

Wolfeboro Board of Selectmen  
Public Meeting Minutes-Approved  
October 11, 2017

**Members present:** Chairman Luke Freudenberg, Brad Harriman, Linda Murray, Dave Bowers and Dave Senecal

**Staff present:** Town Manager David W. Owen, Finance Director Pete Chamberlin, Planning Director Matt Sullivan, MED Director of Operations Barry Muccio, Library Director Cynthia Scott and Recording Secretary Michele Chamberlain

Chairman Freudenberg opened the meeting at 6:02 PM.

**Non-Public Session RSA 91-A:3, II**

Mr. Owen stated a non-public session is not needed.

**Budget Hearings**

**A. Wolfeboro Public Library**

Cynthia Scott addressed the Board. She stated the overall budget goals this year are to maintain library services, to take into consideration the building project and any costs that might be associated with it, and to strengthen technology. She included an addition in part time wages to address these goals.

Linda Murray questioned line 01-45500-320 Legal.

Ms. Scott stated the cost was cut to \$400.00 by the Town Manager.

Linda Murray questioned line 01-45500-380 Outside Services.

Ms. Scott stated technology costs have increased.

Ms. Murray asked if she had all those areas before.

Ms. Scott stated \$460.00 was added for a new way to contact library users.

Linda Murray questioned the decrease in Building Maintenance line 01-45500-435.

Ms. Scott stated there was an increase from our prior year's budget but the actual cost so far this year is way over budget.

Ms. Murray questioned if it was enough.

Ms. Scott stated it was hard to say. She did a 5 year average and based the number on that. The Master Boxes are included in that figure.

Linda Murray questioned line 01-45500-852 Miscellaneous Revenue. It is low.

Ms. Scott stated we expect to have additional donations coming in, in 2018. Also, the Trust Funds have been doing better.

Ms. Scott stated she would like to be considered for an addition to the 2018 budget for a Technology Management Service Contract, Line 01-45500-380 Outside Services for \$18,500.00. She stated as the size and complexity of the library's required technology systems continue to grow; it is becoming increasingly difficult for library staff to adequately and effectively keep the system up-to-date and fully functional. We are proposing a contract with Block5 similar to the Town contract to help the library manage technology without having to hire an employee with a degree in technology management.

Ms. Murray questioned if we could bundle the service.

Mr. Chamberlin stated the price that was given was not unreasonable.

Ms. Murray questioned if the cost could be broken into two sections.

Ms. Scott stated we looked at paying someone as needed but the cost was about the same.

The Board put this line 01-45500-380 Outside Services on the Revisit List.

## **B. Brewster Building**

Matt Sullivan addressed the Board. He stated the biggest increase to the budget is under the 100 series – Part Time Salaries. The Great Hall needs a part time person for special events so the room can be maintained and services can be offered during off hours.

Chairman Freudenberg questioned line 01-41941-620 Office Supplies. He stated only \$2143.47 has been used so far.

Mr. Sullivan stated the funds will be used.

Mr. Sullivan stated line 01-41941-750 Machinery & Equipment in 2017 was for \$3,000.00 but he proposed \$8,150.00 for 2018. The Town Manager reduced this line by \$3,000.00 due to an equal amount being encumbered for clock repairs from 2017. Mr. Sullivan stated the money is for the proposed repairs to the Town Hall clock strike mechanism.

**It was moved by Linda Murray and seconded by Brad Harriman to add \$5,460.00 to line 01-41990-117 Part Time Salary to cover special events in the Great Hall. Members voted and being none opposed, the motion passed.**

Linda Murray questioned line 01-41941-435 Building Maintenance. She stated there is a door downstairs that is not working. She would like to put \$2,000.00 in this line to cover that repair.

**It was moved by Linda Murray and seconded by Chairman Freudenberg to add \$2,000.00 to line 01-41941-435 Building Maintenance which will raise the amount to \$23,708.00. Members voted and being none opposed, the motion passed.**

Linda Murray stated dehumidifiers are needed in the basement of the Town Hall. She questioned if that was in the budget anywhere.

Mr. Sullivan stated he was not sure yet. He stated there is a significant humidity issue in the basement and if we are going to use the area then it is something that will need to be addressed. It could be costly and we are not sure what the solution should be at this time.

Ms. Murray stated we spent a lot of money on this building and one of the big issues was the smell and the mold. She stated we need to solve this before more issues arise because of the mold. She asked where this should be put in the budget.

Mr. Sullivan stated he preferred putting it in the Building Maintenance.

Linda Murray stated right now the Friends of the Town Hall are maintaining the gardens. She suggested this needs to be put in the budget at some point. She was concerned with the gardens in front of Hunter's Shop 'N Save being poorly maintained.

Dave Senecal suggested putting it in the Parks and Recreation Budget.

Mr. Owen stated he will talk to Parks and Recreation.

Linda Murray stated it did not have to be in this budget but it needs to be addressed in the future.

Linda Murray questioned line 01-41941-750 Machinery & Equipment. She stated the cleaning of the clock is being paid for by the Friends of the Town Hall. This is a part of the partnership with the Town and it is important that the Town do their part. She stated she would like to see this included in the budget.

Chairman Freudenberg questioned if this included automation and how much the expense would be.

### **C. Electric Department**

Barry Muccio addressed the Board. He stated the largest increase is the purchase of power.

**i. Administration**

Linda Murray questioned line 03-43410-320 Legal. She questioned if more money would be spent.

Mr. Muccio stated it is an as needed number.

Brad Harriman questioned line 03-43410-311 Consultants. He stated only half of the money has been used. He asked if the rest would be spent this year.

Linda Murray questioned if he would use more than the remaining balance.

Mr. Muccio stated yes and bills have been sent out.

Mr. Owen stated the bills are in your manifest this evening.

Linda Murray questioned line 03-43410-830 Programs. Is the new rate included?

Mr. Muccio stated we are waiting until we have the 2017 tax rate.

**ii. Distribution**

Dave Senecal asked if all of the linemen are in place.

Mr. Muccio stated yes, we are fully staffed.

Mr. Senecal questioned when the rest of the meters would be put in.

Mr. Muccio stated by the end of December. We will be under budget because a lot of the work has been done in-house.

Linda Murray questioned the 300 series. Why is it going up by \$20,000.00?

Mr. Muccio stated it is needed for traffic control which has increased. We used to be able to use our own staff.

Chairman Freudenberg questioned if we needed to use traffic control for all work being done.

Mr. Muccio stated a lot of areas where we did not use traffic control before are requiring traffic control to be used.

Mr. Muccio stated tree trimming is up as well.

Linda Murray questioned line 03-43420-680 Safety Equipment. It is increased by \$5,250.00.

Mr. Muccio stated we funded this the first year with a Capital Outlay and we missed it last year. It was a mistake.

Mr. Muccio stated line 03-43420-740 Machinery & Equipment increased due to a one time purchase of replacing the Underground Locator for \$5,000.00.

### **iii. Generation**

Mr. Muccio stated part time wages are down due to a 1/3 decrease.

Ms. Murray questioned if next year there will only be one person.

Mr. Muccio stated we will cut down the hours of the 2 people we have but it is always a good idea to have a second person.

Linda Murray questioned how many hours they work.

Mr. Muccio stated we had 3 part time workers each working 24 hours and now we have 2 part time workers each working 24 hours.

Ms. Murray stated we have 2 trucks so will we only use 1 truck in the future.

Mr. Muccio stated we have 3 trucks and we will be going to 2 trucks.

### **Capital Outlay**

Mr. Muccio stated we need to complete an “Arc Flash Assessment” of the Electric Department’s distribution system including: substations, distribution feeders, reclosers, 390 Line and step-down transformer bank locations. This is a requirement of the NFPA 70E to ensure that all employees working on energized electrical components will be aware of the level of PPE (Personal Protection Equipment) which is required for protection at that specific location.

### **Meter Reading Truck Request**

Linda Murray questioned the size of the pickup truck used for meter reading and asked if it was energy efficient.

Mr. Muccio stated the truck is the same size as the one we have now.

Ms. Murray thanked Mr. Muccio for all the details in his report.

### **D. Zoning**

Matt Sullivan addressed the Board.

Linda Murray questioned line 01-41304-320 Legal. She asked how many cases are in court. The Hope House settling is huge. She stated she does not have a problem with raising the amount to \$5,000.00 but would like some justification.

Mr. Sullivan stated we have had significant interpretation issues come up because I don't have the same clarity as my predecessor.

Mr. Owen asked if the Board was ok with the change.

Ms. Murray stated she was fine with the change but just thought it should be explained.

Mr. Sullivan stated line 01-41304-820 Professional Development has been increased by \$80.00. This money will be used to send three people to the NHOSI Conference.

#### **E. Planning Board**

Matt Sullivan addressed the Board.

Linda Murray questioned line 01-41305-112 Clerical Services. She asked if Mr. Sullivan would need more secretarial skills to work on the Master Plan.

Mr. Sullivan stated no. The Committee structure has not been determined but I will attend all meetings and members will take their own notes.

Linda Murray questioned line 01-41305-380 Outside Services. She asked for a Master Plan update.

Mr. Owen stated interviews will start next week and the funds will be encumbered this year.

Mr. Sullivan stated the Planning Board reduced this line in 2017 from \$40,000.00 to \$20,000.00 to allow the project to be spread over multiple years.

Linda Murray stated it would be nice to have a contract.

#### **F. Planning Department**

Matt Sullivan addressed the Board.

Linda Murray questioned line 01-41911-112 Clerical Salaries. She stated the number was calculated incorrectly last year so that is what caused the increase.

#### **G. Code Enforcement**

Matt Sullivan addressed the Board.

Linda Murray questioned line 01-42400-430 Vehicle Maintenance. She stated she knows it is for next year but one of the things we don't have is the information on the vehicle.

Mr. Sullivan stated it is for next year.

She stated she knows but more information will be needed so she wanted him to be aware of that for next year, 2019. She suggested getting a smaller and energy efficient vehicle.

Dave Senecal stated tires were replaced this year so will \$500.00 be enough.

Mr. Sullivan stated he thought it would be enough.

Dave Senecal questioned line 01-42400-820 Professional Development. He stated there is a decrease and wanted to know if this was enough money in the budget. He stated professional development is important.

Mr. Sullivan stated \$1,500.00 should be enough.

#### **Other Business**

Linda Murray stated there are a lot of Capital Outlay requests. The requests total over \$300,000.00 so we are going to need to spend some time on them.

Dave Owen stated he is counting on the Board of Selectmen and the Budget Committee to dwindle them down.

Ms. Murray stated we will need to have some discussions.

Ms. Murray stated we will move Dave Owens's goals and evaluation to the first meeting in November. She reminded Board members to email their comments to her.

**It was moved by Chairman Freudenberg and seconded by Dave Senecal to adjourn at 7:04 PM. Members voted and being none opposed, the motion passed.**

Respectfully Submitted,  
Michele Chamberlain