

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
October 24, 2019

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

Members absent: Dave Bowers

Staff present: Town Manager Jim Pineo, Finance Director Troy Neff, Parks and Recreation Director Christine Collins and Recording Secretary Michele Chamberlain

Chairman Senecal opened the meeting at 6:00 PM.

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

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

2020 Proposed Budgets

A. Parks and Recreation

a. Patriotic Purposes

Jim Collins, Representative of the American Legion, addressed the Board. He stated the budget is up slightly due to the increase in cost of the flag poles.

b. Fireworks

Christine Collins, Parks and Recreation Director, addressed the Board. She stated last year was the first year we did electronic fireworks show. The cost is \$13,000.00 if we continue with an electronic show.

Mr. O'Brien stated this is for 4th of July. There are no other fireworks planned for 2020.

Ms. Murray stated the Chamber of Commerce pays for the show in January. She was in support of having a fantastic 4th of July show.

Mr. O'Brien questioned the length of the fireworks (30-45 minutes).

Ms. Collins stated yes. We did have a glitch this year. The down side to an electronic show is if one of the hooks brakes. We did have a few negative comments about this.

Unfortunately, it cannot be predicted. There was a break in the show but it did continue. We can encourage people to stay for a while to make sure the show is completed before they leave.

Mr. Pineo stated that is a common failure within those systems. We had two injuries in the past based on the hand watching show. One person required hospitalization. We also had an issue with the vendor not collecting all the shells.

Ms. Collins stated we will go out to bid on this. Last time B----- was the only company available on 4th of July. A lot of people are already locked into shows and it was the only company that would guarantee a rain date of July 5th.

c. Administration

Mr. Pineo stated Ms. Collins has worked really hard to keep her budget in line. He felt it was a great budget.

Mr. O'Brien questioned the difference the new Administration Allocation had on her budget.

Mr. Harriman stated \$40,000.00.

Mr. O'Brien stated \$40,000.00 and your budget is down a total of \$39,000.00.

Mr. Pineo stated her budget was down before the Administration Allocation was completed.

Ms. Collins stated yes it was down before.

Ms. Murray questioned line 01-45201-210 Health Insurance. We have only expended \$42,890.97.

Ms. Collins stated an employee added a family plan and then they removed the request.

Ms. Murray questioned line 01-45201-430 Vehicle Maintenance because nothing has been spent.

Ms. Collins stated that is for the caravan and we have been using our free service from the company that we purchased it from. We did just get an oil change but nothing major will be spent.

Ms. Murray questioned line 01-45201-810 Travel & Meetings.

Ms. Collins stated she just put something in today.

d. Maintenance

Ms. Murray questioned line 01-45202-140 Overtime only \$3,780.89 has been spent.

Ms. Collins stated last year 100 hours were budgeted. This year we budgeted for 75 hours. Most of our overtime occurs during the winter time and holidays.

Ms. Murray stated the Overtime line is higher.

Ms. Collins stated last year she requested 100 hours but it was reduced to 66.3 hours by the Board of Selectmen. She agreed the line could be leveled since not as much has been spent.

Ms. Murray stated the line should be revisited.

Ms. Collins agreed so line 01-45202-140 Overtime was added to the Revisit List.

Ms. Murray questioned line 01-45202-380 Outside Services. We are using fertilizer in Cate Park. Is it was low phosphorus or phosphorus free? It is going right into our lake.

Ms. Collins stated she thought so but she would double check.

Ms. Murray questioned why Outside Services was higher this year.

Ms. Collins stated the billing is slow on this line. We did reach out to the people to get the bills submitted for payment.

Ms. Murray suggested writing an explanation of the bills they are waiting for so it shows how the money will be spent.

Mr. O'Brien questioned why line 01-45202-431 Grounds Maintenance was zeroed out.

Ms. Collins stated this line was never in this budget before although it is in all of the other ones.

Ms. Murray questioned line 01-45202-431 Building Maintenance. Did the strip ever get placed?

Ms. Collins stated we are still investigating it. We did receive a quote but we are still investigating the best option.

Mr. Pineo stated this is a systemic problem that we do not know how to fix yet. We need to figure out what the right plan is for that garage.

Mr. O'Brien questioned if the hot top going up to the garage was a bad pour or has it settled over time.

Mr. Pineo stated he felt the biggest trouble was there was no drainage put in place when they did the parking lot.

Mr. O'Brien questioned if it was a third party contractor.

Ms. Collins stated it was a special, lowest bidder.

Ms. Murray stated we need a plan. She suggested putting money aside for an evaluation. Line 01-45202-435 Building Maintenance was put on the Revisit List.

Mr. O'Brien questioned why there was a line 01-45202-630 Maintenance Supplies if there was not a Grounds Maintenance line.

Ms. Collins stated it would be good to have all her budgets uniform

Mr. O'Brien stated this needs to be sorted out before it goes to the Budget Committee.

Ms. Murray questioned line 01-45202-650 Groundkeeping Supplies not much has been spent. She suggested making a note for an explanation on upcoming bills.

e. Programs

Ms. Murray stated not much has been spent in lines 01-45206-610 Gen Operating Supplies and 01-45206-636 Diesel.

Ms. Collins stated we did not have as many bus trips and we are working on looking at the keys for gasoline and diesel to see if they are being programed to the correct departments.

Ms. Murray suggested putting that explanation down.

Mr. O'Brien questioned the number of programs Ms. Collins ran this year. How many kids participated in these programs? He suggested having this material for the Budget Committee.

Ms. Murray suggested having the revenue in the packet as well.

f. Hockey Rink

Ms. Murray questioned the free ice time.

Ms. Collins stated we have lap and public skating. It is the same amount of time as last year. The times for Saturday and Sunday are posted online because the times vary. We are trying to accommodate all users.

Mr. O'Brien stated we can tell how many people attend those events.

Ms. Collins stated yes. We track seasonal users and customers that are paying cash as well.

Mr. O'Brien stated this is reserved ice time.

Ms. Collins stated this is program ice from the Town for patrons.

Mr. O'Brien stated but you still charge for it.

Ms. Collins stated yes we bill the Enterprise to utilize the ice.

g. Pop Whalen

Mr. O'Brien questioned if we are buying a new chiller. He questioned line 05-45890-410 Electricity. If we buy a new chiller it would have energy savings. Is this reflected in this budget?

Ms. Collins stated no.

Mr. O'Brien stated why not?

Mr. Pineo stated we are making repairs to the chiller.

Mr. O'Brien stated we are not purchasing a new chiller.

Ms. Collins stated it might have been suggested but she did not put it in her budget.

Ms. Murray suggested getting a price for a new chiller. The ice rink is shut off if the chiller goes down.

Mr. Pineo stated this is a huge financial investment.

Mr. O'Brien stated he thought there was going to be a financial plan that would address the high risk of the current chiller. What is it costing us? It is bad for the atmosphere and if it breaks we are done. He thought Mr. DeVlyder was going to show us the savings in the Electricity if we bought a new chiller.

Ms. Murray agreed. She stated she sent a note to Mr. Pineo today asking about a new chiller.

Mr. Pineo stated we will get a cost to repair the chiller and a cost to replace the chiller.

Ms. Murray and Mr. O'Brien asked for lines 05-45890-433 Machine Maintenance and 05-45890-410 Electricity to be put on the Revisit List.

Ms. Murray questioned line 05-45890-720 Buildings. She stated nothing has been spent.

Ms. Collins stated a bill was just processed.

Mr. O'Brien stated it should be footnoted.

Ms. Murray questioned line 05-45890-820 Professional Development. She stated nothing has been spent.

Ms. Collins stated unfortunately we have been unstaffed and could not afford to send someone to the NARCE Conference Class this year.

Ms. Murray stated this should be noted.

h. Community Center

Mr. O'Brien questioned the number of hours this facility is used each month.

Ms. Collins stated approximately 40 hours per month. It is mostly used by the Quilters. It is used for a rainy day location for day camp but this year we generally stayed at the pavilion.

Mr. O'Brien stated the Quilters do not pay an annual fee because of a prior agreement.

Ms. Collins stated correct.

i. Clark House

Mr. O'Brien questioned if it was getting painted.

Mr. Pineo stated that is listed as a Capital Outlay.

Ms. Murray questioned line 01-45892-435 Building Maintenance. She questioned if this line would be spent.

Ms. Collins stated these are not easy fixes. She has a list going and we are working on it.

Ms. Murray stated it would be nice to get something from the contractor so we could show the money would be spent.

Mr. O'Brien questioned who Ms. Collins calls when maintaining the building.

Ms. Collins stated she calls the foreman first and then it is decided if we need to call a contractor.

j. Beaches

Mr. Harriman questioned if Ms. Collins was able to hire lifeguards this year.

Ms. Collins stated yes but they only wanted to work one day a week. We used to have an Aquatic Instructor that could teach lifeguards onsite but she has moved on to another job. We were able to have them take classes.

Mr. O'Brien state there is a warrant article that is coming out for Carrie Beach. Is all of the expense going to be in the Public Works Department or will some be in your budget?

Mr. Pineo stated what Mr. Ford will be doing should not affect Ms. Collin's operations.

Mr. O'Brien questions who would pay for signage.

Ms. Collins stated she would pay for the signs.

Mr. O'Brien stated the new signage for carrying trash in & out will be in your budget.

Ms. Collins stated yes.

Ms. Murray questioned this new policy.

Ms. Collins stated we started that policy this summer only at Carrie Beach because it was a problem with people bringing their household trash.

Ms. Murray stated if there is a change in policy the Board should be notified even if there is a good reason for the change.

Ms. Collins stated sorry.

Mr. O'Brien stated Ms. Collins will handle all signage. He questioned if they would fix the signage at Albee Beach. The signs have painter's tape over them.

Ms. Collins stated those signs can be changed and it is in the budget.

Ms. Murray questioned lines 01-45203-412 Water and 01-45203-413 Sewer.

Ms. Collins stated there was a leak. The beaches are only looked at once a year. Ms. Collins is working with the Water Department. The leak has been fixed and a special meter has been ordered to flag high usage.

Mr. O'Brien stated this happened at the Community Center last year.

Ms. Collins stated yes.

Ms. Murray questioned line 01-01-45203-435 Building Maintenance.

Ms. Collins stated we just finished a bunch of projects so this line should be spent.

Mr. O'Brien questioned the number of people that came to our beaches this year.

Ms. Collins stated they kept a head count but she does not know that figure right now. She stated Albee Beach had about 16,000 users.

Mr. O'Brien asked if she can get the total users for him.

Ms. Collins stated she would get back to him with that information. She stated she was comparing usage of beaches with surrounding towns and they are going to meet and have a work session.

Mr. O'Brien stated the number is probably close to 50,000 visitors. Then think of the number of people that walk down our trails in the summer, fall and winter. Parks and Recreation manages a heavily used set of assets. This is an important component. It is probably the heaviest used set of assets besides our roads.

k. Abenaki

Ms. Murray questioned line 01-45204-117 Part Time Wages. There is an increase in the request.

Ms. Collins stated we are finding it hard to not offer decent wages when we are asking people to work in inclement weather conditions.

Mr. O'Brien questioned if the increase was due to the new trail.

Ms. Collins stated we will not be making snow on the new trail. It is not in the budget this year so there will be a small increase next year.

Ms. Murray stated the numbers did not change.

Ms. Collins stated the rate of pay was up a little bit.

Ms. Murray questioned line 01-45204-380 Outside Services because nothing has been spent.

Ms. Collins stated the money will be spent. She will put a note.

Mr. O'Brien questioned lines 01-45204-431 Grounds Maintenance, 01-45204-432 Communications Maintenance and 01-45204-433 Machinery Maintenance.

Ms. Collins stated it is the same. The money will be spent. We are just starting the season.

Ms. Murray questioned line 01 -45204-635 Gasoline & Oil because only \$43.34 has been spent.

Ms. Collins stated we use gas for the rope tow and someone was not using the correct card when purchasing the gas so it was getting pulled from the wrong account.

Ms. Murray stated they should try to get an estimate on the amount and footnote it.

Mr. Pineo stated we are having a terrible time trying to get someone from Phoenix to help us. We will look into this after budgets are completed.

Mr. O'Brien questioned the amount of skiers last year.

Ms. Collins stated it was around 7,000 skiers.

Mr. O'Brien questioned if there were other users of the lodge.

Ms. Collins stated there have been weddings, baby showers, birthday parties, retirement parties and other meetings. It is being used a lot.

Mr. O'Brien questioned having a commercial dishwasher there.

Ms. Collins stated she needed to do some research. We are on a well and the well is serving all of Abenaki and Pop Whalen. The well is not doing the snow making but it is handling everything else. They are concerned if the well could handle it. She remembers there was something about not doing dishes if they had a wedding at Abenaki.

Mr. O'Brien stated it was probably because of the septic.

Mr. O'Brien stated this is the 3rd year that he has heard the same story about finding a way to serve Senior Meals. It always points to Abenaki as maybe a location. He would like clarity if this can happen there. Will it happen or will it never happen there?

Ms. Collins stated they will not eat on paper plates.

Mr. O'Brien stated to make it a commercial kitchen it needs a dishwasher.

Ms. Collins stated it is a gallery kitchen.

Mr. Pineo stated storage is an issue. There is a beautiful stove but she does not have the room to store the equipment associated with a commercial kitchen.

Ms. Murray stated the building was supposed to be larger.

Mr. O'Brien stated he will assume it will not happen at Abenaki but it does not solve the problem.

Chairman Senecal stated Abenaki might not have enough power.

Mr. Pineo stated an addition is a wonderful idea.

I. Cemeteries

Ms. Murray questioned if there were staffing problems. We asked for \$30,000.00 and only spent \$6,000.00 but we are asking for \$24,000.00 now.

Ms. Collin stated there is part of the cemetery restoration. We are reimbursed through the Trustee of the Trust Funds. One of the employees had a significant health issue so not all the hours were used. We did cut the hours down this year. There will be some work until snow fall.

Ms. Murray suggested footnoting this explanation.

Capital Outlay

Pop Whalen- Boiler Replacement

Mr. Pineo stated the request is to replace the current boiler in the Zamboni room, which is used to heat water to make ice as well as a heat source for the back work room. The current boiler is not functioning well as in cold weather it has been blowing out. We have had costly repairs on it. The new boiler will use propane instead of oil and provide on demand hot water which will make ice making more efficient.

Mr. O'Brien questioned where we get the water from for the current boiler. Is it from the well?

Ms. Murray stated snow making comes from the pond everything else comes from the well.

Mr. O'Brien stated that is a lot of water every day. He questioned if it was incremental or supplemental. Is it replaces one that has been there?

Ms. Collins stated it is replacing the current one which was installed a long time ago. It is not running efficiently.

Paint Clark House Buildings

Mr. Pineo stated an individual offered a donation to the Town last year to paint the Clark House. We are hoping to obtain this again. We are noticing deterioration of the buildings and want to stop and prevent further damage. It did not make it in the budget process last year so we thought we should bring it forward this year. If the donation is available then the funds will not be used.

Mr. O'Brien questioned if the clapboards needed to be done.

Ms. Collins stated we will do that prior to the painting of the building.

Mr. O'Brien questioned if the contractor was the same as the one that is painting the Railroad Station.

Ms. Collins stated yes.

Mr. O'Brien stated we probably received a better deal since they are doing both.

Abenaki Air Conditioning

Mr. Pineo stated Ms. Collins would like to install an air conditioning system in Abenaki Lodge so the facility could be used more in the summer. This was denied.

Pick Up Truck Replacement

Mr. Pineo stated there is an issue with the Pick Up Truck.

Ms. Collins stated the current pick up truck will not pass inspection due to a crack in the frame. We have extended the life of the vehicle beyond repair. We are really using our vehicles. This is the last vehicle that needs to be replaced.

Ms. Murray stated she would like a spreadsheet about the cost and maintenance of the vehicles. Then we can get on some type of schedule.

Ms. Collins agreed.

Mr. Pineo stated it would be good to have a Town spreadsheet of all the vehicles and the repairs.

Mr. Harriman stated Mr. Ford does a nice spreadsheet. It would be good to have everything all together.

Mr. O'Brien stated the corner office should have the inventory of our rolling stock, the age of our rolling stock and when we will need money to get new inventory. It would be good to have one spreadsheet.

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 Brad Harriman and seconded by Linda Murray to adjourn at 7:20 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain