

TOWN OF WOLFEBORO
BUDGET COMMITTEE
December 5, 2016
Minutes

Members Present: John MacDonald, Chairman, Bob Tougher, Vice-Chairman, Luke Freudenberg, Selectmen's Representative, Brian Black, John Burt, Robert Loughman, Bob O'Brien, Members.

Members Absent: Steve Johnson, Bob Moholland, Harold Parker, Member (all excused).

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, , Christine Collins, Director of Parks & Recreation, Kathy Rankin, Parks & Recreation, Barry Muccio, Director of Operations, Municipal Electric Department, Lee Ann Keathley, Secretary.

Chairman MacDonald called the meeting to order at 6:34 PM at the Great Hall.

PARKS & RECREATION

John MacDonald requested Kathy Rankin speak to the letter she wrote to the Committee for reconsideration of the full time employee position.

Kathy Rankin stated she was informed that the BOS approved the request for a full time worker for the Parks and Recreation Department however, the Budget Committee denied the request. She asked why the Committee denied the request.

John MacDonald stated the Committee did not want to add a full time position that would include benefits and agreed to increase the rate of pay for part time employees. He stated the Committee equalized the wages between the Parks and Recreation Department and the Highway Department for part time employees.

Kathy Rankin provided a list of properties that the Department maintains and manages; noting the Department receives complaints regarding cemetery maintenance. She stated there are only two full time workers to manage Abenaki and Pop Whalen and noted the department needs an employee that can run and maintain equipment.

Dave Owen stated the BOS supported the request for an additional maintenance worker and increased wages for part time employees. He stated the Department is having a hard time managing all of its properties; noting the salary of the new position would be split between Pop Whalen and maintenance budgets.

Luke Freudenberg stated the voters have continually supported the expansion of Abenaki; noting the department is struggling with its workload and hiring of quality employees.

Bob Tougher asked when the position would begin.

Christine Collins replied April 2017.

Pete Chamberlain noted the 2017 budget only reflects a 9 month position.

It was moved by Bob Tougher and seconded by Bob Tougher to increase 01-45890-114 Hourly Wages from \$0 to \$17,920 and change the 200 series to reflect such. All members voted in favor. The motion passed.

It was moved by Bob Tougher and seconded by Bob Tougher to decrease 01-45890-117 Part Time Wages from \$35,700 to \$21,420 and change the 200 series to reflect such. All members voted in favor. The motion passed.

It was moved by Bob Tougher and seconded by Bob Tougher to increase 01-45202-114 Hourly Wages from \$89,750 to \$105,110 and change the 200 series to reflect such. All members voted in favor. The motion passed.

It was moved by Bob Tougher and seconded by Bob Tougher to decrease 01-45202-117 Part Time Wages from \$18,804 to \$9,402 and change the 200 series to reflect such. All members voted in favor. The motion passed.

John Burt questioned the status of the Middleton Road Cemetery.

Dave Owen stated the following outstanding items; road to be built, layout of the plots and fencing. He stated there is approximately \$100,000 available to complete the project.

John Burt questioned if there is a target date for completion of the project; noting it has been 4 years.

Dave Owen replied no.

Christine Collins stated the completion of the project is a top priority of the Department.

LIBBY MUSEUM

Lauren Hammond stated she has resigned from her position as Co-Director; noting the new Director would be employed 29 hours/week for 26 weeks. She stated that when the decision was made to employ 2 co-directors rather than a single director, a part time position was eliminated from the budget. She stated that since there will now be a single director again, the reinstatement of the former part time position has been requested; noting she is requesting to increase part time wages by \$1,440.

It was moved by John MacDonald and seconded by Robert Loughman to increase 01-45891-117 Part Time Wages from \$8,239 to \$10,091. All members voted in favor. The motion passed.

John Burt questioned the decrease in telephone.

Lauren Hammond stated that until recently, the Museum needed a higher band for internet to accommodate the monitoring equipment for the humidity in the building. She stated the monitoring has been completed.

ELECTRIC DISTRIBUTION & GENERATION

ADMINISTRATION

No changes.

DISTRIBUTION

No changes.

GENERATION

No changes.

ELECTRIC FUND CAPITAL OUTLAY

03-49617-730 Substation #3 Voltage Regulators; \$85,000

Barry Muccio stated he is proposing to replace three of the six voltage regulators at Substation #3. He stated voltage regulators are required to maintain a constant and consistent distribution voltage; noting such was originally installed in 2003.

03-49617-731 ME-6 Pickup Replacement; \$55,000

Barry Muccio stated he proposes to replace ME-6 (pickup and plow); noting the vehicle is 14 years old with 75,000 miles. He stated the vehicle is used in the department's daily operations and excessively used in plowing and clearing of the Armory parking lot, Filter Bed Road and the substations.

03-49617-732 Forklift; \$28,000

Barry Muccio stated the department's weekly stock orders are delivered on pallets via a tractor trailer and have to be de-palletized prior to unloading by hand due to the weight of the material and lack of loading dock at the facility. He stated the electric forklift would decrease the potential for worker injuries and time required to unload the deliveries.

03-49617-733

MED Feasibility Study; \$10,000

Barry Muccio stated an assessment and feasibility study on the conversion of the MED building to a multiuse facility is proposed. He stated the condition of the building needs to be assessed; noting the study would determine the integrity of the building.

John MacDonald questioned whether the project could be put off one year.

Barry Muccio replied yes, however the Electric Fund has a healthy balance.

John Burt asked why the study is being funded by the Electric Department.

Dave Owen stated the building is the Electric Department's building and the condition of the building is their concern.

It was moved by John MacDonald and seconded by John Burt to decrease 03-49617-733 MED Feasibility Study from \$10,000 to \$0.

Discussion of the motion:

Brian Black stated there has been a lot of speculation as to the reuse of the building however, there is no proposal on the horizon.

Barry Muccio stated that 2-3 years ago the Department assessed the condition of the roof; noting the roof consists of a rubber membrane and is less than 20 years old. He stated he cannot speak to the condition of the remainder of the building.

Bob Tougher stated Ethan Hipple had hoped the Community Center could be relocated to the MED building; noting there is a large interest in senior citizen involvement.

It was moved by John MacDonald and seconded by John Burt to decrease 03-49617-733 MED Feasibility Study from \$10,000 to \$0. All members voted in favor. The motion passed.

Consideration of Minutes

November 28, 2016

It was moved by John Burt and seconded by Bob Tougher to approve the November 28, 2016 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

November 29, 2016

It was moved by Robert Loughman and seconded by Bob Tougher to approve the November 29, 2016 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

It was moved by Bob Tougher and seconded by John Burt to adjourn the December 5, 2016 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:03 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

*****Please note these minutes are subject to approval and amendments at a later date.***