

**Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
October 18, 2016**

Members present: Chairman Brad Harriman, Linda Murray, Dave Bowers, Luke Freudenberg and Dave Senecal

Staff present: Town Manager David W. Owen, Finance Director Pete Chamberlin, Director of Operations, MED Barry Muccio, DPW Operations Manager Adam Tasker, and Recording Secretary Michele Chamberlain

Chairman Harriman opened the meeting at 6:00 PM.

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

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

Budget Hearings

A. Planning Board

Kathy Barnard addressed the Board.

She stated there is a line added for \$40,000.00 for the Master Plan. Mr. Houseman had prepared this budget but with him leaving the Planning Board probably will not get to the Master Plan until late in 2017. Therefore, she is asking for \$20,000.00 for 2017 and then \$20,000.00 in 2018 for the Master Plan.

Chairman Harriman questioned line 01-41305-112 Clerical Salaries.

Mr. Owen stated Lee Anne has been working 37.5 hours approximately per week and she has been told not to exceed 30 hours per week. He stated if she continues to work more than 30 hours per week then she will put the Town in violation of the Affordable Care Act. He stated there will be heavy fines involved.

Linda Murray questioned if it was between the Planning and the secretary for the Budget Committee.

Mr. Owen stated she has the Budget Committee and Conservation Committee. He felt other secretaries could fill the gap.

Chairman Harriman noticed that the Planning Department had increased its hours by fourteen.

Chairman Harriman questioned how the average of hours was figured. He asked if there was a certain timeframe.

Mr. Owen stated the hours could not exceed 29 hours per week and Jeff Urquhart would be the best person to talk to about it.

Chairman Harriman stated line 01-41305-380 Outside Services was changed in the Master Plan from \$40,000.00 to \$20,000.00.

It was moved by Dave Senecal and seconded by Luke Freudenberg to change line 01-41305-380 Outside Services to \$20,000.00. Members voted and being none opposed, the motion passed.

B. Planning Department

Mr. Owen questioned line 01-41911-113 Supervisory Salaries. He felt that the Town should be able to hire a new Planning Director at a significantly lower amount.

Linda Murray asked to put this on the Revisit List.

C. Municipal Electric Department

i. Administration

Barry Muccio addressed the Board.

Mr. Muccio stated line 03-43410-320 Legal went down.

Pete Chamberlain increased line 03-43410-410 Electricity by \$1,400.00 from \$14,000 to \$15,400.00.

Linda Murray questioned line 03-43410-430 Vehicle Maintenance.

Mr. Muccio stated he had some transmission issues and this was to purchase a new truck.

Linda Murray questioned line 03-43410-435 Building Maintenance.

Mr. Muccio stated the floor was repaired last week and the amount used should be close to \$4,000.00.

Linda Murray questioned line 03-43410-680 Safety Equipment.

Mr. Muccio stated he would look into this.

ii. Distribution

Linda Murray questioned line 03-43420-140 Overtime. She asked if this was because we didn't have many storms.

Mr. Mucci agreed the weather has been mild.

Linda Murray questioned line 03-43420-433 Machinery Maintenance.

Mr. Muccio stated a lot of their gear has been replaced.

Linda Murray questioned line 03-43420-610 General Operating Supplies.

Mr. Muccio stated we will be in the \$150,000.00 range without storms.

Mr. Muccio wanted a note to be made to line 03-43420-810 Travel & Meetings. He stated two apprentice lineman have to attend five weeks of Apprentice training.

Linda Murray asked if the lineman made any type of commitment to the Town.

Mr. Muccio stated no.

iii. Generation

Linda Murray questioned line 03-43430-380 Outside Services.

Mr. Muccio stated he has not had issues at the substation but there will be some maintenance done in October.

Linda Murray and Luke Freudenberg questioned why the amount was going up by \$5,000.00 for next year.

Mr. Muccio explained there is a new AMR (Automated Meter Reading) program. There is a yearly maintenance fee of \$5,000.00.

Mr. Muccio questioned line 03-43430-410 Electricity. He thought this number was for purchased power. This was put on the Revisit List.

Chairman Harriman questioned line 03-43430-610 General Operating Supplies.

Mr. Muccio stated it would be spent.

iv. Capital Outlay

Mr. Muccio stated he had 3 new items listed as lines 03-49617-730 Substation #3 Voltage Regulators, 03-49617-731 ME-6 Pickup Replacement and 03-49617-732 Forklift.

Chairman Harriman questioned line 03-49617-730 Substation #3 Voltage Regulators.

Mr. Muccio stated the regulators need to be refurbished and by purchasing new regulators it will allow a responsive change outs of old and new equipment for maintenance and provide the department with three spares upon rebuilding the older units.

Linda Murray questioned line 03-49617-731 ME-6 Pickup Replacment. She stated \$40,000.00 is a lot for a new truck.

Luke Freudenberg questioned line 03-49617-732 Forklift. He asked if a used forklift could be purchased.

Mr. Muccio stated he had looked into buying a used forklift and it would not save the Town that much money.

Mr. Owen discussed Capital Outlay line 03-49617-733 2017 MED Building Feasibility. He stated they would ask Bergeron Assessment to complete a building assessment of the structure and systems in the old generating building and assess it for reuse purposes.

Linda Murray questioned if Bergeron Assessment would address the oil spill issues in that building.

Mr. Owen stated that will be part of if the building is able to be reused.

Linda Murray questioned the amount of \$30,000.00.

Mr. Owen stated it was a ballpark estimate but he would get a proposal from Bergeron Assessment.

This was put on the Revisit List.

D. Brewster Building

Adam Tasker addressed the Board.

Chairman Harriman questioned line 01-41941-117 Building Maintenance. He asked if the custodian hours had been increased from 15 to 25.

Mr. Owen stated yes and it is working out very well.

Linda Murray questioned series 400 about a problem with the acoustics in the Great Hall.

Ms. Murray thought some money should be put in the budget either under maintenance or somewhere else to find a solution.

Dave Senecal suggested calling White Mountain Audio/Visual.

Linda Murray questioned line 01-41941-750 Machinery & Equipment. She suggested putting the \$3,000.00 for acoustic solutions and microphones here.

It was moved by Linda Murray and seconded by Dave Senecal to add \$3,000.00 to line 01-41941-750 Machinery & Equipment for acoustic solutions and microphones. Members voted and being none opposed, the motion passed.

Linda Murray stated she was glad to see everything listed under line 01-41941-435 Building Maintenance.

Mr. Owen read the list as follows: Generator Maintenance Contract -\$1,100.00, Elevator Maintenance Contract - \$2,706.00, Handicap Lift Maintenance Contract - \$680.00, Appliance Repair - \$500.00, Control Technologies Maintenance Contract - \$9,325.00, Backup Cleaning Services - \$1,200.00, Great Hall Floor Maintenance - \$1,841.00, Window Cleaning Service - \$1,825.00, Fire Suppression System Monitoring - \$500.00, Alarm Monitoring - \$920.00 and Miscellaneous - \$1,000.00 for a total of \$21,591.00

Linda Murray questioned where the installation of the air conditioning was put and the price was incorrect.

It was put in Capital Outlay line # 01-49617-741 2017 Install Air Conditioning in Server Room for \$7,000.00, not \$70,000.00.

Mr. Chamberlin will get an updated Capital Outlay list for the Board.

E. Zoning Board of Adjustment

Linda Murray questioned line 01-41304-320 Legal because of Families In Transition. She asked if a quote could be requested from the law firm.

Mr. Owen would ask for the quote.

This was put on the Revisit List.

F. Code Enforcement

Mr. Owen stated Mr. Ryder did not accept our offer so we will be looking for a new code officer.

Mr. Owen stated an interim would be needed while looking for a new code officer.

The Board discussed possible solutions.

Mr. Owen stated the Administrative Assistant, Terry could do some of the zoning pieces.

Mr. Owen stated the open position will be advertised.

Dave Senecal suggested advertising with the NHBOA.

This was put on the Revisit List line 01-42400-113 Supervisory Salaries.

Dave Senecal offered his services for an interim if the Town could not find anyone else.

The Board agreed to offer Terry a stipend of \$2,500.00 and to hire Dave Senecal as an interim.

Linda Murray questioned line 01-42400-311 Consultants.

Mr. Owen stated it was used for specialized services.

Linda Murray asked for a note to be written.

Dave Senecal suggested writing used for 3rd party services.

The Board agreed.

Linda Murray asked to revisit line 01-42400-820 Professional Development.

Other Business

Agency

Linda Murray questioned line 01-44181-830 68 Hours of Hunger since they had not used all the money from 2016.

It was moved by Luke Freudenberg and seconded by Linda Murray to reduce line 01-44181-830 68 Hours of Hunger to \$3,000.00. Members voted and none being opposed, the motion passed.

Linda Murray reminded the Board on the next meeting of October 25th in non-public session they would be doing their evaluation for Mr. Owen.

It was moved by Dave Senecal and seconded by Luke Freudenberg to adjourn at 7:10 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain