

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
November 12, 2014  
Minutes**

**Members Present:** John MacDonald, Chairman, Frank Giebutowski, Vice-Chairman, Dave Senecal, Selectmen's Representative, Steve Johnson, Bob Tougher, Harold Parker, Robert Moholland, John Burt, Matt Krause, Members.

**Member Absent:** Brian Black, Member (excused).

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

*Chairman MacDonald called the meeting to order at 6:04 PM at the Wolfeboro Public Library.*

**PARKS AND RECREATION**

**CAPITAL OUTLAY**

**01-49613-731 Railroad Station Playground; \$20,917**

Ethan Hipple stated the Wolfeboro Nursery School proposed a public private partnership to replace the existing playground with a modern code compliant playground including new fencing, removal of sand and placement of wood chips. He stated the school has raised half the funds for the project. He stated the playground would be used exclusively by the school during its school hours and open to the public all other times. He stated the school is in a high traffic location and expects a lot of use. He stated the playground is located on Town property and noted a maintenance cost of \$500/year.

Zach Tarter stated the playground is located in a vitally important part of town and would enhance the beautification of the area. He stated the school has received \$12,000 in donations however; such is contingent upon funding from the Town this year. He submitted a photograph and specifications of the proposed structure (resembles a train) and a summary of the proposal, see attached.

John MacDonald stated the project request is noted as "desirable" and asked if some of the funds could come out of the Parks and Recreation budget.

John Burt questioned the economic benefit.

Zach Tarter stated beautification makes a positive impact and attracts more visitors to the Town.

John MacDonald asked whether some of the work could be done by the Public Work Department.

Ethan Hipple stated he could speak to Dave Ford. He stated he submitted a cost estimate based on site work being performed by a contractor.

Steve Johnson asked how the public will know the playground is open to the public.

Ethan Hipple stated there would be a sign on the fence.

John MacDonald asked if the Town pays insurance for the playground year round.

Dave Owen replied yes.

John MacDonald asked if the Town has received notifications that the playground is noncompliant.

Dave Owen replied no.

John Burt asked if the school is a nonprofit organization.

Dave Owen replied yes.

John Burt stated the Town is making a donation to the school.

Dave Owen stated the Town is funding an improvement to Town owned property.

Ethan Hipple stated the equipment would be installed and maintained by staff.

John Burt questioned the lease agreement.

Linda Murray stated the school has a two-year lease agreement with the Town at \$290/month for the first year and \$10 additional per month the second year.

**01-49615-761            1-Ton Truck Bed Replacement; \$6,000**

John MacDonald questioned the year of the vehicle.

Ethan Hipple replied 2004 and noted the work cannot be done by the Town's mechanic.

**01-49615-730            Clark House Museum Maintenance; \$7,100**

Ethan Hipple stated he originally requested \$13,100 however; the BOS decreased the amount to \$7,100. He stated the proposed maintenance is for the Clark House and Firehouse and includes the following; restoration of 12 windows, sign repair and scrape and paint ends of Firehouse and sides, as needed.

**01-49615-734            Clark House Museum Engineering; \$5,000**

Ethan Hipple stated there is sill rot and moisture issues at the Clark House; noting the request is to hire a structural engineer to develop a facilities maintenance plan.

John Burt questioned the basis of the \$5,000 request.

Ethan Hipple stated the request is based on a cost estimate provided by Casco Bay Engineering.

**05-49615-730            Pop Whalen Roof Leaks; \$2,500**

Ethan Hipple stated such is paid for by the rates; noting such was set this past summer.

**04-49615-731            Pop Whalen Front Doors; \$11,225**

Ethan Hipple stated such is paid for by the rates; noting such was set this past summer.

**01-49615-732            Cate Park Stonewall Repair; \$7,500**

Ethan Hipple stated the funding request is to contract the project and rebuild the wall and seating area.

**01-49606-710            Middleton Road Cemetery; \$28,708**

Ethan Hipple stated the logging, grading, loam and seeding is complete. He stated the area is a staging area for the State's construction project for Middleton Road. He stated the proposal includes the installation of a u-shaped road (includes a 5% contingency) and noted the final phase of the project is fencing which is required by statute.

John MacDonald questioned the number of plots available at the Middleton Road Cemetery.

Dave Senecal replied 21.

Bob Tougher questioned the number of plots in the new cemetery on Middleton Road.

Ethan Hipple replied 432.

John MacDonald questioned the cost for each plot.

Dave Owen replied \$600.

John MacDonald questioned the number of remaining plots at Pine Hill Cemetery.

Dave Owen stated the Town surveyed the parcel and found an additional area for plots; noting the areas have been identified however, the plots need to be laid out/monumented.

Frank Giebutowski questioned whether the monumentation could have been done last year at the time the survey was done to be a cost benefit.

Dave Owen replied yes, if the additional funds for such had been allocated. He stated each plot accommodates four urns.

Frank Giebutowski questioned the necessity of the request.

Ethan Hipple stated the project has been phased over the last couple of years.

John MacDonald asked if the Middleton Road Cemetery project could be postponed until next year.

Dave Owen and Ethan Hipple replied yes.

John Burt recommended delaying the project since there are 90 available plots.

Ethan Hipple stated the Town could avoid mobilization costs because there is a possibility of obtaining the contractor currently working on the Middleton Road construction project.

John MacDonald requested Mr. Hipple retrieve a cost estimate from the contractor.

**01-49607-710 Pine Hill Cemetery Monumentation; \$2,500**

Ethan Hipple stated such relates to laying out the plots and marking the plots with granite monumentation (corners of each 16x20 plot).

Dave Owen stated the monumentation is included in the cost of a plot.

Steve Johnson questioned the number of Town cemeteries.

Dave Senecal replied 40.

Dave Owen stated that all the cemeteries are not open; noting the Town inherited many family cemeteries.

Frank Giebutowski questioned perpetual funds.

Dave Owen stated the Town receives money from the Trustees of the Trust Funds to offset costs.

Pete Chamberlain stated the Town receives approximately \$3,000-\$4,000.

Bob Tougher asked if the monumentation would be completed in 2015.

Ethan Hipple replied yes.

#### **ADMINISTRATION**

John Burt stated the General Fund in Parks and Recreation is up 6% and expressed concern for the increase in this and other departments.

John MacDonald questioned the difference in the pay scale for each position rather than having a tiered system based on experience.

Ethan Hipple stated historically seasonal employees would receive a \$.25 annual pay increase. He stated he has proposed a stipend (half of cost of training) to lifeguards; noting the stipend would be paid upon the completion of the program. He stated the Town couldn't staff Carry Beach this past summer due to the cost of lifeguard certification; noting the stipend would assist with the cost. Referencing dues and subscriptions, he stated the department currently uses the Active Net software program which includes an annual maintenance cost of \$7,500. He stated he has proposed to change programs to the Max Galaxy Registration and Facility Management software program with an annual maintenance cost of \$4,800. He noted the server would not have to be replaced and additional money would be saved for offsite data backup.

Pete Chamberlain noted the department currently has their own server.

Dave Owen stated Active Net would take a cut of the revenue received and assessed all users a convenience fee above the program cost; noting a disincentive for online registration.

Ethan Hipple stated the new software program is a comprehensive package that includes booking and billing.

The Committee and Ethan Hipple discussed the annual conferences he attends and benefits of such.

#### **MAINTENANCE**

Ethan Hipple stated the Town owns the park next to Weston Auto Body and noted the park has been decommissioned. He stated there is no plan to redevelop the property due to lack of use. He stated the Town continues to mow the property.

Dave Owen stated the property was bequested to the Town for use as a Town park. He stated he is not aware of the costs associated with turning over the bequest.

John MacDonald questioned the increase in safety equipment.

Pete Chamberlain stated the year to date expenditure of such is \$942.

Ethan Hipple stated he increased summer maintenance staff uniforms from \$160 to \$240; noting staff were previously issued one t-shirt however, he is proposing 5 t-shirts be provided.

#### **BEACHES**

John MacDonald asked if salaries reflect the requested changes to such.

Ethan Hipple stated the Town Manager's memo reflects such.

Frank Giebutowski asked if there is an increase in staff positions.

Ethan Hipple replied no.

Frank Giebutowski questioned the increase in water and sewer.

Ethan Hipple stated such is related to the increased usage at Albee Beach.

Dave Owen stated the Albee Beach water line is a seasonal line and the Town increased its rate for all seasonal lines.

Frank Giebutowski questioned professional development; noting such is under expended.

Ethan Hipple stated such was affected when lifeguards were not hired for Carry Beach.

#### **ABENAKI**

Bob Tougher questioned the over expenditure of machinery maintenance.

Ethan Hipple stated such was related to unexpected repairs to the tiller.

Bob Tougher questioned the over expenditure of maintenance supplies.

Pete Chamberlain stated the expenditures were related to supplies and propane.

#### **HOCKEY**

Frank Giebutowski requested revenue information for all Enterprise Funds.

#### **PROGRAMS**

John MacDonald questioned playground water.

Ethan Hipple stated there was no funding in the budget because he thought the water had been disabled. However, he stated it had not been disabled and the water was left running; noting it can be accessed by the public. He stated a lock is being put on the spigot.

Bob Moholland questioned the year to date expenditure for diesel; noting such was under expended in 2013 and 2014.

Pete Chamberlain replied \$739.53.

John Burt questioned the five year average for diesel.

Pete Chamberlain replied \$864; noting only three years of usage is noted.

**It was moved by John Burt and seconded by Bob Moholland to decrease 45206.636 Diesel from \$2,052 to \$1,500. All members voted in favor. The motion passed.**

#### **COMMUNITY CENTER**

Frank Giebutowski questioned the increase in electric.

Ethan Hipple stated such is based on the information received from the billing department.

Bob Tougher questioned building maintenance; noting such has been under expended in 2013 & 2014.

**It was moved by John Burt and seconded by Harold Parker to decrease 45207.435 Building Maintenance from \$5,650 to \$4,500.**

**Discussion of the motion:**

Frank Giebutowski stated if cleaning costs \$3,900 then \$4,500 will not be enough money to cover the costs associated with building maintenance.

Ethan Hipple stated there must be a coding issue because it's a contracted service.

**It was moved by John Burt and seconded by Harold Parker to decrease 45207.435 Building Maintenance from \$5,650 to \$4,500. John Burt, Harold Parker, Matt Krause, Bob Moholland, John MacDonald, Frank Giebutowski voted in favor. Dave Senecal, Bob Tougher opposed. The motion passed.**

**CLARK HOUSE**

Frank Giebutowski questioned the increase in water.

Ethan Hipple stated such is based on the new water rates.

Bob Tougher questioned the increase in usage this past summer.

Ethan Hipple stated the Historical Society has increased their programs.

**POP WHALEN**

Ethan Hipple recommended removing \$500 associated with the Max Galaxy Registration and Facility Management Software.

Pete Chamberlain recommended removing \$500 from the Administration General Fund budget rather than the Pop Whalen budget.

**It was moved by John Burt and seconded by Frank Giebutowski to decrease 45201.560 Dues and Subscriptions, specifically Max Galaxy Registration and Facility Management Software, from \$5,710 to \$5,210. All members voted in favor. The motion passed.**

**CEMETERIES**

No changes.

The Budget Committee has requested additional information for the following;

- Capital Outlay, Railroad Station Playground, 01-49613-731; request whether the Department of Public Works could do the site work and if so, revise the funding request accordingly
- Capital Outlay, Middleton Road Cemetery, 01-49606-710; retrieve cost estimate for work from the contractor of the Middleton Road construction project
- Parks & Recreation, 45203.830 & 45203.680; provide a list of items purchased
- Parks & Recreation; provide revenue of Enterprise Funds, rate proposal (Programs, Ski & Skate and Abenaki)

**It was moved by Bob Moholland and seconded by Frank Giebutowski to adjourn the November 12, 2014 Budget Committee meeting. All members voted in favor.**

*There being no further business before the Committee, the meeting adjourned at 8:41 PM.*

Respectfully Submitted,

*Lee Ann Keathley*

Lee Ann Keathley

***\*\*Please note these minutes are subject to approval and amendments at a later date.***

## A PLAYGROUND FOR THE FUTURE

The Wolfeboro Nursery School is in the preliminary stages of a private /public partnership with the Town of Wolfeboro to develop a new playground at the historic train station. WNS is committed to meeting the educational needs of children in Wolfeboro and its surrounding communities and we believe that education is not only found in the classroom, but outside on the playground as well. For 61 years the Wolfeboro Nursery School has educated over 2,000 children *inside* its classroom. A playground renovation will allow for the number of children served going forward to grow dramatically because it extends our learning environment and services to the greater public outside of the train station's walls.

A public / private partnership between WNS and the Town of Wolfeboro to renovate the train station's playground and subsequently open it to the public when school is not in session will not only solve the school's immediate need for updated and modern play equipment, but will extend the opportunities for beneficial play to the entire community.

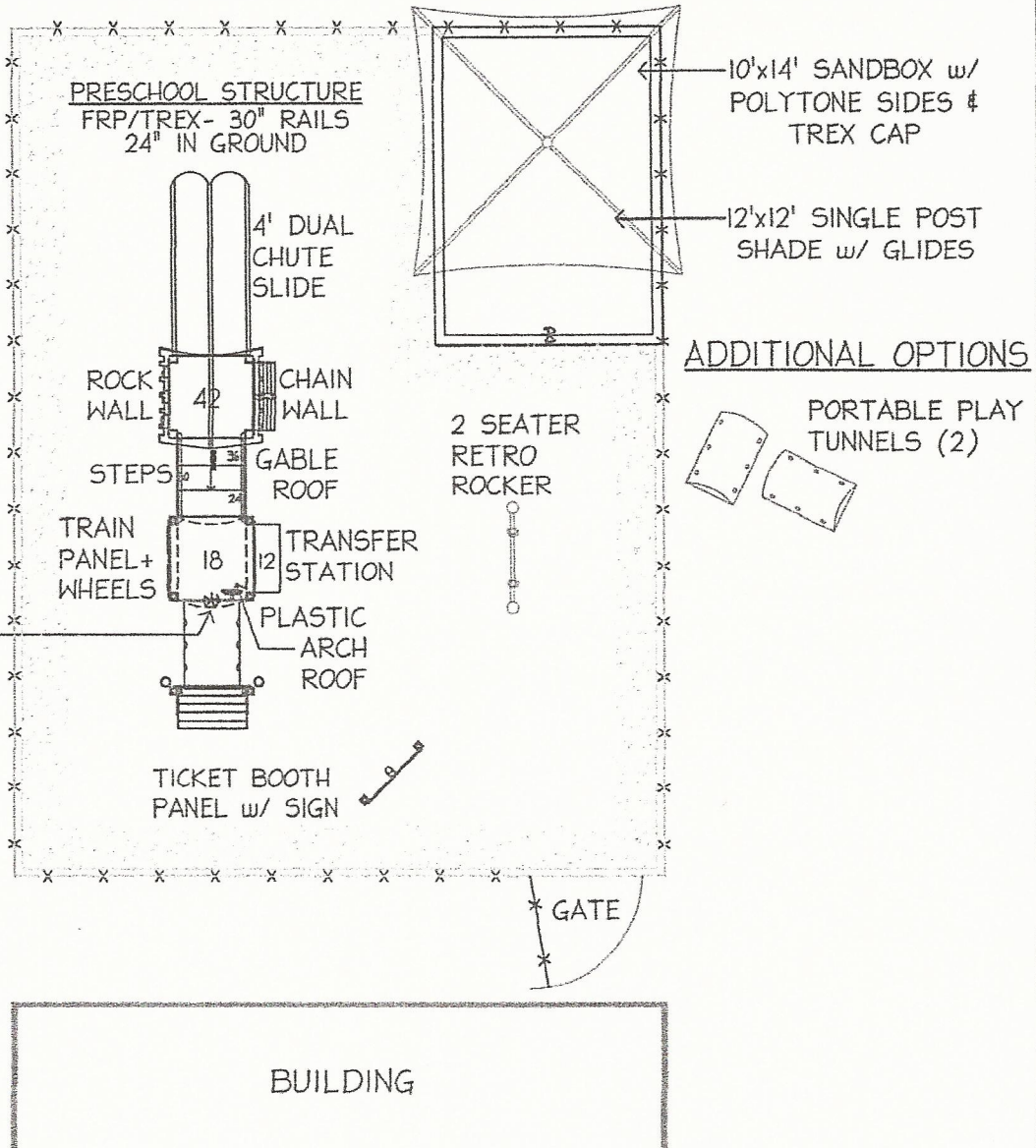
Playgrounds set the stage for children to come together, make new friends, learn and play, and most importantly provide crucial opportunities for children to accelerate their emotional, social, motor, and cognitive development in a safe and stimulating environment. Numerous studies have uncovered a proven correlation between play and academic achievement. Increased physical activity can help children's attention, behavior, and achievement test scores.

The playground lies at the intersection of many downtown routes. The Back Bay walking path begins across the street from our location. Town docks for boaters are adjacent. The Bean park is located across the street, and Wolfeboro's only public bathroom facilities are in the train station itself. The investment in a new playground here will quickly pay off thanks to its location in the middle of existing downtown pedestrian traffic flow.

The Wolfeboro Nursery School is raising half the funds through fundraising and grant requests. We are extremely grateful for the generous grants already received from The Meredith Village Saving Bank and The Wolfeboro Fund and from many individual donors. If you are interested in donating to our Playground Fund, please contact the school at (603) 569-4454 or email Krista Marschner at [kmarschner@gmail.com](mailto:kmarschner@gmail.com)

USE ZONE AREA 1

ENGINEERED WOOD FIBER	
922	AREA (SQ. FT.)
132	PERIMETER (FT.)
9	EFFECTIVE DEPTH (IN)
12	DEPTH BEFORE NATURAL COMPACTION (IN)



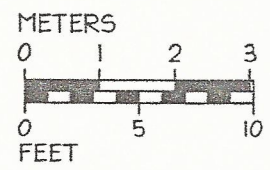
CUSTOM SIGN  
"WOLFEBORO EXPRESS"

ADDITIONAL OPTIONS



NOTES

- 1 THIS IS A CONCEPTUAL DESIGN AND SHOULD NOT BE CONSIDERED A CONSTRUCTION DOCUMENT FOR USE BY ANYONE OTHER THAN A GROUNDS FOR PLAY CERTIFIED INSTALLER, AND IS INTENDED ONLY TO BE A GUIDE FOR PLACEMENT. NO INVESTIGATION WAS MADE FOR SUB-SURFACE CONDITIONS RELATED TO UTILITIES OR PERCOLATION/DRAINAGE OF WATER, OR TO EASEMENTS, ZONING REQUIREMENTS, OR OTHER ISSUES REQUIRED BY CUSTOMER OR GOVERNMENT ENTITY. THE DESIGN WAS PREPARED WITHOUT ANY SURVEYS OR ENGINEERING DOCUMENTS AND ASSUMES AREAS FOR EQUIPMENT SLOPE 2% OR LESS. CUSTOMERS WHO ELECT TO INSTALL PLAYGROUND COMPONENTS WITHOUT THE SUPERVISION OR DIRECTION OF A CERTIFIED GROUNDS FOR PLAY INSTALLER ACCEPT ALL RESPONSIBILITY FOR IMPLEMENTATION OF THE DESIGN. CONCEPT. SAND IS NOT PROVIDED FOR SANDBOXES. PLUMBING IS NOT PROVIDED FOR WATER PLAY ITEMS. THIS DESIGN IS COPYRIGHTED MATERIAL AND MAY NOT BE USED WITHOUT THE WRITTEN CONSENT OF GROUNDS FOR PLAY, INC.
- 2 PLAN ASSUMES THERE IS ONLY MINIMAL SLOPE (LESS THAN 3%), UNLESS OTHERWISE INDICATED ON PLAN. IF THE SLOPE IS GREATER THAN 3%, THE CLIENT MUST ADJUST GRADE TO CORRECT SLOPE PRIOR TO THE INSTALLATION. GROUNDS FOR PLAY CAN PROVIDE A QUOTE FOR ADDITIONAL GRADING IF NEEDED.
- 3 FIELD DRAINS MAY BE REQUIRED IN EXCAVATED AREAS, DEPENDING ON SLOPE AND SOIL CONDITIONS.



SV 9-4-13	SV 5/21/14				
<b>WOLFEBORO NURSERY SCHOOL</b> WOLFEBORO, NH 03896 PLAYGROUND PLAN		Design Consultant: Craig Boyko	Scale: 1"=8'-0"		
		Proposal QU00043168	Ph.D. Review By:		
		Filename: Wolfeboro Nursery School	Date: 9/5/13	1401 E. Dallas St. Mansfield, Tx 76063 (800) 552-7529 Metro: (817) 477-5482 Fax: (817) 477-1140	
		5-22-2014	Drawn By: svandiver		



