

# WOLFEBORO BUDGET COMMITTEE

December 9, 2011

## Minutes

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

**Staff Present:** Dave Owen, Town Manager, Pete Chamberlain, Finance Director, 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.*

### HIGHWAY & STREETS ADMINISTRATION

Bob Tougher questioned whether \$8,000 for consultants is necessary; noting \$0 has been spent in 2011 and \$3,491 was spent in 2010.

Dave Ford stated the funds have been encumbered for 2011 and will be over expended. He stated consultants will be needed for space needs assessment (structural engineer, wetlands, etc) in 2012.

John Burt stated the five year average for such is \$3,116.

Brian Black asked if there is a specific project.

Dave Ford replied no.

John Burt questioned what project in 2011 will over spend the line item.

Dave Ford replied the relocation of pumps at the Public Works Garage.

Brian Black stated that given the five year average and no specific project noted, he recommends a reduction in the line item.

**It was moved by Brian Black and seconded by John Burt to decrease 43110.311 Consultants from \$8,000 to \$6,000. Frank Giebutowski, Bob Moholland, John MacDonald, Stan Stevens, Brian Black, John Burt, Harold Parker voted in favor. Allan Bailey, Bob Tougher opposed. The motion passed.**

Frank Giebutowski questioned equipment maintenance; noting such has been over expended for the past two years and the need for additional funds.

Dave Ford stated the amount requested should be adequate.

John Burt questioned

## HIGHWAY & STREETS

John Burt expressed concern for an increase in personnel when there has been a reduction in the amount of traffic at the Solid Waste Facility. He stated the highway department budget has increased 9%.

Dave Ford stated the department had a 50/50 split position (6 months at the Solid Waste Facility, 6 months in Highway Department) in addition to a summer intern and a couple of part time summer employees. He stated he cut the summer intern position however, removed the funding for such from the Administration budget and placed it in the Highway & Streets budget because the highway crew is doing more drainage and road construction projects and is need of additional staff. He stated there is no increase in full time positions.

John MacDonald questioned the expenses for Rental and Leases.

Dave Ford replied uniforms, backhoe, storage and excavator and operator.

Frank Giebutowski questioned the increase in Professional Development.

Dave Ford stated more employees are attending training classes and workshops and the line item has been over spent for 2011.

## GARAGE

John MacDonald questioned the increase in overtime wages.

Dave Ford stated the two garage employees have been placed on the snow removal crew; noting one has a plow route and the other employee plows parking lots and is available to work on trucks that break down.

## BUILDINGS & GROUNDS

Referencing building maintenance, specifically Railroad Station window cleaning in the amount of \$575, Frank Giebutowski stated such seems expensive.

Dave Ford stated the cost reflects cleaning the windows inside and outside and pressure wash of the building; noting a local contractor was referred by the Chamber of Commerce.

## SOLID WASTE

No changes.

### REVISIT LIST

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

Dave Ford read his memo, dated 12/8/11, relative to his request to reinstate funding for the Water Treatment Plant pickup truck in the amount of \$35,000 (noting the Committee zeroed out the request at the 11/30/11 meeting), see attached.

**It was moved by Bob Tougher and seconded by Allan Bailey to reinstate \$35,000 for Capital Outlay WTP Pickup Truck 02.49609.760.**

*Discussion of the motion:*

John Burt stated he feels a truck capable of carrying a snowplow is excessive for staff to pick up and transport water samples to Concord. He stated a reasonable request would be to purchase a truck that meets the needs except for plowing and recommended using a vehicle from another department to plow the parking area. He stated he supports the purchase of a vehicle but, not a plow truck.

John MacDonald stated he cannot explain logically to the citizens to spend \$35,000 on a vehicle that only uses 6,000 miles/year.

Dave Senecal stated the Town has been playing catch up the last 5-6 years because the vehicles were not previously taken care of.

Dave Ford stated he purchased a vehicle in 2011 for 28,000 because of rebates the Town received. He stated he would prefer to budget the full amount however, would be willing to get a firm cost of a vehicle that included rebates.

**It was moved by John Burt and seconded by Bob Moholland to amend the motion to reduce \$35,000 to \$28,000 for Capital Outlay WTP Pickup Truck 02.49609.760.**

*Discussion of the motion:*

John Burt stated he feels rebates would be available and the vehicle could be purchased for a lesser amount.

**It was moved by John Burt and seconded by Bob Moholland to amend the motion to reduce \$35,000 to \$28,000 for Capital Outlay WTP Pickup Truck 02.49609.760. Frank Giebutowski, Bob Moholland, Stan Stevens, Allan Bailey, John Burt, Brian Black, Bob Tougher, Harold Parker voted in favor. John MacDonald opposed. The motion passed.**

**It was moved by Bob Tougher and seconded by Allan Bailey to reinstate \$28,000 for Capital Outlay WTP Pickup Truck 02.49609.760. Bob Moholland, Stan Stevens, Allan Bailey, John Burt, Brian Black, Bob Tougher, Harold Parker voted in favor. Frank Giebutowski, John MacDonald opposed. The motion passed.**

**OTHER BUSINESS**

Bob Moholland stated he is disturbed and disappointed by last night's comments from Ron Goodgame; noting Mr. Goodgame did not do the Police Department any justice. He stated the Budget Committee didn't do anything different in their review of the Police Department budget from any other department.

**It was moved by John Burt and seconded by Harold Parker to adjourn the December 9, 2011 Budget Committee meeting. All members voted in favor.**

*Budget Committee meeting scheduled for December 19, 2011 at the Wolfeboro Inn Ballroom @ 6:30 PM.*

*There being no further business before the Committee, the meeting adjourned at 7:43 PM.*

Respectfully Submitted,  
*Lee Ann Keathley*  
Lee Ann Keathley

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

## Memorandum

**Date:** December 8, 2011  
**To:** Budget Committee, Dave Owen and BOS  
**From:** David W. Ford  
**Subject:** Water Department Capital Outlay  
2012 request for new WTP Truck

Currently the Water Treatment Plant (WTP) staff uses the 1995 Ford F-150 (ID# M-8). This vehicle has 75,000 miles on it, but is in rough shape and cannot pass State Inspection without major repairs. This work would most likely be in the \$5,000-\$7,000 range needing the following repairs;

- Bodywork to include cab corner replacements and repainting
- Radiator
- Tires
- Brakes
- One fuel tank has been removed
- Steering components

The WTP staff currently puts approximately 500 miles per month on this vehicle with the following duties:

- Daily spot checks of the meter building, backwash pump building and reservoir level.
- Periodic visits to the pressure reducing station and the McManus Road station, distribution staff performs the daily checks of these stations, but WTP staff monitors, operates and maintains them whereas they have control through the SCADA system.
- All compliance sampling in Town which includes (6) bacterial samples per month, quarterly chemical monitoring and quarterly monitoring for disinfection by-products (8) samples per quarter, and periodic lead and copper samples.
- WTP staff also responds to water quality complaints and collects and analyzes samples for our customers.

Plowing of the WTP is currently done with WS-5, which is the water and sewer utility's one-ton ford. This truck has a substantial plow route which includes all sewer pumping stations,

water stations and the RIB site. The WTP is one of the most important facilities the Town owns and operates (7 days per week including holidays). Town staff sees it as of the utmost importance to have a work truck on-site to do its own plowing as well as other duties explained above. They

have chemical deliveries via tractor trailer, heating fuel deliveries, parts and supplies and it is critical that this facility is accessible at all times. With an average of 500 miles per month, in 15 years (our expected life of this type of vehicle) it would have approximately 90,000 miles on it which is in harmony with replacement mileage.

Also, please keep the slow economy in mind and the rebates and municipal discounts on these new vehicles are in the \$5000-\$7,000 range and the Town will most likely only pay \$28,000 for a \$34,000 vehicle, however we would like to budget for the list price in case the economy or rebate programs change, and only spend as much as required to obtain the desired vehicle. Also note, that the most recent auditor's report (2010) states the water department has just under \$1.4 million in cash and cash equivalents. Some of this money will go to fund 2 capital projects and to fund the purchase of this truck.

The Budget committee suggested looking at other options. One option was to pass along WS-2 the sewer pump station truck. WS-2 is a 2002 GMC Sierra 1500 4x4 with approximately 100,000 miles on it and is scheduled to be replaced in 2012. It is currently in decent operational condition but rough on the exterior. It has many dings and dents and the interior is poor as well. I recommend that we do not keep this truck but rather trade it in on the new one; the Kelly Blue Book (KBB) value on WS-2 is \$5200 +/- . This will be a savings to tax payers as Sewer Capital Outlay expenses are paid by the general government budget. The Sewer Capital Outlay Budget request was for \$30,000 and does not consider the trade in value stated above and I would prefer to have the Budget Committees continued support for the \$30,000 appropriation on that WS-2 replacement and only spend as much as required to obtain the desired vehicle.

Additionally I would not recommend passing WS-2 on to the WTP because of its appearance and the fact that it does not have a snow plow or the provisions to install one. I am adamant about WTP staff having a professional appearance when doing water quality investigations and sampling as well as having the capability to do their own plowing on holidays and weekends. Again, I feel as though accessibility to this facility is extremely important due to the fact of chemical deliveries, fuel deliveries as well as the danger of the fire department having limited access during an extensive snow storm.

A second option was to purchase a less expensive vehicle such as a small truck or SUV. Town staff cannot recommend this option because of the justifications provided above for a truck with a plow.

A third option was to purchase a used truck, this was looked at and the KBB value for a 4 year old vehicle with a plow would be in the \$20,000 range. This type of purchase would come with no warranty. A new vehicle would come with a 5 year, 100,000 mile factory warranty. A used vehicle would also come with many miles and would not have the life expectancy on a new vehicle, thus not justifying the potential cost savings.