

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
APPROVED MINUTES
August 24, 2022
Wolfeboro Public Library**

I. Call To Order

Chairman MacDonald opened the meeting at 6:01 pm.

Members Present: John MacDonald, Chairman, Bob Tougher, Vice-Chairman, John Burt, Bob Loughman, Matt Plache, Brian Black, Steve Johnson, Tom Bell, Members, Brian Deshaies, BOS Representative, Linda Murray, BOS Alternate Representative.

Members Absent: Bob Moholland, Member (excused).

Staff Present: Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Lee Ann Hendrickson, Administrative Secretary.

II. Pledge of Allegiance

The Committee participated in the Pledge of Allegiance.

III. Discussion Items

a. Assignment Reviews/Updates of Town Department Budgets

Bob Loughman stated he had a brief conversation with Dave Ford; noting several warrant articles would be presented this year. He stated a request for a Public Works Director will be submitted.

b. Town Manager Report

Jim Pineo stated the Public Works Operations Manager left employment with the Town; noting the former operation manager oversaw the Building and Grounds Department and Solid Waste Facility. He stated the position was posted however, the position responsibilities were changed to attract an engineer or someone more hands on. He stated two people applied and reviewed the applicants and their experience; noting the Town has hired Steve Randall (starting September 12th). He noted the net difference between wages and wage related benefits is \$13,000 (more). He stated Mr. Randall will oversee 18 personnel and the following departments; Highway and Streets, Solid Waste, Building and Grounds and Garage. He stated Dave Ford will focus on capital projects. He noted the department was reorganized without increasing head count.

Steve Johnson asked if the increase will be offset in other areas of the budget.

Jim Pineo stated the wage will be spread out within the Public Works departments.

Steve Johnson confirmed a net zero difference.

Jim Pineo replied no, and noted an increase of \$13,000.

John Burt asked if it only includes salary.

Jim Pineo stated it includes salary and benefits.

Jim Pineo stated the audit report will be presented to the BOS on September 7th. Referencing the purchase of the ladder truck, he stated the vendor has requested an additional \$226,000; noting the issue has been reviewed by counsel and the Town has asked the vendor to deliver the truck as agreed upon (delivery expected in October/November) or the matter will be reviewed in court. He noted the contract includes language that any court proceedings would occur in Carroll County.

Tom Bell asked if the vehicle is on the assembly line.

Jim Pineo replied yes.

The Committee requested the following for the upcoming budget review meetings;

- Electronic and paper copy of budgets be made available
- Retain original format, including percentage increase/decrease notation
- Blank column reflecting 2023 Budget Committee

c. BOS 2023 Guidelines

Jim Pineo reviewed such. He noted there will be an increase in debt service of the General Fund of \$376,000/2.4% , an increase in health insurance of \$200,000/1.3% and increase in fuel costs. He stated the departments are being asked not to increase their budgets more than 3.8%. He reviewed the debt service.

Steve Johnson asked if the 3.8% includes nondiscretionary items.

Jim Pineo replied yes, with the exception of debt service and healthcare.

Bob Loughman asked if it includes capital outlay requests.

Jim Pineo replied yes.

John MacDonald asked if it includes salary increases.

Jim Pineo replied no and noted there would be a warrant article for such for union employees.

Steve Johnson asked if the health insurance rate is set.

Jim Pineo replied no and noted such would be set in November.

d. Capital Projects Update

Jim Pineo reviewed the status of the following capital projects;

Pop Whalen Expansion & Renovation; construction meeting tomorrow to review issue with the well, reviewed electric issues; noting such has been resolved

Sewer Pump Stations; issues with supply chain

Commercial Dock Upgrade; on scheduled for fall

Road Upgrades; in process, received ARPA funds for Pleasant Valley Road

e. 2022 Budget, Expenditure and Revenue Reports

Kathy Carpentier stated the General Fund is 68% expended (as of July) and noted that all bond payments and capital reserve fund transfers have been made. She noted the following for the enterprise funds; Water expended 47%, Electric expended 69%, Sewer expended 45% and Pop Whalen expended 68%. She reviewed revenues.

IV. Other Business

Budget Committee Meeting

Next meeting scheduled for October 25, Library, 6 PM.

Public Safety Building

Jim Pineo stated a final design has been requested (RFP/RFQ issued); noting three bids were received and reviewed such. He stated the existing site is being reviewed.

V. **Approval of Minutes**
June 7, 2022

It was moved by John Burt and seconded by Steve Johnson to approve the June 7, 2022 Budget Committee minutes as submitted. Steve Johnson, Bob Loughman, Tom Bell, Matt Plache, John MacDonald, John Burt, Bob Tougher voted in favor. Brian Black abstained. The motion passed.

VI. **Public Comment**

Referencing the Police Department, Suzanne Ryan questioned the approach with regard to the space needed and wanted.

Jim Pineo stated reviewed his conversations with the architects; noting he is awaiting a response.

Suzanne Ryan recommended looking at the building on Lehner Street for accessory uses by the Police Department.

Jim Pineo stated such was an option and it was not favorably received at the public forum.

It was moved by Bob Loughman and seconded by Steve Johnson to adjourn the August 24, 2022 Budget Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 7:46 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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