

Wolfeboro Board of Selectmen  
Public Meeting Minutes-Unapproved  
Budget Hearing  
November 5, 2019

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

**Staff present:** Town Manager Jim Pineo, Finance Director Troy Neff, Police Chief Dean Rondeua, Police Captain Mark Livie, Police Administrative Assistant Sherri Moore, Police Commissioner Steve Wood, Police Commissioner Joe Balboni, Police Commissioner Bob O'Brien 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 needed to discuss personnel.

**2020 Proposed Budgets Review**

**A. Public Works**

Mr. Pineo stated as we discussed at our previous meeting we are putting on hold the hiring of a Capital Projects Manager. We will have the entire system analyzed by a consultant. We have adjusted the budgets based on the status quo.

Mr. Ford stated the biggest change is adjusting the salaries of himself and Scott Pike and putting them back to where they were last year. He adjusted a few minor lines. He added notes about the Board approving the Capital Reserve Fund for the use of the lighting and the doors.

Mr. O'Brien questioned if the cyanobacteria was reflected in the budget for next year.

Ms. Murray stated that is a warrant article.

Mr. Ford stated he needs to get it all together but yes it will be a warrant article.

Ms. Murray questioned if there was anything significant when he changed the budgets back.

Mr. Ford stated the big increase will be in 2021. The Distribution budget went up a little bit.

Mr. Neff stated the original request for 2020 was for \$242,050.50 which was down 3.49% from the 2019 budget. After we made the adjustments the 2020 budget was \$245,201.68 which is down 2.23%.

Mr. O'Brien stated down is good.

## **B. Police Department**

Mr. Pineo stated when we meet with the Police Department for the first time there was a lot of confusion with the building of the hourly wages with regards to the union personnel and clerical personnel not in the union. As a result of that we decided to move the non-union position out of the hourly salaries and create a clerical line. We have discussed this numerous times and he felt the question was answered.

Mr. O'Brien stated moving the person from one line to another did not affect the budget it just brought clarity to the budget.

Mr. Pineo stated correct. It will help clarify the union wages.

Mr. O'Brien thanked the Police Department. He questioned if this was the clean narrative that was sent over on October 30<sup>th</sup>.

Chief Rondeau stated yes.

Mr. O'Brien questioned if they all had voted on it and agreed.

Mr. Wood stated yes. This is the same budget. The budget that we submitted was very clear and concise. There have been a few tweaks that were made. There was a lot of confusion. He stated he was not pleased how things happened. There were things that happened that related to the prior administration but we have moved past that and are trying to move forward. We want to be very transparent. Somewhere along the way when our budget was being reviewed we were told we needed to meet about some issues and it felt like we were on trial. We were told we were way over that line in the warrant article. We all know that can't happen. After looking into it we discovered the 14<sup>th</sup> policer that was approved was lumped in with that warrant article line. This gave the illusion there was a problem. We are all professional officials so the question should be asked before assumptions are made so we can all get clarification. We all need to work together.

Mr. O'Brien thanked Mr. Wood. He stated they are going to get ask a lot of questions so he felt they should practice. He questioned the full time head count.

Mr. Wood stated 14.

Mr. O'Brien questioned how many are on board now.

Chief Rondeau stated we have 13 officers on board.

Mr. O'Brien stated that means there is one funded but not on board. When is that person coming on board? January? June?

Captain Livie stated they were not sure. It depends on the background screenings.

Mr. O'Brien stated he is suggesting that the Town Manager take all money that is not funded the authorized person to be held. We may want to hold 3 months of the funding. We need to discuss this. The head count for officers over the last few years has been 12 to 13 officers. He questioned the number of promotions in the last couple of years.

Mr. Wood stated not too many.

Mr. O'Brien questioned if it was more than the head growth count. If the head count has grown by 2 then have there been more than 2 promotions.

Mr. Wood stated sure.

Mr. O'Brien stated this suggests that they are pushing up compensation. When someone gets promoted do they also get a step increase? Mr. O'Brien questioned if a private would get promoted to a sergeant.

Mr. Wood stated no.

Mr. O'Brien stated he can not understand the growth in the 100 series over the last several years. It has been going up on average 5.5% every year. The budget has been going up twice the average growth of the Town budget. He is wondering if they are promoting faster than the head count growth which would push up the salary line and if they are giving steps. When someone gets promoted does it push up on separation?

Chief Rondeau stated many of these questions could be answered by the union negotiator.

Mr. O'Brien stated he is not talking about the union. He is talking about you guys, the non-union people.

Captain Livie stated there were 3 promotions within the union agreement. There were two corporal positions and a staff sergeant position that were bargained for and they made a new metrics. He felt that explained the growth.

Mr. O'Brien questioned in order to keep separation does your rate of pay go up?

Mr. Wood stated there was a change two years ago and another one last year. This created an issue with the Budget Committee last year but we were trying to create that separation. It was negotiated with the prior administration and it was left in our lap to fix it. We agreed the phases need to have a lesser impact.

Mr. O'Brien questioned if the healthcare line was corrected.

Mr. Neff stated yes.

Mr. O'Brien stated a lot of people are on family plans. The contributions have been fixed.

Ms. Moore stated yes.

Mr. O'Brien stated this has pointed out that we have a systemic issue within the Town. We have to deal with this issue. Has the shift differential line been fixed? From 8 to 10?

Captain Livie stated we put it back do to what was voted on in the warrant article.

Mr. O'Brien stated these questions will be asked again so they need to be ready. He stated he can not make sense of the growth of their spending. He stated they have the award for the highest percentage and growth compared to all of the budgets. This will draw some attention.

Ms. Murray questioned why the Executive Secretary would get holiday pay.

Ms. Moore stated Ms. Marble used to have them do the numbers that way.

Ms. Murray stated no one else gets holiday pay. It probably is written a different way.

Ms. Moore stated she gets paid for holidays but she does not get double time.

Ms. Murray stated the holidays were always included in wages.

Chief Rondeau stated they can write it that way. We will do it how everyone else does it.

Mr. Neff stated holidays are included as part of the regular wage.

Mr. O'Brien stated the 200 line has been maxed out in family plans so next year this line should not grow unless the insurance rate does.

Ms. Moore and Captain Livie stated correct.

Mr. Wood stated the 14<sup>th</sup> officer is budgeted with the family plan which is the higher insurance.

Mr. O'Brien stated he felt a motion should be made to hold the funds.

Ms. Murray questioned line 01-42100-435 Rentals and Leases. Was there a 2019 payment for the tasers?

Captain Livie stated yes. We changed the line.

Ms. Murray stated okay the line was changed.

Ms. Murray questioned line 01-42100-635 Gasoline & Oil. Did you budget for the same number of gallons?

Ms. Moore stated yes.

Ms. Murray questioned line 01-42100-760 Vehicles. Why purchased not leased?

Chief Rondeau stated last year the Budget Committee suggested we purchase a cruiser. We were following the guidance that was suggested to us. He felt it was a good idea.

Mr. O'Brien stated Mr. Neff should tell us the options of lease versus purchase.

Mr. Balboni stated they make 10% for each cruiser. It is not right! We should buy our own.

Mr. O'Brien stated we need professional help.

Chairman Senecal stated he agreed with buying vehicles not leasing.

Mr. Balboni agreed.

Ms. Murray suggested putting a note in the narrative that buying a cruiser instead of leasing was suggested last year.

Chief Rondeau stated they would be delighted to include that narrative. We sold 3 of the old cruisers and the money will go into the General Fund. We received around \$1,400.00 for the three of them.

## **Capital Outlay**

### **Replacement of Cruiser – Outfitted**

Mr. O'Brien questioned the urgency of the cruiser.

Captain Livie stated it is needed. It is very important.

Chief Rondeau stated we are losing another cruiser. It will not pass inspection in April. We are hoping it will make it that long. When the budget was passed last year we immediately put in for the new cruiser and we still do not have it. It is still down at 2-Way Communications because the accouterments have not been manufactured yet. The cruiser that needs to be replaced has rust spots all over it. He felt the transmission or the engine might fall off as it is going down the road. We have spent a lot in vehicle maintenance because of this. We need a system where we are rotating the older vehicles out so we are not wasting money.

Ms. Murray suggested having a list of the cruisers with the mileage and the money that was spent for maintenance. This would be justification.

Mr. Balboni stated we have that information. We will give it to you.

Mr. O'Brien stated if there is a spreadsheet it should be published.

Chairman Senecal stated it should be given to Mr. Pineo so we can look at it.

Chief Rondeau stated he will give it to him tomorrow.

### **C. Communications**

Mr. O'Brien stated this is the 3<sup>rd</sup> highest budget.

Mr. Neff stated some of the items that were in the Police Budget are now in the Communications Budget.

Chief Rondeau stated we moved the telephone line over.

Chairman Senecal questioned if it was line 01-42990-341.

Chief Rondeau stated correct. The change is written in the narrative.

Mr. O'Brien stated yikes.

Captain Livie stated this is all union negotiations

Mr. O'Brien questioned line 01-42990-341 Telephone. The Police Budget was reduced by \$2,000.00 but the Communications Budget went up by \$5,000.00. Why did it go up by \$3,000.00?

Chief Rondeau stated the Mobile Data Terminals require the cellphones and the data charge. These account for that difference.

Mr. O'Brien questioned if more phone lines were bought. It is all Mobile Data Terminals.

Ms. Moore stated there are cellphones and there are mobile data terminals.

Chief Rondeau questioned if the Town wanted to have a phone line for Cyanobacteria. It would need to be added in the budget.

Mr. O'Brien stated we will use 569-1444 for now.

Mr. O'Brien asked why the line is up by \$3,000.00.

Ms. Moore stated it is the added mobile data terminals and the increase in the phone lines. Mr. Neff gave us the numbers for the increase in the phone lines.

Mr. O'Brien stated he did not understand it.

Ms. Murray questioned line 01-42990-390 Other Purchase Service.

Ms. Moore stated the repeater has not been serviced for multiple years. The generator has been serviced every year.

Mr. O'Brien questioned line 01-42990-680 Safety Equipment. How many people? What is this for?

Ms. Moore stated there are 9 people.

Chief Rondeau stated it is for their uniforms.

Mr. O'Brien questioned if this was bargained for?

Ms. Moore stated yes.

#### **D. Animal Control**

No Changes

Mr. O'Brien stated wages are \$16,000.00 and costs are \$4,000.00. What is wrong with this picture?

Chairman Senecal stated costs vary depending on the animals.

Ms. Murray stated it is a service.

Chief Rondeau stated this budget was originally under the Town Manager. This is a needed service and he does a good job.

Mr. Wood stated not every interaction involves a transport. There is a lot more activity than is realized.

Mr. O'Brien stated it is a community service.

Chairman Senecal stated there are State regulations and they dictate to us what we can do. Sometimes it is more than police officers can do.

Chief Rondeau stated Mr. Clough assists people in getting rid of unwanted pests such as raccoons and skunks.

Chief Rondeau stated one of the methods we used last year worked very effective. We used money from the Police Detail Account to buy a cruiser. There is still a little bit of money in the account.

Mr. O'Brien stated tasers were bought as well from that account.

Chief Rondeau stated no, it was just the cruiser and some equipment for the cruiser.

Mr. O'Brien stated a MDT.

Chief Rondeau agreed and stated an E-ticket as well. We would like a warrant article to spend the money to purchase some Stop sticks, Radar Unit and a Motor Radio. It would save us about \$5,000.00.

Ms. Moore stated there would be \$12,000.00 left in the account.

Mr. O'Brien stated yes, it would be a warrant article.

Ms. Murray stated we need something in writing. The money could also be used to off set the cost of the cruiser.

Mr. O'Brien suggested using the rest of the account. The money should be used for the cruiser and other miscellaneous items needed. There is no impact on the taxpayer because they have already paid for it.

Chief Rondeau stated we will get it written up and get it submitted.

Mr. Pineo questioned if there would be a reduction for the purchase of the cruiser.

Ms. Murray questioned if the account is still growing and if the money was transferred over. It should not be growing. It should be an in/out each year.

Chief Rondeau stated every year there will always be a little residual money. This is going to happen. When we have certain officers pull a detail their detail pay is exempt from retirement. This creates a savings so it is not a straight in/out. The legislature changed the rules on detail.

Ms. Moore stated but it will never be \$45,000.00 again.

Mr. O'Brien suggested that Ms. Moore calculate the money that went into the account and flowed out of the account. Then we will have a starting balance. This should be a guidance of what is left over plus the starting point.

Ms. Murray stated there should be an amount that is leftover each year.

## **E. Technology**

Mr. Neff stated we are revisiting the Technology Budget. He read the following memo:



The budget was prepared with the goal of hiring a full-time IT person to ensure the website content is up to date, develop a comprehensive IT strategy, assist in ensuring the ISAC committee is well structured and utilized and look for cost savings bundling services and consolidating IT and Communication spending. The initial plan was to continue to have a part-time person through June of 2020 with a full-time person starting in July of 2020. Since that time our current part-time, IT person has expressed their desire to be free from their responsibilities in order to enjoy retirement starting by Christmas of 2019.

When the budget presented to the Board of Selectmen it was requested that we come back to the Board with a comparison of what this position would cost in 2021, and to identify some cost savings for the Town that would offset the overall impact to the taxpayers of Wolfeboro. Since that time, we have met with the two members of the Budget Committee one of which was John Burt and he mentioned that he would like us to start considering options at the Treasurer position. Last year, in the Finance Budget there was a placeholder for a 30 hour a week person to fulfill that role and ensure all the accounts are reconciled and General Ledger agrees with Treasurer Burt's records.

I would like to propose a blended position that would be accounted for in the Finance budget and in the Technology budget. This position would be full-time and would be brought on board starting on April 1, 2020. This position would be split 50/50, as several of the IT goals include financial perspective such as cost-benefit analysis of bulk purchases, bank statement reconciliation and accounting chart of account setup. This person should have a basic understanding of accounting and does not need to have municipal accounting experience. This will allow us to perform data quality checks on General Ledger and ensure that each budget is set up consistently and account names are consistent to eliminate confusion, as well as, assist in developing an accounting manual with a description of the chart of accounts to each department head so that each account purpose is clearly defined to minimize account miss postings.

On the Technology side, this position would be the webmaster for the Town to ensure timely posting of events, work with committees to ensure consist and clear communication and maximizing our website capabilities. This person would be able to review alternatives to our Enquesta software which will cost the Town over \$40,000.00 in 2020 and is averaging a 7.5% increase year over year. Reduce the telephone line by going to each department and eliminating lines that are not being used. Evaluate bundled service for cell phones as opposed to cell phone reimbursement and to assist in developing criteria as to which positions truly need to have either a Town issued cell phone or cell phone reimbursement.

### **Cost Offset**

Currently, the telephone budget is \$59,979.00 across all funds it is estimated that between old copper lines and unused numbers and with bundling our cellphone service it is estimated that over a two-year period that 10% cost savings can be achieved for \$5,998.00. The overall computer maintenance line is currently \$169,479.58 this includes over \$40,000.00 for the Enquesta product which has increased nearly 7.5% year over year for the past two years. This year it increased by \$3,047.46 this slope is unsustainable and alternatives need to be found that will integrate more effectively and having Parks and Recreation on the same platform. It is

estimated that from a cost savings perspective that over three years we can save 10% of the line or \$16,948.00. This does not include the savings in labor and the overall efficiency gain.

Mr. Neff explained the total wage budget breakdown. (See Attached Sheet)

Mr. O'Brien questioned what is going to happen between January and April. We should fully fund this.

Chairman Senecal stated it is not funded yet.

Mr. O'Brien stated he was asking about the IT person which is funded.

Mr. O'Brien stated this is not Treasurer's work, setting up balances of accounts. Treasurer work is investing the Town's assets and making sure our cash flow works out.

Mr. Neff agreed.

Ms. Murray stated and the accounts are balanced.

Mr. Neff stated it is structured so we can get the most efficient use. He looked at our New England Document System. The price to scan contracts was \$1,800.00 which is something this position could do. We could then have a centralized document system.

Mr. O'Brien questioned why the IT person should start in April.

Mr. Neff stated he thought it was part of the 2020 budget so it would have to be approved at Town meeting.

Ms. Murray stated this is not just an IT person. It is a new position.

Mr. O'Brien stated Mr. Neff wants to hire a Finance Administrative Position with a Technology background. When will the person start? January?

Mr. Pineo stated he could hire a person but the risk is that if the voters don't fund it then we have to eliminate it.

Chairman Senecal stated we can hire a part-time IT person at any time. We know that Keith Simpson is leaving.

Mr. O'Brien stated we need to do that.

Mr. Pineo stated we need to create a work station for the full-time position.

Ms. Murray stated it was late in the process to be adding a position.

Chairman Senecal we need to look at this further. We should have a job description.

Mr. O'Brien stated the Treasurer position is an elected position so we can not do that and we need to think carefully on how the transition works.

Ms. Murray stated this seems like a different job than what John is doing. It may be what we need to do but it seems to be late.

Mr. O'Brien agreed. It is late.

Mr. Neff stated there was money in the 2019 budget that will not be expended. If the position was just put in the IT budget then it would blow the whole budget.

Ms. Murray stated she wanted to wait. She was not there yet.

Chairman Senecal stated we need to look at this in the future.

Mr. O'Brien stated we all agree that the part-time position should be filled.

### **Other Business**

#### **Questions from the Press**

None

#### **Public Input**

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

Suzanne Ryan, Resident of Wolfeboro, addressed the Board. She stated the IT position is long overdue. She questioned when John Burt's term ended.

Chairman Senecal stated he has one more year.

Ms. Ryan suggested a warrant article to eliminate the elected official and hire a person.

Chairman Senecal stated this is something we need to discuss.

Mr. Neff stated he was not trying to replace Mr. Burt. He was trying to offer support for him. We are discovering that the HR position is nearly a full-time job with only some financial assistance to accounts payable.

Mr. Bowers stated the Treasurer provides public input.

Ms. Ryan suggested hiring an employee instead of an elected position. This is not against John Burt because she has known him for years.

Mr. Neff stated Mr. Burt spends a significant amount of time. We would like for the elected Treasurer to have more time to review and analyze.

Mr. O'Brien stated he worries about our working capital.

**It was moved by Dave Bowers and seconded by Linda Murray to adjourn at 7:30 PM.**  
**Members voted and being none opposed, the motion passed.**

Respectfully Submitted,  
Michele Chamberlain