

**Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
October 30, 2017**

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

Staff present: Town Manager David W. Owen, Finance Director Pete Chamberlin, Libby Museum Director Alana Albee, Parks and Recreation Director Christine Collins, Library Director Cindy Scott and Recording Secretary Michele Chamberlain

Chairman Freudenberg 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

Chairman Freudenberg stated we are going to discuss the Revisit List.

Libby Museum

Libby Museum 01-45891-434 Office Equipment

Libby Museum 01-45891-550 Printing

Libby Museum 01-4589-810 Travel/Meetings

Linda Murray stated the budget is already increased by 4.12%, which is a lot. We were at 3.68% before we did the raises.

Linda Murray stated her understanding was the brochures were important to Ms. Albee.

She stated we really need to be looking at cutting the budget not adding to it.

Brad Harriman stated one of Ms. Albee's main concerns is the winter covers.

Ms. Murray stated that is a Capital Outlay item.

Chairman Freudenberg stated we will discuss after.

Alana Albee, Libby Museum Director, addressed the Board. She stated she is looking for the best solution. She can manage the museum without the brochures but it is essential that the animal fur and feathers be covered. If they are not covered they will be damaged. She stated she was not asking for the whole \$10,000.00. She was requesting \$1,500.00.

Linda Murray questioned if the 2017 budget was already spent.

Mr. Owen stated they looked at that today and it has already been spent.

Brad Harriman stated Ms. Albee agreed to give up lines 01-45891-550 Printing, 01-45891-562 Advertising and 01-45891-810 Travel/Meetings when he met with her today. These lines covered seasonal brochures/poster, parade float/brochures, The Laker advertising and mileage. These items total \$1,280.00.

Linda Murray questioned if she could wait to do pest control (\$170.00) and spider brushing (\$300.00). She stated maybe we could do some swapping because we cannot add to the budget.

Brad Harriman stated she would be willing to do away with 01-45891-550 Printing, 01-45891-562 Advertising and 01-45891-810 Travel/Meetings to cover the \$1,500.00 needed for the winter covers.

Linda Murray stated those are not in the budget.

Brad Harriman stated ok, they are not in the budget yet.

Linda Murray stated that is why I asked about pest control and spider brushing because we already included those items in the budget.

Ms. Albee stated we can do what we have to keep spiders down and it can be done next year.

Linda Murray stated if we remove it then it should be noted so it is understood it was removed so winter covers could be included.

Dave Senecal stated the covers should be included under line 01-45891-630 Maintenance Supplies.

It was moved by Linda Murray and seconded by Dave Senecal to remove \$300.00 from line 01-45891-380 Outside Services (Spider Brushing) and add \$1500.00 to line 01-45891-630 Maintenance Supplies for winter covers due to the need to stop moisture from damaging the collection. The new total for line 01-45891-630 Maintenance Supplies will be \$1,700.00. Members voted and being none opposed, the motion passed.

The Board agreed that was all they were willing to add to the budget for the Libby Museum. Therefore, the revisit items 01-45891-550 Printing, 01-45891-562 Advertising, and 01-45891-810 Travel/Meetings were denied.

Wolfeboro Public Library

Wolfeboro Public Library - 01-45500-380 Outside Services – Technology Management Service Contract \$18,500.00.

Chairman Freudenberg questioned if this could wait until next year.

Ms. Scott stated the new library building is the number one priority this year. She stated she understood the budget needed to be cut so if they decided not to support it she would understand. She stated she would put it forward again next year because it is getting harder to do their jobs. She stated librarians are not technicians.

Linda Murray stated the budget is high and if we want to get the warrant article through for the library so we need to hold off on this.

The Board agreed they could not support it at this time. Linda Murray stated she was sorry.

Parks and Recreation

Parks and Recreation – Administration - 01-45201-560 Dues and Subscriptions

Mr. Chamberlin stated Ms. Collins has not paid for MaxGalaxy Registration and Facility Management Software yet but it will be paid for soon.

Parks and Recreation – Maintenance 01-45202-117 Part Time Wages

Ms. Collins stated the Board questioned at the last meeting why this line had been over spent. Ms. Collins stated she has a sick employee and when he is out a replacement is hired to cover his shifts. Also, she wanted the Board to be aware that the budget stated this position is for 20 weeks but if the weeks were totaled from May 1st to October 1st there are really 27 weeks.

Ms. Collins stated we looked at Maintenance line 01-45202-710 Land/Land Improvements for the trails budget which was \$5,500.00. Ms. Collins stated we are responsible for Front Bay, Bridge Falls Path and Thayer Trail and the \$3,000.00 was added in when we were doing work. The work has been completed so she suggested putting the \$3,000.00 under workers because it is needed there. Ms. Collins stated she would have to reevaluate what gets done and what doesn't.

Linda Murray stated we need to look at who takes care of the flower beds.

Ms. Collins stated she had a discussion with Mr. Tasker the other day. She stated Parks and Recreation is responsible for two flower beds and Mr. Tasker maintains the other two beds.

Linda Murray stated she asked Mr. Ford about the flower beds in front of Hunter's Shop 'N Save and he said originally they had volunteers taking care of the gardens. Unfortunately, the volunteers are no longer available so the Town must provide the service. Ms. Murray stated Ms. Barnard will water but she won't weed so we need to decide who will be responsible for the new gardens that were added.

Dave Owen stated Parks and Recreation takes care of Cate Park so it would make sense for them to do Hunter's Shop 'N Save.

Ms. Collins stated Parks and Recreation only mows Cate Park and the landscaping services are hired for the rest of the maintenance.

Chairman Freudenberg suggested placing weed fabric and mulch in the gardens. He stated we just cannot have weeds in the gardens.

Mr. Owen stated he would discuss with Ms. Collins and Mr. Tasker about who would be responsible for each garden.

Ms. Murray stated so if we leave the Land/Land Improvement budget the way it is then Ms. Collins will see that everything gets completed.

Ms. Collins agreed and stated she will compile a list so the Board of Selectmen knows what her department is maintaining with her staff.

Dave Senecal stated line 01-45202-710 Land/Land Improvements, line 01-45202-140 Overtime and line 01-45202-117 Part Time Wages are all set.

Dave Senecal stated line 01-45202-380 Outside Services is next. We questioned this because there was a 79% increase.

Ms. Collins stated this line was removed because the Pavilion Bathroom cleaning was moved to Programs line 01-45202-380 Outside Services.

Brad Harriman stated so Maintenance line 01-45202-380 Outside Services was reduced by \$12,870.00 and we are moving it over to Programs line 01-45202-380 Outside Services.

Ms. Murray agreed.

Mr. Chamberlin stated Programs line 01-45202-380 Outside Services new total is \$16,400.00.

Dave Senecal stated so Maintenance line 01-45202-430 Vehicle Maintenance is next.

Linda Murray asked if Ms. Collins received any quotes on leases.

Ms. Murray stated if it is going to take \$9,800.00 to fix the PR3 vehicle then we should re-evaluate it.

Ms. Collins stated she thought it could be fixed cheaper because the quote included every little dent to be fixed. She stated the vehicles are 2004 and 2007. There should be a vehicle span of twelve years. She stated there isn't any money in capital reserve for new vehicles so she would like to start one so we can plan for the future.

Linda Murray stated in the last budget cycle Parks and Recreation had a van, maintenance truck and the one ton. Ms. Murray stated one vehicle was given to them and now Ms. Collins is requesting a fifth vehicle.

Ms. Collins and the Board discussed how many vehicles were in her department since there was some confusion on what she had for vehicles.

Mr. Chamberlin stated a 4 year lease on the minivan is \$7,426.00 a year and the pick-up truck would be \$10,607.00 for 3 years.

Brad Harriman stated so that is \$18,000.00 per year.

Brad Harriman and Dave Senecal stated they thought that was expensive for a lease.

Ms. Collins stated Parks and Recreation are short on vehicles and everyone is using their own vehicle. Ms. Collins stated she was willing to share a vehicle with another department.

Mr. Senecal stated that does not work.

Chairman Freudenberg suggested putting a hitch on the van and using a trailer to put their equipment in.

Ms. Collins stated if we take out the truck in the Capital Outlay and just do the van then could we put money into repairs for the PR3.

Ms. Murray questioned if the PR3 was an existing vehicle.

Ms. Collins stated yes.

Dave Senecal stated if we look at \$9,800.00 to fix PR3 which is a 2007 vehicle it is less than a \$10,000.00 lease. The vehicle should last 15 years.

Ms. Collins stated Mr. Wilder stated it should last 12 years.

Mr. Senecal stated spend the \$9,800.00 and then use PR3 for a couple more years.

Mr. Harriman agreed with Mr. Senecal. Mr. Harriman suggested that the repairs might only cost \$2,000.00 to \$3,000.00 and Ms. Collins might still be able to get 2 more years out of the vehicle.

Mr. Owen asked for the cost of the repairs.

Ms. Collins stated the one ton estimate was for \$3,057.00. The PR3 vehicle had an estimate of \$9,800.00 which seems very high.

Brad Harriman stated he thought \$3,000.00 would be enough money to repair the PR3 vehicle and then it would allow Ms. Collins 2 years to start a capital reserve account for a new lease.

Ms. Collins suggested painting the vehicles green instead of orange because the cost is cheaper and most Recreation Departments have green vehicles.

It was moved by Brad Harriman and seconded by Dave Senecal to add in \$3,000.00 for the repair work on the PR3 vehicle and leaving in the \$3,057.00 for the repairs to the one ton making the total for line 01-45202-430 Vehicle Maintenance cost \$8,307.00. Members voted and being none opposed, the motion passed.

Ms. Collins stated line Beaches 01-45203-431 Ground Maintenance still needs gravel put at Albee Beach.

Linda Murray stated we questioned line Beaches 01-45203-710 Land/Land Improvement on whether the department buys all of the swim lines for \$375.00 and the race lanes for \$4,000.00 at one time.

Dave Senecal questioned the cost for picnic table frames and wood for picnic tables.

Ms. Collins stated every year we put in to get a few more picnic tables and some of the wood on the frames need to be replaced.

Dave Senecal stated so that is maintenance.

Ms. Collins agreed.

Linda Murray suggested buying 3 race lanes this year and 3 next year. She stated the cost will be cut in half then.

Dave Senecal suggested checking with Skeeahan because they have them put together already and they are cheaper.

It was moved by Linda Murray and seconded by Brad Harriman to cut line 01-45203-710 Land/Land Improvements by \$2,000.00 making the new line total \$2,880.00. Members voted and being none opposed, the motion passed.

Capital Outlay

01-49618-100 2018 Parks Mini Van Replacement

It was moved by Linda Murray and seconded by Chairman Freudenberg to cut line 01-49618-100 2018 Parks Mini Van Replacement to \$7,426 for a 4 year lease. Members voted and being none opposed, the motion passed.

01-49618-150 2018 Parks Pickup Truck Purchase

It was moved by Linda Murray and seconded by Dave Senecal to cut line 01-49618-150 2018 Parks Pickup Truck Purchase. Members voted and being none opposed, the motion passed.

01-49618-200 2018 Brewster Beach Swim Team Shed

Brad Harriman stated he checked with the Vocational Center and they gave him an estimate of \$1,500.00 to \$1,900.00 to build a shed.

It was moved by Chairman Freudenberg and seconded by Brad Harriman to reduce line 01-49618-200 2018 Brewster Beach Swim Team Shed to \$2,000.00. Members voted and being none opposed, the motion passed.

01-49618-250 2018 Beach Sand – All Beaches

Ms. Collins suggested waiting on this line so she can figure out their course of action.

It was moved by Brad Harriman and seconded by Linda Murray to zero line 01-49618-250 2018 Beach Sand from \$10,330.00 to zero. Members voted and being none opposed, the motion passed.

01-49618-300 2018 Carry Beach Drainage & ADA Access

Ms. Collins stated this was thrown out, correct?

Brad Harriman stated yes.

01-49618-350 2018 Tennis Courts Maintenance

Ms. Collins stated to do both tennis and basketball courts together it will cost \$14,000.00 if we were to do them separately it will cost \$1,750.00 more.

Chairman Freudenberg suggested doing the courts next year.

Ms. Collins stated ok but she didn't want to go past 2019.

Linda Murray suggested leaving it in for the Budget Committee to review.

The Board agreed to leave Capital Outlay line 01-4618-350 Tennis Courts Maintenance in the budget.

01-49618-400 2018 John Deere Tractor Replacement

This line was deleted.

01-49618-450 2018 Parks Leaf Box for One Ton

Brad Harriman thought this could be built for \$1,000.00.

It was moved by Brad Harriman and seconded by Dave Senecal to reduce line 01-49618-450 2018 Parks Leaf Box for One Ton to \$1,000.00. Members voted and being none opposed, the motion passed.

Linda Murray stated line 01-49618-700 Libby Tyvek Winter Covers was taken out.

Executive Budget

01-41301-117 Part Time Positions

Dave Owen stated the Information Center was under staffed most of the year.

Linda Murray suggested giving them \$8,500.00 which is the same funding as last year. She stated they asked for an additional \$8,464.00.

It was moved by Linda Murray and seconded by Dave Senecal to cut line 01-41301-117 Part Time Positions to \$8,500.00. Members voted and being none opposed, the motion passed.

01-41301-381 Cable Channel

It was moved by Dave Senecal and seconded by Linda Murray to cut line 01-41301-381 Cable Channel to \$100,000.00. Members voted and being none opposed, the motion passed.

Finance

01-41501-311 Consultants

It was moved by Linda Murray and seconded by Dave Senecal to remove \$8,000.00 from line 01-41501-311 Consultants making the new total zero. Members voted and being none opposed, the motion passed.

Linda Murray questioned if the Board had ever dealt with the dehumidifier issues in the Brewster basement.

Mr. Owen stated Matt Sullivan is working on this.

Dave Senecal stated they were needed.

The Board agreed to wait to discuss with Mr. Sullivan next Wednesday.

Zoning

01-41304-320 Legal

It was moved by Dave Senecal and seconded by Linda Murray to drop line 01-41304-320 Legal to \$4,000.00. Members voted and being none opposed, the motion passed.

Town Manager

Chairman Freudenberg stepped down.

01-41302-113 Supervisory Salaries

It was moved by Dave Bowers and seconded by Linda Murray to raise line 01-41302-113 Supervisory Salaries to \$120,000.00 making the new total \$140,419.20(Pete needs to calculate this number to make sure it is correct). Members voted and being none opposed, the motion passed.

01-41302-311 Consultants

It was moved by Dave Senecal and seconded by Brad Harriman to zero line 01-41302-311 Consultants. Members voted and being none opposed, the motion passed.

Electric

03-43410-830 Programs

Linda Murray questioned if the new rates were included.

Mr. Chamberlin stated it has not been set yet.

Assessing

01-41503-382 Abatement Processing

Linda Murray questioned if all the funds were needed for abatements. She suggested lowering the amount by \$5,000.00.

Dave Senecal suggested keeping the amount.

It was moved by Dave Senecal and seconded by Brad Harriman to leave line 01-41503-382 Abatement Processing at \$16,088.00. Members voted and being none opposed, the motion passed.

Mr. Owen stated the Brush Disposal Contractor has not renewed his contract. There have not been any bids for the contract either. Mr. Owen suggested doing this in house so \$7,496.00 would be needed to add to the budget. However, there is some revenue and it would probably offset the cost.

Linda Murray stated this needs to be noted in the budget that the revenue coming in would offset the cost.

It was moved by Dave Senecal and seconded by Brad Harriman to add money into the Solid Waste Budget for Brush Disposal according to the sheet provided by Mr. Owen. Members voted and being none opposed, the motion passed.

Department of Public Work

01-43120-210 Health Insurance

Brad Harriman stated this has been done.

01-43260-410 Electricity

The Board decided to leave this line the same.

It was moved by Dave Senecal and seconded by Brad Harriman to adjourn at 7:30 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain