

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
COVID-19 Meeting- GoToMeeting
Budget Hearing
October 19, 2020

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

Board Members absent: Paul O'Brien

Staff present: Town Manager Jim Pineo, Public Works Director Dave Ford and Secretary Michele Chamberlain

Chairman Harriman opened the GoToMeeting at 6:00 PM.

Chairman Harriman read the following Preamble into the record:

MEETING PREAMBLE DURING COVID-19 EMERGENCY

Good Evening, as Chairman of the Wolfeboro Board of Selectmen, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will

be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

The Board Members gave a Roll call vote, Dave Senecal - present and alone in his office in his house, Linda Murray– present and alone in a room in her house, Brad Harriman – present and alone in a room in his house and Dave Bowers – present and alone in a room in his house but his wife might walk through.

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

Mr. Pineo stated a non-public session is not needed.

Public Hearing-Temporary Event Permit

- i. Elizabeth and James Shannon to host a Halloween Trick or Treat event on October 31, 2020 from 5:00 PM to 7:00 PM at Clark Museum Complex. Permit #2028

The Shannon's were not present.

Ms. Murray stated last time we talked about this we decided it was not going to be a temporary event but rather the Board was going to grant permission. A temporary event permit says it has to be a not for profit. We as the Board of Selectmen can grant them permission to use Clark Museum Complex.

Chairman Harriman questioned the events of the last meeting.

Ms. Murray stated we were waiting to see if they could get an insurance rider which she received today from Ms. Capone-Muccio.

It was moved by Linda Murray and seconded by Dave Senecal to approve Elizabeth and James Shannon to host a Halloween Trick or Treat event on October 31, 2020 from 5:00 PM to 7:00 PM at Clark Museum Complex contingent upon the Town receiving an insurance waiver and that they follow all Governor Sununu's emergency orders. Roll call vote, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Brad Harriman - yes. Being none opposed, the motion passed.

Questions from the Press

Ms. Paquette stated all the rules for Halloween are posted on the Town website. She questioned if it had been established how things are going to go with one way traffic. Will someone be directing? Will there be maps?

Mr. Pineo stated we are looking for people to use common sense. We do not want to have to fix one way traffic routes and enforce compliance. We are looking for people to use common sense and distancing. Have a good time but be conscience of what is going on around the world.

Ms. Paquette stated these guidelines are for all over Town, not just Clark Road.

Mr. Pineo agreed.

Ms. Paquette questioned if there was an event at Town Hall this year and there is nothing at the Fire Station. People should know that these things will not be in play this year. Correct?

Mr. Pineo stated Town Hall will be closed but check with the Fire Chief because they were going to hold an event with one way traffic.

Ms. Paquette stated she would check with Chief Skantze.

Public Works

Dave Ford, Director of Public Works, addressed the Board. As the budget was submitted we see a significant decrease in the Garage budget because of the deduction of fuel costs (\$17,000) and there is a major increase (\$88,000) in the Solid Waste budget. We have some shifting in man power. The Buildings and Grounds budget has gone up because we are charging 50% of wages of a full time person and the other 50% to Solid Waste in place of the full time highway person. We will have a ½ highway person for summer construction. The fund is up \$113,000.00 or 4%. We need to ask the possibility of hiring a Town engineer.

A. Highways & Streets

i. Administration

01-43110-114 Hourly Wages

Ms. Murray questioned if this position was changed from a 35 hour per week position to a 40 hour per week position last year. We eliminated overtime last year. Correct?

Mr. Ford stated in the 2020 budget the position was budgeted for 40 hours per week and we cut overtime.

Ms. Murray stated in 2019 the position was for 35 hours per week and in 2020 we moved the position to 40 hours per week and we eliminated over-time wages. It looks like we are asking for

a significant amount of over-time this year (\$1,764.00). This is why the position was moved to 40 hours in 2020 so we could get rid of the over-time.

Mr. Ford stated the over-time is submitted because of meeting minutes. These are hard to do during working hours. He was not sure if the position was budgeted for 35 hours per week or 40 hours per week. He questioned if Mr. Pineo remembered.

Mr. Pineo stated it is budgeted for a 40 hours per week but it is not well defined in the Union contract as far as the number of hours this employee works. Overtime was eliminated in the 2020 budget and he believes this had to do with the position transitioning to 40 hours.

Ms. Murray stated if she is taking minutes then that amount should go to the Executive budget. She questioned if they were going to hire someone to cover minutes so all our full time employees were not taking minutes. She questioned if the Advertisement went out and if the position for minutes had been filled.

Mr. Pineo stated he thought the closing date for the recording secretaries was next week. We have two candidates and we will schedule interviews after the closing date.

Ms. Chamberlain stated the closing date is November 6, 2020.

Ms. Murray stated we need to have a good explanation or it will be taken out quickly.

Mr. Ford stated sometimes there is a need for overtime because we are working on a project that needs to be completed. After 8 hours a day she has to be paid overtime because of the Union Contract. We need some over-time wages because if a crisis comes up. We might be able to reduce the overtime if she will not be typing up meeting minutes. We need to pay overtime because of labor laws.

Ms. Murray stated she is not going to cut it but it jumped right out at her. Most of the hourly wage lines went down because there are only 52 weeks this year and last year we had 53 weeks. We need to have a good explanation and be able to answer this clearly.

Mr. Pineo stated this employee is a Union employee and these wages were agreed with the Union contract.

Ms. Murray stated this line has the 2021 wage increase.

Mr. Pineo stated it has the 2020 wage increase not the 2021 step because we still need to go before the collective bargaining agreement.

ii. Highways & Streets

100 series

Ms. Murray stated the reason we see a decrease in hourly wages is because we have less employees. Correct?

Mr. Ford stated we have 1 less full-time employee and 1 new part time employee. There will be an increase in part-time wages.

Ms. Murray stated we had 10 full-time employees last year and now we have 9 full-time employees.

Mr. Ford agreed.

01-43120-440 Rentals & Leases

Ms. Murray questioned if this increased because of renting a mini-excavator.

Mr. Pineo agreed.

Mr. Ford stated yes. It is a rental for 5 days but not all at once.

01-43120-630 Maintenance Supplies

Ms. Murray stated this is up \$48,775.00. Was this cut dramatically by the Budget Committee last year?

Mr. Ford stated yes. Last year we applied for 232,000.00 and it was cut. This is for doing additional shimming and graveling of roads.

Ms. Murray stated okay. It is significantly lower in 2020 than 2019.

Chairman Harriman stated it was cut from the previous year. He stated the line only has \$112,279.30 spent so far. Will more bills be coming in?

Mr. Ford stated yes. We will burn through this very quickly.

Chairman Harriman stated it will be good if this number was higher for the Budget Committee.

Mr. Pineo stated he would look further into this line item. He thought Mr. Ford and himself made this cut last year. They will talk more about this tomorrow to see why they made the cut so they can have the answer for the Budget Committee.

01-43120-635 /636 Gasoline & Oil / Diesel Fuel

Ms. Murray stated these lines are very low although costs have gone down it seems like a lot. All of the accounts are like this so it seems like something is wrong with the way gasoline and diesel is accounted for within each budget.

Mr. Ford stated if we check the gallons used compared to the date we are not that far off. We were very lucky that the fuel for two months for gasoline was under a dollar. We were getting rack price for the price of gasoline and it was a really good. Diesel is a bid price but for the

second half of the year we got a bid price much less than our budgeted price. We should see a significant savings in the Public Works Garage and throughout all the departments. He stated we can get the usage reports and check them.

Ms. Murray stated it seems like there is not enough gas being used. She stated it would probably make sense and it would be good for the Budget Committee.

Mr. Ford stated we can get the gallons for year to date versus the dollars.

01-43120-740 Machinery & Equipment

Ms. Murray questioned line 01-43120-740. It looked like \$7,800.00 was removed by the Town Manager. Why?

Mr. Pineo stated this was put in the 2020 budget and it has been completed so we saw that it needed to be removed. He questioned if their budget reflected the change in the Town Manager's column.

Ms. Murray stated no.

Mr. Pineo stated it has been updated so the change is reflective now.

iii. Garage

01-43191-332 Maintenance Vehicles

Ms. Murray questioned line 01-43191-332 Maintenance Vehicles. It is up \$5,000.00. Was it cut a lot last year?

Mr. Ford stated anything over \$500.00 is billed directly to the department so we are not buying it and reselling it. If anything is needed for the Public Works Garage Vehicles then it comes from this line.

iv. Buildings and Grounds

100 series

Ms. Murray stated we have a new ½ part time position in hourly wages line 01-43192-114.

Mr. Ford stated the position that was full time last year was budgeted under highway for full time. It is taken out of highway and it is a full time position. We had a hard time finding a summer worker to work at the Solid Waste Facility. We decided the need was to get that position filled and then in the winter months when the Solid Waste Facility is slower this position will be dedicated to working in grounds and maintenance. This is in line with the Selectmen's goals to try to get people working on these things.

Ms. Murray suggested having a note explaining this. There is a decrease of an employee in highway. This is so the Budget Committee knows we did not hire someone new we just reallocated it to somewhere else.

Mr. Pineo stated we can put a correspondence here to note that change.

01-43192-380 Outside Services

Ms. Murray questioned if the bathrooms were opened the whole year.

Mr. Ford stated yes. We were one of the few municipalities that did not close them and they were used quite a bit this summer. This is an insulated building so we are going to keep them open for a while longer and we can reopen them again during the holidays.

Ms. Murray questioned if something was missing because as of the end of September only \$7,176.95 has been spent. It looks like more money should have been spent.

Mr. Ford stated there are other parts of the budget where we have not spent money. We did save some money this year. He will get an up-to-date reading for that line. We will spend all the janitorial services but will come under on some of the other line items.

v. Solid Waste Disposal Facility

01-43240-311 Consultants

Chairman Harriman stated there is a large cut here. Why?

Mr. Ford stated last year we had a few special things that needed to get done. We are having some issues with NHDES about getting information. We are talking with them. Hopefully it will be okay.

01-43240-435 Building Maintenance

Ms. Murray stated there is a negative figure for 2019 Actual Expense. This must be a mistake. It needs to be corrected.

Mr. Ford stated sometimes we charge things and money is put back like insurance. We can check on this.

01-43240-680 Safety Equipment

Ms. Murray questioned if there is more safety equipment that will be purchased before the end of the year. We have only spent \$1,216.51. It seems like we should be spending more if we are looking for an increase.

Mr. Ford stated winter gear will be purchased soon and we had an employee off and he has not spent any money. This will be used.

Mr. Ford questioned the Hazardous Waste Day. Has Sarah Silk contacted us with any changes? He asked to revisit this item.

Ms. Murray agreed it should be revisited. We usually have a budget from her in our backup materials.

Chairman Harriman stated add this to the Revisit List.

01-43240-740 Machinery & Equipment

Chairman Harriman questioned if we were buying two new barrel containers.

Mr. Ford stated yes. They get beat up pretty good and we have had them for a long time.

Chairman Harriman questioned if we should get a price difference about getting our own roll-off truck so we can haul our own barrels.

Mr. Ford stated the problem is we would have to have two trucks and enough drivers to haul all our containers. We might want to look into this further if we have time. It is an interesting business but he would prefer not to get further involved.

Chairman Harriman stated okay.

B. Water/Sewer

Mr. Pineo stated for 2019 revenues for the water department was \$1,810,315.00. The year to date for 2020 is \$1,553,884.00. He will email the revenue report to the Board tomorrow.

A few Board members were missing these sheets.

Mr. Pineo showed the sheets on the screen.

i. Sewage Collection

04-43260-382 Admin. Cost Allocation

Ms. Murray stated we are going to have to take all the 382's in all the Enterprise Funds and they will have to be calculated at the end.

The Board agreed to add this to the Revisit List.

ii. Wastewater Treatment

04-43263-392 Contract Services

Ms. Murray questioned line 04-43263-392. We are in the fifth year with the contract with them. Are we still satisfied with Woodard & Curran?

Mr. Ford stated they have been doing a good job. Next year we will have to decide if we want to bid the services out again.

iii. Distribution Service

Mr. Pineo stated the revenues for the sewer department for 2019 was \$1,962,793.00. These are unaudited numbers. The revenues for year to date for 2020 are \$1,667,134.00.

Chairman Harriman questioned if the revenues were through September.

Mr. Pineo stated it was through the end of last week.

Chairman Harriman questioned if there has been less wastewater because of the dry summer.

Mr. Ford stated yes in wastewater. Our numbers will be one of the lowest in years. Our water numbers have been high.

02-43320-412 Water

Ms. Murray stated there is nothing for 2020. It seems odd. Was it a miss posting?

Mr. Ford was not sure.

Mr. Senecal stated we need to revisit.

The Board agreed to add it to the Revisit List.

02-43320-413 Sewer

Ms. Murray stated nothing is spent here. It seems odd.

The Board agreed to add it to the Revisit List.

02-43320-636 Diesel Fuel

Ms. Murray questioned only spending \$737.50 so far.

Mr. Ford stated he will double check.

02-43320-635 Gasoline & Fuel

Ms. Murray asked Mr. Ford to double check this as well.

900 series

Ms. Murray questioned if we had decided to take the debt service decrease and put that amount in a Capital Reserve for Water. She questioned if Mr. Ford would give them a figure on what needed to go into the Capital Reserve Account.

Mr. Ford stated he thought it went to the CIP Committee. It is about \$120,000.00.

Ms. Murray questioned if there was an amount for last year.

Mr. Ford stated he did not think there was an amount for last year. The range for this year would be around \$100,000.00 to \$120,000.00.

Mr. Ford stated we are not looking at reducing rates but keeping them where they are so we can take the money and put it into the Capital Reserve Account. We will hopefully so through with the rate increase. It is necessary to keep fund in the Asset Management Plan.

Ms. Murray stated this is based on the Asset Management Plan. She thought we were doing this.

Mr. Ford stated this comes in the Capital Budget.

Ms. Murray stated she was not sure. She thought the Board of Selectmen could move the money from one spot to the other. We could get put it into the Capital Reserve Account. We should get legal advice on this.

Mr. Pineo stated he would reach out to Attorney Puffer tomorrow to get his opinion.

iv. Treatment Plant

02-43350-114 Hourly Wages

Ms. Murray questioned line 02-43350-114.

Mr. Ford stated this is a reallocation of employees.

Ms. Murray suggested noting this for the Budget Committee.

Mr. Ford stated yes. It makes perfect sense.

02-43350-340 Telephone

Ms. Murray questioned if the rates went up or if we added more phones.

Mr. Ford stated he was not sure. There has been an increase in telephone stipends and a line was not being paid for before.

C. Capital Outlay

The Board did not have sheets for Capital Outlay.

Mr. Pineo stated Mr. Ford requested a capital outlay for the boat launch at the Libby and two capital outlays for the Water Department.

Boat Launch Libby Museum

Mr. Ford stated this a commercial landing. Barge companies are using it heavily. We need to rebuild this next year. We will need to beef up the construction and the design because it did not last. He is not sure how they could monitor the site. He thought they could do spot checks to see who is doing the damage and get them to take care of the damage. He suggested charging fees to recoup some of these losses. We could create a Capital Reserve Fund to fund it with these fees. We should have done this before. It is an urgent repair.

Chairman Harriman questioned if other municipalities let Barge Companies use their ramps. He agreed it would be good to schedule fees. We should look into this.

Ms. Murray agreed.

Mr. Senecal agreed.

Ms. Murray stated she was fine with this Capital Outlay.

The Board agreed.

Ms. Murray suggested putting a note that the Board is going to review the ability of fees.

Mr. Ford stated we should put this on a BOS agenda and notify all the commercial barges. Wolfeboro versus non-Wolfeboro fees.

Ms. Murray stated it may add another dimension to what we are asking.

Water Capital Outlays – 3

Middleton Road Booster Station 2 for Seasonal Water

Mr. Ford stated one seasonal water upgrade is for \$60,000.00. This is a follow up from this year's study. We have over 200 seasonal customers whose lines are feed by water lines underground. NHDES has stated we have to fix this. This year we are doing the study to figure out which areas we might be able to connect to the year round at a reasonable cost versus some

of the lines we will have to abandoned and give notice to these customers. This would be the next phase going towards the process. We will be replacing some of these seasonal lines that will be protected by the state guidelines.

Ms. Murray stated she did not have copies of these capital outlays.

Mr. Ford stated he would provide the Board with updated copies.

Mr. Ford stated the other seasonal water upgrade is for \$12,500.00. This is supposed to be for the meter upgrade.

Mr. Ford stated the Middleton Road Booster Station is for \$77,500.00.

Mr. Ford stated the sheets seem to be messed up. He asked to table these until he provided the Board with the correct updated sheets. The total of the projects should equal \$150,000.00 which is the same as last year.

Ms. Murray questioned is these were all necessary or urgent projects.

Mr. Ford explained he felt they were necessary not urgent.

The Board agreed to add these to the Revisit List.

Mr. Ford asked to discuss the proposal for a new Town Engineer. We had a management study that was done by Tater & Howard last year. We need to discuss why we need this position. We developed a job description.

Mr. Senecal asked to have a copy of the report.

Ms. Murray stated it was emailed.

Mr. Pineo stated he would put a copy of the report in his box tomorrow.

Ms. Murray stated she read the report twice and looked at the job description. It looks like we are looking for an engineer for Public Works not a Town engineer. We need to talk about the job description and decide what this person is really going to do. We need to fine tune it.

Mr. Ford stated he was confused about the difference between a Town Engineer versus a Public Works Engineer. He apologized if the job description was misleading. He would get back to the Board on this.

Ms. Murray questioned if the asset management plan for buildings would be included. It does not look like it is included.

Mr. Ford stated the intent of the position was mainly for asset management but it would also be a position that would transition for him to retire in 2 – 5 years.

Chairman Harriman stated this is something that we need to continue to discuss for the future and have it stay on our agenda.

Ms. Murray and Mr. Ford agreed to discuss this further for clarification.

Public Input

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

NA

Mr. Pineo stated he finalized the agreement with our new Planner, Tavis Austin. He will be starting on October 30, 2020.

Mr. Bowers asked for some information about Mr. Austin to be shared with the Board.

Mr. Pineo stated he would forward his resume and cover letter to the Board. He will be at the first Selectmen's meeting in November.

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