Wolfeboro Board of Selectmen

Public Meeting Minutes- Approved October 5, 2020

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

**Staff present:** Town Manager James S. Pineo, Parks and Recreation Director Christine Collins, Assistant Parks and Recreation Director Justin Chaffee, and Recording Secretary Amy Capone Muccio.

Chairman Harriman opened the meeting at 6:00 PM. He read the following pre-amble since the meeting this evening is both a combination of in person at the Great Hall and GotoMeeting:

***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, Ill (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.***

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

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

**Budget Hearings**

Mr. Pineo introduced the 2021 Budget Hearings and noted that the Board will see they have received a spreadsheet summary for the departments, noting any budget in yellow is still under review. He noted at this point the General Fund is up $840,000 and that increase is primarily due to the following:

* NH Retirement increase in July 1, 2020, a half year increase will be $66,000
* Expecting an 8.5% increase in July which amounts to $105,000 for half year
* Expecting a $147,000 increase in Debt Service, but still working on that with Pete Chamberlin
* The increase in Capital requests is $154,918
* Solid Waste has a significant increase in disposal fees
* The Enterprise Funds are up 2.73%
* The Health Insurance budgets have been moved to their own section within the budget and removed from the Department’s individual budgets.

Christine Collins addressed the Board.

**A. Parks and Recreation**

# i. Administration

Mrs. Murray questioned line 01-45201-114 and why so little expended to date.

Ms. Collins replied that due to COVID there has been a lack of programing, meaning less staff and less customer service has been needed.

Ms. Murray questioned line 01-45201-117, is the $16,000 a new position.

Ms. Collins replied yes and that the discussions with the Town Manager regarding this how to more efficiently utilize staff. Instead of splitting duties amongst the part time seasonal staff, they are looking to have one staff member designated as a supervisor and stay on in the change of the seasons part-time. This creates some continuity and leadership of the part time staff. The increase in this budget is offset with decrease in other budgets.

Ms. Murray questioned if they plan to put out a fall/winter brochure?

Christine replied many programs are still unknown but they do plan to put out a brochure on a smaller scale with what will be happening this year.

# ii. Maintenance

#

Mrs. Murray questioned line 01-45202-412 water and if this is for Pleasant Valley.

Ms. Collins replied it is.

Mrs. Murray questioned line 01-45202-635 gas and oil.

Ms. Collins replied they are still having issues with the tracking system for the fuel, they thought the problem had been fixed but have since discovered such is not the case.

Mr. O’Brien questioned what line 01-45202-431 is used for.

Ms. Collins replied the previous Finance Director created the line, but it is not one she uses. She will look into having it removed.

Mr. O’Brien questioned what the COVID line is.

Mrs. Murray replied it was created to track the COVID related expenses for the grant.

# iii. Beaches

Mrs. Murray questioned line 01-45203-412 water and questioned the usage this year and if the bathhouses were open.

Ms. Collins replied some of them were but later in the season when they opened the beaches. She noted that not all of the bills are posted yet, but they still had 50% capacity at the locations.

Mr. O’Brien questioned line 01-45203-435 painting of the bathhouses and if that should be in this budget.

Mr. Pineo replied general maintenance of facilities are within the department’s budget, larger expenses outside of general maintenance are typically used by the reserve funds.

Mrs. Murray stated that we know many budgets will be underspent in some areas due to COVID so she suggested the departments should prepare a statement of such to forward to the Budget Committee.

# iv. Abenaki

Mrs. Murray questioned line 01-45204-117 and if they were able to finish the season.

Mr. Chaffee replied they closed one month early this year.

Ms. Collins replied that they will used funds in this line to gear up for the season in late November and December.

Mr. Senecal questioned the motor house, and if they plan to replace it.

Ms. Collins replied that they are in discussion with plans to rebuild the motor house.

Mr. Pineo noted it is a Capital Outlay project.

Mrs. Murray noted the posting issues with line 01-45204-635 for gas and propane.

Mr. O’Brien asked what the issue is, why not getting the information.

Ms. Collins replied it is the software the town uses, we thought we had it corrected but it appears not be. She will check into it.

Mr. Pineo noted that Peter Chamberlin is also working on the chart of accounts, there is the same issue with the postage.

**v. Hockey Rink**

Ms. Murray noted that there is no figure in the Town Manager line.

Mr. Pineo replied he will roll it over to update that.

**vi. Programs**

Mr. Harriman noted that line 01-45206-117 expended to date line.

Ms. Collins replied some funds were used for trash pick and beach attendants but defiantly reduced this year due to COVID.

 **vii. Community Center**

Mrs. Murray noted that the building maintenance is not spent.

Ms. Collins replied that this building was shut down for COVID and because of that they have not had to have as much cleaning done.

Mr. Bowers questioned the long term plan for this building.

Mr. Pineo replied that this is in discussion and a topic of the Charrette. The funds have been encumbered, but the project has been delayed.

Mr. O’Brien questioned the percentage of use of this facility.

Ms. Collins replied it gets very little use beyond the Quilter’s group. The Rec Department uses it in the summer months for day camp.

Mr. O’Brien questioned the telephone line.

Ms. Collins replied it is used for the Fire alarm system.

**viii. Patriotic Purposes**

No comment

**ix. Fireworks**

Mr. O’Brien questioned the amount unspent.

Ms. Collins replied that due to COVID they did not hold 4th of July fireworks this year, she also noted that there is some funding added in to help offset the Last Night Wolfeboro fireworks display (a smaller scale display) because the Chamber of Commerce is no longer able to support that show. They have suggested to split the cost of the $5,000 show with the Last Night Wolfeboro Committee.

**x. Clark House**

Mrs. Murray questioned the removal of the door replacement and repairs.

Mr. Pineo replied in further discussion with Ms. Collins on the project, more work is needed that what is budgeted for so they opted to remove it and get more information.

Mrs. Murray questioned if there is an asset management plan or plan for future repairs.

Ms. Collins replied that there is a lot of work to be done at this facility and she feels they need a subcommittee to discuss the needs of this facility.

 Mrs. Murray agreed they should do that.

Mr. Pineo noted they do have plan underway to shift around some staff duties to help manage some of these facilities.

Mr. O’Brien agreed, that the needs of the facility are beyond the scope of the Rec Director’s position.

Mrs. Murray questioned line 01-45895-830, if the facility has been closed all season why has all the funds been spent.

Ms. Collins replied that correct the building was not open to the public this season, but the Historical Society did request the funds to be dispend to them for advertising, expenses and online presence. She noted this should be part of the sub committee’s review of discussing how those funds are managed.

**xi. Pop Whalen**

Mrs. Murray questioned overtime.

Ms. Collins replied they do not have overtime in this budget.

Mrs. Murray questioned the revenue.

Ms. Collins replied she would provide a revenue report and noted this budget was prepared as bare boned as she possible could.

**xii. Cemeteries**

Mrs. Murray stated this is another budget that may need a summary statement due to COVID.

**xiii. Capital Outlay**

Mr. Pineo shared his screen summarizing the Capital Outlay request for the replacement of the motor house on Abenaki.

Ms. Collins stated the motor house is 20 years old and in tough shape. This building is inspected by the state and any replacement will need approval by the state.

Mrs. Murray questioned why it is not categorized as urgent.

Mr. Pineo replied that when submitted the details of the replacement were not complete and since then it has become more urgent than thought, they will update the form.

**Other Business**

# Agency

None.

Being no other business before the Board, Chairman Harriman entertained a motion to adjourn.

**It was moved by Paul O’Brien and seconded by Linda Murray to adjourn at 7:30 PM. Roll call vote; Linda Murray-yes, Paul O’Brien-yes, Brad Harriman-yes, Dave Senecal-yes, and Dave Bowers-yes. Being none opposed, the motion passed.**

Respectfully Submitted,

Amy Capone Muccio