

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
COVID-19 Meeting- GoToMeeting
Budget Hearing
November 9, 2020

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

Staff present: Town Manager Jim Pineo, Finance Director Kathy Carpentier 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, Paul O'Brien – present and alone in his house, 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 a

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

New Business

Final Review of 2021 Proposed Budget

Mr. Pineo stated we received word that healthcare is expected to go up 7.5% effective in July. We budgeted for an 8.5% increase in July so we should see a reduction in that line. Currently across all funds the General Fund with Capital Outlays is at \$15,035,662.00 for an increase of \$784,563.00. The Water Fund is at \$1,991,523.00 with an increase of \$149,998.00. The Electric Fund is at \$10,039,946.00, the Sewer Fund is at \$1,740,172.00 and Pop Whalen is at \$237,178.00. The total across the funds is a budget of \$28,356,546.00 for an increase of \$271,630.00 or .97%. We discussed the other day we needed to make some adjustments. Healthcare has an asterisk because we have more work to do. Town Clerk has an asterisk because he has not gotten to the wage line adjustment yet. He spoke with Brenda LaPointe, Tax Collector and they feel they can make a reduction in the Tax's Collector's line of \$3,500.00. In Technology we are trying to transition our part-time person to a full-time employee effective in April. We would like to pay for the upgrade to the Cogno Server immediately. It is a cost of \$16,400.00 and we must do it. The Fire Department will reduce the vehicle maintenance line by \$5,800.00 and the professional development line by \$3,500.00. We are waiting to finalize the contract on the Ambulance and the CPI increase. The Police Department we are waiting on the Police Commissioners to get the wage adjustment for the non-union staff. Same for the Communications Budget. Mr. Pineo stated he needed to talk with Mr. Ford about the DPW Administration line but he is proposing that the overtime line be eliminated for the Administrative Assistant by \$1,764.00. Animal Control – Police Commission needs to make an adjustment on wages. Under Agencies there is a request to reduce the Senior Meals by \$25,000.00. On the Welfare Budget we had a discussion about rent and based on the trends that we have seen historically we think we can reduce the line by \$10,000.00 and still have adequate funding. The Library needs to wait and hear from the Trustees regarding wage adjustment for their staff. Those are the summaries of the reductions that we are proposing. We are also proposing that we remove 3 Capital Outlays. Abenaki – Engineering for the Motor House for \$25,000.00. Libby – Boat Launch for \$35,000.00 and Library -Website for \$15,000.00. We have

had a unique year with COVID-19. Many of the department's professional development lines are underspent. Gas/Diesel is lower. Parks and Recreation Administration line, Beaches, Programs are low. There was a savings with the Capital Outlay for Parks and Recreation with their Pick-Up Truck giving a total balance of \$151,836.00. We have ample funds in these accounts to be able to pick up these things. Beaches has a balance of 20,000.00. Programs has a balance of 70,000.00. We saved \$10,000.00 on the Pick-Up Truck. We have a \$100,000.00 just sitting there so we will be able to complete this work right now and take it off the tax rate for 2021 and we will provide a better service. The total of all of these items equal a proposed reduction of \$140,964.00 which would reduce the General Fund Request from \$784,563.00 to \$643, 599.00. Some of the big drivers on the budget are New Hampshire Retirement System, Health Insurance and Long Term Debt. These three items are an increase of over \$300,000.00.

Chairman Harriman questioned the reduction figure of \$140,964.00. Would that number be taken off of the \$28,356,546.00 Budget? Or does that already include the reduction?

Mr. Pineo stated it is not factored into right now.

Chairman Harriman stated the \$271,630.00 increase would be cut by \$140,964.00. Correct?

Mr. Pineo stated correct.

Ms. Murray stated she was looking at the spreadsheet from November 4th and it had the amount in the Executive Budget of \$426,361.00 yet the September spreadsheet shows only \$420,000.00. She questioned where the other \$6,000.00 came from. She understands how he came to the figures from November 4th to this spreadsheet tonight but she does not know what caused the \$6,000.00 discrepancy from September to now. She questioned the amount in the Miscellaneous Executive Budget. We were going to take some of the repairs from the Libby wall work from here before it goes over to the Budget Committee. She would like that figure to be about \$5,000.00 which is what we talked about.

Mr. Pineo stated the report he has in front of him shows \$15,176.00 dollars spent in that account. He can look further into it. He thought the \$6,000.00 was for the reduction of the person for the Chamber.

Ms. Murray stated no. When the full amount for the Chamber was in there it was \$420,442.00 if we take out the Chamber it would be down to \$415,142.00. She stated he did not have to answer her tonight.

Mr. Pineo stated the other is the insurance increase from the October 16th report from Primex.

Ms. Murray stated her book shows a \$6, 217.00 increase. We can talk about this tomorrow.

Mr. Senecal questioned if the three Capital Outlays were coming out of the budget or are they being done with the money we have on hand.

Mr. Pineo stated he is proposing to use some of the funds from 2020 that we are saving because of COVID-19. We did not have beaches operating fully. We did not operate Programs.

Professional development has been reduced. We all know that the boat launch at the Libby is in dire need of repairs. The Motor House for Abenaki is in terrible shape. We can get these things fixed now. The Library is proposing a reimbursement to the Town for the website so we would encumber the money now and spend it and we would get the reimbursement back from the Library.

Mr. Senecal stated he would agree to those changes.

Mr. O'Brien asked to have quarterly reminder meetings for the Libby, Library and Wolfeboro Community Television. He would like a calendar for things they were supposed to do or have done.

Mr. O'Brien stated we are going to take out the three Capital Outlays (Libby Boat Launch, Abenaki Motor House and Library Website) for \$75,000.00. We are going to add technology which brings it to \$86,400.00 that we are going to pull into 2020 and spend. Correct?

Mr. Senecal stated that is he understanding.

Mr. Pineo stated that is correct.

Mr. O'Brien stated okay.

Ms. Murray stated if we are going to do something with Public Works it is not in this bottom line. We don't have everything in this budget to pass it along.

Mr. Pineo stated he has not had an opportunity to sit down with Mr. Ford and the Finance Director to go over that position to insure that we do have the numbers correct. He had a brief conversation Friday with Mr. Ford but we have not had time to dive fully into it. We have asked that the Budget Committee reallocate the Public Works Budget and the Technology Budget for the same evening so the Board of Selectmen can attend. He agreed with Ms. Murray that there is still some work to be done before the Budget can be passed to the Budget Committee.

Mr. O'Brien stated the increase for healthcare will be \$8,400.00. What are we missing? All budgets are complete except for Public Works.

Ms. Murray stated all the ones Mr. Pineo stated that have asterisk next to them.

Mr. O'Brien stated yes, all the starred items need to be fixed. Is there anything else?

Mr. Pineo stated that is it. Most of the wage adjustments will be pretty quick.

Mr. O'Brien stated the spreadsheet and the budget books need to be updated for the Budget Committee. They are starting tomorrow night. What are we going to tell the Budget Committee on when we are going to land this aircraft?

Mr. Pineo stated the budget that the Budget Committee has now has landed. Those budgets are done. They know that we are going to be systematically getting the bulk of this done. The next meeting is Thursday night with MED and that budget is done. The next meeting is the Police Commission so we basically have to finalize a couple of these that have the asterisks and get them printed to be done.

Mr. O'Brien stated so we are saying we have some work to still do but here are the budgets that are completed and we will get the others as soon as we can.

Mr. Pineo agreed. Most of them will be finished tomorrow except for the Police Commission and Library Trustees.

Ms. Murray questioned when will be the projected date that we will have a completed spreadsheet. She would like a copy of the Assessing budget when it is completed so she can tell what the funds are calculated on. We should have a day that we know what we passed over to the Budget Committee. The Budget Committee can function and go over the budgets but we should have a date that we know when we are done.

Mr. Pineo stated the healthcare should be finished tomorrow. He still needs to verify the figures with Mr. Ford and Ms. Carpentier to make sure they are accurate for PWD but we can get that done in the next few days.

Ms. Murray stated so by the end of the week we will have it.

Mr. Pineo stated that is reasonable.

Ms. Murray stated so by Friday we should have this.

Mr. O'Brien stated we just don't want spreadsheets changing in two directions.

Ms. Murray questioned if there should be a motion that the Board approves the proposed reductions as given to them tonight.

Mr. Pineo stated he would certainly appreciate it.

It was moved by Linda Murray and seconded by Paul O'Brien to approve the proposed reductions that were given to them tonight. Roll call vote, Dave Bowers – yes, Linda Murray – yes, Brad Harriman – yes, Paul O'Brien – yes and Dave Senecal – yes. Being none opposed, the motion passed.

Mr. O'Brien questioned when they would hear from the Finance Office on how we are doing and how we will end the year.

Mr. Pineo stated the Finance Director is working on getting the October report and we received some preliminary information from the auditors for the 2019 audit. Ms. Carpentier is doing the

journal entries as required so we are shooting for the November 18th meeting for an update for the 2020 budget.

Mr. O'Brien stated we are funding these things going forward with having some surpluses in the 2020 budget minus any surprises.

Ms. Murray questioned if the Board would hear from the auditors on November 18th.

Mr. Pineo stated he needs to reach out to Mr. Green. There are a number of journal entries that have to be completed but he will have an answer by the end of the week.

Ms. Murray questioned if Ms. Carpentier had to make all the changes.

Mr. Pineo stated yes.

Ms. Carpentier stated there are 9 pages of entries. She just finished the MS 535 for DRA so she can start to put in the entries and confirm the 535 and hopefully we will be on target for November 18th. She will be ready on November 18th but she was not sure the auditors would be ready.

The Board thanked Ms. Carpentier.

Public Input

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

NA

It was moved by Paul O'Brien and seconded by Dave Senecal to adjourn at 6:31 PM. Roll call vote, Dave Bowers – yes, Linda Murray – yes, Brad Harriman – yes, Paul O'Brien – yes and Dave Senecal – yes. Being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain