

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
Budget Hearing
October 10, 2019

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

Staff present: Town Manager Jim Pineo, Finance Director Troy Neff, Planning Director Matt Sullivan and Recording Secretary Michele Chamberlain

Chairman Senecal opened the meeting at 6:04 PM.

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

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

General Government

A. Finance

Mr. Pineo stated the Finance Budget for 2020 is \$351,441.72 which represents a 14.70% reduction. The Technology Budget for 2020 is \$256,978.24 which is an increase of 25.33%. The budgets combined represent an actual reduction of \$8, 605.00 or 1.39% compared to the 2019 budget. We are proposing to keep the consultant on board for a while so she can assist Mr. Neff. In the Technology budget we are proposing a full time IT person but it will not begin until July 2020. There will be an increase in computer maintenance expenses and the rentals & leases. This is due to the Tri-Tech software packages within the Fire and Police Departments which was not included in the 2019 operating budget of Technology.

Mr. Bowers questioned if the part-time technology person would want to be full-time.

Mr. Pineo stated he works 10 hours a week right now and he was not sure if he was interested in a full time position.

Mr. O'Brien questioned where the cost for the water website would be located. Is it in this budget or in Mr. Ford's budget?

Mr. Neff stated it is not in this budget at this time.

Mr. O'Brien stated if Mr. Ford is putting it in his budget was a warrant article then it should get adjusted down because of this new position.

Mr. Neff stated that would be correct. The new position would be responsible for developing comprehensive IT strategies and looking into our communities such as cellphones and telephones. Right now the departments all have their own “islands” of technology and we need to have a more comprehensive and strategic structure. We will get holistic operational gains and efficiencies while reducing the cost structure. Also, someone needs to be watching over the projects with Block 5 to make sure they are abiding by the contract. We are paying them a lot of money so we should be keeping a good eye on them. The position would also be managing the website to make sure the pieces are updated, accurate and consistent.

Ms. Murray stated she wants to know the impact of the full time position on the 2020 budget and the 2021 budget.

Mr. Neff stated the position would have a salary of \$50,000.00 plus benefits for 2021. The 2020 budget would be \$25,000.00 plus benefits.

Mr. O’Brien agreed with Ms. Murray. We need to understand the impacted on the additional head count. He agreed the information on the website needs to be accurate so it needs to be fixed. He stated all the departments are using different technology services and are paying quantity one unit prices for things. We need to figure this out. We should set a goal of improving the quality and saving 10%.

Ms. Murray stated she thought we got a whole bunch of lines with Firstlight a while ago.

Mr. O’Brien stated the Police Department and Parks and Recreation are doing their own thing. This is because they have not gotten any guidance from ISAC. We need to start seeing a return on our investment in communication services.

Mr. Neff stated that is his concern. The new position would be involved with the ISAC Committee and be a strong contributor to that committee. Also, this position would assist in the research in other IT solutions with the departments.

Ms. Murray questioned the amount of savings.

Mr. O’Brien stated if we sum all the numbers for all the costs of communications for all the departments and then take 10% of that number for savings.

Ms. Murray stated we should take a look at that so we can justify this position to the Budget Committee.

The Board discussed and put this on the Revisit List (line 01-41990-113 Supervisory Salaries).

Mr. O’Brien questioned line 01-41501-311 Consultants.

Mr. Pineo stated that is for maintaining that consultant for about 18 weeks.

Mr. O'Brien questioned line 01-41501-341 Telephone.

Mr. Neff stated the cost was underestimated before and we have already used that amount already.

Mr. O'Brien questioned if we are overspent on that line.

Mr. Neff stated not yet.

Ms. Murray questioned line 01-41501-380 Outside Services. The reduction is because we are keeping payroll services in house.

Mr. Neff stated we are looking for additional training in Munismart. In addition, the Chart of Accounts needs maintenance as we have duplicate account names. We have a mapping problem which makes analysis difficult. We would like to fix data quality at the root in the system before we layer anything on top of it. We are looking into approval of Purchase Orders electronically but we need help getting it mapped. We want to be able to evaluate Munismart as a part of Parks and Recreation module to see if a more efficient revenue process can be achieved. We have been paying for a New England Document System that we have not been using. We are looking at using this system to scan all contracts, bonds and Human Resource files so that they could be searched and queried more effectively and eliminate a couple of cabinets.

Mr. O'Brien stated we need to be careful with HR stuff and the ability to review healthcare costs.

Mr. Neff stated correct. There are access levels for security.

Mr. Neff stated line 01-41501-550 Printing is increased due to the 2019 budget did not factor in ordering W-2's, 1099's, or 1095-C tax forms.

Ms. Murray questioned line 01-41501-820 Professional Development. Last year the amount was higher so she questioned if there was enough.

Mr. Neff stated last year there was a Human Resources class that costed over \$1,200.00. The plan is for the Finance Director and Finance Officer/HR Coordinator to attend the NHGOFA Conference in North Conway. This is part of the requirement of the Government Finance Officers Certificate Program which is being paid for by my previous employer. We will attend double days of the NHMA annual conference in Manchester as well. The Finance Officer has been attending free classes hosted by Primex although mileage is included in this request.

B. Technology

Ms. Murray questioned line 01-41990-117 Part-Time Salary. The amount is being cut.

Mr. Neff stated that is the transition from going to a full-time position.

Mr. Pineo stated if the full-time position is eliminated then we would have to revisit this line.

Ms. Murray questioned line 01-41990-380 Website Maintenance/Hosting. She stated nothing has been spent so far.

Mr. Neff stated CAI WebGIS was posted incorrectly but has been adjusted and the Civic Plus bill comes in December.

Ms. Murray suggested having this reflect in the summary notes.

Mr. O'Brien questioned line 01-41990-425 Computer Maintenance.

Mr. Neff stated this is everything that hits fund one.

Mr. O'Brien questioned if this included our video service.

Mr. Neff stated it is everything that is covered by Block 5.

Mr. O'Brien stated when Parks and Recreation added one camera to Foss Field three budgets got whacked.

Mr. Neff stated correct.

Mr. Neff gave a detailed summary about Block 5. We were able to reduce the cost to \$87,237.36.

Mr. Pineo stated we sat down with Block 5 and looked at their recommended projects and cut projects because the recommended line was so high.

Mr. Pineo questioned if the Police Department needed computers would it be built in this line or is it in their budget.

Mr. Neff stated he is trying to look at the replacement process and the use of each machine. We are trying to repurpose machines and keep spares.

Mr. O'Brien stated we should be able to save 10%.

Mr. Pineo questioned what Mr. O'Brien was looking at for the 10%.

Mr. O'Brien stated if we sum up all of our costs for communications and then sit down with suppliers and tell them the Town wants to save 10%. The suppliers should explain

what they can do for the Town for that price. We need the best deal for the technology that we have.

Ms. Murray stated then we might have justification to pay for the new position.

Mr. Neff stated we have overspent line 01-41990-440 Rentals & Leases. In 2019 this line had the Teletechniques contract in the amount of \$1,638 and it did not include the Tritech software. Prior to 2019 the Teletechniques was posted in line 01-41990-425 along with any maintenance to the phone system.

Mr. O'Brien questioned where is OpenGov?

Mr. Neff stated it is a Capital Outlay.

Mr. Pineo stated due to the increase in the Technology budget we agreed to shelf this until next year.

Mr. Neff stated the information has been provided for your review. The cost for the first year would be \$42,478.00 and for the next two years it would cost \$28,750.00.

Mr. O'Brien stated it would cost \$100,000.00.

Mr. Neff stated yes.

Mr. O'Brien stated we would need a return on this investment or we are just adding bulk.

Mr. Neff stated we will be able to keep the Munismart core and not buy a new system.

Mr. O'Brien stated we need to justify the cost with savings.

Mr. Neff stated we are not sure but this would help us determine how to review the data in a way that we can't look at today.

Ms. Murray stated there are some things we can save on but there are some things we do because we are providing a service. We need the service and we are not getting a return.

Mr. O'Brien suggested looking into other suppliers besides OpenGov that could offer this type of stuff.

Mr. Neff stated OpenGov just purchased the largest municipal permitting software.

Administrative Allocations

Mr. Neff reviewed each criteria used for the administrative allocation methodology. (See Attached Sheet)

Mr. O'Brien stated shared costs for legal and things should be allocated.

Mr. Pineo questioned if the Electric Department had a HR issue then it would be spent in which legal line.

Mr. O'Brien stated it would come out of the Town.

Ms. Murray stated it would come out of the Electric. Mr. Muccio could carry his own legal miscellaneous line.

Mr. O'Brien stated the previous administration wanted everyone to have their own legal line.

Ms. Murray stated the difference is that the Electric Department already has a legal line.

Mr. Neff suggested having a benefit's budget then we would know the total cost of the benefits. We would not have to look at different budgets to determine this cost.

Ms. Murray stated we would lose the ability to see the impact on the department's budget. She suggested reviewing the health insurance costs. When we switched vendors last time we saved a lot of money.

Mr. O'Brien questioned if the allocation hit the Electric Department budget before it hits depreciation. He has a ton of Capital Investments. How will this affect his income statement? This is an activity based allocation methodology.

Mr. Neff agreed.

Mr. Neff stated with the change in allocations the Pop Whalen has a reduction in dollar variance by \$40,359.24.

Mr. O'Brien questioned what this does to the revenue profile of the Town.

Mr. Neff stated it reduces the tax rate.

Mr. Harriman stated this will hurt the Electric Department.

Mr. Pineo stated the Board asked Mr. Neff to look at the allocations. We have to decide if we want to continue with the old methodology or move forward with the new methodology.

Ms. Murray stated she was fine with going with the new methodology. We at least have a way to explain this methodology.

Mr. O'Brien stated what we did last year was not best practices.

Mr. Neff stated the current methodology for administrative allocations have been used for the last 14 years. The buckets changed over time but the net result was left.

Mr. O'Brien stated well done.

Mr. Pineo suggested having this discussion at the next board meeting and inviting the Budget Committee. We will have the Police Budget to review at the end of that meeting as well.

The Board agreed but wanted them to have the backup information.

Ms. Murray questioned the agenda for October 15th. She stated she thought they were going over the Police Budget.

Mr. Pineo stated they were reviewing the Police Budget on October 16th and on October 15th they would be reviewing the Fire Department Budget and Libby Museum.

Ms. Murray questioned if the Board members were comfortable with moving forward with the new methodology.

Chairman Senecal stated he would like to discuss this further.

Ms. Murray stated if we decide on the administrative allocations now then they can be put into those budgets. If we do not decide then we could have changes to those budgets.

Mr. Pineo stated the new methodology can be explained or we can stay with the existing model with the same numbers. He questioned if it should be studied for a year or if the decision needs to be made. He stated he was not sure of the answer.

Chairman Senecal stated we need input from the Budget Committee.

Ms. Murray stated it is our job to put this budget forward. She would agree with whatever the Board wanted to do. She was just trying to avoid getting new sheets.

Mr. Pineo stated the first Enterprise Fund comes before the Board on October 21st.

The Board discussed if they should move forward with the new method or wait.

They agreed that Mr. Pineo and Mr. Neff should talk with Mr. Tougher and Loughman, Budget Committee Members.

Mr. Bowers suggested giving them a narrative.

Ms. Murray stated they should explain what it does to the tax rate.

The Board suggested that the new method be shown to the department heads.

Mr. Pineo stated we will put in on the October 16th agenda.

C. Brewster Building

Mr. Pineo stated the total of all of Mr. Sullivan's budgets equal \$490,477.00. This is an increase of \$13,606.00 or 2.85%. The majorities of these increases are related to the Brewster Building and are associated with oil usage. There is an increase to Building Maintenance of \$8,671.00 to keep the building in good condition.

Mr. Sullivan addressed the Board.

Chairman Senecal stated the door in the balcony has no insulation. If we put in a weather strip it would make a big difference in the amount of heat that is lost. There are also some loss tiles. He questioned who was responsible for walking around the Town owned building.

Mr. Pineo stated it is everyone's responsibility and we need to instill that culture in our employees.

Mr. Sullivan stated the 2020 budget is the first year that we have acknowledged that upgrades and maintenance are a huge priority. This is a more accurate description of what needs to be do in the budget annually. He agreed with Chairman Senecal that some things have been let go and repairs need to be made. It has been hard to get contractors.

Ms. Murray stated we should have had an asset management plan from the beginning. She stated she is not very sympathetic because she tried as hard as she could to get that system in place. There was money in the budget for it.

Mr. Sullivan stated he would disagree. He has spent a huge amount of time putting this together. We did allocate money and we failed with our promises to the Selectmen.

Ms. Murray stated she is at a different level. She is not blaming Mr. Sullivan because this was before he was here. We need asset maintenance plans for our buildings. We still do not have an asset maintenance building plan for Abenaki.

Mr. Sullivan stated he hopes what he has done with the building maintenance for Brewster Building is it is not a full asset management plan but it does acknowledge the critical repairs that we need to make to the building. He stated insulation is a substantial issue in this building. There were some upgrades to our server room last year that have led to massive heating and cooling issues on the Planning/Public Works wing. It is something that needs to be addressed. He suggested walking through the budget by lines.

Mr. Sullivan stated no change to line 01-41941-117 Building Maintenance Part-time.

Mr. Sullivan stated we are on track with line 01-41941-410 Electricity. We have not spent as much money as we thought we were going too. We are seeking a quote for an upgrade to LED lighting to the Town Hall. This could be done in stages depending on the cost with the main floor being done first, the Great Hall next and the basement last. This is a Capital Outlay. The line 01-41941-410 Electricity could be reduced based on savings the LED lighting would provide. The contractor was in yesterday to give us an estimate. Mr. Sullivan hopes to revisit this Capital Outlay project with the Board once the estimate is back.

Ms. Murray stated she would wait to cut the line until the Capital Outlay project is approved.

Mr. Sullivan agreed.

Ms. Murray stated we need to be careful of the color of the light. We do not want it to be too white.

Mr. Sullivan agreed. The contractor is going to try to match the existing color of the light.

Chairman Senecal stated Ossipee Hall Town replaced their lighting with LED and they saved over 50% on their electricity bill.

Mr. Bowers stated the acoustics of this building are terrible.

Mr. Sullivan stated there is very little that can be done with the Great Hall without putting up significant sound absorbing material. The feeling was in the past the appearance was more important than the function of the room. We could do improvements but it would change the way the room looks.

Mr. Bowers suggested white cloth on the windows.

Mr. Sullivan stated it is an option. The events that really struggle are people that are not using the microphones. There is no simple change to modify the acoustics.

Ms. Murray stated if the blowers are turned off it makes a big difference. She suggested some kind of sound proofing that could be put inside these machines.

Mr. Sullivan stated they asked about that but the contractor did not know of anything. We will look at this again to see.

Mr. O'Brien questioned what Mr. Sullivan is going to do to get the oil usage down.

Mr. Sullivan stated he did not have a solution. We have areas where more insulation is needed. The Great Hall utilization is up and it is a very expensive room to heat.

Mr. O'Brien questioned if there were any conservation efforts that Mr. Sullivan planned to do to the building.

Mr. Sullivan stated no. We could look into doing something to the Planning area where the big hole is but it would be a costly effort.

Mr. O'Brien stated the direction we should take is conservation.

Ms. Murray stated to do this building right in the beginning we needed more money.

Mr. O'Brien questioned if there was any mold in the building.

Mr. Sullivan stated that is a good question. There is concern about moisture in the old section of the building. There was some potential surface mold found in some of the surface samples. We believe the dehumidifying system remedied anything that was there.

Mr. Pineo stated the heating is expensive but when the heating footage is looked at it really is not that bad.

Mr. O'Brien questioned the square footage.

Mr. Sullivan stated we are asking for an increase of 6,000 gallons of oil. We short changed our request in the 2019 budget year.

Ms. Murray stated when the Library opens we should see the usage of the Great Hall go down.

Mr. Sullivan stated we set up secondary controls to change the heating after 5:00 PM when he first was hired here. There is more and more staff working later. We are now running sections of the building later to accommodate staff.

Mr. O'Brien questioned if there were not enough thermostats.

Mr. Sullivan stated there are zoning issues.

Mr. O'Brien stated motion thermostats would go on and off as people leave.

Mr. Sullivan stated the cost is very expensive.

Mr. O'Brien stated then a nest can not be put in here.

Mr. Sullivan stated no. The thermostat that controls the Tax Collector's office area is in Ms. Muccio's office area. The conditions are considerably warmer in Ms. Muccio's office so we have to keep the heat higher to keep the Tax Collector's area warm. The result is they have returned to electric heaters which are not ideal. Mr. Sullivan stated he

would be happy to look into any of these ideas if the Board is in support of them but they will be expensive. Is it simpler to increase the level of heating that we need to run the building?

Ms. Murray questioned if the staff would be more comfortable. Does it make more sense? She stated she was not sure.

Mr. Sullivan stated it sounds like the Board is in support of making some of the smaller adjustments and making it a priority would make the employees happy.

Mr. O'Brien stated to save money Mr. Sullivan is opposing a Capital Outlay to do LED replacements in this building. We do not have the price yet. When we are talking about the oil issue we do not know if we have a volume problem, a leakage problem or a combination of them both. There is not a theory on how to quantify it yet.

Mr. Sullivan agreed.

Mr. O'Brien questioned if he was going to work on a theory to quantify it.

Mr. Sullivan stated he is not sure he has the expertise to quantify it. He means that sincerely.

Mr. O'Brien suggested fixing some windows and small ideas that might evaluate some of the problem.

Mr. Pineo stated we need to do something about the opening in the Planning Department. The area is a great candidate for spray foam.

Mr. O'Brien stated he was not sure of the correct answer but he was feeling unsatisfied.

Chairman Senecal questioned if a blower door test was ever done on this building.

Mr. Sullivan stated he was not sure if one was done but they can get one done for free. The technology center will come and do one.

Mr. Harriman stated it would be a good place to start.

Chairman Senecal stated we can get some positive feedback.

Mr. Sullivan stated he would like to increase line 01-41941-435 Building Maintenance. We need to have the windows cleaned, carpets cleaned, rear window/first floor window frame painting, power washing Brewster Building, NHDES Generator Permitting and miscellaneous repair/incident costs.

Ms. Murray stated the carpets should be done on a regular maintenance schedule, once a year.

Mr. O'Brien suggested looking at the outside of the building. He believes there is water mitigating and pushing salts out through the brick. He questioned if someone was in charge of looking at the outside of the buildings.

Chairman Senecal stated we have a professional mason that works for us now. We should ask him.

Mr. Sullivan stated he understands the issue but what should be done.

Mr. O'Brien stated he is not sure how to fix it but it needs to be fixed.

Mr. Pineo stated it could be related to insulation which is causing condensation.

Mr. Sullivan stated he would have someone look at it.

Ms. Murray stated it would be good idea to provide a list of examples for the \$5,000.00 miscellaneous repairs.

Mr. Sullivan stated the clock is not chiming like usual. The clock repair person is scheduled to come next week. The cable snapped and the repair person will be doing a regular cleaning as well.

Mr. O'Brien questioned the \$9,325.00 for Control Technologies.

Mr. Sullivan stated Control Technologies comes in quarterly to change filters and perform regular maintenance on our boilers.

Mr. O'Brien stated we spend \$9,325.00 for our heating, ventilating and air conditioning.

Mr. Sullivan stated yes.

Mr. O'Brien stated we spend \$24,000.00 a year on oil and electricity and then we spend another \$10,000.00 a year to maintain it. It is a lot! Maintenance is a 1/3 of our total energy spent. It is a lot.

Chairman Senecal stated there were things that were not done here as part of the contract because we did not have enough money.

Mr. Sullivan stated he is not sure if 1/3 is a common number or not. We receive excellent service from Control Technologies.

Capital Outlay

Mr. Sullivan stated there was some concern from staff and the public about the security of the Town Hall Building. It was proposed that three external cameras be purchased.

We received a quote from Knight's Security for \$5,345.00. Mr. Sullivan is opposed to internal cameras.

Mr. O'Brien stated this is the same cameras that we installed at Foss Field. He questioned who would be monitoring it.

Mr. Sullivan stated there is not a monitoring program with these cameras.

Mr. O'Brien stated the images will be recorder so if something happens the videos can be replayed.

Mr. Sullivan stated yes.

Mr. O'Brien stated he is not in support of it being monitored by the Police Department.

Ms. Murray stated she does not like cameras.

Mr. Sullivan suggested revisiting this after he did his other budgets because he has another Capital Outlay.

The Board agreed to put it on the Revisit List.

D. Planning

Mr. Sullivan stated the primarily increase in this budget is due to salary increases. Our people are very important.

Chairman Senecal questioned if anyone had any questions.

E. Planning Board

Mr. Sullivan stated the Planning Board budget is going down.

Mr. Sullivan suggested looking at impact fees for a rational for continuing or discontinuing the school fee. A general perception is that if enrollment is not growing, or is declining, a school fee is no longer valid, but that's not necessarily the case. Phase one would be to see if we need these impact fees. Phase two would be in 2021 if applicable. If applicable we would do an update study fee. If we remove the impact fee it does have an effect on the tax rate.

Mr. O'Brien questioned the carrier ordinance. The \$13,000.00 is for rewriting the carrier ordinance.

Mr. Sullivan stated it would be in the Planning Board legal budget.

Mr. O'Brien questioned if he had budgeted for it.

Mr. Sullivan stated no. He felt funds were available.

Mr. Sullivan stated Plan NH Community Design Charrette Program talks about underutilized properties. We have met with the Heritage Commission and talked about the properties that are underutilized and vacant in the Lehner Street & Railroad Street area. We have identified potential project areas. What is the vision of this area for the community? We based this on the fact that there really is some need for investment or revitalization. There has been some talk to narrow the scope by some groups. He stated they should proceed with the Plan NH Charrette Program but should take a comprehensive look at a larger area. Mr. Sullivan provided the Board with information about the Plan NH Charrette Program for their review at a later time. He is scheduled for a walking tour on October 30th with Plan NH Charrette Program to determine what will be best for us to submit for a charrette application. It will cost \$6,000.00. The Heritage Commission will be offering to partially fund it. There needs to be a consensus on what we are going to do for the scope. He has allocated the full cost to come out of his budget for this program.

Mr. O'Brien questioned what he as the Town Planner would like to do.

Mr. Sullivan stated as the Town Planner he recommends that this be done.

Ms. Murray stated he should leave it in his budget.

Mr. O'Brien agreed.

Mr. Sullivan stated the Planning Board legal line stays stable.

Mr. Sullivan stated line 01-41305-112 Clerical Salaries has been decreased due to changes in staff.

Ms. Murray questioned if there were issue with the recording secretaries.

Mr. Sullivan and Mr. O'Brien stated yes. Mr. Sullivan stated he was looking into different solutions for different boards.

Mr. O'Brien questioned if there were any transcribing services available.

Mr. Sullivan stated yes but the audio has to be good.

Mr. O'Brien stated the audio in this room is not good as previously established by Mr. Bowers.

F. Zoning

No changes

Ms. Murray questioned the legal line. Is this enough?

Mr. Sullivan stated there are some pending expenses and we never know for sure what will happen. We have been flexible on how we bill this as well.

G. Codes Officer

Mr. Sullivan stated there are no changes except for the Capital Outlay.

Capital Outlay

Mr. Sullivan stated the vehicle was brought for inspection this year and there is an issue with the transmission and tie rods. We have gotten a quote for a Ford Ranger for a replacement vehicle. We are looking to maybe purchase a Chevy Colorado. The Electric Department just bought one of these vehicles last year so we have been talking to them about the pros and cons.

Mr. O'Brien questioned the annual miles used.

Mr. Sullivan stated about 6,000 miles.

Mr. O'Brien stated leasing would be an option.

Mr. Sullivan stated he would check about leasing.

Chairman Senecal stated the Code Officer needs to be able to fit in the vehicle.

Mr. Sullivan stated we are looking at an extended cab. It was not what Mr. Sullivan wanted to do because of the price but he realizes that the Code Officer might not fit in the smaller vehicle.

Ms. Murray suggested a hybrid.

Mr. Sullivan stated he had concerns with site access with a regular vehicle.

Mr. Pineo stated we discussed the option of a hybrid but were not sure if we would get the returns based upon the amount of fuel we would be using.

Mr. Sullivan stated the best vehicle for us will be a small pickup truck. He recognizes that Capital Outlays are always a risk.

Mr. O'Brien suggested a lease.

Ms. Murray stated this Capital Outlay is your first selection.

Mr. Sullivan stated the replacement vehicle is a need and the cameras are a want.

Mr. Pineo stated we do not want an employee driving their own vehicle while doing code compliance.

Ms. Murray questioned Mr. Neff if they were going to list all the Capital Outlays and if there was going to be a section for these.

Mr. Pineo stated they will be in with each department and there will be a stand alone section as well.

Other Business

None

Questions from the Press

None

Public Input

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

None

It was moved by Linda Murray and seconded by Paul O'Brien to adjourn at 8:54 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain

Administrative Allocation Methodology

Criteria Used:

- Department Budget Size to Total Budget excluding to Power Purchase Line Item from the Electric Department.
- Number Fund Employees to Total Employees
- (Total Block 5 Contract Price/Divided by Number of Total Technology Devices) x Total Department Devices
- Number of Fund Phones to Total Number of Phones excluding cell phone reimbursement.
- Total Electric Bills/Divided by the Average Number of Bills Collected {May, June and July 2019 of electric, water, sewer, and tax}
- Total Water Bills/Divided by the Average Number of Bills Collected {May, June and July 2019 of electric, water, sewer, and tax}
- Total Sewer Bills/Divided by the Average Number of Bills Collected {May, June and July 2019 of electric, water, sewer, and tax}
- Total Tax Bills/Divided by the Average Number of Bills Collected {May, June and July 2019 of electric, water, sewer, and tax}

Factors	Executive	Finance	Tax Collector/Billing	Technology
General Fund	50.67%	84.70%	13.19%	Per Device
Electric	35.98%	6.01%	55.79%	Per Device
Water	6.14%	3.83%	21.48%	Per Device
Sewer	6.20%	1.09%	9.54%	Per Device
Pop Whalen	1.02%	4.37%	0.00%	Per Device

Results:

New

Dollars	Executive	Finance	Tax Collector/Billing	Technology	
General Fund	\$ 309,418.64	\$ 313,400.28	\$ 51,588.71	\$ 96,491.60	\$ 770,899.22
Electric	\$ 219,708.04	\$ 22,241.31	\$ 218,188.76	\$ 28,135.68	\$ 488,273.79
Water	\$ 37,486.32	\$ 14,153.56	\$ 84,021.09	\$ 9,584.55	\$ 145,245.52
Sewer	\$ 37,864.86	\$ 4,043.87	\$ 37,307.72	\$ 6,399.38	\$ 85,615.84
Pop Whalen	\$ 6,217.14	\$ 16,175.50	\$ -	\$ 1,421.12	\$ 23,813.76
Total					\$ 742,948.90

Compared

	Old	New	Dollar Variance	Percentage Change
Water	\$ 165,636.00	\$ 145,245.52	\$ (20,390.48)	-12.31%
Electric	\$ 390,422.00	\$ 488,273.79	\$ 97,851.79	25.06%
Sewer	\$ 70,986.00	\$ 85,615.84	\$ 14,629.84	20.61%
Pop Whalen	\$ 64,173.00	\$ 23,813.76	\$ (40,359.24)	-62.89%
	\$ 691,217.00	\$ 742,948.91	\$ 51,731.91	7.48%