

## WOLFEBORO BUDGET COMMITTEE

March 28, 2013

### Minutes

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

**Members Absent:** Stan Stevens, Vice-Chairman, Matt Krause, Member.

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

Chairman MacDonald opened the public hearing at 6:04 PM at the Wolfeboro Inn Ballroom.

#### Consideration of Minutes

**December 27, 2012**

##### **Corrections:**

Page 2, Article F, Motion; Strike "The motion passed" & replace with "The motion failed"

Page 5, 7<sup>th</sup> paragraph; strike "him the" & insert "recommended a separate line item is needed in the budget."

**It was moved by Bob Tougher and seconded by Harold Parker to approve the December 27, 2012 Wolfeboro Budget Committee minutes as amended. John MacDonald, Bob Tougher, Harold Parker, Frank Giebutowski, John Burt, Brian Black voted in favor. Bob Moholland abstained. The motion passed.**

**January 3, 2013**

**It was moved by Harold Parker and seconded by Bob Tougher to approve the January 3, 2013 Wolfeboro Budget Committee minutes as submitted. John MacDonald, Bob Tougher, Harold Parker, Frank Giebutowski, John Burt, Brian Black voted in favor. Bob Moholland abstained. The motion passed.**

**January 8, 2013 (Public Hearing minutes)**

##### **Corrections:**

Page 2, 16<sup>th</sup> paragraph; insert "told" prior to second "the"

**It was moved by John Burt and seconded by Bob Tougher to approve the January 8, 2013 Wolfeboro Budget Committee Public Hearing minutes as amended. John MacDonald, Bob Tougher, Harold Parker, Frank Giebutowski, John Burt, Brian Black voted in favor. Bob Moholland abstained. The motion passed.**

**January 8, 2013**

**It was moved by John Burt and seconded by Bob Tougher to approve the January 8, 2013 Wolfeboro Budget Committee minutes as submitted. John MacDonald, Bob Tougher, Harold Parker, Frank Giebutowski, John Burt, Brian Black voted in favor. Bob Moholland abstained. The motion passed.**

**February 5, 2013**

##### **Corrections:**

Page 1, Members Present: insert "Matt Krause"

*It was moved by Harold Parker and seconded by Bob Tougher to approve the February 5, 2013 Wolfeboro Budget Committee minutes as amended. John MacDonald, Bob Tougher, Harold Parker, Frank Giebutowski, John Burt, Brian Black voted in favor. Bob Moholland abstained. The motion passed.*

#### **APPOINTMENT OF CHAIRMAN & VICE-CHAIRMAN**

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

*It was moved by Harold Parker and seconded by Brian Black to appoint Stan Stevens as Vice-Chairman to the Wolfeboro Budget Committee. All members voted in favor. The motion passed.*

#### **CIP COMMITTEE APPOINTMENT**

*It was moved by John Burt and seconded by Harold Parker to appoint Bob Tougher as the Budget Committee Representative to the CIP Committee. All members voted in favor. The motion passed.*

#### **BUDGET & EXPENDITURE REPORT**

The Committee discussed road paving.

John Burt asked whether the Town is extending the number of miles being paved and stated he feels this information should be provided to the Committee.

Dave Owen stated he doesn't believe so.

Bob Tougher stated the Town has 66 miles of road and will have 68 miles once Middleton Road is accepted.

Dave Senecal stated Lang Pond Road will be paved this year.

Dave Owen clarified that Lang Pond Road will be paved up to the Tuftonboro town line.

Pete Chamberlain stated the budget was 17% expended at the end of February and approximately 22% as of March. He stated the auditors are here and their review is going well. He noted that Abenaki revenue is up this year.

Dave Owen stated wholesale marketers offering to sell electric continue to market Wolfeboro residents. He stated such doesn't apply to Wolfeboro and a press release has been posted on the Town's website and addressed at a BOS meeting regarding this issue.

Frank Giebutowski asked why the hockey rink budget reflects 0%.

Pete Chamberlain stated the transfer to Pop Whalen occurs on a quarterly basis.

Dave Owen stated the transfer reflects the cost for the ice time that the Town purchases.

Bob Moholland questioned the increase in the water bill for Public Works.

Pete Chamberlain stated such was coded incorrectly for the Public Works Garage and has been changed in the March report.

Dave Owen stated the Public Works Department is in the process of purchasing a new sidewalk plow and FEMA declared a snowstorm last month in which the Town will receive reimbursement for overtime. He stated the Town received \$110,000 from Metrocast (franchise fee) of which \$90,000 was given to Wolfeboro Community Television; noting the surplus was deposited into the General Fund.

#### **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**

Dave Owen stated the operating budget and all warrant articles passed at Town Meeting. He stated the Town, by FY2013, will have received \$150,000 for State gas tax and noted such would be deposited into the General Fund.

#### **OTHER BUSINESS**

➤ **Blue Loon, Carroll County Transit**

Dave Senecal stated the Blue Loon's fixed route service from West Ossipee to Wolfeboro and West Ossipee to Conway has been discontinued and noted such was subsidized through Medicare. He stated the Dial-A-Ride program remains in place; noting the Town provides funding for such. He stated the route to Laconia, three times per day, is still operational.

➤ **Police Department**

John MacDonald stated the Committee was told that one police officer would be hired for the summer Downtown patrol at 30 hours per week. However, the department is now hiring two officers at 15 hours per week from other departments and noted an additional expense for a second officer. He stated he is frustrated that the Committee is told one thing and something different occurs. He stated the Police Commissioners are discussing adding another detective.

Dave Senecal stated complaints should be forwarded to the Police Commission.

Frank Giebutowski expressed concern about the Town accepting gifts without reviewing the cost maintenance of the gift (such as the police dog). He questioned whether the Committee has any level of control over such.

John Burt stated the Budget Committee establishes the bottom line of the budget.

Bob Tougher stated he has an issue with having another detective and noted that if such happens there will be five supervisors to 7 police officers.

John Burt stated the Committee can hold the department accountable this fall with regard to the budget.

➤ **Standardized Review Format**

Frank Giebutowski stated the submittal information received from the agencies varies and he takes issue with an agency requesting \$27,000 from the Town that has \$1 million in assets. He stated the request for submittal information should be standardized and requested the Committee receive tax reporting information, operating expenses for the last three years and a balance sheet.

Frank Giebutowski and Dave Owen agreed to meet and review the request for documents to the agencies.

Frank Giebutowski recommended a standardized request format be developed for department heads when requesting capital outlay items and warrant articles. He recommended information relative to leasing vs. buying and supporting documentation be provided to the Committee. With regard to the catch basin cleaner and street sweeper, he stated the Committee was unable to review the issues based on the lack of information provided. He stated there should be a standardized review of repair/replace issues and the Committee should know the trade off services versus hiring contract services. He stated all the information should be available at the time the Committee reviews the requests. He commended the Electric Department with regard to the information submitted for the electric meter upgrade (meter reader program).

Pete Chamberlain stated he could develop such.

Bob Moholland stated he observed Public Works staff at the site with the contractor.

Brian Black verified Mr. Giebutowski is speaking to a change in procedure.

Frank Giebutowski stated he would like to discuss methodology to review requests and create a standard format for review.

Bob Tougher stated he has an issue with regard to the RIB lawsuit and noted the RIB operation could be obsolete in five years.

Dave Owen stated there is uncertainty with regard to the remaining useful life of the RIB site.

**It was moved by Frank Giebutowski and seconded by John Burt to adjourn the March 28, 2013 Budget Committee meeting. All members voted in favor.**

*There being no further business before the Committee, the meeting adjourned at 7:15 PM.*

Respectfully Submitted,  
*Lee Ann Keathley*