

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
November 8, 2018
Minutes**

Members Present: John MacDonald, Chairman, Bob Tougher, Vice-Chairman, Paul O'Brien, Selectmen's Representative, Steve Johnson, Bob O'Brien, John Burt, Bob Moholland, Robert Loughman, Brian Black, Members.

Member Absent: Harold Parker, Member.

Staff Present: Becky Mellow, Town Manager, Deb Zabkar, Finance Director, Christine Collins, Director of Parks and Recreation, Justin Chaffee, Assistant Director of Parks and Recreation, Lee Ann Hendrickson, Administrative Secretary.

Chairman MacDonald called the meeting to order at 6:34 PM at the Great Hall.

John MacDonald read Harold Parker's letter of resignation, effective immediately. He stated Mr. Parker has been appointed to be the Federal Co-Chair of the Northern Border Regional Commission and since Wolfeboro sits within the territory covered by the Commission and Wolfeboro is eligible to receive grants from the Commission, it could be a conflict of interest for him being a Town official and the Federal Co-Chair.

It was moved Bob O'Brien and seconded by Bob Moholland to accept Harold Parker's letter of resignation from the Town of Wolfeboro Budget Committee. All members voted in favor. The motion passed.

John MacDonald stated a notice will be posted in the 11/15/18 Granite State News publication; noting resumes would be accepted through 11/26/18.

CULTURE AND RECREATION

John Burt noted the budget for Parks and Recreation are up over \$100,000 (General Fund). He asked if there are any new programs to cause the increase; noting he is very discouraged.

Christine Collins stated it is her job to present a budget and it is the Committee's job to decide whether the projects occur now or later.

PATRIOTIC PURPOSES

Bob Tougher questioned the increase in Fireworks (4th of July, Winter Carnival, New Year's Eve) noting he has an issue with the increase.

Christine Collins stated Chief Pineo requested an electronic show (fireworks lit electronically) due to an incident that occurred where someone was hurt during the lighting of the fireworks. She stated such increased the cost. She stated she is a member of the Special Event Committee and put in the funding request as a result of committee discussions.

It was moved by Bob Tougher and seconded by Robert Loughman to decrease Fireworks 01-45832-830 from \$18,000 to \$11,000.

Discussion of the motion:

Steve Johnson stated that as a member of the Special Events Committee, he requested the Budget Committee look at the request in a favorable light. He stated a lot of people attend the events.

Brian Black asked how the fireworks were previously funded.

Linda Murray stated the Chamber of Commerce previously funded the fireworks when they sponsored First Night. However, when First Night Wolfeboro pulled out, the Special Events Committee was formed and the New Year's Eve event is now a Town program under the Economic Development Committee.

John Burt stated the Chamber of Commerce should support the event.

Robert Loughman requested further clarification regarding the increase in the fireworks for the 4th of July.

Christine Collins stated an electronic show is safer because the fireworks are lit electronically. She stated the Fire Chief requested such however, was not aware of the cost at the time of his request.

Bob Tougher stated the State's Revenue Administration posted the tax rate; noting an increase of \$.82 (\$.70 related to the school). He stated the Budget Committee needs to be cognizant of the Town's budget and the school's budget and doesn't feel the fireworks are a worthy taxpayer's expense.

Brian Black asked if there is a separate budget for Winter Carnival.

Christine Collins replied yes however, the fireworks for all the events are together because the price includes all three events.

Brian Black recommended placing the expenditure for fireworks for Winter Carnival in the Winter Carnival budget.

It was moved by Bob Tougher and seconded by Robert Loughman to decrease Fireworks 01-45832-830 from \$18,000 to \$11,000. All members voted in favor. The motion passed.

ADMINISTRATION

John MacDonald questioned the raises for nonunion employees.

Becky Merrow replied 2%.

John MacDonald asked if the budgets reflect the 2% increase.

Becky Merrow replied yes.

Bob Tougher asked if the health insurance figure is an estimated guess or if it is an actual cost.

Becky Merrow stated she received the health sheet today; noting a 1% decrease.

Referencing the 200 series, Christine Collins noted that one employee is switching to a family plan therefore, the figure needs to increase \$7,000 (health and dental insurance).

It was moved by Robert Loughman and seconded by John Burt to increase Group Health Insurance 01-45201-210 from \$53,889 to \$60,889. All members voted in favor. The motion passed.

Christine Collins stated dental insurance would also change however, she does not have the rate for such.

Bob Tougher questioned the increase in rentals and leases.

Christine Collins stated such is related to the lease payment for the new minivan; noting the previous minivan died.

John Burt questioned the increase in gas.

Christine Collins noted there was an increase in the cost of fuel.

John Burt questioned the increase in professional development and travel and meetings.

Christine Collins stated she increase such to allow for the Assistant Director to attend the annual conference.

John Burt stated the five year average is \$1,200 for both.

John MacDonald asked why she and the Assistant Director couldn't rotate their attendance at the conference. He questioned the number of vehicles in the department.

Christine Collins replied 1 minivan and 1 pickup truck. She noted six full time employees utilize two vehicles.

It was moved by John MacDonald and seconded by John Burt to decrease Travel & Meetings 01-45201-810 from \$2,168 to \$1,875. All members voted in favor. The motion passed.

MAINTENANCE

John Burt questioned the increase in part time wages.

John MacDonald questioned the year to date expenditure for outside services.

Christine Collins stated there are unprocessed invoices and are related to Cate Park.

Deb Zabkar stated as of today the year to date expenditure is \$15,351.50.

Robert Loughman questioned the BOS note that states the removal of garden maintenance.

Christine Collins stated the BOS added a gardener position in part time wages to address the IGA flower gardens.

It was moved by John MacDonald and seconded by John Burt to decrease Outside Services 01-45202-380 from \$19,788 to \$18,000.

Discussion of the motion:

John MacDonald stated he came to \$18,000 by taking the year to date expenditure and adding the removal of the garden maintenance.

Bob Moholland requested additional information relative to the increase in part time wages.

Christine Collins stated the department has been maintaining the section of garden in front of the IGA however, they haven't been getting to it. She stated a proposal was presented to the BOS to hire a point person to maintain all the Town's gardens.

John Burt questioned the number of gardens.

Christine Collins stated 13.

Bob Moholland questioned the increase in custodial supplies.

Christine Collins stated such is related to the Foss Field Pavilion; noting such opened in July 2018.

John Burt questioned the activity of the pavilion in the winter.

Christine Collins stated one bathroom would remain open.

John Burt questioned the necessity for such and questioned the cost savings if the bathroom was closed.

John MacDonald questioned the year to date expenditure of land improvements.

Deb Zabkar replied \$1,592.79.

Christine Collins stated the increase is related to a one-time expense for playground mulch; noting the last time the playground was done was 2014.

It was moved by John MacDonald and seconded by John Burt to decrease Land Improvements 01-45202-710 from \$4,736 to \$3,000. All members voted in favor. The motion passed.

BEACHES

John MacDonald questioned the year to date expenditure of grounds maintenance.

Deb Zabkar replied \$1,545.38 and noted an open purchase order for \$1,999.50.

John MacDonald asked what the purchase order is for.

Christine Collins replied gravel for parking lots; noting the Albee Beach and Carry Beach parking lots are unpaved.

Deb Zabkar stated the purchase order is for J. Jeddrey for gravel.

John MacDonald asked if the Highway Department spreads the gravel.

Christine Collins stated she does not know and would speak to Kathy Rankin.

John Burt questioned long range antennae for \$500.

Christine Collins stated such is a one-time expense for an antennae to allow personnel to communicate with Police and Fire in case of an emergency at the beaches; noting there is very poor cell reception in those locations.

ABENAKI

Referencing part time wages, Christine Collins stated she originally requested \$79,635 however, is requesting \$66,626.09 and distributed a Budget Reinstatement/Addition List form.

John MacDonald questioned the year to date expenditure of such.

Deb Zabkar replied \$38,722.54.

Christine Collins stated last year Abenaki was closed due to cold weather conditions and changing of personnel. She noted the year prior she had to let three employees go. She noted snowmaking has not yet begun for this year.

John Burt asked if there has been an increase in programs.

Christine Collins replied no, however the new facility is being utilized more. She stated she had to increase staff to run the facility safely and efficiently and had to hire people over the age of 18 to use the machinery being operated at the facility.

Bob Tougher recommended reviewing rates to increase revenue.

Justin Chaffee stated there are a lot of skiers at Abenaki and safety is crucial; noting the jobs at the facility are not appropriate to give to young people. He stated it is hard to find quality responsible people to work for \$11/hour. He noted that last December and January the extreme cold weather fell on weekends and staff counts were lower because of such.

Robert Loughman questioned the projected revenue for the 2018-2019 season.

Christine Collins stated she expects an increase in skiers and revenue because the Town recently received certification for the hill which will allow the hill to be rented for events.

Robert Loughman requested projects revenues in order to compare to the salary increase in part time wages.

Christine Collins stated she shouldn't be penalized for not wasting money and requested the line not be cut to the degree that she cannot retain staff.

It was moved by Brian Black and seconded by John MacDonald to decrease Part Time Wages 01-45204-117 from \$79,635 to \$55,000.

Discussion of the motion:

Brian Black stated the \$55,000 reflects a 5% increase from the 2018 budget.

Becky Merrow confirmed that if the motion is successful she expects the Committee will request a decrease in benefits.

It was moved by Brian Black and seconded by John MacDonald to decrease Part Time Wages 01-45204-117 from \$79,635 to \$55,000. John MacDonald, John Burt, Bob Tougher, Bob O'Brien, Bob Moholland, Steve Johnson, Brian Black voted in favor. Robert Loughman abstained. The motion passed.

It was moved by John MacDonald and seconded by Bob Tougher to decrease the 200 series (220, 250, 260) accordingly. John MacDonald, John Burt, Bob Tougher, Bob O'Brien, Bob Moholland, Steve Johnson, Brian Black voted in favor. Robert Loughman abstained. The motion passed.

Bob Tougher questioned the increase in outside services.

Christine Collins stated the Committee cut it last year therefore, she put it back in this year.

Bob Tougher questioned the increase in machinery maintenance.

Christine Collins stated the groomer needs new hoses and gaskets in the amount of \$2,000; noting the replacement of such is based on the manual service maintenance guide.

John Burt questioned the increase in general operating supplies.

Christine Collins stated such provides staff with proper equipment to operate the rope tow.

Robert Loughman questioned the year to date for diesel fuel.

Deb Zabkar replied \$2,078.08.

Bob Moholland questioned land improvements and the notation "anonymous donation".

Christine Collins stated the expense would be offset in revenues and was instructed to include it in the budget. She asked the Town Manager if she could put the donation in the revolving fund and if so, the amount could be removed from the budget.

Becky Merrow replied yes; noting the intent was to be transparent. She stated such is known as gross basis budgeting.

It was moved by Bob Moholland and seconded by Bob O'Brien to decrease 01-45204-710 from \$2,200 t \$200. John MacDonald, Robert Loughman, Bob Tougher, Bob O'Brien, Bob Moholland, Steve Johnson, Brian Black voted in favor. John Burt opposed. The motion passed.

HOCKEY RINK

No changes.

PROGRAMS

Bob Tougher questioned the \$17,000 increase in part time wages.

Christine Collins stated additional staffing is needed to help manage the programs.

John Burt asked if any new programs have been added.

Christine Collins replied no.

John MacDonald questioned the year to date expenditure on part time wages.

Deb Zabkar replied 39,485.81.

It was moved by John MacDonald and seconded by John Burt to decrease Part Time Wages 01-45206-117 from \$65,423 to \$55,000.

Discussion of the motion:

Bob Moholland asked which programs are in jeopardy of being cut.

Christine Collins replied the Day Camp program.

Justin Chaffee stated it is hard for him and Christine to focus on all the different programs, Abenaki, Pop Whalen and therefore, is requesting additional staffing. He stated paint night and sign making classes have been added to increase revenue.

John MacDonald stated he thought last year's full time employee was going to be taking on these other tasks.

Christine Collins stated the employee took on administrative tasks. She stated the department employs 40+ staff in the summer. She stated the department has traded part time for full time staff however, has not employed a new full time staff person.

John Burt stated the five year average is \$41,600.

Bob Tougher asked if the person will be as busy in the winter as they would be during the summer.

Robert Loughman questioned the revenue from programs.

Becky Merrow stated the financial records lump all the revenue into one account; noting such would be tracked better in 2019.

Christine Collins stated revenue from the day camp program is \$39,000, revenue from quilting is \$720 and revenue from babysitting courses is \$945. She stated a goal for 2019 is to track revenue for each program.

Paul O'Brien asked which program would stop if the funding was cut.

Christine Collins stated the day camp program would be the first to be affected.

It was moved by John MacDonald and seconded by John Burt to decrease Part Time Wages 01-45206-117 from \$65,423 to \$55,000. John MacDonald, John Burt, Bob Tougher, Bob O'Brien, Bob Moholland, Steve Johnson, Brian Black voted in favor. Robert Loughman abstained. The motion passed.

It was moved by John MacDonald and seconded by Robert Loughman to decrease the 200 series (220, 250, 260) accordingly. All members voted in favor. The motion passed.

Referencing Outside Services, Christine Collins stated such could be decreased to 11,614.

It was moved by Robert Loughman and seconded by Bob Tougher to decrease Outside Services 01-45206-380 from \$12,792 to \$11,614. All members voted in favor. The motion passed.

COMMUNITY CENTER

No changes.

CLARK HOUSE

No changes.

POP WHALEN

Robert Loughman verified an increase in the cost for heat and oil.

John Burt questioned the increase in rentals and leases.

Christine Collins stated the cost for the rental of the bobcat increased from \$425 to \$600.

John Burt stated the line increased by \$1,200.

Christine Collins stated the scissor lift is rented twice/year.

John Burt asked if there is a plan to utilize the facility in the summer.

Christine Collins stated the building is not insulated therefore, it cannot be used during the summer.

CEMETERIES

John MacDonald asked if the person restoring the gravestones is a volunteer.

Becky Merrow replied no and noted the position is paid via the Cemetery Trustees (part time wages is reimbursed by the Trustees in the amount of \$21,600.

John Burt stated he has never noticed a revenue on the bank statement.

Becky Merrow stated the request goes directly to the Trustee of the Trust Funds.

CAPITAL OUTLAY

01-49619-100 Parks 1-Ton; \$47,100

Steve Johnson asked if the Highway Department could plow for them.

Christine Collins replied no.

Steve Johnson stated he has a hard time accepting the \$47,000 expenditure.

01-49619-800 Cate Park Granite Wall; \$2,000

Christine Collins stated the retaining wall is tilting over and needs to be taken down and rebuilt.

01-49619-850 Basketball Courts; \$8,000

Christine Collins stated last year the requested included both the tennis and basketball courts however, the Budget Committee asked her to put off the basketball courts for one year.

Other Business

Robert Loughman provided the Committee with information on the 2019-2028 CIP.

Brian Black stated that as the Committee goes through the budgets he hopes the Town Manager and BOS Representative will add input as to their reviews to ensure the Committee has all the necessary information.

Revisit Items

- Parks & Recreation, Administration, Group Dental Insurance, 01-45201-219; provide updated figure (for employee going to a family plan)
- Parks & Recreation, Maintenance, Custodial Services, 01-45202-640; cost savings if the one bathroom at the Foss Field Pavilion is closed during the winter
- Parks & Recreation, Grounds Maintenance, 01-45203-431; does the Public Works Highway Department spread the gravel at the parking lots at the Town's beaches
- Parks & Recreation, Abenaki; projected revenues for 2018-2019 season (to determine if revenues offset the increase in part time wages)

It was moved by John Burt and seconded by Bob Tougher to adjourn the November 8, 2018 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:47 PM.

Respectfully Submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson

*****Please note these minutes are subject to approval and amendments at a later date.***