

# WOLFEBORO BUDGET COMMITTEE

May 10, 2012

## Minutes

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

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

*Chairman MacDonald opened the public hearing at 6:02 PM at the Wolfeboro Public Library.*

### Consideration of Minutes

January 12, 2012

#### **Corrections:**

Page 2, 9<sup>th</sup> line from top; add "stated" following "Ethan Hipple"

Page 2, 3<sup>rd</sup> line from bottom; add "stated" following "Dave Ford"

**It was moved by Bob Tougher and seconded by Robert Moholland to approve the February 8, 2011 Wolfeboro Budget Committee minutes as submitted. John MacDonald, Bob Tougher, Robert Moholland, Brian Black voted in favor. Stan Stevens abstained. The motion passed.**

January 13, 2012

February 7, 2012

**It was moved by Frank Giebutowski and seconded by Bob Tougher to approve the January 13, 2012 and February 7, 2012 Wolfeboro Budget Committee minutes as submitted. All members voted in favor. The motion passed.**

### APPOINTMENT OF CHAIRMAN & VICE-CHAIRMAN

**It was moved by Stan Stevens and seconded by John Burt to appoint John MacDonald as Chairman to the Wolfeboro Budget Committee. Stan Stevens, Bob Tougher, Robert Moholland, Brian Black, Frank Giebutowski, Matt Krause, Harold Parker, John Burt voted in favor. John MacDonald abstained. The motion passed.**

**It was moved by Bob Tougher and seconded by John Burt to appoint Stan Stevens as Vice-Chairman to the Wolfeboro Budget Committee. John MacDonald, Bob Tougher, Robert Moholland, Brian Black, Matt Krause, Harold Parker, John Burt, Frank Giebutowski voted in favor. Stan Stevens abstained. The motion passed.**

## STATUS OF 2011 BUDGET & EXPENDITURE REPORT

Pete Chamberlain stated as of 4/30/12 the budget is 37.69% expended; noting 7% represents the total of outstanding purchase orders. He stated the Welfare budget is over expended by \$3,000; primarily associated with utilities rather than rent.

John MacDonald questioned whether the Library is a Town owned building.

Dave Owen replied yes and noted the building is owned by the Library Trustees.

John MacDonald verified the proposal for the new library building includes the demolition of the existing library building.

Bob Tougher stated the CIP Committee was informed that a warrant article would be put forth in 2013 in the amount of \$700,000 for plan and specifications of the new building. He stated fundraising for such would begin in the second quarter of 2012 with the intent to fully fund the \$700,000 with donated funds. He stated the Committee was also informed that if the amount could not be fully funded by donations then a warrant article would not be submitted. He also stated the intent of the Library Trustees is to raise half of the cost of the construction of the new building.

John MacDonald questioned the status of the McBride property located between the Library and Public Safety Building.

Dave Owen stated the Town closed on the property; noting the house is being evaluated for asbestos prior to being put out to bid for its removal or demolition. He stated the Town has prepared a bid notice to have the house removed at no expense to the Town; however, if no one expresses interest in acquiring and moving the building, it will be demolished.

John MacDonald questioned the proposed use of the property.

Dave Owen stated such would be used to expand the parking lot and driveway of the Public Safety Building.

Frank Giebutowski questioned the type of accounting used for the Enterprise Funds; noting the Enterprise Funds should be reviewed more closely and treated as a business.

Pete Chamberlain replied GAP (General Accounting Principles).

Frank Giebutowski asked if statements are available.

Pete Chamberlain replied yes and referenced the annual audit. He stated he could email statements to the Committee.

Referencing the Ski & Skate budget, Bob Moholland questioned the increase in the electric bill.

Dave Owen stated the budget reflects first year usage of the new compressor and pumps for snowmaking.

Bob Moholland questioned whether the building/arena can be used year round.

Dave Owen replied no. He stated the building is available for sporting events but not for assembly use; noting the building does not have a specific fire code rating and that \$6,000 of additional improvements is necessary prior to receiving the fire code rating. He stated the issue is a State fire code issue.

Dave Senecal stated there are a couple of sections of pipe that are not sized large enough however, once the improvements are completed year round use will be allowed. He stated once the modifications to the sprinkler system are completed the Town would receive occupancy for any type of activity.

Frank Giebutowski expressed disappointment of a \$6,000 oversight and questioned whether such was related to the specifications or the building.

Dave Owen replied specifications related to use as a hockey rink. He stated the installation of the fire suppression system addressed immediate needs.

Frank Giebutowski expressed his expectation for due diligence and look at the long term plans for the building; reiterating such needs to be treated as a business.

John MacDonald requested the Committee's concerns be forwarded to Ethan Hipple.

John Burt stated there is \$300,000 of prior encumbered funds; noting the departments requested money for expenditures they felt were necessary in 2011 however, the money is not spent. He stated he doesn't recall the Committee reviewing the estimated revenues, yet was asked to sign the MS-7. He requested a fleet inventory from the Public Works Department and expressed concern for the number of vehicle requests.

John MacDonald asked how long funds are held before they are considered a surplus.

Dave Owen replied the following year.

John Burt questioned how funds are encumbered.

Pete Chamberlain replied either by BOS vote or a purchase order. He stated the auditor completed their review in April.

John MacDonald suggested the Committee make recommendations to the BOS relative to the 2013 budget guidelines.

Bob Tougher stated last year's guidelines were successful.

Dave Owen state last year's guidelines established a -1% for discretionary spending.

**It was moved by John MacDonald and seconded by Harold Parker to recommend to the BOS a -1% reduction, excluding 100 & 200 series (salary & benefits), be incorporated into the 2013 Budget Guidelines.**

*Discussion of the motion:*

Brian Black verified the motion is consistent with last year's directives.

Pete Chamberlain stated he expects significant increases in energy and fuel costs.

Bob Tougher stated the Town is providing very good services to its citizens; noting large reductions in the budget will mean large reduction in services.

John Burt stated the objective is to try to reduce increases. He recommended review of changes from part time to full time employees or adding personnel.

**It was moved by John MacDonald and seconded by Harold Parker to recommend to the BOS a -1% reduction, excluding 100 & 200 series (salary & benefits), be incorporated into the 2013 Budget Guidelines. All members voted in favor. The motion passed.**

### **COMMITTEE APPOINTMENTS**

Bob Tougher volunteered to be the Budget Committee's representative to the CIP Committee and Health Insurance Review Committee.

### **DEPARTMENT ASSIGNMENTS FOR BUDGET REVIEW**

**Police Department / Communications:** Stan Stevens  
**Fire Department:** Brian Black  
**Parks & Recreation Department:** Bob Tougher  
**General Government:** Matt Krause & John MacDonald  
**Public Works Department:** Robert Moholland  
**Water & Sewer Department:** Frank Giebutowski  
**Electric Department:** Robert Moholland & John Burt  
**Library:** Harold Parker & John MacDonald

### **TOWN MANAGER'S REPORT**

Referencing Electric, Dave Owen stated the Town has engaged in the bidding process for electric supply for the years 2014-2016; noting the low bid was Constellation Energy at 4.63 cents/kilowatt hours. He stated the Town is currently paying 7.8 cents/kilowatt hours; noting a significant reduction in electric rates for 2014-2016. He also stated there was a rash of burglaries earlier in the year; noting the Police Department applied all their resources and caught the individuals involved. He commended the Police Department for their efforts. He stated the way finding signage and Downtown improvements would be completed by Memorial Day and improvements to Glendon Street and Lehner Street would continue throughout the summer. Referencing the warrant article for repairs to the Town Hall, he stated Rob Houseman is the project manager and projects are moving forward and contractors are lined up. He stated the Town has applied for a \$10,000 grant (Moose Plate Grant) for the restoration of the Town Hall clock. He stated the total cost of the project is \$32,000; noting the Friends of Town Hall has donated the remaining amount. He stated the BOS will address the 2013 budget guidelines in June and informed the Committee that both union contracts are open and both unions have expressed an interest in starting negotiations early; noting the health insurance review will take place prior to negotiations.

Brian Black questioned whether union contracts are triggering review of the health insurance.

Dave Owen stated the health insurance hasn't been reviewed since 2007.

## **OTHER BUSINESS**

Referencing the sign post at the corner of Pine Street and Center Street (in front of Dunkin Donuts), John MacDonald stated there is a sticker on the post that states licensing authority from the State. He questioned why that post is the only post that has the sticker.

Dave Owen stated he would refer the inquiry to the Code Enforcement Officer.

**It was moved by Harold Parker and seconded by Bob Tougher to adjourn the May 10, 2012 Budget Committee meeting. All members voted in favor.**

*There being no further business before the Committee, the meeting adjourned at 7:11 PM.*

Respectfully Submitted,  
*Lee Ann Keathley*  
Lee Ann Keathley

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