

WOLFEBORO BUDGET COMMITTEE

April 22, 2014

Minutes

Members Present: John MacDonald, Chairman, Dave Senecal, Selectmen's Representative, Robert Moholland, Frank Giebutowski, Matt Krause, John Burt, Bob Tougher, Brian Black, Members.

Members Absent: Steve Johnson, Harold Parker, Members (all excused).

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

Chairman MacDonald opened the public hearing at 6:01 PM at the Wolfeboro Public Library.

Consideration of Minutes

January 2, 2014

Correction: Page 7, Article E, 2nd paragraph; insert "bonded" between "a" & "warrant"

It was moved by Bob Moholland and seconded by Bob Tougher to approve the January 2, 2014 Wolfeboro Budget Committee minutes as amended. All members voted in favor. The motion passed.

January 14, 2014

It was moved by Frank Giebutowski and seconded by Bob Tougher to approve the January 14, 2014 Wolfeboro Budget Committee minutes as submitted. All members voted in favor. The motion passed.

February 4, 2014

Correction: Page 1, Article 8; strike "Sarah Silk" & replace with "Bob Moholland"

It was moved by Frank Giebutowski and seconded by Bob Moholland to approve the February 4, 2014 Wolfeboro Budget Committee Public Hearing minutes as amended. All members voted in favor. The motion passed.

DISCUSSION ITEMS

I. Appointment of Chairman and Vice-Chairman

It was moved by Bob Tougher and seconded by Brian Black to appoint John MacDonald as Chairman to the Wolfeboro Budget Committee. Bob Tougher, Robert Moholland, Brian Black, Frank Giebutowski, Matt Krause, John Burt voted in favor. John MacDonald abstained. The motion passed.

It was moved by Bob Moholland and seconded by Brian Black to appoint Frank Giebutowski as Vice-Chairman to the Wolfeboro Budget Committee. Bob Tougher, Robert Moholland, Brian Black, Matt Krause, John MacDonald, John Burt voted in favor. Frank Giebutowski abstained. The motion passed.

II. CIP Committee

The Committee agreed to appoint Bob Tougher to the CIP Committee as the Budget Committee representative.

Bob Tougher stated that he and Frank Giebutowski met with Ethan Hipple regarding the Abenaki lodge proposal; noting Mr. Hipple provided them the Parks & Recreation Department Project or Service Proposal Cost Summary Sheet, see attached. Referencing John MacDonald's comments noted in the Budget Committee's 1/2/14 minutes, he stated the Committee has not received the information requested. He asked the Town Manager retrieve that information and provide such to the Committee.

John MacDonald stated he wants the information in writing as to whether a fire suppression system is or is not needed for the building.

Bob Tougher stated he feels more confident that there will not be an issue with the Friends of Abenaki raising the funds necessary for the project. With regard to the Upgrade to Town Roads Warrant Article, he stated Dave Ford requested an appropriation in the amount of \$750,000 however; the CIP Committee decreased the amount to \$650,000. However, he stated he regrets voting in favor of such; noting the article was passed by 89% therefore, it is clear the voters support the appropriation. With regard to the Library, he stated there are current heating and air conditioning issues and the building leaks during rain storms. He stated a warrant article is expected for 2015 relative for an architectural design and study and another article in 2016 for the construction of the building. He stated he supports the study for a new building.

John Burt expressed concern that the Town does not have a plan that addresses building maintenance; noting the Library roof could be fixed by constructing a gable roof.

Brian Black stated the need for a new library hasn't been sold to the public; noting additional marketing may be necessary. He stated a large portion of the population doesn't use the facility. He stated he hopes the feasibility study will address space needs.

Bob Tougher stated every person he has spoken to regarding the cost of a new library (\$8 million) is against it; noting the Library Trustees are aware of such. He stated he asked whether the project could be pushed out to 2018 to allow space between the Town Hall renovation project and the Library project however, both the CIP Committee and the Library Trustees do not support such.

John MacDonald stated the future is eBooks. He also stated the library is not quiet; noting that parents drop off their kids and the kids run around inside.

Matt Krause agreed with Mr. MacDonald and stated the library feels like a daycare.

III. Budget & Expenditure Report

John MacDonald informed the Town Manager that he would be asking a lot of questions regarding the fire hydrant fee during the budget review.

John Burt stated it was reported to the Committee that a formula is used to determine the percentage however; he couldn't see how it applied to Wolfeboro.

Frank Giebutowski stated he couldn't understand how it was distinguished between the residents covered by the fire hydrants and the remainder of the community.

Bob Tougher stated the money generates funds for capital improvements and decreasing the funding will not be a benefit.

John MacDonald stated major users of the system are nonprofit entities that are not taxed.

Referencing page 5, Sewer Transfer, John Burt stated there appears to be a deficit in the operating portion of the budget and questioned where the revenue came from with regard to debt service. He stated the sewer fund goes further and further into debt and asked what is going to be done about it.

Dave Owen stated that after litigation, the Town would stop running into debt.

Pete Chamberlain stated the Town is currently 25% into the year and the General Fund is 23%-24% expended. He stated debt services and the Sewer Enterprise Fund totals are affected by litigation. He stated Dave Ford will be cutting summer projects in order to cover snow removal costs.

Frank Giebutowski asked why only Public Works would have to cut back.

Dave Owen stated because it is part of the Public Works budget.

Frank Giebutowski stated some things are not able to be managed and questioned if projects in other departments could be cut as well.

Dave Owen stated the projects aren't being abandoned entirely; noting it happens all the time.

Bob Moholland stated a budget should be based on expenditures from the previous year and expenditures should not be rolled over. Rather, all funds should be expended.

Brian Black stated a project should not have to be sacrificed that was presented as a "necessary" project because the winter was unusually hard and required additional snow removal.

Bob Tougher questioned the paid overtime in the Police Department budget; noting such is 25% expended and it is not an active time of year where overtime is necessary.

Pete Chamberlain stated the COPS grant and adjustments have to be made; noting that when the funds are received, the funds will be deposited into the overtime account.

John MacDonald stated the overtime runs high for the entire Town. He stated he has observed that overtime lines are always expended and the funds are never returned to the General Fund.

Frank Giebutowski questioned cyclical data collection.

Dave Owen stated a full revaluation is done every five years however; one quarter of the Town is done each year.

Frank Giebutowski questioned the amount of adjustments made in taxes each year.

Dave Senecal stated the reciprocals are based on building permit information and the section of Town that is being reviewed; noting the house, deck(s) and/or structures are remeasured to ensure the Town has the correct information on the assessing card.

Frank Giebutowski questioned whether the Town is spending a lot of money with little benefit.

Dave Senecal replied no.

IV. Department Assignments for 2015 Budget Review

Police Department / Communications: Bob Moholland

Fire Department: Brian Black

Parks & Recreation Department: Bob Tougher & Matt Krause

General Government: Matt Krause & John MacDonald

Public Works Department: John Burt & Bob Tougher

Water & Sewer Department: Frank Giebutowski

Electric Department: Steve Johnson & John Burt

Library: Harold Parker & John MacDonald

V. Revised MS-737 Form

Pete Chamberlain stated the NH Department of Revenue Administration is transitioning its municipal forms to electronic format. He stated Wolfeboro previously used the MS-7 form for its budget process however, is now required to submit an electronic version of such to the State (MS-737 form). He requested signatures from the Committee for such.

VI. Town Manager's Report

Dave Owen stated the Wolfeboro Area Children's Center has declined \$5,000 of the appropriated funding; noting a decrease in their enrollment. He stated he had to let the former Welfare Director go; noting Jeff Urquhart has been the Interim Welfare Director. He stated the Town has hired Amy Muccio as the new Welfare Director. He stated the trial regarding the RIB site began 4/15/14 and invited the Committee members to attend.

Dave Senecal stated the judge has made it clear to Wright-Pierce Engineers what the ramifications could be and, to date, no settlement has been offered.

Dave Owen stated the Town has retained Underwood Engineers to provide options for treatment. He distributed and reviewed the schedule for the Town Hall renovations. He stated the Town is in the process of finalizing the contract with CCI as the construction manager and five architects were interviewed yesterday. He stated an RFP for Clerk of the Works was advertised. He stated the Town Offices will be located in the former maternity wing of Huggins Hospital; noting the offices will be closed for one week during the relocation period (mid July)

Dave Senecal stated the Clerk of the Works is a part time position.

Frank Giebutowski asked whether the destruction of information would be done by Staff.

Dave Owen replied no, such would be a contract service.

John MacDonald asked when contract negotiations are expected to begin.

Dave Owen stated no date has been set.

John MacDonald requested the following information be submitted to the Committee for each employee in order to understand the total benefit package;

- Salary
- Overtime
- Health insurance costs, dental insurance costs and the total for such
- Retirement
- Workers Compensation

Frank Giebutowski asked how the individual data would be used.

John MacDonald replied to review the scale between employees.

VII. Other Business

➤ Change of Agenda

Brian Black requested the Committee review appropriate requests by the agencies at the end of the budget review cycle. He stated the Committee should be aware of the status of the Town's budget at the time of the review.

➤ Police Department, Canine

Bob Tougher asked if the Police Department would be getting a new dog.

Dave Senecal stated a person is interested in donating a dog and such is being reviewed.

Brian Black stated it was reported at a Police Commission meeting that the cost of the program would be \$70,000. He noted only \$7,000 in donations were collected.

Bob Tougher stated he would want such to be a warrant article.

Bob Moholland asked who would make the decision regarding overtime for the canine officer.

Brian Black replied the Budget Committee.

VIII. Public Comment

None.

It was moved by John Burt and seconded by Bob Tougher to adjourn the April 22, 2014 Budget Committee meeting. All members voted in favor.

Next meeting scheduled for July 17, 2014 @ 6PM.

There being no further business before the Committee, the meeting adjourned at 7:48 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

Town Of Wolfeboro
Department: Parks and Recreation

Project Or Service Proposal Cost Summary Sheet

Account Number	Account Description	2014	2015	2016	2017	2018
Existing Function Or Service						
Abenaki Ski Area Lodge						
01-45204-117	Part Time Wages	\$48,413.00	\$49,381.26	\$50,368.89	\$51,376.26	\$52,403.79
01-45204-220	Social Security	\$3,703.59	\$3,777.67	\$3,853.22	\$3,930.28	\$4,008.89
01-45204-250	Unemployment	\$348.57	\$355.55	\$362.66	\$369.91	\$377.31
01-45204-260	Workers Comp	\$237.22	\$241.97	\$246.81	\$251.74	\$256.78
01-45204-341	Cable TV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-45204-351	Medical Supplies	\$500.00	\$250.00	\$250.00	\$250.00	\$250.00
01-45204-380	Outside Services	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
01-45204-410	Electricity	\$12,147.00	\$12,147.00	\$12,147.00	\$12,147.00	\$12,147.00
01-45204-411	Heat and Oil	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-45204-431	Grounds Maintenance	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
01-45204-433	Machinery Maintenance	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00
01-45204-435	Building Maintenance	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
01-45204-480	Insurance	\$220.00	\$220.00	\$220.00	\$220.00	\$220.00
01-45204-520	Ski Area Insurance	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
01-45204-560	Dues and Subscriptions	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
01-45204-610	General Operating Supplies	\$950.00	\$950.00	\$950.00	\$950.00	\$950.00
01-45204-630	Maintenance Supplies	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00
01-45204-635	Gas and Oil	\$3,763.00	\$3,763.00	\$3,763.00	\$3,763.00	\$3,763.00
01-45204-636	Diesel Fuel	\$4,241.00	\$4,241.00	\$4,241.00	\$4,241.00	\$4,241.00
01-45204-710	Land Improvements	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
01-45204-810	Travel and Meetings	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
01-45204-820	Professional Development	\$1,650.00	\$1,650.00	\$1,650.00	\$1,650.00	\$1,650.00
01-45204-830	Programs	\$1,506.00	\$1,506.00	\$1,506.00	\$1,506.00	\$1,506.00
Total Expense:		98,729.39	99,533.44	100,608.57	101,705.20	102,823.76
Related Revenues:		38,222.00	39,750.88	41,340.92	42,994.55	44,714.33
Assumes 4% increase annually		-	-	-	-	-
Existing Net:		60,507.39	59,782.56	59,267.65	58,710.65	58,109.43
Proposed Function Or Service						
New Abenaki Lodge						
01-45204-117	Part Time Wages	\$50,000.00	\$51,000.00	\$52,020.00	\$53,060.40	\$54,121.60
01-45204-220	Social Security	\$3,825.00	\$3,901.50	\$3,979.53	\$4,059.12	\$4,140.30
01-45204-250	Unemployment	\$360.00	\$367.20	\$374.54	\$382.03	\$389.60
01-45204-260	Workers Comp	\$245.00	\$249.90	\$254.90	\$260.00	\$265.20
01-45204-341	Cable TV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

01-45204-351	Medical Supplies	\$500.00	\$250.00	\$250.00	\$250.00	\$250.00
01-45204-380	Outside Services	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
01-45204-410	Electricity	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00
01-45204-411	Heat and Oil	\$4,600.00	\$4,600.00	\$2,000.00	\$2,000.00	\$2,000.00
01-45204-431	Grounds Maintenance	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
01-45204-433	Machinery Maintenance	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00
01-45204-435	Building Maintenance	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
01-45204-480	Insurance	\$220.00	\$220.00	\$220.00	\$220.00	\$220.00
01-45204-520	Ski Area Insurance	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
01-45204-560	Dues and Subscriptions	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
01-45204-610	General Operating Supplies	\$950.00	\$950.00	\$950.00	\$950.00	\$950.00
01-45204-630	Maintenance Supplies	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00
01-45204-635	Gas and Oil	\$3,763.00	\$3,763.00	\$3,763.00	\$3,763.00	\$3,763.00
01-45204-636	Diesel Fuel	\$4,241.00	\$4,241.00	\$4,241.00	\$4,241.00	\$4,241.00
01-45204-710	Land Improvements	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
01-45204-810	Travel and Meetings	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
01-45204-820	Professional Development	\$1,650.00	\$1,650.00	\$1,650.00	\$1,650.00	\$1,650.00
01-45204-830	Programs	\$1,506.00	\$1,506.00	\$1,506.00	\$1,506.00	\$1,506.00
Total Expense:		109,910.00	110,748.60	109,258.97	110,391.55	111,546.78
Related Revenues:		38,222.00	42,015.32	46,036.24	50,298.41	54,816.32
Assumes 6% increase annually + \$1500 in private rentals						
Proposed Net		71,688.00	68,733.28	63,222.73	60,093.14	56,730.46
Difference In Cost		(11,180.61)	(8,950.72)	(3,955.08)	(1,382.49)	1,378.97

Notes:

Outside Services to go up based on additional cleaning due to increased space.
Heat and Oil to go up initially, until heat recovery system installed to recover heat from ice chillers in rink
Part Time wages to go up to cover setup and tear down for private rentals

During past 5 seasons, Abenaki Revenues have risen 29% annually on average
We are estimating continued growth at much lower rate (between 4% and 6%)

Year	Revenue	Percent Increase
2008-2009	\$14,603.00	
2009-2010	\$22,681.00	55.32%
2010-2011	\$31,627.00	39.44%
2011-2012	\$30,658.00	-3.06%
2012-2013	\$38,222.00	24.67%
5 year Average		29%

2011



54 SCHOOL STREET • LITTLETON, NH 03561 • PHONE 603-444-4111 • FAX 603-444-1343 • www.horizonsengineering.com

Mr. Ethan Hipple
Town of Wolfeboro Parks and Recreation Dept
PO Box 629, 390 Pine Hill Road
Wolfeboro NH 03894

RE: Septic System Comparison – Designed Capacity vs. Future Needs/ Expansions

Dear Ethan,

Below were the permitted design flows for the existing leach field in gallons per day (GPD) based on the design by Paul L. King, in July 1993, CA# 196306. :

Arena – 340 Participants - - 3,400 GPD
466 Spectators - - 1,398 GPD
Ski Lodge – 20 Skiers - - 200 GPD
Total => 5,000 GPD

Below are the projected flows for the future use and expansion based upon the data you provided to us:

Arena - 10 GPD/ Participant x 225 Participants = 2,250 GPD
3 GPD / Spectator x 75 Spectator = 225 GPD
Ski and Lodge
Ski Area – 5 GPD/ Person (toilet waste only) x 140 Skiers and Employees = 700 GPD
Food Service – 20 GPD / Seat (paper service, plus toilet & kitchen waste) x 50 Seats = 1,000 GPD
- 35 GPD / Employee x 1 Employee = 35 GPD

Maintenance Building – 20 GPD / Person (without cafeteria or showers) x 4 Employees = 80 GPD

Average Daily Anticipated Loading = 4,370 GPD

The existing leach field was constructed and issued operation approval in October of 1993. All septic systems have a life span, and the length directly depends on usage and proper maintenance. Without having evaluated the condition of the leach field, its condition is unknown at this time. However, if the data you have provided to us more accurately reflects current use patterns of the existing infrastructure, and is a reasonable projection of future infrastructure, the current leach field size will accommodate the Wolfeboro Parks and Recreation Department's future needs and expansion.