

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
November 8, 2019

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

Staff present: Town Manager James Pineo, Finance Director Troy Neff and Recording Secretary Amelia Capone Muccio

Chairman Senecal opened the meeting at 5:30 PM.

Non-Public Session RSA 91-A:3, II (A and E)

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

New Business

A. 2020 Budget Recommendations

Mr. Pineo provided a summary of recommendations with regards to the 2020 Proposed Budget. He noted there is a \$180,000 increase in this budget for the Assessing Revaluation. In discussions with Finance Consultant, Brenda Vitner, he is recommend using unrestricted fund balance funds to cover the cost of the revaluation. This would be done via Warrant Article and would not have an impact on the tax rate. He referred to the Fund Balance Policy. (See attached)

P O'Brien questioned the percent if they use the \$180,000, about 10-12%?

Troy Neff replied yes, doing it this way would not have a double hit to the taxes next year.

Mr. Pineo noted the benefit of doing it this way is reduction the proposed operating budget as well as not having a large drop in next year's proposed budget. He spoke to the next recommended reduction to offset the 2020 budget and that is to encumber funds this year to cover the cost of hiring a consultant to determine how to evaluate the staffing of the Public Works Department. He addressed the General Fund Capital Outlay reductions with regards to the Clark Complex they are reaching out to the private donor to utilize that donation to paint the complex which will offset the cost of the expense and the Police Department will use the Special Detail Fund to purchase the new cruiser in a stand-alone Warrant Article, both of these suggestions make a 50% reduction in the Fund one requests. Fund 3 & 5's request have no impact on the tax rate. Lastly he stated that with regards to the non-union wage increases, he is recommending a 2% increase for those employees (Excluding, the Fire Chief, Town Manager and Police non-union employees (that is a recommended by Police Commission). This brings the proposed budget to \$14,395,008.73 at 2.44% increase.

P. O'Brien clarified they went from a 4.04% increase to at 2.44% increase with these changes.

Mr. Neff replied yes, but it doesn't account the Health Insurance as they have not received the rate yet.

B. Warrant Articles

Mr. Pineo stated the proposed Warrant Articles currently is a \$2,255 increase over last year, excluding the Libby Museum and Carry Beach Parking lot. He stated the Libby Museum project will be heard at the November 20th Board of Selectmen's meeting.

Mr. Senecal stated that Carry Beach needs to be addressed, it is part of the Cyanobacteria Committees initiative.

Mr. O'Brien agreed and noted that there is a lot of work being done to address the problem above Carry Beach, but the Beach area needs to be fixed.

Mr. Harriman agreed and questioned if the work could be done in phases and to create a Capital Reserve account for the project.

Mr. Pineo stated they will need to have some further discussion on that including whether or not to bond the project or not. He summarized the proposals and it all the total proposed budget is \$28,385,168.01.

The Board agreed to move the \$180,000 out of the operating budget and to a Warrant Article and to encumber the funds for the \$25,000 for the consultant in the Public Works Department this year.

It was moved by Brad Harriman and seconded by Paul O'Brien to accept the proposed budget for 2020 at \$28,385,168.01. Members voted and being none opposed, the motion passed.

Public Input

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

None

It was moved by Dave Senecal and seconded by Paul O'Brien to adjourn at 6:19 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Amelia Capone Muccio

Budget Recommendations

01-41503-392 \$180,000.00 REDUCTION

- 1) Removed reassessment from the budget. Create a warrant article utilizing unassigned fund balance to fund the project. This would fund the project without creating an impact on the taxpayer.

Fund Balance Policy

In order to maintain a reasonable cash reserve, as well as plan for fiscal emergencies, the Town will strive to maintain an unassigned fund balance in its General Fund equal to 10% of the current year's voted operating budget. Consistent with Article 16 of the 2002 Town Warrant, which established a Town Surplus Policy, the Town Manager shall have the authority to reduce the surplus (General Fund Unassigned Fund Balance) carried over from the prior year to an amount no greater than 10% of the Operating Budget voted for the current year by applying it as Fund Balance to reduce taxes.

The current tax rate of \$6.09 was set without utilizing unassigned funds to "buy down" the rate. With this the current unassigned fund balance is 7.35%.

Year	Approved Budget	Fund Balance	Percentage	Tax Rate Buy Down
2019	\$36,771,496	\$2,704,271	7.35%	\$0.00
2018	\$34,972,768	\$1,567,175	4.48%	\$0.00
2017	\$33,841,238	\$1,019,621	3.01%	\$200,000
2016	\$32,504,130	\$1,000,000	3.08%	\$402,524

01-41301-380 \$25,000 REDUCTION

Remove consultant for Public Works reorganization from the 2020 budget and encumber funds from 2019 to initiate this project. In the below spreadsheet we have identified \$149,356+/- in the Town Manager and Finance budget which will be unexpended as 2019 closes.

Town Manager Budget	Projected Expense	Current Balance
Salaries	\$ 15,728.65	\$ 34,620.00
NHRS	\$ 1,756.89	\$ 6,144.95
Social Security	\$ 1,203.24	\$ 2,818.00
Health Care Expense	\$ 2,975.00	\$ 16,382.00
Totals	\$ 21,663.78	\$ 59,964.95

Finance Budget	Projected Expense	Current Balance
Salaries	\$ 26,135.20	\$ 98,186.41
NHRS	\$ 2,919.30	\$ 7,356.00
Social Security	\$ 1,999.34	\$ 7,599.00
Health Care Expense	\$ 5,740.00	\$ 34,708.00
Totals	\$ 36,793.84	\$ 147,849.41

These savings are exclusive to the wage and wage related benefits which results from not having positions filled in 2019. I have also provided a copy of the current Munismart report which indicates an overall available balance of \$65,487.98 for the Town Manager budget and \$151,401.96 for the Finance budget.

11-8-19
B.O.S.

GENERAL FUND CAPITAL OUTLAY

Capital Outlay \$14,291 Reduction

Remove the Capital Outlay request to paint the Clark Complex. The intent here would be to utilize try and secure funding through the donor that had offered to paint the complex in 2019. Should this strategy fail we would utilize the building maintenance capital reserve fund to complete this project.

Police Vehicle \$59,255 Reduction

The Wolfeboro Police Department would like to utilize the Special Detail Fund to purchase and outfit a new vehicle. This would remove \$59,255.00 from Capital Outlay requests and make it a stand-alone Warrant Article.

Fund 1 Capital Outlay Proposal

Parks Vehicle	\$43,125
<u>Codes Vehicle</u>	<u>\$26,054</u>
Fund 1 Sub-Total	\$69,179

Fund 3 Capital Outlay Proposal

Armory LED Conversion	\$10,000
<u>Armory MED Solar</u>	<u>\$90,000</u>
Fund 3 Sub-Total	\$100,000

Fund 5 Capital Outlay Proposal

<u>Boiler</u>	<u>\$9,999</u>
Fund 5 Sub-Total	\$9,999

PROPOSED 2020 WARRANT ARTICLES – EXCLUDING UNION CONTRACT

	2020	TM Proposal	
Roads	\$ 900,000.00	\$ 875,000.00	
Water Quality Improv	\$ 75,000.00	\$ 75,000.00	
Recreational Dock	\$ 400,000.00	\$ 170,000.00	
Bay Street sidewalks	\$ 55,000.00	\$ -	
<i>Sub Total cash</i>	<i>\$ 1,430,000.00</i>	<i>\$ 1,120,000.00</i>	
Capital Reserve Funds			
<i>Abenaki</i>	<i>\$ 16,750.00</i>	<i>\$ 16,750.00</i>	
Building Maintenance	\$ 50,000.00	\$ 50,000.00	
WWTP	\$ 125,000.00	\$ 125,000.00	
PWD Truck	\$ 175,000.00	\$ 175,000.00	
Fire Trucks	\$ 196,000.00	\$ 196,000.00	
Dispatch Console Cap R	\$ 102,000.00	\$ 50,000.00	
Public Safety Building	\$ 150,000.00	\$ 100,000.00	
Dockside parking Lot	\$ 50,000.00	\$ 50,000.00	
Library Solar	\$ 50,000.00		
Police Vehicle		\$ 47,255.00	
Bridge Falls Path	\$ 50,000.00	\$ 40,000.00	\$ 1,970,005.00
<i>Sub Total Cap Res</i>	<i>\$ 964,750.00</i>	<i>\$ 850,005.00</i>	
Grand Total	\$ 2,394,750.00	2020 cash	\$ 1,970,005.00
		2019 cash	\$ 1,967,750.00
Bonded		increase	\$ 2,255.00
Libby Museum	\$ 2,400,000.00		
Carry Beach Parking lot	\$ 450,000.00		

Non-Union Employees

The Town Manager is requesting a 2% wage adjustment in the 14th week for non-union employees, excluding group 2 fire personnel and employees who fall under an enterprise fund and the Police Commission. (See below projection)

Finance Budget	Projected Expense
Salaries	\$ 43,965.00
NHRS	
Social Security	\$ 3,363.32
Health Care Expense	
Totals	\$ 47,328.32

30,874.22