

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
APPROVED MINUTES  
December 27, 2022**

**I. Call To Order**

*Chairman MacDonald opened the meeting at 6:05 pm at the Wolfeboro Public Library.*

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

**Members Absent:** Bob Moholland, Steve Johnson, Members (both excused).

**Staff Present:** Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Christine Collins, Parks and Recreation, Lee Ann Hendrickson, Administrative Assistant.

The Committee participated in the pledge of allegiance.

**II. 2023 Budget**

**REVISIT ITEMS**

**Parks & Recreation; Brewster Beach Septic**

Christine Collins stated she received a quote for \$11,960 for the project; noting she had originally requested \$10,000. She requested an increase in the funding request to \$11,960.

John MacDonald asked when the project would begin.

Christine Collins replied spring 2023.

John MacDonald asked if the system is on Town land.

Jim Pineo stated the intent is to put the septic on Town land.

John MacDonald asked if anyone has spoken to Brewster about the project.

Christine Collins stated she has not.

**It was moved by John Burt and seconded by Bob Tougher to increase Parks and Recreation Capital Outlay Brewster Beach Septic from \$10,000 to \$11,960. All members voted in favor. The motion passed.**

**Parks and Recreation; Baseball Field Improvements**

Christine Collins stated she originally requested \$60,000 for improvements to the baseball field however, received an estimate for \$10,000 for materials. She requested a decrease in the funding request to \$10,000.

**It was moved by Bob Tougher and seconded by Tom Bell to decrease Parks and Recreation Capital Outlay Baseball Field Improvements from \$60,000 to \$10,000. All members voted in favor. The motion passed.**

**III. Warrant Articles**

Jim Pineo reviewed the timeline for the bond hearings and warrant articles, see attached presentation.

**Article E – Municipal Electric Utility Boat; \$170,000**

Jim Pineo read and reviewed such.

**Article F – Mini Excavator; \$130,000**

Jim Pineo read and reviewed such; noting the equipment would be used by the Highway, Water and Sewer Departments. He noted the equipment is an expansion of the fleet.

John Burt confirmed the Town will contract out projects in the future.

**Article G – Sewer Pump Stations Upgrades; \$648,000**

Jim Pineo read and reviewed such.

**Article J – AFSCME Contract; \$107,733**

Jim Pineo read and reviewed such.

John MacDonald questioned the percentage increase of such.

Jim Pineo stated year one reflects a 5% increase and year two reflects a 3.5% increase.

John MacDonald asked how such affects the nonunion employees.

Jim Pineo stated nonunion employees would be receiving a 5% increase. He stated a wage and benefit study is proposed for 2023; noting the last one that was done was 2016.

Kathy Carpentier stated the study would be Town wide.

**Article K – Police Union Contract; \$64,780**

Jim Pineo read and reviewed such. He stated year one reflects a percentage increase of 5.5% and year two reflects a percentage increase of 3%.

John MacDonald confirmed the contract includes Communications employees.

Kathy Carpentier stated the Police Department reflects 11 positions and Communications reflects 6 positions.

John MacDonald confirmed the medical benefits are the same for both unions.

**Article L – Town Road Upgrades; \$850,000**

Jim Pineo read and reviewed such.

John Burt asked if the Town has a capital reserve for such.

Jim Pineo replied no.

**Article L2 – Green Street Upgrade; \$530,000**

Jim Pineo read and reviewed such.

John Burt questioned the tax impact.

Kathy Carpentier stated there is no current year tax impact.

**Article M – Readoption of Veterans Tax Credits**

Jim Pineo read and reviewed such.

John MacDonald asked if such includes spouses.

Jim Pineo replied yes.

**Article CRF A – Public Works Vehicles and Equipment Capital Reserve Fund; \$300,000**

Jim Pineo read and reviewed such.

**Article CRF B – Public Works Vehicles and Equipment Capital Reserve Fund; \$300,000**

Jim Pineo read and reviewed such.

**Article CRF C – Sidewalk Capital Reserve Fund; \$75,000**

Jim Pineo read and reviewed such.

**Article CRF D – Building Maintenance Capital Reserve Fund; \$50,000**

Jim Pineo read and reviewed such.

**Article CRF F – Wastewater Treatment Plant Capital Reserve Fund; \$200,000**

Jim Pineo read and reviewed such.

**Article CRF G– Water Resources Non-Capital Reserve Fund; \$25,000**

Jim Pineo read and reviewed such.

**Article CRF H – Abenaki Ski Area Capital Reserve Fund; \$25,000**

Jim Pineo read and reviewed such.

**Article CRF I –Tree Removal and Replacement Expendable Trust Fund; \$125,000**

Jim Pineo read and reviewed such. He stated an Adopt A Tree program is being developed.

**Article Warmth and More Fund**

Jim Pineo read and reviewed such.

**IV. Other Business**

Jim Pineo stated the Town has received one petition warrant article; noting that another is expected. He stated the deadline for the submittal of a petition warrant article is January 10<sup>th</sup>.

**V. Public Comment**

None.

**It was moved by John Burt and seconded by Tom Bell to adjourn the December 27, 2022 Budget Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 7:29 PM.*

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson

# Timeline – Bond Hearings

## ▶ January 4, 2023 – 6:00PM Bond Hearings

▶ Public Safety Building	\$12,500,000
▶ Libby Museum	\$1,490,000
▶ Sewer Line Extension	\$1,000,000
▶ South Main Street Water line	\$1,690,000 (SRLF)

## ▶ January 11, 2023 @ 6:00PM Inclement Weather date

# Article E – Municipal Electric Utility Boat

To see if the Town will vote to raise and appropriate the sum of \$170,000 for the purpose of replacing the Municipal Electric Department boat, trailer, and associated equipment. The amount of \$170,000 shall be funded from Electric Enterprise Fund. This expenditure shall not result in any increase in the tax rate. This appropriation is non-lapsing pursuant to RSA 32:7, VI and shall lapse on December 31, 2024, or upon completion of the project whichever occurs first.

- ▶ Estimated Tax Rate Impact: 2023 \$0.00 per \$1,000 Assessed Valuation
  - ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
  - ▶ Recommended by the Budget Committee by a vote of
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- ▶ **Motion to place Municipal Electric Utility Boat on the 2023 Warrant**

# Article F – Mini Excavator

To see if the Town will vote to raise and appropriate the sum of \$130,000 for the purpose of purchasing a mini excavator. The amount of \$78,000 shall be funded from the General Fund. The amount of \$26,000 shall be funded from the Water Enterprise Fund. The amount of \$26,000 shall be funded from the Sewer Enterprise Fund. This appropriation is non-lapsing pursuant to RSA 32:7,VI and shall lapse on December 31, 2024, or upon completion of the project whichever occurs first.

- ▶ Estimated Tax Rate Impact: 2023 \$0.03 per \$1,000 Assessed Valuation
  - ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
  - ▶ Recommended by the Budget Committee by a vote of
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- ▶ **Motion to place the Mini Excavator on the 2023 Warrant**

# Article G – Sewer Pump Station Upgrades

To see if the Town will vote to raise and appropriate the sum of \$648,000 for the purpose of paying for increased cost of engineering, equipment, construction and inspections of the Lehner and Mill Street sewer pump stations. This appropriation is non-lapsing pursuant to RSA 32:7.VI and shall lapse on December 31, 2024, or upon completion of the project whichever occurs first.

This will be paid from State Aid Grant in the amount of \$648,000 over the next 5 years from the RIB Project which would result in no tax rate impact.

- ▶ Estimated Tax Rate Impact: 2023 \$0.00 per \$1,000 Assessed Valuation
  - ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
  - ▶ Recommended by the Budget Committee by a vote of
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- ▶ **Motion to place the Sewer Pump Station Upgrades on the 2023 Warrant**

# Article I – Police Vehicle Replacement

To see if the Town will vote to raise and appropriate the sum of \$66,000 for the purchase of a Police cruiser replacement vehicle and ancillary vehicle equipment with \$5,000 from the Police Detail Revolving Fund created by Article 23 in 2006 which has accumulated from special details in prior years. Additionally, this warrant article also grants permission to the Wolfeboro Police Commission to dispose of one existing cruiser by sale, auction, trade, or disposal, with any proceeds to be returned to the Town's General Fund.

- ▶ Estimated Tax Rate Impact: 2023 \$0.03 per \$1,000 Assessed Valuation
  - ▶ Recommended by the Police Commission by a vote of
  - ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
  - ▶ Recommended by the Budget Committee by a vote of
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- ▶ **Motion to place the Police Vehicle Replacement on the 2023 Warrant – pending Commissioner vote**



# Article J – AFSCME Contract

To see if the Town will vote to approve the cost items included in the two-year collective bargaining agreement reached between the Board of Selectmen and Local #534 of the American Federation of State, County, and Municipal Employees (AFSCME) which calls for the following increases in salaries and benefits at current staffing level of 43 employees:

Year	Wages	Benefits	Totals
2023	\$86,963.	\$20,870.	\$107,733.
2024	\$60,917.	\$14,475.	\$75,392.

And further to raise and appropriate \$107,733.00 for the current year: such sum representing the additional costs attributable to the increase in wages and benefits required by the new agreement over those that would be paid at current levels.

- ▶ Estimated Tax Rate Impact: 2023 \$0.04 per \$1,000 Assessed Valuation
- ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
- ▶ Recommended by the Budget Committee by a vote of
- ▶ **Motion to place the AFSCME Contract on the 2023 Warrant**

# Article K – Police Union Contract

To see if the Town will vote to approve the cost items included in the two-year collective bargaining agreement reached between the Town and Local # 39 of the New England Police Benevolent Association (NEPBA) which calls for the following increases in wages and benefits at current staffing level of 17 employees:

Year	Wages	Benefits	Totals
2023	\$44,843.	\$19,936.	\$64,780.
2024	\$22,080.	\$6,640.	\$28,720.

And further to raise and appropriate the sum of \$64,780. for the current year, such sum representing the additional costs attributable to the increase in wages and benefits required by the new agreement over those that would be paid at current levels.

- ▶ Estimated Tax Rate Impact: 2023 \$0.02 per \$1,000 Assessed Valuation
- ▶ Recommended by the Police Commission by a vote of
- ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
- ▶ Recommended by the Budget Committee by a vote of
- ▶ **Motion to place the Police Union Contract on the 2023 Warrant**

# Article L – Town Road Upgrades

To see if the Town will vote to raise and appropriate the sum of \$850,000 for the purpose of upgrading and engineering for Town roads, sidewalks, and drainage systems. To authorize funds in the amount of \$850,000 from the Town's Unassigned Fund Balance. This appropriation is non-lapsing pursuant to RSA 32:7, VI and shall lapse on December 31, 2024, or upon completion of the project, whichever occurs first. This appropriation shall not result in any increase to the tax rate.

- ▶ Estimated Tax Rate Impact: 2023 \$0.00 per \$1,000 Assessed Valuation
- ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
- ▶ Recommended by the Budget Committee by a vote of

**Motion to place the Town Road Upgrades on the 2023 Warrant**

# Article L2 – Green Street Upgrade

To see if the Town will vote to raise and appropriate the sum of \$530,000 for the purpose of upgrading Green Street. Funds shall be utilized for engineering fees, storm water drainage systems, the replacement of water and sewer mains and rebuilding the roadway.

\$100,000 from the Water Enterprise Fund shall be for the purpose of engineering and replacing vintage water mains which service Green Street.

\$430,000 from general taxation shall be for the purpose of engineering and replacing the existing sewer main in Green Street, storm water drainage systems and rebuilding of Green Street.

This appropriation is non-lapsing pursuant to RSA 32:7, VI and shall lapse on December 31, 2024, or upon completion of the project, whichever occurs first.

- ▶ Estimated Tax Rate Impact: 2023 \$0.18 per \$1,000 Assessed Valuation
- ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
- ▶ Recommended by the Budget Committee by a vote of
- ▶ **Motion to place the Green Street Upgrades on the 2023 Warrant**

# Article-M Readoption of Veterans Tax Credits

Shall the Town of Wolfeboro vote in accordance with RSA 72:27-a to readopt the provisions of RSA 72:28, II, previously adopted, for an Optional Veterans' Tax Credit at \$500 per year. If readopted, the All-Veterans' Tax Credit, previously adopted, will also be \$500 per year, the same amount as the Optional Veterans Tax Credit. If readopted and approved, this article shall take effect for the 2023 property tax year.

- ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
  - ▶ Recommended by the Budget Committee by a vote of
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- ▶ **Motion to place the Readoption of Veterans Tax Credits on the 2023 Warrant**

# Article – School Resource Officer Middle School

## TABLE Until 12/29/2022

To see if the Town will vote to raise and appropriate the sum of \$72,706 for the purpose of creating a new position within the Wolfeboro Police Department effective June 5, 2023. During the regular school year this position shall be assigned the position of School Resource Police Officer (SRO) for the Middle School. The remainder of time, outside the regular school year, this position shall be assigned as a town of Wolfeboro patrol officer.

The school district, SAU49, shall pay the Town of Wolfeboro 50% of payroll and benefits which is \$22,338, for this position for up to 73 school days (August 2023 – December 2023), outlined below.

Curent MOU with SAU49 \$306 per day							
	<u>cost per day</u>	<u># of days</u>	<u>2023 Costs</u>		<u>cost per day</u>	<u># of days</u>	<u>2024 Costs</u>
SAU49 SRO Cost	\$ 306	73	22,338		\$ 306	180	55,080
Town SRO Cost	\$ 179	73	13,093		\$ 199	180	32,283
Town Policing	\$ 485	77	37,275		\$ 505	80	38,828
		Total Cost	72,706			Total Cost	126,191
		daily rate	\$ 485			daily rate	\$ 505

This position shall be created and filled only if both the Town warrant article and the SAU49 operating budget pass. If both articles are successful, this position shall be fully funded in future years with the SAU49 paying half of payroll and benefits for up to 180 school days, outlined above.

Estimated Tax Rate Impact: 2023 \$.02 per \$1,000 Assessed Valuation.

**Recommended by the Board of Selectmen by a vote of** **tabled at this time**

(Recommended by Budget Committee by a vote of

(Recommended by the Police Commission by a vote of)

**Motion to place the School Resource Officer Middle School on the 2023 Warrant**

Article-CRF A Fire Truck Lease Purchase  
TABLE Until 12/29/2022

## OPTION 1

To see if the Town will vote to raise and appropriate the sum of \$300,000 to be added to the existing Fire Trucks and Apparatus Replacement Capital Reserve Fund which is under the custody of the Trustees of Trust Funds with Selectmen designated as agents to expend.

- Estimated Tax Rate Impact: 2023 \$0.13 per \$1,000 Assessed Valuation
- Recommended by the Board of Selectmen by a vote of
- Recommended by the Budget Committee by a vote of

AND OPTION 2 (this should be a separate Warrant Article if approved)

To see if the Town will vote to appropriate \$800,000 for the purpose of acquiring a replacement fire engine and with said funds being reimbursed from the existing Fire Trucks and Apparatus Capital Reserve Fund. This appropriation will have shall not result in any increase to the tax rate.

- ▶ Estimated Tax Rate Impact: 2023 \$0.00 per \$1,000 Assessed Valuation
- ▶ Recommended by the Board of Selectmen by a vote of                      tabled at this time
- ▶ Recommended by the Budget Committee by a vote of

# Article-CRF B Public Works Vehicles & Equipment Replacement Capital Reserve Funding

To see if the Town will vote to raise and appropriate the sum of \$300,000 to be added to the existing Public Works Vehicles and Equipment Capital Reserve Fund which is under the custody of the Trustees of Trust Funds with Selectmen designated as agents to expend.

- ▶ Estimated Tax Rate Impact: 2023 \$0.13 per \$1,000 Assessed Valuation
  - ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
  - ▶ Recommended by the Budget Committee by a vote of
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- ▶ **Motion to place the Public Works Vehicles & Equipment Replacement Capital Reserve Fund on the 2023 Warrant**



# Article-CRF C Sidewalk Capital Reserve Funding

To see if the Town will vote to raise and appropriate the sum of \$75,000 to be added to the existing Sidewalk Capital Reserve Fund which is under the custody of the Trustees of Trust Funds with Selectmen designated as agents to expend.

- ▶ Estimated Tax Rate Impact: 2023 \$0.03 per \$1,000 Assessed Valuation
  - ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
  - ▶ Recommended by the Budget Committee by a vote of
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- ▶ **Motion to place the Sidewalk Capital Reserve Fund on the 2023 Warrant**

# Article-CRF D Building Maintenance Capital Reserve Funding

To see if the Town will vote to raise and appropriate the sum of \$50,000 to be added to the existing Building Maintenance Capital Reserve Fund which is under the custody of the Trustees of Trust Funds with Selectmen designated as agents to expend this Capital Reserve Fund

- ▶ Estimated Tax Rate Impact: 2023 \$0.02 per \$1,000 Assessed Valuation
  - ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
  - ▶ Recommended by the Budget Committee by a vote of
- 
- ▶ **Motion to place the Building Maintenance Capital Reserve Fund on the 2023 Warrant**

# Article-CRF F Wastewater Treatment Plant Capital Reserve Funding

To see if the Town will vote to raise and appropriate the sum of \$200,000 to be added to the existing Wastewater Treatment Plant Capital Reserve Fund which is under the custody of the Trustees of Trust Funds with Selectmen designated as agents to expend this Capital Reserve Fund.

- ▶ Estimated Tax Rate Impact: 2023 \$0.08 per \$1,000 Assessed Valuation
  - ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
  - ▶ Recommended by the Budget Committee by a vote of
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- ▶ **Motion to place the Wastewater Treatment Plant Capital Reserve Fund on the 2023 Warrant**

# Article-CRF G Water Resources Non-Capital Reserve Funding

To see if the Town will vote to raise and appropriate the sum of \$25,000 to be added to the existing Non-Capital Reserve Fund pursuant to RSA 35:1-c for the purpose of a watershed management plan, including, engineering, design, permitting, best management practices for storm water drainage and nutrient mitigation, grant matching and education which is under the Trustees of Trust Funds with the Selectmen as agents to expend from this Non-Capital Reserve Fund.

- ▶ Estimated Tax Rate Impact: 2023 \$0.01 per \$1,000 Assessed Valuation
  - ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
  - ▶ Recommended by the Budget Committee by a vote of
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- ▶ **Motion to place the Water Resources Non-Capital Reserve Fund on the 2023 Warrant**

# Article-CRF H Abenaki Ski Area Capital Reserve Funding

To see if the Town will vote to raise and appropriate the sum of \$25,000 to be added to the existing Abenaki Capital Reserve Fund which is under the custody of the Trustees of Trust Funds with Selectmen designated as agents to expend.

- ▶ Estimated Tax Rate Impact: 2023 \$0.01 per \$1,000 Assessed Valuation
  - ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
  - ▶ Recommended by the Budget Committee by a vote of
- 
- ▶ **Motion to place the Abenaki Ski Area Capital Reserve Fund on the 2023 Warrant**

# Article-CRF I Tree Removal & Replacement Expendable Trust Funding

To see if the Town will vote to raise and appropriate the sum of \$125,000 to establish a Tree Removal and Replacement Expendable Trust Fund. Said funds shall be under the custody of the Trustees of Trust Funds and to designate the Selectmen as agents to expend.

- ▶ Estimated Tax Rate Impact: 2023 \$0.05 per \$1,000 Assessed Valuation
  - ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
  - ▶ Recommended by the Budget Committee by a vote of
- 
- ▶ **Motion to place the Tree Removal & Replacement Expendable Trust Fund on the 2023 Warrant**

# Article Warmth and More Fund - Expanded

To see whether the Town will vote to authorize an expansion of the existing “Warmth and More Fund” as approved by voters in 2021 for the purpose of expanding the program to operating a wood bank to assist those in need of firewood for heating purposes. Passage of this article would allow the Town to accept donations of firewood into the wood bank. Distribution of firewood for heating purposes would be determined by the Welfare Director.

Tax Rate Impact: 2023 \$0.00 per \$1,000 Assessed Valuation

- ▶ **Recommended by the Board of Selectmen by a vote of 5-0**
  - ▶ Recommended by the Budget Committee by a vote of
- 
- ▶ **Motion to place the Tree Removal & Replacement Expendable Trust Fund on the 2023 Warrant**