

WOLFEBORO BUDGET COMMITTEE

November 26, 2013

Minutes

Members Present: John MacDonald, Chairman, Stan Stevens, Vice-Chairman, Dave Senecal, Selectmen's Representative, Harold Parker, John Burt, Matt Krause, Frank Giebutowski, Members.

Members Absent: Robert Moholland, Brian Black, Bob Tougher, Members (excused).

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Lauren Hammond, Director, Libby Museum, Cindy Scott, Library Director, Stu Chase, Chief of Police, Dean Rondeau, Lieutenant, Wolfeboro Police Department, Ron Goodgame, Joe Balboni, Police Commissioners, Lee Ann Keathley, Secretary.

Chairman MacDonald called the meeting to order at 6:03 PM at the Wolfeboro Public Library.

LIBBY

Lauren Hammond stated there was an increase in attendance for new programs, specifically Wildlife Encounters (approximately 100 people each week for six weeks). She stated the museum floors were washed and refinished, screens were installed and doors were replaced.

John MacDonald questioned the status of the roof.

Lauren Hammond stated a moisture and humidity analysis is going to be conducted and the Town is looking into hiring an architectural firm to address heating and cooling issues that may have caused the collapse of the roof.

John Burt questioned funding for the architectural firm; noting it is not reflected in the budget.

Dave Owen stated funds were appropriated in a 2013 warrant article that included repairs to the Library and Libby Museum.

Dave Owen stated the BOS approved a 2% salary adjustment that is not reflected in the budget.

It was moved by Stan Stevens and seconded by Harold Parker to increase 45891.113 by \$250 and adjust the 200 series accordingly. All members voted in favor. The motion passed.

It was moved by Stan Stevens and seconded by Harold Parker to approve the General Fund total for the Libby Museum in the amount of \$33,125. All members voted in favor. The motion passed.

LIBRARY

Cindy Scott stated there has been a huge increase in the number of requests for technology assistance and provided a five year statistical comparison, see attached. She stated the library is in the process of developing a new website and regardless of the trend of eBooks and DVDs, she stated the library checked out 69,000 books last year. She stated the same number of staff has been employed since 2002 except for

the addition of a part time administrative assistant. She stated the library staff is having a hard time keeping up with the additional demand and increase in services therefore, has requested a part time library assistant (15 hours/week) for the circulation desk each morning. She noted her administrative assistant is spending 25% of her time at the circulation desk. She stated the BOS funded \$4,000 of the funding request for the assistant however, is requesting the balance of the original request be approved (\$1,829).

John MacDonald asked if staff receives training.

Cindy Scott replied yes and noted the library has developed an annual technology plan which includes additional training.

John MacDonald questioned whether staff is receiving a salary increase.

Cindy Scott stated one staff member will not receive an increase because she is capped at the top of the pay scale and one staff member will only receive a 7 cent increase due to the same issue. She noted all library employees are nonunion. She stated the library had their own pay scale however, switched over to the Town's pay/classification scale; noting last year was the first year the library salaries reflected the Town's pay scale.

John MacDonald asked if staff's salary reflects the BOS 2% salary increase.

Cindy Scott replied no. She stated last year one employee who was at the top of the pay range did not receive the BOS approved salary increase.

Dave Owen stated staff should have received the 2% salary adjustment.

It was moved by John Burt and seconded by Stan Stevens to increase 45500.113 by \$1,829 to reflect the original funding request for a part time library assistant (15 hours/week). All members voted in favor. The motion passed.

Pete Chamberlain noted an increase in group health insurance in the amount of \$196 and a decrease in group dental insurance in the amount of \$24.

It was moved by Stan Stevens and seconded by Harold Parker to increase 45500.210 Group Health Insurance from \$74,488 to \$74,684. All members voted in favor. The motion passed.

It was moved by Stan Stevens and seconded by Harold Parker to decrease 45500.219 Group Dental Insurance from \$3,360 to \$3,336. All members voted in favor. The motion passed.

John Burt asked if the heating issue has been resolved.

Cindy Scott replied partially; noting the heating issues in the meeting room have been repaired however, the main library has not.

Frank Giebutowski questioned the expenditure for Quick Books.

Cindy Scott stated such manages the library's accounts.

Frank Giebutowski verified the library's accounts are not managed by the Town's finance department.

John MacDonald asked if funds are generated through programs.

Cindy Scott replied no, funds are generated through fines, trust funds, equipment fees and donations.

AGENCY ~ DINNER BELL

Dave Owen stated per Town Counsel opinion, the Town is compliant with regard to providing funds to the Dinner Bell program, see attached.

It was moved by Stan Stevens and seconded by Harold Parker to approve the Dinner Bell funding request in the amount of \$6,000. All members voted in favor. The motion passed.

HEALTH OFFICER

No changes.

ANIMAL CONTROL

No changes.

COMMUNICATIONS

******John MacDonald stepped down from the Budget Committee's review of the Communications budget and Stan Stevens chaired the meeting.***

John Burt asked if the Communications' employees and the Police Department's employees are under the same union contract.

Stu Chase replied yes.

Pete Chamberlain noted an increase in group health insurance in the amount of \$230 and a decrease in dental insurance in the amount of \$18.

It was moved by Frank Giebutowski and seconded by John Burt to increase 42990.210 Group Health Insurance from \$87,522 to \$87,752. All members voted in favor. The motion passed.

It was moved by Frank Giebutowski and seconded by John Burt to decrease 42990.219 Group Dental Insurance from \$4,410 to \$4,392. All members voted in favor. The motion passed.

*****New total for Communications 200 series is \$145,378.***

POLICE

******John MacDonald stepped down from the Budget Committee's review of the Police Department budget and Stan Stevens chaired the meeting.***

Ron Goodgame, Police Commissioner, stated Chief Chase and Lieutenant Rondeau have an issue with regard to their salary. He stated the BOS approved a 2% salary increase for nonunion employees; noting the Police Commission accepted the salary increase on 11/2/13 on behalf of Chief Chase and Lieutenant Rondeau. However, the Police Commission was presented Memos of Understanding (MOU) from the Chief and Lieutenant that were executed in 2006 following the Police Commission's vote to accept the salary increase.

Ron Goodgame stated the documents were not updated in 2008 when the Police Department was incorporated into the Union. He stated the Commission forwarded memos to the Town Manager and the Town Manager forwarded the Memos of Understanding to labor counsel, Attorney Schwartz, for review and comment. He stated Town Counsel concluded that both Chief Chase and Lieutenant Rondeau were entitled to what nonunion personnel had received with regard to salary adjustments. He stated Town Counsel opined that the Town cannot be forced to give Chief Chase and Lieutenant Rondeau the 1% differential and that there is no basis for a lawsuit. However, he stated the Police Commission feels the Town should do the right thing and adjust their salary to reflect the differential. He requested the Budget Committee approve a \$1,700 increase to supervisory salaries. He stated the memos need to be updated to be consistent with the Town.

Frank Giebutowski asked if the BOS have reviewed the Memos of Understanding and the request for additional funding.

Dave Owen replied no. He stated he is hard pressed to see how this year's request is different from any other year. He stated the BOS reviews a salary adjustment each year for nonunion employees and the Memo of Understanding issue was never previously raised.

John Burt asked the percentage increase of the request.

Dean Rondeau stated he and Chief Chase signed a Memo of Understanding prior to the establishment of the union; noting the spirit and intent of the MOU was equivalent to the rank and file received. He stated the rank and file are receiving 3.5% and he and the Chief are not being treated the same. He agreed the memos need to be reviewed.

Stu Chase stated they are requesting an additional 1.5% to bring into parity with the bargaining unit (\$1,674).

John Burt stated he has issues with both the Fire and Police Department's budgets; noting the Police Department budget reflects an increase of 9.3% from the 2013 approved budget.

Dave Owen stated the Town hasn't given step increases for the last couple of years; noting step increases are not automatically given and are provided only if agreed upon through the collective bargaining process.

Pete Chamberlain stated there is no step increase/COLA budgeted for 2014.

Dave Senecal stated this is the first time he is hearing of the Memos of Understanding. He stated he is not prepared to make a decision until he reads Town Counsel's opinion and the memos. He stated he is not happy with how the issue was brought out and doesn't feel it is right to bring up the issue at the Budget Committee meeting without notification to or review by the BOS.

Ron Goodgame stated there are two police officers that are not happy. He stated the Police Commission just learned of the memos three weeks ago and felt it would be remiss if the issue was brought to the Committee.

The Committee requested copies of the Memos of Understanding and Town Counsel's opinion.

It was moved by Frank Giebutowski and seconded by John Burt to request the Police Commission present the Memos of Understanding for Chief Chase and Lieutenant Rondeau and salary increase request to the BOS for action prior to final review and action by the Budget Committee. All members voted in favor. The motion passed.

Stu Chase stated the 2014 budget reflects 18 weeks of salary and benefits for the patrol officer hired under the COPS grant in 2011. He informed the Committee the department retired the canine and program associated with it.

Referencing part time wages, Frank Giebutowski stated the figure reflects a 4.61% increase over the 2013 approved budget and questioned an increase in the amount of \$1,266 by the BOS for machinery and equipment.

Stu Chase stated such is related to the increase in cost for two sets of graphics for the vehicles. He stated the decals fade over time and lose their reflection quality; noting such becomes a safety issue. With regard to the part time wages, he stated he would review the figures and report back to the Commission.

Dave Senecal stated the BOS reduced vehicle maintenance from \$500 to \$250 which is not reflected in the Committee's figures.

****John MacDonald returned to chair the remainder of the meeting.*

The Budget Committee has requested additional information for the following (for 12/11/12 meeting);

- **Group Health Insurance & Group Dental Insurance;** provide figures related to such for all previously reviewed department budgets
- **Library;** update salary figures (45500.113 & 45500.114) to reflect BOS approved 2% salary increase
- **Police**
 - i. 42100.113, Supervisory Salaries; distribute Memo of Understanding & Town Counsel opinion regarding Stu Chase & Dean Rondeau to Budget Committee, salary adjustment request to be reviewed by BOS (relative to the MOU)
 - ii. 42100.117, Part Time Wages; Review figures (accounting error)

It was moved by John Burt and seconded by Dave Senecal to adjourn the November 26, 2013 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 7:59 PM.

Respectfully Submitted,

Lee Ann Keathley

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