

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
September 29, 2015
Minutes**

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

Members Absent: Luke Freudenberg, Selectmen's Representative, Steve Johnson, Member.

Staff Present: Pete Chamberlain, Finance Director, Lee Ann Keathley, Secretary.

Staff Absent: Dave Owen, Town Manager.

Chairman MacDonald opened the meeting at 6:02 PM at the Wolfeboro Public Library.

I. Consideration of Minutes

July 30, 2015

It was moved by Frank Giebutowski and seconded by Bob Moholland to approve the July 30, 2015 Wolfeboro Budget Committee minutes as submitted. All members voted in favor. The motion passed.

II. Discussion Items

A. Capital Acquisition Template

Pete Chamberlain stated the BOS reviewed the proposed Capital Acquisition template; noting the BOS questioned the threshold of the monetary amount required to submit the request.

John Burt asked if the template would apply to items requested in the operating budget or warrant articles.

Frank Giebutowski replied both.

Bob Tougher suggested 100,000; noting such is the guideline for CIP requests.

It was moved by Frank Giebutowski and seconded by Bob Tougher to require the submittal of a Capital Acquisition Project Request which provides the cost/benefit analysis for new acquisition and/or replacement projects/proposals in excess of \$100,000, excluding infrastructure. All members voted in favor. The motion passed.

B. CIP Committee Report

Bob Tougher reviewed the CIP Report, dated September 29, 2015, see attached. He noted the Dockside Improvements project has been pushed out a couple of years.

John Burt asked the driving factor for the project.

Bob Tougher replied infiltration and inflow (I&I) of the sewer system into the lake. He stated Dave Ford intends to use the \$700,000 from the warrant article last year to address the I&I at Dockside.

John MacDonald asked how funds can be used for something different than what was stated in the warrant article and voted on.

John Burt stated it was specified that the \$700,000 would be used to design a solution for the failed effluent system; noting the funds cannot be used for I&I. He stated the presumption of the \$700,000 was to develop a solution to the effluent disposal issue.

Bob Tougher stated he would discuss the issue at the next CIP meeting and email a response to the Committee.

John Burt stated \$130,000 was appropriated in 2013 for I&I.

Bob Tougher stated it was proposed to establish a capital reserve account for the next two years so that the project would not be bonded.

John MacDonald expressed concern regarding the budget and stated he doesn't believe the project would be completed for 5-7 years.

Frank Giebutowski agreed with Mr. MacDonald and stated he would prefer to present an actual plan to the voters. He questioned the purchase and intent of the Wolfeboro Oil building. He questioned whether the intent remains for the building to be used for record storage; noting parking would be a better use of the property.

Bob Tougher stated the proposal includes only the purchase of the building for \$125,000; noting the Town has first right of refusal. He stated Dave Ford calculated the potential for 8 parking spaces at the site however, if the building is removed from the site, such would allow for additional parking spaces.

John MacDonald asked if there is contamination on the site.

Bob Tougher stated there is no oil in the tanks and that the current owner would be responsible for any clean up.

John Burt questioned the assessed value.

Bob Tougher replied \$160,000.

Referencing the purchase of the ladder truck, Bob Tougher stated the truck will be 27 years old at the time of the new purchase. He stated Tom Zotti disagrees with pushing the purchase out another couple of years due to the cost for repairs.

John MacDonald requested a cost estimate for repairs in order to push out the purchase an additional 3-4 years.

Referencing the Pleasant Valley Road Bridge project, John Burt requested additional information regarding such.

Bob Tougher noted the bridge is red listed by the State.

John MacDonald stated that if the warrant article passes for the Pleasant Valley Road Bridge project in 2016, would the funds be committed for 2023.

Pete Chamberlain replied yes.

John MacDonald asked if there would be a contract to ensure funding from the State.

Pete Chamberlain replied yes, through the grant application.

Harold Parker stated there is no guarantee the Town will receive funding.

Bob Tougher stated he would request additional information.

The Committee discussed Building Maintenance Capital Reserve Fund; noting such is too vague and not specific to what the funds are used for. The Committee noted that most department budgets include a maintenance/repair line for items such as roofs, mechanical, etc. The Committee reviewed the Foss Field Capital Reserve account (current balance of \$100,000) and asked why the Foss Field restrooms are not included as part of the Restroom Committee study. The Committee requested review of the Foss Field Capital Reserve Fund warrant article language.

The Committee noted that they are not in favor of the Foss Field and Dockside Improvements Capital Improvements Program requests.

C. 2015-2016 Budget Review Meeting Schedule

The Committee reviewed such and requested the following changes; change of venue to the Town Hall Great Room, include consideration of minutes throughout the schedule and schedule Water & Sewer Utilities on a separate date from Public Works Department.

D. Current Status of 2015 Budget & Expenditure Reports

Pete Chamberlain stated the budget is currently 64% expended. He stated the Town Manager and he completed review of the department budgets last week and the BOS have met with the agencies. He stated a reduction from fuel prices is reflected in the budgets.

Bob Tougher questioned the percentage increase in the budget.

Pete Chamberlain stated he would calculate such and would provide a detailed discretionary and nondiscretionary report on a line by line item basis.

III. Town Manager Report

None.

IV. Other Business

The Committee discussed information submitted by the agencies and requested Staff write a letter requesting the agencies provide the following information; whether the services are provided to other towns and if so, what other towns contribute, balance sheet, income statement and what new programs are being instituted.

V. Public Comment

None.

It was moved by John Burt and seconded by Frank Giebutowski to adjourn the September 29, 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

Lee Ann Keathley

CIP Report

September 29, 2015

Purchase Wolfeboro Oil Building	125,000
Replace FD Utility 1 (13 years old)	155,000
Sewall Rd Voltage Conversion	450,000
Solid Waste Building Expansion	150,000
Whitten Neck Rd Water Line	550,000
Mast Landing Lot (Engineering)	40,000 and 160,000 in 2017
Bridge On Pleasant Valley Rd	872,000 This project would be separated into 2 years with expenditures of 115,000 in 2016 and 757,000 in 2023. The State Bridge Aid Program should reimburse 80% of the cost. The cost to Wolfeboro would be 23,000 in 2016 and 151,400 in 2023, and the warrant articles would both have to be done in 2016 to secure the grant money.

Capital Reserve Deposits

Fire Department Vehicles And Equipment	186,000
Public Works Vehicles And Equipment	175,000
Building Maintenance	75,000
Abenaki Equipment	15,250
Dockside	200,000
Foss Field	100,000
Annual Road Maintenance	675,000
Wastewater Treatment Plant	125,000

Other Comments

Library in 2017 Engineering in 2017 and construction in 2018 totaling 5,083,000

No sidewalks request due to work backlog.

Fire Department Ladder Truck was built in 1994 and will be replaced in 2020

Bob Tougher