

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
APPROVED MINUTES
December 29, 2022**

I. Call To Order

Chairman MacDonald opened the meeting at 6:04 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, Bob Moholland, Members, Linda Murray, BOS Alternate Representative.

Member Absent: Steve Johnson, Member (excused), Brian Deshaies, BOS Representative.

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

The Committee participated in the pledge of allegiance.

II. Warrant Articles

Fire Truck Lease Purchase (Option II); \$850,000 (\$200,000 Year 1 – 2023)

Jim Pineo read and reviewed such, see attached; noting the BOS voted 5-0-0 to support the warrant article. He reviewed the issues with the current apparatus that is being replaced and noted the annual cost for the 5-year lease purchase would be included in the Fire Department's budget. He outlined the annual cost associated with the lease purchase; year 1 - \$200,000, year 2 - \$182,414, year 3 - \$182,414, year 4 - \$182,414, and year 5 - \$182,414.

Tom Bell confirmed the Town would own the truck following the fifth year payment.

John MacDonald asked if the proposed truck is replacing a vehicle earlier than expected or if the replacement is on schedule.

Tom Zotti stated when the fleet was downsized the replacement timeline was reconfigured. He stated the intent was to replace Engine 4 with something similar to Engine 1 and noted the replacement timeline was moved up one year.

John MacDonald asked how the lease purchase would impact the capital reserve fund if appropriations are not being made for the duration of the lease purchase.

Tom Zotti stated he provided the information to the Town Manager this afternoon; noting there shouldn't be much of an impact.

Bob Loughman asked if the price of the apparatus is locked in.

Jim Pineo stated he cannot commit to such however; he doesn't believe there will be any further surcharges.

Tom Zotti stated some of the parts have been purchased and a portion of the truck has been assembled.

John Burt questioned the current balance of the capital reserve fund.

Tom Zotti replied approximately \$300,000.

John Burt asked if any of the funds will be used.

Tom Zotti replied no.

Kathy Carpentier stated there will be no capital reserve fund requests for the next five years.

Article I – Police Vehicle Replacement; \$66,000

Jim Pineo read and reviewed such, see attached.

Bob Tougher stated he feels that eleven vehicles in the police department is too much; noting it is almost a one-on-one situation. He stated he would vote for the article because the information provided on the current inventory shows that there are potentially three additional cruisers that may also need to be replaced due to the age and mileage of those vehicles. He stated he would like the fleet to get back to nine vehicles.

Article K – School Resource Police Officer for Middle School; \$72,653

It was moved by John MacDonald and seconded by Bob Tougher to table review of Article K – School Resource Police Officer for Middle School.

Discussion of the motion:

John MacDonald stated the BOS has not voted on the warrant article and the school district has not submitted a warrant article therefore, he is tabling such. He stated there is no need to review the article when the Town does not know if a warrant article will be submitted by the school district and what the article language will be.

Kathy Carpentier stated the school district is meeting on January 9th to discuss such.

Roll call vote: Bob Tougher – yes, John Burt – yes, John MacDonald – yes, Tom Bell – yes, Bob Moholland – yes, Brian Black – yes, Matt Plache – yes, Bob Loughman – abstain. The motion passed (7-0-1).

III. Other Business

Upcoming Meeting Schedule

- **January 5, 2023** – Revisit nonunion salary adjustments, Chamber of Commerce, Town Clerk, fuel adjustments, Wastewater Treatment Plant contract, final budget review, default budget, estimated revenues, consideration of minutes.
- **January 11, 2023 5:30 pm meeting** – warrant article review (bonded warrant articles, School Resource Officer for Middle School)
- **January 11, 2023 7:00 pm meeting** – Budget Committee Public Hearing (following the presentation of the 2023 budget and warrant articles the Committee will vote on all warrant articles)

Wastewater Treatment Plant Data

Bob Tougher requested the amount of gallons put out at the Wastewater Treatment Plant since 2009 or as far back as possible.

IV. Public Comment

None.

It was moved by Tom Bell and seconded by Bob Moholland to adjourn the December 29, 2022 Budget Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 6:35 PM.

Respectfully Submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson

Fire Truck Lease Purchase Option II

To see if the town will authorize the selectmen to enter into a long-term lease/purchase agreement in the amount of \$850,000 payable over a term of five years for the purpose of entering into a lease/purchase agreement for a replacement fire department engine/pumper, and to raise and appropriate the sum of \$200,000 in 2023 for the down payment to be followed by four annual payments currently estimated as follows:

2023	\$200,000 (Year 1 deposit)
2024	\$182,414 (Year 2 payment)
2025	\$182,414 (Year 3 payment)
2026	\$182,414 (Year 4 payment)
2027	\$182,414 (Year 5 payment)

This lease/purchase agreement does not include an escape clause.

- Estimated Tax Rate Impact: 2023 \$0.08 per \$1,000 Assessed Valuation
- Estimated Tax Rate Impact: 2024 \$0.07 per \$1,000 Assessed Valuation
- Estimated Tax Rate Impact: 2025 \$0.07 per \$1,000 Assessed Valuation
- Estimated Tax Rate Impact: 2026 \$0.07 per \$1,000 Assessed Valuation
- Estimated Tax Rate Impact: 2027 \$0.07 per \$1,000 Assessed Valuation
- Recommended by the Board of Selectmen by a vote of
- Recommended by the Budget Committee by a vote of
- 3/5 Majority Vote Required

Problem

- Apparatus being replaced has significant Engine and Frame problems
- Fire apparatus pricing is volatile
- Escalation is unpredictable
- Fire apparatus construction lead time are currently estimated 600 days
- Current Capital Reserve Fund requires use to raise \$550,000 in a single year to make proposed purchase (\$0.22 per \$1,000 assessed valuation)

Solution

- Enter into 4-to-5-year Lease/Purchase agreement for \$850,000
- Lease Payment will become part of Fire Rescues annual budget
- Proposed Apparatus has 300-day lead time
- Community Declined "Surcharge"
- No Fire Apparatus Capital Reserve Contributions until final payment is made
- Creates a practical replacement schedule moving forward
- 10 Years 1 due then 10 years 2 due retire apparatus at 20 years
- Next major apparatus replacement would not occur until 2033 – 2034
- Based on current fleet

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 3-0

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 Vehicle Replacement on the 2023 Warrant

- Issue: Police Cruiser Replacement and ancillary cruiser equipment.
- Discussion: As with all mechanical items, equipment fails or becomes obsolete the same is true for vehicles. This coming year, the Wolfeboro Police Department plans to dispose of one older, worn Ford Taurus cruiser, which is approximately eight years old; has significant rust issues and other mechanical problems, including

but not limited to one failed transmission. It has well over 100,000 miles and will likely fail inspection next September 2023, when it is due. Additionally, the items inside the cruiser are required for the Officers to perform their jobs. These items are essential in any police cruiser and help the officers perform their core tasks of responding to Calls For Service (CFS), general patrol work, crime prevention, physical security, general criminal investigation, and traffic enforcement.

- **Solution:** In 2006, Warrant 23 was established to fund Police Special Details. It is a revolving fund. Presently, there is approximately \$XX surplus (monies not committed and readily available) in that fund. Article XX proposes that the Town use approximately \$XX dollars from that account to defray the cost of this cruiser purchase (from \$XX to \$XX).

Article – School Resource Officer Middle School

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						
	cost per day	# of days	2023 Costs	cost per day	# of days	2024 Costs
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

(Recommended by Budget Committee by a vote of

Recommended by the Police Commission by a vote of 3-0

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

- Issue: The Kingswood Campus requires a second Full Time Police Officer to ensure the safety of the campus and respond to criminal complaints when school is in session.
- Discussion: SAU49 currently has one Full time Police Officer assigned to the Kingswood Campus Complex (High School) for Safety and Security purposes, this Officer is known as an SRO or School Resource Officer. This position was created in 2000 to deal with the increase in school related law enforcement issues, and to provide campus security to the students, faculty, and staff. The Kingswood campus has grown considerably since that program's inception. There are now four (4) schools located at that complex they are: The High School, The Vocational School, The Middle School, and Crescent Lake School. According to the SAU, over fifty (50%) percent of SAU49 student population is at that campus daily on any given week when school is in session. Additionally, when fully operational, that campus has over two-thousand students, faculty and staff on the grounds during the school year.
- Solution: Add additional Full Time SRO to the PD rolls (SRO at the Middle School during the school year) funded through a cost sharing initiative between the Wolfeboro PD and SAU49; splitting the cost 50% of pay and benefits for the additional Police Officer for approximately 180 school days.