

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
December 22, 2015  
Minutes**

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

**Members Absent:** Matt Krause (excused), Harold Parker, Members.

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

*Chairman MacDonald called the meeting to order at 6:05 PM at the Wolfeboro Public Library.*

**ECONOMIC DEVELOPMENT**

Kathy Eaton stated the Business Retention and Expansion project was completed; noting 93 out of 300 identified businesses participated in the project and the results were presented to the BOS and at the Chamber of Commerce's quarterly meeting. She stated a presentation to the business owners is scheduled for January 2016. She stated the Economic Development Committee has identified the need for an advertising program to promote the Town outside of Wolfeboro. She stated the Committee has been advertising tourism and business relocation through HIPPO, NH Business Review 2015 Book of Lists (Statewide), Yankee Magazine (Nationwide) and Mills Fall Marketplace Travel Guide (40,000 publications, Meredith). She stated the Chamber of Commerce pays for half of the cost of the ads.

Mary DeVries stated the Yankee Magazine advertisement has been very successful; noting that the ad has generated 700+ direct leads. She stated the Chamber of Commerce is collecting the data and mailing responses to inquiries.

Kathy Eaton stated the goal of the Committee is to extend the cooperative advertising program to individual businesses. She stated WEDCO initiated and paid for a Bed Space Needs Study; noting the results of such identified that the Town has tourism leakage. She stated the budget reflects a \$500 increase to promote Fischerville.

Frank Giebutowski noted the project was targeted at tourism and hospitality.

Kathy Eaton stated the project identified the need for workforce and training; noting postsecondary education/community college opportunities and training at the High School Vocational Center is being reviewed.

Mary DeVries stated the EDC, WEDCO and Chamber of Commerce are engaged in a partnership and noted the Chamber of Commerce invited the president of Granite State College to meet and determine the next steps regarding instituting a postsecondary education opportunity in the Town. She stated the study identified that 70% of the businesses do not have a succession plan.

Bob Tougher stated a common complaint is parking in Downtown; noting that owners and employees park in front of their business.

John MacDonald asked if other communities have been reviewed with regard to restrooms.

Dave Owen stated other communities were surveyed; noting many communities did not have as much as Wolfeboro.

Bob Tougher stated most of the other towns are lacking in restrooms. He stated by law, businesses are legally obligated to allow the public use of the restroom.

Kathy Eaton stated such is a liability issue because most business restrooms are not ADA accessible.

John MacDonald questioned the Chamber of Commerce Calendar of Events.

Mary DeVries stated the Calendar of Events is a 7 day/week year round distribution; noting a distribution company places the calendar at the State's Visitor Centers.

### **Final Budget Review**

Frank Giebutowski asked if Tuftonboro fully participates in the Parks and Recreation programs.

Ethan Hipple stated the Towns of Tuftonboro and Brookfield pay a grant to participate at resident rates.

Frank Giebutowski verified the grants from Tuftonboro and Brookfield cover the variable costs.

Ethan Hipple stated the grant is intended to assist with the programs that are subsidized. He stated he provides a annual report to each Town and based on the information the Towns provide funding.

Frank Giebutowski requested reviewing the value of the programs to those towns; noting that Wolfeboro pays for the overhead costs and Tuftonboro and Brookfield are only paying for the variable costs. He requested such be reviewed for the next budget cycle.

### **Town Clerk**

**It was moved by John MacDonald and seconded by Bob Moholland to decrease Supervisory Salaries 01-41302-113 from \$112,080 to \$111,980, specifically L.O.S.S., in the amount of \$100. John MacDonald, Brian Black, Frank Giebutowski, Steve Johnson, Bob Moholland, John Burt voted in favor. Bob Tougher opposed. The motion passed.**

### **Fire/Rescue**

**It was moved by John MacDonald and seconded by Bob Tougher to decrease Supervisory Salaries 01-42200-113 from \$157,215 to \$156,915, specifically L.O.S.S., in the amount of \$300.**

*Discussion of the motion:*

Bob Tougher asked if the L.O.S.S. is included in the bargaining agreement.

Dave Owen replied no, it's noted in the personnel policy.

**It was moved by John MacDonald and seconded by Bob Tougher to decrease Supervisory Salaries 01-42200-113 from \$157,215 to \$156,915, specifically L.O.S.S. in the amount of \$300. John MacDonald, Brian Black, Steve Johnson, Bob Moholland, John Burt voted in favor. Bob Tougher opposed. Frank Giebutowski abstained. The motion passed.**

Bob Tougher requested that the Jaws of Life be purchased through the Capital Reserve Account and the annual warrant article be adjusted accordingly to balance the funding of such.

Dave Owen stated the warrant article hasn't been adjusted to reflect such however, the supplemental Jaws of Life remains in the budget.

Bob Tougher questioned whether the ladder truck could be pushed out one year.

Dave Owen stated it has already been pushed out one year but, could most likely be pushed out another year.

### **Agencies/VNA Hospice**

**It was moved by John Burt and seconded by Steve Johnson to decrease VNA Hospice from \$20,000 to \$19,200.**

*Discussion of the motion:*

John Burt stated the agency refused to provide financial data to justify the increase in their funding request.

Bob Tougher stated the Committee discussed such extensively and agreed keep the funding at \$20,000. He stated the request is reasonable and is opposed to the motion.

John Burt stated he has previously requested the information and the agency continues to refuse to provide such. He stated David Booth provided the information each year and now the Committee is being told that it cannot be provided.

Frank Giebutowski stated that if the Committee did not adjust the funding amount at the time the representatives were present, that the Committee should not do it now. He recommended the administration set specific guidelines and if the agencies cannot justify the funding request per the guidelines then the request is reduced at that time when representatives are present.

Bob Tougher agreed with Mr. Giebutowski's recommendation.

Brian Black agreed as well however, noted that the 2016 funding request leads him to believe there was no mathematical formula used to determine the amount of the request; noting there is no base justification for the request.

**It was moved by John Burt and seconded by Steve Johnson to decrease VNA Hospice from \$20,000 to \$19,200. Steve Johnson, John MacDonald, Bob Moholland, John Burt voted in favor. Frank Giebutowski, Bob Tougher, Brian Black opposed. The motion passed.**

Bob Tougher requested Dave Owen to notify VNA Hospice regarding the Committee's vote.

### **Parks and Recreation**

#### **Administration**

John MacDonald questioned whether there would be a salary adjustment to the Parks and Recreation Director or Assistant Director positions.

Dave Owen stated an interim rate has been set for the probationary period of the new Director; noting following the probationary period the rate would increase to the current Director's salary. He stated he would calculate the anticipated savings for the new Assistant Director's salary and the Director's probationary salary and forward the information to the Committee.

**It was moved by John MacDonald and seconded by Bob Moholland to decrease Supervisory Salaries 01-45201-113 by \$150 (LOSS stipend). Steve Johnson, John MacDonald, Bob Moholland, Brian Black, John Burt voted in favor. Bob Tougher, Frank Giebutowski opposed. The motion passed.**

#### **Programs**

Dave Owen stated the BOS voted to add \$2700 to the Parks and Recreation Programs budget for the cost of portable toilets at Dockside and Albee Beach during the winter months. He stated the request is pursuant to the recommendations of the Public Restrooms Committee.

**It was moved by Steve Johnson and seconded by John Burt to increase Programs, Rentals and Leases 01-45206-440 from \$21,500 to \$24,200. All members voted in favor. The motion passed.**

#### **Estimated Revenues**

Pete Chamberlain reviewed such; noting the estimated revenue is \$17,798,174.

Dave Owen stated the estimated revenues do not include revenue from property taxes.

#### **Consideration of Minutes**

**December 3, 2015**

**It was moved by John Burt and seconded by Frank Giebutowski to approve the December 3, 2015 Budget Committee minutes as submitted. John MacDonald, Frank Giebutowski, Steve Johnson, Bob Moholland, Bob Tougher, John Burt voted in favor. Brian Black abstained. The motion passed.**

**December 8, 2015**

**It was moved by John Burt and seconded by Steve Johnson to approve the December 8, 2015 Budget Committee minutes as submitted. John MacDonald, Brian Black, Frank Giebutowski, Steve Johnson, Bob Moholland, John Burt voted in favor. Bob Tougher abstained. The motion passed.**

**December 9, 2015**

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

**December 10, 2015**

**It was moved by Frank Giebutowski and seconded by Brian Black to approve the December 10, 2015 Budget Committee minutes as submitted. All members voted in favor. The motion passed.**

**December 17, 2015**

**It was moved by Frank Giebutowski and seconded by Bob Tougher to approve the December 17, 2015 Budget Committee minutes as submitted. John MacDonald, Brian Black, Frank Giebutowski, Steve Johnson, Bob Tougher, John Burt voted in favor. Bob Moholland abstained. The motion passed.**

#### **Other Business**

- December 29, 2015 Budget Committee meeting has been cancelled
- Next Budget Committee meeting is scheduled for January 7, 2016; agenda to include Default Budget and revisit items

**It was moved by Bob Moholland and seconded by Bob Tougher to adjourn the December 22, 2015 Budget Committee meeting. All members voted in favor.**

There being no further business before the Committee, the meeting adjourned at 8:03 PM.

Respectfully Submitted,

*Lee Ann Keathley*

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