

**Wolfeboro Board of Selectmen
Public Meeting Minutes-Approved
Budget Hearings
October 18, 2018**

Members present: Chairman Linda Murray, Brad Harriman, Paul O'Brien, Dave Bowers and Dave Senecal

Staff present: Town Manager Becky Merrow, Town Clerk Pat Waterman, Tax Collector Brenda LaPointe, Finance Director Deb Zabkar, Public Works Director Dave Ford and Recording Secretary Michele Chamberlain

Chairman Murray opened the meeting at 6:00 PM.

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

Ms. Merrow stated a non-public session is needed to discuss litigation.

New Business - Budget Hearings

A. Town Clerk

Pat Waterman, Town Clerk, addressed the Board. She stated she has taken in \$1,313,386.24 so far this year and over \$12,000.00 in boat registrations. We have taken in \$9,350.00 in dog registrations this year.

01-44-1401-210 Group Health Insurance

Ms. Waterman stated she will be paying for health insurance again since she has a new employee.

B. Tax Collector

Brenda LaPointe, Tax Collector, addressed the Board.

01-41504-434 Office Equipment Maintenance

Ms. LaPointe stated there is a deduction in this line due to a decrease in the number of hand-held devices we are using now.

01-41504-550 Printing

Ms. LaPointe stated she had notification from the company that prints the bills that there will be an increase of 5% as of the first of the year. It will add another \$1,050.00 to this line.

Chairman Murray stated the new amount for the line item will be \$28,640.00.

It was moved by Paul O'Brien and seconded by Dave Senecal to increase the line 01-41504-550 by \$1,050.00. Members voted and being none opposed, the motion passed.

Ms. Merrow questioned where the company was located.

Ms. LaPointe stated they were a company from New Jersey.

01-41504-625 Postage

Ms. LaPointe stated the postage rate will be increasing as of the first of the year.

Ms. Murray stated all budgets will need to be increased.

Ms. LaPointe stated the increase to this line will be \$1,900.00.

Chairman Murray stated the line 01-41504-625 will be increased to \$44,778.00.

It was moved by Brad Harriman and seconded by Paul O'Brien to increase line 01-41504-625 to \$44,778.00. Members voted and being none opposed, the motion passed.

C. Sewer Collection

Dave Ford, Public Works Director, addressed the Board.

04-43260-410 Electricity

Chairman Murray stated the line has only been spent by \$19,680.91. In 2017, the request was for \$31,000.00 but only \$28,007.18 was spent. She questioned why they were asking for \$35,951.00 this year. This would be an increase of \$5,951.00. She felt this was high.

Mr. Ford stated August and September bills might not be in the \$19,680.91 total. This year the flow is a little less. There should not be a 19% increase.

The Board decided this needed to be added to the Revisit List.

04-43260-740 Machinery & Equipment

Chairman Murray stated nothing has been spent in this line.

Mr. Ford stated \$1,400.00 for the sewer camera is not shown. Last year's money has been spent. This year there was a question about the gas powered cement mixer since it is over \$5,000.00 if it should be a capital outlay. In the past the amount was over \$10,000.00 for a capital outlay project.

Ms. Merrow stated she was not sure.

Chairman Murray stated we should follow the procedure that we have in the past. The line should be changed to \$13,200.00.

It was moved by Paul O'Brien and seconded by Dave Senecal to change line 04-43260-740 to \$13,200.00. Members voted and being none opposed, the motion passed.

D. Wastewater Treatment

04-43263-392 Contract Services

Mr. Ford stated there was an increase in CPI this year.

Mr. Ford stated he would like to talk about the insurance check that they received for \$50,000.00. It was deposited into the Miscellaneous Sewer Fund.

Ms. Zabkar stated the check never went into the Capital Reserve Account. The way to move the check is by a warrant article in 2019.

Mr. Ford stated the check went into the wrong fund.

The Board discussed in detail how this should be handled.

Mr. Ford stated he will do a warrant article for 2019 to get the money in the appropriate fund.

Mr. O'Brien stated we need a procedure on how insurance checks/reimbursements should be handled.

Mr. Ford stated Woodard & Curran are doing a great job and we have applied for a grant for energy savings that we should be getting. The grant is for \$17,000.00. He questioned if this money could be put in the fund.

Chairman Murray stated this needs to be sorted out. We don't want too many warrant articles.

Mr. O'Brien stated a grant is not revenue.

Ms. Zabkar stated a grant is revenue. It is not a reimbursement check. This procedure is under review.

The Board discussed in detail.

04-43263-410 Electricity

Chairman Murray stated this line is very low for the amount that has been spent so far this year. She asked Mr. Ford to double check this line.

It was put on the Revisit List.

E. Water Distribution & Treatment

Dave Ford, Public Works Director, addressed the Board. He stated in 2019 when Scott Pike left we made some changes. We took one of the guys from Distribution to become an Operator. We

started getting Joshua to take classes but then Scott Pike came back so Joshua Thomas went back to Distribution. We still wanted to keep training Joshua so he was working half time at the Water Treatment Plant. Since it is a union position he received a 5% increase when he works there. We did a PAR and he gets paid two separate rates depending on where he is working. There was a mistake made in the 2017 budget so in 2018 it is being paid differently than it is in the budget. As a result one budget will be over \$17,000.00 and the other will be under by \$17,000.00.

Mr. Ford suggested approving his Reinstatement/Addition List because everything was listed on all the line items. (02-43350-114, 02-43350-220, 02-43350-230 and 02-43350-260)

It was moved by Chairman Murray and seconded by Brad Harriman to change line 02-43320-114 by subtracting \$17,581.00 and a recalculation of that line item and then all of the 200 series that are based on that change. Members voted and being none opposed, the motion passed.

Mr. Senecal stated we will need new pages.

02-433220-382 Admin Cost Allocation

Ms. Merrow questioned why the amount was more in 2019 than in 2018 if the amount is tied to salaries.

Ms. Zabkar stated there is a determined formula for this.

The Board discussed.

Ms. Zabkar stated this is based on prior year budgets.

Ms. Merrow stated then she misunderstood this because she thought it was based on the current year.

Chairman Murray stated we should look at this at a later time.

02-43320-980 Debt Service - Principal

Ms. Zabkar stated there was a \$1,900.01 error found in this budget when she was prepping it. She felt the increase was related to this amount.

F. Treatment Plant

02-43350-114 Hourly Wages

It was moved by Paul O'Brien and seconded by Chairman Murray to add \$18,458.00 to line 02-43350-114 and the make the changes to all the 200 series. Members voted and being none opposed, the motion passed.

Mr. Ford stated Janine Gillum's rate of pay is significantly low in comparison to industry standards. We talked about giving her a significant adjustment.

Ms. Merrow agreed with the adjustment.

Chairman Murray questioned if the amount was included in the line item.

Mr. Ford stated yes.

02-43350-311 Consultants

Chairman Murray stated nothing has been spent in this line item.

Mr. Ford stated it will be spent.

Mr. Ford stated we talked about solar and trying to make the Water Plant net zero.

Mr. O'Brien would like this to happen.

Ms. Merrow thought it should be done at a later time because of the Library Project.

Ms. Merrow zeroed this line in the Town Manager request.

Mr. Ford asked if the money could be added back in to cover asset management and operator services.

It was moved by Chairman Murray and seconded by Dave Bowers to add the \$5,000.00 back into line item 02-43350-311 Consultants for asset management and operator services. Members voted and being none opposed, the motion passed.

G. Capital Outlay

i. Air Compressor

Mr. Ford stated this is to replace our existing 1990 Leroy compressor. It is beyond its useful life and is a critical piece of equipment.

Ms. Zabkar asked for back up for these quotes.

Mr. Ford stated in the past we did not need back up.

Chairman Murray asked for Mr. Ford to provide the back up.

Mr. Ford stated he would get the back up.

ii. Park & High: Water Main Design

Mr. Ford stated High Street and Park Avenue are narrow roads in terrible condition. They both have inadequate drainage and poor turn around areas for snow plows. Both roads have undersized and old water lines. There is a sewer line on High Street that needs upgrades. This project is to

survey and engineer a solution to the roadway, drainage, water and sewer line issues. The plan is to prepare construction drawings in 2019, and fund construction in the 2020 capital budget. The Design phase will be funded 50% from Road Upgrades and 50% from this Water Capital Outlay.

Mr. Harriman questioned the size of the water pipes.

Mr. Ford stated 2 inches.

iii. Water Meters

Mr. Ford stated this is to continue replacing water meters for approximately 100 homes.

Chairman Murray wanted a back up sheet on the meters.

Mr. Harriman questioned if all the meters were radio read.

Mr. Ford stated all the year round houses are radio read and we are trying to do seasonal lines but there are a lot of issues.

Ms. Merrow stated the seasonal water meters are an 8 million dollar liability. She stated it is a high priority for her to provide clean water to the seasonal places. The Camp School could be a project for the Trust Fund money but it is tied to the water rates.

Ms. Merrow wanted Mr. Ford to talk about the hydrant fees.

Mr. Ford explained. The Board of Selectmen and the Budget Committee agreed to set the rate at 17.5%.

Ms. Merrow stated the Board wanted the rates set at 20%.

Chairman Murray suggested that Mr. Ford provide the back up information for the Budget Committee again this year.

Mr. Ford asked if the gates could be replaced at the Water Treatment Plant.

The Board decided to revisit this.

Chairman Murray stated we will revisit a Water Capital Outlay Project for Gates at the Water Treatment Plant.

Public Input

Limited to 3 Minutes per resident, not to exceed 15 minutes in total

None

It was moved by Dave Bowers and seconded by Brad Harriman to enter into non-public session under RSA 91:3 II (e) to discuss litigation. Roll call vote, Chairman Murray – yes,

Dave Bowers – yes, Brad Harriman – yes, Dave Senecal – yes and Paul O’Brien – yes. Being none opposed, the motion passed.

The Board re-entered public session at 9:44 PM.

Brad Harriman moved the Wolfeboro Board of Selectmen to seal the minutes of the October 18, 2018 non-public meeting. Paul O’Brien seconded. Roll call vote, Chairman Murray – yes, Dave Senecal – yes, Dave Bowers – yes, Paul O’Brien – yes and Brad Harriman – yes. Being none opposed, the motion passed.

It was moved by Paul O’Brien and seconded by Brad Harriman to adjourn at 9:45 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain