

**Meeting Minutes
Town of Wolfeboro
Budget Committee
December 6, 2012**

Members present: Chairman John MacDonald, John Burt, Bob Tougher, Harold Parker, Frank Giebutowski, and Matt Krause.

Members absent: Brian Black, Stan Stevens (excused) and Bob Mulholland (excused)

Staff present: Town Manager Dave W. Owen, Finance Director Pete Chamberlin, Public Works Director Dave Ford and Amelia Capone-Muccio Recording Secretary.

Chairman MacDonald opened the meeting at 6:15 PM.

Public Works 2013 Proposed Budget Review

Dave Ford joined the Board for discussion. He provided a brief overview of his 2013 budget request and stated that he held to the budget guidelines. He itemized some changes of switching from a contractor for downtown trash pickup to part-time staff and purchasing a street sweeper/catch basin cleaner rather than contract those services out.

Chairman MacDonald noted the street sweeper request was moved to Capital Outlay by the Board of Selectmen.

Mr. Ford replied it was, but it is a lease purchase agreement for 7 years.

➤ **Highways & Streets**

Administration

Mr. Giebutowski questioned the \$8,000 in line 1-43110.311 Consultants.

Mr. Ford replied it is funds for a concept plan to find out what repairs will need to be done to Dockside and he noted he would like to make some improvements to the area similar to what was done at the Railroad station.

Chairman MacDonald questioned how many years that it is listed out on the CIP.

Mr. Tougher checked his list but was unable to find it listed on the CIP spreadsheet. He noted there is a CIP request for \$250,000.

Mr. Giebutowski questioned the increase in line 1-43110.810 travel and meetings.

Mr. Ford replied there has been an increase in travel due to the RIB lawsuit and the T.A.C. Committee.

Highway & Streets

Mr. Giebutowski questioned line 1-43120.140 Overtime and the rationale is a part-time person would be less expensive.

Mr. Ford replied the majority of the overtime is for snow removal, but noted the increase in this line is for someone to run the sweeper. He noted the Town Manager level funded the line.

Chairman MacDonald questioned the balance to date.

Mr. Ford replied \$14,000, but noted they had a mild January and February snow season. He noted that some of those funds were used towards the sidewalk project. He noted line 1-43120.380 Outside services is reduced as the contracting services for sweeping and catch basin cleaning was removed.

Mr. Giebutowski questioned in regards to the electricity for Depot Square and if when the town proposes a Warrant Article for such if the ongoing costs is communicated to the voters.

Mr. Owen replied no.

Chairman MacDonald questioned line 1-43120.440 Rentals & Leases and why would they spend \$37,000 per year for something that was costing them \$25,000.

Mr. Owen replied that there is a cost savings by doing the services in house.

Chairman MacDonald replied he does not see a cost savings.

Mr. Giebutowski agreed he has hard time understanding where the cost savings is as no comparison was provided.

Chairman MacDonald questioned the man power to run it.

Mr. Ford replied they increased the overtime line by \$3,000.

Chairman MacDonald questioned how much money was appropriated in line 1-43120.440 Rentals & Leases last year for the sweeping and catch basin contracts.

Mr. Ford replied \$18,900 for the catch basins and \$22,000 for the sweeping and such was listed in 1-43120.380 Outside Services.

Garage

Chairman MacDonald questioned if they still have an open position.

Mr. Ford replied they do, they interviewed some qualified candidates but were unable to offer a competitive wage. He has the position covered with a temporary employee.

Mr. Giebutowski questioned 1-43191.140 Overtime.

Mr. Ford replied the Chief Mechanic is part of the snow removal crew.

Mr. Burt questioned if they still have the waste oil burner.

Mr. Ford replied they do, but waste oil is not as plentiful as it used to be.

Buildings & Grounds

Mr. Giebutowski questioned line 1-43192.311 Consultants and why the design and survey for Wolfeboro Falls is in this budget and not Highway.

Mr. Ford replied that this project is beyond the Center Street project and addresses the sidewalks in the area of the Municipal Lot.

Mr. Giebutowski questioned what water they provide at Mast Landing.

Mr. Ford replied he did not know he would need to check into such.

Chairman MacDonald questioned if there is a need for the hand dryers in line 1-43192.740 Machinery & Equipment.

Mr. Ford replied that he felt the dryers would be a good addition to the public restrooms as they are used a lot.

John MacDonald moved to remove \$2,648.00 from line 1-43192.740 Machinery & Equipment. Frank Giebutowski seconded.

DISCUSSION:

Mr. Tougher stated that he disagrees and feels they should be going paperless.

Chairman MacDonald noted that it cost \$3,848 to maintain the restrooms all year.

Members voted, Bob Tougher-opposed and all others in favor, the motion passed.

➤ Sanitation

Solid Waste Disposal Facility

Mr. Burt asked for clarity on the staff.

Mr. Ford replied there are four full-time and one part-time staff members and he is proposing two additional part-time staff members.

Mr. Owen stated that they received a lot of complaints regarding the trash removal downtown last year, which was a contracted service. He stated they are proposing to hire two part-time/ seasonal staff members to do that this year.

Chairman MacDonald questioned the contract amount.

Mr. Ford replied it was \$33,000.

Mr. Giebutowski questioned what vehicle would be used.

Mr. Ford replied they would use the one-ton they already have, but have increased the fuels costs and added funds for bags and outfitting the employees.

Mr. Giebutowski stated it seems that would take up the bulk of the time for the truck.

Mr. Ford replied that it should only be used for a few hours in the morning, but noted they will be handing down a pick-up to this department.

Mr. Burt stated he feels the fleet has been added to significantly over the years.

Mr. Ford replied the truck does have a trade-in-value, but they have been trying to get Adam a truck for several years so he decided to move the pick-up to this department.

Chairman MacDonald questioned how the rates for disposal are determined.

Mr. Ford replied they are based on a range.

Mr. Burt questioned if the demo hauling fees have decreased since purchasing the backhoe.

Mr. Ford replied they have. He will have Adam forward a chart on such.

Mr. Burt questioned the increase in line 1-43240.430 Vehicle Maintenance.

Mr. Ford replied it is a ½ ton and a one ton, plus welding services to repair the containers.

Mr. Giebutowski questioned line 1-43240.435 Building Maintenance and the electrical and structure problems.

Mr. Ford replied some repairs were done for code compliance.

Chairman MacDonald questioned the expenditure to date for line 1-43240.680 Safety Equipment.

Mr. Ford replied \$14,057.28 and \$400 encumbered.

Sewer Collection Disposal

Mr. Giebutowski questioned if all administrative cost allocations have increased.

Mr. Chamberlin replied yes it is based on the prior budget and multiplied by a specific percentage.

Mr. Giebutowski noted it is a 4.5% increase.

Mr. Chamberlin replied that an update to the billing & collections software drives a significant amount of that.

Waste Water Treatment

Mr. Giebutowski questioned line 2-43263.380 Outside Services.

Mr. Ford replied that this was changed due to the significant costs for legal expenses this year.

Chairman MacDonald questioned if it would be in Federal Court.

Mr. Owen replied yes.

Mr. Parker questioned if they will be able to recoup their fees.

Mr. Owen replied they are seeking to be made whole as they have spent \$8 million dollars for a 600 gallon system but are not getting that.

Mr. Ford stated they are currently getting 340,000 gallons and it is expected to outlive its useful life in five years. He stated that the lawsuit is for \$10 million dollars, but noted legal expenses are not damages.

Mr. Burt questioned why this is in the Sewer Fund and not a Capital Project.

Mr. Owen replied they are financing the lawsuit out of the Sewer Fund.

Mr. Burt stated that deserves further discussion.

Technology Sewer

None.

➤ Water Distribution & Treatment

Distribution Service

Chairman MacDonald asked for clarity on the salaries.

Mr. Ford replied his salary is divided 20% in Water, 20% Sewer and 60% General Government and Scott Pike's salary is 25% in General Government, 50% Water and 25% Sewer.

Mr. Giebutowski questioned the 90% increase in line 2-43320.341 Telephone.

Mr. Chamberlin replied he would look into it.

Treatment Plant

Chairman MacDonald questioned the total of the salary for Mr. Pike.

Mr. Ford replied \$68,000.

Mr. Giebutowski questioned the increase in line 2-43350.140 Overtime.

Mr. Ford replied that it was changed to comply with the Union contract and treat the staff equally. He noted they have more qualified staff in this department to spread out the duty.

Mr. Giebutowski questioned if the energy upgrades are complete.

Mr. Ford replied no, they had some problems but hope to be completed soon.

Mr. Giebutowski questioned if they will see a savings.

Mr. Ford replied yes, they are going from oil to pellets.

Mr. Burt questioned the propane in line 2-43350.638.

Mr. Ford replied they converted from K-1 to propane.

Mr. Chamberlin noted they refinanced the Water Bond at a savings of \$160,000.

➤ Capital Outlay

1-49611.761 Garage Service Truck

1-49612.730 Wolfeboro Falls Sidewalk Upgrades

01-49613-761 Catch basin/sweeper lease purchase

It was moved by John MacDonald and seconded by Frank Giebutowski to remove \$37,000 from line 1-49613.761 for a lease payment for a Sweeper/Catch Basin machine.

DISCUSSION:

Mr. Burt questioned the ramifications of this to the highway budget.

Chairman MacDonald noted they would need to put the contracting costs back in. He questioned if he could provide examples of surrounding towns they may have their own.

Mr. Ford replied Rochester and Laconia have them. He requested it to help provide better service and he kept within the overall budget guidelines.

Mr. Giebutowski suggested sharing one with another town.

Mr. Ford replied he is reluctant to share equipment with other towns as it is a \$250,000 piece of equipment.

Chairman MacDonald stated that he feels the contract services provide an adequate job and it seems to be a lot of money for a piece of equipment that will be parked a lot of the time.

Mr. Ford replied he believes it will be used enough to justify owning it.

Members voted: Bob Tougher and Harold Parker-opposed, all others in favor, the motion passed.

It was moved by Frank Giebutowski and seconded by John MacDonald to remove \$3,000 from Highways & Streets line 1-43120.140 Overtime and \$8,575 from 1-43120. 636 Diesel Fuel. Members voted and being none opposed, the motion passed.

It was moved by John MacDonald and seconded by Frank Giebutowski to add \$18,900 for the catch basin cleaning and \$22,000 for street sweeping to line 1-43120.380 Outside Services. Members voted and being none opposed, the motion passed.

Chairman MacDonald questioned if he needs anymore more funds as he is getting \$10,000 less than last year.

Mr. Ford replied he would work within the budget.

Being no further business before the Budget Committee, Chairman MacDonald entertained a motion to adjourn.

Harold Parker moved the Budget Committee to adjourn at 8:38 PM. John Burt seconded. Members voted and being none opposed, the motion passed.