**Wolfeboro Board of Selectmen**

**Public Meeting Minutes**

**Budget Meeting**

**October 12, 2021**

**Members present:** Chairman Linda Murray, Vice Chairman Dave Senecal, Brad Harriman, Brian Deshaies, and Luke Freudenberg.

**Staff present:** Town Manager James Pineo, Finance Director Kathryn Carpentier, Libby Museum Director Catriona Lennon, Parks and Recreation Director Christine Collins and Recording Secretary Amy Capone Muccio.

Chairman Murray opened the meeting at 6:00 PM.

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

Chairman stated that there is a need for non-public session under RSA 91-A:3 a and c to discuss personnel.

**Consideration of Minutes**

N/A

**Public Hearing(s)**

 N/A

**Public Comment (limited to 3 minutes per person not to exceed 15 minutes)**

None

**Bulk Vote**

N/A

**Board/Committee Appointments**

 N/A

**New Business**

***A Discussion: Budget Hearing 2022***

1. **Libby Museum**

Mr. Pineo introduced the budget by thanking Ms. Lennon for her commitment to the museum and her forthright to create a succession plan as she moves on next year. He noted this budget is down 3.7%.

Chairman Murray suggested removing Ms. Lennon’s name and put director or the new staff member’s name.

Ms. Lennon provided her explanation for the recommended increase in line -1-45891-113 in the supervisory salary with the qualifications the new director has, which will increase the hourly wage to $21.88.

Mr. Pineo stated he supports this increase and discussed the reasoning during his meeting with both Ms. Lennon and Ms. Hinrich, the new director. He stated that this increase represents $1,000 in the budget.

Chairman Murray suggested the Board revisit that request.

Ms. Lennon explained her reasoning for a recommended increase in line 1-45891-114 part time wage staff, changing the three positions to $11, $13 and $15 per hour.

Mr. Pineo stated that he is not as comfortable with this increase and would like more time to digest and discuss the proposal.

Chairman Murray suggested revisiting this request too.

Mr. Senecal questioned what Squarespace is?

Ms. Lennon replied it is the website host.

Chairman Murray questioned the Chamber of Commerce membership, is that just for the Libby or can it be shared with the rest of the Town?

Ms. Lennon replied it just references the Libby Museum.

Mr. Pineo stated he would check into the question.

Chairman Murray questioned the increase in advertising.

Ms. Lennon summarized the changes as follows; an outside Molly the Trolley advertisement vs interior, NH Best read program to distribute the rack cards for them throughout the Lakes Region, this will reduce staff mileage and the biggest increase is for Google Advertisements.

Mr. Deshaies questioned if use the newspaper.

Ms. Lennon replied they do and she increased that as well.

Mr. Deshaies questioned what method works best.

Ms. Lennon replied she has been tracking this over the last year and COVID skews the results but she provided her data on initial and passive advertising, noting an increase in both over the past year. She stated she focused on a marketing strategy this year.

Mr. Deshaies questioned the entrance fee.

Ms. Lennon replied $5 for adults and children are free.

Chairman Murray stated that Mr. Deshaies brings up a good point and to offset this increase they should look at an increase in the fee. She suggested the Board revisit line 1-45891-582.

Mr. Deshaies agreed and felt a coupon system may help track what media is working the best for advertising.

Chairman Murray thanked Ms. Lennon and stated she has done an outstanding job at the museum.

1. **Parks and Recreation**

Christine Collins, Director, addressed the Board to review the 2022 proposed budget.

 ***Administration***

Mr. Pineo summarized the budget noting the supervisory salaries are down due to a new hire this year, which is a 22.9% decrease and the total department also has decreased by 3.4%. He noted no wage adjustments have been reflected in this budget yet.

Chairman Murray questioned if hard copy of the brochure this year.

Ms. Collins replied they have not since COVID due to all the unknowns, and they still have not as programs are still being worked out.

 ***Maintenance***

Mr. Pineo provided a summary of this budget that is up 4.1% in wages (union contracts) and 1.9% in operating expense.

Chairman Murray stated line 1-45202-114, is missing a LOSS (length of service stipend). She also questioned the expenditure to the phone line to date, something looks off.

Ms. Carpentier stated she would check into that and get it corrected. 1-45202-114

Mr. Senecal questioned what kind of tires are being purchased in line 1-45202-430.

Ms. Collins replied snow tires for the pickup truck.

Mr. Pineo noted the John Deere mower is in the capital outlay for replacement, however due to staffing issues this year with COVID, there are funds enough left over in 2021 to make this purchase this year reducing capital outlay.

Mr. Deshaies questioned the increase in building maintenance spent.

Ms. Collins replied that is for the purchase of a tool shed to store the summer equipment instead of having it outside while the indoor space is used for repairs and maintenance.

Mr. Pineo explained that the Department requested a tool shed in the 2022 budget, but in looking at how much unencumbered funds the Recreation Department could not use this year due to COVID, he suggested encumbering those funds to purchase the shed this year and eliminate the expense next year.

 ***Beaches***

Mr. Pineo summarized the increase in this budget which is up 21.37%.

Ms. Collins explained the change in this budget reflects beach attendants for all beaches and lifeguards for Brewster Beach.

Chairman Murray noted that it should be noted that per agreement with Brewster, they must have lifeguards at Brewster Beach.

Mr. Senecal questioned line 1-45203-341 telephone, the increase?

Ms. Collins replied they have also installed a camera system at Brewster Beach.

Chairman Murray stated the notes should be clear on these changes for Brewster Beach.

Mr. Pineo noted this camera is live fed to the Central Dispatch for monitoring.

Mr. Deshaies questioned line 1-45203-435, the spent to date is high.

Ms. Collins replied it reflects and emergency repairs to the water line this year.

Mr. Freudenberg questioned in the rental and lease agreements in line 1-45203-440.

Ms. Collins replied pre-COVID the beaches open in late June, they have been putting the portable toilets out earlier than usual, Memorial Day weekend.

Mr. Senecal questioned the shed replacement at Brewster Beach.

Ms. Collins replied there is a storage shed at Brewster Beach and the floor is gone in it and needs to be replaced.

Chairman Murray noted 1-45203-830 should note the cost passed on to the program users.

 ***Abenaki***

Mr. Pineo provided brief overview of the increase in this budget of an increase of 5.5%

Chairman Murray questioned if this includes wage increases.

Ms. Collins replied it does not.

Mr. Senecal questioned line 1-45204-433 and the rope town engine issues.

Mr. Pineo replied that funds were appropriated to study the lift and replacement, those costs came back in the range of $500,000; based on that other options have been explored to make the motor house safer for the staff and they are working on those upgrades. He stated with regards to the lift, the proposal discusses that the motor house be located at the top of the mountain, which will require three-phase power, when most are located at the bottom. He stated more discussion this topic is needed.

Mr. Deshaies stated on line 1-45204-435 it is spent $26,000 to date and questioned why.

Ms. Carpentier replied she would look into that.

Chairman Murray stated that 1-45204-638 propane is only expended to date at $992. She thinks there may be a posting error.

The Board decided to revisit propane upon a look at expenditures.

Mr. Freudenberg questioned if there is a policy on the start date for snowmaking.

Ms. Collins replied traditionally the opening date is the day after Christmas, however Mother Nature plays a big role in whether that happens or not. The temperature and humidity have to be perfect to make snow, sometimes they can get a base going if the weather is right, sometimes they can’t.

Chairman Murray questioned if the new slope would increase the cost needs.

Ms. Collins replied no, they already are out there it’s just a matter of pushing the snow in that direction.

 ***Hockey Rink***

Mr. Pineo introduced the budget noted a slight decrease in this budget.

Ms. Collins explained how they schedule the ice time rental.

 ***Programs***

Mr. Pineo introduced the budget with an increase of 3.2% in this budget.

Chairman Murray noted that the Farmers Market is moving next year, does that affect the portable toilets.

Ms. Collins replied they do put one out for the park, but they may not need to do it as early now it is moving.

Chairman Murray questioned if they were able to run Movies in the Park this year.

Ms. Collins replied they did not and mostly due to the mosquitoes in the current location. The plan is to look for alternative location for next season.

Chairman Murray noted that the program budget also received revenue that should be noted.

 ***Community Center***

Mr. Pineo noted the only increase in this budget is to the heating cost.

 ***Patriotic Purposes***

Mr. Pineo noted the only increase to this budget is for some additional grave markers.

 ***Fireworks***

Mr. Pineo stated this budget is level funded.

 ***Clark House***

Mr. Pineo stated there is a 1.6% increase.

Ms. Collins stated it is an increase to the internet service. She was contacted by the Historical Society with regards to issue with the internet. She contacted the company and the modem was relocated and upgraded which resulted in an increase to the service.

 ***Cemeteries***

Mr. Pineo stated the increase in this budget of 2.3% is staff related.

Chairman Murray questioned clarity on the restoration cost numbers.

Ms. Collins replied that the expense is budget and they submit for reimbursement from the cemetery funds from the Trustee of Trust Funds.

Chairman Murray questioned the part time wages.

Mr. Pineo replied page 46 details the labor.

Mr. Senecal questioned if the mowing in this budget is separate from mowing in other areas.

Ms. Collins replied this mowing is specific to cemeteries only.

 ***Pop Whalen***

Mr. Pineo introduced the budget noting a 3.9% increase.

Mr. Deshaies questioned the increase in line 5-45890-433 machinery maitinance this year.

Ms. Collins replied they had to replace a failed compressor for the chiller.

Ms. Carpentier noted this budget also has $25,000 encumbered for the motor house project.

Mr. Senecal questioned the heat and oil usage.

Mr. Pineo replied this facility has both a propane and oil burner.

***Capital Outlay***

Ms. Collins stated that the department is lacking a vehicle as there is just not enough for the staff to get out to locations. Currently they drop employees off and leave them, this is not ideal or safe situation.

Chairman Murray questioned the number of months it is needed.

Ms. Collins replied more in the spring/summer, they also explored some options of renting and truck but it would be just as expensive.

Ms. Carpentier the lease for the van is up this year so that will offset the new cost.

Mr. Deshaies would like to explore and electric pick-up truck option and would be happy to help investigate if any grant funds are available.

Chairman Murray suggested they work on pricing that out and come back.

Ms. Collins stated that the large commercial mower is at 1,100 hours and it is recommended to replace those at 1,000 hours. This is the main work horse and as previously discussed earlier they will purchase the replacement with left over funding not used this year due to COVID.

Mr. Pineo added the Town is at the time of year of looking at the budgets and seeing where they are at and some have funds due to COVID, this is one of those instances that they can save from adding to the budget for next year by encumbering and purchasing it this year.

Mr. Freudenberg stated he is shocked they only have one commercial mower with all the mowing they do.

Ms. Collins replied they do have several push mowers as not all the properties are conducive to being able to use the commercial mower.

***It was moved by Linda Murray and seconded by Dave Senecal to remove the Capital Outlay request #7, Parks and Rec John Deere Lawn Mower in the amount of $12,300. Members voted, all in favor, the motion passed.***

Ms. Collins stated the last request is to replace the rug at Abenaki.

Mr. Pineo stated this carpet sees a lot of traffic and this replacement could be funded with funds from the Building Maintenance Capital Reserve.

Chairman Murray questioned why they would budget the expense then.

Ms. Carpentier replied it is gross appropriation and shows the transaction for transparency.

Chairman Murray stated they should have a discussion about that as that is not the way they have done it in the past.

Mr. Pineo replied they can revisit the topic and have more of a discussion on it.

1. **Library Revisit**

Chairman Murray stated the Board has been updated with the exact figures for the Library and provided the Board with the changes to vote on.

***It was moved by Linda Murray and seconded by Dave Senecal to amend lines in the Library budget to reflect as followed: 1-45500-113, Supervisory Salaries to $123,900, 1-45500-220 Payroll Taxes to $26,105*** ***and 1-45500-230 Retirement to $27,294. Members voted, being all in favor, the motion passed.***

**Other Business**

None

**Committee Reports**

None

**Town Manager’s Report**

None

**Questions from the Press**

None

 **Public Input**

 **(Limited to 3 minutes per resident and not to exceed 15 minutes in total)**

None

Being no other business, Chairman Murray entertained a motion to enter into non-public session under RSA 91-A: 3 a and c to discuss personnel.

**It was moved by Dave Senecal and seconded by Brad Harriman to move to non-public session under RSA 91-A: 3 a and c to discuss personnel at\_7:37 PM. Roll call vote; Linda Murray-yes, Brian Deshaies-yes, Brad Harriman-yes, Dave Senecal-yes, and Luke Freudenberg-yes. Being none opposed, the motion passed.**

The Board re-entered public session at 7:47 PM.

**It was moved by Dave Senecal and seconded by Luke Freudenberg to seal the minutes of the October 12, 2021 non-public session PM. Roll call vote; Linda Murray-yes, Brian Deshaies-yes, Brad Harriman-yes, Dave Senecal-yes, and Luke Freudenberg-yes. Being none opposed, the motion passed.**

Being no other business before the Board, Chairman Murray entertained a motion to adjourn.

**It was moved by Dave Senecal and seconded by Luke Freudenberg to adjourn at 7:48 PM. Roll call vote; Linda Murray-yes, Brian Deshaies-yes, Brad Harriman-yes, Dave Senecal-yes, and Luke Freudenberg-yes. Being none opposed, the motion passed.**

Respectfully Submitted,

Amy Capone Muccio