

Wolfeboro Board of Selectmen  
Public Meeting Minutes-Unapproved  
Budget Hearings  
October 9, 2018

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

**Staff present:** Town Manager Becky Merrow, Welfare Director Amy Capone Muccio, Finance Director Deb Zabkar and Recording Secretary Michele Chamberlain

Chairman Murray opened the meeting at 6:00 PM.

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

Ms. Merrow stated a non-public session is needed to discuss personnel.

**New Business - Budget Hearings**

**A. Welfare Department**

Amy Capone Muccio, Welfare Director, addressed the Board.

**01-44410-341 Telephone**

Mr. O'Brien asked for clarification on cellphone stipends. HE stated a new carrier in Town would like to offer us cellphone service.

**01-44410-620 Office Supplies**

Ms. Muccio questioned if an invoice had been paid for \$394.00. She stated she might have to increase this line to \$800.00.

**It was moved by Paul O'Brien and seconded by Brad Harriman to increase line 01-44410-620 Office Supplies to \$800.00. Members voted and being none opposed, the motion passed.**

**01-44410-845 Direct Assist-Rent**

Chairman Murray questioned if Ms. Muccio felt comfortable with this line being \$50,000.00.

Ms. Muccio stated she would normally feel comfortable with it but this year she had 2 unexpected situations occur. She suggested revisiting this line.

**01-44410-847 Direct Assist-Utilities**

Chairman Murray questioned if \$4,000.00 was enough because last year it was \$6,000.00.

Ms. Muccio stated she was fine with \$4,000.00.

## **B. Finance**

Ms. Zabkar, Finance Director, addressed the Board.

### **01-41501-113 Supervisory Salaries**

Ms. Merrow stated she would like to restate this line to level funding. She was under the impression that the Finance Department was in excellent order but unfortunately it is not.

The Board discussed in length.

Mr. Bowers questioned if this should be discussed in a public session.

The Board agreed to continue the discussion.

Mr. O'Brien questioned if they were investigating the finances at this time.

Ms. Merrow stated yes. It appears the books were only balanced twice a year and that is not best practice. She stated moving forward she would like to have live books.

Ms. Merrow suggested restoring funding to this line.

The Board discussed in length.

Chairman Murray stated we have an issue in this department and we need to decide where to put our money to solve this problem. She suggested talking about this at a later time in non-public.

The Board decided to add this to the Revisit List.

Chairman Murray asked the Board if they were okay with the format being changed in the budget book. They put an Excel Sheet in the budget book because it was easier to make a change.

Ms. Zabkar stated each one will still have to be entered manually.

Chairman Murray stated it will be quicker.

Ms. Zabkar stated it might not be quicker but it will be more accurate. Ms. Marble is hand calculating the 100 and 200 series and then hand entering them. She is spending hours doing this.

Mr. O'Brien questioned what is going to be done.

Mr. Bowers stated we are all responsible for this so it needs to be fixed.

The Board discussed and agreed.

Mr. O'Brien questioned if it was a better format, if it would improve accuracy and business performance.

Ms. Merrow stated it would improve accuracy. We have an extremely inefficient system of doing this budget.

Chairman Murray questioned the program that is needed.

#### **01-41501-301 Audit Services**

Chairman Murray questioned an increase of \$3,000.00 to this line.

Ms. Zabkar stated we have several large projects that may have federal funding so a single audit may be required.

Mr. O'Brien questioned if they knew which projects.

Ms. Merrow stated projects over \$750,000.00 such as the State Bridge and Center Street.

Mr. O'Brien stated they should be listed in the budget book.

#### **01-41501-311 Consultants**

Ms. Merrow stated this is an estimated cost for outside services related to our accounting system and office support, Stone Hill Municipal Services.

Ms. Zabkar stated she would like to have live books and be able to balance the software. Ms. Smith, representative from Stone Hill Municipal Services will be able to provide this service.

Mr. O'Brien questioned if Ms. Smith would be on a retainer.

Chairman Murray stated the \$3,000.00 that was given this year will take care of the 2018 books and the increase of \$5,000.00 will help with tasks that Ms. Zabkar predicts that she will need.

Ms. Zabkar stated she has a list of these tasks.

Mr. O'Brien stated he preferred a list of tasks. He would like a list of those tasks and they should be discussed in either a public or non-public session.

Mr. Senecal stated different people do things differently.

Chairman Murray suggested having a session with our auditor.

After the Board discussed in length they agreed to leave line 01-41501-311 Consultants at \$5,000.00.

#### **01-41501-380 Outside Services**

Ms. Zabkar stated she would like this put on the revisit list because we are in the process of evaluating whether or not we will outsource payroll to ADP or Paychecks.

Chairman Murray stated we have a back-up plan of the new Finance Administrative Assistant doing payroll for the 8 weeks that the Human Resource employee is out on medical leave.

Ms. Zabkar stated this is an emergency back-up plan.

Ms. Merrow stated this would be a difficult plan.

Ms. Zabkar stated a non-public session was needed to discuss this further.

The Board agreed.

Mr. O'Brien questioned when the revisit list would be addressed.

Chairman Murray stated on October 25<sup>th</sup> we will revisit the line items and if more information is needed they will provide us with that information ahead of time for our review. We will vote on that information on November 7<sup>th</sup>.

The Board agreed they needed to have a non-public session on Finance. The date of the non-public meeting will need to be decided.

Ms. Merrow stated she has a memo for the Board's review.

### **C. Technology**

Ms. Merrow stated after a discussion with Block 5 it was determined that they have not been charging us for the full amount of licenses that we have.

#### **01-41990-117 Part Time Salary**

Chairman Murray questioned this line. She asked for a job description for this position.

Ms. Zabkar stated this position is for our website but the employee thought he was going to be offering support similar to our Block 5 company.

Mr. O'Brien stated a job description was needed.

The Board agreed to revisit this line.

#### **01-41990-380 Website Maintenance**

Chairman Murray questioned why this line had not been spent.

Ms. Zabkar stated the bill is due in December.

Ms. Merrow stated she has received a lot of complaints about our website.

### **01-41990-425 Computer Maintenance**

Chairman Murray stated this is an increase of \$27,640.00 to this line. The increase is due to the increase of work stations and licenses. This reflects an accurate count of 95 work stations as opposed to 65 when we started with Block 5.

Ms. Merrow stated this is an excellent company and they provide an excellent service.

Ms. Zabkar agreed.

### **01-41990-440 Rentals & Leases**

Chairman Murray questioned why the line item went down and asked if Ms. Zabkar was okay with it.

Ms. Zabkar stated she was fine with the line item at this time.

### **01-41990-725 Computer Hardware**

Mr. O'Brien questioned if this was a normal replacement cycle for our computer hardware.

Ms. Zabkar stated she was concern with the previous practice of waiting until December to replace computers because we are watching how the budget is going. She questioned if this should be looked at further.

Chairman Murray stated we have an IT Committee that could help.

Mr. O'Brien stated we need to ask the IT Committee for an inventory remittance on hardware and software.

### **02-41990-425 Computer Maintenance**

The Board questioned how this fund worked. Chairman Murray stated she would look at her last year's book for clarification.

### **D. Debt Service**

Mr. O'Brien asked for clarification of the worksheet. He asked if we were going to incur more debt services as a result of our warrant articles this year.

Chairman Murray stated yes. We have been paying cash lately.

Mr. O'Brien stated he thought the sheet understated the debt.

Dave Bowers stated our debt is going to be costing us more.

Chairman Murray stated we have been trying to do more Capital Reserve Accounts and less bonding. We have only been bonding big projects.

### **E. Miscellaneous Expense**

Chairman Murray asked to leave the amount the same on the line item but to add on the list a Handicap Wheelchair for Carrie Beach.

### **F. Health Officer**

No Changes

### **G. Clark House**

Ms. Merrow stated there is a capital request to paint the barn for \$6,500.00. It was questioned if it could be vinyl sided.

The Board did not want to vinyl side the barn.

Mr. O'Brien questioned if the barn was included in the Clark House. He asked to remove the barn from the list since it was not included in the line items.

### **01-45892-413 Sewer**

Chairman Murray questioned why they were paying for sewer since there is an outhouse.

Mr. Harriman suggested revisiting this with Christine Collins.

Ms. Zabkar stated she thinks there is confusion with the capital outlay request and the Operations & Maintenance Budget.

Mr. O'Brien would like an estimate of the cost to carry this building.

### **New Business**

Chairman Murray asked the Board to sign the paperwork for Pat Waterman to be able to have verification for the election.

**It was moved by Brad Harriman and seconded by Paul O'Brien to sign the document for Pat Waterman for the elections. Members voted and being none opposed, the motion passed.**

**It was moved by Dave Bowers and seconded by Paul O'Brien to enter into non-public session under RSA 91:3 II (e) to discuss personnel. Roll call vote, Chairman Murray – yes, Dave Bowers – yes, Brad Harriman – yes, Dave Senecal – yes and Paul O'Brien – yes. Being none opposed, the motion passed.**

The Board re-entered public session at 8:50 PM.

**Brad Harriman moved the Wolfeboro Board of Selectmen to seal the minutes of the October 9, 2018 non-public meeting. Dave Bowers seconded. Roll call vote, Chairman Murray – yes,**

**Dave Senecal – yes, Dave Bowers – yes, Paul O’Brien – yes and Brad Harriman – yes. Being none opposed, the motion passed.**

**It was moved by Paul O’Brien and seconded by Dave Senecal to adjourn at 8:51 PM. Members voted and being none opposed, the motion passed.**

Respectfully Submitted,  
Michele Chamberlain