

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
November 20, 2014
Minutes**

Members Present: John MacDonald, Chairman, Frank Giebutowski, Vice-Chairman, Dave Senecal, Selectmen's Representative, John Burt, Brian Black, Bob Tougher, Matt Krause, Steve Johnson, Members.

Members Absent: Robert Moholland, Harold Parker, Members (all excused).

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Cindy Scott, Library Director, Stu Chase, Chief of Police, Dean Rondeau, Captain, Wolfeboro Police Department, Joe Balboni, Steve Wood, Police Commissioners, Lee Ann Keathley, Secretary.

Chairman MacDonald called the meeting to order at 6:03 PM at the Huggins Hospital Medical Arts Conference Room.

LIBBY

Rescheduled to 11/25/14.

LIBRARY

Cindy Scott stated the Friends of the Library funded an additional \$10,000 in 2014 towards technology upgrades (including routers, wireless system and replacement of all public computers).

John MacDonald thanked the Friends of Library for their generous donations.

Cindy Scott noted an increase in income, specifically an increase of \$5400 due to a bequest expenditure. She stated such is a one-time influx and is offset in income. She stated the BOS approved an increase for the administrative assistant (increase from 20-25 hours per week); noting the seasonal position has been eliminated. She stated the administrative assistant would be assuming all bookkeeping responsibilities; noting to outsource such would be more costly. She stated the bookkeeping tasks have been done by a Library Trustee volunteer; noting that the level of experience has varied in addition to the changeover in such.

Mike Hodder stated the administrative assistant would also be responsible for keeping track of the money in the trust funds and report such to the State.

Frank Giebutowski asked why the bookkeeping is separate from the Town's finances.

Cindy Scott stated such is governed by State law.

Pete Chamberlain noted the following changes to health and dental insurance; health insurance decreased from %3504 to \$3336 and dental insurance decreased from \$82,112 to \$77,436.

Frank Giebutowski questioned telephone.

Pete Chamberlain stated the Town renegotiated with a different carrier; noting a decrease in the rate.

It was moved by John Burt and seconded by Frank Giebutowski to decrease 45500.210 Group Health Insurance from \$3,504 to \$3,336. All members voted in favor. The motion passed.

It was moved by Frank Giebutowski and seconded by Matt Krause to decrease 45500.219 Group Dental Insurance from \$82,112 to \$77,436. All members voted in favor. The motion passed.

HEALTH OFFICER

No changes.

ANIMAL CONTROL

No changes.

POLICE

Stu Chase submitted an organizational chart and reviewed the proposed restructuring of the current ranking system (to institute Corporal and Staff Sergeant positions), see attached. He stated the Police Commission changed Dean Rondeau's rank to Captain in September 2014; noting there is no financial impact to such. He stated the restructuring is based on reward, recognition and responsibility and proposes a \$200 stipend for the position of Corporal (maximum impact of 4 stipends in 2015) and a \$400 stipend for the position of Staff Sergeant (maximum impact of 3 stipends in 2015).

John MacDonald asked if the BOS are aware of the proposed changes.

Stu Chase stated the BOS adopted the Police Department's budget prior to the release of the information; noting the BOS has not taken a position on the proposal. He stated the additional 3 paid holidays for the Captain and himself that were approved is not reflected in the budget; noting such would be an increase in \$1,843 to Supervisory Salaries.

It was moved by John MacDonald and seconded by Bob Tougher to increase 42100.113 Supervisory Salaries from \$173,173 to \$175,016. All members voted in favor. The motion passed.

Frank Giebutowski asked if the insurance opt-out had to be applied to salaries.

Pete Chamberlain replied yes because taxes are paid on such.

Bob Tougher asked if the departments rotates shifts and if so, how often.

Stu Chase replied yes, every eight weeks.

John MacDonald verified the stipend is additional to the terms of collective bargaining and has been approved by the Police Commission.

Bob Tougher verified the restructuring of the department would save money on overtime.

Stu Chase stated it would also save on salaries.

Frank Giebutowski requested the BOS review the proposal.

John Burt agreed with Mr. Giebutowski.

Brian Black stated the merit or value of the ranking structure is out of the Budget Committee's purview. He stated the Committee should debate the cost to implement the program; noting the review of the financial impact is within the Committee's purview.

Joe Balboni reviewed the COPS Grant the department received 3 years ago.

John Burt stated the department received a grant approximately 13 years ago as well; noting that these are two positions the Town has been forced to continue funding.

It was moved by Bob Tougher and seconded by Steve Johnson to increase 42100.150 Other Compensation from \$7,310 to \$8,510; specifically an increase of \$1200 for one-time stipends associated with the ranking of Staff Sergeant and an increase of \$800 for one-time stipends associated with the ranking of Corporal.

Discussion of the motion:

John Burt stated it is not the role of the Committee to determine how the funds are disseminated.

Frank Giebutowski asked if the increase would affect the insurance figures.

Pete Chamberlain replied yes.

Dave Owen stated the base wage does not include the stipend.

It was moved by Bob Tougher to amend the previous motion to increase 42100.150 Other Compensation from \$7,310 to \$8,510; specifically an increase associated with the restructuring of the ranking system. The amendment was seconded by Matt Krause. All members voted in favor. The motion passed.

Frank Giebutowski asked what was the expectation of the COPS Grant and how the program measured up to that expectation.

Stu Chase stated it allowed more officers on the streets, assisted with coverage needs, enhanced the selective enforcement program and the excess visibility enhanced their relationship with the schools and the merchants.

Frank Giebutowski stated the Town is lucky to have received the grants however, ongoing costs related to grants and/or gifts should be reviewed. He questioned who would review such and when does the review occur.

Brian Black stated the decision is made by the BOS at the time they accept the grant.

John MacDonald asked when the current vacant position would be filled.

Stu Chase replied mid-January.

Pete Chamberlain noted a decrease in Group Health Insurance from \$265,038 to \$195,517. He stated he does not have the updated figure for the Group Dental Insurance.

COMMUNICATIONS

Stu Chase stated the Police Commission approved his request to provide a \$400 stipend to the dispatch supervisor and reviewed the responsibilities associated with that position.

It was moved by Bob Tougher and seconded by Frank Giebutowski to increase 42990.150 Other Compensation from \$4,150 to \$4,550. All members voted in favor. The motion passed.

John MacDonald asked if the department could dispatch to other departments during the overnight.

Stu Chase replied no due to the volume of calls received and safety of officers.

Pete Chamberlain stated Mainstay Technology recommended the Police Department install a Datto Siris backup server that is connected to their file server.

It was moved by John Burt and seconded by Bob Tougher to increase 41990.725 Computer Hardware by \$3,066. All members voted in favor. The motion passed.

Other Business

BOS will be attending the 11/25/14 Budget Committee meeting to review the fire hydrant fee. The Budget Committee requested Chief Morrill attend the meeting also.

John MacDonald distributed photographs of the Railroad Station playground; noting the sign on the gate states Nursery School Only.

Dave Owen stated the playground would become a public park if the proposal is approved.

The Budget Committee has requested additional information for the following (for 12/11/12 meeting);

- **Group Health Insurance & Group Dental Insurance;** provide updated figures related to such for all departments

It was moved by John Burt and seconded by Bob Tougher to adjourn the November 20, 2014 Budget Committee meeting. All members voted in favor.

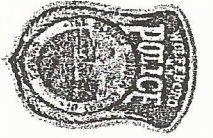
There being no further business before the Committee, the meeting adjourned at 7:30 PM.

Respectfully Submitted,

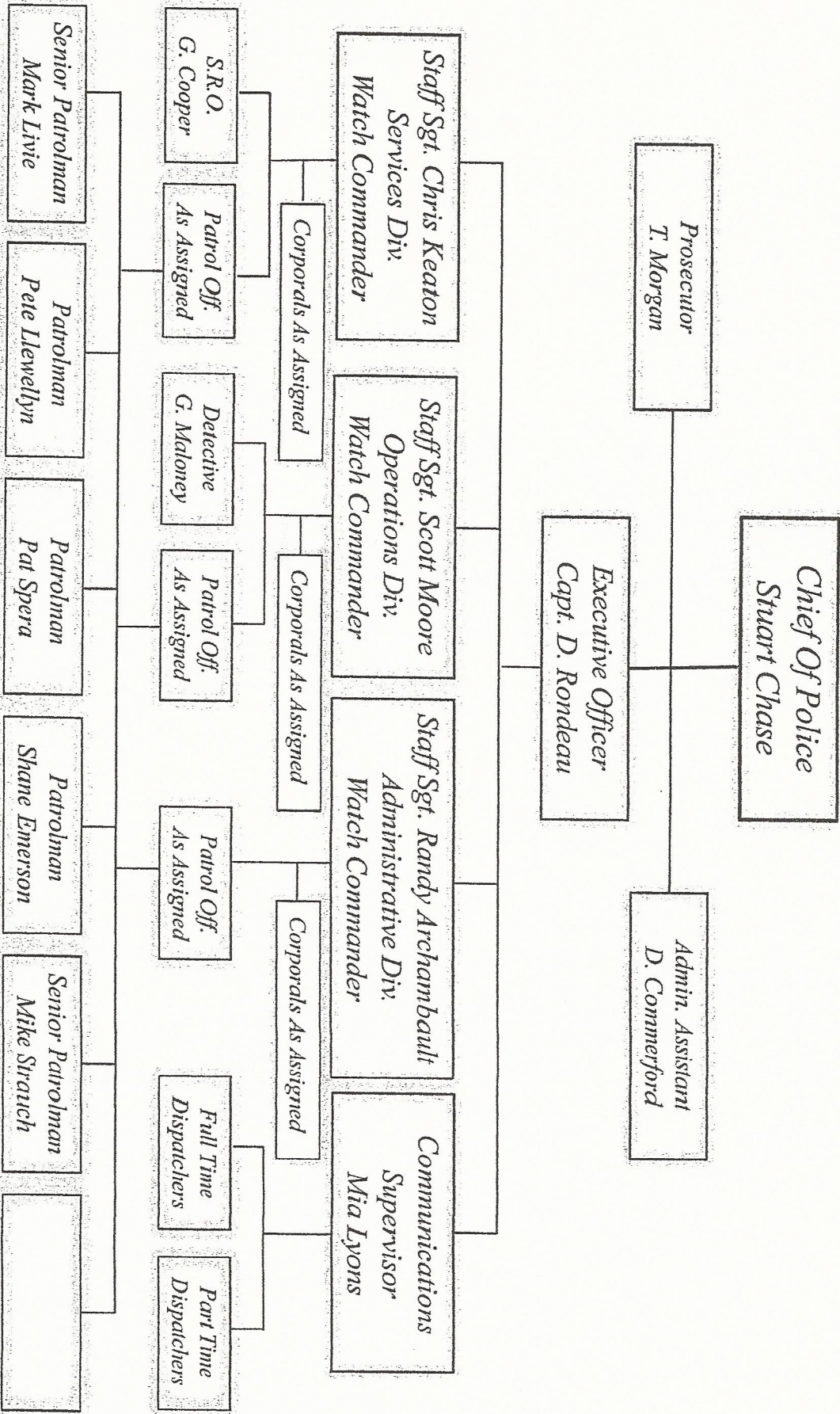
Lee Ann Keathley

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

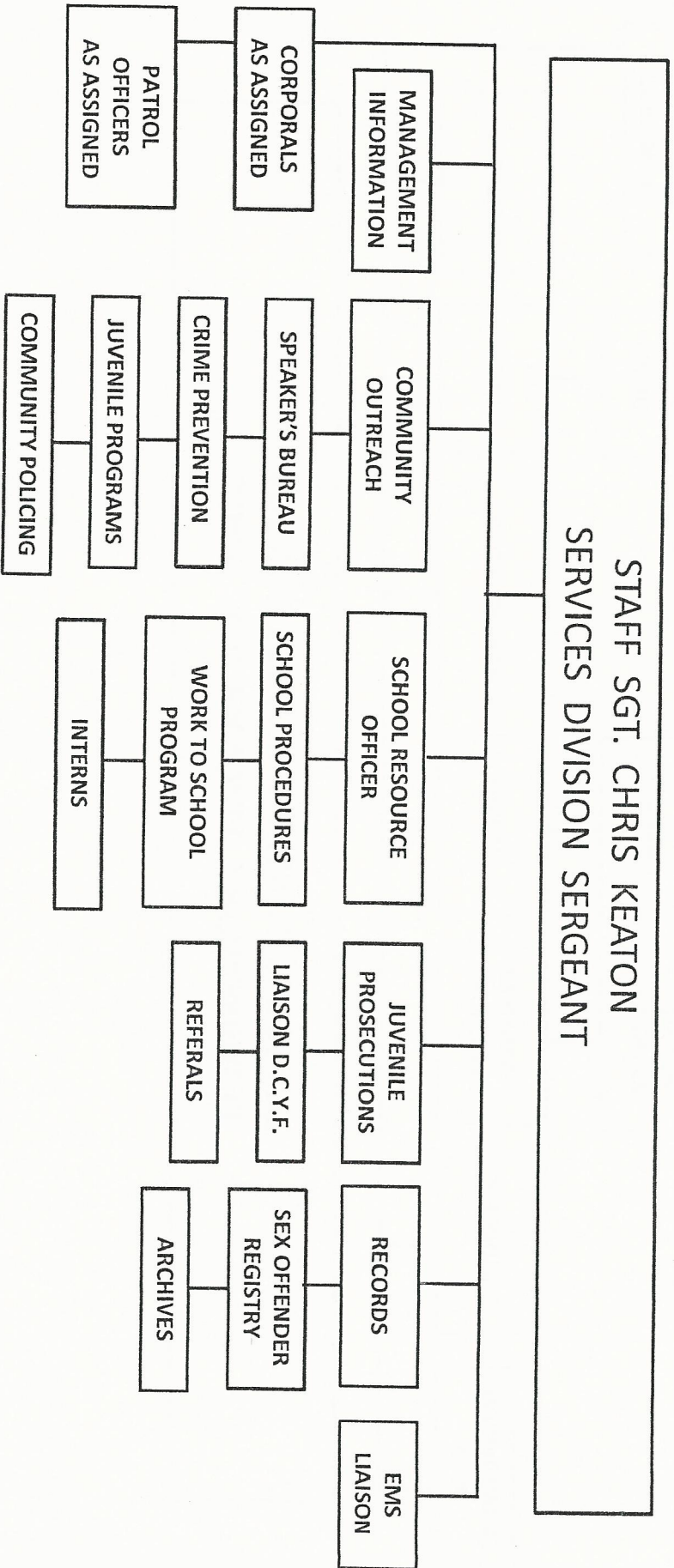


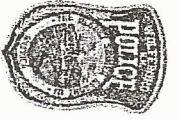
WOLFEBORO POLICE DEPARTMENT ORGANIZATIONAL CHART



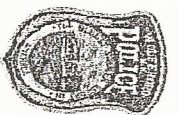


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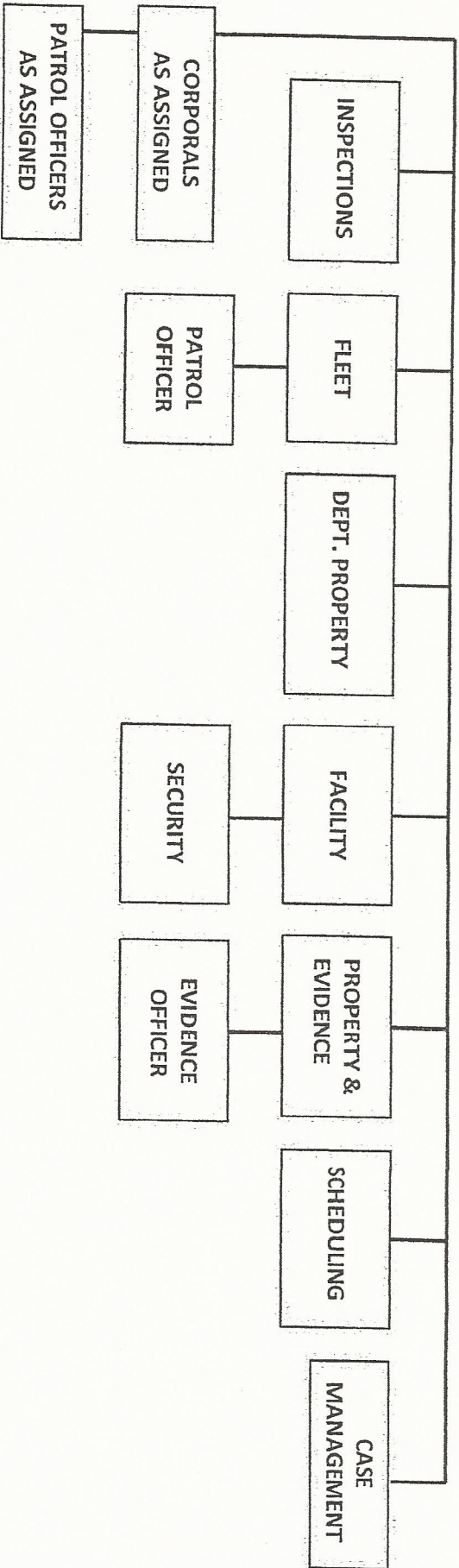




WOLFEBORO POLICE DEPARTMENT ORGANIZATIONAL CHART



STAFF SGT. RANDALL ARCHAMBAULT
ADMINISTRATIVE DIVISION SERGEANT

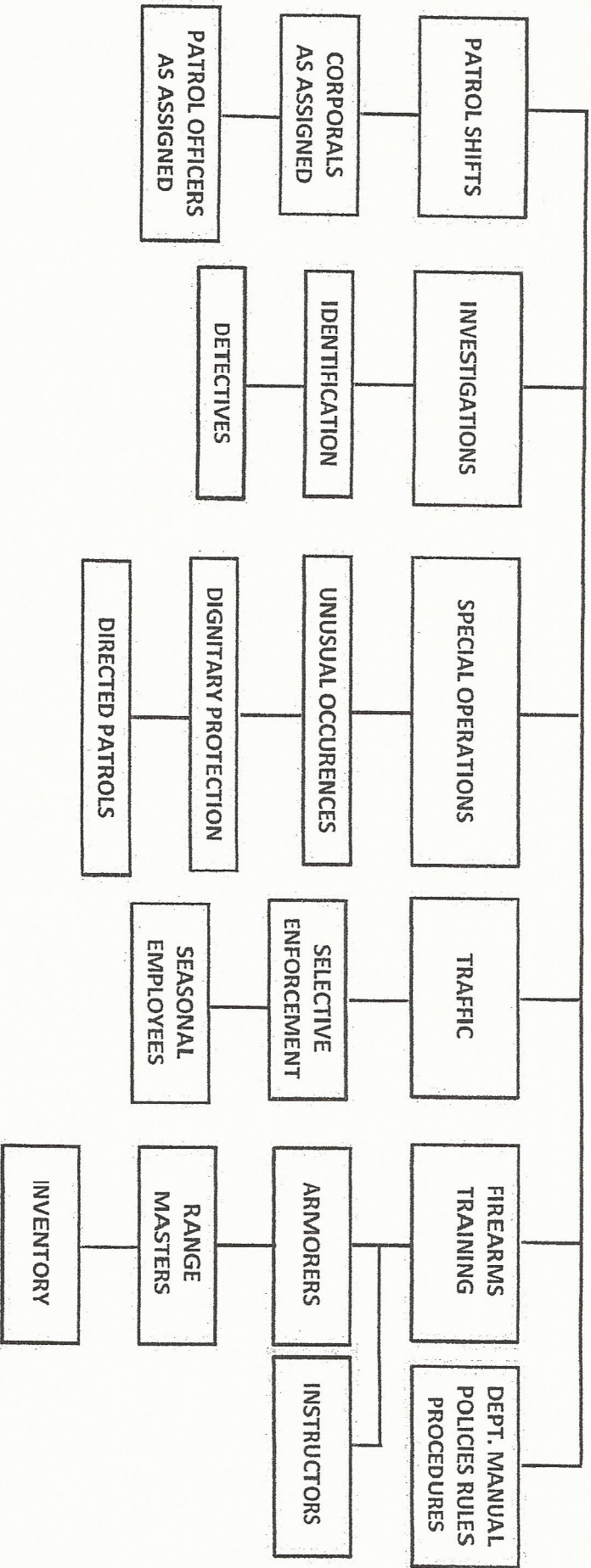




WOLFEBORO POLICE DEPARTMENT ORGANIZATIONAL CHART



STAFF SGT. SCOTT MOORE
OPERATIONS DIVISION SERGEANT



DISPATCH ORGANIZATION CHART

