

Wolfeboro Board of Selectmen
Public Meeting Minutes-Approved
October 24, 2017

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

Staff present: Human Resources Coordinator Jeff Urquhart, Public Works Director Dave Ford, Town Clerk Pat Waterman and Recording Secretary Michele Chamberlain

Staff absent: Town Manager David W. Owen and Finance Director Pete Chamberlin

Chairman Freudenberg opened the meeting at 6:00 PM.

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

Mr. Owen stated a non-public session is needed to discuss personnel.

Budget Hearings

A. Town Clerk

Pat Waterman, Town Clerk, addressed the Board. She stated there really are not any changes in her budget. There will be four elections this year and she is asking for a new file cabinet. There will be an increase in her health insurance because Chris Keaton left so her assistant will be getting the health insurance.

Chairman Freudenberg questioned line 01-41401-210 Group Health Insurance. He stated this is where the increase will be.

Ms. Waterman stated that is correct.

Linda Murray stated everything looks good.

B. Department of Public Works

David Ford, Public Works Director, addressed the Board. He stated he would like to discuss two things before discussing the budget. He asked if the Board had taken any action on the bicyclists' signage last night.

Chairman Freudenberg stated we were told that a permit from the State was needed.

Mr. Ford stated if the Board of Selectmen had stated yes that was all the State needed to grant the permission.

Dave Senecal stated we were waiting for permission from the State and the location on where the signs would be placed Downtown.

Linda Murray stated the location is important.

Mr. Ford stated the only place NHDOT stated that they did not want the signs to be placed is where there is parallel parking. He suggested in front of the new bank/Sal's and by Meredith Village Savings Bank.

Chairman Freudenberg suggested placing one sign by Three Sister's.

Mr. Ford stated they could place the sign there but the intent is for the Downtown area so we wanted the signs to be closer to the Downtown area.

Ms. Murray stated it is the location that is bothering us.

Mr. Ford stated he did not have a problem telling Mr. Nupp that the signs would not be allowed.

Dave Senecal stated they did not want to say no but they wanted to know where the signs are going first.

Mr. Ford stated he will find out where the signs are going and bring it back to the Board then.

Chairman Freudenberg suggested the Corner Store.

Mr. Ford stated possibly.

Mr. Ford stated the Route 28 Steering Committee met today. The next meeting will be on Thursday, November 16th from 2 PM – 4 PM. This is an inactive committee that we are trying to reactivate.

Dave Senecal stated he could not attend. Brad Harriman stated he would attend.

Mr. Ford stated Brewster Academy wants to move their entrance now which would make it a four way intersection.

Linda Murray questioned if it would affect the field.

Mr. Ford stated he was told it would have no significant impact on businesses or Memorial Field.

Mr. Ford stated his budget is relatively large and we have a staff of 26 full time employees and some part-time employees as well. The water and sewer budget is at \$1.7 million dollars. He stated when he came here eleven years ago we had to reorganize and he was gung ho, passionate and tried to give the Town the best he could. He stated over the eleven years we have made a lot of progress but he feels that the department cannot continue on this path without change. We have over 3 million dollars in Capital Outlay Projects. He stated he was struggling with trying to keep up with everything. He stated sometimes he over commits to projects. He is struggling with wrapping up the Rust Pond project and the Lake Wentworth Grant. He is nervous that all the work will not get done. He stated the Public Works Department is a department that others go to for help. When there is a problem we try to help solve it. We have saved the Town a lot of money. He stated he is struggling with Asset Management and the contractors that he hired have let him down on a few occasions. He suggested a few years ago \$50,000.00 for five years but he continues to see that the Town is going to have to spend money for this. He stated a full-time person is needed because there is so much more in asset management than he originally thought. The amount of data that needs to be recorded is mind boggling. He stated he does not think he can continue with all of this with the staff that he has now. He suggested hiring someone trained in GIS. He stated he felt a full-time Asset Management person and a full-time Facilities Manager were needed in the future. Mr. Ford stated the Town Hall is a new building and it brings a new responsibility. He stated there are things that need to be fixed and serviced. He stated he does not know how the heating system works.

Chairman Freudenberg questioned Adam Tasker's role.

Mr. Ford stated Mr. Tasker is acting as the person for the Town Hall. He is the Operations Manager. He stated the days of people completing tasks without being supervised are over.

Chairman Freudenberg questioned Scott Pike's role.

Mr. Ford stated before Mr. Pike left Mr. Tasker received a good size raise and we called him Superintendent of Solid Waste. He was going to take care of more buildings and coordinate things for the Town Hall. After Mr. Pike left he promoted Mr. Tasker to Operations Manager. He would be in charge of five divisions of general government and he would still be in charge of the Town Hall. Then Rob Houseman left and Scott Pike returned. Mr. Tasker was out on leave for two months and Doug Lemery was out for the whole winter. Mr. Pike returned as an Asset Manager and Chief Operator. We quickly saw a huge need since Mr. Tasker and Mr. Lemery were out. Mr. Tasker might not have been as qualified and he was trying to learn as he went and it was apparent that he was in over his head. Mr. Pike helped out when these people were out and as a result not a lot of asset management was completed. Mr. Ford stated right now we are trying to faze Mr. Pike out and let Mr. Tasker take over the day to day operations. Mr. Pike will still be managing the big projects and Mr. Tasker will be managing smaller projects like the Libby Museum and Town Hall. Mr. Ford stated as a result of these circumstances there will be consequences but he is not sure what they will be at this time.

Ms. Murray stated her understanding was when Mr. Housemen left we trained Mr. Tasker in terms of the filters and all mechanics of this building through the contractors. She stated she felt if there was going to be a change then it should wait until the new Town Manager was hired. She suggested they should look then at what should be adjusted. She stated we may not be able to do as much as we wanted to. She stated the same is true for Parks and Recreation. She stated we can add more staff here and there but there will be a point when we have to cut back.

Mr. Ford stated every year the Board of Selectmen give the Town Manager (old or new) a zero percent increase in spending and expect all the services to continue. There will be a point when there will be a reaction to this. He stated we cannot keep expanding the Parks and Recreation services or expect the Public Works Department to take care of things while still saving money. He stated these are some things to think about. He stated he tried to follow the guidelines that were given to him so he did not ask for any significant increases in his budget because he tried to keep it level funded. He did not propose any increases in staff even though he thought it was needed because that was the direction he was given. Therefore, the budget should be easy.

Chairman Freudenberg stated Mr. Ford has done a lot for the Town and it is appreciated. He stated the Board knows the title of staff members but we don't know the day to day operations of what they do.

Mr. Ford stated Public Works processes a lot of paperwork and Mr. Tasker is doing a lot of that now instead of being out in the field. Mr. Ford is fearful that the building maintenance will slip. Mr. Ford stated he did not think Mr. Housemen had a good handle on the Town Hall. Mr. Housemen was involved with the construction but things got built different than the original plans. We have people that have some idea and he credited Matt Sullivan for the fine job he was doing. Mr. Ford stated all we are doing is crisis management. He stated things are going to break and we are not going to know what to do.

Linda Murray stated that is why we have asset management. She stated when we hired Mr. Ford the department was in crisis. She stated she is fully aware that this Town has come forward in a huge way with Mr. Ford. She stated we are at another point in growth. We have over \$300,000.00 in Capital Outlay and the Budget Committee won't approve it all. She stated it is going to be hard and if we had the money we should do it all but we don't have the money so things will need to be cut.

Mr. Ford stated Public Works can't continue to take on projects.

Linda Murray stated you are the one who offered, we never asked you to do these projects.

Mr. Ford stated he tried to step back last year but then the building was going to cost \$400,000.00 and he knew his department could do it for under that amount.

Linda Murray stated we could have waited another year and raised the money.

Mr. Ford stated he will try to keep up with things.

Dave Bowers stated he is a liberal thinker. He stated salaries are significantly lower in Wolfeboro but people like living in the area for all the services we can offer. He suggested with the new Town Manager that maybe we should get some outside opinions because right now the only opinions are coming from within. He stated he felt we are striving for a budget for say a \$1.00 when it really costs \$1.15. He felt the overall budget should be looked at. He stated a lot of people won't like it but Wolfeboro will still be Wolfeboro.

i. Administration

Linda Murray questioned line 01-45201-117 Part Time Wages. She asked if the part-time wages would be going into the hourly wages.

Mr. Ford stated that is correct. There will be a \$19,000.00 decrease in the Highway Department Part Time Wages line 01-43120-117.

ii. Highway & Streets

Linda Murray questioned line 01-43120-114 Part Time Wages. She asked if Mr. Ford thought with the changeover in personnel if it would lower the rate.

Mr. Ford stated yes there will be a little bit of savings. He suggested taking out the rates of Rob Maloney and John Vatalaro and putting in the rates of the new personnel.

Linda Murray questioned if this would change line 01-43120-210 Health Insurance.

Mr. Ford stated it would be a significant change because both people going out were single and the people coming in both have families.

Linda Murray asked to revisit line 01-43120-210 Health Insurance.

Mr. Ford stated we have one more position to fill.

Linda Murray questioned line 01-43120-380 Outside Services. She stated only \$42,191.03 has been spent so far.

Mr. Ford stated we have spent closer to \$45,000.00 right now and \$10,000.00 has been encumbered. However, we were way over on equipment. We were originally over by \$48,000.00 and we think that number is going to grow to \$80,000.00. As a result of that we had to cut back so we did not do Guard Rails. We will save in Part Time Wages line

01-43120-117 which will help close the gap as well. Mr. Ford stated he projects overall we will be under by \$25,000.00.

Linda Murray asked if the Board could have a copy of the projections Mr. Ford was reading.

Mr. Ford gave the Board copies.

Brad Harriman questioned line 01-43210-630 Maintenance Supplies. He asked if \$10,300.00 would be enough money for gravel. He suggested the amount should be higher.

Mr. Ford agreed.

It was moved by Brad Harriman and seconded by Dave Senecal to add \$10,000.00 to line 01-43210-630 Maintenance Supplies. Therefore making the gravel line read \$20,300.00 with the total reading \$183,773.00. Members voted and being none opposed, the motion passed.

Linda Murray questioned line 01-43120-430 Vehicle Maintenance. She asked Mr. Ford who did the rust proofing of the vehicles. She stated one of the issues with Parks and Recreation is their vehicle rusted out.

Mr. Ford stated we get three prices and then take the best price.

Mr. Harriman thanked Mr. Ford for all the backup materials he provided.

iii. Garage

Linda Murray questioned line 01-43191-140 Overtime. She stated only \$6,000.00 has been spent and it was cut down by \$1,000.00. She asked if the money would be used.

Mr. Ford stated we have been down and he was hoping to use \$1,000.00 to help the bottom line. The crew is expected to work overtime for snow removal but if the winter is mild then we will not use as much money. He stated he projected a savings of \$1,000.00.

Linda Murray questioned line 01-43191-332 Maintenance Vehicles. She asked if this line was for other departments.

Mr. Ford stated we try to bill the major parts directly to the individual departments. The smaller amounts get billed out to the individual departments and we don't charge for manpower.

iv. Buildings & Grounds

Linda Murray questioned line 01-43192-380 Outside Services. She asked if the Library and the Libby Museum was in his budget.

Mr. Ford stated yes, the snow removal.

Linda Murray questioned why it was put in this budget.

Mr. Ford stated when we talk about Libby it is under the Docks line 01-43192-431 Grounds Maintenance. The Library has a specific line item.

Ms. Murray stated the amount for Ground Maintenance for the Libby Museum and Mast Landing is listed as \$11,000.00.

Linda Murray asked Mr. Ford who was responsible for the gardens in front of Hunter's Shop 'N Save. She stated no one seems to know who is responsible.

Mr. Ford stated he thought Parks and Recreation was responsible for the gardens. He stated the Public Works Department helps out by weed whacking and there are volunteers for the various gardens around Town.

Linda Murray stated then it makes sense to give the responsibility to Parks and Recreation.

Mr. Ford stated they had extra help this year.

Linda Murray asked Mr. Urquhart if that was correct.

Mr. Urquhart stated that was correct but the person responsible just left and a new person took over but he will be in Pop Whalen for 6 months. The position is that the person works in Maintenance from April to September and then works in Pop Whalen from October to March.

Chairman Freudenberg questioned line 01-43192-740 Machinery & Equipment. He stated nothing has been spent so far this year.

Mr. Ford stated we will be getting the Walk behind Vacuum if we have not over spent. Next year, he would like to hold the line item for upgrading and maintenance to the bubblers.

v. Solid Waste Disposal

Linda Murray questioned line 01-430240-117 Part Time Wages. She asked if these hours were only for the summer.

Mr. Ford stated we have three positions. One is for 40 hours a week for 26 weeks at the facility during the summer and the other two positions are for early morning trash removal. He stated we have a hard time filling these positions because no one wants to pick up trash. Also, there are restrictions on how many hours a part-time person can work.

Mr. Urquhart stated a part- time person can work 29 hours or less. If a person works 30 or more hour's health insurance benefits have to be offered.

Linda Murray questioned the labor market.

Mr. Ford stated the good news is they have only one position left to be filled but the bad news is if the economy stays strong we will probably lose some of the Highway guys due to the low rate of pay we offer.

Linda Murray questioned line 01-43240-311 Consultants. She stated only \$4,269.53 has been spent and there is an increase of \$5,700.00 from last year.

Mr. Ford stated DES is requiring additional testing. He stated he might not hear from the State for a couple of year about Wickers landfill and then they are asking for tests to be done. He stated when they ask for additional testing to be done we tell them we aren't going to do the testing and it goes anyway for a couple of years. He stated we know where the trash is but this is a liability issue.

Mr. Harriman questioned if has anything to do with GI Plastics being in the area because of the problems with POFA's happening in Merrimack, NH.

Mr. Ford stated he thought as long as the Town continued with the testing he thought it would be fine.

Brad Harriman questioned line 01-43240-380 Outside Services. He asked if the Highway Department hauls the glass for the itemized item #12 PGA Hauling.

Mr. Ford stated it was contracted out.

Linda Murray questioned line 01-43240-740 Machinery & Equipment. She stated nothing has been spent yet.

Mr. Ford stated we did welding to the 40 cubic yard container but if we don't have a crisis we will purchase it this year.

vi. Sewer Collections

Linda Murray questioned line 01-43260-380 Outside Services. She asked what wet well residuals are.

Mr. Ford stated it was a nice term for flushing a toilet. The disposal of wet well residuals was added this year because we will be disposing of the waste every year instead of every ten years.

Linda Murray questioned line 01-43260-410 Electricity.

Mr. Ford stated we tried to use last year's kilowatts with this year's rates to get the cost for the sewer pump stations. The more rain we have the more sewage so more electricity is used. He stated we would check about this.

Linda Murray asked to put line 01-43260-410 Electricity on the Revisit List.

Mr. Ford stated line 01-43260-630 Maintenance Supplies and line 01-43260-740 Machinery & Equipment would be swapping. He stated line 01-43260-740 Machinery & Equipment would be reduced by \$5,600.00 and line 01-43260-630 Maintenance Supplies would be increased by \$5,600.00.

Linda Murray stated line 01-43260-740 Machinery & Equipment only had \$2,109.88 spent so far.

Mr. Ford stated a \$12,000.00 pump is on order so the money should be spent.

vii. Wastewater Treatment

Linda Murray stated line 04-43320-311 Consultants didn't have a budget request this year. She asked if this was correct.

Mr. Ford stated we are trying to balance our budget so we reduced this line to zero and spent the money somewhere else. We added \$20,000.00 to line 04-43263-392 Contract Services.

Mr. Ford stated line 04-43263-560 Dues & Subscriptions will be spent. We will be paying the Dam Registration fee.

Mr. Ford stated he would like the Board to think about the 900 series because the amount will continue to decrease every year. He stated at some point he is going to propose to take that difference and establish a Capital Reserve Fund.

Linda Murray asked Mr. Ford if he was expecting the Board to establish a Capital Reserve Account for the Water this year.

He stated he would recommend it.

viii. Water Distribution

No Changes

ix. Water Treatment Plant

Linda Murray questioned line 02-43350-311 Consultants. She stated nothing has been spent so far and wondered if that money was being reallocated.

Mr. Ford stated we have had some challenges on the water side so we were holding back but it looks like we will be able to continue.

Linda Murray questioned line 02-43350-380 Outside Services. She stated NHDES added some more testing for us.

Mr. Ford stated correct, it will be an increase of \$3,000.00.

Ms. Murray questioned the Detail Column 5 Note.

Mr. Ford stated he would explain the note better.

x. **Sewer Transfer**

Mr. Ford stated Mr. Chamberlin handles this.

Mr. Ford questioned if there was a mistake in the Asset Management Plan. He stated he wrote a memo to the Board of Selectmen requesting \$15,000.00 in Distribution on the water side and \$10,000.00 for Buildings and Grounds Budget to cover Asset Management in buildings. He stated it does not look like Buildings and Grounds was increased.

Linda Murray stated she thought that was part of the Asset Management Plan in the 2016 or 2017 budget. She asked if this was going to add to that plan.

Mr. Ford stated the 2016 money was spent on the docks and the 2017 money was carried over for the dock sections.

Ms. Murray stated she did not have her 2017 plan in front of her but she always ask if the money is going to be for asset management for Abenaki and the Town Hall.

Mr. Ford stated the money was not spent on the building it was spent on the docks.

Mr. Ford stated we received a \$30,000.00 grant for sewer this year and next year we have received a grant for \$30,000.00 for storm water. He stated he was going to spend \$25,000.00 and \$15,000.00 would be for distribution and \$10,000.00 would be for buildings and grounds.

Linda Murray stated she would like the money to be spent on the Town Hall and Abenaki. She would agree if the money was going to be ear marked for those two buildings.

Mr. Ford agreed and stated absolutely it will be used for those two buildings.

Mr. Ford stated he gets forgetful so to remind him.

Linda Murray stated she would certainly remind him.

It was moved by Linda Murray and seconded by Dave Bowers to change line 311 in Buildings and Grounds to \$10,000.00 for an Asset Management Plan for the Town Hall and Abenaki. Members voted and being none opposed, the motion passed.

Capital Outlay

02-49618-100 2018 Water Meters

02-49618-150 2018 One Ton with Plow

02-49618-200 2018 WTP Security Gates

Linda Murray asked if all three Capital Outlays were calculated in the rates.

Mr. Ford stated yes.

Linda Murray questioned if the sewer line (Capital Outlay 04-49617-730 2017 Repair Sewer Line at Hospital) was repaired at the Huggins Hospital.

Mr. Ford stated no.

Mr. Ford stated Winter Harbor will not be done this year and a lot of people will be upset.

Dave Bowers thanked Mr. Ford for his report and stated it was very informative.

Other Business

None

It was moved by Dave Bowers and seconded by Linda Murray to enter into non-public session under RSA 91:3 II (d) to discuss personnel. Roll call vote, Chairman Freudenberg – yes, Linda Murray – yes, Brad Harriman – yes, Dave Senecal – yes, and Dave Bowers – yes. Being none opposed, the motion passed.

The Board re-entered public session at 8:03 PM.

Brad Harriman moved the Wolfeboro Board of Selectmen to seal the minutes of the October 24, 2017 non-public meeting. Dave Senecal seconded. Roll call vote, Chairman Freudenberg – yes, Linda Murray – yes, Brad Harriman – yes, Dave Senecal – yes, and Dave Bowers – yes. Being none opposed, the motion passed.

It was moved by Chairman Freudenberg and seconded by Linda Murray to adjourn at 8:04 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain