

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
November 9, 2015
Minutes**

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

Member Absent: Harold Parker, Member (excused).

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Ethan Hipple, Director of Parks and Recreation, Lee Ann Keathley, Secretary.

Chairman MacDonald called the meeting to order at 6:01 PM at the Wolfeboro Public Library.

Dave Owen stated he expects to receive the final health insurance rates this week and anticipates a decrease from 13% to 6.5%.

CONSERVATION

Referencing the mowing at Goodwins Basin, Frank Giebutowski asked if such is done by the Town.

Dan Coons replied no, it is subcontracted to Jim Bean.

Frank Giebutowski asked if another department in the Town could mow the property.

Dan Coons stated the Parks and Recreation staff is fully extended.

Ethan Hipple stated the property is very wet and his department does not have the proper equipment to mow the property.

Referencing invasive species management, John MacDonald questioned whether such is related to the milfoil eradication efforts in Back Bay.

Dan Coons replied no, the invasive species are terrestrial; noting such includes Burning Bush, Japanese Barberry and Bittersweet at Front Bay Park.

Dave Owen stated milfoil relates to invasive species in the water.

Dan Coons stated trail improvements to the summit of Whiteface Mountain have been completed and the Commission is currently investigating a potential acquisition of property (200 acres) owned by the Fernald family on Routes 28 and Tibbetts Hill Road.

John MacDonald asked if the purchase would be funded next year.

Dan Coons replied no, the funds would come out of the Commission's land fund and would not be a budget item.

PARKS AND RECREATION

PATRIOTIC PURPOSES

Jim Collins stated the funding request represents a decrease in the amount of \$855; noting such is due to a difference in the purchase cost for the flags. He stated he was informed the quality of the flags have improved therefore, he is purchasing the flags from Senator Gunter's office. He stated the funding request includes 3 replacement flags per pole for the year.

ADMINISTRATION

Bob Moholland stated he is upset that the sign at the Railroad Station playground states that it is open from 9 AM-12 PM Monday-Friday. He stated it was agreed that the playground would be open to the public and not be exclusive to the nursery school.

Ethan Hipple stated the agreement between the Town and the nursery school includes that the playground is open to the public except for when the nursery school is in session. He stated he would review such.

Frank Giebutowski questioned the increase to part-time wages.

Dave Owen stated the department is seeking to increase the hours of the administrative assistant; noting current staff works 25 hours per week and the request included increasing the hours from 25 to 40. He stated he is strongly opposed to such due to an increase in health insurance benefits. He stated he and Mr. Hipple agreed to hire a second part time administrative assistant.

Ethan Hipple stated he provided the cost benefit analysis for the position; noting there is an increase in cash flow, phone calls, registration, season pass sales, etc. for the department. He stated staff and the department falls behind or provides poor quality customer service due to the lack of coverage; noting the Assistant Director and himself have been taking on responsibilities of staff. He stated he has had four administrative assistants in five years; noting it is not a sustainable position. He stated the request includes hiring a second administrative assistant that would work Thursdays and Fridays, 16 hours/week. He stated the current administrative assistant would work Mondays, Tuesdays and Wednesdays, 25 hours/week.

Bob Tougher verified the position would do work for Pop Whalen and therefore, questioned whether such would affect the administrative cost allocation.

Ethan Hipple stated staff costs could go down in the Pop Whalen budget.

Frank Giebutowski stated funds have to be allocated to the Enterprise Fund.

John MacDonald questioned whether the funding for the position could be placed entirely in the Pop Whalen budget.

Ethan Hipple replied no; noting the position does not exclusively serve Pop Whalen.

John MacDonald questioned whether the Parks and Recreation Department should pay the Enterprise Fund for their office space at Pop Whalen.

Bob Tougher asked if the administrative cost allocation increased from adding the position.

Pete Chamberlain stated he would review such.

Frank Giebutowski questioned the increase to travel and meetings.

Ethan Hipple stated the Committee removed funds to attend the annual conference last year and the increase reflects costs associated with attending the annual conference in 2016.

John Burt questioned the location of the annual conference.

Ethan Hipple replied St. Louis, MO.

Bob Tougher questioned the increase to health insurance.

Ethan Hipple stated an employee changed from a single to a family plan.

MAINTENANCE

Frank Giebutowski questioned the increase of \$1,000 to part-time wages.

Pete Chamberlain replied \$1,000 was reallocated into the maintenance budget from the cemeteries budget in order to accurately reflect the proper budget line.

Frank Giebutowski confirmed a decrease in the cemeteries budget.

John MacDonald questioned the heat and oil usage.

Pete Chamberlain stated the funding request is based on a fixed cost and usage.

Ethan Hipple stated he doesn't have a full calendar year of expense statistics for the building because it was not completed until fall 2014.

The Committee requested Mr. Hipple provide costs for heat and oil usage from September 2014-September 2015.

John MacDonald questioned the increase in rentals and leases.

Ethan Hipple referred to the budget reinstatement request. He stated the department is in need of a seasonal truck; noting the department is short a vehicle during the summer months. He stated that currently the foreman has to transport the summer maintenance crew workers to and from each site; noting such is not an efficient way to operate. He stated he requested the BOS consider transferring a public works vehicle to his department that was being traded in however; the BOS vetoed the request because they did not want to grow the Town's fleet. Therefore, he proposed an alternative plan to rent a truck seasonally.

Frank Giebutowski questioned the benefit to such.

Ethan Hipple stated it would allow for every staff member to work the entire day rather than having one staff member shuttle others to job sites.

John MacDonald questioned whether the Chief's car (Ford Expedition) is available.

Dave Owen stated the Chief claims that the vehicle is in need of \$4,000 of body work.

Ethan Hipple stated it is a possibility however; it would increase the fleet which is what the BOS did not want.

It was moved by John MacDonald and seconded by Frank Giebutowski to decrease 01-45202-440 Rentals & Leases in the amount of \$3,500 from \$19,750 to \$16,250.

Discussion of the motion:

Luke Freudenberg stated Mr. Hipple discussed with Dave Ford transferring a vehicle that was to be traded in from the Public Works Department to his department and noted the Chief's vehicle has 108,000 miles and

needs \$4,800 of body work. He stated the BOS was opposed to growing the fleet and felt that renting a vehicle was a viable option for four months each year.

John MacDonald recommended looking into the State's auction of vehicles.

It was moved by John MacDonald and seconded by Frank Giebutowski to decrease 01-45202-440 Rentals & Leases in the amount of \$3,500 from \$19,750 to \$16,250. All members voted in favor. The motion passed.

John Burt questioned why the cost associated with the use of The Nick is located in the Maintenance budget rather than the Programs budget. He asked which programs use The Nick.

Ethan Hipple replied field hockey, soccer and track and field. He stated the funding has always been in the Maintenance budget since the Town began paying for the use of The Nick.

John Burt stated the funds should be transferred to the Programs budget.

It was moved by John Burt and seconded by John MacDonald to decrease 01-45202-440 Rentals & Leases in the amount of \$15,500 from \$16,250 to \$750 and increase 01-45206-440 Rentals & Leases in the amount of \$15,500.

Discussion of the motion:

Dave Owen expressed concern regarding the inability to track the funding since it has been located in the Maintenance budget since the Town began paying for use of The Nick.

*****Steve Johnson arrived to the meeting.***

It was moved by John Burt and seconded by John MacDonald to decrease 01-45202-440 Rentals & Leases in the amount of \$15,500 from \$16,250 to \$750 and increase 01-45206-440 Rentals & Leases in the amount of \$15,500. Frank Giebutowski, John MacDonald, Bob Tougher, John Burt voted in favor. Matt Krause, Brian Black, Bob Moholland opposed. Steve Johnson abstained. The motion passed.

Frank Giebutowski questioned the following note in the Maintenance line item; "BOS added \$2500 to this line item".

Ethan Hipple stated the BOS deleted a capital outlay request to power wash the tennis and pickle ball courts and placed the funding for such in the maintenance line item; noting such is only done every 6 years.

John MacDonald questioned the cost to paint the courts.

Ethan Hipple replied \$8,000; noting such is scheduled for 2019.

Bob Tougher asked if the Town owns a power washer.

Ethan Hipple replied yes, however it is not large enough to wash the courts rather, it is used to clean barrels.

BEACHES

Bob Tougher questioned programs; noting \$3500 is being requested however, the year to date expenditure is \$1068.

John Burt noted the line item is consistently underspent.

Pete Chamberlain stated \$99 is encumbered.

It was moved by John Burt and seconded by Steve Johnson to decrease 01-45203-830 Programs in the amount of \$1500 from \$3500 to \$2000.

Discussion of the motion:

Ethan Hipple asked if the Committee could table the vote until he has the opportunity to determine whether an order has been placed.

John MacDonald stated the Committee would vote on the motion however, requested such be placed on the revisit list.

It was moved by John Burt and seconded by Steve Johnson to decrease 01-45203-830 Programs in the amount of \$1500 from \$3500 to \$2000. John MacDonald, Steve Johnson, Frank Giebutowski, Bob Moholland, Brian Black, Matt Krause and John Burt voted in favor. Bob Tougher opposed. The motion passed.

ABENAKI

Ethan Hipple stated he is proposing the following change to the budget; increase part-time wages from \$50,505 to \$57,045 and decrease outside services from \$8,188 to \$500. He stated he proposed hiring a cleaning service however, now proposes to have the existing staff perform the cleaning duties and add ½ hour to each of their shifts to accommodate such.

It was moved by John Burt and seconded by Bob Tougher to increase 01-45204-117 Part-time Wages from \$50,505 to \$57,045.

Discussion of the motion:

Brian Black asked if there would be a change in the classification of the part-time staff and questioned the number of hours being allocated for cleaning.

Ethan Hipple replied no. He stated the hours of each staff would increase by 2.5 hours per week; noting a savings of \$277. He stated he originally budgeted a cleaning service for three hours three times per week however; this proposal includes the building being cleaned daily by staff for one half hour following the close of operation.

John MacDonald asked who would clean the building in the summer.

Ethan Hipple stated he has scheduled staff for such; approximating the need for such following events held at the building.

Bob Tougher asked if the Town would need to provide insurance.

Dave Owen replied no.

John MacDonald asked if Abenaki is open 7 days/week.

Ethan Hipple stated it is open to the public five days and rented to private organizations on Monday and Tuesdays. He stated he feels this proposal would be a better service.

It was moved by John Burt and seconded by Bob Tougher to increase 01-45204-117 Part-time Wages from \$50,505 to \$57,045. Bob Tougher, John Burt, Steve Johnson, Bob Moholland, Brian Black, Matt Krause voted in favor. John MacDonald, Frank Giebutowski opposed. The motion passed.

Ethan Hipple noted the 200 series would be changed accordingly.

It was moved by John Burt and seconded by Bob Tougher to increase 01-45204-220 Social Security from \$3,864 to \$4,364, increase 01-45204-250 Unemployment Compensation from \$258 to \$291 and increase 01-45204-260 Workers Compensation from \$2,601 to \$2,938. All members voted in favor. The motion passed.

It was moved by John Burt and seconded by Steve Johnson to decrease 01-45204-380 Outside Services from \$8,188 to \$500. All members voted in favor. The motion passed.

Frank Giebutowski expressed concern and questioned the increase in maintenance costs for the new building.

Ethan Hipple stated he prepared a cost analysis that was submitted prior to the warrant article that included costs associated with propane, electric and cleaning services.

Frank Giebutowski requested the cost analysis.

The Budget Committee has requested additional information for the following;

- Railroad Station Playground; confirm playground is open to the public, except during Nursery School hours, and signage reflects such
- Parks & Recreation, Administrative Cost Allocation; Peter Chamberlain to review figures relative to adding new part-time administrative assistant position wages
- Parks & Recreation, Maintenance, 45202-411; provide propane usage/cost for new building from September 2014-September 2015
- Parks & Recreation, Beaches, 45203-830; review as to whether an order for supplies has been placed
- Parks & Recreation, Abenaki budget; create new line titled "Propane" and transfer \$4,000 from 45204.435 to such

It was moved by Bob Tougher and seconded by Bob Moholland to adjourn the November 9, 2015 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:01 PM.

Respectfully Submitted,

Lee Ann Keathley

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