

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
MINUTES**

**December 10, 2020
Great Hall, Wolfeboro Town Hall and Virtual Access**

Chairman MacDonald opened the meeting at 6:40 pm.

I. Preamble and Roll Call of Members in Attendance

Good evening and welcome to the December 10, 2020 meeting of the Wolfeboro Budget Committee. Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order #2020-04, this Board is authorized to meet electronically. **However, the Committee has jointly decided to proceed with a 'hybrid' meeting format allowing for members of the public and Board to attend and participate in the meeting in-person or virtually.**

In accordance with RSA 91-A: 2, III, the Board has 5 members joining the meeting remotely, which a public body has the authorization to allow.

At this time I would like to take a roll-call vote of ALL members present. For those participating virtually, please indicate why your attendance is not reasonably practical and if you have any other individuals present in the room with you.

Budget Committee Members Present (In-person): John MacDonald, Chairman, Bob Loughman, Matthew Plache, Brian Black, Steve Johnson, Bob Moholland, Members.

Budget Committee Members Present (Virtual): Bob Tougher, Vice-Chairman (indicated he is at his residence and no one is present), John Burt (indicated he is at his residence and no one is present), Tom Bell (indicated he is at his residence and no one is present), Paul O'Brien, Selectmen's Representative (indicated he is at his residence and no one is present), Linda Murray, Selectmen's Alternate Representative (indicated she is at her residence and no one is present).

Votes taken during this meeting will be via roll call vote for ALL members.

In accordance with Emergency Order #12, for members of the public, this is to confirm that we are:

1. Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means through GoToMeeting. All members of the public and Board have the ability to communicate contemporaneously during this meeting through the GoToMeeting platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #+1 (646) 749-3122 followed by the audio access code 918-242-429, or by video following the directions on the Town of Wolfeboro Website posted on the home page under the Virtual Town Meeting Login Information page.
2. Providing public notice of the necessary information for accessing the meeting; we previously gave notice to the public of how to access the meeting in-person or using GoToMeeting and in, and instructions are provided on the Town of Wolfeboro website at wolfeboroh.us on the Virtual Town Meeting Login Information page.
3. Providing a mechanism for the public to alert the public body during the meeting if there are problems with access; If anybody has a problem accessing the meeting via phone or computer, please immediately call 603-486-2692 OR email hendrickson.leeann@gmail.com In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Staff Present (In-person): Jim Pineo, Town Manager, Brenda Lapointe, Tax Collector, Steve Paquin, Code Enforcement Officer, Tavis Austin, Director of Planning and Development, Lee Ann Hendrickson, and Administrative Secretary.

Staff Present (Virtual): Kathy Carpentier, Finance Director.

The Committee participated in the Pledge of Allegiance.

II. 2021 Budget

GENERAL GOVERNMENT

TAX COLLECTOR

Brenda Lapointe noted an increase in overtime and stated he is planning to retire and the expense is related to such.

Bob Tougher recommended a wage study be conducted for the Town. He stated in comparison to other Department Heads Ms. Lapointe is underpaid. He recommended a 2.5% increase to her salary.

Bob Tougher stated John Burt is offline due to a computer issue.

It was moved by Bob Tougher and seconded by Bob Loughman to increase 01-41504-113 Supervisory Salaries by 2.5% from \$67,406 to \$69,089. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, Brian Black – yes, Tom Bell – yes. The motion passed (8-0).

Steve Johnson stated he is in favor of a pay classification study and analysis of all Department Head salaries.

John MacDonald stated that based on the motion that the funding request for retirement would need to increase.

Jim Pineo stated the change would be minimal and recommended leaving the request as currently funded.

TOWN CLERK

Bob Tougher stated Pat Waterman's salary should also be increased by 2.5%.

It was moved by Bob Tougher and seconded by John MacDonald to increase 01-41401-113 Supervisory Salaries by 2.5% from \$64,622 to \$66,238.

Discussion of the motion:

John MacDonald stated he sees the Town Clerk's position equal in responsibility to the Tax Collector position and asked Bob if he would be willing to amend his motion to increase the Town Clerk's salary to reflect the same salary as the Tax Collector.

Bob Tougher amended his motion to increase 01-41401-113 Supervisory Salaries from \$64,622 to 69,089. John MacDonald seconded the amendment.

Discussion of the motion:

Paul O'Brien stated the Town conducted a wage study in 2016.

Jim Pineo confirmed such. He stated the study was conducted by MRI and submitted to the Town fall 2016.

Paul O'Brien stated the current salaries were set based on the salary research conducted four years ago. He recommended increasing the bottom line of the budgets rather than increasing the salary line.

Steve Johnson stated the Committee wants to recognize the good work of the Town's employees and be in-line with pay. He asked if an employee leaves their position would the new employee begin at the salary the previous employee was making or would the new employee's salary be based on experience.

Jim Pineo stated he believes a higher salary is beneficial because it attracts experienced people to fill vacancies within the Town.

John MacDonald confirmed Ms. Waterman is an elected official.

Jim Pineo replied yes and noted that her salary may fall under the BOS' purview.

Paul O'Brien cautioned against arbitrarily increasing the salary of certain individuals.

Bob Tougher stated per the evaluation sheet provided by the Town Manager, Pat Waterman is the lowest paid. He stated Ms. Waterman has served this Town for 50 years and should receive a raise.

Roll call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – no, Steve Johnson – no, Bob Moholland – no, Matt Plache – yes, Brian Black – yes, Tom Bell – yes. The motion passed (5-4).

Bob Tougher questioned whether the 200 series should be adjusted.

Jim Pineo stated the impact is approximately \$358 to the 200 series and believes the proposed budget can absorb the increase.

Bob Tougher requested the Committee revisit Cindy Scott's salary.

Jim Pineo stated the Library Trustees set wages for the library employees.

Bob Loughman questioned office equipment; noting the note states "change back to \$200" however, the BOS column reflects an approval of \$1,000 for 2021.

Jim Pineo stated he would revise the budget sheet to reflect \$200 BOS approved.

Paul O'Brien read RSA 37:6, Section 2 as follows; *"The town manager shall have the power and it shall be his duty: II. To appoint, upon merit and fitness alone, and to remove, all subordinate officers and employees under his control, and to fix their compensation."*

CODE ENFORCEMENT OFFICER

Jim Pineo introduced Steve Paquin, Code Enforcement Officer.

Steve Paquin spoke to his experience and previous employment.

Bob Loughman reviewed the national average for salary of a Code Enforcement Officer.

Steve Johnson asked the Town Manager given the national average for salary, would he agree with the statistics.

Jim Pineo stated the salary was the minimum amount the Town could offer to attract a candidate with experience. He stated the pay is on the low end and is based on the experience of the current Code Enforcement Officer.

John Burt re-entered the meeting virtually at 7:26 PM.

PLANNING DEPARTMENT

Jim Pineo introduced Tavis Austin, Director of Planning and Development.

Tavis Austin spoke to his experience and previous employment.

Bob Loughman reviewed the national average for salary.

John Burt questioned the telephone line.

Matt Plache asked if the expense for long distance is accurate.

Tavis Austin replied yes.

Bob Loughman questioned the increase in dues and subscriptions.

Jim Pineo replied Lakes Region Planning Commission (LRPC) dues. He stated he received an email on 10/26/20 from LRPC stating the 2021 dues are \$9,802; noting the funding request can be decreased by \$2,753.55.

It was moved by John MacDonald and seconded by Bob Loughman to decrease 01-41911-560 Dues and subscription by \$2,753.55 from \$12,955.55 to \$10,202. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell – yes. The motion passed (9-0).

PLANNING BOARD

John MacDonald asked if the Master Plan was completed in 2019.

Tavis Austin replied yes.

John Burt stated the five year average is \$4,000.

It was moved by John Burt and seconded by Bob Loughman to decrease 01-41305-380 Outside Services from \$5,000 to \$4,000. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – no, Tom Bell – yes. The motion passed (8-1).

Bob Loughman questioned the increase in advertising.

Jim Pineo stated the year to date expense as of October is \$4,005.

Tavis Austin stated the application fees do not offset the advertisement fees and recommends an increase in the application fees.

ZONING BOARD

No changes.

BREWSTER BUILDING

Bob Tougher stated he reviewed the 2013 budget prior to the Town Hall renovation and noted a decrease in the cost of electric, heat and oil. He noted the renovated Town Hall has 5,000 more square feet of space.

John MacDonald questioned building maintenance; noting an increase in this year's expenditure.

Jim Pineo stated there was a water leak from the chiller that impacted the Great Hall kitchen and Town Clerk's office. He stated the replacement of the coil was \$7,000 and there was damage to the ceiling and sheetrock; noting there is an offset from the insurance claim.

Bob Tougher asked if the clock is being wound.

Tavis Austin replied yes.

Bob Loughman questioned maintenance supplies.

John Burt stated the five year average is \$1900.

It was moved by Bob Loughman and seconded by John Burt to decrease 01-41941-630 Maintenance Supplies from \$4,000 to \$2,000.

Discussion of the motion:

Bob Tougher stated he feels that \$2,000 is too low; noting supply costs have increased.

Jim Pineo stated as of September 30th \$1700 has been spent.

Roll call vote: John MacDonald – no, Bob Tougher – no, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – no, Matt Plache – yes, John Burt – no, Brian Black – no, Tom Bell – no. The motion failed (3-6).

It was moved by John Burt and seconded by Bob Moholland to decrease 01-41941-630 Maintenance Supplies from \$4,000 to \$3,000. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell – yes. The motion passed (9-0).

EXECUTIVE

John MacDonald questioned the five year average for legal expenses.

John Burt replied \$120,000.

Referencing the Cable Channel, Bob Loughman asked if the review and expansion of Browns Ridge Road is included in the funding request.

Paul O'Brien replied no. He stated the construction has not yet begun and there are currently no subscribers.

Bob Loughman questioned the five year average.

John Burt replied \$98,000.

Bob Tougher stated advertising has been over expended and questioned whether the request should be increased.

John Burt stated the five year average is \$3,600.

Jim Pineo recommended the funding request remain as is.

John MacDonald questioned the funding request associated with Wolfeboro Waters.

Jim Pineo stated the Wolfeboro Waters Committee has requested funding to continue their work.

Paul O'Brien reviewed the history of the cyanobacteria outbreak and the formation of the Committee. He stated the Committee is comprised of three subcommittees; Mitigation, Assessment and Communications and explained the roles of each subcommittee. He stated a website for Wolfeboro Waters has been developed (<https://www.wolfeboronh.us/wolfeboro-waters-committee/wolfeboro-waters>).

Linda Murray stated previous funding for the Committee was in the water budget (last year) however, this year the BOS felt the Executive budget was more appropriate to place the funding request. She stated the Committee is monitoring the water quality within the Town.

Bob Loughman questioned the expenses if the Committee is comprised of volunteers.

Linda Murray replied chemicals, laboratory testing, testing samples.

Brian Black recommended tabling further discussion until the Committee receives additional backup.

John MacDonald reviewed the total expenditure and annual appropriation of the Executive budget for the past two years; noting the budget has been under expended both years. He stated the funding request could be absorbed by the budget.

Linda Murray stated there has to be an appropriation for Wolfeboro Waters in order for money to be spent.

Jim Pineo stated the Committee requested funding for specific requests. He stated he would have to determine which lines within the Executive budget the expense would come from.

John MacDonald stated historically there is between \$50,000 and \$70,000 remaining funds and therefore, believes there is money within the budget to absorb the cost of the Committee.

Bob Tougher asked if there are any reimbursement costs since the lakes are owned by the State.

Jim Pineo stated the State has said (in 2020) they are no longer testing waters. He stated he doesn't know how to leverage the State to accept financial responsibility.

FINANCE

Jim Pineo introduced Kathy Carpentier as the new Finance Director.

Bob Loughman noted a discrepancy in the funding request for outside services; noting the request is \$4500 however, the backup information adds up to \$3500.

Jim Pineo stated the figure noted in the backup information is correct; noting he would amend the funding request.

It was moved by Bob Loughman and seconded by Steve Johnson to decrease 01-41501-380 Outside Services from \$4,500 to \$3,500. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell – yes. The motion passed (9-0).

TOWN MANAGER

No changes.

MISCELLANEOUS

No changes.

HEALTH

Rescheduled to December 21, 2020.

III. Consideration of Minutes

N/A

IV. Other Business

Wolfeboro Waters

Steve Johnson questioned the status of such.

Jim Pineo stated the Committee did not make any decisions regarding such.

John MacDonald stated he believes that due to the amount of money that is left over in the Executive budget annually that the existing budget can absorb the Wolfeboro Waters 2021 funding request.

Public Works Reorganization

Bob Tougher stated the Committee only had one week to review the proposal. He stated the cost associated with the proposal is \$137,000 for the new position, including benefits and Dave Ford will retain his high salary. He stated he has an issue with such; noting he makes much more than his fellow Department Heads and much more than the Town Manager. He expressed concern regarding the ongoing pandemic and warrant articles proposed and recommended tabling the proposal this year and review it for next year.

Bob Loughman agreed with Mr. Tougher and stated the Committee was not given enough time to review the financial impact of the proposal. He requested the matter be revisited or tabled until next year.

John MacDonald stated the Committee will revisit the matter on December 17, 2020.

Steve Johnson recommended a member of the Budget Committee be involved in the salary review process.

Operating Budget Summary Sheet & Default Budget

Bob Tougher requested such from the Finance Director.

V. Public Comment

None.

It was moved by John Burt and seconded by Bob Tougher to adjourn the December 10, 2020 Budget Committee meeting. Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell – yes. The motion passed (9-0).

There being no further business before the Committee, the meeting adjourned at 8:56 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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