

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
November 19, 2015
Minutes**

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

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

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

Others Present: Brenda LaPointe, Tax Collector, Stu Chase, Police Chief, Dean Rondeau, Captain, Wolfeboro Police Department.

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

GENERAL GOVERNMENT

TOWN CLERK

Rescheduled, date to be determined.

EXECUTIVE

John MacDonald questioned the increase to part-time positions, specifically the Chamber of Commerce Information Center staff.

Dave Owen stated the Chamber of Commerce requested an increase to such and the BOS felt the request was warranted.

Bob Tougher stated the Chamber of Commerce provided financials last year but, not this year and noted the Chamber of Commerce also receives \$6,000 from the Town's Economic Development budget. He stated the Chamber of Commerce is the only nonprofit agency that does not provide financial information to the Town.

It was moved by John Burt and seconded by Bob Tougher to decrease 01-41301-117 Part-time Positions from \$10,778 to \$7,000.

Discussion of the motion:

Bob Tougher stated \$7,000 is less than what was approved last year. He stated he agrees with providing staff a raise however, feels that a 34% increase is unreasonable. He stated he is inclined to provide a 5% raise.

John MacDonald asked if the Chamber of Commerce pays rent and how much.

Dave Owen replied yes, \$200-300/month only for their portion.

John MacDonald asked if the nursery school pays rent.

Dave Owen stated the nursery school pays the Chamber of Commerce directly.

Frank Giebutowski asked John Burt if he would be willing to amend his motion to \$8,500.

John Burt replied no, because the Chamber of Commerce hasn't provided any backup information or justification for the request.

It was moved by John Burt and seconded by Bob Tougher to decrease 01-41301-117 Part-time Positions from \$10,778 to \$7,000. John Burt voted in favor. Frank Giebutowski, John MacDonald, Steve Johnson, Matt Krause, Bob Tougher opposed. The motion failed.

It was moved by Frank Giebutowski and seconded by Bob Tougher to decrease 01-41301-117 Part-time Positions from \$10,778 to \$8,500.

Discussion of the motion:

John Burt questioned the basis of the motion.

Bob Tougher stated the Chamber of Commerce's letter requested additional staff hours at the Information Center.

Frank Giebutowski stated the Town should identify whether it wants to have an Information Center.

It was moved by Frank Giebutowski and seconded by Bob Tougher to decrease 01-41301-117 Part-time Positions from \$10,778 to \$8,500. Frank Giebutowski, Matt Krause, Bob Tougher voted in favor. John Burt, John MacDonald, Steve Johnson opposed. The motion passed.

Frank Giebutowski asked if the rent for Dockside and the Railroad Station covers the actual costs associated with the buildings.

Dave Owen stated the Town spent \$100,000 renovating the Railroad Station several years ago and is not recouping the costs. He stated the Town provides some maintenance and support for the building and noted the Chamber of Commerce pays for water and sewer.

MISCELLANEOUS OPERATING EXPENSES

John MacDonald confirmed the use/purpose of the account and noted an under expenditure of such.

It was moved by John MacDonald and seconded by Steve Johnson to decrease Miscellaneous Operating Expenses, 800 Series, from \$5,000 to \$4,000. All members voted in favor. The motion passed.

FINANCE

John Burt questioned outside services; noting there has been no expenditures for two years.

Pete Chamberlain stated he hasn't received an invoice for the Benefit Renewal Program and believes the cost is being absorbed in a different line item.

It was moved by John Burt and seconded by Bob Tougher to decrease 01-41501-380 Outside Services from \$750 to \$0. All members voted in favor. The motion passed.

TECHNOLOGY GENERAL FUND

Pete Chamberlain noted a \$3,000 increase in outside services; stating such is associated with website hosting (total cost of \$6,000 to be reflected over a two year period). He stated the website platform will be easier to access by staff and the public. He stated the line item also reflects an increase due to an upgrade to the Police Department's file server.

Dave Owen stated the platform will be accessible by all electronic devices. He noted the budget would reflect a decrease of \$40,000 next year associated with Town website upgrades.

TOWN MANAGER

Dave Owen stated the budget includes his buyout and leave time and noted the health insurance line includes a School Care 65+ policy; noting such is a supplemental policy.

Frank Giebutowski asked how long the supplemental insurance policy is offered.

Dave Owen replied 10 years per the separation agreement.

Frank Giebutowski asked if there is a policy regarding accumulation of leave time.

Dave Owen replied yes, noting a maximum of 350 hours can be accumulated.

John MacDonald questioned the salary for the Town Manager position (replacement).

Dave Owen stated such is to be determined and noted the job posting states \$90,000-\$100,000.

John Burt questioned office supplies; noting such has been under expended for two years.

Pete Chamberlain stated the five year average is \$454.

It was moved by John Burt and seconded by Steve Johnson to decrease 01-41302-620 Office Supplies from \$750 to \$500. All members voted in favor. The motion passed.

TAX COLLECTOR

Brenda LaPointe noted an increase in health insurance due to one staff going from a one person to a two person plan.

Frank Giebutowski questioned outside services; noting such has been under expended for two years.

Brenda LaPointe stated such is associated with independent mortgage research and lien services; noting expenses for the latter have decreased. She agreed to reduce such.

Pete Chamberlain noted the five year average as \$4,100.

It was moved by Frank Giebutowski and seconded by Steve Johnson to decrease 01-41504-380 Outside Services from \$6,100 to \$5,500. All members voted in favor. The motion passed.

Frank Giebutowski asked if the meter reader projects have been completed.

Brenda LaPointe stated the water meter reader project has been completed however; the electric project has recently started.

Bob Tougher questioned the monthly billing for utilities.

Brenda LaPointe stated there are less delinquencies and the number of leaks has been reduced.

John MacDonald asked how the department is reimbursed for the billing of water, sewer and electric.

Dave Owen stated such is included in the administrative cost allocation.

POLICE DEPARTMENT

Stu Chase read a narrative he prepared for the Committee, see attached. Referencing vehicle maintenance, he noted an error in the budget; stating he requested level funding of such (\$7,000) however; the BOS approved budget reflects an amount of \$7,579.

It was moved by Steve Johnson and seconded by Bob Tougher to decrease 01-42100-430 Vehicle Maintenance from \$7,579 to \$7,000. All members voted in favor. The motion passed.

Referencing the prosecutor expenditures, John MacDonald questioned the amount of bar association fees.

Stu Chase replied \$225.

John MacDonald asked if such is included in the bar license.

Stu Chase replied no.

John MacDonald questioned the purchase of body armor.

Stu Chase stated body armor is replaced every five years; noting the purchase of such for each officer is on a rotating basis.

John Burt questioned the number of vehicles for the department.

Stu Chase replied 10.

John MacDonald questioned the amount allotted for uniform allowance.

Stu Chase replied \$600/year and noted the officers are required to submit a requisition for approval by the Chief, Town Manager and Finance Director.

Steve Johnson questioned the increase in machinery and equipment.

Stu Chase replied such reflects the cost to set up the new vehicles; noting the canine officer's vehicle is being outfitted through private donations.

Bob Tougher questioned the annual mileage of the vehicles.

Stu Chase replied 18,000.

John MacDonald asked if the Chief's vehicle could be used to trailer equipment; noting the Parks and Recreation Department is in need of a vehicle to trailer equipment during the summer months to perform such jobs as mowing the cemeteries.

Stu Chase replied yes, noting \$4,800 of body work is required on the vehicle. He recommended speaking to Ed Wilder, Chief Mechanic, regarding the vehicle.

John MacDonald requested the Town Manager contact Ed Wilder regarding the Police Chief's vehicle and the necessary repairs to such in order to determine whether the vehicle should be provided to the Parks and Recreation Department.

COMMUNICATIONS

Stu Chase read a narrative he prepared for the Committee, see attached.

John Burt questioned expenditures in advertising for the last five years.

Pete Chamberlain noted the following expenses; \$175 in 2011 and 2012 and \$0 in 2013 and 2014.

ANIMAL CONTROL

Frank Giebutowski questioned the over expenditure of travel and meetings.

Stu Chase stated the Animal Control Officer failed to submit expenditures in the final quarter of 2014 therefore, the expenditures were taken from the 2015 budget; noting an over expenditure of \$300 for 2015.

Other Business

- **Health and Dental Insurance Benefits**

Pete Chamberlain submitted and reviewed the recalculated figures for health insurance costs (specifically 210 series) and dental insurance costs (specifically 219 series). He noted a decrease in health insurance of \$42,340 and a decrease in dental insurance of 3,279.

It was moved by John Burt and seconded by Bob Tougher to decrease the total health insurance line items (210) in the amount of \$42,340 and decrease the total dental insurance line items (219) in the amount of \$3,279 according to the figures provided by the Finance Director. All members voted in favor. The motion passed.

- **Electric Budget**

Dave Owen stated there would be an increase in the Electric Department's budget that reflects a change in employment of the linemen. He stated that beginning January 2016, the linemen will be employed by the Town of Wolfeboro; noting the Town will now be providing health insurance benefits to those employees to be paid by the Electric Fund. He noted an overall decrease because the Town will no longer be paying a contract fee to NH Electric Coop.

- **Parks and Recreation Funding Request**

Bob Tougher stated the Parks and Recreation Department, via the Public Restroom Committee, will be submitting a request for three portable toilets (2 located at Dockside, one of which will be ADA accessible, and one located at Albee Beach).

Dave Owen stated the amount of the funding request is \$2500.

- **Parks & Recreation Enterprise Fund**

John Burt stated Ski and Skate has increased by 600% from 2013-2016 and questioned whether such should be an Enterprise Fund.

John MacDonald asked Mr. Burt whether the Enterprise Fund would be separate from or combined with the Pop Whalen Enterprise Fund.

John Burt stated he didn't know and thought it should be considered.

Bob Tougher stated revenue at Abenaki has increased considerably (revenue covering 38% at Abenaki) and feels that Ski and Skate could be one enterprise fund. He stated there is room to increase the rates at Abenaki without being unreasonable. He stated Pop Whalen is being run with a \$5,000 profit; noting he is uncomfortable with such.

Frank Giebutowski stated that if the two were combined then there is a situation where one covers its costs and the other doesn't.

Dave Owen stated Abenaki would require substantial funding from the General Fund.

John Burt stated the Town currently funds the ice rink through the purchase of ice time.

- **Miscellaneous**

John Burt stated the cost for a custodian at Town Hall was never considered or presented in the economic analysis. He stated he is surprised that the cost of the electric is level funded given the change in the heat source. He stated propane usage was not included in the Parks and Recreation Maintenance Building project analysis; noting a full picture of the operating costs are not being presented.

Frank Giebutowski stated that such was the basis for the implementation of the cost analysis benefit for projects; noting previous decisions were made without knowing the total project cost for the life of the asset. The implementation of the analysis will require post audits on projects.

- **Abenaki Opening**

Dave Owen stated a soft opening/donor event for Abenaki is scheduled for 12/19/15 at 4PM. He stated the official grand opening is scheduled for 12/26/15 at 12PM.

Consideration of Minutes

November 9, 2015

November 12, 2015

It was moved by Frank Giebutowski and seconded by Bob Tougher to approve the November 9 and 12, 2015 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

It was moved by John Burt and seconded by Bob Tougher to adjourn the November 19, 2015 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 7:51 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

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

2016 BUDGET OVERVIEW(S)

POLICE DEPARTMENT:

2016 WILL MARK THE SECOND YEAR OF A TWO-YEAR PACT BETWEEN THE TOWN AND THE MEMBERS OF THE NEW ENGLAND POLICE BENEVOLENT ASSOCIATION (NEPBA).

THE NEBPA MEMBERSHIP INCLUDES THE THREE SERGEANTS AND EIGHT PATROL OFFICERS IN THE POLICE DEPARTMENT AND THE FIVE FULL TIME MEMBERS OF WOLFEBORO CENTRAL DISPATCH.

THE NEGOTIATED PACKAGE INCLUDES A 1% COLA AND MERIT-BASED, STEP RAISES WITHIN THE ESTABLISHED PAY MATRIX. THERE IS ALSO AN INCREASE IN SHIFT DIFFERENTIAL PAY THAT IS DESCRIBED IN THE NARRATIVE FOR THAT LINE ITEM.

AS THE BUDGET COMMITTEE KNOWS, COMPENSATION FOR THE CHIEF AND CAPTAIN IS DETERMINED BY THE WOLFEBORO POLICE COMMISSION.

FOR 2016, THE POLICE COMMISSION HAS GRANTED A 3% COLA AND 3 PAID HOLIDAYS (FOR A TOTAL OF 6 PAID HOLIDAYS) TO THE CHIEF AND CAPTAIN.

THE POLICE COMMISSION OPTED FOR A 2.5% COLA FOR NON-UNION, NON-MANAGEMENT STAFF AND THAT ADJUSTMENT APPEARS IN THE BUDGET NARRATIVES.

THERE ARE 38 LINE ITEMS IN THE 2016 BUDGET PROPOSAL FOR THE POLICE DEPARTMENT; 16 ARE NON-DISCRETIONARY AND INCLUDE, BUT ARE NOT LIMITED TO, THE 100-200 SERIES, WHICH WE KNOW HAVE A SIGNIFICANT IMPACT ON THE "BOTTOM LINE" EACH YEAR.

*OF THE 22 DISCRETIONARY LINES:

*15 PROPOSALS FOR 2016 HAVE LEVEL-FUNDED REQUESTS.

*4 DISCRETIONARY LINES HAVE LOWER REQUESTS THAN THE 2015 APPROPRIATION AND INCLUDE:

42100-635: GASOLINE & OIL:	17% LESS
42100-690: K9 UNIT:	100% LESS
42100-750: FURNITURE & FIXTURES:	50% LESS
42100-820: PROFESSIONAL DEV.	26% LESS

CONVERSELY, THREE DISCRETIONARY LINES ARE HIGHER: 680, 740 AND 760.

42100-680 (SAFETY EQUIPMENT) OTHERWISE LEVEL-FUNDED, HAS A REQUEST TO REPLACE BODY ARMOR FOR THREE OFFICERS @ \$800 EACH. WE WILL BE REIMBURSED \$1,200.00 OF THAT \$2,400 AMOUNT THROUGH FEDERAL GRANTS.

LINES 42100-740 AND 42100-760 REFLECT THE PRICE OF LEASING NEW VEHICLES AND THE COST OF OUTFITTING AND TRANSERRING EQUIPMENT INTO NEW UNITS. NARRATIVES ARE PROVIDED FOR EACH LINE.

WE WELCOME YOUR QUESTION AND COMMENTS.....

ANIMAL CONTROL
2016 BUDGET REQUESTS
BUDGET COMMITTEE HEARING
NOVEMBER 19, 2015

THERE ARE FEW CHANGES IN THE 2016 PROPOSAL FOR ANIMAL CONTROL.

OF THE TOTAL LINE ITEMS, FIVE ARE DISCRETIONARY. TWO OF THE FIVE HAVE LEVEL-FUNDED REQUESTS (MEDICAL SERVICES 44140-350) AND OUTSIDE SERVICES (44140-380).

TWO HAVE REDUCED REQUESTS (SAFETY EQUIPMENT 44140-680 – 12% LESS THAN 2015) AND (PROFESSIONAL DEVELOPMENT 44140-820 – 24% LESS THAN 2015).

THE TRAVEL & MEETINGS LINE (44140-810) HAS BEEN ADJUSTED UP TO REFLECT ACTUAL MILEAGE REIMBURSEMENTS. LATE SUBMISSION OF REIMBURSEMENT REQUESTS BY THE ACO HAD THROWN OFF THE PROJECTED COST FOR THE YEAR. THAT OMISSION HAS BEEN CORRECTED AND A VIABLE ESTIMATE IS PROFERRED.

EARL CLOUGH CONTINUES TO SERVE AS OUR ANIMAL CONTROL OFFICER. THROUGH MID-OCTOBER HE HAS HANDLED 364 CALLS.

THE LAKES REGION HUMANE SOCIETY REMAINS OUR SHELTER PROVIDERS. THE AGREEMENT HASN'T CHANGED IN THE LAST SEVERAL YEARS. THEY

PROVIDE AN INVALUABLE SERVICE AND WE ARE APPRECIATIVE OF THIS
PARTNERSHIP.