

Wolfeboro Board of Selectmen
Public Meeting Minutes-Approved
Budget Hearings
October 24, 2018

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

Members absent: Dave Bowers

Staff present: Town Manager Becky Merrow, Library Director Cindy Scott, Conservation Commission Chairman Dan Coons, Finance Director Deb Zabkar, and Recording Secretary Michele Chamberlain

Chairman Murray opened the meeting at 6:03 PM.

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

Ms. Merrow stated a non-public session is not needed.

New Business - Budget Hearings

A. Wolfeboro Public Library

Cindy Scott, Library Director, addressed the Board.

01-45500-117 Part Time Wages

Ms. Scott stated wages for a Part Time Custodian were included in part of the 2018 budget in lieu of cleaning services. There were 3 months that were included instead of the cleaning services.

Chairman Murray stated the cleaning services show up in line 01-45500-360 Custodial Services.

01-45500-320 Legal

Ms. Scott felt this line was under funded.

Chairman Murray stated before the Board of Selectmen mostly funded legal fees but this is a big project and we are way over on this line this year. She suggested increasing the line.

Mr. Senecal stated he felt they should increase the line this year.

Ms. Merrow mentioned bonding the legal fees.

Ms. Zabkar stated she was not sure if there was room.

It was moved by Paul O'Brien and seconded by Chairman Murray to increase line 01-45500-320 Legal by \$4,000.00. Members voted and being none opposed, the motion passed.

01-45500-360 Custodial Services

Chairman Murray questioned if we grant the custodial services would we be getting rid of cleaning services.

Ms. Scott stated yes. She suggested starting this when the new building opens.

Chairman Murray questioned if Ms. Scott needed the whole figure of \$15,340.00.

Ms. Scott stated 9 months would be included in the custodial services and the other 3 months would be in the part time wages line.

Chairman Murray stated so everything is in here.

01-45500-301 Audit

Mr. Harriman questioned why there was an increase in this line. He stated only \$600.00 has been spent.

Ms. Scott stated the Town determines the amount.

01-45500-380 Outside Services

Ms. Scott stated there was an additional request to this line of \$25,374.00 for Technology Management Services but the quote was lowered by \$4,800.00. The original total for Outside Services was \$29,731.00 so that figure can be lowered by \$4,800.00.

It was moved by Chairman Murray and seconded by Dave Senecal to subtract \$4,800.00 from line 01-45500-380 Outside Services. Members voted and being none opposed, the motion passed.

01-45500-410 Electricity

Chairman Murray questioned if the contractors were taking care of their own usage.

Ms. Scott stated they are supposed to have a separate meter for their electricity. She stated also it depends when we transition out of our current heating system. The electricity line might be higher but the oil line might be lower so they would balance each other out.

01-45500-425 Computer Maintenance

Mr. O'Brien questioned if the line would be spent this year.

Ms. Scott stated it will be close.

01-45500-610 General Operating Supplies

Chairman Murray questioned if this line would be spent.

Ms. Scott stated most of this line would be spent. She just turned some bills in to be processed.

B. Conservation Commission

Dan Coons, Chairman of the Conservation Commission, addressed the Board.

No changes were made.

Mr. Coons stated they received good news from the Wentworth Watershed Association. They will be holding an easement on the Keith Brook Property. It is a great piece of land.

Mr. Senecal questioned the size of the parcel.

Mr. Coons stated it is over 100 acres.

Mr. Coons stated he has delegated other members of the committee to become property adopters. We have another potential property easement in Wolfeboro that is over 40 acres. We should be finalizing White Face soon.

C. Non Union Salary & Longevity

Chairman Murray stated Ms. Merrow has provided us with the costs for a 2.0%, 2.5% or 3.0% increase. The final cost of a 2.0% increase would come to \$52,684.56. The addition of the Length of Service Stipend would be \$16,650.00.

The Board discussed.

Mr. Senecal stated we are not sure where we are at with the union. He thought they should go with a 2.0% increase and the addition of the Length of Service Stipend.

It was moved by Dave Senecal and seconded by Paul O'Brien to have a 2.0% increase for non-union members and the additional increase of the Length of Service Stipend. Members voted and being none opposed, the motion passed.

Chairman Murray stated the cost will be \$52,684.56 for the 2.0% increase.

Mr. O'Brien stated the Length of Service Stipend will increase by \$16,650.00.

Mr. O'Brien stated we need to have a policy about the Longevity if someone leaves and then comes back.

The Board agreed this needed to be discussed on another agenda in the future.

D. Operating Budget & Revenues (MS-434 2018 Revised Estimated Revenues)

Ms. Merrow questioned if this amount had changed compared to the Town Report of 2018.

Ms. Zabkar stated not by much.

Mr. O'Brien stated we are pretty close to the number we told the taxpayers that we would hit.

Ms. Zabkar stated yes.

Mr. O'Brien asked what about on the expense side.

Ms. Merrow asked the Board to look at this because Ms. Zabkar and she are new.

The Board discussed.

Mr. O'Brien questioned the term Requested Overlay.

Ms. Zabkar stated this is for anticipated potential abatements.

Ms. Zabkar and Chairman Murray agreed that in 2020 the Requested Overlay would be a lot larger due to the revaluation.

E. New Pages 1-4 of Water Distribution & Water Treatment Plant for 100 & 200 Series

Ms. Merrow stated Mr. Ford told her that there will be a grievance filed for this. In addition to the lines not being divided properly between the departments the wage was too low.

Ms. Merrow stated when Scott Pike returned a lot of people were bounced around.

Chairman Murray stated a grievance does not have anything to do with our budget here.

Ms. Merrow stated Mr. Ford wanted a reinstatement form so this figure might not be enough. This may be Mr. Ford's next request.

Chairman Murray stated if other things come up then we will have to deal with it then.

Ms. Zabkar and Ms. Merrow agreed that they would talk about this tomorrow.

Chairman Murray questioned if the Board had any concerns with these changes. The figures will be subtracted from Distribution and added to Water Treatment so they should even out. The money was added to line 02-43350-114 and subtracted from line 02-43320-114.

F. Executive Assistant Salary

Chairman Murray stated if someone new came in as the Executive Secretary the line would be lower. Ms. Marble has been with the Town for a long time so her wages are higher.

Mr. O'Brien stated this is the calculated payout when Ms. Marble leaves. She will get a check.

Chairman Murray stated correct.

The Board discussed costing the insurance plan based on a two person plan.

It was moved by Chairman Murray and seconded by Dave Senecal to add \$9,411.50 to line 01-41302-112 Clerical Salaries. Members voted and being none opposed, the motion passed.

Ms. Merrow stated they will need to revisit the 100 & 200 series. She will provide the Board with a new sheet.

Ms. Merrow stated there is a staff member interested in this position.

The Board discussed the procedure of hiring within the Town for this position.

Ms. Zabkar stated the position is posted internally for 7 days but we are not required to hire the person.

Mr. Senecal stated unless they are qualified.

Ms. Zabkar stated a good job description is needed.

Mr. O'Brien stated a strong job description and look for appraisal data.

Chairman Murray stated we are in the Town Manager budget and she would like to reduce line 01-41302-113 Supervisory Salaries to \$95,004.00 and she would like a note stating after the December 5, 2018 employment evaluation the Board would give the Budget Committee the percentage raise.

It was moved by Chairman Murray and seconded by Paul O'Brien to reduce line 01-41302-113 Supervisory Salaries to \$95,004.00 and to make a note stating after the December 5, 2018 employment evaluation the Board would give the Budget Committee the percentage raise. Members voted and being none opposed, the motion passed.

G. Assessing (On Revisit List)

01-41503-620 Office Supplies

The Board questioned if this line should be \$1,338.00 or \$1,000.00.

Ms. Merrow stated the line should be \$1,338.00 and to remove the note.

01-41503-341 Telephone

Chairman Murray stated we added \$360.00 to this line.

01-41503-383 Assessing Pickups

Ms. Merrow stated this line should be \$13,000.00.

The Board agreed.

01-41503-384 Cyclical Data Collect

Ms. Merrow stated this line should be \$36,531.00.

The Board agreed but there was some confusion about the note.

Ms. Merrow stated the note needs to be removed.

The Board discussed the estimate of the litigation at BTLA and decided to leave the budget as it was.

H. Finance – Outside Payroll Service

Mr. O'Brien questioned if they were looking to book the number or select the number and book the vendor.

Ms. Zabkar stated the cost went up since the last time we meet. Time and Attendance tracking was added to the quote so the cost is now \$21,978.95. This will allow us some process efficiencies.

Mr. O'Brien questioned if they wanted to book the cost of \$21,978.95 or book Paychecks. He questioned if she had a second bid.

Ms. Zabkar stated ADP was her second bid and the cost was \$81,000.00.

Ms. Zabkar called ADP and asked to be put on tier level three instead of four and explained we were in the budget process and needed the figure soon. ADP told her if they needed information this fast that they might have to withdraw their quote.

Ms. Merrow stated we are too small for them.

Ms. Zabkar stated we aren't small enough and we aren't big enough. We fall in the middle.

Mr. O'Brien was surprised by this.

Ms. Zabkar showed him the email that was sent to her from ADP.

Mr. O'Brien wanted a second bid.

Ms. Merrow stated Ms. Zabkar and Ms. Chamberlain did payroll today for the first time.

Ms. Zabkar thanked Ms. Chamberlain for a job well done.

Chairman Murray stated now that we have payroll for \$21,978.95 what do we cut in this budget.

Mr. O'Brien stated something needs to be reduced.

Ms. Zabkar stated this needs to be discussed in a non-public session.

Mr. O'Brien stated if this is put in then something needs to come out.

Ms. Merrow stated right now we are in a period of transition. We are understaffed now but when we are done we will be over staffed. Ms. Merrow stated for legal ramifications nothing can be changed in regard to personnel in the Finance Department. We need to add the assistant to the Treasurer.

Ms. Zabkar stated that is separate.

Mr. O'Brien stated since we are looking at bottom line stuff then one approach would be to not book this and say go find the money inside your head count.

Ms. Zabkar stated there is no place.

Ms. Merrow stated she was not sure if the person would be back or not. She could not predict.

Ms. Zabkar stated we can not reduce a head count.

Ms. Merrow agreed.

Ms. Zabkar asked to go into non-public.

Mr. Harriman stated if we add \$22,000.00 it brings the budget up to \$68,000.00.

Ms. Zabkar asked to speak with Ms. Merrow in private for a minute.

Mr. O'Brien stated if \$22,000.00 goes in something needs to come out.

Ms. Merrow stated in 2018 the Town Manager increased the HR Coordinator's hours to 40 per week from 35 hours per week. We could cut those hours and it would save \$8,000.00.

Ms. Zabkar stated that is all we can cut.

The Board stated more needs to be cut.

Ms. Merrow stated the Town Manager hires and fires and the Board sets the budget.

Chairman Murray stated okay.

Ms. Zabkar stated she can only cut those hours if the addition of Paychecks is approved. She questioned if the Budget Committee counts the addition of Paychecks.

Chairman Murray stated the Board will be there to support the additions and cuts that were made. They will explain if this is cut then the other will need to be put back in.

It was moved by Paul O'Brien and seconded by Chairman Murray to reduce line 01-41501-113 Supervisory Salaries by \$21,000.00.

Ms. Zabkar stated that is impossible. We meant the bottom line of the whole budget.

Ms. Merrow stated we can't do more with less.

Ms. Zabkar stated she can't run her department on that number.

Ms. Merrow stated she is doing HR as well right now.

Mr. O'Brien questioned if HR was available in Paychecks.

Ms. Zabkar stated the cost is too high. It will be the same as ADP for \$81,000.00.

It was moved by Paul O'Brien and seconded by Chairman Murray to reduce line 01-41501-113 Supervisory Salaries by \$21,000.00. Dave Senecal was opposed, other members voted and the motion passed.

Ms. Zabkar stated we need people.

Ms. Merrow stated there will be an incredible slow down.

Mr. O'Brien stated this budget is too big. Everyone is getting a haircut.

Ms. Zabkar questioned if other departments have been cut.

Chairman Murray stated we have not gotten to all the departments. They will get a big haircut too. We have to cut somewhere. It is going to get chewed up by the Budget Committee.

Ms. Zabkar stated let them do it then.

Ms. Merrow stated let them do it.

Ms. Zabkar stated you are making a decision on the same cycle that you are already in. Junk in and Junk out. There is not enough time.

Mr. O'Brien stated the decision is that the Board reduced the budget by \$21,000.00 and you need to fit priorities inside of that budget.

Ms. Merrow and Ms. Zabkar were upset.

Ms. Merrow stated she wished the Board of Selectmen had shown support to the Town Manager and let the Budget Committee do what they needed to do.

I. Welfare Update on Expenses to Date

Chairman Murray stated we can leave the Welfare budget as it is.

Ms. Merrow asked to be excused for a few minutes to collect her thoughts.

J. Single Audit

Mr. O'Brien questioned what a single audit is.

The Board discussed.

01-41501-301 Audit Services (Finance)

It was moved by Chairman Murray and seconded by Brad Harriman to add \$4,000.00 to line 01-41501-301 Audit Services with the line total equal to \$33,100.00. Members voted and being none opposed, the motion passed.

K. Public Safety Building

Chairman Murray stated this is in Capital Outlay.

L. Fund 01-Review (see D above)

The Board put this on the Revisit List.

M. Review Revisit List

- i.** Town Manager 01-41302-113 Supervisory Salaries – Done
- ii.** Welfare 01-44410-845 Direct Assist/Rent - Done
- iii.** Finance 01-41501-113 Supervisory Salaries – Revisit
- iv.** Finance 01-41501-380 Outside Services - Done
- v.** Technology 01-41990-117 Part Time Salary – Need to Revisit
- vi.** Clark House – Done
- vii.** Brewster Building 01-41941-435 Building Main. – Need to Revisit
- viii.** Parks and Recreation 01-45202-140 Overtime - Done

Ms. Merrow returned. She asked for time to address the cut. She stated she has a question about process. She would like to get this Revisited by the Budget Committee. She intends to publicly oppose the Board of Selectmen for that \$21,000.00 cut. She can petition the voters but she does not want to do that. She could ask for ten minutes before the Budget Committee to plead her case and let them decide.

Chairman Murray stated okay.

Mr. O'Brien stated sure.

Ms. Merrow asked the process.

Mr. O'Brien stated both options are available.

Ms. Merrow stated tomorrow she could write a letter to John MacDonald.

The Board agreed.

Chairman Murray stated she had no problem with that idea.

Mr. O'Brien stated a petition warrant article could be done or Ms. Merrow could stand up during Town Meeting.

Ms. Zabkar stated starting next week she would like the Board of Selectmen to sign off on the Payroll Manifest every week.

Ms. Merrow stated this is unusual that this has never taken place.

Ms. Zabkar stated this will happen now because payroll may be going back to the person who is currently doing it.

Chairman Murray stated we gave you the \$21,000.00 for payroll services but the Town Manager can do whatever she wants with the funds in the Finance Budget.

Chairman Murray stated the Board would sign off on Payroll.

Ms. Zabkar stated great.

Ms. Merrow stated she does not know how she could do more with fewer resources. Most places give people a little time to pull together and go through a period of transition before they financially slash what was in that budget. We will get there but not until 2020. It might be someone else who gets the Board there.

Ms. Zabkar agreed.

Ms. Merrow stated this is her tool that she developed. She is the Town Manager but she oversees the finances as well. She built a 600 page replica of the Budget in MuniSmart to monitor where we are at. This is the summary sheet. It is not perfect but it is a good indicator of where we are.

Mr. O'Brien stated the \$535,146.00 is the increment over last year's budget.

Mr. Harriman stated the \$535,146.00 is the difference of ours and the \$928,302.00 is the difference of the Town Manager.

Chairman Murray stated we need to get back to the Revisit List.

Revisit List Continues

vii. Brewster Building 01-41941-435 Building Main.

Ms. Merrow stated she called people but no one has returned her calls. She suggested cutting this since the Board wants items cut.

Chairman Murray stated the budget is huge. You need to come up with another plan.

Ms. Merrow stated Mr. Bowers recognized that the budget would be higher.

Chairman Murray stated then we won't have any money to put towards reducing the tax rate. If we add \$21,000.00 for Payroll then we have to cut somewhere.

Ms. Zabkar stated cut the Technology budget. We will go another year with being at risk.

Ms. Merrow stated tomorrow she will bring to the Board a way to cut \$21,000.00 from the budget.

Mr. O'Brien stated we don't want to cut the Technology budget.

Chairman Murray stated we need to continue with the Revisit List.

Revisit List continues

viii. Park Maintenance 01-45202-140 Overtime

It was moved by Chairman Murray and seconded by Paul O'Brien to remove \$2,312.00 from line 01-45202-140. Members voted and being none opposed, the motion passed.

viii. Community Center 01-45207-341 Telephone

Ms. Merrow stated if the Board wants to save money they should close this facility.

It was moved by Chairman Murray and seconded by Paul O'Brien to subtract \$282.00 from line 01-45207-341. Members voted and being none opposed, the motion passed.

x. Capital Outlay Parks and Recreation Project #1-Replace 1 Ton

Put on Revisit List.

xi. Capital Outlay Parks and Recreation Project #4 Bridge Falls Path

Put on Revisit List.

xii. Building and Grounds 01-43192-113 Supervisory Wages

Chairman Murray questioned if Mr. Tasker was in this budget and if he still had the same job description.

Ms. Merrow stated yes.

Chairman Murray stated she would like to see this position but felt the budget was too high.

Ms. Zabkar stated then we are leaving the line at \$34,817.00.

Chairman Murray stated we will finish with the Revisit List tomorrow.

N. Capital Outlay

01-49619-550 PSB Building - \$40,000.00

01-49619-250 Thermal Imaging Technology - \$17,000.00

01-49619-300 Upgrade Town Hall Server - \$34,711.00

Ms. Zabkar stated if the Board is looking for a place to cut in the budgets that she manages then this might be the spot.

Ms. Merrow stated she will send out a memo tomorrow.

Ms. Zabkar stated people are more important. We will have to risk this one more year.

Mr. O'Brien stated there are a whole bucket of projects within the \$34,000.00.

Ms. Zabkar stated we are not going to refresh any of the technology included in that line. We will wait a year.

Ms. Merrow stated the server costs \$12,000.00.

Ms. Zabkar stated we will wait on everything and save the \$34,000.00.

Chairman Murray stated only \$21,000.00 is needed.

Ms. Merrow stated we will prioritize tomorrow.

Ms. Zabkar asked for this to be put on the Revisit List.

01-49619-450 Cruisers - \$103,364.00

The Board discussed and decided to leave this for the Budget Committee.

01-49619-850 Basketball Courts - \$8,000.00

It was moved by Paul O'Brien and seconded by Chairman Murray to take out \$8,000.00 for the Basketball Courts. Members voted and being none opposed, the motion passed.

01-49619-650 Carrie Beach Fencing Replacement - \$6,302.00

It was moved by Paul O'Brien and seconded by Chairman Murray to take out \$6,302.00 for the Carrie Beach Fencing Replacement. Members voted and being none opposed, the motion passed.

01-49619-700 Bridge Falls Path Resurfacing and Lights - \$82,078.00

Chairman Murray suggested taking this out or having it as a warrant article. She stated we need to have the lights working during the summer.

Mr. O'Brien questioned if the numbers were hard.

Mr. Senecal stated we need to look at this later after we have the final proposal. He agreed with Mr. O'Brien that we needed to see the numbers.

Ms. Zabkar stated it could be a \$100,000.00 warrant article.

The Board agreed.

Mr. Senecal and Mr. O'Brien wanted to see the plan laid out with a map.

01-49619-800 Cate Park Granite Wall - \$10,000.00

Mr. Senecal and Mr. O'Brien stated this needs to be done.

Ms. Zabkar wanted a time limit put on the project for a finishing date.

01-49619-950 Railroad Station Deck - \$10,000.00

Mr. O'Brien suggested waiting.

It was moved by Paul O'Brien and seconded by Chairman Murray to do a structural assessment for \$30,000.00 instead of decking for \$10,000.00. Members voted and being none opposed, the motion passed.

Chairman Murray asked Ms. Merrow for a Capital Outlay sheet for the book.

01-49619-500 Clark House Barn

Ms. Merrow stated take it out. She thinks it should be vinyl-sided.

Ms. Zabkar stated if it is taken out then it should go against the \$21,000.00.

The Board agreed to take out the Barn.

01-49619-970 Townsend Brook Dam - \$70,000.00

It was moved by Dave Senecal and seconded by Brad Harriman to change the amount from \$70,000.00 to \$95,000.00. Members voted and being none opposed, the motion passed.

01-49619-900 Libby Shore Line Repair - \$20,000.00

Ms. Merrow stated this has to stay.

The Board agreed.

01-49619-350 Mobile Data Terminals - \$7,221.00

Ms. Zabkar stated we need to check on this.

Water Lines

Ms. Merrow stated the summer water lines are on the NHDES radar list. They could put us under administrative order. It has been on sanitary survey warning for the last ten years.

Mr. O'Brien stated we would like a specific program that tells us what is going to get done.

Public Input

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

None

It was moved by Paul O'Brien and seconded by Brad Harriman to adjourn at 8:25 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain