

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
December 10, 2015
Minutes**

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

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

Chairman MacDonald called the meeting to order at 6:02 PM at the Wolfeboro Public Library.

PUBLIC WORKS CAPITAL OUTLAY

01-49613-736 BMP'S Lake Wentworth; \$15,000

Dave Ford stated the Lake Watershed Management Plan calls for BMP's to help reduce pollutant loads on the lake and preserve long term water quality. He stated the funding would assist in the survey, wetland delineation, permitting, engineering and construction required to install the BMP for the following projects; road shoulder improvements adjacent to Gene's Beach (designed and constructed in 2015) and address South Main Street stormwater runoff/erosion into Crescent Lake (scheduled for 2016). He noted the funds would be matched by 319 Grants at 60/40.

Steve Johnson asked if the projects are State projects.

Dave Ford stated the projects are located on the State's property/right-of-way and the Town would be working in conjunction with NH DOT however, it is considered a Town project.

Frank Giebutowski asked if the Town is taking over what should be considered a State project.

Dave Ford replied no.

Frank Giebutowski expressed concern regarding the Town assuming liability that it currently does not have.

Dave Ford stated the Town has a legal liability with regard to the issue.

Frank Giebutowski questioned the South Main Street component.

Dave Ford stated Tighe & Bond is the Town's engineer for the project; noting the project is too large for the Town and he did not want to over commit Town staff.

Steve Johnson verified the projects were identified by the Lake Wentworth Association.

Dave Ford stated such were identified by the Lake Wentworth and Crescent Lake Watershed Management Plan and noted other recommendations of the plan have been implemented.

Steve Johnson questioned the total cost of the project.

Dave Ford replied \$30,000 in-house; noting \$15,000 was appropriated last year.

Steve Johnson questioned the need for further funding in the future.

Dave Ford stated grants and funding will continue to be sought to implement the recommendations of the plan.

Steve Johnson asked when the water was last tested.

Dave Ford stated Lake Wentworth Association has an extensive annual water testing program.

Bob Tougher confirmed that septic systems are a large contributor to an increase in phosphorus.

Dave Ford replied yes, in addition to natural degradation of leaves and runoff.

Steve Johnson questioned the source of the grant funds.

Dave Ford replied the EPA. He noted the project has to be completed this year because the match is required to be completed/closed out in 2016.

01-49616-720 Asset Management Plan (AMP); \$50,000

Dave Ford stated the Town is committed to developing an Asset Management Plan to assure a sustainable system to fund repair and replacement of Town owned buildings and systems based on good business practices. He noted the funding request is the second year of a five year funding program for such.

Bob Tougher requested an annual progress report on the AMP.

Steve Johnson questioned the basis of the \$50,000.

Dave Ford stated such is based on a cost estimate provided by the Town's consultant Woodard & Curran of \$250,000 (funding request to be \$50,000 over five years).

Frank Giebutowski questioned whether the project should be subject to capital analysis and questioned the ongoing costs of the program such as increase in staffing to run the program.

Steve Johnson agreed with Mr. Giebutowski and requested a cost analysis be submitted next year.

John Burt asked what the \$50,000 is being appropriated for and questioned whether such is being appropriated for rolling stock or structures and infrastructure.

Dave Ford stated the funding is not being appropriated for rolling stock rather; it's being appropriated to develop an AMP and template for the sewer collection system, Water Treatment Plant and Dockside.

Frank Giebutowski asked if there is a fee associated with maintaining the data in the computer system.

Dave Ford replied no, the program is currently in Excel spreadsheets and the Town has a licensed fee web based program and noted Woodard and Curran is currently working off the Town's GIS system.

John MacDonald questioned whether \$25,000 would be sufficient to begin the next phase.

Dave Ford replied yes, noting the first year's appropriation was encumbered therefore, there are sufficient funds if the request is reduced to \$25,000.

It was moved by Bob Tougher and seconded by John MacDonald to decrease Asset Management Plan 01-49616-720 from \$50,000 to \$25,000. Bob Tougher, John Burt, Matt Krause, Harold Parker, John MacDonald, Frank Giebutowski, Brian Black, Steve Johnson voted in favor. Bob Moholland opposed. The motion passed.

01-49616-735 Town Hall Parking Lot Overlay; \$30,000

Dave Ford stated the base course was put down however, a topcoat/overlay will be needed in 2016; noting such was requested by the Town Manager.

John MacDonald asked if a bid has been received.

Dave Owen replied no.

Dave Ford stated the project will be bid out in the spring; noting the price could possibly be \$5,000 less.

It was moved by John MacDonald and seconded by Bob Tougher to decrease Town Hall Parking Lot Overlay from \$30,000 to \$25,000. All members voted in favor. The motion passed.

Bob Tougher asked if the parking lot is ADA compliant.

Dave Ford replied yes.

John Burt asked if the parking lots would have been paved if the Town Hall had not been renovated.

Dave Ford replied no.

John Burt stated the cost should have been included in the costs for the Town Hall project.

Harold Parker questioned the balance of the funding.

Dave Owen replied \$9,000.

01-49616-736 Winter Harbor Watershed Improvements; \$20,000

Dave Ford stated such relates to mitigating degradation of water quality in Lake Winnepesaukee; noting the lake and Whitegate Lane are negatively impacted by the subdivision of Maplewood Drive and Partridge Drive. He noted the subdivisions have created stormwater runoff into Winter Harbor. He stated the Town applied for a grant however, the Town cannot receive the funds without engineering.

Frank Giebutowski asked whether all waterfronts in the Town have been assessed and Whitegate Lane has been noted as the #1 priority.

Dave Ford replied no, the issue was brought to his attention; noting the impact is due to the construction of Town roads.

Frank Giebutowski expressed concern regarding prioritizing projects and feels that an assessment of the entire Town's waterfront should be completed and prioritized.

Dave Ford stated the water is stagnant because there is no flushing from other water bodies and/or streams and rivers.

John Burt asked what the property owners are willing to do with regard to runoff of fertilizers.

Harold Parker asked Mr. Ford if he has spoken to the Town of Tuftonboro regarding mitigating the issues.

Dave Ford stated the Town of Tuftonboro is currently addressing runoff issues into Mirror Lake. He stated the proposed BMP's would mitigate runoff and address significant erosion issues.

John MacDonald recommended tabling the project for one year and noted the lake is also the State's responsibility.

Brian Black stated Mr. Ford has presented one specific area where tangible evidence of degradation exists and noted that such should be addressed. He noted the lack of water movement in Winter Harbor as a factor for prioritizing is valid.

Dave Ford stated the funding would assist with developing a study and construction project to be able to apply for mitigation grants.

Frank Giebutowski stated he supports the concept however, doesn't agree with how the priority is set.

Bob Tougher agreed with Brian Black's comments.

It was moved by Steve Johnson and seconded by Frank Giebutowski to decrease Winter Harbor Watershed Improvements 01-49616-736 from \$20,000 to \$0.

Discussion of the motion:

Frank Giebutowski stated the Town should assess impact to water quality and address the most critical issues and areas first rather than address those issues that are brought to the Town's attention. He stated he does not feel the project is prioritized properly and the issue needs to be managed in a way that addresses the most critical area first.

Dave Ford stated the project is warranted and urged the Committee to fund the project.

Harold Parker stated the water quality of Winter Harbor has significantly decreased.

Frank Giebutowski stated South Wolfboro has algae blooms and suspects that Delings Cove also has significant problems.

Brian Black stated Mr. Ford has identified the problem and the source of that problem.

Dave Ford stated he would make an effort to identify other areas.

It was moved by Steve Johnson and seconded by Frank Giebutowski to decrease Winter Harbor Watershed Improvements 01-49616-736 from \$20,000 to \$0. Steve Johnson, Frank Giebutowski voted in favor. John MacDonald, Harold Parker, Bob Moholland, Matt Krause, Brian Black, Bob Tougher, John Burt opposed. The motion failed.

It was moved by Frank Giebutowski and seconded by Steve Johnson to increase Winter Harbor Watershed Improvements 01-49616-736 from \$20,000 to \$30,000 to include identification of other areas of the Town in need of mitigation of water quality degradation. Frank Giebutowski voted in favor. John MacDonald, Steve Johnson, Harold Parker, Bob Moholland, Matt Krause, Brian Black, Bob Tougher, John Burt opposed. The motion failed.

WATER FUND CAPITAL OUTLAY

02-49616-764 Replace Service Truck WS-4; \$25,000

Dave Ford stated WS-4 is a ½ ton 2005 Chevy pickup truck with over 102,000 miles and several hundred hours of idle time. He stated over the last three years the department has spent over \$6,500 on service, repairs, parts and labor including rust repairs. He stated the vehicle continues to have structural rust issues and the rear differential is starting to make noise and have a lot of play which could be a major expense to repair. He stated the intent is to replace such with a new extended cab 4-wheel drive pick-up truck.

John MacDonald asked if a lease-purchase option has been considered.

Dave Owen stated such would affect the General Fund and tax rate. He noted the water rates have not been increased in two years.

Dave Ford stated 50% of the water budget is debt service. He stated he has not reviewed such as an option.

02-49616-765 Replace Meter Truck WS-7; \$30,000

Dave Ford stated WS-7 is a 1998 Chevy S-10 pick-up truck with over 92,000 miles and several hundred hours of idle time. He stated over the last three years the department has spent over \$3,700 on service, repairs, parts and labor; noting the 4-wheel drive does not work and the vehicle has had rust holes patched so that it could pass inspection. He stated the significant rust issues have weakened the structural integrity of the truck and additional work is necessary in order to pass inspection next year. He stated the intent is to replace such with a new extended cab 4-wheel drive pick-up truck.

John MacDonald asked if the replacement truck for WS-7 would be the same as the replacement truck for WS-4.

Dave Ford replied yes.

It was moved by John MacDonald and seconded by Frank Giebutowski to decrease Replace Meter Truck WS-7 02-49616-765 from \$30,000 to \$25,000. All members voted in favor. The motion passed.

02-49616-735 WTP Replace Filter Media; \$52,000

Dave Ford stated in 2016 the Filtration Units Media will have reached its useful life of 20 years. He stated the funding request is for the replacement of filter media in the Micro-Floc Filtration Units.

02-49616-766 WTP Control Upgrades; \$13,000

Dave Ford stated the funding request is for the replacement of outdated motor control center with new Variable Speed Drive controllers for the 60 horsepower backwash pumps. He stated the current motor control center only allows for a soft start to the large pumps; noting backwash flows increase from 0 to as much as 1600 gallons per minute within four seconds creating water hammer and media loss during a backwash. He stated the Variable Speed Drive controllers allow the gradual increase in flow and alleviates this condition as well as saving the initial amperage draw reducing power consumption.

SANITATION

SEWER COLLECTION

John MacDonald questioned medical services; noting such has been under expended the last two years.

Dave Ford stated he doesn't anticipate a new employee/hire in 2016 therefore, recommended decreasing such to \$250.

It was moved by Steve Johnson and seconded by Harold Parker to decrease Medical Services 04-43260-350 from \$500 to \$250. All members voted in favor. The motion passed.

Dave Ford stated he reviewed the electricity line item and recommended reducing such by \$5,000 due to less infiltration.

It was moved by Steve Johnson and seconded by Harold Parker to decrease Electricity 04-43260-410 from \$32,786 to \$27,786. All members voted in favor. The motion passed.

WASTEWATER TREATMENT

No changes.

WATER DISTRIBUTION & TREATMENT

DISTRIBUTION SERVICE

John Burt questioned the increase in consultants.

Dave Ford noted such is level funded. He stated the Town has a \$9,000 contract for water boosting upgrade and \$6,500 contracts for Water Treatment Plant upgrades that are currently being issued.

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

It was moved by John Burt and seconded by Harold Parker to decrease Electricity 02-43320-410 from \$2,345 to \$2,000. All members voted in favor. The motion passed.

Dave Ford recommended a \$500 decrease in gasoline & oil.

It was moved by Bob Tougher and seconded by Frank Giebutowski to decrease Gasoline & Oil 02-43320-635 from \$8,250 to \$7,700. All members voted in favor. The motion passed.

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

It was moved by John Burt and seconded by Harold Parker to decrease Printing 02-43320-550 from \$800 to \$100.

Discussion of the motion:

Dave Ford stated such is a shared cost with the Water Treatment Plant budget for the annual printing of consumer reports. He noted a coding error; noting the Water Treatment Plant printing budget was over expended and the Distribution Service budget was under expended.

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

Frank Giebutowski asked if the funding appropriation for consultants has been committed.

Dave Ford replied yes, a purchase order has been issued to Woodard & Curran.

John Burt questioned whether the pump controls would decrease the use of electricity.

Dave Ford replied yes, however he does not anticipate a large decrease.

TREATMENT PLANT

No changes.

Other Business

Referencing Building and Grounds, specifically the water and sewer budget line items, Dave Ford stated both were under expended; noting significantly less water was used in 2015 vs. 2014 at the Railroad Station public restroom. He stated that based on the 2015 usage, he would recommend decreasing Water 01-43192-412 by \$1,000 and Sewer 01-43192-413 by \$1,100.

It was moved by Bob Tougher and seconded by John Burt to decrease Building & Grounds Water 01-43192-412 from \$3,055 to \$2,055. All members voted in favor. The motion passed.

It was moved by Bob Tougher and seconded by John Burt to decrease Building & Grounds Sewer 01-43192-413 from \$4,305 to \$3,205. All members voted in favor. The motion passed.

The Budget Committee has requested additional information for the following;

- End 68 Hours of Hunger; determine the number of Brookfield students that participate in the program
- Electric Fund Capital Outlay, 2016 Lineworker Re-tooling, 03-49616-730; submit cost benefit analysis for request

It was moved by Bob Moholland and seconded by Harold Parker to adjourn the December 10, 2015 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:09 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

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