

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
Budget Hearing
October 9, 2019

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

Staff present: Town Manager Jim Pineo, Finance Director Troy Neff, Welfare Director Amy Capone-Muccio, Town Clerk Pat Waterman, Tax Collector Brenda LaPointe, Health Officer Dave Senecal and Recording Secretary Michele Chamberlain

Chairman Senecal opened the meeting at 6:02 PM.

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

Mr. Pineo stated a non-public session is needed to discuss personnel and litigation.

Agencies

A. Tri County Cap Community Action

Lisa Hinckley, Representative of Tri County Cap Community Action, addressed the Board. TCCAP provides outreach services to households applying for energy assistance programs. She requested leveling fund of \$5,000.00.

Chairman Senecal stated we will not be making any decisions tonight.

Mr. O'Brien requested a copy of their balance sheet.

Ms. Hinckley questioned if they needed a separate balance sheet from each section.

Ms. Murray questioned if she had two requests.

Ms. Hinckley stated the fuel assistance is separate.

Chairman Senecal stated it is two separate agencies.

Ms. Capone-Muccio stated the representatives from Northern Human Services and Children's Unlimited are coming from out of Town but they should be here shortly.

Chairman Senecal stated we will move on the Tax Collector budget.

Budget Hearings

Mr. Pineo stated the department heads have been working diligently on their budgets. We will be getting clarification tomorrow on whether or not we pay based on days or weeks. The department heads have based their budgets on wages for 53 weeks. We have given generic guidelines on healthcare to include a 10 percent increase. We will know better in November what the exact number will be.

Mr. Neff stated a new spreadsheet format has been provided for each department along with a narrative section.

Mr. O'Brien requested that headings with names and dates be provided on the spreadsheets.

Ms. Murray questioned the expenditure date of December 31, 2019 on the budget sheets.

Mr. Pineo stated the date should be September 30, 2019.

A. Tax Collector

Brenda LaPointe, Tax Collector, addressed the Board. She stated Tri County Community Action has helped a lot of our electric customers and we appreciate all the help they have provided. She stated she used the union contract to estimate her hourly wage increases. She felt the spreadsheet format was easier to use.

Mr. Harriman questioned line 01-41504-200 Health Insurance.

Ms. LaPointe stated an employee added health insurance this year.

Mr. Harriman questioned the increase in line 01-41504-341 Telephone.

Mr. Pineo stated this is for a cellphone stipend. She is the only department head that did not receive a cellphone stipend.

Ms. Murray questioned the decrease in line 01-41504-550 Printing.

Ms. LaPointe stated last year the printing company that we use notified us that the cost was going up because of postage but it did not happen. This year Ms. LaPointe called and was told the price would be definitely be going up this year.

Mr. O'Brien questioned who pays for the Water Department readings.

Ms. LaPointe stated it comes out of her budget.

Mr. O'Brien stated but the Electric Department does not come out of your budget.

Ms. LaPointe stated it comes out of the Electric Department budget.

Mr. O'Brien stated this should be looked at in the future.

Agencies – Continuing from above

B. Children's Unlimited

Ardis Yahna, Director of Children's Unlimited, addressed the Board. Our mission is to foster and strengthen meaningful relationships that will provide a foundation for each child and each family to be happy, healthy, and engaged members of their communities. Our agency provides services to anyone from birth to twenty-one. Last year we serviced 11 families from Wolfeboro and so far this year we have serviced 4. We are requesting level funding in the amount of \$2,730.00.

Chairman Senecal stated we will not be making any decisions tonight.

Ms. Murray questioned the \$35,000.00 loss.

Ms. Yahna stated we changed the way we have been accruing payroll. Another change is how our financial administrator is billing the grant that we have through the State. It does not look good now but it should be okay by the end of our fiscal year.

Ms. Murray stated this is just for the month of July.

Ms. Yahna stated yes, our fiscal year starts July 1st.

Ms. Murray stated then you should be fine by the end of the year.

B. Northern Human Services

No Representative Present

C. Community Action-Homeless Intervention (New Request)

No Representative Present

B. Town Clerk

Pat Waterman, Town Clerk, addressed the Board.

Mr. Pineo stated the Town Clerk budget has increased by 13.91%. This is mostly due to the increase in upcoming elections.

Mr. O'Brien stated there is no change in the number of employees but the increase to line 01-41401-113 Supervisory Salaries related to the Length of Service Stipend.

Ms. Waterman stated yes.

Chairman Senecal questioned line 01-41401-210 Health Insurance.

Mr. Pineo stated last year there was some turnover in employees in the department so employee healthcare needs changed.

Chairman Senecal questioned the number of elections this year.

Ms. Waterman stated there will be five elections. The Supervisors of the Checklist meet last Friday and we added 121 new voters. We have a total of 5,868 on our checklist and it is growing. It will be very interesting to see the Census.

Ms. Murray questioned the decrease in line 01-41401-380 Outside Services.

Ms. Waterman stated this is the Town Ordinance Updates and Mr. Sullivan suggests the amount.

Ms. Murray questioned the increase in line 01-41401-740 Machinery & Equipment.

Ms. Waterman stated she will need to purchase four more Franklin 4-Station Voting Booths.

Mr. O'Brien stated the increase to this budget is driven by the fact that we have five elections this year.

Ms. Waterman agreed.

Chairman Senecal stated he agreed with Ms. Murray that it would be nicer if all the explanation stuff was within the lines. We have all the information but it would be easier to see if all the information was within each of the lines.

Ms. Murray stated if they had more time to review there would not have been as much as a problem.

Ms. Waterman stated she is \$35,000.00 up from last year at this time. Her total she has taken in so far is \$1,297,402.11.

C. Executive

Ms. Murray stated she thought there was an explanation from the Milfoil Committee. There is no backup in our packets.

Mr. Pineo stated this is his fault.

Ms. Capone-Muccio stated she would go make copies.

Mr. O'Brien stated the spreadsheet shows a number. He questioned Ms. Murray if the number was correct.

Ms. Murray stated yes.

Mr. Harriman questioned the increase on line 01-41301-381 Cable Channel.

Mr. Pineo stated there is some interest in replacing some cable equipment and we would like to put that in a Capital Outlay Request for \$35,000.00.

Ms. Murray questioned if the Wolfeboro Community Television was asking for an increase. Last year they received \$102,800.00 and this year they are asking for \$105,000.00.

Mr. Pineo stated that is correct.

Mr. O'Brien questioned what is driving the increase.

Mr. Sullivan stated we requested \$105,000.00 last year and it was cut to \$102,800.00. We level balanced our budget with the figure of \$105,000.00. The Capital Outlay request is for equipment that is needed.

Ms. Murray questioned the amount of money they have received from Metrocast. She wondered if the amount had gone up.

Mr. Sullivan stated he has been asking Metrocast for the numbers for the last three years and he just received them today so he will give the information to the Board. Although the answer is the amount did not go up. The cable franchise fees are intended to be used for the cable access channel. There have been several years when the franchise fees were significantly more than what the nonprofit organization has asked for. We try to offer the Town the best service and Mr. Sullivan felt the service has improved a lot over the last several years.

Ms. Murray questioned if they had applied for any grants to get the new equipment.

Mr. Sullivan stated he had not looked at grants yet. It is a great idea. He would certainly look at it. He asked Ms. Murray if she was aware of any grants.

Ms. Murray stated yes. She would get the information to him.

Mr. Sullivan stated thank you.

Mr. O'Brien questioned if the franchise prices go up then the reimbursement we receive goes up.

Mr. Sullivan stated no. The franchise fee is directly related to number of subscribers but there is a percentage involved. Mr. Sullivan stated the Town would have to contact Atlantic Broadband for the percentage they are getting. The maximum amount is 5 %.

Mr. O'Brien stated if we are entitled to it then we should ask for it. If the revenue goes up then the percentage should go up.

Ms. Murray stated the revenue might not have gone up because the number of people might have gone down.

Mr. O'Brien agreed but he would like Atlantic Broadband to send them the math so they can see it. He stated he would work with Mr. Pineo to draft a letter.

Mr. Sullivan stated most of our budget is payroll.

Ms. Murray questioned if they could do the improvements in stages.

Mr. O'Brien questioned if they could now broadcast outside.

Mr. Sullivan stated we purchased some low grade equipment so we can do remote things from Downtown. We did the 4th of July Parade live and hope to do the Christmas Parade live.

Mr. Pineo questioned if the legal expense line should be adjusted.

Ms. Murray questioned if they were going to add some surplus this year. She questioned if a lawsuit was filed against the Town some funds should be added. She stated we need to know from Primex if they are going to take action or not.

Chairman Senecal stated we should wait until our next meeting. We should have the information by then.

Ms. Murray questioned line 01-41301-117 Part-time Positions. Why is there an increase?

Mr. Pineo stated this is for the Chamber of Commerce positions.

Ms. Murray stated they always try to increase the amount. She agreed to increase it a little bit but not the whole amount.

Mr. O'Brien stated they are doubling their amount from last year.

It was moved by Linda Murray and seconded by Brad Harriman to decrease line 01-41301-117 Part-time Positions to \$10,500.00. Members voted and being none opposed, the motion passed.

Mr. O'Brien stated the Executive Budget just went down.

Ms. Murray questioned line 01-41301-320 Legal.

The Board decided they needed to talk to Primex. They put this on the Revisit List.

Mr. O'Brien questioned 01-41301-550 Printing.

Ms. Muccio stated it costs \$3000.00 for the Town Report.

Ms. Murray questioned if the cost would be higher if the book was bigger. It is difficult to read.

Ms. Muccio stated she thought it would be more expensive but she would check. She felt they could order less copies of the books because people are viewing them online. She suggested only allowing one page to each department head.

Mr. Harriman requested to put line 01-41301-550 Printing on the Revisit List.

Ms. Murray stated the reason line 01-41301-870 Milfoil Treatment went down is because we had a chemical treatment that did not get 95% of the milfoil. We will only be charged for the labor & permitting as the cost of the chemical is under guarantee from the manufacturer. This is what brought this line down.

Mr. O'Brien stated this budget is going down by \$6,500.00.

It was moved by Linda Murray and seconded by Dave Bowers to approve moving the funds related to hiring a new Town Manager line 01-41301-562 Advertising to the Miscellaneous Expense. Members voted and being none opposed, the motion passed.

D. Town Manager

Ms. Murray questioned the increase to line 01-41302-113 Supervisory Salaries.

Mr. Pineo stated it is because payroll is 53 weeks this year.

Mr. O'Brien questioned line 01-41504-341 Telephones. He asked if the Town could be on one plan to lower costs.

Mr. Neff stated we pay a quarterly cellphone stipend of \$30.00 per phone for department heads. They have their own plans.

Mr. O'Brien questioned if this was a security problem.

Mr. Neff stated it could be an issue if we receive a 91 Right to Know request.

Ms. Murray questioned if there was enough money in the 800 series Travel/Meetings and Professional Development.

Mr. Pineo stated the ICMA conference is in Detroit but it depends on my schedule then.

E. Miscellaneous Expense

No changes

F. Health/Health Officer

Mr. Senecal stated he was requesting a cellphone stipend. It is the only change.

It was moved by Paul O'Brien and seconded by Linda Murray to approve an increase of \$360.00 to line 01-44110-341 Telephone. Chairman Senecal abstained. Members voted and being none opposed, the motion passed.

G. Welfare

Mr. Pineo stated Ms. Capone-Muccio has been doing both positions, the Executive Assistant and Welfare Director. He felt it was working quite well. The citizens are getting a better service and it is safer for them and Ms. Capone-Muccio.

Ms. Murray stated we used to use All Saints Church because a lot of people did not want to be seen by the public. She questioned if this was a concern for Ms. Muccio's clients.

Ms. Capone-Muccio stated there are some people that are not comfortable with it but a private space can be provided. Most people that are looking for Welfare go to their town hall to find out who they need to speak to anyways.

Ms. Murray questioned line 01-44410-845 Direct Assist- Rent. The amount is underspent. Is it the economy? Are more people unable to find rent in this area?

Ms. Capone-Muccio stated the amount will change drastically in the next few weeks. She has 4 clients that are going to be quite costly. It is common for this time of year. She has 3 homeless clients and a very ill individual who has a home but it not able to work at the moment. The summer months are not very busy but when the heating season comes around everything changes. She felt she would probably come close to the \$50,000.00.

Ms. Murray stated in 2018 we spent \$60,000.00. She questioned if Ms. Capone-Muccio was comfortable with \$50,000.00.

Ms. Capone-Muccio stated she was comfortable with the \$50,000.00.

Mr. O'Brien stated he keeps hearing if Parks and Recreation had a commercial dishwasher at Abenaki they could have a commercial kitchen. He questioned where the appropriation would get asked for and in which budget.

Ms. Capone-Muccio stated that would start with the Senior Center topic which is in the Parks and Recreation budget.

Mr. Pineo stated we need to see if the septic system can handle a dishwasher.

Ms. Murray stated she thought they had that discussion already and it was okay.

Mr. O'Brien questioned if Ms. Capone-Muccio was comfortable with her resources.

Ms. Capone-Muccio stated she support all the agencies that have made their requests for funding. She uses many of them on a regular basis. There was a new request from Community Action and the request is related to the Homeless Outreach Prevention. It is run through our county. People are told to dial 211 and they are directed to their Town. We have never been given any funds for homeless people. This needs more discussion and she felt it was not a topic for this year.

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 Linda Murray and seconded by Paul O'Brien to enter into non-public session under RSA 91-A: 3 II personnel and litigation. 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.

The Board re-entered public session at 8:30 PM.

Linda Murray moved the Wolfeboro Board of Selectmen to seal the minutes of the October 9, 2019 non-public meeting. Brad Harriman seconded. 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.

It was moved by Chairman Senecal and seconded by Paul O'Brien to adjourn at 8:31 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain