

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
January 6, 2020
Minutes**

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

Member Absent: Tom Bell, Member (excused).

Staff Present: Jim Pineo, Town Manager, Dave Ford, Department of Public Works, Dean Rondeau, Mark Livie, Wolfeboro Police Department, Alana Albee, Libby Museum, Christine Collins, Parks & Recreation, Barry Muccio, Municipal Electric Department, Lee Ann Hendrickson, Administrative Secretary.

Chairman MacDonald called the meeting to order at 6:32 PM at the Community Center.

The Committee participated in the Pledge of Allegiance.

AGENCIES

Carroll County Transit; \$4,000

Brenda Gagne reviewed the program and noted the organization is starting collaboration with Huggins Hospital to get patients to their appointments.

WARRANT ARTICLES

Article A: ME-2 Bucket Truck Purchase; \$280,000

John MacDonald read Article A. He confirmed such is a replacement vehicle.

John Burt questioned the age of the vehicle being retired.

Barry Muccio stated the vehicle is a 2010 and will be 12 years old at the time of replacement.

Article B: Town Road Upgrades; \$850,000

John MacDonald read Article B.

Dave Ford reviewed the list of roads scheduled for upgrades in 2020.

John Burt questioned the number of man hours calculated for the projects.

Dave Ford stated it will take 4-5 weeks to complete the upgrade to Allen Road. He stated the trucking, labor and equipment costs are built into the cost of the project. He stated he doesn't have a specific number.

Article C: 2020 Operating Budget; \$28,295,721

John MacDonald noted the Committee previously reviewed such.

Article D: Public Works Vehicles and Equipment Capital Reserve Fund; \$175,000

John MacDonald read Article D.

Dave Ford stated the request reflects a \$5,000 increase over last year and reviewed the vehicle replacement schedule.

Article E: Wastewater Treatment Plant Capital Reserve Fund

John MacDonald noted Article E has been removed from the warrant.

Article F: Fire Trucks and Apparatus Replacement Capital Reserve Fund; \$196,000

John MacDonald read Article F.

Jim Pineo noted the funding request reflects a \$10,000 increase due to the cost of steel. He noted a potential downsizing in the fleet in the future however, such will be at the discretion of the Fire Chief. He reviewed the replacement schedule.

Article G: Dispatch Equipment Capital Reserve Fund; \$50,000

John MacDonald read Article G.

Dean Rondeau stated the purchase is to coincide with the Public Safety Building in 2022 and noted the funding request was reduced by the BOS by \$52,000.

John MacDonald asked if there are any grants available to assist with the purchase.

Dean Rondeau replied no.

Referencing the funding cut by the BOS, Robert Loughman asked where the remaining funds will come from.

Paul O'Brien stated the difference will have to be made up.

Robert Loughman confirmed the money would not be hidden in the Public Safety Building costs and would be accounted for separately.

Article H: Dockside Parking Lot Capital Reserve Fund; \$50,000

John MacDonald noted Article H has been removed from the warrant.

Article I: Carry Beach Parking Lot and Beach Water Quality Improvements; \$450,000

John MacDonald read Article I.

Dave Ford reviewed the history that led to this warrant article (outbreak of cyanobacteria in Winter Harbor). He stated the proposal includes upgrades to the road, parking lot and beachfront to reduce stormwater and water quality impacts.

John MacDonald asked if the beach would be closed during construction.

Dave Ford replied no.

Jim Pineo distributed an estimated principal and interest schedule for the project from the NH Municipal Bond Bank.

Steve Johnson asked if the engineering models show that the improvements will be successful.

Dave Ford stated it is a theoretical model and reviewed the history of the subdivisions that have occurred over the past fifty years that have impacted the area.

Article J: Building Maintenance Capital Reserve Fund; \$50,000

John MacDonald read Article J.

Dave Ford reviewed the history of allocations to the Fund and noted the balance of the account is \$123,000.

John Burt confirmed there is a list of projects to address in 2020. He asked what is to be expended in 2020.

Dave Ford replied \$30,000.

John Burt asked if there is a threshold figure that would determine if the funds for a project come from this fund or the Department's operating budget.

Dave Ford replied no however, recommended an annual increase. He stated that when the Asset Management Plan is completed, the appropriations will be outlined and scheduled. He stated the water and sewer Asset Management Plans have been completed.

Article K: Abenaki Ski Area Capital Reserve Fund; \$16,750

John MacDonald read Article K.

Christine Collins stated such was instituted in 2013 and the funds support those items outside of the operating budget.

Robert Loughman questioned the balance of the fund.

Jim Pineo replied approximately \$91,000.

Article L: Public Safety Facility Architecture and Engineering Fees; \$100,000

John MacDonald read Article L.

Jim Pineo stated such is related to the ongoing work with regard to the Public Safety Building. He stated several options are currently being reviewed; noting the balance of the fund is \$64,000.

John MacDonald asked what has been spent thus far.

Jim Pineo replied \$100,000.

John MacDonald confirmed \$200,000 - \$300,000 will be spent prior to breaking ground.

Steve Johnson asked what the breakdown is for hours for the architects and engineers.

Jim Pineo stated the first phase included the assessment of the current Public Safety Building; noting reports identifying the deficiencies were presented. He stated conceptual planning has since taken place.

Robert Loughman asked if the CIP Committee would receive continuing updates throughout the year prior to next year's CIP process.

Jim Pineo replied yes.

Article M: Water Quality Improvements; \$55,000

John MacDonald read Article M.

Dave Ford noted the improvements include the following three proposals; continued funding of the cyanobacteria committees, Rust Pond dredging and BMP design and Lake Wentworth Phase VI Grant for Pierce Camp Birchmont.

Bob Tougher confirmed that the 319 Grant is a 75% reimbursement to the Town.

Article N: AFSCME Contract Agreement

John MacDonald tabled such; noting the BOS is addressing such on 1/8/2020.

Article P: Recreational Dock Repairs; \$300,000

John MacDonald read Article P.

Jim Pineo stated the request addresses a phasing approach to repair the Town docks.

Robert Loughman stated the project was scheduled for \$400,000 during the CIP process and questioned the change to \$300,000.

Dave Ford reviewed the appropriation request.

Jim Pineo stated the balance of the capital reserve fund is \$103,000.

John Burt confirmed the project only includes the repair and replacement of the Town docks.

Jim Pineo stated the project is to repair/replace four of the docks.

Brian Black stated he believes the term “recreational dock repairs” is misleading.

Bob Tougher noted phase two of the finger dock repairs is scheduled for 2021 and wall repairs for 2022.

Steve Johnson asked if the docks scheduled for repair in 2020 are being extended (wider and longer).

Dave Ford replied no.

Steve Johnson asked if the size of the pilings are going to remain the same.

Dave Ford replied yes.

Article Q: Libby Museum Renovation and Expansion; \$2,856,599

John MacDonald noted the BOS is addressing such on 1/8/2020.

Jim Pineo distributed an estimated principal and interest schedule for the project from the NH Municipal Bond Bank.

Alana Albee, Director, introduced Phil Bennett, Alba Architects, and two members of the Friends of the Libby. She reviewed a PowerPoint presentation and noted a feasibility study has been developed over the past nine months. She reviewed the history of previous studies conducted and reviewed the current deficiencies of the building. Relative to the cost of the project, she stated the Town is to raise 51.7% (\$1,475,483) and the Biber Foundation/SCHROTH/Friends of Libby Museum donations and pledges is to raise 48.3% (\$1,381,116). She noted an additional soft cost of \$300,000 that would be absorbed by the Town.

Matt Plache questioned the \$100,000 raised by the Friends of Libby and whether there is a possibility the remainder will not be raised.

Alana Albee stated the Friends of the Libby have submitted several grant applications to the State, private foundations, banks and family trusts. She stated the LCHIP grant was denied.

Matt Plache asked if the grant applications included only the renovation of the existing facility.

Alana Albee stated the grant applications address the general project including both renovation and expansion.

John MacDonald questioned the length of the construction process.

Phil Bennett replied 9-12 months.

John Burt asked if a contract management company would be used.

Jim Pineo replied yes, including a Clerk of the Works.

Phil Bennett stated the Clerks of the Works is included in the soft costs and the construction manager is included in the construction costs.

Robert Loughman confirmed the Biber Foundation contribution is allocated for only the expansion of the building and asked if the Town will be violating the contract when the expanded building is anchored to the existing building.

Alana Albee stated the Foundation understands the expansion will anchor the existing building.

John Burt asked if an estimate could be provided for only the renovation of the building by 1/9/20.

Phil Bennett replied no, noting an element of the upgrades relies on the main building renovation. He stated if the expansion was eliminated there would not be sufficient amount of space in the existing building for both the display and mechanical/electrical components.

John MacDonald questioned the monetary value of the collection.

Alana Albee stated the collection has not been priced.

John MacDonald asked if the Town carries insurance.

Alana Albee replied yes.

Bob Tougher stated he is uncomfortable recommending a \$2 million bond for the project.

Matt Plache requested the probate decision be distributed to the Committee.

Steve Johnson asked if the Town has an obligation to repair the building.

Alana Albee stated there is a duty of care of not only the building but, also the collections and displays.

John MacDonald questioned additional operating costs associated with the project.

Alana Albee replied yes, a small increase related to the HVAC service. She noted an approximate \$10,000 increase per year to operate the building year round. She stated admission costs could be raised to cover the additional operating costs.

John MacDonald confirmed fundraising efforts would continue.

Brian Black expressed concern regarding the mold issues and the inability to support large crowds; confirming such would be addressed through the renovation project. He asked if the article doesn't pass if the Friends of the Libby would continue fundraising efforts to make the cost more palatable to the taxpayers.

Alana Albee stated there is a two year window for approval and the Friends of the Libby Museum would continue their fundraising efforts, including grant applications.

John MacDonald asked how long the contribution from the Biber Foundation is guaranteed.

Alana Albee stated such is currently being negotiated.

Steve Johnson asked why the BOS accepted the collection prior to addressing the building issues.

Paul O'Brien stated the BOS accepted the collection provided there was an approved appropriation at Town Meeting.

Article R: Bridge Falls Path Lighting Capital Reserve Account Establishment and Contribution; \$20,000

John MacDonald read Article R.

Jim Pineo stated the project went through the CIP process; noting the balance would be requested next year to complete the project.

John Burt questioned the target of the capital reserve fund.

Robert Loughman stated the CIP document states \$132,681 in 2022.

Article S: Water Department Backhoe; \$120,000

John MacDonald read Article S.

Jim Pineo stated the current backhoe at the Solid Waste Facility will be traded in and the current backhoe at the Water Department will move to Solid Waste Facility. He stated the new backhoe would held by the Water Department.

Article T: Accrued Leave Time Expendable Trust Fund; \$100,000

John MacDonald read Article T.

Jim Pineo stated the Town has a significant amount of unfunded leave time on the books.

Robert Loughman asked if there is a current fund to address the issue.

Jim Pineo replied no.

Bob Tougher questioned the goal amount of the fund.

Jim Pineo stated 20% of the accrued leave would be a fair number. He stated the Town is currently at \$850,000 to \$950,000 of unfunded leave time.

Robert Loughman asked if the appropriation would be ongoing.

Jim Pineo replied yes.

Article U: Police Vehicle Purchase via Police Special Detail Fund Surplus; \$59,255

John MacDonald read Article U.

Dean Rondeau stated the Department currently has nine cruisers however, in April the Department will be down to eight cruisers due to the inability of one of the vehicles to pass inspection due to rust.

Bob Tougher asked if the Department intends to run with nine vehicles.

Dean Rondeau replied no, he intends to get to 11 vehicles. He noted the future costs of the vehicles will decrease due to the equipment that can be reused.

John MacDonald confirmed the vehicle would go to patrol. He asked if the price of the cruiser is a solid bid price.

Dean Rondeau replied yes.

John MacDonald asked when the Chief foresees the Department having eleven cruisers.

Dean Rondeau stated he doesn't know but, would like to get to a two-year rotation. He stated the Department has begun undercoating the vehicles annually and cleaning the exterior of vehicles more often.

Steve Johnson requested the lease purchase option be researched.

Dean Rondeau stated the lease rates became too high and it was not advantageous to continue doing such.

Article V: Municipal Revaluation

John MacDonald tabled such; noting the BOS is addressing such on 1/8/2020.

OTHER BUSINESS

N/A

PUBLIC COMMENT

None.

Consideration of Minutes

December 16, 2019

It was moved by John Burt and seconded by Bob Moholland to approve the December 16, 2019 Wolfeboro Budget Committee minutes as submitted. All members voted in favor. The motion passed.

December 30, 2019

Correction: Page 1, Members Absent; note Bob Tougher and Tom Bell as excused.

It was moved by Robert Loughman and seconded by Bob Moholland to approve the December 30, 2019 Wolfeboro Budget Committee minutes as amended. Robert Loughman, Brian Black, John MacDonald, John Burt, Bob Moholland, Matt Plache voted in favor. Bob Tougher abstained. All members voted in favor. The motion passed.

It was moved by John Burt and seconded by Bob Moholland to adjourn the January 6, 2020 Budget Committee meeting. All members voted in favor.

Next meetings are scheduled for January 9, 2020, 6 PM at the Great Hall; agenda to include review of the following warrant articles; Warrant Articles N and V and 7 PM at the Great Hall; agenda to include the 2020 Operating Budget and Warrant Article Public Hearing.

There being no further business before the Committee, the meeting adjourned at 9:17 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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