

WOLFEBORO BUDGET COMMITTEE

December 11, 2013

Minutes

Members Present: John MacDonald, Chairman, Stan Stevens, Vice-Chairman, Harold Parker, Brian Black, Robert Moholland, John Burt, Matt Krause, Frank Giebutowski, Members.

Members Absent: Dave Senecal, Selectmen's Representative, Bob Tougher, Member (excused).

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Ethan Hipple, Director of Parks and Recreation, Cindy Scott, Library Director, Lee Ann Keathley, Secretary.

Chairman MacDonald called the meeting to order at 6:07 PM at the Wolfeboro Inn Ballroom.

LIBRARY

John Sandeen stated the Library Board of Trustees reviewed the 100 series relative to a salary increase for its staff as a result of a discussion with the Budget Committee on 11/26/13. He stated the Board voted unanimously to approve an increase of 2.16% for the Director and Children's Librarian (45500.113), an increase of 2.8% for part time staff (45500.117) and an increase of 2.46% for all full time staff (45500.114). He stated on 11/26/13 the Budget Committee approved the request for a part time position; noting such accounts for approximately 7% increase in 45500.117. He stated the changes to the 100 series affect the 200 series in the amount of \$366 (total).

It was moved by John Burt to increase the 100 series in the Library budget (45500) by \$3,568 and increase the 200 series by \$366. All members voted in favor. The motion passed.

PARKS AND RECREATION

PATRIOTIC PURPOSES

Jim Collins, American Legion, requested a budget appropriation in the amount of \$7,031. He stated a member of the Budget Committee last year recommended purchasing the flags through the Senator's office however, doesn't recommend such because the quality is not comparable to the flags the Legion currently purchases and there is an increase in the cost of shipping. He stated the flags would have to be replaced more times per year due to the reduced quality.

Frank Giebutowski noted a discrepancy in the request for appropriation; noting Mr. Collins stated the request is for \$7031 however, the budget books represent a request in the amount of \$7435.

Jim Collins stated \$7031 would be sufficient funding.

It was moved by Frank Giebutowski and seconded by John Burt to decrease 45831.830 American Legion from \$7435 to \$7031. All members voted in favor. The motion passed.

ADMINISTRATION

Ethan Hipple distributed a 5-year revenue sheet for various departments including a detailed percentage of expenses covered by revenue. He stated the department has nine budgets however, not all the budgets contribute revenue. He stated program enrollment has increased and the fees for such have increased as well. He stated now that the department has a revolving fund, every new program will be designed to cover the expenses associated with that program.

Stan Stevens questioned the grant to Tuftonboro and Brookfield.

Ethan Hipple stated the Town of Wolfeboro entered into an agreement with the Towns of Tuftonboro and Brookfield to provide the programs to their residents. He stated in exchange for such, the towns contribute funds to offset participation of their residents in the programs offered by Wolfeboro. He stated he requested additional hours for the administrative assistant (employ as full time rather than part time) however; the BOS only approved an additional three hours per week (from 22 to 25 hours/week).

Dave Owen stated the Town has to provide health insurance for any employee that works 30+ hours/week on a regular basis over the course of the year.

John Burt asked if rentals and leases include routine maintenance.

Pete Chamberlain replied no.

Frank Giebutowski questioned the value in the recreation association memberships.

Ethan Hipple stated the associations provide recruiting tools, new trends information and guidance.

John Burt asked why the Town Manager cut office supplies.

Dave Owen stated he felt it was an excessive increase in the line item.

John Burt questioned the year to date expenditure for postage.

Pete Chamberlain replied \$39.64.

It was moved by John Burt and seconded by Bob Moholland to decrease 45201.625 Postage from \$500 to \$200. All members voted in favor. The motion passed.

MAINTENANCE

John Burt asked if the department performs maintenance on conservation properties.

Ethan Hipple replied yes, to those properties acquired by the Conservation Commission that are considered parks.

Harold Parker asked if the Town has a Tree Warden.

Ethan Hipple replied yes, Kirk Titus.

John MacDonald questioned the year to date expenditure for machinery equipment; noting the budget request is \$1,250.

Pete Chamberlain replied \$167.94.

Ethan Hipple stated the expense is related to push mowers. He stated the department has three push mowers which are on a one mower per year replacement plan.

BEACHES

Bob Moholland questioned the year to date expenditure for grounds maintenance.

Pete Chamberlain replied \$1,783.69.

Ethan Hipple stated he intentionally under spent the line item due to overages in other line items. He stated the sand was not replenished at the beach however, it is necessary to do such due to erosion issues.

John Burt questioned the year to date expenditure for safety equipment.

Pete Chamberlain replied \$141.64.

Ethan Hipple stated there are invoices that he is aware of that have not been processed.

Frank Giebutowski questioned the increase in professional development.

Ethan Hipple stated the Red Cross increased their fees.

ABENAKI

No changes.

HOCKEY

No changes.

PROGRAMS

No changes.

COMMUNITY CENTER

No changes.

CLARK HOUSE

Frank Giebutowski asked what the barn is used for.

Ethan Hipple replied archive storage used primarily by the Historical Society. He noted such is currently under construction however, once construction is complete he would like the facility to be a visitor center and hold programs at the facility.

POP WHALEN

Frank Giebutowski questioned the overage in building maintenance.

Ethan Hipple stated there were unexpected plumbing and water issues that totaled \$3,700. He stated the department sold the zamboni for \$4,600.

CEMETERIES

John MacDonald questioned the number of cemeteries in the Town.

Ethan Hipple replied 40.

Dave Owen stated the BOS hired a surveyor to plot the Pine Hill Cemetery (to present findings at the BOS meeting next week) and noted there is room for additional plots.

CAPITAL OUTLAY

- **Parks Automatic External Defibrillators, 49613.762, \$3,800**
Ethan Hipple stated the defibrillators would be placed at the Community Center and tennis courts.
- **Parks Playground Mulch, 49613.735, \$5,075**
Ethan Hipple stated the Town is required to use ADA compliant engineering wood mulch for safety reasons.
- **Cate Park Bandstand Repairs, 49613.734, \$9,500**
Ethan Hipple stated the railings and floor boards are rotted and need to be replaced.
- **Abenaki Ski Area Lodge Engineering, 49613.721, \$30,000**
Ethan Hipple distributed the project cost summary and stated his original request was for \$50,000. He stated the Town Manager decreased the request to \$25,000 and following the removal of two other capital outlay requests, the BOS increased the request to \$30,000. He stated the design and soil testing was completed in 2013 and wetland permitting began in 2013 as well. He stated the lodge is in the CIP for \$500,000 for 2015 and the intent is to go out to bid prior to Town Meeting. He stated the total project cost will be split 50/50 between the Town and the Friends of Abenaki (Town to be responsible for \$250,000).

Frank Giebutowski questioned an anticipated annual maintenance cost of \$1million/year.

Ethan Hipple stated the new facility would need to be heated therefore; there is a projection in labor cost.

John MacDonald questioned the square footage of the building.

Ethan Hipple replied 2,200 SF. He stated the basement would be unfinished and used for storage.

John MacDonald expressed concern with performing the engineering prior to Town Meeting and questioned the position of the CIP Committee.

Dave Owen stated the original submitted was for \$750,000. He stated the CIP Committee stated they would support a submittal cost of \$500,000 and noted the Committee did not take a position with regard to performing the engineering prior to Town Meeting.

John MacDonald asked if the CIP Committee was informed of such.

Ethan Hipple replied yes.

Harold Parker stated he has issues justifying the timing of such considering the Town Hall and library renovation plans.

John MacDonald stated it may be a better approach if the Friends of Abenaki contribute towards the engineering costs.

Harold Parker stated the Town will have to take care of the facility for years after it is constructed.

Ethan Hipple stated the intent is to provide 100% accurate information to the public; noting such is a responsible way to do business.

Harold Parker stated he can't justify the cost.

Frank Giebutowski questioned maintenance supplies and building maintenance costs and stated he believes the costs will be larger than anticipated.

The Committee requested the CIP Committee minutes relative to Abenaki Ski Area Lodge.

➤ **Pop Whalen Zamboni Hot Water Supply, 49613.730; \$4,000**

Ethan Hipple stated the water cooling system (using heat pumps and heat exchange) is a test project that, if successful, could heat other multiple buildings at the site (such as the maintenance building and lodge). He stated the cost for such has been included in the rate change.

➤ **Pop Whalen Ventilation Improvements, 49613.731; \$5,000**

Ethan Hipple stated currently the Pop Whalen locker rooms are venting above the drop ceiling, but not leaving the building; noting the improvements would improve the air quality. He stated the cost for such has been included in the rate change.

It was moved by John Burt and seconded by Harold Parker to adjourn the December 11, 2013 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:06 PM.

Respectfully Submitted,

Lee Ann Keathley

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