TOWN OF WOLFEBORO
BUDGET COMMITTEE
MINUTES

December 21, 2020
Great Hall, Wolfeboro Town Hall and Virtual Access

Chairman MacDonald opened the meeting at 6:32 pm.

I. Preamble and Roll Call of Members in Attendance

Good evening and welcome to the December 21, 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 6 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, 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), Brian Black, (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, BOS Alternate Representative (entered meeting following the Chair's call for attendance).

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 wolfeboronh.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.

Member Absent: Tom Bell, Member (excused).

Staff Present (In-person): Jim Pineo, Town Manager, Lee Ann Hendrickson, Administrative Secretary.

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

II. 2021 Budget

Jim Pineo noted the following fund totals which includes the changes made to date; General Fund - $14,911,430, Electric Fund - $10,131,580, Sewer - $1,597,285, Water - $1,830, 375 and Pop Whalen - $225,218 (grand total of $28,695,888).

HEALTH

Jim Pineo noted an increase to the Health Officer's salary; noting such would bring it level with the Health Inspector's salary.

John MacDonald asked if the position is a salaried position.

Jim Pineo replied yes.

Brian Black asked if the position is considered a Town employee or whether the individual receives a stipend.

Jim Pineo replied both the Health Inspector and Health Officer are Town employees.

Brian Black stated there are no reports from either in the Town's annual report as to what they have done the previous year.

EXECUTIVE

John MacDonald questioned the five year average for legal expenses.

John Burt replied $97,623.

It was moved by John Burt and seconded by Bob Loughman to table review of the Executive budget. 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. The motion passed (8-0).

ECONOMIC DEVELOPMENT

Bob Tougher recommended moving the New Year's Eve fireworks from Patriotic Purposes to the Economic Development Budget. He stated the fourth of July is a patriotic celebration however, New Year's Eve is not. He stated that since the Economic Development Committee has agreed to pay half of the cost of the New Year's Eve fireworks that it should be in the EDC budget.

It was moved by John Burt and seconded by Bob Moholland to transfer $2,500 from 01-45832-830 Fireworks to 01-46520-380.

Discussion of the motion:

Kathy Eaton questioned whether line #380 is the correct line to move the funds to; noting line #380 is specific to the Chamber of Commerce.

Jim Pineo recommended creating a new line, #381, titled Fireworks.

Kathy Eaton recommended moving $500 from the advertising line as well since those funds are used for the event.

Linda Murray stated she is the chair of the Special Events Committee; noting the Committee is tasked with fundraising $2500. She stated Christine Collins is also a member of the Committee.

Paul O'Brien noted the BOS do not manage individual lines within budgets.

John Burt asked who would control the funds in the EDC budget.

Jim Pineo replied the Town Manager.

It was moved by John Burt to amend the motion to transfer $2,500 from 01-45832-830 Fireworks to 01-46520-381 Fireworks. Bob Moholland seconded the amendment. 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. The motion passed (8-0).

LIBBY MUSEUM
Jim Pineo stated the Budget Committee previously questioned building maintenance and utilizing funds from the warrant article for such. He read the warrant article; noting the warrant article states the funds are to be used for the renovation, expansion and repair of the Libby Museum.

John MacDonald questioned the five year average of the building maintenance line.

John Burt replied $2,064.

It was moved by Bob Loughman and seconded by Steve Johnson to decrease 01-45891-435 Building Maintenance from $3,750 to $2,050.

Discussion of the motion:
Bob Loughman stated his motion is based on the five year average.

John MacDonald asked what expenses are anticipated.

Jim Pineo stated he would research such.

Bob Loughman questioned the expenses for 2019; noting $9,400 was expended.

Referencing the November 18, 2019 minutes, Lee Ann Hendrickson stated the line was over expended due to a failure of the security system, failure of the phone system, issues related to movement in the walls and the foundation. She stated the walls were laser measured and noted the under pinning of the floors were shored up.

Matt Plache asked if the Friends of the Libby contribute to building maintenance.

Paul O'Brien replied yes. He stated the capital reserve account was established for larger projects and repairs.

John MacDonald stated funds need to be available for maintenance issues.

Roll Call vote: John MacDonald – no, Bob Tougher – no, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – no, Matt Plache – yes, John Burt – yes, Brian Black – no. The motion failed (4-4).

TECHNOLOGY
Jim Pineo noted an increase in supervisory salaries and part time wages; noting such is due to a request for a full time (35 hours/week) IT position. He stated the current IT position is 10 hours/week. He stated the Department Heads' requests are becoming more prevalent, the Town has aging computers and the software doesn't talk to the hardware.

Steve Johnson asked if the salary is enough to recruit a skilled person.

Jim Pineo stated the salary request is for 9 months beginning April 2021. He noted the position is for 35 hours and not 40 hours/week.

Steve Johnson asked if the employee would work at the Town offices.

Jim Pineo stated such has not yet been determined; noting the current IT employee has the ability to work remotely and shares an office with other staff.

Bob Loughman asked if there could be a reduction elsewhere in the budget if the position goes through. He questioned whether line 380 could be reduced.

Jim Pineo stated line 380 is appropriated for licenses and software. He noted the only area for reduction could be line 435, specifically Block 5 maintenance.

John MacDonald asked what has been budgeted for health insurance for the position.

Jim Pineo replied $12,700 (2-person for half the year).

Bob Loughman and John Burt stated they support the request for a full time IT position.

III. **Consideration of Minutes**
November 23, 2020

It was moved by Bob Loughman and seconded by Bob Moholland to approve the November 23, 2020 Budget Committee minutes as submitted. 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. The motion passed (8-0).

November 30, 2020

It was moved by Bob Loughman and seconded by Steve Johnson to approve the November 30, 2020 Budget Committee minutes as submitted. 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. The motion passed (8-0).

December 8, 2020

It was moved by Bob Loughman and seconded by Bob Moholland to approve the December 8, 2020 Budget Committee minutes as submitted. 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. The motion passed (8-0).

December 10, 2020

It was moved by Bob Tougher and seconded by Bob Loughman to approve the December 10, 2020 Budget Committee minutes as submitted. 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. The motion passed (8-0).

IV. **Other Business**
N/A

It was moved by Bob Loughman and seconded by Steve Johnson to adjourn the December 21, 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. The motion passed (8-0).

There being no further business before the Committee, the meeting adjourned at 7:58 PM.

Respectfully Submitted,
Lee Ann Hendrickson
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