**Wolfeboro Board of Selectmen**

**Public Meeting Minutes**

**Budget Meeting**

**October 7, 2021**

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

**Staff present:** Finance Director Kathryn Carpentier, Library Director Cindy Scott, Director of the Municipal Electric Department Barry Muccio 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. **Social Service Request-Northern Human Services**

Valeda Cerasale addressed the Board virtually and summarized the request for funding for 2022 to assist Wolfeboro residents with services. She explained that services are provided to all regardless of ability to pay.

Chairman Murray noted the request is $300 less than last year as it is calculated on a formula. She thanked them for providing services especially during COVID.

1. **Wolfeboro Public Library**

Cindy Scott, Director, addressed the Board to review the 2022 proposed budget.

Linda Wilburton, Chair of the Library Trustees, addressed the Board to request an amendment to the supervisory salaries, based on the retirement of the current Director. She requested to increase the Supervisory Salary line 1-45500-113 from $114,721 to $123,900.

Ms. Scott noted under line 1-45500-380, there is an increase in tech support relative to the additional meeting rooms and technology. She also noted they have been in the building one year and now have a better idea of the expenses of the building. She stated due to a water issue in the basement, they had a storage container longer than expected and hope to have that resolved soon.

Chairman Murray questioned insurance, line 1-45500-480.

Ms. Carpentier replied that this line is zeroed out. The cost of the property liability insurance in now in line 41960. This is the proper way to show this expense in the budget.

Ms. Scott also noted line 1-45500-560 is up due to recent retirements and advertising for such. Line 1-45500-750 is up due to the purchase of some new furniture and professional development has decreased due to COVID, less traveling and virtual options provided.

Chairman Murray questioned Misc. Revenues.

Ms. Carpentier replied this also has a posting change and revenue is offset to make the line whole.

Chairman Murray thanked them for their presentation.

1. **Municipal Electric Department**

Barry Muccio addressed the Board.

 ***Administration***

Ms. Carpentier noted that the health and dental was broken out of the individual budgets last year but you will see it in the detail as well.

Chairman Murray noted that was a change by the Town Manager last year to provide better clarity on the benefits.

Mr. Muccio noted in line 3-43410-114 has a change in wages, this changes reflects the change in job title of the Administrative Assistant to the Director of Administration. This reflects the changing of the department for the future as the role of the Administrative Assistant is more of a leadership role. This was discussed with the Town Manager and the change will be reflected in the 14th pay period of 2022. He also noted electricity is up a bit despite the solar installation. He hopes to see a change in that next year. There is a decrease in pellets for the Armory building as they are just not using the quantity of pellets in the past. He noted gas/oil prices have increased and they plan to discuss the payment in lieu of taxes payment as it has not changed in sometime.

Ms. Carpentier replied with regards to the payment in lieu of taxes, NH Department of Revenue has not done an update in quite some time and she plans to look into that further.

Chairman Murray noted that the last few years Professional Development has not been expended.

Mr. Muccio replied that it hasn’t been similar to many as most were canceled

 ***Distribution***

Mr. Muccio stated this is the budget where the line workers contracts are located.

Chairman Murray noted that the Town went back to hiring our own line workers vs. contracting and it has worked well.

Mr. Muccio agree, by doing that they saved $100,000; this is the 5th year of that new contract and the budget includes funds to review and update those contracts.

Chairman Murray questioned if they have been working with the Public Works Department on the need to remove some of the dying ash trees.

Mr. Muccio replied they have and they also did a three-way shared cost to remove several at the High School.

Chairman Murray questioned where the cellphone stipends were moved to.

Ms. Carpentier replied that those have moved to employee’s labor lines as that is considered taxable income.

Mr. Muccio noted that vehicle maintenance is up in this line as they await the new line truck (it has been a year), once received this line should level off.

Chairman Murray questioned general operating supplies increase.

Mr. Muccio replied that they have not increased quantity, like everything else the price of product has increased. He noted that they do recoup funds for some of these expenses when they charge for customer work (about $118,000).

 ***Generation***

Mr. Muccio stated the part time wages in this budget has decreased as they have transferred to automated metering program.

Chairman Murray stated this line used to have 4 staff members and 4 trucks.

Mr. Muccio replied correct, it is now 2 trucks and 2 staff members and the succession of this transition worked well as it coincided with staff retirements that they did not replace.

Chairman Murray questioned when the report for the remediation of the power plant will be in.

Mr. Muccio replied he is working on that in conjunction with Dave Ford and the Girl Scout project, he believes the engineer is finishing up that report to be in soon.

Chairman Murray questioned if there is a decrease in electric rates.

Mr. Muccio replied that a new contract was negotiated although he hoped for a decrease and where most have gone up significantly Wolfeboro will remain at the same rate. No decrease will be reflected due to debt service. He noted in line 3-43430-610, there is an increase for metering devices to be more consistent with actual cost.

The Board thanked Mr. Muccio.

1. **Executive Budget**

Ms. Carpentier noted the change to the posting of the legal budget for clarity purposes, the legal budget will be level funded.

Chairman Murray questioned the advertising expense.

Mrs. Capone-Muccio replied they have had an increase in this line for employment posting and public hearing postings.

Chairman Murray requested the franchise fees received be added to the detail line of the cable franchise fee back up.

Ms. Carpentier noted there is also a new line item within this budget for the Energy Committee who is requesting $410.

Maggie Steir, Chairman of the Heritage Commission, addressed the Board to speak to a request for a professional survey of the historical buildings in the community. The Heritage Commission feels strongly that this is needed to protect the community’s vulnerable historic buildings and neighborhoods. She referred to the backup submittal. The total for this request is $17,000.

Chairman Murray stated that the Budget Committee has already indicated they are expecting a 0% increase in the budget (not including non-discretionary spending) and she suggested this item be presented to the Board as a Warrant Article.

Mr. Deshaies questioned grant funds available.

Ms. Stier replied there is no grant funding for this type of project, they may be able to apply for some private funding and would be happy to discuss that further with him.

The Board decided to add the $17,000 request from the Heritage Commission to the “revisit list” to come in as a Warrant Article.

1. **Town Manager**

Level funded, no comments

1. **Miscellaneous**

Level funded, no comments

1. **Technology**

Ms. Carpentier was joined by IT Coordinator Dave Baker. She noted this year reflects a full year of a full time IT Coordinator position. She also noted a $13,000 increase for the Block 5 IT management services for Town Hall, Police and Fire. This also includes a new license for cemetery management software being purchased with this year’s funds from the cemetery budget to streamline the records of the town cemeteries.

Chairman Murray noted this is a significant increase.

Ms. Carpentier noted the explanation of the reoccurring costs are listed on page seven, this includes some security trainings and increases in monthly service charges.

Chairman Murray stated the detail for that increase will be helpful to the budget committee.

1. **Finance**

Ms. Carpentier stated there are significant changes in this budget. She stated the audit will be put out to bid and an added cost will most likely be needed to do a separate audit on grant funds received for APRA funding coming in this year. She also noted an increase to the postage line.

Chairman Murray stated is that due to now having two postage machines.

Ms. Carpentier replied a second machine was purchased during COVID for the front of the building. She also noted increase in supply costs but those items are needed to run the department, time cards, checks and other payroll necessities.

Chairman Murray stated the Board’s job is to put forth a budget that is needed to run the day to day operations.

1. **Starting Point Social Service request**

Ms. Carpentier stated that Starting Point’s social service request was dated August 27th, but was not received to our office until October 4th. Does the Board wish to entertain the request.

Chairman Murray replied the mail has been delayed and feels it is a worthy cause and they should entertain the request.

Starting Point will be contacted to address the request to the Board.

**Other Business**

Brian Deshaies stated that Thomas Donavan, Director of the NH Charitable Division at the Attorney General’s office will be coming Tuesday, October 12, 2021 at 4:15 PM at the Libby Museum on 755 North Main Street to discuss how the Trustees can be changed from the Board of Selectman to new trustees.

The Board agreed to notice this and members of the Friends of the Libby will be invited to attend this information session.

**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 Luke Freudenberg and seconded by Dave Senecal to move to non-public session under RSA 91-A:3 a and c to discuss personnel at\_7:16 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 7:41 PM.

**It was moved by Luke Freudenberg and seconded by Brad Harriman to seal the minutes of the October 7, 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 7:42 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