

**Meeting Minutes**  
**Town of Wolfeboro Budget Committee**  
**July 30, 2013**

**Members present:** Chairman John MacDonald, John Burt, Bob Tougher, Harold Parker, Frank Giebutowski, Bob Mulholland, Stan Stevens and Matt Krause.

**Members absent:** Brian Black and Board of Selectmen Rep Dave Senecal

**Staff present:** Town Manager Dave W. Owen, Finance Director Pete Chamberlin, Police Chief Stu Chase and Amelia Capone-Muccio Recording Secretary.

Chairman MacDonald opened the meeting at 6:00 PM.

➤ **Police Department Report**

Chief Chase provided a mid-term update of the Police, Central Dispatch and Animal Control budgets. He highlighted some items that were new in the budget this year such as the seasonal part-time officers that replaced the traffic officers. He stated that Certified Officers were hired (two) to cover the downtown area and to date 164 logs have been made by both officers with 89 citations/warnings/parking tickets. He stated they have received a positive response from the merchants and officers with this new approach and have seen a decrease in parking ticket complaints. He noted he anticipates the fines to off-set the seasonal officer's budget. He noted that they have three new cruisers which style has changed dramatically and reports they are getting better gas mileage on those vehicles. He noted that there has been some inquiry on the push bar on the front of these vehicles which is a system that is used for cooling the vehicle. He also noted that comments have been made he purchased a new SUV for the Chief's vehicle, but clarified it actually is the former SUV that was part of the fleet and was used by the Sergeants. He noted the overall Police budget is in good shape 46% expended as of June, some overages in vehicle maintenance due to the damage of a cruiser by a prisoner. The Animal Control Budget is in good standing and he reported that they only have one Animal Control Officer now but it hasn't caused any disruption in the service. He reported the Central Dispatch budget is expended 49.58% as of June. There were 47,717 (5,000 of those were walk ins) calls to Dispatch in 2012, which is a 10% increase from 2011 and reported a 51% increase in the last 7 years. He anticipates the calls to be down this year as last year they were dealing with a Presidential Candidate in town. He noted overtime is up due to the changes in the part-time staff and the need to cover shifts. Furniture and Equipment is overspent due to the need to replace a chair and mats.

Mr. Tougher questioned the status of the Carroll County Dispatch services.

Mr. Owen replied that it is still in the discussion stage and the Carroll County Commissioners have not acted on a change to the shared cost. He noted that Wolfeboro essential paying for Dispatch services twice, once for our own and once for the County's services which we essentially do not use.

Mr. Tougher noted that he is going to request to table the minutes from the last meeting noting that his comments were recorded incorrectly with regards to the possible need for another Detective in the future. He explained he was inquiring on the number of officers vs. the number of Supervisors but Brian Black had clarified that such is common in Police Departments. He noted since Mr. Black is not here he would like to address those minutes at the next meeting.

Chairman MacDonald questioned if they will be reimbursed for the damage to the cruiser.

Mr. Chamberlin replied if they receive funds for the damage it would go back to the Department's budget.

Chairman MacDonald questioned if they could off-set the overtime hours.

Chief Chase replied they are finding it difficult to get coverage just for the 15 hours for those officers and noted he is happy with getting such qualified officers for those positions.

Mr. Burt questioned if they provide morning calls.

Chief Chase replied they do for about 8 to 9 people.

The Budget Committee thanked Chief Chase for his update.

➤ **Railroad Station**

Chairman MacDonald questioned who rents out the Railroad Station.

Mr. Owen replied the Chamber is in the front part of the building and the Wolfeboro Co-operative Nursery School is in the back, but the Chamber subleases out the school's space in the summer months.

Chairman MacDonald questioned what they get for rent.

Mr. Owen replied he did not know, but would find out.

➤ **Consideration of Minutes**

**It was moved by Bob Tougher and seconded by Harold Parker to table the consideration of the minutes of March 28, 2013 to the next meeting. Members voted and being none opposed, the motion passed.**

➤ ***Capital Improvements Program (CIP) Report***

Mr. Tougher referred to his memo dated July 30, 2013 (see attached) updating the Committee on the status of the CIP.

Mr. Giebutowski questioned the comparison of debt services to other communities.

Mr. Tougher replied he does not know he could not find any information on such.

Mr. Chamberlin replied he could probably find some information with DRA.

Mr. Tougher stated that Board of Selectmen member Linda Murray has expressed her concern about the bonding and has suggested they try to spread those out more. He stated he is concerned about the Library expansion project and the Town Hall renovation project and that they should be spread out. He stated the Committee will be meeting next week and he will be able to provide more information at the Budget Committee's next regular meeting.

Mr. Parker questioned what is planned for a Town Hall project.

Mr. Owen replied the same plan as presented in the past, but excludes the work that has been done.

Mr. Burt questioned if that includes housing the staff during renovations.

Mr. Owen replied no that would be separate.

Mr. Burt noted that the tax rate has increased about 9% yearly which is pretty healthy and would encourage them to spread things out more.

Mr. Tougher agreed he feels spreading the projects out about 4 years apart like the Library, Town Hall and the Fire Department would be better and expressed his concern about the future of the Waste Water Disposal system and a request for \$250,000 in upgrades without knowing what is going to happen with the lawsuit.

Mr. Parker questioned the status of the Center Street project.

Mr. Owen replied NH DOT informed the town verbally that they have approved both Municipally Managed projects at \$1 million dollars for the year 2014 for Center Street and \$1 million dollars in 2015 for Middleton Road.

Mr. Burt questioned the status of those projects.

Mr. Owen replied that Center Street is in the design stage and Middleton Road is in preliminary design, but they will need to seek funds for the construction.

#### ➤ **Financial Template for Capital Acquisitions and/or Replacements**

Mr. Chamberlin provided a draft template "Project or Service Proposal Cost Summary Sheet" as discussed at previous meetings to help show outside costs vs. in-house costs for proposed projects or services. His example provided was used for downtown trash pick-up.

Mr. Giebutowski questioned if this has been presented to the Department Heads.

Mr. Chamberlin replied it will be tomorrow, but they are aware of it and has no opposition to it.

Chairman MacDonald questioned the financial guideline and stated they should decide on a limit.

Mr. Chamberlin agreed.

Mr. Giebutowski questioned how a Capital Expenditure will be listed.

Mr. Chamberlin replied he would have to incorporate it as cash expenditure or lease purchase.

#### ➤ **Review of current status of 2013 Budget & Expenditure Reports**

Mr. Chamberlin provided his 2013 Budget & Expenditure Report and reported the budget is in good shape overall as of June 30, 2013 and expended to date as follows: General Fund 45.367%; Water Fund 45/033%; Electric Fund 47.019%; Sewer Fund 59.062% and Pop

Whalen Fund 49.968%, with the overall expended to date at 47.230%. He noted the Sewer Fund is up due to the legal cost and has spent half what has been budgeted so far.

Mr. Krause questioned the status of the litigation.

Mr. Owen replied it is still in the discovery stage and anticipates it to go on until next year.

Mr. Chamberlin noted the Welfare budget was up, but has seemed to level off over the summer months as it typically does. He noted they anticipate a check from the Local Government Center in the amount of \$130,000, with \$100,000 of that going to off-set the tax rate. He reported the revenues are tracking well and he uses a method of tracking them by what is billed vs. what has been received.

Mr. Tougher questioned the Water/Sewer rate increase.

Mr. Owen replied such will be discussed at the next Board of Selectmen's meeting, but does not anticipate a drastic increase.

Mr. Chamberlin noted the Committee has been provided with a copy of the audit which was reported at the last Board of Selectmen's meeting with positive findings.

Mr. Giebutowski questioned the tax revenues and they are not listed on the report.

Mr. Chamberlin replied such in is not a general revenue, they are receivables.

Mr. Owen noted that he can see those listed on the Tax Collectors report on the town website.

Mr. Giebutowski questioned the abatements.

Mr. Chamberlin replied they do affect the tax rate and he can provide that information for the next meeting.

Mr. Owen noted they are seeing an increase in building permit activity.

Chairman MacDonald questioned the licensing fee amount and if the Farmer's Market has one.

Mr. Owen replied the fee is \$500, but the Farmer's Market does not have a fee as they are non-profit.

Chairman MacDonald requested they address the Kiosk downtown and noted it needs more clarification and is hard to understand.

Mr. Owen replied he would address such with Mr. Houseman.

### ➤ **Town Manager's Report**

Mr. Owen report his budget guideline memo approved at the last Board of Selectmen's meeting dated July 12, 2013. He also provided a copy of the new Electric Rate presentation given at the last Board of Selectmen's meeting for rates to take effect January of 2014.

Mr. Mulholland expressed his concern about the cost of the ambulance contract.

Mr. Tougher stated that the contract is a great deal for service as it was previously reported to have one in house ambulance would cost over \$279,000.

➤ **Any Other Business**

Mr. Burt questioned if the new sewer rate is aimed to provide revenues of 100% of the operating cost.

Mr. Owen replied it will be closer, but is a future goal.

Mr. Burt expressed his concern with regards to the Current Use taxes and that 2 to 3 years ago a Warrant Article changed the designation of those funds to the Conservation Commission and now those funds are not used to off-set the taxes. He stated his concern is there is no limit on it and they currently have about \$330,000 in the Conservation fund. He also pointed out that if they buy land that land will come off the tax roll and based on this there needs to be a limit.

Chairman MacDonald questioned how they should address such.

Mr. Owen replied it would have to be done by Warrant Article.

Chairman MacDonald questioned how much land is in Current Use.

Mr. Owen replied he would need to check and noted that he removed the transfer from the General Fund to the Conservation Commission last year during the budget process.

Mr. Burt questioned the savings on purchasing the 10-ton dump truck.

Mr. Owen believes it would be in the amount of trips made.

Mr. Giebutowski stated that if there is no cost savings, it's not effective.

Mr. Burt noted the same for the purchase of the mower in Parks & Recreation.

Mr. Owen replied that was the need for a more efficient machine.

Mr. Burt noted he likes to see the facts and for instance he asked Mr. Ford how many miles of road were increase last year and he reported .7 miles.

➤ **Next Meeting Date**

Chairman MacDonald questioned the next meeting date. The Committee determined a date in October would be agreeable to the majority.

*Being no further business before the Budget Committee, Chairman MacDonald entertained a motion to adjourn.*

**John Burt moved the Budget Committee to adjourn at 7:34 PM. Harold Parker seconded. Members voted and being none opposed, the motion passed.**

Respectfully submitted,

**Amelia M. Capone-Muccio**

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