

WOLFEBORO BUDGET COMMITTEE

September 26, 2013

Minutes

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

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

Chairman MacDonald opened the public hearing at 6:05 PM at the Wolfeboro Inn Ballroom.

Consideration of Minutes

March 28, 2013

Corrections: Page 4, 8th & 9th paragraphs; Insert under new section titled "RIB Lawsuit"

It was moved by Harold Parker and seconded by Bob Moholland to approve the March 28, 2013 Wolfeboro Budget Committee minutes as amended. All members voted in favor. The motion passed.

July 30, 2013

Corrections: Change "Mulholland" to "Moholland" throughout document

It was moved by Harold Parker and seconded by Bob Tougher to approve the July 30, 2013 Wolfeboro Budget Committee minutes as amended. All members voted in favor. The motion passed.

DISCUSSION ITEMS

➤ Review Current Status of 2013 Budget & Expenditure Reports

Pete Chamberlain distributed the revenue report. He stated current year to date expenditures are within acceptable limits. He noted the Highway Department will be receiving reimbursement in the amount of \$35,000 from FEMA for a winter storm event, the Police Department will be receiving a grant in the amount of \$20,000 and the Town received a surplus return associated with healthcare costs from the Local Government Center. He stated there was a delay in billing for water and sewer due to a software upgrade and consideration of the new tax rate will be affected by the number of abatement refunds.

Referencing the Solid Waste Facility budget, Bob Tougher questioned the over expenditure of such.

Dave Owen stated funding had been approved for a new vertical bailer however, at the time Staff was unaware that an enclosed structure was needed for such. He stated it was an unanticipated expenditure and has advised Dave Ford and Adam Tasker to purchase the equipment and adhere to the bottom line of the budget.

Referencing the new Highway Garage building, Bob Moholland verified the money received from the insurance claim would be allocated towards the construction of a new building. He asked how much the Town received for the dump truck that was damaged by the fire.

Dave Owen stated he is not aware of how much the Town received for the dump truck and noted the Town purchased a new sidewalk plow.

Dave Senecal informed the Committee the new building is a Butler Building and would store 4 vehicles.

Referencing the Water Treatment Plant, Frank Giebutowski questioned whether the energy savings project is complete.

Dave Owen replied yes.

Frank Giebutowski asked if the cost savings has been reviewed.

Dave Owen stated there is a database for energy use and costs for Town facilities for the past 4-5 years. He stated a wood pellet boiler and heat mounts were installed at the Water Treatment Plant and that the Electric Department will be requesting the installation of a wood pellet boiler for their facility.

Referencing the extension of the sewer line on Sewall Road, John MacDonald asked who is paying for such.

Dave Owen replied the owners are paying to tie into the Town's sewer line.

John MacDonald asked where the funds are coming from for the construction on College Road.

Dave Owen replied the road improvement warrant article. He stated there is also a line item in the highway budget for culverts in the amount of \$20,000.

John MacDonald asked if Dave Ford makes the decision to subcontract work.

Dave Owen replied yes.

John MacDonald questioned the total savings in electricity with the new rates and whether a rate comparison has been done.

Pete Chamberlain stated he would retrieve the information.

John MacDonald requested the bottom line figures for each budget be provided to the Committee and questioned how the canine officer's salary would be affected once the dog retires.

Dave Owen stated the additional funds related to such are eliminated.

John MacDonald asked what happens to the dog.

Dave Owen stated the dog goes to the officer as a pet.

Referencing Miscellaneous Operating Expenses in the Executive budget, John Burt stated the line item should reflect an itemization of what the funds will be used for.

Dave Owen stated the Town has been advised by DRA to identify the line item as it is currently being done.

John MacDonald requested the departments identify the line item expenses for the budget review process.

Referencing the sewer fund, John Burt stated he read an article in the newspaper that stated by 2018 the deficit would be eliminated and the fund would be in the positive. He reviewed the status of the operating budget from 2010-2013, using actual expenditures and revenues, with regard to such and noted a deficit.

Dave Owen stated the rates have changed and although there were no radical changes in the rates, additional income will be generated for both water and sewer.

John Burt stated he does not believe the deficit will be turned around and projected the capital debt as being close to \$750,000.

Dave Owen stated such has been addressed and noted the water and sewer rates were recently examined; noting transfers to the fund since 1997 were also reviewed. He stated there was no transfer in 2004 however, the Town will receive SAC (State Aid Grant) (\$143,858) by year end and noted the funds would be used to pay down the debt (by 2019). He noted the lag year constitutes half the debt.

John Burt requested the status of the design and cost estimate for Center Street and Pickering Corner.

Bob Tougher stated the Steering Committee associated with the project has been dormant and would become active again once the project is placed on the State's 10-year plan. He stated Dave Ford is interested in looking into a round-about at Pickering Corner.

John Burt verified the departments have been advised of a 0% increase on the 2013 voted budget.

➤ **Capital Improvements Program Report**

Bob Tougher stated the CIP Committee has completed their review process and has provided a list of recommended projects, see attached.

Harold Parker asked if the Committee has reviewed long term phasing (10 years) for the Town Hall renovation and noted the Town of Gorham did such.

Dave Owen stated an alternative incremental approach with the Friends of Town Hall contributing funds. He stated a grant for the second story windows has been filed.

Harold Parker asked who provides the grant.

Dave Owen replied LCHIP.

➤ **2013-2014 Budget Review Meeting Schedule**

The Committee reviewed and agreed to the scheduled dates.

TOWN MANAGER'S REPORT

Dave Owen stated he and Pete Chamberlain will conclude their review all Town department budgets on 9/27/13 and the BOS begin their review on 10/8/13. He stated the Town is receiving unanticipated revenue in the amount of \$80,000 from the Harriman Hill project (Phase II) related to sewer connection fees.

John MacDonald questioned the status of Winnepesaukee Drive.

Dave Owen stated some of the residents of the road are petitioning the Town to lay out the road as a Town road. He stated such would be a warrant article bonded over ten years and the owners would be charged a betterment assessment fee on their taxes.

Bob Tougher verified the road would then be maintained by the Town.

Frank Giebutowski noted the owners of the road would not be paying for ongoing maintenance and the betterment assessment fee does not include such.

Dave Owen stated that not all the current lot owners are involved with the request. He stated the developer is cooperating with the Town (developer owns several lots) and noted that State law states that a betterment assessment is the same as a lien.

Brian Black asked if the Police Department would be including a funding request for the position previously paid for through a grant.

Dave Owen replied yes and noted such is incorporated into the 2014 budget.

John Burt asked if the RIB litigation would be resolved this year.

Dave Owen replied no. He stated three additional charges have been brought against Wright-Pierce Engineers due to information found through discovery and noted a change in the Consumer Protection Act allows for reimbursement of travel fees and attorney fees.

John MacDonald asked if there have been settlement offers.

Dave Owen replied no.

Referencing the rental of the fire hydrants, John MacDonald asked how the funding allocation for such is determined. He questioned the number of hydrants.

Dave Owen stated the BOS feel the funding request equals 20% of the water department's operating budget (proportionate costs to operate the water system). He stated there are 240-250 hydrants.

Referencing Dave Ford's Capital Project Update Report, Frank Giebutowski asked if the excess funds for the Wastewater Facility Upgrades are being used to lower the operating expenses.

Dave Owen stated the Town cannot use the RIB to dispose effluent therefore; portions of the spray system had to be reactivated and upgraded.

Frank Giebutowski verified the effluent is not being hauled off site.

It was moved by Dave Senecal and seconded by Harold Parker to adjourn the September 26, 2013 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 7:24 PM.

*Respectfully Submitted,
Lee Ann Keckley*

Summary Of Requests For 2014

Cash Requests		9/26/13
DPW Facilities Upgrades	160,000	This includes replacing Salt Shed and Spreader Hangers, as well as further repairs on the Public Works Garage (siding, insulation, windows, heating and electrical)
Road Maintenance	625,000	
Sidewalk Repairs	100,000	An annual program to begin on South Main St (Treadwell to Cross)
FD Capital Reserve	175,000	For rolling stock and breathing equipment
DPW Capital Reserve	165,000	For rolling stock and equipment (DPW and Solid Waste)
Asset Management	50,000	
Abenaki Capital Reserve	15,000	Ski Hill equipment (Groomer)
TOTAL	1,290,000	
2013 Total	1,301,250	Next year's cash requests would represent a reduction of 11,250, or approximately 1%

Bonded Requests

Town Hall	4,000,000	Friends of Town Hall to raise up to \$1,000,000
Sewer WWTP Upgrades at the WWTP	250,000	Ongoing program every other year for extensive repairs
Middleton Road Construction	1,350,000	Taxpayer share to be 450,000

Capital Reserve Request

Fire Dep't SCBA	175,000	Breathing Apparatus that is 10 years old
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Enterprise Fund Request

Replace ME 4	200,000	Electric Dep't Dig/Derrick Truck	Vehicle is 20 years old with over 61,000 miles and 11,000 hours.
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Bob Tougher