

WOLFEBORO BUDGET COMMITTEE

December 5, 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, Pat Waterman, Town Clerk, Dave Ford, Director of Public Works and Water & Sewer Utilities, Lee Ann Keathley, Secretary.

Chairman MacDonald called the meeting to order at 6:08 PM at the Wolfeboro Inn Ballroom.

TOWN CLERK

Pat Waterman due to an additional election occurring in 2014 there is a need for additional funding in Elections, specifically Special Programming and Support from \$2,800 to \$3,200, Ballot Clerks from \$6,000 to \$8,000 and Supervisors of the Checklist from \$2,400 to \$3,000.

It was moved by John Burt and seconded by Frank Giebutowski to increase 41401.300 Elections in the amount of \$3,000, specifically Special Programming and Support from \$2,800 to \$3,200, Ballot Clerks from \$6,000 to \$8,000 and Supervisors of the Checklist from \$2,400 to \$3,000. All members voted in favor. The motion passed.

PUBLIC WORKS/ WATER & SEWER UTILITIES

ADMINISTRATION

No changes.

HIGHWAY & STREETS

Frank Giebutowski questioned part time wages and whether the hours were increased or if the figure reflects the 2% BOS approved increase. He questioned the increase in overtime wages.

Dave Ford stated the overtime wages are currently over by \$7,000 however; noted the Town will receive reimbursement funds for the winter storm event from FEMA. He stated the Town no longer contracts out snow removal.

John Burt questioned the criteria regarding the number of employees in the highway department; noting at one time the criteria was based on snow removal.

Bob Moholland verified the overtime wages are mostly driven by snow removal.

John MacDonald asked how many hours per week overtime is based on.

Dave Owen replied based on the union contract, over eight hours per day.

Frank Giebutowski questioned contract services for the sweeper/catch basin cleaner.

Dave Ford stated he requested funding for a lease purchase of a catch basin cleaner (as a capital outlay item) however; the BOS removed the request from the budget.

John MacDonald questioned the tri-axle (\$85/hour for 100 hours).

Dave Ford stated such assists with snow removal. He stated since the department has a 10-wheeler, the figure could be reduced.

It was moved by Frank Giebutowski and seconded by Stan Stevens to decrease 43120.380 Outside Services from \$8,500 to \$6,500. All members voted in favor. The motion passed.

John MacDonald questioned machinery and equipment; noting such is under expended.

Dave Ford stated the department did not purchase items the funds had been appropriated for because of the over expenditure of the budget due to the snowstorm; noting the reimbursement funds from FEMA will not cover the entire costs associated with the storm event.

GARAGE

Frank Giebutowski questioned grounds maintenance; noting a zero expenditure year to date.

Dave Ford stated the intent was to repair and pave portions of the parking lot at the Town Garage. He stated following the fire at the site, plans changed and now the entire parking lot will be paved. He reviewed the plans for the new building.

John MacDonald asked if the gas pumps were installed.

Dave Ford replied yes.

John MacDonald questioned professional development; noting such is under expended.

Dave Ford stated training that is being offered is not costing as much as anticipated.

It was moved by Harold Parker and seconded by John Burt to decrease 43191.820 Professional Development from \$1,000 to \$500. All members voted in favor. The motion passed.

BUILDING & GROUNDS

John Burt questioned outside services.

Dave Ford stated such has been under expended because there was no need to shovel the roof of the library. He stated when there is over 1' of snow on the roof, the roof sinks and leaks and has to be shoveled by hand.

It was moved by John Burt and seconded by Stan Stevens to decrease 43192.380 Outside Services from \$38,348 to \$34,348. All members voted in favor. The motion passed.

John MacDonald questioned grounds maintenance; noting such is under expended by \$9,000.

Dave Ford stated the project cost for repair of the concrete at the Libby Museum dock came in at \$20,000; noting the estimate was in excess of the appropriated amount by \$6,500. Therefore, he stated the repair of such is proposed as a capital outlay item in the 2014 budget. He stated the dock also needs to be replaced.

John MacDonald asked if the amount could be eliminated if the funds are in capital outlay.

Dave Ford stated dock repairs at Dockside and Mast Landing are necessary and does not recommend eliminating the funds.

John Burt asked if the repairs to the Libby Museum dock will be done in-house.

Dave Ford stated yes if only the boards need to be replaced otherwise, if the piers need replacing the project would be contracted out.

SANITATION

SOLID WASTE FACILITY

Frank Giebutowski questioned the request to decrease funding in outside services.

Dave Ford stated the volumes have decreased.

John Burt questioned the under expenditure of vehicle maintenance in addition to the request for an additional \$1,000 in that line item for 2014.

Dave Ford stated \$2,800 of the funds have been encumbered however, the line item will be approximately \$1,500 under budget by year end.

John MacDonald questioned the cost associated with general operating supplies.

Dave Ford stated the figures associated with the bags for the barrels was an estimate because the Town took over emptying the barrels this past summer rather than contracting out the service and was unsure of the exact cost for such. He stated the figure could be reduced.

It was moved by Harold Parker and seconded by John Burt to decrease 43240.610 General Operating Supplies from \$7,500 to \$8,500. All members voted in favor. The motion passed.

John MacDonald asked if the Solid Waste Facility has a defibrillator on-site.

Dave Ford stated he believes so and would verify such.

John MacDonald asked why there is an encumbrance for diesel fuel.

Dave Ford stated he would review such.

SEWAGE COLLECTION

WASTEWATER TREATMENT

Dave Ford stated the Town was informed by NHDES that the RIB is no longer in compliance with NHDES standards. He stated the Town is scheduled for trial in April 2014. He stated long term disposal options will be reviewed.

John MacDonald asked who would make the determination to settle the lawsuit.

Dave Owen replied the BOS.

TECHNOLOGY ~ SEWER

No changes.

WATER DISTRIBUTION & TREATMENT

DISTRIBUTION SERVICE

John Burt questioned the increase in funding for maintenance supplies.

Dave Ford stated such relates to hydrant replacement.

John Burt questioned the status of the meter read program.

Dave Ford stated out of 2,000 customers there are approximately 200-300 remain outstanding therefore, the program is scheduled to be implemented in spring 2014.

John Burt asked how many meter readers the department employs.

Dave Ford stated existing employees currently read the meters two weeks each month. He stated once the new system is implemented all the meters will be read in one day.

WATER TREATMENT PLANT

No changes.

TECHNOLOGY ~ WATER

No changes.

GENERAL FUND CAPITAL OUTLAY

➤ Railroad Station Parking Lot, 49613.732; \$50,000

Dave Ford stated the proposal includes paving, replacement of curbing and catch basin upgrade.

➤ Libby Museum Boat Ramp, 49613.737; \$20,000

Dave Ford stated the boat ramp has deteriorated and damaged. He stated the Town has obtained a wetlands permit for such and intended to complete the project this fall however, the cost was \$10,000 over budget (cost estimate is \$18,000 and \$2,000 for contingency).

➤ BMPs Lake Wentworth, 49613.736; \$10,000

Dave Ford stated such is a recommendation of the Lake Wentworth Crescent Lake Watershed Management Plan to help reduce pollutant loads and preserve the long term quality of the lakes. He stated funding would assist in the survey, wetland delineation, permitting and engineering required prior to incorporating a BMP. He stated the two specific projects to be permitted in 2014 are along Route 109 on Lake Wentworth between Genes Beach and the State beach and a major road drainage issue from South Main Street to Crescent Lake. He stated the funds would be matched by 319 Grants at 60/40. He stated the original request was \$40,000 however, the BOS cut the amount to \$10,000.

WATER FUND CAPITAL OUTLAY

➤ **Watermain Replacement, 49613.730; \$90,000**

Dave Ford stated the proposal includes replacing the undersized and aging water mains on Libby Street and Lake Street. He stated Lake Street is an original 1890 cast iron main and the proposal includes the installation of a new 6 inch ductile iron main, replacement of all old service lines and installation of a fire hydrant at the end of the line. He stated the proposal for Libby Street includes the installation of a 6 inch ductile iron main connected to North Main Street and Mill Street, replacement of all old service lines and installation of a fire hydrant to be located halfway between the connecting streets.

➤ **Vehicle Replacement, 49613.761; \$30,000**

Dave Ford stated the vehicle would replace WS-3 which is scheduled for replacement per the CIP.

Frank Giebutowski asked if maintenance logs are kept; noting such would justify the request.

Dave Ford replied yes.

John MacDonald asked why a four door extended cab is necessary.

Dave Ford stated staff could carpool to training sessions and job sites.

John MacDonald asked if the truck being replaced is being sold.

Dave Ford stated the vehicle would be a trade and realized that the trade value was not included.

Frank Giebutowski requested Mr. Ford submit the request per the financial template developed for capital acquisitions.

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

- **Water Fund Capital Outlay, Vehicle Replacement**
 - i. submit request per the financial template/form developed for capital acquisition
 - ii. trade-in value for WS-3
 - iii. maintenance costs for new versus used vehicle
 - iv. O&M savings
 - v. Back up information to include year and mileage of WS-3
- **Solid Waste Disposal Facility, Diesel Fuel, 43240.636; review why funds are encumbered**

It was moved by John Burt and seconded by Harold Parker to adjourn the December 5, 2013 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:29 PM.

Respectfully Submitted,
Lee Ann Keathley