

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
July 30, 2015
Minutes**

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

Members Absent: Brian Black, Steve Johnson, Matt Krause (all excused).

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

Chairman MacDonald opened the meeting at 6:03 PM at the Wolfeboro Public Library.

I. Consideration of Minutes

April 23, 2015

Corrections:

Page 1, Members Absent; strike Dave Senecal and add Luke Freudenberg to Members Present

It was moved by Harold Parker and seconded by Bob Tougher to approve the April 23, 2015 Wolfeboro Budget Committee minutes as amended. All members voted in favor. The motion passed.

II. Discussion Items

A. 2016 Budget Guidelines

Dave Owen stated he distributed such to Department Heads two weeks ago; noting the BOS voted a 0% increase in the total of discretionary line items, with the exception of contractual agreements and legal expenses. He stated the Town will be experiencing an increase of \$344,596 in its Debt Service budget due to the Town Hall renovations, Libby Museum structural repairs, the Center Street reconstruction project and other capital improvements. He stated the Finance Director is projecting the Town's health insurance rates to increase by 13%. However, he noted that because the health insurer operates on a July 1-June 30 fiscal year basis, the Town has its rates for the first half of 2016. He stated a 13% rate increase for the health insurer's next fiscal year would result in a 6.5% increase in health insurance costs in the 2016 budget. He noted some of the cost would be mitigated because Town employees will begin to pay 10% of their health insurance costs in 2016; noting such is an increase from 8.5%. He stated the collective bargaining costs are fixed for 2016 because the Town and its employees entered into a two year contract. He stated the State budget impasse brings some uncertainty with regard to gas tax revenues and rooms and meal tax and noted the fuel prices, with the exception of unleaded, has been locked in. He stated the Town received notice from Primex that it will receive a premium holiday in 2015. He stated there will be a decrease in the Assessing and Welfare budgets.

Pete Chamberlain noted the health insurance rates are set in November.

Referencing catch basin cleaner/street sweeping, John MacDonald stated maintenance costs for such range between \$5,000 and \$20,000. He stated a report is available that provides a break even analysis and noted that no other community the size of Wolfeboro has such.

Dave Owen stated the drainage and road improvement projects being completed by the Town are requiring additional catch basins.

B. Capital Acquisition Template

Frank Giebutowski stated he and Steve Johnson met with Pete Chamberlain and his intern regarding such. He stated it was decided not to change the Capital Project Request form or process however, reviewed the proposed Supplemental Project or Service Costing Form.

Bob Tougher asked if the form would be submitted for every capital project request such as capital reserve accounts.

Frank Giebutowski stated exemption items need to be reviewed.

Bob Tougher recommended the justification section be larger.

John MacDonald asked if the form would be ready for the 2016 budget review process.

Frank Giebutowski replied yes.

C. CIP Committee Report

Bob Tougher stated the CIP Committee will begin meeting in August. He noted he attended a stakeholder forum for improvements to Dockside. He stated a large number of people want to bury the wires and other interests included raising the bridge, two dedicated crosswalks and restrooms.

The Committee discussed restrooms, traffic and the need for a facilities plan.

John MacDonald asked if the Dockside improvements are scheduled for 2016.

Bob Tougher replied the Dockside parking lot and the purchase of the Wolfeboro Oil building behind the train station.

John MacDonald asked when the new ladder truck will be purchased.

Bob Tougher replied 2020.

Frank Giebutowski questioned the Pop Whalen expansion.

Dave Owen stated such was not included in the Parks and Recreation Project Request forms.

Bob Tougher noted the library has been pushed out to 2017.

John MacDonald asked is Pop Whalen and Abenaki could be combined as one Enterprise Fund.

Dave Owen stated there are not enough fees to support both in one fund.

John MacDonald questioned the status of the lodge construction and who received the contract for managing the project.

Dave Owen stated the footings and forms for the foundation are in and Bauen Corporation is managing the project.

Bob Tougher noted the building is now one story because there were issues regarding the elevator.

John MacDonald asked if the lodge would be ready for the 2015-2016 season.

Dave Owen replied yes.

D. Current Status of 2015 Budget & Expenditure Reports

Pete Chamberlain stated the Town is slightly down at 50% overall; noting the General Fund is at 45%, Water at 45.5%, Sewer at 63.8%, Pop Whalen at 45% and Electric at 44%.

Bob Tougher stated the Police Department's overtime budget is 82% expended.

Dave Owen stated grants are applied to the department's overtime budget in September.

Bob Tougher questioned the overtime increase (103%) in the Water Department's budget.

Dave Owen stated the department has had issues with staffing.

John MacDonald requested Pete Chamberlain provided the revenue report to the Committee.

III. Town Manager Report

Dave Owen stated the BOS have exceeded their legal budget due to defending itself from a resident filing incessant lawsuits. He stated the Town has filed a lawsuit against the resident requesting the judge to declare the resident as a vexatious litigant which would require the resident to file a bond prior to filing any additional lawsuits. He noted the BOS Executive budget, specifically Milfoil Treatment, and the Welfare budget has a surplus.

John MacDonald asked if the BOS legal budget is covering the lawsuits against the Police Department.

Dave Owen replied yes and noted the Police Department budget only has \$1,000 for legal expenses. He stated the BOS agreed to have Town Counsel defend the department in both Federal and Superior Court. Referencing the Town Hall renovations, he reviewed the expenditures to date and current balance; noting the Town received a \$60,000 FEMA grant for the purchase and installation of a generator. He stated the Friends of Town Hall are paying for a caterer's kitchen to be installed on the second floor. He stated the Town Hall would be re-occupied by September 30th.

John Burt questioned the type of heating system being installed.

Dave Owen replied oil and noted it would have been an additional \$90,000 to purchase and install wood pellets. Referencing Middleton Road, he stated the road has been paved from the Electric Department to the New Durham town line. He stated Stonehenge Road is complete and a betterment assessment will be incorporated.

Bob Tougher questioned the status of Winnepesaukee Drive.

Dave Owen stated the residents of Winnepesaukee Drive won a lawsuit against the developer and the court awarded the residents the deeds to the remaining lots. He stated the residents are speaking with a developer regarding giving over the lots to the developer in return for construction the road to Town standards.

John MacDonald questioned the number of remaining lots.

Dave Owen replied 24.

John MacDonald questioned the status of the Railroad Station playground.

Dave Owen stated the playground set is back ordered.

Bob Tougher asked if the Public Works Department has started the sidewalks.

John Burt replied no.

Dave Owen stated NH Cooperative Electric has notified the Town verbally that they would not be bidding on the contract to provide line crews; noting the specifications called for five 1st class linemen. He stated NH Cooperative Electric is having a hard time finding linemen to fill their own positions and such has created an operational issue. He stated Barry Muccio and he met with the Vice-President of Operations to discuss more agreeable terms; noting the changes include 3 linemen, 1 supervisor and up to 2 apprentice positions (current agreement includes 4 linemen, 1 supervisor and 1 apprentice). He stated he would be reviewing the proposed changes with the BOS.

IV. Other Business

Harold Parker asked if a rotary is proposed at the base of Center Street at Dunkin Donuts.

Dave Owen replied no.

John MacDonald stated the newspaper reported the Police Department is purchasing four new vehicles; noting the department has always purchased 3 at a time.

Dave Owen stated he is not aware of a fourth vehicle being purchased.

John Burt questioned the number of employees in the Police Department.

Dave Owen replied 13.

V. Public Comment

None.

It was moved by John Burt and seconded by Bob Moholland to adjourn the July 30, 2015 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 7:31 PM.

Respectfully Submitted,

Lee Ann Keathley

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