

**TOWN OF WOLFEBORO
BUDGET COMMITTEE**

**July 17, 2014
Minutes**

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

Members Absent: Frank Giebutowski, Harold Parker, Members (all excused).

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

Chairman MacDonald opened the meeting at 6:02 PM at the Wolfeboro Inn Ballroom.

I. Consideration of Minutes

April 22, 2014

Corrections:

Page 2, 4th paragraph; strike "\$750,000" & replace with "\$700,000" and strike "650,000" & replace with "\$625,000"

Page 3, 11th paragraph; to read as follows; "Bob Moholland recommended carrying over unexpended funds to the following year for snow plowing."

It was moved by John Burt and seconded by Bob Moholland to approve the April 22, 2014 Wolfeboro Budget Committee minutes as amended. All members voted in favor. The motion passed.

II. Discussion Items

A. Library Building Committee Presentation

Cindy Scott, Library Director, stated the decision has been made to renovate and expand the existing building by 50% (currently the library is 10,500 SF and the proposal is to increase it by 5,000 SF); noting the building would be renovated in such a way that the library would be usable for the next 25 years. She noted the following issues with the existing building; mechanical, electrical, masonry and snow load. She stated the noise issue is their number one complaint in addition to the parking structure and noted the intent is to separate the children and adult areas.

Mike Hodder, Library Trustee, stated the request in the CIP is \$7.2 million (place holder figure) however, it is anticipated hard numbers will be received by September.

John Burt questioned the direction the building would be expanded.

Cindy Scott stated the building would expand towards the street. She reviewed statistics as to how the library is being used, their trend and national trend. She stated there has been a dramatic increase in in-person visits and those people staying all day. She stated their book circulation has decreased however, despite such the library circulated 63,000 books last year. She stated the current library stacks are in violation and noted the library currently has a storage container however, books are damaged from the heat and sun. She stated there is no work

space for staff and volunteers and the demand for programs has increased. She stated the Friends of Library have given \$20,000+ towards technology upgrades.

John Burt asked how many hours the library is open.

Cindy Scott replied 57 hours. She stated the library is open six days/week.

John MacDonald asked if there would be a full foundation for the new section.

Cindy Scott replied no. She stated a slab foundation is proposed; noting a sewer line runs underneath the building.

John MacDonald questioned the timeline for construction.

Cindy Scott replied 2017.

Bob Tougher verified the Friends of Library would be participating in fundraising for the project.

B. Review/Approve 2014-2015 Budget Review Meeting Schedule

John MacDonald requested the following changes; revise agenda of 12/18 to include warrant article review, revise 1/8/15 to reflect an open date and include an additional meeting designated as an open date.

John MacDonald requested the agencies submit their mission statement and statistics relative to their budget request

John Burt stated the agencies should provide proof of their nonprofit status. He stated the Committee has never seen financial statements from the Chamber of Commerce and the Chamber of Commerce's EDC. He stated there is no need for the information that is currently being provided.

Dave Owen stated the information provided is what is requested by the BOS from the agencies and is forwarded to the Budget Committee.

Brian Black stated most of the questions by the Committee include the number of Wolfeboro residents served by the program and comparison of their request to Wolfeboro versus budget requests to other towns.

Matt Krause stated the package submitted by the agencies is not consistent or uniform.

C. Current Status of 2014 Budget & Expenditure Reports

Pete Chamberlain stated the budgets should be 50% expended at this time and noted the following year to date expenditures; Water Fund 43%, Electric Fund 48%, General Fund 46%, Sewer Fund 68% and Pop Whalen Fund 51%. Referencing the Welfare budget, he stated the budget is \$19,000 less expended at the end of June from last year.

John Burt stated the overall Sewer Fund is in bad shape; noting the transfer covers the capital cost of the sewer costs. He stated if a transfer is not made then it exacerbates the status of the sewer debt; noting such should be a policy decision.

Dave Owen stated it has not been decided whether a transfer will be made. He stated the Town received a judgment of \$15 million in addition to \$2 million for legal fees however, it is not known when the Town will receive the funds. He stated if the Town receives the money, the Sewer Fund can be made whole.

John Burt stated the cost has already been incurred; noting the Town needs a permittable system that meets the Town's needs. He stated withholding the transfer should not be a consideration.

Bob Moholland asked the status of the settlement payment; noting he had received information that Wright-Pierce only had a \$3 million policy.

Dave Owen stated the BOS are in confidential discussions with Wright-Pierce.

John MacDonald asked when raises are given to employees.

Dave Owen stated employees receive step increases through the negotiation process with the unions. He stated the nonunion employees have not received step increases in years and the nonunion employees receive the amount voted on by the BOS. He stated a new pay scale is being instituted with the Police Department.

John MacDonald asked if an employee receives a step increase if that employee does not join the union.

Dave Owen stated he assumes the employee would receive the increase. He stated there is no longer an automatic step increase. He informed the Committee that Carry Beach does not have lifeguards due to the significant increase in costs for certification through American Red Cross. He stated the issue needs to be addressed; noting the Town may have to pay a portion of the fee.

Referencing the Police Department budget, John MacDonald questioned the status of the dog.

Dave Owen stated the overtime issue will be addressed prior to getting the new dog.

Bob Tougher stated \$70,000 needs to be raised for a new dog.

Pete Chamberlain stated the COPS Grant is done on 8/31/14; noting the remainder of the year was budgeted in the 2014 budget.

John MacDonald questioned the accounting of the COPS Grant.

Pete Chamberlain stated the grant is credited directly against the General Fund and transferred to a separate grant fund. He stated it is paid out of the General Fund and the expense is shown in the grant fund. He stated for every dollar spent on the grant, there is an offset in revenue.

III. Town Manager Report

Dave Owen reported the BOS approved the 2015 Budget Guidelines on 7/16/14; noting the BOS is requesting level funded budgets with the exception of contractual, legal and salary requirements. He stated the Town Offices will be closed the week of 7/28/14 and will reopen on 8/4/14. He stated

the contracts are being finalized; noting a one year completion date is anticipated for the renovations.

Bob Tougher stated there were a large amount of tax abatements; noting such affects the tax rate.

John MacDonald questioned the status of the proposed alzheimer facility.

Dave Senecal stated the applicant received ZBA approval; noting a 30-day appeal period follows the approval. He stated the applicant has to submit an application to the Planning Board.

Bob Moholland verified the BOS could appeal the decision.

Bob Tougher stated the project figures have been adjusted for the lodge at Abenaki; \$600,000 (Friends of Abenaki \$350,000 and Town \$250,000). He stated \$100,000 has already been raised for the project. He stated Abenaki had 7100 visitors during the 2013-2014 season. He stated the sprinkler system issue remains unresolved.

Brian Black questioned the traffic cone in the parking space outside the post office.

Dave Owen stated the Post Office requested the parking space be eliminated due to the turning radius of the mail delivery trucks.

Brian Black asked if the Post Office received special permission from the BOS and asked what has changed to allow such since the parking space has been there for years.

Dave Senecal stated the Board agreed to it on a trial basis and noted the sidewalks are wider.

Bob Tougher questioned the logging on Beach Pond Road.

Dave Owen stated the Town logged their property in compliance with a Forest Management Plan. He informed the Committee the Code Enforcement Officer position is vacant and applications are being accepted.

IV. Other Business

None.

V. Public Comment

None.

It was moved by John Burt and seconded by Bob Tougher to adjourn the July 17, 2014 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 7:32 PM.

Respectfully Submitted,

Lee Ann Keathley

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