

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
November 12, 2015
Minutes**

Members Present: John MacDonald, Chairman, Frank Giebutowski, Vice-Chairman, Luke Freudenberg, Selectmen's Representative, Harold Parker, Brian Black, Steve Johnson, Bob Tougher, Robert Moholland, John Burt, Matt Krause, Members.

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Ethan Hipple, Director of Parks and Recreation, Amy Muccio, Welfare Director, Rob Houseman, Director of Planning and Development, Lee Ann Keathley, Secretary.

Others Present: Kathy Barnard, Chairman, Milfoil Control Committee, Todd Hayward, Granite Hill Municipal Services.

Chairman MacDonald called the meeting to order at 6:03 PM at the Wolfeboro Public Library.

WELFARE

Amy Muccio noted an increase from the Food Pantry because the clients are required to use the Food Pantry rather than being provided a food voucher.

John MacDonald questioned the increase in utilities.

Amy Muccio stated such requires more funding and noted that she uses donations from the Lions Club and Salvation Army prior to using municipal funds.

John MacDonald asked if the Town's welfare department communicates with Tri-County CAP.

Amy Muccio replied yes.

PARKS AND RECREATION

Referencing the funding request for additional staff hours to clean the Abenaki building, John MacDonald questioned the square footage of the building.

Ethan Hipple replied 2400 SF; noting facility is open December - April.

Harold Parker asked if the organization renting the facility pays for the cleaning.

Ethan Hipple stated he is proposing cleaning for 10 Town sponsored events during the summer months; noting a use policy has not been developed.

John MacDonald asked who cleans Pop Whalen.

Ethan Hipple replied staff; noting such is the same policy for Abenaki.

It was moved by John MacDonald and seconded by Harold Parker to decrease 01-45204-380 Outside Services to \$6,000.

Discussion of the motion:

Ethan Hipple stated the Budget Committee already removed the funds from outside services.

John MacDonald withdrew his motion. Harold Parker withdrew his second.

HOCKEY

No changes.

PROGRAMS

Bob Tougher questioned electricity and whether enough funding has been appropriated because the line item has been over expended the last two years.

Dave Owen stated the 2016 funding request was level funded.

It was moved by John Burt and seconded by Bob Tougher to increase 01-45206-410 Electricity from \$1,319 to \$2,000. All members voted in favor. The motion passed.

It was moved by John Burt and seconded by Bob Tougher to increase 01-45206-412 Playgrounds-Water from \$340 to \$750. All members voted in favor. The motion passed.

COMMUNITY CENTER

No changes.

CLARK HOUSE

No changes.

POP WHALEN

Frank Giebutowski questioned the revenue plan for 2016.

Ethan Hipple replied 8-10% margin on expenses; noting he submitted a revenue plan for the BOS in August.

Frank Giebutowski asked if there is an increase in usage.

Ethan Hipple replied yes, for non-town usage and dashboard advertisements.

Bob Tougher reviewed the 2014 audit for the facility; noting Pop Whalen lost \$9,762 in 2014.

Dave Owen stated such is due to depreciation expenses.

Frank Giebutowski verified the cash flow is in the positive.

Regarding Administrative Cost Allocation, Pete Chamberlain stated such gains \$2,768 back to the General Fund because of the way the allocation formula is constructed.

Frank Giebutowski stated the cost for the use of the building should be allocated and demonstrated as a revenue to the Enterprise Fund. He questioned the legal issues related to such.

Pete Chamberlain stated the costs associated with the use of the building for administrative offices needs to be determined.

John MacDonald verified heat, oil and electricity comes out of the Pop Whalen budget.

Dave Owen stated Administrative Cost Allocation is funds from the Enterprise Fund to the General Fund to address the Town Manager, Finance Director and Director of Parks and Recreation's time.

Pete Chamberlain noted that 10% of the Administrative Cost Allocation is administration salaries and benefits of Pop Whalen.

Bob Tougher stated the figure for such needs to be revised to reflect the increase in part-time wages.

Frank Giebutowski stated he believes the Enterprise Funds should receive the benefit of the services.

John MacDonald verified the Municipal Electric Department pays for the use of their building.

Bob Tougher questioned maintenance supplies; noting the funding request reflects less than what has been expended.

Pete Chamberlain stated the five year average is \$2,075.

It was moved by John Burt and seconded by Bob Tougher to increase 05-45890-630 Maintenance Supplies from \$2,648 to \$3,500. Bob Tougher, John Burt, Matt Krause, Brian Black, Harold Parker, Frank Giebutowski voted in favor. Steve Johnson, Bob Moholland, John MacDonald opposed. The motion passed.

John Burt noted propane has been under expended the last two years.

It was moved by John Burt and seconded by Harold Parker to decrease 05-45890-638 Propane from \$2,700 to 2,500. All members voted in favor. The motion passed.

CEMETERIES

No changes.

PARKS AND RECREATION CAPITAL OUTLAY

01-49616-738 Abenaki/Pop Whalen Overflow Parking; \$32,498

Ethan Hipple stated the funding request includes paving the overflow parking lot; noting such would add an additional 48 parking spaces. He stated that currently satellite parking and shuttle services are needed for tournaments held at Pop Whalen. He stated the BOS requested the funding request be split between the General Fund and Enterprise Fund because the proposal would benefit both Abenaki and Pop Whalen; noting a total cost of \$64,996 for the project.

Bob Tougher questioned the number of cars that have needed to be shuttled.

Ethan Hipple replied 20 vehicles.

Dave Owen noted a fund balance of \$25,000 to the positive.

Bob Tougher questioned where the funding would come from and expressed concern regarding such.

Dave Owen stated the rates would have to be raised next year; noting the fund balance may have to go into a deficit for one year.

John MacDonald asked if the project could be put off for one year and expressed concern regarding the continued costs of expansion.

The Committee discussed recruiting volunteers to assist with the project.

Ethan Hipple stated regardless of volunteer involvement, an engineered plan of the parking lot would be required. He stated the project has direct impact on the ability to create revenue therefore, it would be beneficial to complete the project sooner rather than later.

Brian Black asked if there are issues with regard to wetlands on site.

Ethan Hipple replied no. He stated the Town has an existing approved wetlands permit that permits the construction of the parking lot; noting there is no direct impact to prime wetlands or Town setbacks.

It was moved by John MacDonald and seconded by Bob Tougher to decrease 01-49616-738 Abenaki/Pop Whalen Overflow Parking from \$32,498 to \$0 and decrease 05-49616-738 from \$32,498 to \$0. All members voted in favor. The motion passed.

01-49616-730 Foss Field Shed; \$7,624

Ethan Hipple stated the funding request replaces an existing shed that has mold and rot issues. He stated the proposal includes a 12'x16' prefabricated shed that is constructed off site and installed; noting there is no foundation and is movable. He stated the shed would include storage for the tennis, soccer, pickle ball and movies in the park programs and \$1,000 of the cost includes relocating the electric service. He stated a second storage shed is located at the basketball courts and serves as storage for the day camp program.

Bob Tougher asked if the shed at the basketball courts could be moved to the tennis courts.

Ethan Hipple replied no, the shed is 6'x8' and is not large enough for the equipment for the other programs.

01-49616-732 Foss Field Replacement Building; \$8,700

Ethan Hipple stated the department is currently paying for a portable toilet and hand washing station at the site. He stated the building would replace the building that was torn down in 2009 that was in disrepair and encroaching onto the abutting property. He noted a capital reserve account for the replacement of the building currently has a balance of \$101,000. He stated the funding request in the amount of \$8,700 is for engineering services for the replacement building.

Bob Tougher questioned whether funds from the capital reserve account could be used engineering.

Ethan Hipple replied yes.

It was moved by Bob Tougher and seconded by Harold Parker to decrease 01-49616-732 Foss Field Replacement Building from \$8,700 to \$0. All members voted in favor. The motion passed.

01-49616-731 Pave Maintenance Building Parking Lot; \$10,984

Ethan Hipple stated in 2014 the Budget Committee requested this item be put off one year.

05-49616-738 Pop Whalen Ceiling Tiles/Floor Mats; \$9,400

Ethan Hipple stated the BOS zeroed out this capital outlay request in exchange for maintaining the request for the Abenaki/Pop Whalen Overflow Parking. He requested the Budget Committee reinstate the funding for the Pop Whalen Ceiling Tiles/Floor Mats since the Committee zeroed out the Abenaki/Pop Whalen Overflow Parking funding request. He stated the 2015/2016 rates include the cost associated with the ceiling tiles and floor mats.

Dave Owen stated Mr. Hipple volunteered to delete this request in order to get his #1 priority request (Abenaki/Pop Whalen Overflow Parking). He stated Mr. Hipple has requested reinstatement of the funding because the Budget Committee zeroed out the parking lot request. He stated the funding request for the ceiling tiles and floor mats have been incorporated into the rates.

Brian Black questioned the age of the floor mats.

Ethan Hipple replied 15 years.

It was moved by Brian Black and seconded by Frank Giebutowski to increase 05-49616-738 Pop Whalen Ceiling Tiles/Floor Mats from \$0 to \$9,400.

Discussion of the motion:

Frank Giebutowski stated the request is a reasonable expense.

Dave Owen stated the \$9,400 is coming from the Enterprise Fund therefore, there is no impact to the tax rate and is included in the 2016 rates.

It was moved by Brian Black and seconded by Frank Giebutowski to increase 05-49616-738 Pop Whalen Ceiling Tiles/Floor Mats from \$0 to \$9,400. All members voted in favor. The motion passed.

GENERAL GOVERNMENT

TOWN CLERK

Tabled to November 19, 2015.

TAX COLLECTOR

Tabled to November 19, 2015.

EXECUTIVE

Kathy Barnard, Chairman, Milfoil Control Committee, noted the Committee is requesting \$33,835; noting the Committee works with the Town of Tuftonboro to maintain the boat used for milfoil control. She stated expects at least a 25% grant for hand pulling and chemical treatment; noting the Committee received 25% in 2015 and 40% in 2014. She stated Moultonborough has formed its own committee.

Brian Black questioned the status of milfoil in Back Bay.

Kathy Barnard stated she feels the milfoil has been controlled; noting a chemical treatment was done due to regrowth.

Brian Black asked how the program is funded with Tuftonboro.

Kathy Barnard replied 50/50.

Dave Owen noted Wolfeforo and Tuftonboro is a joint board and each town pays an assessment in the amount of \$600.

John MacDonald questioned the locations in Tuftonboro that are treated.

Dave Owen replied Winter Harbor, the Basin and Town Docks.

The remaining Executive budget has been tabled to November 19, 2015.

MISCELLANEOUS OPERATING EXPENSES

Tabled to November 19, 2015.

ASSESSING

Todd Hayward, Granite Hill Municipal Services, stated the funding request has decreased due to the revaluation last year.

Bob Tougher questioned the increase in abatement processing.

Dave Owen stated that due to the revaluation more abatements are anticipated.

Todd Hayward noted that abatements occur after the tax bills are distributed and through March 2016; noting he anticipates approximately 150 abatements.

John Burt questioned cyclical data collect.

Todd Hayward stated Wolfeboro is on a cyclical data reciprocation; noting 25% of the properties are visited annually and the fifth year the statistics are changed.

Bob Moholland questioned the under expenditure of other purchase services.

Todd Haywood stated such is difficult to predict the need for services; noting the funding was implemented two years ago.

Dave Owen stated such was funded because of circumstances/court case that had occurred.

FINANCE

Tabled to November 19, 2015.

TECHNOLOGY GENERAL FUND

Tabled to November 19, 2015.

TOWN MANAGER

Tabled to November 19, 2015.

PLANNING AND DEVELOPMENT

PLANNING

No changes.

PLANNING BOARD

Bob Tougher questioned the \$10,000 increase in outside services.

Rob Houseman stated the Master Plan is ten years old and in its redevelopment cycle; noting the Master Plan is the foundation of the CIP and Zoning Ordinance. He stated \$33,000 was allocated for the prior Master Plan update however; the Planning Board intends to work off the existing Master Plan. He stated the request represents funding a survey conducted by UNH.

ZONING

No changes.

CODE OFFICER

John MacDonald asked if such is a union position.

Rob Houseman stated the position is salary exempt.

John Burt questioned the under expenditure of advertising.

Rob Houseman stated the department provides an outreach program annually to local businesses however; such was not implemented in 2015 because Corey Ryder was newly employed at the time. He stated the funding request in the amount of \$250 is adequate.

BREWSTER BUILDING

Rob Houseman stated he has proposed a new position of custodian to work 3 hours/day, five days/week. He stated the custodian would address quarterly maintenance issues (heating), snow removal, clock winding, public restrooms and the Great Hall.

Dave Owen noted the custodian would work part time days in addition to contract services in the evening.

Rob Houseman stated the issues need to be flushed out however; funds need to be appropriated to address the issues.

Frank Giebutowski asked if there is a fee schedule for the Great Hall.

Rob Houseman replied yes, except for boards and commissions.

Revisit Items

- **Parks & Recreation, Beaches, 01-45203-830; review as to whether an order for supplies has been placed**

Ethan Hipple stated two expenses, in the amount of \$990, were misclassified. He noted the Budget Committee reduced the line item from \$3,500 to \$2,000 however, due to the misclassification of expended funds, requested the line item be increased by \$500.

It was moved by Bob Tougher and seconded by Brian Black to increase 01-45203-830 Programs from \$2,000 to \$2,500. All members voted in favor. The motion passed.

- **Railroad Station Playground; confirm playground is open to the public, except during Nursery School hours, and signage reflects such**

Ethan Hipple confirmed the playground is open to the public outside of the Nursery School's hours of operation. He agreed that the Nursery School's sign regarding usage of the playground is misleading.

Bob Moholland stated the gate at the playground is locked.

Ethan Hipple stated there should not be a lock on the gate and would look into such.

It was moved by Frank Giebutowski and seconded by Bob Moholland to adjourn the November 12, 2015 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:51 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

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