

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
APPROVED MINUTES  
June 26, 2023**

**I. Call To Order**

*Chairman MacDonald opened the meeting at 6:00 pm at the Wolfeboro Public Library.*

**Members Present:** John MacDonald, Chairman, Bob Tougher, Vice-Chairman, Bob Loughman, Brian Black, Tom Bell, Bob Moholland, Paul O'Brien, Bobbi Boudman, Members, Brian Deshaies, BOS Representative.

**Members Absent:** Matt Plache, Member (excused), Linda Murray, BOS Alternate Representative.

**Staff Present:** Jim Pineo, Town Manager, Lee Ann Hendrickson, Administrative Assistant.

**II. Pledge of Allegiance**

The Committee participated in the pledge of allegiance.

**III. Public Comment**

None.

**IV. Discussion Items**

**a. Town Manager Report**

Jim Pineo noted there has been lower water consumption this year. He stated there have been several bid openings the past couple of weeks including gasoline, sewer extensions on Forest and Varney Roads and road maintenance/improvement projects. He stated the Green Street project has been awarded and the Public Safety Building is in process; noting the Energy Committee has been brought into discussions on such. He stated the CIP guidelines have been approved by the BOS and distributed to Department Heads and the 2024 Budget guidelines will be reviewed by the BOS on July 19.

John MacDonald questioned anticipated CIP projects (new projects).

Jim Pineo stated a Phase II Environmental Assessment/Basis of Design Study for the Community Center and MED building is expected; noting a potential ask for engineering funds in 2024. He expects road and water projects, including seasonal water lines, and Wastewater Treatment Plant.

Tom Bell questioned projects relative to water loss.

Jim Pineo stated there was a project called Complete Streets and reviewed such.

Bob Loughman stated CIP is a long-term planning document and new capital projects will be reviewed however, the Committee will not be discussing annual capital reserve projects. He noted that previously approved projects will remain on the CIP.

Jim Pineo stated the funding mechanism will be identified on the CIP form as a CIP project. He stated projects that are scheduled within a three-year window will be presented.

Bob Tougher expressed his concern for the change in procedure and feels that oversight is lost with the proposed change.

John MacDonald asked what triggered the change.

Jim Pineo stated the matter was discussed with the Planning Board, Planning Director, two BOS members and the Finance Director. He stated CIP is about a project and the focus will be on specific projects.

**It was moved by John MacDonald to forward an advisory note to the Planning Board Chair that the current CIP process remains the same and the Budget Committee does not support the proposed changes to the process. The motion was seconded by Bob Tougher.**

**Discussion of the motion:**

Brian Black requested clarity regarding the current process and questioned what is occupying so much time during the review process.

Jim Pineo stated the CIP Committee at times confuses the capital reserve appropriation with the capital project.

Bob Tougher asked if all the CIP items would be included on the spreadsheet.

Bob Loughman replied yes however, at the end of the spreadsheet.

Bobbi Boudman questioned the oversight as the process moves forward.

Jim Pineo replied the Department Head.

Bobbi Boudman expressed concern regarding oversight.

Bob Loughman stated the annual appropriations will be reflected on the CIP spreadsheet however, only new capital projects will be reviewed.

Bob Tougher stated his concern is the documentation of the CIP's planning and doesn't agree with the proposal in order to save time. He stated he has an issue with how the process is being defined.

The Committee continued to discuss the matter.

Jim Pineo stated that every time there was an appropriation for a capital reserve fund the project form was filled out by the Department Heads however, the document doesn't define the project.

Tom Bell confirmed the CIP is not abrogating previously approved projects and spending more time on future projects.

**John MacDonald, Bob Tougher, Bobbi Boudman, Tom Bell, Bob Moholland, Brian Black voted in favor. Paul O'Brien, Bob Loughman opposed. The motion passed (6-2-0).**

John MacDonald stated a letter would be sent to Kathy Barnard, Planning Board Chair, notifying her of the Committee's motion and discussion regarding the proposed changes to the CIP process.

Bob Moholland questioned future improvements to North Wolfeboro roads; noting the roads are in terrible condition.

Jim Pineo stated the bid opening for road maintenance to those roads has occurred and is in process.

**b. 2023 Budget & Expenditure Report**

No comments or questions.

**c. Assignment Reviews/Updates of Town Department Budgets**

No updates.

V. **Other Business**

**Budget 101 Workshop**

Budget 101 Workshop scheduled for August 3 at 5 pm, location to be determined.

**Dashboard Presentation (Paul O'Brien)**

Paul O'Brien reviewed a cash/capital/revenue 3-5 year dashboard presentation, see attached. He stated he reviewed it with the Town Manager and the chair of the BOS. He answered questions related to his presentation from Committee members.

VI. **Approval of Minutes**

**April 26, 2023**

The Committee tabled such to August 3, 2023.

VII. **Public Comment**

None.

VIII. **Adjournment**

**It was moved by Tom Bell and seconded by Bob Moholland to adjourn the June 26, 2023 Budget Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 7:35 PM.*

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson

**Paul O'Brien's Presentation**

cash/capital/revenue... 3-5 year dashboard Draft Paul O'Brien 6/26/23

terms and definitions net debt: the balance of all long term loans on the Town's books at the end of the year as reported to the State on form MS535... Audited enterprise funds: are business type activities that the town engages in. example: (water, sewer, pop whalen, municipal electric). these entities generate revenue (rates), spend capital and generate operating expense, with the objective of producing adequate surplus' to fund ongoing operations... Audited warrant article capital: are the programs that we all vote for eg. fire trucks, heavy equipment,, town docks, library, ice arena, road rebuilding, water and sewer projects etc... From Town Ballot operating expense: the budget that we all vote for which includes spending and capital outlay ..From Town Annual report.

3-5 year Summary of Audited Financials net debt +37% not including Ice Arena or Public Safety Bldg. warrant article capital +173% or 2.73x sewer and pop whalen funds are negative over the period operating expense +12%. debt service +83% not including Ice Arena and Public Safety Bldg. will continue to look at assignment of costs and capital.

2024 budget: water, sewer infrastructure maintenance road service management plan update water quality projects building maintenance spending pop whalen expansion business plan psb construction Libby wages, healthcare, insurance and public safety projects from CIP discussions at planning and zoning boards.

warrant article capital (not including petitions)

[illegible][illegible]

operating budget

[illegible]

# revenue/expense..net (2022 audit data not available)

Copy of Warrant Capital/net Debt/ Income

File Edit View Insert Format Data Tools Extensions Help

100% \$ .00 123 Calibri 16 B I A

N12

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1						Operating Income(Loss) By Fund											
2																	
3																	
4																	
5						WE	SE	PW	EF					Per Exhibit 9 Total			
6																	
7			2019	Rev		1,863,385	1,031,984	252,644	10,224,728								
8				Exp		(1,563,789)	(1,452,788)	(273,049)	(9,797,020)								
9				Net		299,596	(420,804)	(20,405)	427,708	286,095							
10																	
11			2020	Rev		1,892,921	1,051,325	197,200	9,906,942								
12				Exp		(1,439,770)	(1,445,779)	(220,256)	(9,807,521)								
13				Net		453,151	(394,454)	(23,056)	99,421	135,062							
14																	
15			2021	Rev		1,954,581	1,056,406	259,182	10,782,189								
16				Exp		(1,396,072)	(1,536,722)	(298,655)	(9,980,678)								
17				Net		558,509	(480,316)	(39,473)	801,511	840,231							
18																	

Warrant Capital Budget Net Debt Income