

Wolfeboro Board of Selectmen
Public Meeting Minutes-Approved
October 19, 2017

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

Staff present: Finance Director Pete Chamberlin, Parks and Recreation Director Christine Collins, American Legion Director Jim Collins and Recording Secretary Michele Chamberlain

Staff absent: Town Manager David W. Owen

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. Parks and Recreation

Christine Collins, Parks and Recreation Director, addressed the Board. She stated she is asking for a staff increase and more vehicles in her budget.

i. Patriotic Purposes

Jim Collins, American Legion Director, addressed the Board. He stated the budget came to \$6,664.00 but he was only requesting the same as last year in the amount of \$6,656.00. He stated they added 3 more flag poles which will be placed in the new cemetery, Pine Hill Cemetery and in front of Clark House.

Linda Murray stated there was \$8.00 more so it should be included.

The Board agreed.

ii. Administration

Christine Collins, Parks and Recreation Director, addressed the Board.

Linda Murray questioned line 01-45201-560 Dues & Subscriptions. She stated only \$1,785.00 has been spent so far.

Pete Chamberlin listed some items that had been completed.

Linda Murray questioned if MaxGalaxy Registration and Facility Management Software annual license fee of \$5,400.00 had been paid.

Pete Chamberlin stated he would need to check.

Linda Murray asked to revisit line 01-45201-560 Dues & Subscriptions.

Linda Murray questioned line 01-45201-620 Office Supplies. She stated this line has been overspent for the last couple of years and she asked for an explanation.

Ms. Collins stated some things have been miscoded. She stated line 01-45201-750 Furniture Fixtures for \$250.00 has not been spent because she knew she had overspent on line 01-45201-620 Office Supplies.

Linda Murray questioned reinstatement line 01-45201-113 Full Time Wages. She stated after offsetting revenue and budget reductions have been calculated it has an impact on the taxpayers in the amount of \$4,607.47.

Ms. Collins stated there is a lot of money coming in and people registering for classes. We asked for more hours and we received them but 2 part-time positions are not really working when two people are working on things. Items have been falling through the cracks and if the two part-time people are working at the same time there is only one desk. Therefore, she requested the 2 part-time positions become 1 full time position so there is more consistency.

It was moved by Linda Murray and seconded by Brad Harriman to combine the 2 part-time positions into 1 full-time hourly employee and that the 200 series are changed to reflect that change. Members voted and being none opposed, the motion passed.

iii. Maintenance

Ms. Collins stated line 01-45202-380 Outside Services has a significant increase requested due to the pavilion bathrooms.

Linda Murray asked if there would be one bathroom or two opened in the winter.

Ms. Collins stated one bathroom.

Ms. Collins stated she received a quote for cleaning the bathroom for 151 days at \$14.00 a day and in April through October cleaning 3 bathrooms the quote was for \$42.00 a day. She stated we are in uncharted territory so we are not sure what the price will be.

Linda Murray questioned the 100 series Part Time Wages. She stated it seems like we are over what is budgeted. Linda Murray questioned line 01-45202-117 Part Time Wages and line 01-45202-140 Overtime.

Ms. Collins stated she tries to only use overtime when necessary but during the holidays in the winter it is necessary sometimes.

Brad Harriman suggested revisiting line 01-45202-117 Part Time Wages and line 01-45202-140 Overtime.

Linda Murray questioned who was responsible for flower beds in front of Hunter's Shop 'N Save.

Ms. Collins stated she thought Mr. Tasker for Buildings & Grounds was responsible.

Ms. Murray stated we have an issue with who is responsible.

Chairman Freudenberg stated it seems logical when they are doing work across the street at Cate Park that the flowers at Hunter's Shop 'N Save could be done at the same time.

Ms. Collins stated a contractor was hired to do the work in Cate Park.

Ms. Collins stated clarity was needed on whose responsibility it was for weeding in front of Hunter's Shop 'N Save.

Linda Murray stated there are four areas.

Chairman Freudenberg questioned line 01-45202-380 Outside Services. He stated only \$10,085.00 has been spent but \$35,150.00 is budgeted for 2018.

Ms. Collins stated there are still bills out there because the season is not over yet.

Mr. Chamberlin stated \$11,565.00 has been spent.

Linda Murray suggested revisiting line 01-45202-380 Outside Services.

Linda Murray questioned line 01-45202-410 Electricity. She stated with the new bathrooms won't more electricity be used.

Ms. Collins stated that goes under the Programs Budget.

Ms. Murray stated she would like all of the expenses under one budget.

The Board and Ms. Collins decided to bring the cost of the bathrooms out of line 01-45202-380 Maintenance Outside Services and put it in line 01-45206-380 Programs Outside Services.

Brad Harriman questioned line 01-45202-430 Vehicle Maintenance. He stated the department requested \$15,107.00 and the Town Manager changed the amount to \$5,307.00 which took away the repairs to PR 3 vehicle. He questioned if that vehicle was going out of service.

Ms. Collins stated the Town garage stated that was the cost of the amount of work that was needed but she was concerned because it is a 2007 vehicle.

Brad Harriman questioned if the minivan replacement was under the Capital Outlay to replace that vehicle.

Ms. Collins stated no. She stated we need more vehicles for the employees that we have. We only have two trucks. Last year we received a vehicle from the Police Department but it needs a lot of work so it is sitting in our parking lot. Then we were told that the van is rusted out. There is not a replacement cost for vehicles in the budget. She stated she is in the process of finding out if the vehicle is worth fixing.

Linda Murray questioned if we undercoat the vehicles.

Ms. Collins stated she was not sure.

Linda Murray suggested they should be undercoated.

Brad Harriman agreed.

Ms. Collins stated she needs two vehicles.

Linda Murray questioned if she looked into leasing. She suggested that Ms. Collins get a price on that.

Chairman Freudenberg stated then she could stretch the amount over 3 budgets.

Linda Murray stated she just looked at a Dodge Caravan and it costs around \$23,000.00.

Ms. Collins stated we don't need anything fancy. She stated she was looking at a Kia.

Linda Murray asked Ms. Collins if she was comfortable with the cut to line 01-45202-430 Vehicle Maintenance to \$5,307.00 that Mr. Owen made. Mr. Owen took out the repairs.

Ms. Collins stated she was in the process of figuring if they can get away with using that vehicle.

It was decided to revisit line 01-45202-430 Vehicle Maintenance.

Linda Murray questioned line 01-45202-710 Land/Land Improvements. She stated last year only \$2,363.00 was spent and this year so far only \$1,266.41 has been spent but still Ms. Collins is asking for \$5,500.00.

Ms. Collins stated last year we were short staffed and were not able to do any of the work. Ms. Collins stated there are some questions on who is maintaining the trails. She stated possibly she could take out the \$3,000.00 for Trail Maintenance & Drainage.

Ms. Murray asked if any Trail Maintenance & Drainage was done this year.

Ms. Collins stated no.

Mr. Chamberlin stated \$3,543.00 was spent so far.

The Board decided to revisit line 01-45202-710 Land/Land Improvements.

iv. Beaches

Linda Murray questioned line 01-45203-117 Part Time Wages. She stated the amounts requested over the last two years have not been spent.

Ms. Collins stated she was having a hard time finding Lifeguards. She stated we only had one Swim Instructor teaching all classes until the end of the summer.

Chairman Freudenberg suggested cutting it back to \$60,815.00 the amount approved in 2017.

It was moved by Chairman Freudenberg and seconded by Linda Murray to cut line 01-45203-117 Part Time Wages to \$60,815.00. Members voted and being none opposed, the motion passed.

Linda Murray questioned line 01-45203-431 Grounds Maintenance. She stated Mr. Owen changed the amount to \$3,420.00 from the \$5,870.00 that Ms. Collins had requested. She stated only \$754.20 has been spent so far.

Ms. Collins stated the gravel for Carry Beach and Albee Beach has not been done yet. It was too wet in the beginning of the season and then the beaches were too busy. She stated Mr. Ford did not think putting gravel on Carry Beach would help so that is why the Town Manager reduced the line by \$2,450.00.

Linda Murray questioned line 01-45203-710 Land/Land Improvements. She stated only \$623.00 has been spent and Ms. Collins is asking for \$5,255.00.

Ms. Collins stated the Race Lanes and the Swim Line need to be replaced. It will cost \$4,000.00 for new Race Lanes that is why the amount went up.

Linda Murray suggested replacing a few lanes at a time not replacing everything at the same time.

Ms. Collins stated the shipping charges are outrageous but she would check about it.

v. Abenaki

Chairman Freudenberg questioned line 01-45204-380 Outside Services.

Ms. Collins stated the season is just starting so not much has been spent yet.

Linda Murray suggested making a revenue chart like Mr. Hipple used to do.

vi. Hockey Rink

No questions

vii. Programs

Linda Murray questioned line 01-45206-117 Part Time Wages. She stated there is still \$10,000.00 to be spent.

Ms. Collins stated we are still using people for soccer but she thought the increased amount was based on salaries. She suggested leaving the amount at \$52,454.00 which was the same as last year.

It was moved by Chairman Freudenberg and seconded by Linda Murray to cut line 01-45206-117 Part Time Wages to \$52,454.00. Members voted and being none opposed, the motion passed.

Chairman Freudenberg stated this is where the electricity is added to line 01-45206-410 Electricity.

Linda Murray questioned line 01-45206-440 Rentals & Leases. She asked if the Civil War Encampment was done.

Ms. Collins stated she was not sure if it was done every year.

Linda Murray asked if she needed revenue for it.

Ms. Collins stated these are all porta potties.

Linda Murray questioned if there was a porta potty already there because of the Farmers' Market.

Ms. Collin stated she left it there because in previous years it was included. She stated she would be fine having a discussion on where porta potties should be located.

Linda Murray stated she was fine with leaving the amount. She just did not remember hearing about the Civil War Encampment.

Ms. Collins stated we will still keep a porta potty on Foss Field because of soccer practices.

Ms. Murray stated there were diapers outside the porta potties for about 6 weeks.

viii. Community Center

Linda Murray questioned line 01-45207-435 Building Maintenance. She stated only \$2,460.99 has been spent so far. She asked if something hasn't been done yet.

Ms. Collins stated we still have the cleaning happening.

Linda Murray asked if the floors had been waxed.

Ms. Collins stated they had been done.

Mr. Chamberlin stated the security system contract has not been paid.

Ms. Collins stated there has not been any carpentry or plumbing done this year. The fire extinguisher was inspected.

Ms. Murray stated the money should be spent.

ix. Clark House

Chairman Freudenberg questioned line 01-45892-435 Building Maintenance.

Ms. Murray questioned if the Capital Outlay projects for 2015 were completed.

Ms. Collins stated she made a list.

Chairman Freudenberg stated we will discuss the list when we talk about Capital Outlays.

i. Pop Whalen Ice Arena

Chairman Freudenberg questioned line 01-45890-720 Buildings. He stated nothing has been spent.

Ms. Collins stated we just opened for the season.

Ms. Murray asked why there was a delayed opening.

Ms. Collins stated we are having trouble with our compressor and well which will be checked on Tuesday.

ii. Cemeteries

Linda Murray questioned line 01-41950-117 Part Time Wages. She stated not much was spent last year and only \$4,906.51 has been spent so far this year.

Ms. Collins stated last year was because we couldn't get people and this year we are still working on cemeteries. We are working on them right now.

Ms. Collin asked for a Reinstatement for Cemetery Restoration. The Trustees of the Trust Fund will reimburse the cost.

Linda Murray asked if they were going to pay \$17,496.00.

Ms. Collins stated yes.

Ms. Murray stated a note should be written to show this will be an offset.

It was moved by Linda Murray and seconded by Brad Harriman to add the \$16,000.00 for the Reinstatement for Cemetery Restoration. Members voted and being none opposed, the motion passed.

Capital Outlay

Linda Murray questioned if the Capital Outlays from 2015 were completed.

Ms. Collins updated the Board about the Capital Outlays for 2015, 2016, and 2017.

Ms. Murray thanked Ms. Collins for completing them.

Line 01-49618-100 2018 Parks Mini Van Replacement
Line 01-49618-150 2018 Parks Pickup Truck Purchase

Chairman Freudenberg questioned if a new minivan was needed.

Ms. Collins stated we want something that we are not putting a lot of money into. She agreed that a used minivan could be purchased.

Linda Murray stated the undercoat needs to be added to part of the package if a new vehicle is purchased.

Linda Murray asked to revisit Capital Outlay line 01-49618-100 2018 Parks Mini Van Replacement and Capital Outlay line 01-49618-150 2018 Parks Pickup Truck Purchase.

Line 01-49618-200 2018 Brewster Beach Swim Team Shed

Brad Harriman asked the size of the building/shed.

Ms. Collins stated it was small.

Mr. Harriman suggested having Kingswood Vocational Center build a shed. They usually build stuff for the cost of materials plus 15%. It might cost around \$1,000.00 not the \$7,075.00 she was requesting.

Line 01-49618-250 2018 Beach Sand – All Beaches

Ms. Collins stated we have not put sand on our beaches in years.

Chairman Freudenberg suggested dragging the beaches. He stated Ms. Collins should find out how much the permit would cost to add sand to the beaches.

The Board decided to revisit Capital Outlay line 01-49618-250 2018 Beach Sand – All Beaches.

Line 01-49618-300 2018 Carry Beach Drainage & ADA Access

Ms. Collins stated Forest Road was redone and now there are problems with water running off.

Ms. Murray stated we should ask Mr. Ford to fix the drainage.

Ms. Collins stated Mr. Ford did look at it. He suggested putting porous pavement but the first thing was to fix the drainage.

Ms. Murray stated it can be left in the budget but it will be taken out by the Budget Committee.

Ms. Collins stated she was open to other options.

Chairman Freudenberg suggested dragging the beaches.

It was moved by Dave Senecal and seconded by Linda Murray to pull out Capital Outlay line 01-49618-300 2018 Carry Beach Drainage & ADA Access. Members voted and being none opposed, the motion passed.

Line 01-49618-350 2018 Tennis Courts Maintenance

Ms. Collins stated the Tennis and Basketball courts need a professional power washing and a complete repainting.

Ms. Murray suggested doing one court a year.

Ms. Murray suggested having this on the revisit list.

Line 01-49618-400 2018 John Deere Tractor Replacement

Chairman Freudenberg suggested renting.

Ms. Murray suggested putting the rental of a John Deere Tractor in the Maintenance Budget but Ms. Collins should explain to the Budget Committee that it was cut and ask how she should proceed.

Dave Senecal stated departments need to share equipment.

It was moved by Dave Senecal and seconded by Linda Murray to pull out Capital Outlay line 01-49618-400 2018 John Deere Tractor Replacement and get a rental cost. Members voted and being none opposed, the motion passed.

Line 01-49618-450 2018 Parks Leaf Box for One Ton

Ms. Murray suggested having Kingswood Vocational Center build the leaf box.

It was moved by Chairman Freudenberg and seconded by Brad Harriman to remove Capital Outlay line 01-49628-450 2018 Parks Leaf Box for One Ton. Members voted and being none opposed, the motion passed.

Line 05-49618-100 2018 Pop Whalen Resurfacing Parking Lot

Ms. Murray asked if she had the money.

Ms. Collins stated yes.

Other Business

None

It was moved by Linda Murray and seconded by David Senecal to adjourn at 7:34 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain