

**WOLFEBORO BUDGET COMMITTEE**  
**November 30, 2011**  
**Minutes**

**Members Present:** John MacDonald, Chairman, Stan Stevens, Vice-Chairman, Robert Moholland, Brian Black, Harold Parker, John Burt, Frank Giebutowski, Bob Tougher, Members.

**Members Absent:** Dave Senecal, Selectmen's Representative, Allan Bailey, Member.

**Staff Present:** Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Cindy Scott, Dan Coons, Chairman, Conservation Commission, Dave Ford, Director of Public Works, Lee Ann Keathley, Secretary.

*Chairman MacDonald called the meeting to order at 6:30 PM at the Wolfeboro Inn Ballroom.*

**Consideration of Minutes**  
**November 4, 2011**

**It was moved by Bob Tougher and seconded by Bob Moholland to approve the November 4, 2011 Budget Committee minutes as submitted. John MacDonald, Bob Moholland, Brian Black, Harold Parker, Frank Giebutowski, Bob Tougher voted in favor. Stan Stevens, John Burt abstained. The motion passed.**

**November 9, 2011**

**Corrections:**

Page 4, Planning, 4<sup>th</sup> paragraph; insert "LRPC was instrumental in getting priority to the Route 28 corridor study plan."

**It was moved by Bob Tougher and seconded by Bob Moholland to approve the November 9, 2011 Budget Committee minutes as amended. John MacDonald, Bob Moholland, Brian Black, Stan Stevens, Harold Parker, Frank Giebutowski, Bob Tougher voted in favor. John Burt abstained. The motion passed.**

**November 14, 2011**

**It was moved by Bob Tougher and seconded by Bob Moholland to approve the November 14, 2011 Budget Committee minutes as submitted. John MacDonald, Bob Moholland, Brian Black, Stan Stevens, Harold Parker, Frank Giebutowski, Bob Tougher voted in favor. John Burt abstained. The motion passed.**

**November 28, 2011**

**Corrections:**

Page 3, 1<sup>st</sup> paragraph; change "eminent" to "imminent"

Page 3, Tax Collector, 1<sup>st</sup> paragraph; insert "monthly" prior to "water"

**It was moved by Bob Tougher and seconded by Bob Moholland to approve the November 28, 2011 Budget Committee minutes as amended. John MacDonald, Brian Black, Stan Stevens, Harold Parker, Frank Giebutowski, Bob Tougher voted in favor. Bob Moholland, John Burt abstained. The motion passed.**

## LIBRARY

Cindy Scott noted an increase in heating oil and insurance (staff going from single to family plan). She stated the trustees included a 2% merit raise for staff; noting an increase in \$2,000 in salaries and \$450 in benefits).

John MacDonald questioned why the library staff is receiving a higher raise than other Town employees.

Dave Owen stated nonunion employees are receiving a 1% cost of living increase and union contract employees are receiving \$350 in base salary and a step increase of 3%.

John MacDonald questioned why part time staff is receiving different raises than other town employees.

Cindy Scott stated two of the seven employees are not getting a raise; noting the raises are merit based.

John Sandeen stated the merit based system was enacted 5/6 years ago.

John MacDonald questioned the total cost of merit based raises for part time employees.

Cindy Scott replied \$726.

John MacDonald questioned why the library staff should be treated differently than other employees.

John Sandeen stated the Trustees are trying to maintain a merit policy.

John Burt expressed concern for such.

John MacDonald stated he feels the employees should receive the same benefit.

Frank Giebutowski questioned whether the library is included in the hosted email system.

Pete Chamberlain replied no.

John Sandeen stated the library has 5 email accounts with Metrocast however, additional accounts are needed.

Bob Moholland questioned the increase in heating oil.

Cindy Scott stated such is based on the # of gallons used, 5 year average and price provided by the Finance Director. She stated all the computer equipment is given by the Friends of the Library. She noted a \$10,000 expense in Mr. Ford's budget for building expenses (to address roof and structural issues).

## CONSERVATION COMMISSION

Frank Giebutowski questioned whether the Parks & Recreation Department could be responsible for mowing at Goodwins Basin.

Dan Coons stated the department currently provides maintenance for two other properties and the Commission intends to speak to Ethan Hipple regarding mowing the Goodwins Basin property.

John MacDonald questioned the balance of the Conservation Fund.

John Burt replied \$70,649 in the checking account and \$130,000 in the NH POOL account. He stated he has an issue with the current use money going to the Conservation Commission; noting that prior to the warrant article to do such, the funds would come back to the Town's General Fund to offset property taxes. He stated he feels the \$4,200 transfer in the Conservation Commission budget is not required.

Dan Coons stated the Commission is negotiating a conservation easement on a town owned property and as part of a cooperative effort with other land conservation organizations, the Commission is looking into a parcel on Rust Pond.

**It was moved by John Burt and seconded by Frank Giebutowski to decrease 46110.910 from \$4,200 to \$0.**

*Discussion of the motion:*

Bob Moholland questioned the percentage of the current use land tax is given to the Conservation Fund.

John Burt replied 100%.

John MacDonald questioned whether the BOS could use the funds.

John Burt replied no, only the Conservation Commission can authorize expenditure of the funds.

Dan Coons stated BOS approval for the expenditure of funds is required.

John MacDonald questioned the goal of the Commission.

Dan Coons replied \$250,000.

**It was moved by John Burt and seconded by Frank Giebutowski to decrease 46110.910 from \$4,200 to \$0. John Burt, Frank Giebutowski voted in favor. Brian Black, Stan Stevens, Bob Moholland, Bob Tougher, Harold Parker, John MacDonald opposed. The motion failed.**

#### **HEALTH OFFICER**

No representative present; rescheduled to 12/9/11.

#### **SANITATION**

➤ **Sewage Collection Disposal**

John Burt questioned whether the revenue of the sewer system covers the sewer operating costs less capital costs.

Dave Ford stated the Town is slightly in the red following the rate study. He stated significant changes in the administrative allocation were made; noting a cost savings.

John Burt questioned any anticipated maintenance issues related to building maintenance.

Dave Ford replied yes, upgrade and general maintenance to pump stations.

Frank Giebutowski questioned the boot expenditure; noting the backup information as follows; \$200x1=\$300.

Dave Ford stated such is an error and should be \$200.

**It was moved by Frank Giebutowski and seconded by Stan Stevens to decrease 43260.680 Safety Equipment from \$850 to \$750. All members voted in favor. The motion passed.**

John Burt questioned machinery and equipment; noting that if the pumps are more efficient then the electric should be decreased.

Dave Ford agreed.

**It was moved by John Burt and seconded by Harold Parker to decrease 43260.410 Electricity from \$41,962 to \$39,000. All members voted in favor. The motion passed.**

➤ **Wastewater Treatment**

John Burt questioned the upgrade to the spray area.

Dave Ford stated the RIB site is not reaching capacity therefore, there is a need to use the spray area; noting the pump valves would have an automatic turn on/off. He stated there would also be an upgrade to the pump station.

John Burt questioned consultants.

Dave Ford stated there are 2 warrant articles proposed for the spray area and HVAC system upgrades.

John Burt requested further detail.

Stan Stevens questioned legal in the amount of \$20,000.

Dave Ford stated the Town is suing the design engineer of the RIB site; noting the site is designed for 600 gallons/day however, the site is only running at 50% capacity. He stated the Town will be renewing the Groundwater Permit in 2012 therefore, there will be a consultant fee.

Bob Tougher questioned the amount of spray area removed.

Dave Ford stated the area was reduced by 60% (from 100 acres to 40 acres). He stated a pilot test was conducted and the Town was able to spray without runoff.

➤ **Technology**

No changes.

**WATER DISTRIBUTION & TREATMENT**

➤ **Distribution Services**

John Burt questioned the amount of water loss.

Dave Ford replied 30%.

Frank Giebutowski questioned rentals and leases; rental of storage unit.

Dave Ford stated summer and winter equipment is rotated.

John Burt questioned vehicle maintenance and reviewed the number of vehicles for the department.

John MacDonald questioned gasoline and oil; noting a truck was purchased in July and to date, only \$5,600 has spent in gas.

**It was moved by John MacDonald and seconded by John Burt to decrease 43320.635 Gasoline & Oil from \$10,860 to \$8,000. All members voted in favor. The motion passed.**

Referencing Professional Development, Bob Moholland stated \$1,850 was approved however, only \$100 has been spent.

**It was moved by Stan Stevens and seconded by Bob Moholland to decrease 43260.820 Professional Development from \$1,750 to \$1,500. All members voted in favor. The motion passed.**

➤ **Water Treatment Plant**

Frank Giebutowski questioned general operating supplies.

Dave Ford stated \$6,700 has been encumbered; noting \$34,000 of the \$40,000 was spent on bulk chemicals and another delivery is due before the end of the year. He stated the line item will come in under budget by \$5,000.

**It was moved by Bob Moholland and seconded by Stan Stevens to decrease 43350.610 General Operating Supplies from \$41,843 to \$40,000. All members voted in favor. The motion passed.**

➤ **Technology**

No changes.

### **CAPITAL OUTLAY**

**WTP Alum Bulk Tank Replacement, 02.49608.760; \$40,000**

**WTP Pickup Truck, 02.49609.760; \$35,000**

Dave Ford stated M-8 can no longer be inspected therefore, he is proposing a ¾ ton 4X4 with a plow to replace M-8. He stated a plow is necessary to plow the lot at the Water Treatment Plant.

Brian Black questioned whether WS5 could be moved to the Water Treatment Plant and reallocate the funds to that department.

Dave Ford stated there is no need for a sander.

Frank Giebutowski noted a difference of \$12,000 between a ½ ton and ¾ ton.

**It was moved by John MacDonald and seconded by Harold Parker to decrease 02-49609.760 from \$35,000 to \$0.**

*Discussion of the motion:*

John MacDonald stated he cannot justify the expense of a vehicle that only uses 500 gallons of gas per year.

Dave Ford stated he could find an alternative for plowing and purchase a ½ ton pickup truck.

Brian Black questioned whether the duties require a full size pickup.

Dave Ford stated a 4-wheel drive vehicle is necessary due to the location of the facility.

John MacDonald stated he wishes to zero out the line item however, if Mr. Ford would like to submit new figures for either the purchase of a used vehicle or a lease/purchase option, prices for a small pickup truck and/or sports utility vehicle, the Committee would reconsider the request.

**It was moved by John MacDonald and seconded by Harold Parker to decrease 02-49609.760 from \$35,000 to \$0. Frank Giebutowski, John MacDonald, Bob Tougher, Bob Moholland, John Burt voted in favor. Stan Stevens, Brian Black, Harold Parker opposed. The motion passed.**

**Sewer Collection Utility Truck, 04.49608.760; \$30,000**

Dave Ford stated such is a sewer pump station ½ ton truck without a plow that will replace WS2; noting WS2 is ten years old with 100,000 miles.

John MacDonald questioned whether WS2 could be moved to the Water Treatment Plant.

Dave Ford stated he would review such.

**The Budget Committee has determined to revisit the following;**

- 02-49609-760, WTP Pickup Truck; submit alternatives for vehicles and costs related to such

**It was moved by Stan Stevens and seconded by Bob Moholland to adjourn the November 30, 2011 Budget Committee meeting. All members voted in favor.**

*Budget Committee meeting scheduled for December 8, 2011 at the Wolfboro 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*  
Lee Ann Keathley

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