the use is consistent with the stipulations of the will.

➤ **Pop Whalen Ice Arena**

John Burt questioned whether the energy use has been examined at the facility to increase efficiency.

Ethan Hipple stated measures have been taken towards creating an energy efficient facility; noting the lighting in the arena, lobby and staff areas have been replaced. He stated the Town received a grant to evaluate the rink for energy efficiency and there would be a warrant article to insulate and dehumidify the building; noting if such is approved the facility can be used year round for programs and/or shows and would require a small upgrade to the sprinkler system. He stated the roof is insulated however, the walls are not.

Frank Giebutowski questioned whether Staff is working with the Energy Committee.

Ethan Hipple replied yes.

Frank Giebutowski questioned the age of the zamboni.

Ethan Hipple stated approximately 10 years old.

John Burt questioned the increase in capacity and bleacher replacement.

Ethan Hipple stated he feels the immediate needs of the building (insulation & dehumidification) should be addressed prior to the bleachers. He stated it is more important to preserve the building.

➤ **Cemeteries**

Ethan Hipple stated he is proposing an increase in part time wages to cover additional costs associated with the maintenance of 40 cemeteries. He stated the Town is acquiring the Pine Hill Cemetery.

➤ **Patriotic Purposes**

No changes.

CAPITAL OUTLAY

Pop Whalen Parking Lot, 49166.710; \$6,600

Ethan Hipple stated \$5,200 was approved for use for such however, the money had to be used in 2011 to patch the pavement for trenching of the irrigation system. He stated the parking lot is in need of a 1 ½" overlay. He stated the new gravel parking area is not proposed to be paved.

John Burt expressed concern regarding the legality of mixing taxpayer money with enterprise funds; noting there was not enough money in the warrant article to complete the sprinkler system project.

Middleton Road Cemetery, 49606.710; \$30,000

Ethan Hipple stated he originally requested \$81,290 to completely develop the cemetery however, the BOS cut the amount to \$30,000; noting a phasing of the project. He stated the Town has received the wetlands permit; noting such is valid for 5 years.

Dave Owen stated Phase I included the permitting and design of the project.

Ethan Hipple stated Phase II includes the logging, grading, stump disposal and road construction.

John MacDonald questioned the amount of acreage of the cemetery and number of plots.

Ethan Hipple replied 3 acres and several hundred plots.

Brewster Beach Docks, 49610.730; \$2,200

Ethan Hipple stated Brewster Beach has two swimming docks utilized by the swim team and public; noting one dock was replaced in 2011 and the request is to replace the second dock.

Bridge Falls Path Resurfacing, 49610.731; \$10,500

Ethan Hipple stated several areas of the path have eroded and maintenance of the path is needed; noting the path was constructed 20 years ago for walkers and bicyclists. He stated the request includes 4" of compacted stone dust for a ½ mile section.

Foss Field Irrigation, 49610.732; \$6,000

Ethan Hipple stated such is proposed to irrigate the soccer section of the field and use water from Front Bay; noting the system would tie into the irrigation system for the baseball field section.

Frank Giebutowski questioned the savings to do such.

Ethan Hipple replied \$1,500.

Parks Maintenance Building Engineering, 49610.733; \$10,000

Ethan Hipple stated the four maintenance/storage buildings at Abenaki are proposed to either be given away or demolished and replaced with a single maintenance building. He stated such is to complete the building design and engineering phase for the new maintenance building. He stated the cost includes site work, connection to septic and design road access to the building.

John MacDonald questioned the cost estimate for the building.

Ethan Hipple replied \$200,000 - \$220,000.

Dave Owen stated the construction of the building is scheduled for 2013.

John MacDonald questioned the square footage of the building.

Ethan Hipple replied 30'X70"; noting such would store equipment, ATV, snowmobile, groomer and 2 trucks.

Revisit List

- Colonial Encampment; additional information regarding the budget and expenses.
- Revenue information for Pop Whalen & Abenaki season passes and tickets

It was moved by John MacDonald and seconded by Dave Senecal to adjourn the November 14, 2011 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for November 28, 2011 at the Wolfeboro Inn Ballroom @ 6:30 PM.

There being no further business before the Committee, the meeting adjourned at 8:36 PM.

Respectfully Submitted,

Lee Ann Keathley

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