

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
November 9, 2016
Minutes**

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

Member Absent: Harold Parker, Member (excused).

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

Others Present: Pat Waterman, Town Clerk, Brenda Lapointe, Tax Collector, Kathy Barnard, Chairman, Milfoil Control Committee and Planning Board, Jim Collins.

Chairman MacDonald called the meeting to order at 6:35 PM at the Great Hall.

Other Business

Health and Dental Insurance

Pete Chamberlain distributed a summary of the changes to the Parks and Recreation budget by the Budget Committee and proposed reductions for health (\$60,419) and dental (\$2,539) insurance.

It was moved by Bob Moholland and seconded by John Burt to decrease the 2017 budget relative to health insurance, total amount being \$60,419. All members voted in favor. The motion passed.

It was moved by Bob Tougher and seconded by Robert Loughman to decrease the 2017 budget relative to dental insurance, total amount being \$2,539. All members voted in favor. The motion passed.

Pop Whalen Enterprise Fund

Bob Tougher stated the Pop Whalen Enterprise Fund balance is \$65,000 and therefore, supports the capital outlay projects associated with such.

GENERAL GOVERNMENT

TOWN CLERK

Pat Waterman reported a year to date revenue of \$1,255,021. Referencing the election, she stated 238 people signed up on voting day and 115 signed up between the September election and October 31st.

John Burt questioned part time wages; noting that prior to 2016 the line is always under expended and questioned whether it is being over funded.

Pat Waterman stated her office had an employee that was out for nine months this past year and coverage was needed especially with the upcoming elections.

Pat Waterman stated she is audited annually by the Department of Safety; noting she was told that her office and the Tax Collector's office are not secure offices and recommended an enclosure for the customer service window to the offices. She stated the enclosure was originally included in the building renovations however, was not done. She stated she sent a memo to the BOS in February 2016 regarding the issue however; the privacy window has not been installed.

Dave Owen stated the Town Hall renovations included the installation of such as a work element however, was cut in order to keep under the budget. He stated the original proposal included the installation of such within the walls however; to retrofit the window would be costly. He noted a cost estimate to install the window as a stand-alone projected has been sought.

Luke Freudenberg stated the intent is to secure the office outside of office hours (lunch and evening) and would include a gate that pulls down and locks when the office is not in use.

John Burt asked when the email was sent to the BOS regarding the issue.

Pat Waterman replied February 12, 2016. She stated she emailed the BOS and copied Dave Owen; noting Dave Senecal replied and recommended placing it in the budget and Dave Bowers replied that the project should be done.

Brian Black asked if the auditor's recommendation is documented.

Pat Waterman replied yes and noted she forwarded such to the BOS.

Bob Tougher questioned whether the Tax Collector was also asked to install the privacy window.

Brenda Lapointe replied no.

The Committee requested a cost estimate to install a privacy/security enclosure for the Town Clerk and Tax Collector's customer service windows.

TAX COLLECTOR

Brenda Lapointe stated the office has expanded its services, at no additional charge to the customer or the Town, to provide text message notification of invoices and provide the ability to make payments by phone. She stated the office was notified on 11/2/16 that the cost of producing the invoices will increase as of 1/1/17 therefore, requested an increase to the printing line of \$1,100.

It was moved by Bob Tougher and seconded by Bob Moholland to increase Printing 01-41504-550 from \$23,856 to \$24,856. All members voted in favor. The motion passed.

Brenda Lapointe noted the over expenditure of the machinery and equipment line was due to the replacement of a cash register; noting such had not been anticipated.

EXECUTIVE

Kathy Barnard, Chairman, Milfoil Control Committee, noted the Committee is requesting \$33,835. She stated a grant for hand pulling and chemical treatment has been applied for and hopes to receive a 40% grant; noting a decision would be made in either December or early January. She stated the 2016 is under expended because a chemical treatment was not done.

John MacDonald asked whether the grant includes Tufonboro.

Kathy Barnard replied no, only Wolfboro.

Referencing staffing at the Chamber of Commerce, Bob Tougher stated the line item has typically been level funded therefore, he recommended reducing such.

It was moved by Bob Tougher and seconded by John Burt to decrease Part-Time Positions 01-41301-117 from \$10,000 to \$8,500. All members voted in favor. The motion passed.

Brian Black questioned the BOS' rationale for the increase.

Luke Freudenberg stated the Chamber of Commerce requested an increase to \$16,965. He stated the BOS agreed to increase the appropriation to \$10,000 as a compromise.

Steve Johnson questioned printing; noting such has been under expended for the past two years.

Pete Chamberlain noted the five year average as \$3,440.

It was moved by Steve Johnson and seconded by Brian Black to decrease Printing 01-41301-550 from \$6,000 to \$4,000. All members voted in favor. The motion passed.

MISCELLANEOUS OPERATING EXPENSES

John Burt requested an itemization of the expenses for such.

Luke Freudenberg provided such.

ASSESSING

Referencing Dues & Subscriptions, John Burt questioned whether the Marshall Swift Manual is an annual expense or a one-time expense.

FINANCE

No changes.

TECHNOLOGY

Pete Chamberlain stated he is requesting the addition of part time employee (10 hours/week). He stated with Rob Houseman's departure and him retiring in July 2018, continuity with tracking the new website, management of business listings and maintenance of department webpages is needed. He noted the 300 series is down because the Town is currently contracted with Virtual Towns and Schools however, the Town is changing vendors to Cartographics. He noted an increase in rentals and leases because he is proposing a software program that would merge the Fire Department with the Police Department.

TOWN MANAGER

Referencing consultants, Dave Owen stated the BOS allocated half of the cost to conduct a search for a new Town Manager in the 2017 budget and the other half would be included in the 2018 budget. He noted the BOS would begin the search process prior to his departure.

John MacDonald stated he doesn't recall the Town ever allocating funds for the future search of an employee leaving their position. He questioned whether such was done for the Planning Director's position.

Dave Owen replied no, and that some of the funds from the miscellaneous operating expenses budget was used for the Planning Director's search.

It was moved by John MacDonald and seconded by Robert Loughman to decrease Consultants, 01-41302-311, from \$7,166 to \$0.

Discussion of the motion:

John Burt recommended the line item be reduced to \$1 so that funds can be transferred to that line item in the future.

John MacDonald withdrew his motion.
Robert Loughman withdrew his second.

Luke Freudenberg stated Rob Houseman left the Town after the 2016 budget was established. He stated the BOS is aware that the Town Manager is leaving therefore, the BOS proposed to fund half of the expense in 2017 and half in 2018.

It was moved by John MacDonald and seconded by John Burt to decrease Consultants, 01-41302-311, from \$7,166 to \$1. All members voted in favor. The motion passed.

PLANNING AND DEVELOPMENT

PLANNING

No changes.

PLANNING BOARD

Referencing Outside Services, Kathy Barnard stated the Planning Board is required to update the Master Plan every 10 years. She stated Rob Houseman requested \$40,000 however, given the start of a new Planning Director and the need to retrieve firm figures for the cost of the update, she has requested the appropriation of \$20,000 in 2017 and \$20,000 in 2018.

ZONING

Dave Owen stated the BOS increased legal services by \$2,500 because the Town recently received a ruling from the court that an appeal of the Families in Transition decision is going to trial.

CODE OFFICER

Dave Owen stated the position of Code Enforcement Officer is vacant and the interim CEO is Dave Senecal; noting Mr. Senecal is working 3 days/week. He stated the Town has received 4 applications for the position. He stated the previous CEO took a position for the City of Dover.

John MacDonald recommended instituting a policy that if an employee leaves prior to three years of employment, that employee be responsible for reimbursing the Town for its certification fees.

BREWSTER BUILDING

Dave Owen stated originally a part time employee and custodial services were proposed however, the Town was receiving very little value from the custodial services. Therefore, he stated the BOS agreed to let go of the custodial services and transfer the allocation of funds for such to the part time employee (25 hours/week).

Steve Johnson questioned the increase in machinery maintenance.

Pete Chamberlain stated such is related to the increase in usage of the color copier.

TECHNOLOGY CAPITAL OUTLAY

01-49617-741 Install Air Conditioning in Server Room; \$7,000

Pete Chamberlain stated the server room is located in the basement and is subject to high temperatures; noting the room receives heat from the electric conjunction boxes and the server itself. He stated the door to the room has had to be left open which poses a security issue.

Revisit Items

- **Town Clerk & Tax Collector;** cost estimate for privacy/security gate at each office's window
- **Assessing, 01-41503-560, Dues & Subscriptions;** is the Marshall Swift Manual a one-time expense or is it an annual expense

John MacDonald requested a list of funded uncompleted projects and the presentation to the BOS on the condition of the water and sewer systems.

It was moved by John Burt and seconded by Robert Loughman to adjourn the November 9, 2016 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:22 PM.

Respectfully Submitted,
Lee Ann Keathley
Lee Ann Keathley

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