

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
April 28, 2016
Minutes**

Members Present: John MacDonald, Chairman, Steve Johnson, Brian Black, Harold Parker, Robert Moholland, John Burt, Bob Tougher, Bob O'Brien, Members.

Members Absent: Luke Freudenberg, Selectmen's Representative, Bob Loughman, Member.

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

Chairman MacDonald opened the meeting at 6:06 PM at The Great Hall.

I. Consideration of Minutes

December 22, 2015

Correction: Page 1, Members Absent; insert "(excused)" following "Parker"

It was moved by John MacDonald and seconded by Bob Moholland to approve the December 22, 2015 Wolfeboro Budget Committee minutes as amended. John MacDonald, Steve Johnson, Brian Black, Robert Moholland, John Burt, Bob Tougher voted in favor. Harold Parker, Bob O'Brien abstained. The motion passed.

January 7, 2016

It was moved by Bob Tougher and seconded by Robert Moholland to approve the January 7, 2016 Wolfeboro Budget Committee minutes as submitted. John MacDonald, Steve Johnson, Robert Moholland, Harold Parker, John Burt, Bob Tougher voted in favor. Brian Black, Bob O'Brien abstained. The motion passed.

January 12, 2016

Corrections: Page 1, Warrant Articles, 2nd paragraph; strike "n"
Page 2, Article 7, 2nd paragraph; change "Steve Johnson; yes" to "Steve Johnson; no" and change "Bob Moholland; no" to "Bob Moholland; yes"

It was moved by Robert Moholland and seconded by Bob Tougher to approve the January 12, 2016 Wolfeboro Budget Committee minutes as amended. John MacDonald, Steve Johnson, Robert Moholland, John Burt, Bob Tougher voted in favor. Brian Black, Harold Parker, Bob O'Brien abstained. The motion passed.

February 2, 2016

It was moved by Robert Moholland and seconded by Bob Tougher to approve the February 2, 2016 Wolfeboro Budget Committee minutes as submitted. John MacDonald, Steve Johnson, Robert Moholland, John Burt, Brian Black, Bob Tougher voted in favor. Harold Parker, Bob O'Brien abstained. The motion passed.

II. Discussion Items

A. Appointment of Chairman and Vice-Chairman

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

It was moved by Brian Black and seconded by John Burt to appoint Bob Tougher 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.

It was moved by John MacDonald and seconded by John Burt to appoint Bob Tougher as the Budget Committee Representative to the CIP Committee. All members voted in favor. The motion passed.

Steve Johnson expressed interest in serving on the Committee as well.

C. Assignment of Departments for 2016 Budget Review

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

Parks & Recreation Department: Bob Tougher & Bob O'Brien

General Government: John MacDonald, Steve Johnson & Bob Loughman

Public Works and Water & Sewer Departments: John Burt & Bob Loughman

Electric Department: Bob O'Brien & John Burt

Library: Harold Parker

Libby Museum: Harold Parker, Steve Johnson & John MacDonald

D. Develop Guidelines for Information Submittal by Agencies

The Committee requested a simpler process with regard to information submitted by Agencies. The Committee requested each agency provide the following information in 5 pages or less; Mission Statement, income expenditures, certificate or identification of nonprofit status, quantify the services provided to the Wolfeboro community and provide the formula used to determine such, identify other communities that funding is requested and the appropriation from those communities and include whether the agency receives State aid. The Town Manager would draft a letter to the agencies that include the above requests for information. The Committee agreed that if an agency does not provide the information the funding request would be tabled and considered at the next scheduled meeting.

E. Current Status of 2016 Budget & Expenditure Reports

Pete Chamberlain noted the budget is under expended year to date and revenues are on task.

John MacDonald questioned the employment posting for a lineman.

Dave Owen stated the Town had to let go of an apprentice lineman.

John MacDonald asked if the revenues for Abenaki are down due to the mild winter.

Dave Owen replied yes.

John MacDonald questioned the use policy for Abenaki Lodge.

Dave Owen stated the cost to use the lodge is \$50; noting such mirrors the Town Hall. He noted the funds are deposited into the General Fund.

John MacDonald questioned cleaning after an event.

Dave Owen stated the use policy stipulates that the user clean up after an event.

John MacDonald recommended consideration of a deposit in case additional cleaning is necessary.

Referencing Communications, Bob Tougher questioned overtime at 37% expended; noting the expenditures for part time wages and hourly wages are down. He questioned Other Purchased Services; noting such is \$8,000 expended.

Dave Owen stated he would research such.

Bob Tougher questioned Parks Maintenance; noting that hourly wages are down yet overtime wages are up. He questioned electric for Parks Maintenance; noting such is 50% expended. He questioned why the funds for Parks Maintenance propane are encumbered in the amount of \$3,621; noting that the appropriation for such is \$1,661.

Dave Owen stated he would research such.

Bob Tougher questioned the telephone expenditure at the Libby Museum; noting such is 50% expended.

Pete Chamberlain stated such is associated with the second internet line for monitoring the equipment in addition to the alarm.

John MacDonald questioned the salary of the new Fire Chief.

Dave Owen replied approximately \$80,000 including the Emergency Management Director stipend.

John Burt asked if Winter Carnival is a Chamber of Commerce sponsored event.

Dave Owen replied no, Parks and Recreation Department sponsors such.

John MacDonald asked how Fischerville is sponsored.

Dave Owen stated that Fischerville is a Town committee appointed by the BOS however, the participants of Fischerville raise their own funds to support the event.

Referencing Economic Development, John Burt stated several businesses are gone and questioned why the Town is spending money on such if the businesses are disappearing. He requested the EDC provide a dissertation to the Budget Committee and questioned efforts by the Chamber of Commerce with regard to economic development.

Steve Johnson questioned whether business friendliness could be extended.

Brian Black stated he believes the Town could be more business friendly; noting difficulty with regard to meeting the requirements of the Town. He questioned whether the EDC could work closely with the Planning Board.

Dave Owen stated the EDC already works closely with the Planning Board and the Planning and Development Office. He stated the EDC undertook an intense Business and Retention Survey conducted through UNH in which 93 businesses participated. He stated the results have been analyzed and processed and the report will be provided on the Town's website. He noted the Town and Chamber of Commerce jointly developed a Guide to Doing Business in Wolfeboro. He stated the Town is trying to be business friendly and responsive.

III. Town Manager Report

Dave Owen stated he reconsidered his decision to retire and committed to two additional years as Town Manager. He stated he agreed to compensate the Town for the funds expended in the search for a new Town Manager. He noted the following updates;

- Town Hall renovations available fund balance is \$4,788.58.
- Town has locked into the following fuel prices (prices are significantly lower than the previous year); heating oil, kerosene, diesel fuel, regular unleaded gasoline and outside mix. The Town has not yet locked in the price for propane.
- Jim Pineo, Fire Chief begins work on 5/2/16.
- Parks and Recreation hired Justin Chaffee as the Assistant Director
- Former Abenaki Lodge was demolished by the Public Works Department
- South Main Street sidewalk construction is currently underway
- Beach Pond Road & Old Lakeview Terrace to receive final wear coat
- Center Street Project; out to bid in May, award contract in August, construction commence following the tourist season
- Electric Supply Contract expires in 2016; bids for such are due in May
- BOS directed the Town Manager to undertake a new Pay & Classification Study; noting the funds for such is coming out of the Highway Department budget
- Police Department received a 50/50 matching grant for a radar message board/trailer; noting a portion of the funds would be coming from the Electric and Highway Department budgets

Steve Johnson questioned the cost of the radar message board/trailer.

Dave Owen replied \$20,000; noting the State would be contributing half of the cost.

John MacDonald asked if any funds were coming from the Police Department budget.

Dave Owen replied no.

John MacDonald stated he doesn't agree with how the item is being purchased and noted that if the Police Department intends to use the equipment then the department should contribute to the cost of such.

John Burt stated the equipment was not placed in the budget and therefore questioned how it could be purchased.

Brian Black asked whether the primary purpose of the equipment would be used for speed monitoring.

Dave Owen replied yes.

Steve Johnson stated that John Burt makes a legitimate point when he asks how the equipment can be purchased without it being in the budget.

Bob Tougher stated he agrees with the purchase.

John MacDonald stated the funds for the equipment should come from the Police Department's budget. He stated the Committee is always told that the BOS is not in control of the Police Department and their budget and that only the Police Commission has control over such. He stated he disagrees with the Police Department asking the Town for money to pay for the equipment.

John Burt stated he believes that purchases should be in the approved budget and that just because there are funds available that those funds should be spent on items not appropriated for in the budget.

John MacDonald asked when the Police Department applied for the grant.

Dave Owen stated the department was notified of the approval two months ago.

Dave Owen stated Keith Pratt presented the water and sewer report.

John MacDonald stated he feels the fire hydrant fee is unfair.

John Burt agreed with John MacDonald.

IV. Other Business

- Budget Committee meeting scheduled for Thursday, July 14, 2016 at 6PM, location to be determined. The Committee requested the following information; CIP spreadsheet and Capital Reserves Account spreadsheets for all departments.
- Public Restroom Committee; held five meetings and currently concluding needs and assessment.

V. Public Comment

None.

It was moved by John Burt and seconded by Bob Tougher to adjourn the April 28, 2016 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
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