

**TOWN OF WOLFEBORO
BUDGET COMMITTEE**

**April 23, 2015
Minutes**

Members Present: John MacDonald, Chairman, Frank Giebutowski, Vice-Chairman, Steve Johnson, Brian Black, Harold Parker, Robert Moholland, Matt Krause, John Burt, Bob Tougher, Members.

Member Absent: Dave Senecal, Selectmen's Representative.

Staff Present: Dave Owen, Town Manager, Lee Ann Keathley, Secretary.

Chairman MacDonald opened the meeting at 6:04 PM at the Wolfeboro Inn Ballroom.

I. Consideration of Minutes

January 20, 2015

It was moved by John Burt and seconded by Harold Parker to approve the January 20, 2015 Wolfeboro Budget Committee minutes as submitted. All members voted in favor. The motion passed.

February 3, 2015

It was moved by Harold Parker and seconded by Bob Moholland to approve the February 3, 2015 Wolfeboro Budget Committee minutes as submitted. All members voted in favor. The motion passed.

II. Discussion Items

A. Appointment of Chairman and Vice-Chairman

It was moved by John Burt and seconded by Harold Parker to appoint John MacDonald as Chairman of the Wolfeboro Budget Committee. All members voted in favor. The motion passed.

It was moved by Bob Tougher and seconded by Bob Moholland to appoint Frank Giebutowski as Vice-Chairman of the Wolfeboro Budget Committee. All members voted in favor. The motion passed.

B. CIP Committee; Appointment of Budget Committee Representative

Bob Tougher volunteered to represent the Budget Committee on the CIP Committee.

C. Assignment of Departments for 2016 Budget Review

Public Safety (Police Department, Communications, Fire Department): Brian Black & Bob Moholland

Parks & Recreation Department: Bob Tougher & Frank Giebutowski

General Government: Matt Krause & Steve Johnson

Public Works & Electric Departments: John Burt & Bob Moholland

Water & Sewer Department: Steve Johnson & John MacDonald

D. Public Works Department

Dave Ford reviewed the Department's Mission Statement (see attached), 2015 (to date) snow budget and expenses (see attached), summary of Public Works budget, capital infrastructure funding history and Capital Projects Update Report.

Frank Giebutowski questioned the budget process between the department and the BOS.

Dave Owen stated Dave Ford discusses/reviews his budgets with him and Pete Chamberlain. He stated he then reports Mr. Ford's updates to the BOS.

Dave Ford stated he provides recommendations regarding the expenditure of projects (whether to hold off on particular projects) throughout the year depending upon the status of his budgets.

Frank Giebutowski asked why projects are delayed rather than using funds from other departments to complete the projects.

Dave Ford stated it is his charge to use funds from his budgets.

Dave Owen stated funds will not be borrowed from other department's budgets.

Frank Giebutowski stated the budget is voted on as a whole.

John Burt stated funds from other departments could be used.

Bob Tougher stated Town management can move money within the operating budget; noting funds from departments with a surplus could be used for other departments.

Dave Ford stated capital projects are separate from the operating budget. He stated he has a bottom line budget of \$2.9 million; noting him and Pete meet regularly to monitor the expenditures of such. He stated the sidewalk project would begin after school is dismissed for the summer and both Lake Street and Railroad Avenue improvements will be completed by Memorial Day.

Referencing the Capital Projects Update Report, Bob Tougher questioned the status of the Center Street Reconstruction project.

Dave Ford stated NHDOT contacted him and informed him that the project would be zeroed out for two years if the mandate moves forward; noting the House cut the State's budget by \$17 million. He stated if such occurs, there would be a need to go back to the voters.

Bob Tougher questioned the impact of the State's budget cuts to the proposed drainage improvements to Center Street.

Dave Ford stated that if the mandate moves forward there would be a need to reprioritize. He stated drainage improvements cannot be done however; the Town has the funds for sewer and sidewalk improvements.

Bob Tougher questioned whether the Town should pull back from municipally managed due to budgetary issues.

Dave Ford disagreed stating the State has been a good partner with the bridge and Middleton Road projects.

Bob Tougher asked what the issues are with regard to the Asset Management Plan.

Dave Ford replied engineering; noting he does not want a system that cannot be managed internally. He stated a simpler system needs to be developed that can be used by all departments; noting the Town's engineer developed a complicated program. He stated he is currently speaking to other consultants.

Bob Tougher confirmed the purchase of HD9.

Referencing the Capital Projects Update Report, John Burt asked if the design of Pine Street/Crescent Lake Avenue is moving forward.

Dave Ford replied yes, the drainage needs to be replaced because of failure and the sidewalks will be extended.

John Burt questioned the status of the Public Works Garage salt shed.

Dave Ford stated it is going out to bid tomorrow and will be constructed during summer.

Bob Tougher reviewed the employee numbers from 2011-2015.

Dave Ford noted four employees have left the department in the last several months and the department is in the process of advertising for those positions.

Bob Tougher questioned the cost difference between contract services and utilizing staff within the department; noting the Town contracts Woodard & Curran for \$615,000 to run the Wastewater Treatment Plant and \$818,000 to NH Electric Co-op to staff the Electric Department. He questioned the number of employees NH Electric Co-op provides the Town.

Dave Owen replied 5; two linemen per truck and one supervisor.

John MacDonald asked if the Town provides health insurance to the NH Electric Co-op employees.

Dave Owen stated the Town is paying for benefits through the contract.

Pete Chamberlain stated it is extremely difficult to find linemen.

Frank Giebutowski stated the benefit comes with expertise and knowledge.

E. Capital Acquisition Template, Cost/Benefit Analysis of Projects

Frank Giebutowski stated the Town does not have a standardized format for cost benefit analysis. He recommended a standardized process to determine savings, costs, improvement of quality and understand financial implications of projects and requests.

Bob Tougher recommended a formal project request form.

Brian Black stated long term operating costs need to be understood for each request.

Pete Chamberlain, Frank Giebutowski, John Burt and Steve Johnson volunteered to develop a standardized format/template.

F. Current Status of 2014 Budget & Expenditure Reports

Pete Chamberlain stated the year to date expenditures and revenues are consistent.

III. Town Manager Report

Harold Parker asked if the Town Hall renovations are on schedule.

Dave Owen replied yes and reviewed the reduced scope renovations as of April 23, 2015. He stated the Governor and Executive Council approved a \$60,000 grant for an emergency generator; noting the BOS will hold a public hearing to accept the funds. He stated the employees will be back in the building by the end of September.

John MacDonald asked if the \$60,000 was included in the original budget.

Dave Owen replied no.

John Burt asked if the issue regarding water in the basement has been resolved.

Dave Owen stated in 2009/2010 when the new water line was installed on Union Street the contractor inadvertently broke the connection in the street and since then there has been issues with water in the basement. As a result, he stated a perimeter drain is being installed. He noted that when the contractors were digging the pit for the elevator they hit a pipe; noting it was discovered that in 1890 a subsurface drainage system was installed under the building. He stated the windows and elevator are on order and the elevator shaft is completed. He invited members to tour the building; noting construction meetings are scheduled every Thursday.

John MacDonald asked if a new slate roof would be installed.

Dave Owen replied no, that only repairs would be done to the roof in addition to replacing the flashing on the valleys and in the gutters; noting repairs would be done as needed. Referencing the Railroad Station playground project, he stated the BOS accepted the donation of \$19,000 from the Nursery School and the project is about to be awarded. Referencing the Abenaki Lodge project, he stated the BOS received a check in the amount of \$350,000 from the Friends of Abenaki. He stated Bauen Corporation has been selected as the Construction Manager for the project. He stated Back Bay Hockey is proposing private public partnership for improvements to Pop Whalen (locker rooms, upgrades, insulation, etc.).

John MacDonald questioned the status of Ethan Hipple's request for a pickup truck from the Public Works Department for lawn mowers.

Dave Owen stated the BOS did not approve the request.

IV. Other Business

The Committee requested copies of Basic Law of Budgeting.

Referencing the VNA funding request, John Burt requested the agency's breakdown of financial data. Referencing the capital reserve accounts for Public Works and Fire Department, he stated such is outside the realm of the Budget Committee and should be included in the operating budget; noting the departments would not be able to operate without the vehicles and equipment. He stated he read the statute regarding capital reserve accounts; noting a separate warrant article is needed to establish or discontinue such. He requested Town Counsel review such; noting the Town previously placed the funding in the operating budget.

Bob Tougher stated he is in favor of capital reserve accounts; noting the Town needs to maintain assets and fleet through the accounts.

V. Public Comment

None.

It was moved by John Burt and seconded by Steve Johnson to adjourn the April 23, 2015 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 7:26 PM.

Respectfully Submitted,
Lee Ann Keathley
Lee Ann Keathley

Mission Statement

To protect the health and welfare of residents, property owners, visitors and businesses of Wolfeboro by providing courteous and quality services. To maintain and upgrade the Town's infrastructure including, but not limited to roadways, drainage, sidewalks, docks, vehicles and other Town assets.

Summary of all of DPW and W/S budgets

PUBLIC WORKS

Account	Division	Budget
01-43110	Admin	\$ 214,764
01-43120	Highway	\$ 1,377,583
01-43191	PW Garage	\$ 454,536
01-43192	B & G	\$ 82,480
01-43240	Solid Waste	\$ 806,860
Total Public Works		\$ 2,936,223

Water			3.18%
Account	Division	Budget	Less Debt Service
02-43320	Distribution	\$ 1,195,192	\$ 527,491
02-43350	WTP	\$ 489,405	\$ 350,605
			\$ 878,096
Total Water		\$ 1,684,597	

Sewer			
Account	Division	Budget	Less Debt Service
04-43260	Collections	\$ 422,727.00	\$ 235,252
04-43263	WWTP	\$ 1,351,579	\$ 735,914
		\$ 1,774,306.00	
less legal			\$ 971,166

Total Water		\$ 878,096.00
Total Sewer		\$ 971,166
Total Water & Sewer		\$ 1,849,262
Total Public Works		\$ 2,936,223
Total of PW/W&S		\$ 4,785,485

Town of Wolfeboro
Public Works Department
2015 Snow Budget and Expenses

Report date: 4/23/2015

Item	Budget	Cost as of 4-23-15	% of Budget	% of 20 weeks Snow Season
				14 weeks
				70%
Overtime	\$ 60,000	\$ 56,169	93.6%	
Salt/deicer*	\$ 73,812	\$ 81,709	110.7%	
*includes mag chloride				
Sand	\$ 30,000	\$ 10,480	34.9%	
Diesel	\$ 50,000	\$ 40,000	80.0%	
Vehicle Maintenance	\$ 52,000	\$ 50,040	96.2%	
Outside Services, contracted snow removal*	\$ 4,000	\$ 4,000	100.0%	
*3k for plowing N. Wakefield Rd				
	\$ 269,812	\$ 242,398	89.8%	