

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
December 28, 2017
Minutes**

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

Members Absent: Brian Black, Harold Parker, Members (both excused).

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

Chairman MacDonald called the meeting to order at 6:36 PM at the Great Hall.

Final Budget Review

Town Manager

Referencing Supervisory Salaries, John MacDonald stated the Budget Committee increased the salary for the new Town Manager to \$120,000. He stated such doesn't include an increase in retirement and car allowance to total \$137,400; noting this figure doesn't include health insurance. He stated he feels it is unreasonable to increase the salary by \$20,000 and noted the average salary for a Town Manager position is \$105,000; noting he reviewed the responsibilities of the Town Manager and other communities. He stated he doesn't believe a Master's degree is the best qualification rather, he would prefer to see 10 years of experience.

It was moved by John MacDonald and seconded by Robert Loughman to decrease 01-41302.113 Supervisory Salaries to \$110,000 (decreasing total which reflects car allowance and retirement from \$137,469 to \$127,469).

Discussion of the motion:

Dave Owen stated Meredith pays more than Wolfeboro. He stated the BOS determined the qualifications for the position and determined that they wanted a person with a Master's degree and a certain amount of years of experience. He stated the BOS are entitled to determine what they think they need and noted the car allowance is not a standard item and can be negotiated.

John MacDonald questioned whether \$15,000 for retirement could be negotiated.

Dave Owen stated the new Town Manager will need retirement.

It was moved by John MacDonald and seconded by Robert Loughman to decrease 01-41302.113 Supervisory Salaries to \$110,000 (decreasing total which reflects car allowance and retirement from \$137,469 to \$127,469). John Burt, Bob Tougher, Robert Loughman, Bob Moholland, John MacDonald, Steve Johnson voted in favor. Bob O'Brien opposed. The motion passed.

Town Clerk

John Burt noted the five-year average of part time wages is \$497.

It was moved by John Burt and seconded by Steve Johnson to decrease 01-41401-117 Part Time Wages from \$5,484 to \$2,484. All members noted in favor. The motion passed.

Police

John Burt stated he feels strongly that supervisory salaries are too high given the fact that other department heads are only receiving a 2.5% increase. He stated the Police Commission has engineered pay raises over the past two years and a hierarchy that now requires a 4-4.5% increase. He questioned the number of patrolmen.

Dean Rondeau replied 12.

John Burt questioned the number of cruisers.

Dean Rondeau replied 11.

John Burt stated the request for the administrative assistant to go from part time to full time is not justified. He stated the Department listed a litany of job responsibilities however, did not state how often those responsibilities are performed. He stated the Police Department's budget is up 6.3% (\$116,000) including capital items (noting a baseline increase of \$51,000 and an increase in capital of \$63,000).

John MacDonald stated the majority of the \$51,000 is voter approved pay raises and the increase in the hours of the administrative assistant.

Fire/Rescue

Referencing fire hydrants, Robert Loughman asked what percentage was settled on.

Dave Owen replied 18.5%.

John MacDonald questioned the increase in overtime.

Jim Pineo stated such relates to the increase in wages to reflect the wage study.

Highway & Streets Administration

John MacDonald questioned the year to date expenditure for part time wages.

Pete Chamberlain replied \$2,088.

It was moved by John MacDonald and seconded by Bob Moholland to decrease 01-43110.117 Part Time Wages from \$4,200 to \$3,200. All members voted in favor. The motion passed.

John MacDonald questioned the year to date expenditure for outside services.

Pete Chamberlain replied \$103,080.33.

Buildings & Grounds

John MacDonald questioned the increase in consultants.

Dave Ford such relates to the Asset Management Plans for Abenaki, Town Hall, Dockside and Highway Garage; noting all are to be completed in 2018. He noted the Town's consultant for such is Woodard & Curran.

John MacDonald questioned how such has been paid for.

Dave Ford stated by previous warrant articles (\$50,000/year for five years); noting such was not funded in 2017 because he was behind on other projects.

Robert Loughman asked if the AMP would become part of the CIP program.

Dave Ford replied yes.

Solid Waste

John Burt questioned the increase in part time wages.

Dave Ford stated the vendor for brush removal did not renew their contract therefore, the increase reflects coverage for the facility.

Water Treatment Plant

John MacDonald questioned consultants.

Dave Ford stated the Town received a grant to develop an AMP for the Water Treatment Plant; noting there will be a fee for continued update to the system.

Electric ~ Generation

Bob Moholland questioned the year to date expenditure for outside services.

Pete Chamberlain replied \$3,988.35.

It was moved by Bob Moholland and seconded by Robert Loughman to decrease 03-43430-380 Outside Services from \$10,000 to \$7,000. All members voted in favor. The motion passed.

Agencies

John MacDonald stated the Committee did not vote to add/remove the funding request from Children's Unlimited.

It was moved by Robert Loughman and seconded by Bob Tougher to fund Children's Unlimited in the 2018 Budget in the amount of \$2,730. Bob Tougher, Bob O'Brien, Robert Loughman, Bob Moholland, John MacDonald, Steve Johnson voted in favor. John Burt opposed. The motion passed.

Parks and Recreation – Maintenance

John MacDonald questioned the year to date expenditure of Land Improvements.

Pete Chamberlain replied \$1,266.41.

It was moved by John MacDonald and seconded by Bob Moholland to decrease 01-45202-710 Land Improvements from \$5,500 to \$2,500. All members voted in favor. The motion passed.

Parks and Recreation – Beaches

John MacDonald questioned the year to date expenditure of Part Time Wages.

Pete Chamberlain replied \$51,845.65.

It was moved by John MacDonald and seconded by Bob Moholland to decrease 01-45203-117 Part Time Wages from \$60,815 to \$57,000.

Discussion of the motion:

Christine Collins stated such is not fully expended due to the unavailability of staff during this past summer for summer programs; noting this line has already been decreased by the Committee.

John MacDonald stated the line was under expended in 2016 as well (\$41,000).

Christine Collins stated the line was expended more in 2017 and she expects to be at full capacity in 2018; noting that not all staff was trained and therefore, not utilized.

Robert Loughman asked if the budget creates a revenue.

Christine Collins replied yes, through lessons. She stated the majority of the funding is staffing the beaches with lifeguards; noting the Town is required to staff two lifeguards at all times.

Robert Loughman questioned the amount of revenue.

Christine Collins replied \$6,000-7,000.

Bob O'Brien questioned the number of participants.

Christine Collins replied 200.

Bob Tougher requested further information on staff contracts.

Christine Collins stated staff is required to submit a commitment in writing of their work schedule.

Bob Tougher noted previous issues with staffing lifeguards and the Town having to close Carry Beach due to lack of staff.

Christine Collins stated the lifeguards are now certified in house; noting such saves money.

It was moved by John MacDonald and seconded by Bob Moholland to decrease 01-45203-117 Part Time Wages from \$60,815 to \$57,000. John Burt, Robert Loughman, Bob Moholland, John MacDonald, Steve Johnson voted in favor. Bob Tougher, Bob O'Brien opposed. The motion passed.

Parks and Recreation – Abenaki

John MacDonald asked what the BOS removed from outside services.

Christine Collins replied mowing of trails in the amount of \$1,320.

John MacDonald questioned the year to date expenditure for machinery maintenance.

Pete Chamberlain replied \$4,824.75.

John MacDonald asked what was not done this year that will need to be done next year.

Christine Collins replied the annual groomer service and ATV repair.

Parks and Recreation – Programs

John MacDonald questioned the year to date expenditure for part time wages; noting such has been under expended for the past two years.

Pete Chamberlain replied \$42,792.78.

It was moved by John MacDonald and seconded by Bob Moholland to decrease 01-45206-117 Part Time Wages from \$52,454 to \$50,000.

Discussion of the motion:

John Burt stated the five-year average is \$41,612 and recommended such be decreased to \$48,000.

John MacDonald withdrew his motion.

Bob Moholland withdrew his second.

It was moved by John Burt and seconded by Bob Moholland to decrease 01-45206-117 Part Time Wages from \$52,454 to \$48,000.

Discussion of the motion:

John Burt stated the line has been under expended every year.

Christine Collins stated returning staff receive a \$.25 increase annually.

It was moved by John Burt and seconded by Bob Moholland to decrease 01-45206-117 Part Time Wages from \$52,454 to \$48,000. All members voted in favor. The motion passed.

Steve Johnson questioned the rationale for the increase by the BOS to outside services.

John Burt stated he doesn't understand the need for the restrooms at Foss Field to be open year-round given that the Railroad Station restrooms are year-round. He questioned the operating costs associated with such.

Christine Collins stated she doesn't know because 2018 will be the first year the restrooms will be open; noting the figures in the budget are based on cost associated with the restrooms at the Railroad Station.

It was moved by Robert Loughman and seconded by John Burt to decrease 01-45206-380 Outside Services from \$16,460 to \$9,000. All members voted in favor. The motion passed.

Capital Outlay ~ General Fund

John MacDonald asked whether the tennis court project could be put out one year.

Luke Freudenberg stated the project was postponed from last year.

Referencing the MDT's, John MacDonald stated the Police Department is expecting a grant in the amount of \$16,000 therefore, recommends decreasing the funding request.

It was moved by John MacDonald and seconded by Bob Moholland to decrease 01-49618-800 MDT from \$45,504 to \$29,504. All members voted in favor. The motion passed.

Dean Rondeau stated the Department received approval for grants funding for both MDT and Etickets.

It was moved by John MacDonald and seconded by Robert Loughman to decrease 01-49618-900 Etickets from \$10,471 to \$6,891. All members voted in favor. The motion passed.

Capital Outlay ~ Water Fund

Steve Johnson asked if the security gates need to be done at the Water Treatment Plant.

Dave Ford stated such should not be put off.

Dave Owen stated the funding is from the Water Fund therefore, the tax rate is not affected.

John MacDonald asked if the gates are nonstandard or in disrepair.

Dave Ford replied both; noting the gates are twenty years old and were identified as needing to be upgraded.

It was moved by John MacDonald and seconded by Steve Johnson to decrease 02-49618-150 1-Ton with Plow from \$75,000 to \$0.

Discussion of motion:

John MacDonald recommended holding off one year on the purchase of such.

Bob Tougher noted that such was not presented or reviewed by the CIP Committee.

Dave Ford stated such was identified in the Asset Management Plan. He stated the intent is to replace the vehicle before major issues start to occur and requested reconsideration.

John MacDonald asked if another vehicle could replace this vehicle.

Dave Ford stated no because the other trucks are covered under a different budget; noting the proposal is to trade in the vehicle and not pass it to another department.

Bob Tougher stated the vehicle is fifteen years old and should be replaced.

John Burt verified the vehicle would support the Water Treatment Plant and Water Distribution.

It was moved by John MacDonald and seconded by Steve Johnson to decrease 02-49618-150 1-Ton with Plow from \$75,000 to \$0. John MacDonald, Steve Johnson voted in favor. John Burt, Bob Tougher, Bob O'Brien, Bob Moholland, Robert Loughman opposed. The motion failed.

John MacDonald questioned the cost to replace the water meters.

Dave Ford replied \$25,000 in 2018; noting such would be a recurring item until the meters are replaced. He stated the Town has 2,000 customers.

John Burt recommended cycling the replacement of the water meters every fifteen years rather than every ten years; noting the program is too aggressive.

Bob Tougher recommended replacing half the meters (100 meters).

It was moved by Bob Tougher and seconded by Robert Loughman to decrease 02-49618-100 from \$25,000 to \$12,500. All members voted in favor. The motion passed.

Approval of Minutes

November 27, 2017

Correction: Page 2, 15th paragraph; strike "Brian Black" & replace with "Bob O'Brien"

It was moved by Bob O'Brien and seconded by Robert Loughman to approve the November 27, 2017 Budget Committee minutes as amended. All members voted in favor. The motion passed.

November 28, 2017

It was moved by Bob Moholland and seconded by Bob Tougher to approve the November 28, 2017 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

November 30, 2017

It was moved by Bob Moholland and seconded by Bob O'Brien to approve the November 30, 2017 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

December 4, 2017

It was moved by John Burt and seconded by Bob O'Brien to approve the December 4, 2017 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

December 12, 2017

It was moved by Bob Moholland and seconded by Robert Loughman to approve the December 12, 2017 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

December 13, 2017

It was moved by Robert Loughman and seconded by Bob Tougher to approve the December 13, 2017 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

December 14, 2017

It was moved by Bob Moholland and seconded by Robert Loughman to approve the December 14, 2017 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

It was moved by John Burt and seconded by Bob Tougher to adjourn the December 28, 2017 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 9:07 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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