

WOLFEBORO BUDGET COMMITTEE

July 31, 2012

Minutes

Members Present: John MacDonald, Chairman, Dave Senecal, Selectmen's Representative, Robert Moholland, Frank Giebutowski, Harold Parker, John Burt, Matt Krause, Bob Tougher, Members.

Members Absent: Stan Stevens, Vice-Chairman, Brian Black, Member.

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.

New Business I ~ Review current status of 2012 Budget & Expenditure Reports

Pete Chamberlain stated all budgets are well within the guidelines as of the end of June. He stated the last payment of the RIB loan was not processed until January 2012 therefore, the Wastewater Debt Service is over in 2012 and under in 2011.

John MacDonald questioned whether the way finding signage project is completed.

Dave Owen replied almost.

John MacDonald questioned the status of the Albee Beach Bath House and the name of the contractor.

Dave Owen replied the project has been completed with the exception of the punch list and noted Paul Kimball is the contractor; noting Mr. Kimball was the only bidder and the bid came in under the appropriated amount.

Frank Giebutowski questioned where the grant money appears for the extra police officer and verified the grant covers pension, healthcare and salary.

Pete Chamberlain replied in the grant fund.

John Burt questioned the term of the grant and when it began.

Dave Owen replied 3 years and began on 9/1/2011.

Bob Moholland requested discussion with the Budget Committee in the future prior to the BOS accepting grants for the positions.

Bob Tougher stated the Committee members could attend the BOS public hearing and object to the acceptance of the grant. He stated it is the prerogative of the Committee to review the Police Department's entire operation.

Frank Giebutowski stated the expectation should be set that the Budget Committee expects justification to keep the positions following the end of the grant requirements.

John Burt questioned encumbered funds for projects and why those projects were not completed in the year the funds were requested. He stated he will expect funds to be expended in full for projects requested in 2013.

Referencing Warrant Article #22 Sidewalk Upgrades – Downtown Core, Frank Giebutowski questioned whether using surplus funds from the project to construct additional sidewalks not noted in the warrant article is a fair way to administer the funds.

Dave Owen stated specific sidewalks were constructed through the Safe Routes to School grant.

Referencing the Downtown improvements, Harold Parker asked why unused funds are not put back into the General Fund. He disagreed strongly with using surplus funds to complete other projects and stated he feels the Downtown area by the Railroad Station has been ruined and poorly designed and should be ripped up. He read a section of Warrant Article #17 ~ Upgrade Parking Lots to ADA Standards and noted he doesn't feel the scope of the work is included in the article.

Dave Owen stated surplus funds were pulled from the snowplow funds and used toward improvements to the Downtown area. He stated the plan was developed and reviewed by the BOS and the US Department of Justice for ADA compliance. He stated the comments received from the public have been overwhelmingly positive.

Bob Tougher questioned who makes the decision to use snow plow funds to complete Downtown improvements.

Dave Owen stated the Department of Public Works submitted the proposal to the Town Manager then the proposal was forwarded to the BOS for review and approval. He stated it is bottom line budgeting therefore, additional improvements were completed using surplus funds.

Frank Giebutowski stated he doesn't feel it is right to do so and questioned whether the BOS has the legal right to do such.

Dave Senecal replied yes, the BOS has the discretion to move money around in the budget.

Referencing the Public Safety Building parking lot (per Dave Ford's Capital Project Update Report), John Burt stated the project is coming in under budget and questioned whether the following note on the update was part of the original scope of the project; "Consider using balance of funds to design parking lot reconfiguration and new entrance." He stated that although paving is outstanding he believes there will be surplus funds when the paving has been completed.

Dave Owen replied no, a plan is needed to develop the warrant article.

Frank Giebutowski stated the funding for the plan should be placed in the budget; noting the Town should not be taking excess funds for additional projects.

Dave Owen stated he would review the warrant article to ensure the Town is not going beyond the scope of the article.

New Business II ~ Subcommittee Reports

➤ Health Insurance Review Committee Update

Bob Tougher stated the Committee has met twice and has reviewed the current plans and alternatives (POS, HMO, HRA, HAS & High Deductible) and has developed an employee survey that included knowledge and satisfaction of the plans and what direction would be most desirable to hold down premium costs in the future). In addition, he stated the Town has hired Beth Smith, Benefit Strategies and Requests for Proposals have been sent to LGC Health Trust – Anthem Blue Cross/Blue Shield, Schoolcare-Cigna and NH Interlocal Trust – Harvard Pilgrim Health Plan. He stated the next meeting is scheduled for 8/7/12 and the agenda includes review of the proposals and survey results.

➤ CIP Committee

Bob Tougher stated the CIP Committee met on 7/27/12 and reviewed the following requests from the Fire Department; replace Engine 1, \$425,000 from the Capital Reserve Fund (1994 Pumper) and replace Utility 1, \$155,000 from the Capital Reserve Fund (used for medical and forestry calls). He stated the Department would be requesting replacement of the ladder truck in 2019 in the amount of \$900,000.

John Burt questioned the number of rescue calls for usage of the boat in 2011.

Bob Tougher reviewed the following CIP requests;

- Purchase of 74 & 80 Lehner Street; \$180,000 for both properties
- Construct Foss Field Replacement Building to include restrooms, picnic area, pavilion and storage, 2016; \$220,000 (\$90,000 from Capital Reserve Fund)
- Architectural Conceptual Design for the Library, 2014; \$700,000 (expected to be fully funded through fundraising efforts)
- Raze existing Library and construct new library, 2016; \$7.9 million
- Construct maintenance building at Abenaki to include restrooms, kitchen and heat; \$287,000
- Public Works Facility ~ install lifts, pumps, salt shed & heat; \$500,000 (could be phased over 3 years)
- Construct restrooms by the Mill Street Pumping Station; \$140,000
- Replace HD 6; \$135,000 & HD 19; \$150,000
- Annual road maintenance warrant article; \$750,000
- Christian Ridge Road upgrades; \$50,000
- Town Hall Parking Lot; \$100,000
- Town Hall Capital Reserve Fund; \$200,000
- Repairs of I&I on sewer lines; \$350,000
- Asset Management Plan

Referencing the Library building, John MacDonald questioned whether the BOS have input as to whether the building is torn down.

Dave Senecal replied no.

John MacDonald asked if there are issues with the current Library building.

Dave Senecal stated there have been issues with the roof leaking however, the removal of the skylights would alleviate that issue. He stated the Library Trustees are saying they believe they can raise half the money for the new building; noting the Town would be responsible for the remaining half.

Matt Krause asked what year the Library was built.

Harold Parker replied 1972.

Referencing the construction of restrooms by the Mill Street Pumping Station, Frank Giebutowski stated the request was a result of the focus groups held by the Economic Development Committee and the Chamber of Commerce's EDC. He stated the merchants in the north end of Town requested restrooms located in that area.

Dave Owen stated the Town met with the NH Transportation Commissioner last week; noting the State is interested in handing over Middleton Road (Class 2 unnumbered State road) to the Town. He stated such would be a municipally managed project in which the Town would receive funds however, the Town may not receive the funds until 2017. He stated the Town needs to start the process by developing an engineering plan.

Town Manager Report

Dave Owen stated the annual audit will be presented to the BOS on 8/1/12; noting it was a good audit report. He stated the BOS approved the budget guidelines which include level funding exempting the 100 & 200 series (salary & benefits). He reviewed the bids received for fuel prices; noting heating oil prices are fixed through May 2013 and diesel prices are fixed through 4/30/13.

John MacDonald questioned whether the BOS considered a 1% reduction for the budget guidelines.

Dave Owen replied yes however, the BOS did not feel they were under the pressure as last year with regard to fuel costs and the shift in retirement costs. He stated the Town is receiving a \$60,000 benefit towards workman's compensation (Primex).

John MacDonald requested a list of one-time expenses for each department.

Other Business

John Burt stated that the Committee never discussed revenues in 2011; noting the importance of such. He requested the departments include revenues during the presentation of their budgets. He questioned why a \$35,000 vehicle in the Highway Department is not included as a capital cost.

It was moved by John Burt and seconded by Frank Giebutowski to adjourn the July 31, 2012 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 7:46 PM.

Respectfully Submitted,
Lee Ann Keathley
Lee Ann Keathley

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