

TOWN OF WOLFEBORO
BUDGET COMMITTEE
December 3, 2015
Minutes

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

Member Absent: Brian Black, Member (excused).

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

Others Present: Lauren Hammond, Libby Museum, Cindy Scott, Library, Mike Hodder, Library Trustee, Dave Ford, Public Works Department.

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

LIBBY MUSEUM

Lauren Hammond stated the ceiling has been repaired; noting 23 ties have been constructed to hold up the ceiling. She stated remaining funds will address additional minor repairs. She stated a large annual fair has been added to their event schedule; noting such has been very successful. She submitted a budget reinstatement for painting the exterior columns of the building. She stated the next project would include removing the false ceiling, new lighting and install a humidity control system.

Frank Giebutowski questioned the over expenditure of supervisory salaries.

Lauren Hammond stated the director responsibilities have been split (now co-directors); noting part-time wages have been used to balance the over expenditure.

John Burt questioned telephone; noting an over expenditure of such.

Pete Chamberlain stated a temporary internet line was added so that the engineers could monitor humidity.

Bob Tougher questioned whether the Committee should add \$10,000 for painting the columns.

Dave Owen stated the BOS did not add funds because there is a remaining balance of the warrant article.

Dave Ford stated the warrant article addresses long term structural issues; noting painting is a maintenance issue. He noted a \$20,000 balance however; does not recommend spending all of the funds because the humidity in the building is still being monitored due to ventilation issues and is an ongoing issue.

Lauren Hammond stated she would rather address the humidity issues.

The Committee agreed to postpone the funding request to paint the columns for one year.

LIBRARY

Cindy Scott stated the use of the library has shifted; noting people are staying longer periods of time and there is more family attendance. She stated the technical upgrades are almost complete; noting such was funded 100% by the Friends of Library. She stated there has been heating issues and roof leaks and noted an increase to nondiscretionary items (income). She stated the Library has six part time and four full time employees.

John MacDonald asked how pay increases are issued to Library employees.

Pete Chamberlain stated the employees are nonunion therefore, when the BOS approve an increase the Library Trustees adopt the pay increase.

Cindy Scott noted the Library Trustees will be conducting a salary analysis within the next two years.

Frank Giebutowski questioned the increase to custodial.

Cindy Scott stated the last couple of years she cut back the amount the library is cleaned however; she has discovered that it needs to be cleaned on a more regular basis. She stated she is working on a disaster recovery system.

PUBLIC WORKS / HIGHWAY & STREETS

Administration

No changes.

Highway

Dave Ford stated there has been quite a bit of turnover in the department this year. He noted an over expenditure in overtime funds therefore, requested additional funding for such. He noted he held off on certain projects such as tree removal and guardrail installation due to overages in other line items. He stated vehicle maintenance ran over by \$15,000 and therefore, he held off expending outside services to cover such.

John Burt questioned grounds maintenance; noting it has not been expended in two years. He questioned whether there is a need for such in both the Public Works Administration and Highway budget.

Dave Ford replied yes.

John MacDonald questioned professional development; noting such is under expended.

Dave Ford stated \$795 is encumbered.

Public Works Garage

John MacDonald questioned the increase in overtime.

Dave Ford stated one of the mechanics has been provided a dedicated plow route.

John MacDonald asked if the person is being paid a mechanic's rate of pay for snowplowing.

Dave Ford replied yes, per the union contract the employee cannot be paid less for performing a different job.

John MacDonald asked why nonunion employees are not receiving a step increase that union employees receive.

Dave Owen stated most nonunion employees receive increased pay for their supervisory position.

John MacDonald questioned the lower paid nonunion employees. He requested the job title of all nonunion positions that do not receive a step increase and are not included as a higher paid supervisory position.

Referencing grounds maintenance, John Burt stated such is a shared expense with the highway department; noting both departments has such in their budgets. He noted the highway department reflects \$500 in their budget.

It was moved by John Burt and seconded by Harold Parker to decrease Grounds Maintenance 01-43191-431 from \$1,000 to \$500. John MacDonald, Frank Giebutowski, Harold Parker, John Burt, Bob Moholland, Matt Krause, Steve Johnson voted in favor. Bob Tougher opposed. The motion passed.

Dave Ford noted heating was changed from electric to propane.

Frank Giebutowski questioned whether electricity could be reduced.

Dave Ford replied yes and recommended reducing such by \$1,000.

It was moved John Burt and seconded by Bob Moholland to decrease Electricity 01-43191-410 from \$7,664 to \$6,664. All members voted in favor. The motion passed.

John MacDonald questioned safety equipment, specifically the increase to boots from \$200 to \$250.

Dave Ford stated the increase was due to changes in the union contract.

Frank Giebutowski noted the Highway budget reflects a \$200 boot allowance.

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

Dave Ford stated the request could be decreased.

It was moved John Burt and seconded by Frank Giebutowski to decrease Professional Development 01-43191-820 from \$750 to \$500. All members voted in favor. The motion passed.

Buildings & Grounds

Bob Moholland questioned electricity; noting the bubblers at the Town Docks are not running.

Dave Ford stated the bubblers will run early in the season however, once the lake is completely frozen the bubblers will be shut off to allow for snowmobilers to access the mainland. He stated that once the ice begins to melt the bubblers will be turned back on and noted the bubblers are currently on timers.

Frank Giebutowski expressed concern for potential damage to the docks.

Luke Freudenberg stated the docks will be inspected daily.

John Burt noted sewer, ground maintenance and building maintenance are under expended.

Pete Chamberlain noted the year to date expenditure for sewer is \$2,200.12.

Dave Ford stated he would review such because he believes there have been additional expenditures. He noted a \$1,000 balance for grounds maintenance and a \$300 balance for building maintenance.

Frank Giebutowski questioned general operating supplies; noting such has been under budgeted for two years.

It was moved by John Burt and seconded by Bob Tougher to increase General Operating Supplies 01-43192-610 from \$2,400 to \$3,000. John Burt, Bob Tougher, Matt Krause, Harold Parker, Steve Johnson, Bob Moholland voted in favor. John MacDonald and Frank Giebutowski opposed. The motion passed.

Solid Waste

John Burt questioned the 8.3% increase to part-time wages.

Dave Ford stated such is related to an increase in hours to Downtown trash removal.

John MacDonald questioned the number of part-time employees.

Dave Ford replied one part-time employee at the Solid Waste Facility (40 hours/week for 26 weeks) and two part-time employees working the barrels (30 hours/week for 22 weeks).

Frank Giebutowski asked if there has been a savings over the last two years since the trash removal hasn't been contracted out.

Dave Ford stated he hasn't analyzed the figures.

John MacDonald questioned consultants.

Dave Ford stated he would be coming in under budget by \$5,000.

It was moved by John MacDonald and seconded by Steve Johnson to decrease Consultants 01-43240-311 from \$12,000 to \$10,000. All members voted in favor. The motion passed.

Referencing medical services, John MacDonald asked if all employees are required to drug test, such as employees in the Beaches budget.

Dave Owen replied no, those employees are seasonal.

Bob Tougher questioned machinery and equipment, specifically solar trash receptacles at Dockside.

Dave Ford recommended reducing the amount of the request to eliminate the solar trash receptacles.

It was moved by Harold Parker and seconded by Steve Johnson to decrease Machinery and Equipment 01-43240-740 from \$9,700 to \$1,500, specifically solar trash receptacles at Dockside in the amount of \$8,200. All members voted in favor. The motion passed.

Other Business

- **DRA Tax Rate**

Dave Owen distributed the DRA tax rate breakdown for Wolfeboro.

The Budget Committee has requested additional information for the following;

- Building and Grounds, Sewer, 01-43192-413; review expenditures/discrepancy in year to date expenditure
- Solid Waste; cost benefit analysis of Downtown trash removal
- Solid Waste, Medical Services, 01-43240-350; cost for physicals

It was moved by Frank Giebutowski and seconded by Harold Parker to adjourn the December 3, 2015 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:06 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

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