

TOWN OF WOLFEBORO
BUDGET COMMITTEE
December 6, 2018
Minutes

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

Members Absent: Paul O'Brien, Selectmen's Representative, Steve Johnson, Member (excused).

Staff Present: Becky Merrow, Town Manager, Deb Zabkar, Finance Director, Lee Ann Hendrickson, Administrative Secretary, Matt Sullivan, Director of Planning & Development, Pat Waterman, Town Clerk, Brenda Lapointe, Tax Collector.

Other Present: Susan Goodwin, Chairman, Milfoil Control Committee.

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

Bob Moholland requested a moment of silence for the passing of George H. W. Bush.

John MacDonald requested the appointment of Thomas Bell as member of the Budget Committee through March 2018 (filling Harold Parker's vacancy).

It was moved by Brian Black and seconded by Bob Moholland to appoint Thomas Bell to the Wolfeboro Budget Committee. All members voted in favor. The motion passed.

GENERAL GOVERNMENT

EXECUTIVE

Referencing the cable fees, John MacDonald questioned whether there is a profit from such.

Linda Murray replied approximately \$20,000.

John MacDonald questioned the decrease for milfoil.

Susan Goodwin, Chairman, Milfoil Control Committee, stated the original request was for \$25,000 however, it is the Committee's understanding that if a follow-up treatment was necessary (in 2019) that the Town would not have to pay for the chemical for the re-treatment. She stated the Town would only be responsible for the application and testing therefore, the funding request was decreased to \$15,000.

MISCELLANEOUS OPERATING EXPENSES

No changes.

FINANCE

John Burt stated he has been reviewing the number of hours he works as Treasurer.

Becky Merrow stated she feels it is going to take a full time person to fill Mr. Burt's shoes with an able elected treasurer; noting there are a number of duties that he performs that are not typically prescribed therefore, she has requested a position of Deputy Treasurer. She requested the Committee's patience while assessing the needs of the department.

Deb Zabkar noted the BOS decreased the request for a full time Deputy Treasurer to part time; total amount \$35,100. She noted the line Audit Service could be decreased by \$600 because such is related to the Library audit and the amount is already in the Library budget.

Becky Merrow stated the Library will require a single audit; noting such is required when spending in excess of \$750,000 in one calendar year.

Bob O'Brien verified the audit would be a one-time expense.

Becky Merrow stated that when a project is bonded that project should include soft costs, temporary financing and legal fees).

It was moved by John Burt and seconded by Bob Moholland to decrease Audit Services, 01-41501-301, from \$33,100 to \$32,500. All members voted in favor. The motion passed.

John Burt questioned outside services, specifically outsource payroll services.

Becky Merrow stated such relates to an efficiency issue and she would like to move toward such. She noted existing problem areas and deficiencies.

John Burt stated that if the payroll is outsourced then there should be a reduction in salaries by \$21,979 (the cost for outsourcing payroll).

Becky Merrow stated she will not discuss an employee matter and noted the Committee will be seeing a whole new reorganization in the upcoming year.

Linda Murray stated the BOS cut the Deputy Treasurer position to part time in order accommodate the increase for outsourcing payroll.

John Burt asked what services are included for \$21,979.

Becky Merrow stated a third party company will handle payroll; noting such is more efficient and eliminates a payroll clerk and benefits package. She stated it is her intention to move in that direction.

TECHNOLOGY

No changes.

BREWSTER BUILDING

Bob Tougher questioned the increase in electric.

Matt Sullivan stated the Great Hall has continued to get more use and employees are working longer hours; noting that an inefficiency has been noted. He stated he has been unable to pinpoint a single source for the increase and has discussed with the BOS an energy audit; noting such was not included in this year's budget proposal.

Linda Murray stated the Energy Committee is working on such and noted an Asset Management Plan is needed for the building.

Bob Tougher questioned building maintenance, specifically control technology for maintenance contract in the amount of \$10,000.

Matt Sullivan stated such is related to the HVAC system; noting he doesn't feel the Town is receiving the level of service of the contract for \$10,000. He recommended reviewing such next year.

PLANNING

No changes.

PLANNING BOARD

No changes.

ZONING

No changes.

CODE OFFICER

No changes.

TOWN CLERK

No changes.

TAX COLLECTOR

Brenda Lapointe stated the increase in outside services is due to online processing fees associated with rejected payments; noting the money from such is recouped.

Bob Tougher questioned the increase in printing by the BOS in the amount of \$1500.

Brenda Lapointe stated she was notified of a 5% increase in paper bill after she submitted the budget request.

Bob Tougher questioned the increase in postage by the BOS.

Brenda Lapointe stated the postage rates increased.

ASSESSING

No changes.

TOWN MANAGER

John Burt questioned professional development; noting the five year average is \$1,600.

Becky Merrow stated she hopes to be able to attend the ICMA conference.

Deb Zabkar noted that it does not include hotel fees.

It was moved by John MacDonald and seconded by Bob O'Brien to increase Travel and Meetings 01-41301-810 from \$1,700 to \$3,000. All members voted in favor. The motion passed.

It was moved by John Burt and seconded by Bob Tougher to increase Professional Development 01-41301-820 from \$1,000 to \$1,500. All members voted in favor. The motion passed.

Capital Outlay

01-49619-300

Upgrade Town Hall Servers; \$34,711

Keith Simpson stated the server operating system is out of date and the Town is on borrowed time with the existing system. He stated a new server is needed due to the age of the existing server.

John Burt requested the date and model numbers of the servers.

Brenda Lapointe stated in April 2018 a lot of companies updated their security software; noting the Town's system couldn't support such. She stated that as a result payments are not being received directly due to

security reasons; noting the Town is currently using a host until the problem is resolved. She stated it is an obvious time to upgrade the software when the hardware is being upgraded.

John Burt confirmed the cost includes both hardware and software.

Becky Merrow stated a portion of the software will need an additional upgrade next year. She explained that the Town's software is no longer being supported; noting anything owned by Harris Technology is no longer being supported. She stated it would be a six figure project in 2020.

John Burt asked if the project is on the CIP.

Robert Loughman stated this is the first time it has come up.

Brenda Lapointe stated all information is hosted by a third party vendor and host; noting that third party vendor and host has upgraded their security to where the Town should be.

John Burt asked if the Parks and Recreation software is also affected.

Keith Simpson replied no, they have a different software.

Brian Black stated it is important for people to know that due to the age of the hardware and software there is a need for an upgrade.

Other Business

John MacDonald questioned the balance of the Parks and Recreation revolving fund.

Linda Murray replied \$1,000 at the end of the 2017 year budget.

Consideration of Minutes

November 19, 2018

It was moved by John Burt and seconded by Brian Black to approve the November 19, 2018 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

November 27, 2018

It was moved by Bob Moholland and seconded by John Burt to approve the November 27, 2018 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

It was moved by John Burt and seconded by Bob O'Brien to adjourn the December 6, 2018 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:30 PM.

Respectfully Submitted,
Lee Ann Hendrickson
Lee Ann Hendrickson

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