

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
November 30, 2017  
Minutes**

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

**Staff Present:** Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Lee Ann Hendrickson, Administrative Secretary.

**Others Present:** Alana Albee, Director, Libby Museum, John Askew, Friends of Libby, Dave Ford, Director of Public Works.

*Chairman MacDonald called the meeting to order at 6:33 PM at the Great Hall.*

**LIBBY MUSEUM**

Alana Albee stated the Museum received 56% more visitors than in past years. She stated there is no charge for visitors under the age of 16 and veterans and a \$5 charge for adults. She noted the state of the museum and exhibits is quite dire.

John MacDonald questioned advertising; noting such is over expended.

Alana Albee stated she had requested additional funds however, the Friends of Libby have helped supplement the advertising.

John MacDonald asked if the Friends of Libby helps with the cost of office supplies.

Alana Albee stated that when she was hired she had no stationary, ink, paper or paper towels (80 glass cabinets are cleaned weekly.

John MacDonald asked if \$400 would be enough.

Alana Albee replied no. She stated she will over expend the line by approximately \$500.

Bob Tougher asked Ms. Albee if she requested the additional funding.

Alana Albee replied yes.

Dave Owen stated the BOS were mindful that the budget was up in other areas therefore, reduced the requested amount.

**It was moved by Bob Tougher and seconded by Robert Loughman to increase Office Supplies 01-45891-620 from \$400 to \$900. All members voted in favor. The motion passed.**

**Capital Outlay**

**01-49618-650     ADA Ramp & Storage Shed; \$25,000**

Alana Albee stated the existing shed is rodent infested and dilapidated; noting the proposal includes lifting the shed so that the structure is off of the ground and construct the shed with ventilation and

moisture retardant materials so that some of the displays and antique bench could be stored within. She stated the ramp is 40' in length and abuts the building which has created mold issues.

Bob Tougher asked if the increase in building maintenance is relative to the ceiling fan project.

Alana Albee replied yes, the fans have been ordered and will be installed during the winter. She stated she has requested a project in the CIP to eliminate moisture and install matting in the crawl space in order to reduce moisture issues in the building.

Brian Black asked how the ADA ramp is currently being used.

Alana Albee stated the ramp itself is not the issue rather, the location of it next to the building is the issue.

Brian Black questioned the number of visitors.

Alana Albee replied 5,000. She stated the walkway at the water needs to be addressed; noting the large paving stones are broken and is a safety issue.

## **HIGHWAY AND STREETS**

### **Administration**

Steve Johnson questioned the increase in supervisory salaries.

Dave Ford stated the Town rehired Scott Pike and promoted Adam Tasker and Janine Gillum; noting a part time summer position was not filled in 2017 in order to fund such. He stated Scott Pike was hired as Chief Operator and is now the Assistant Director of Public Works.

Steve Johnson questioned an offset in the budget for the position.

Dave Ford noted a decrease of \$19,000 in the Highway budget (part time wages). He stated there is a net increase.

Bob O'Brien questioned whether there is an increase in the 2018 budget for Mr. Tasker and Ms. Gillum's promotions.

Dave Ford replied no, the increases were incorporated into the 2017 budget.

John MacDonald asked who was hired for the Assistant Director of Public Works position after Scott Pike left.

Dave Ford stated the position was not filled rather, Adam Tasker was promoted to Operations Management for Highway, Solid Waste, Buildings and Garage and Janine Gillum was promoted to Director of Water and Sewer.

John MacDonald questioned the pay that Scott Pike was rehired at.

Dave Ford stated the same amount at the time he left.

### **Highway and Streets**

John MacDonald asked if new hires receive a lesser pay rate.

Dave Owen replied yes.

John MacDonald verified the presented budget includes new hires. He asked if employee cell phones are owned by the Town.

Dave Owen replied no, the Town provides a stipend for use of personal cell phones (\$30/month for full time employees).

Dave Ford stated the Town provides cell phones to the foremen (\$52/month).

Steve Johnson questioned outside services; noting such is under expended.

Dave Ford stated he intentionally held off on two projects due to costs associated with equipment issues; noting vehicle maintenance is over expended due to issues with the grader and loader.

John Burt questioned the BOS increase (of \$10,000) to maintenance supplies.

Dave Ford stated Brad Harriman felt the line was under funded in gravel for road maintenance.

John Burt asked if the gravel materials is used on existing roads or roads noted in the warrant article.

Dave Ford stated it pertains to the gravel supply for all gravel roads.

John MacDonald questioned rentals and leases and expenditure for uniforms; noting a cost for embroidered clothing is in general operating supplies.

Dave Ford stated uniforms are rented and t-shirts and sweatshirts are purchased.

John MacDonald questioned gasoline and oil.

John Burt stated the five year average is \$4,600.

#### **Garage**

No changes.

#### **Buildings and Grounds**

Bob Tougher questioned whether an increase in outside services, specifically janitorial services for the Dockside restrooms, is anticipated.

Dave Ford stated he didn't include an increase in the budget for such. He recommended holding the line and make necessary changes to the 2019 budget.

John Burt questioned the status of the Asset Management Plan.

Dave Ford stated the Water Treatment and Distribution AMP was completed in 2016 and Sewer AMP was completed in 2017; noting the next steps include inventory, documenting such and implementation. He stated the AMP's for Town Hall, Dockside and Parks and Recreation is scheduled for 2018.

John MacDonald questioned the number of plans currently completed.

Dave Ford replied sewer, water, buildings, stormwater, roads and bridge maintenance.

Bob Tougher asked if the Town would be able to stabilize the hydrant fees below 20% with the drop in debt service.

Dave Ford stated he does not foresee the percentage decreasing rather, expects an annual increase of 2%.

### **Solid Waste**

John Burt questioned the 3.7% increase in supervisory salaries.

Dave Ford stated the increase should be 2.5%.

John MacDonald noted a 3.6% in building and grounds for the same employee and requested the Committee revisit such.

John Burt questioned the 4.45% increase in hourly wages.

Dave Owen stated such is related to union positions; noting the employees are receiving the rate agreed in the settlement.

John MacDonald questioned the increase to part time wages.

Dave Ford stated the Town previously contracted with an outside contractor for brush disposal however, that company did not renew their contract. He stated he had to add manpower costs for an attendant at the facility; noting outside services was reduced.

Bob O'Brien noted a typographical error under the 113 line, BOS approved budget column.

John Burt questioned Household Hazardous Waste; noting such is under expended.

Dave Ford stated a final invoice is being processed.

### **Other Business**

Dave Owen distributed a funding request from Children Unlimited; noting a representative would be in attendance the evening the Committee addresses agencies.

John MacDonald requested the BOS review the request prior to review by the Budget Committee.

### **Revisit Items**

- **Solid Waste, 01-43240-113, Supervisory Salaries;** budget request reflects a 3.7% increase
- **Buildings and Grounds;** budget reflects a 3.6% increase for same employee noted in the Solid Waste budget (supervisory salaries)

**It was moved by Harold Parker and seconded by Bob O'Brien to adjourn the November 30, 2017 Budget Committee meeting. All members voted in favor.**

Budget Committee meeting scheduled for December 4, 2017, 6:30PM at the Wolfeboro Public Library.

*There being no further business before the Committee, the meeting adjourned at 8:18 PM.*

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson

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