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WOLFEBORO, N.H. TOWN CLERK

Town of Wolfeboro
Budget Committee
December 4, 2014
Minutes

Members Present: John MacDonald, Chairman, John Burt, Robert Moholland, Bob Tougher, Harold Parker, Steve Johnson

Members Absent: Frank Giebutowski, Vice-Chairman, Brian Black, Matt Krause, David Senecal, Selectmen's Rep.

Staff Present: David Owen, Town Manager, Pete Chamberlain, Finance Director, Amy Muccio, Welfare Director, Dan Coons, Conservation Commission, Butch Morrill, Fire Chief, Mary DeVries, Chamber of Commerce, Kathy Eaton, EDC, Robin Kingston, Administrative Assistant

Chairman MacDonald called the meeting to order at 6:21 pm in the Wolfeboro Public Library Meeting Room. A quorum was present.

Chamber of Commerce

Mary DeVries explained the request for continued staffing contribution is working out well between the town's contribution of staffing and the Chamber they are able to keep the Information Center open year round. The money for the Info Center staffing is paid directly to those part time employees. The money does not come into the Chamber in any way.

Dave Owen noted they are technically town employees.

Mary DeVries reviewed the Profit & Loss Statement (See Attached).

It was moved by Robert Tougher to allocate \$8,000 in line item #01-41301-117, Part Time Wages, in the Executive Budget, the same as the Selectmen recommended. The motion was seconded by Harold Parker.

Mary DeVries explained it is an increase from the \$7,850 from 2014 for the part time staff. This is not in the Chambers Budget, or the EDS's it is part of the Selectmen's Budget.

All members voted in favor of the motion and the motion passed.

Economic Development Committee

Dave Owen explained the 100 series is for the part time wages for the recording secretary which the committee has been without for most of the year and is reflected in the expenditures. The EDC is looking for someone to act in that capacity again. There are 9 members on the committee which meets monthly.

John MacDonald asked for an explanation of the Consultants – Phase 2.

Kathy Eaton explained the Business Retention and Expansion Program they contracted for with UNH Cooperative Extension Service. There is a Leadership Committee and Task Force and over the winter they will bring in Visitation Teams . They have identified 602 businesses that exist in Wolfeboro and are down to about 300 and planning to interview as many as they can. This is a detailed interview survey and the info is then compiled by UNH's Team and brought back to the EDC in order to develop a plan on how they address all the information gathered. This is a 3 year project for \$1,500. The EDC wants businesses to be stronger. Additionally the Towns of Londonderry, Hooksett and she believes Amherst, which just joined have had success in this Program.

Kathy Eaton also explained part of their Marketing Plan last year, she brought copies of ads in the series which was a joint effort of the EDC and Chamber of Commerce. The EDC paid for an ad in the May issue of Yankee Magazine. The Chamber of Commerce received and managed all the leads (a total of 481 direct leads) from the ad. The Centerpiece in the Mill Falls Market Place was also given as well as the Hippo which is published for the southern part of the state which ran May – September. They will also be advertising winter in Wolfeboro.

Dave Owen noted the EDC is very active group and next week they will be attending the State EDC Summit Meeting, holding their regular Wednesday and the attend the BRNE Task Force is Thursday.

John MacDonald asked what type of business the EDC is looking to attract.

Kathy Eaton explained the businesses that will do well are those that hire 2-3 people and or are even home based. Others such as GI Plastek and Woodbine Senior Living are good for the town. There are two ERZ Zones, approved by the State of NH; one in the Wickers area, the other in the Pine Street area where the bank was going to be and Pickering Corner. There are tax credits available for these commercial locations.

Bob Tougher noted hotel space is needed and should be addressed.

Kathy Eaton agreed and explained there is a group working on the issue.

Welfare

Amy Muccio explained she has been in the position since April and is getting used to the job. Things have been going good but they are getting busy again. The downside of the summer season is the reduced hours and people being laid off. The Lions Club donates \$5,000 to help with fuel assistance but this is the last year they will donate. It used to be people could make it through the winter with what they received from Tri County Cap Fuel Assistance but because of the prices sometimes just one a 100 gallon fill is it.

John MacDonald asked why the 100 series is decreased from 2014.

Dave Owen explained there was a new director that started at a lower rate.

Bob Tougher asked about the almost \$1,500 expenditure of the 620 line in which \$170 was budgeted.

Amy Muccio explained \$500 was spent on a locksmith for changing the door locks and file cabinets and the balance is office supplies. This will not be as high for 2015 and what is budgeted for is appropriate.

Dave Owen noted it was related to the director transition.

John MacDonald asked about taking classes.

Amy Muccio explained Travel & Meetings increased as well as Professional Development. This is for classes and she has joined NH Welfare Association and attends meetings.

Steve Johnson asked about Direct Assist Rent and if the State has their own programs.

Amy Muccio explained this is just for the town as the state has their own programs. Those eligible for the State Programs are referred there. This is a qualification process (income vs. expenses) and someone could receive food stamps (which are not counted as income) and also could and get town help but not receive rent assistance from both the town and state.

Dave Owen explained all income has to be disclosed in order to get any assistance. Mortgage assistance can be provided and a lien is place on the property and sometimes the town receives money back. Last week they received a check for a lien amount plus interest for approximately \$1,800.

John MacDonald asked about people seeking shelter, if homeless.

Amy Muccio explained they are referred to a shelter. Rent assistance is meant as a bridge, if someone lost their job or have had hours reduced. When there is no income at all it is difficult. She has seen people coming off assistance from last winter when work increased but as we come back into the winter and their hours are reduced again they are coming back into apply for assistance.

David Owen made note the overall expenditures to date as compared to last year are considerably reduced. Much of this is due to Amy's diligence and verification of information. Overall they are heading in the right direction.

Amy Muccio pointed out the Food Line Item is drastically different as she encourages people to use the Food Pantry.

John MacDonald asked what the Salvation Army contribution is for.

Dave Owen explained they receive \$3,000 for the year that covers the region and Amy is the Administrator for the Region which extends to Ossipee and Center Tuftonboro. This is a high amount for what is normally given and can be used for a number of different things such as transportation expense if someone needs a bus or train ticket, at stores to buy diapers, etc.

Conservation Commission

Dan Coons explained the Commission has focused on maintenance of their properties instead of acquiring new projects which will be the trend.

Bob Tougher asked about Front Bay Park and Goodwin's Basin.

Dan Coons explained Parks and Recreation does not have the time or funds in their budget so the Commission contracts mowing.

Bob Tougher asked about White Face Mountain.

Dan Coons explained it is between Trask Mountain and Browns Ridge Road and overlooks Rt. 16. This was acquired in 2012-2013 and the plan is to get a better trail to access it. Additionally there has been land acquired on Browns Ridge Road to put in a small parking lot.

Emergency Management

Chief Morrill noted a busy and difficult year. The Department lost two fire fighters and hired two more, which will be reflected in the budget. One firefighter left to become a police officer and the other left for a \$2 per hour pay increase. That issue has been

discussed with the Town Manager but has been put on hold. The ladder truck needed engine repair, Car 1 has been in and out of shop and those line items may go over what has been allocated.

Fire/Rescue

Chief Morrill explained the department has 12 employees. It is difficult to obtain volunteer firefighters because peoples schedule are very busy. This is the trend across the country.

David Owen explained the firefighters were decertified as a union and since that time they have been receiving salary adjustments that non-union employees have been getting. There is a concern they have fallen behind. This will be revisited when a pay and class study is done which is a couple of years off, the last one was in 2008.

Bob Tougher asked about the Health Insurance increase.

Pete Chamberlain explained it is due to upgrades in the types of policies.

Bob Tougher noted a false read in the paperwork in the current budget book.

Pete Chamberlain explained the #01-42200-210 was reduced to \$16,227.

Dave Owen explained the ambulance contract is good for two more years and has gone smoothly with no complaints or issues.

Chief Morrill concurred

John MacDonald asked about Outside Services - Hydrants

Chief Morrill explained it is part of his budget although he has little control over it. The hydrants are shoveled, plowed and maintained and when need they are available. They were used twice this year for fires which is a first time in a long time.

Steve Johnson asked if the Code Subscription Update comes from the State or elsewhere.

Chief Morrill explained it is from the NFPA, updated 2twice a year by a NFPA Committee.

Peter Chamberlain noted the fuel line has expended \$7,205.49 to date. It is a fixed contract price for diesel.

Chief Morrill explained there are open invoices for safety equipment, \$4,100 was encumbered December 1st and also there is a new PO for about \$900 open.

John MacDonald asked about the recorder.

Chief Morrill explained it is a back up to dispatch and was the old dispatch recorder bought sometime in the 1990's and is hard to get parts for.

Steve Johnson asked if Fire Rescue International was a type of symposium.

Chief Morrill responded it is and he chose not to go this year as he had finished his year out as President of NE Chiefs, is still on the Executive Board and had traveled enough for the year.

John Burt asked about vehicle maintenance and noticed \$17,880 has been expended.

Chief Morrill explained he is over expended by about \$1,000.

Public Safety Building

No questions or issues.

CIP – General Fund

Dave Owen explained there are 3 items proposed for a 3 year lease purchase to acquire the items and moderate the cost over that time.

Item # 01-19612-761 – Command Vehicle

The command vehicle has been up for approval for the past couple of years. With the 3 year lease purchase it is more affordable. The first year is more expensive because you have the complete setup for safety equipment. Year 1 cost is \$19,500 with year 2 & 3 at \$11,500.

Item #01-49613-764 & 01-49614-765 – Portable and Mobile Radios

Chief Morrill explained at the direction of the Town Manager this is also a lease purchase. The town has not paid for radios since 1994, everything they have right now was acquired by grant funding. A portable radio you can carry around with you and a mobile is mounted into the vehicle.

Item #01-49614-763 – Replacement of Thermal Imaging Camera

The Department has two. The batteries are being replaced constantly for one of the cameras at a cost of about \$200 each time. It is an electronic device that needs to be replaced. They are used and save the taxpayer money. If there is a chimney fire they are not ripping the wall open automatically anymore. They can use the camera and find out if there is heat and how much is in a wall.

Chief Morrill explained the portable radios are 9 years old and the department has 22 units. Motorola will not support the portables and within two years they will not be servicing the Mobiles which the department has 9 of.

Dave Owen noted they are a critical element of the departments operation.

John Burt asked why Capital Reserve is not being used to purchase the Command Vehicle.

Dave Owen responded it is not in the CIP Program.

John Burt noted he would need to go back and read the Article.

Dave Owen also noted he could review this with the Board of Selectmen and a possible discussion with the Trustees of Trust Funds.

Cable / Community TV Revisit

The Selectmen approved an additional \$3,600 for equipment due to the digital conversion from Metrocast. These are funds are not coming from the General Fund they come from the Franchise Fee.

John Burt noted it is a reduction in money to the town from Metrocast.

This item will be addressed at the Tuesday, December 9th Budget Committee Meeting.

Change in Scheduled Items

Add Community TV – December 9th

December 18th

Warrant Article


Default Budget

Water & Sewer

Finish Public Works - Capitol

It was moved by John Burt and seconded by Bob Tougher to adjourn the December 4, 2014 Budget Committee Meeting at 7:36 pm. All members voted in favor and the motion passed.

Respectfully Submitted,



Robin Kingston
Administrative Assistant

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