

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
November 13, 2014
Minutes**

Members Present: John MacDonald, Chairman, Frank Giebutowski, Vice-Chairman, Brian Black, John Burt, Matt Krause, Harold Parker, Steve Johnson, Bob Tougher, Members.

Members Absent: Dave Senecal, Selectmen's Representative, Robert Moholland, Member (all excused).

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Rob Houseman, Director of Planning & Development, Brenda Lapointe, Tax Collector, Pat Waterman, Town Clerk, Lee Ann Keathley, Secretary.

Chairman MacDonald called the meeting to order at 6:00 PM at the Huggins Hospital Medical Arts Conference Room.

Other Business

Dave Owen stated the Town received the new rates from SchoolCare; noting a 2.7% increase for the second half of 2015 (July 1st-December 31st). He stated the budget currently reflects a 15% increase therefore; the figures will be adjusted down.

Referencing the Railroad Station Playground, John MacDonald stated the request is labeled desirable rather than critical or urgent and questioned exclusive use of such by the nursery school. He stated the request could be put off another year.

It was moved by John MacDonald and seconded by John Burt to decrease 01-49613-731 Railroad Station Playground from \$20,917 to \$0.

Discussion of motion:

John MacDonald questioned whether the BOS are considering purchasing the Bean property and installing bathrooms at that property.

Linda Murray stated the BOS is considering the purchase of the two properties on Lehner Street.

Bob Tougher stated the CIP Committee originally discussed the Bean property as a site for public bathrooms and storage for the Public Works Department. He stated he feels the building is a tear down and noted the purchase of the property is scheduled for 2016 at \$450,000.

Linda Murray stated there is no proposal for the Bean property however, the proposal for the Lehner Street properties include a public picnic area and restrooms (a facility similar to The Nick's facility).

Bob Tougher stated he feels there will be little conflict between the public and the hours the nursery school uses the playground. He stated he agrees the project could be postponed.

It was moved by John MacDonald and seconded by John Burt to decrease 01-49613-731 Railroad Station Playground from \$20,917 to \$0. John MacDonald, John Burt, Frank Giebutowski, Matt Krause, Bob Tougher, Steve Johnson, Brian Black voted in favor. Harold Parker opposed. The motion passed.

Dave Owen requested the Committee reconsider removing the funding for the playground and offered to defer the Middleton Road Cemetery project for one year in lieu of such. He stated the donations for the playground were contingent upon Town funding.

John MacDonald asked how the Committee judges the importance of a request; noting the requests forwarded to the Committee are labeled urgent, necessary or desired. He stated the Committee would reconsider the request

following the warrant articles presentation and the cost estimate from the contractor of the Middleton Road project for the cemetery project.

Referencing the Parks & Recreation Administration budget, specifically Travel & Meetings, John MacDonald stated Ethan Hipple has gone to several conferences and never provided feedback regarding such. Therefore, he recommended decreasing such unless the Committee feels there is a direct benefit.

It was moved by John MacDonald and seconded by Harold Parker to decrease 45201.810 Travel and Meetings from \$2,198 to \$1,100.

Discussion of the motion:

Frank Giebutowski stated professional development is good for the Town and its employees however, the benefits of such need to be determined.

Brian Black stated he would hope the employee could report/articulate what was learned because there is a benefit to training and networking.

Dave Owen stated the Town encourages the department heads to attend trainings and noted the Town has an extensive Parks and Recreation program therefore, the Town is benefiting from the professional development opportunities.

John Burt stated such should be considered for all departments.

Brian Black stated he would recommend the Town implement a policy that the Town Manager could determine whether the trainings are worthwhile to participate and establish a justification for such.

It was moved by John MacDonald and seconded by Harold Parker to decrease 45201.810 Travel and Meetings from \$2,198 to \$1,100. John MacDonald, Frank Giebutowski, Brian Black, Matt Krause, Steve Johnson, Bob Tougher voted in favor. Harold Parker, John Burt opposed. The motion passed.

GENERAL GOVERNMENT

TOWN CLERK

Pat Waterman stated 64% of the voters participated in the 11/4/14 election.

Bob Tougher questioned part time wages; noting in 2013 \$4810 was appropriated however only \$457.35 was expended and only \$308 has been expended this year.

Pat Waterman stated she is currently looking for someone to train to cover vacation and sick days.

Pete Chamberlain stated the four year average is \$1500. He stated \$1,195 was left out of the outside services line; noting the expenditure is allocated for the ECode (Town Ordinance) maintenance fee.

It was moved by Harold Parker and seconded by Bob Tougher to increase 41401.380 Outside Services from \$4,900 to \$6,095. All members voted in favor. The motion passed.

Bob Tougher questioned machinery and equipment; noting year to date expended is \$0.

Pat Waterman stated the money was allocated in case something was needed when her office moves back to Town Hall.

Frank Giebutowski questioned the warrant article related to such.

Dave Owen stated the warrant article is for furnishings in the amount of \$15,000.

TAX COLLECTOR

Brenda Lapointe stated the department initiated monthly water bills in April 2014 and hopes the online services for such will be launched in January 2015.

Frank Giebutowski questioned the notation of overtime wages in the hourly wages line.

Dave Owen stated such relates to straight time for hours worked between 35-40 hours.

John Burt asked if leaks have been detected since the monthly billing has been implemented.

Brenda Lapointe replied yes and noted a decrease in the amount of default payments. She requested approval of two new check scanners due to the increase in payments; noting such was not included in the budget.

Dave Owen stated the BOS approved one check scanner.

It was moved by John Burt and seconded by Harold Parker to increase 41504.740 Machinery and Equipment from \$0 to \$1,440. All members voted in favor. The motion passed.

EXECUTIVE

Referencing Milfoil Treatment, Kathy Barnard stated the Milfoil Committee has requested funding for 2015 in the amount of \$33,345; noting a decrease from the 2014 request in the amount of \$5,265. She stated the Committee is anticipating receiving \$13,000 in grants from the State. She stated there were some heavy areas of regrowth.

Frank Giebutowski questioned part time wages.

Linda Murray stated part time wages pay for the Information Booth employees; noting they are considered Town employees. She stated the BOS increased Elected Officials by \$300; noting such is the first increase since 2005 and the BOS put in a lot of additional hours with elections, court, etc.

Bob Tougher requested the Chamber of Commerce provide the following financial information; balance sheet and profit and loss statement.

John MacDonald asked if the officials receive mileage.

Linda Murray replied yes.

Harold Parker questioned the five year average for outside services.

Pete Chamberlain replied \$460.

It was moved by Harold Parker and seconded by Bob Tougher to decrease 41301.380 from \$800 to \$600. All members voted in favor. The motion passed.

John Burt questioned the expenditures in the travel and meetings line.

Linda Murray stated such is related to the RIB lawsuit.

John Burt stated the figure should be included in the sewer budget.

Frank Giebutowski questioned the increase for such.

Linda Murray stated the BOS felt \$500 was needed.

Harold Parker questioned the five year average.

Pete Chamberlain replied \$3,578.

MISCELLANEOUS OPERATING EXPENSES

Harold Parker questioned the five year average for such.

Pete Chamberlain stated 2013 was the first year the line was incorporated; noting the average is \$1,206.

It was moved by John MacDonald and seconded by Harold Parker to decrease 41900.850 Miscellaneous Operating Expenses from \$5,000 to \$3,000. All members voted in favor. The motion passed.

ASSESSING

Frank Giebutowski questioned the increase in abatement processing from \$8,906 to \$12,375.

Dave Owen stated the figure represents the assessor's estimate for such.

Linda Murray recommended speaking to the assessor regarding such.

FINANCE

No changes.

TECHNOLOGY GENERAL FUND

Pete Chamberlain stated Mainstay Technology recommends that the Police Department and Fire Department install a Datto Siris backup server which is connected to their file server in addition to a software upgrade for the Fire Department; noting an increase by \$3,066 for Computer Hardware and \$1,328 for Computer Software.

John MacDonald stated the Committee would address such at the time the departments present their budgets.

TOWN MANAGER

Dave Owen stated negotiations are ongoing with the AFSCME Unit however, there is an agreement with the Police Department. With regard to professional development, he stated he attends conferences that address economic development and smaller communities. He stated the budget allocates \$62,000 town wide for professional development and travel and meetings.

Steve Johnson recommended alternating years for travel.

Dave Owen stated each department has its own line item for such and it would be difficult to alternate years.

PLANNING & DEVELOPMENT

Planning

Rob Houseman stated he didn't attend the Regional Conference because he didn't feel it would benefit him or the Town. He stated the 2015 National Conference is scheduled for Seattle, WA.

Planning Board

Harold Parker questioned the five year average for advertising.

Pete Chamberlain replied \$1,650.

Rob Houseman stated the department is reimbursed through the application process and is revenue to the General Fund.

It was moved by Harold Parker and seconded by Frank Giebutowski to decrease 41305.562 Advertising from \$2,000 to \$1,800. All members voted in favor. The motion passed.

Zoning

John MacDonald questioned legal; noting \$4,000 was appropriated however, zero has been expended.

Rob Houseman stated such is a coding error.

Harold Parker questioned the five year average for advertising.

Pete Chamberlain replied \$1,266.

It was moved by Harold Parker and seconded by Bob Tougher to decrease 41304.562 Advertising from \$2,000 to \$1,700. All members voted in favor. The motion passed.

Code Officer

Rob Houseman stated Audrey Cline left her position as Code Enforcement Officer and the Town hired Corey Ryder. He stated the position was formerly classified as a 35 hour/week position however, it is now classified at 40 hours/week.

Brewster Building

Rob Houseman stated the system to distribute heat is complete; noting oil, propane and pellet are being reviewed as potential heat sources. He stated the distribution system is not contingent upon the heat source.

Bob Tougher questioned the BTU.

Rob Houseman replied 560,000.

Frank Giebutowski asked if the costs for the operating space and public area could be separated.

Rob Houseman stated he would inquire as to whether such could be metered separately.

CAPITAL OUTLAY

49615-763 Town Hall Furnishings; \$15,000

Dave Owen stated the Friends of Town Hall are furnishing the second floor and the departments will be reusing the existing furniture. He stated he queried the department heads regarding their need for furnishings; noting such totaled \$15,000. He stated the Granite State News reported the cost to be \$100,000; noting such is an error.

The Budget Committee has requested additional information for the following;

- Assessing; cost estimate for Abatement Processing (41503.382)
- Chamber of Commerce; balance sheet, profit and loss statement (41301.117)

It was moved by John Burt and seconded by Bob Tougher to adjourn the November 13, 2014 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:11 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

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