

**Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
Budget Hearings
October 11, 2018**

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

Guest present: Mike Hodder

Staff present: Town Manager Becky Merrow, Parks and Recreation Director Christine Collins, Public Works Director Dave Ford, 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 may be needed.

New Business

Ms. Merrow stated Mr. Hodder is here tonight to discuss Senior Citizens. The Welfare Director, Parks and Recreation Director and herself sat down because there was an increase in the price of senior meals of \$5,000.00. This involved a discussion so Mike Hodder is here tonight.

Ms. Collins stated the seniors are given money for their senior program and they are running it.

Chairman Murray stated the Wolfeboro Senior Meals is a 501(c)(3) organization.

Ms. Collins stated yes. When she worked in Milton, seniors were under the Parks and Recreation Department. After having a discussion with Mr. Hodder we came up with a plan to transfer the funds that typically go into the Welfare budget to go into the Parks and Recreation Budget.

Chairman Murray questioned if we are talking about a specific senior group that is disbanding and wants to find a place to put their money.

Mr. Hodder stated no.

Ms. Collins stated there are two groups.

Mr. Hodder stated there is a Wolfeboro Senior Club that is not active in the Senior Center and the other is the Wolfeboro Senior Center. The Wolfeboro Senior Center and Meals is a 501(c)(3) private organization that receives \$21,000.00 per year from the Town and the grant is given to the Senior Meals to run it. The Senior Meals program consists of a director and a cook and the positions are both part-time.

Chairman Murray stated she is in support of this but the Welfare Director must be the Chairman of the Board of the 501(c) (3).

Mr. Hodder stated she is.

Chairman Murray stated we do not want people to think it is under our Welfare Department. We have a lot of our staff part of this but it is not part of the Town government.

Mr. Hodder stated the grant that the Town gives per year goes to the 501(c) (3) corporation in Wolfeboro for the Senior Center and Meals. They used that money to pay a part-time cook, part-time director and to run the program. There is never a surplus. There are thousands of meals served per year to seniors. The cost of the meals is by donation of \$3 to \$5 along with the Town contribution.

Chairman Murray stated the All Saints Episcopal Church donates the space.

Mr. Hodder stated we pay them a thousand dollars a year to use the space but it is not an adequate amount for rent of the space. The church just moved its children's center downstairs so the space that the seniors have is becoming constricted. We are looking for another space although the church is happy to have the seniors there.

Ms. Collins stated a lot of people do not want to go to a church so there was some talk about having a community center. They talked about putting the \$21,000.00 under the Parks and Recreation Budget. Ms. Collins wanted to make sure there was a place for seniors if the church decided not to allow them use of the space in the future. She stated Abenaki Ski Area is available every day from 10-2 except during December and February vacations.

Mr. Bowers questioned why the church space was not working.

Mr. Hodder stated a lot of people think it is a church operated function and/or they think it is a program for really poor people so they shouldn't go. If it was not in a church setting it would no longer have the stigma of a religious affiliation even though there isn't one in existence in reality. If it was under the leadership of the Town it might have a broader appeal to the population at large.

Ms. Merrow stated the current Senior Meals program does not run in the summer so if they change locations it could be run year round. This year the request is to increase the amount from \$21,000.00 to \$25,000.00.

Ms. Collins stated the plan was to run the program through May and then stop the program. Then she would take over the program in September of 2019. The 2020 budget would need to be figured out as well.

Mr. O'Brien questioned how Ms. Muccio felt.

Ms. Collins stated she was on board with the plan.

Ms. Collins stated the other part of this plan is that Mr. Hodder would like to start up a program.

Mr. Hodder stated at this time the Wolfeboro Senior Citizens Club is not part of the Wolfeboro Senior Meals. Wolfeboro Senior Citizens Club does not receive any money from the Town.

Ms. Collins stated Ms. Muccio stated the Wolfeboro Senior Club was going to lose their funding so they have to put their money somewhere. She asked Mr. Hodder if that was correct.

Mr. Hodder stated when they decide to disband then the money will have to go somewhere.

Mr. Hodder stated if the program is adopted as part of the Parks and Recreation Department the Board of Wolfeboro Senior Citizens Club would continue running the program as it is now until the end of this year (May 2019) and at that point we would disband our 501(c) (3). Mr. Hodder would start a new organization called the Wolfeboro Senior Center. We could then fundraise for a community center in which seniors would have a significant portion.

Ms. Merrow stated this is a plan we are working on.

Chairman Murray questioned when they would be building a community center. She stated part of the reason the Senior Center was at the church was because it was located at the center of downtown and it was easier for seniors to get to it.

Ms. Collins stated Abenaki would only be used if it was needed. She suggested using the Town Hall.

Mr. O'Brien questioned the difference between a Senior Center and a Community Center.

Ms. Collins stated she suggested having a Community Center with a Senior Center component.

The Board discussed the idea of a Community Center.

Chairman Murray suggested having a pilot program during the summer at Abenaki. The Board would need a cost estimate. She would leave the cost at \$25,000.00 at this time.

Mr. Senecal stated the church needed to be notified first.

Ms. Collins stated she would look into air conditioners for Abenaki.

Ms. Collins stated so we will try this for the summer and then go back and look at the budget for 2020 and see if we want to move further.

Mr. O'Brien stated do not under resource this and have a fully composed plan.

Mr. Hodder stated the Wolfeboro Senior Citizens Club was looking to disband by the end of the current year (May 2019). We would then need to stay in business another year.

The Board agreed this needed to wait until 2020.

Mr. Hodder stated it would then be a year round program. He thanked the Board for their support.

Budget Hearings

A. Culture & Recreation

i. Parks Administration

01-45201-210 Group Health Insurance

Chairman Murray questioned why this line item went down by \$8,098.00.

Ms. Collins stated we budgeted for a family position and the employee chose a smaller plan.

Ms. Merrow stated not all departments were equally informed of the ability to add domestic partners to their plan so there may be changes.

01-45201-440 Rentals & Leases

Mr. Harriman questioned the length of the lease.

Ms. Collins stated five years.

Mr. O'Brien questioned if this was the lease for the vehicle that fell apart.

Ms. Collins stated yes, it is for the van that rusted through the bottom.

01-45201-635 Gasoline

Chairman Murray questioned why only \$141.70 has been spent.

Ms. Collins stated we did not have a vehicle. We have been driving our own vehicles for over a year.

Chairman Murray suggested putting a memo/note stating there was no car available.

Mr. O'Brien questioned if people were reimbursed for mileage.

Ms. Collins stated yes. We took the money from the mileage line.

Ms. Merrow stated we are going to introduce the Wex program for gasoline.

ii. Parks Maintenance

01-45202-117 Part Time Wages

Chairman Murray questioned whether the addition of this person could help with garden maintenance. We had volunteers in the beginning but that does not seem to be working anymore.

Ms. Collins stated that is the plan. We do not have the man power to do everything we need to do.

Chairman Murray stated Public Works also has gardens.

Ms. Collins stated it would be nice to re-allocate a list so everyone knows who should be contacted. This is one of her goals for 2019 to know what she is responsible for and to make sure it is being managed.

Mr. O'Brien agreed with Chairman Murray that the gardens needed to be maintained. He asked for a schedule of things that would get done with part time support.

01-45202-140 Overtime

Chairman Murray questioned why overtime increased by \$2,475.00.

Ms. Collins stated this is for when we have holidays or vacations and staff has to work over.

Mr. O'Brien questioned if it was for weekends.

Ms. Collins stated yes.

Chairman Murray stated so far we have only spent \$3,132.65. It is approved for \$6,500.00 for 2018 but you are asking for \$8,975.00 for 2019.

The Board added this to the Revisit List.

Ms. Collins would look at this line and get back to them.

01-45202-380 Outside Services

Mr. Harriman stated garden maintenance is in this line.

Ms. Collins stated we used outside services for gardens this year so she put it in the budget so it would be reflected.

Mr. O'Brien questioned if they were spending \$3,108.00 to maintain the IGA strip.

Ms. Collins stated correct.

Mr. O'Brien stated that this was very expensive.

Ms. Merrow suggested looking at perennials instead of annuals or some shrubs. We could get a volunteer architect to look at what would be attractive and require less maintenance.

Chairman Murray stated we used to have a lot more volunteers. She suggested looking into a less expensive alternative but stated it needs to still be attractive.

Mr. O'Brien stated we need to fix this so we don't have weeds. This needs to be added to a punch list.

01-45202-430 Vehicle Maintenance

Chairman Murray questioned the decrease of \$6,697.00 to this line.

Ms. Collins stated we had money for repairs for the pick up and the one ton but then the one ton was not salvageable.

01-45202-435 Building Maintenance

Chairman Murray wanted to add to the list money to purchase a drain to address the splash problem.

01-45202-440 Rentals & Leases

Mr. O'Brien questioned why this line went up.

Ms. Collins stated for maintenance for staff uniforms.

01-45202-710 Land/Land Improvements

Chairman Murray questioned if the increase was for Playground mulch. What is the cycle?

Ms. Collins stated she is sending her staff to a maintenance class for playgrounds. She stated she believed they replaced the mulch in 2015.

Chairman Murray stated to note that.

iii. Beaches

Ms. Collins stated we had some issues this year with our beaches. Lifeguards are difficult to find. She stated a lot of people thought the beaches were closed but it really had to do with staff problems. She gave them a plan for the future (Lifeguards versus Beach Attendants). If there is just a porta pottie it gives the signal that we are not opened.

01-45203-435 Building Maintenance

Chairman Murray questioned if the locks at Albee Beach were going to be replaced.

Ms. Collins stated yes.

iv. Abenaki

01-45204-117 Part Time Wages

Ms. Collins stated there is an extra person in this line due to the bigger lodge. Also rates of pay were increased.

Chairman Murray questioned the fees.

Ms. Collins stated we increased the fees last year.

Chairman Murray stated we need to look at revenues and fees when staff is added.

Ms. Collins stated there are a lot of schools that are interested in coming. We charge \$8 for residents and \$20 for non-residents.

Mr. O'Brien suggested looking at revenues.

Chairman Murray asked if we make money on rentals.

Ms. Collins stated we split the revenue with SkiWorks.

Chairman Murray suggested putting more justification for the increase of the line.

01-45204-380 Outside Services

Chairman Murray stated nothing has been spent so far this year.

Ms. Collins stated this money will be spent.

01-45204-435 Building Maintenance

Chairman Murray stated there is an increase to this line.

Ms. Collins stated we added rug cleaning.

01-45204-610 Gen Operating Supplies

Chairman Murray stated this line is being increased but not much money has been spent.

Ms. Collins stated the season has not begun and they added radio chest straps and staff gloves to the line.

01-45204-635 Gasoline & Oil

Chairman Murray questioned the line increase.

Ms. Collins stated they did not increase the amount of gallons but the price was more per gallon than last year.

Mr. O'Brien stated to foot note the price increase from \$1.99 per gallon to \$2.63 per gallon.

Diesel and Propane increased as well.

v. Hockey Rink

No changes.

vi. Programs

01-45206-117 Part Time Wages

Chairman Murray suggested noting all the areas that needed to be increased.

Mr. O'Brien questioned if the number is cut then will the services be cut as well. What is the most popular program?

Ms. Collins stated the day camp.

01-45206-380 Outside Services

Chairman Murray stated only \$586.00 has been spent.

Ms. Collins stated by the time the building was opened the outside services prices increased. We creatively had other staff members clean the bathrooms. She would like to see a Town bid to incorporate all bathrooms.

Mr. Ford stated they could look into it but the people working now do not have worker's compensation. We could bid the whole Town together. The last time we tried to get bids no one put in any bids. The company we have now does a decent job but they are not interested in becoming part time employees. They do not want to punch a clock.

Ms. Collins stated they could be paid by stipends.

Ms. Merrow suggested the people come to speak to her or Ms. Zabkar.

Mr. Harriman liked the idea of putting the bathrooms together.

Mr. Ford stated he will tell the people they need worker's compensation or that they could be paid by stipends.

Chairman Murray stated they need to know their different options.

Ms. Merrow stated it is not just worker's compensation they need to meet all the Town requirements.

Chairman Murray stated the staff can work this out.

Mr. O'Brien asked if the Pickleball gate was broken.

Ms. Collins stated this is a special gate they want.

It was moved by Dave Senecal and seconded by Paul O'Brien to remove \$1700.00 from line 01-45206-380 to remove the Pickleball gate. Members voted and being none opposed, the motion passed.

Ms. Collins stated we need to have a discussion about the Pickleball court. The tennis people are very unhappy.

Mr. Senecal stated tennis courts are tennis courts. The Pickleball players need to use the Pickleball courts or build some more courts.

vii. Community Center

01-45207-341 Telephone

Ms. Collins stated they will be cutting a phone line.

Chairman Murray stated then we will revisit the line because you will give us a new figure.

01-45207-435 Outside Services

Ms. Zabkar stated \$3,000.00 was supposed to be added under the Town Manager's line for asbestos.

Ms. Merrow has a vendor coming in to check the building for asbestos.

Mr. Senecal thought this was already done and said to check with Sarah Silk.

Ms. Zabkar stated she did not see any payments in the last several years for asbestos.

Ms. Merrow stated through the Master Plan process it was suggested that the building might be torn down and prior to that happening an asbestos test must be completed.

Chairman Murray stated we will not be taking the building down right away. We need to wait.

Mr. O'Brien stated the assessing of our buildings should all be together.

It was moved by Chairman Murray and seconded by Paul O'Brien to remove the \$3,000.00 from line 01-45207-435. Members voted and being none opposed, the motion passed.

viii. Patriotic Purposes

01-45832-830 Fireworks

Ms. Collins stated the Fire Chief asked her if they could have an electronic fireworks show in July.

Mr. O'Brien stated the quote was for \$11,000.00.

Mr. Bowers questioned what this was.

Ms. Collins stated it is just a manual thing that they press a button and it does it automatically.

Ms. Collins stated the Chamber might not have the funds to provide fireworks on New Year's Eve so she has included the \$5,000.00 in this line.

viii. Clark House

Ms. Collins stated we are already paying for electricity and water for the barn.

01-45892-413 Sewer

Chairman Murray questioned sewer use.

Ms. Collins stated there is a bathroom in the barn. She stated now that they have the permit to use the barn they do not want to use the bathroom in the house. They do not want water in the schoolhouse because it is causing moisture on the pipes.

01-45892-435 Building Maintenance

Chairman Murray questioned if the painting of the barn was included in this line.

Ms. Collins stated no, it is a Capital Outlay project. Things added to the line are Barn Suppression, Dehumidifier for basement and School House Repairs.

Mr. O'Brien asked if this would be the ongoing costs to carry this building.

Ms. Collins stated she was not sure. She told them if the building is through Parks and Recreation they will not be allowed to do any work to the building. The Town will manage what is happening.

Mr. O'Brien stated we are going to take possession and then we will have to incur some one-time costs to bring the building up to safety opposed to taking possession of a safe building.

Ms. Collins stated the schoolhouse engineering has not been done. She questioned what she should be doing. Are we trying to bring the building up to par and then maintain them? She asked if vinyl siding would be considered.

The Board did not want vinyl siding.

Chairman Murray stated it is going to cost \$12,000.00 to do the schoolhouse.

Ms. Collins stated correct.

Chairman Murray stated we need to take control of the building.

Mr. O'Brien stated we need to understand the cost it will take to carry this building. We need the steps to see how we can make progress.

Chairman Murray stated maybe we should take the barn this year and then the schoolhouse next year.

x. Pop Whalen

Mr. O'Brien asked where they made the most margin.

Ms. Collins stated renting ice space.

Mr. O'Brien questioned if the revenue was going up.

Ms. Collins stated before March she would like to set the rates for next year because she is working with schools and they are on a different budget period.

Mr. O'Brien asked if the quality was going up.

Ms. Collins stated it is flat.

Mr. O'Brien stated ice rental is flat, public skate rental is flat and skate rentals are flat. What do we need to fix here?

Ms. Collins stated more money is made if you are renting the ice space. The problem with public skate is that it depends on how many people come.

Mr. O'Brien asked if you increase prices on sheets of ice you won't lose customers?

Ms. Collins stated she did not think so because we are still low in price. We are running a business so we need to keep raising the rates. We increased skate rentals last year from \$3 to \$5. We are moving forward.

Chairman Murray stated Ms. Collins could explain that we have some major repairs that need to be done so we have to cover those costs.

Ms. Collins stated she had a discussion with Back Bay because they are trying to do an expansion. She encouraged them to do a 501(c) (3) Friends of Pop Whalen.

05-45890-210 Health Insurance

Ms. Collins stated this person opted out.

05-45890-382 Admin Cost Allocation

Ms. Merrow stated we are expected to cover depreciation. People have different philosophies on this.

Mr. O'Brien stated it is a non-cash expense.

Ms. Zabkar agreed with Mr. O'Brien.

Mr. O'Brien stated there is an allocated cost that the Town is assigning to Abenaki. When the money is taken out where does it go?

Ms. Zabkar stated this is under review.

Mr. O'Brien questioned the service that is being provided by Abenaki.

Ms. Zabkar stated there is a formula for this that is fifteen years old.

The Board was okay with this.

Chairman Murray stated we are paying back the General Fund.

Mr. O'Brien asked why the line went up by \$8,572.00.

Ms. Merrow questioned how it went up when people are making less.

Ms. Zabkar stated those calculations were done by the former Finance Director.

They agreed to leave the line as it is.

xi. Cemeteries

01-41950-117 Part Time Wages

Chairman Murray stated we are getting money back from the Trustees of the Trust Fund to offset this line increase of \$21,744.00.

Ms. Merrow stated yes.

Chairman Murray stated that needs to be written down as a note.

01-41950-650 Groundskeeping Supplies

Chairman Murray questioned if the Trustees of the Trust Fund were giving more money for this.

Ms. Collins stated yes. They are giving money for cemetery restoration.

Mr. O'Brien stated it should be listed as a note.

xii. Capital Outlay

Project 1- Replace Parks and Recreation 1-Ton Truck

Ms. Zabkar recommended buying instead of leasing due to interest rates going up.

This was added to the Revisit List.

Project 2- Basketball Court Maintenance

Mr. O'Brien stated the top shows the priority is necessary and the bottom shows it is urgent.

Ms. Collins stated it is urgent.

Project 3-Carry Beach Fencing Replacement

Ms. Collins wondered if this could be pulled out but she wanted to check first.

Chairman Murray stated we will put it on the Revisit List and Ms. Collins can get back to us.

Project 4 – Bridge Falls Path Light Replacement

Ms. Collins stated we requested this quote of \$82,078.00 from RB Electric.

Chairman Murray questioned if it should be a warrant article.

Mr. O'Brien suggested asking Barry Muccio to look at it.

Mr. Senecal stated the quote says it is a rough estimate and he was concerned with this price.

The Board added this to the Revisit List.

Project 5 – Cate Park Granite Wall Repairs

Ms. Collins stated the wall is leaning.

Chairman Murray stated this needs to be repaired.

Project 6 – Clark House

Ms. Merrow stated this is for the paint job to be done for \$6,500.00.

The Board asked for a copy of this because it was not in their books.

B. Highway & Streets

Dave Ford, Public Works Director, addressed the Board. He stated he had to cut his budget by \$100,000.00.

i. Public Works Administration

01-43110-311 Consultants

Mr. Harriman questioned if this line should be decreased by \$2,000.00.

Mr. O'Brien stated our non-operating expenses seem to be growing faster than our operating expenses.

Mr. Bowers stated level funding is not possible to maintain a lot of the standards of the Department of Public Works and everything else. Mr. Bowers felt we are going to have to say we are going to have increases across the board.

Mr. Ford stated level funding is hard to do and that is the direction the Board has asked the Department heads to do for the last ten years. Mr. Ford stated he has 5 divisions and always felt he could overspend in one division and under spend in another. He asked for flexibility.

The Board, Ms. Zabkar, Ms. Merrow and Mr. Ford discussed this in detail.

01-43110-480 Insurance

Mr. O'Brien questioned insurance.

Mr. Ford stated this is for the Town's insurance.

Chairman Murray stated it is probably for our liability insurance.

Ms. Merrow stated she would check with Ms. Marble.

ii. Highway & Streets

Mr. O'Brien questioned the Highway Departments head count.

Mr. Ford stated he has 10 employees.

Mr. O'Brien questioned how many employees he was authorized to have in the department.

Mr. Ford stated 10 employees are budgeted.

01-43120-140 Overtime

Mr. Harriman questioned if this was enough.

Mr. Ford stated it was not enough but he had to cut the budget.

It was moved by Brad Harriman and seconded by Dave Senecal to increase line 01-43120-140 to \$76,908.00. Members voted and being none opposed, the motion passed.

01-43120-430 Vehicle Maintenance

Mr. Ford stated he increased this line by \$12,000.00 to replace the loader and grader tires in 2019.

The Town Manager cut the line back to level funding.

It was moved by Chairman Murray and seconded by Brad Harriman to put the line back to \$110,000.00. Members voted and being none opposed, the motion passed.

01-43120-440 Rentals & Leases

Mr. Harriman questioned if the Town was a member of US Commodities Group. The rates are about half. Cintas, the uniform company is part of this as well.

01-43120-630 Maintenance Supplies

Mr. Harriman stated last year we gave Mr. Ford double the amount in gravel and it was cut this year.

It was moved by Paul O'Brien and seconded by Brad Harriman to restore the line to the department request of \$192,190.00. Members voted and being none opposed, the motion passed.

01-43120-740 Machinery & Equipment

Chairman Murray stated this line was decreased.

Mr. Ford stated it was okay.

iii. Public Works Garage

01-43191-140 Overtime

Chairman Murray questioned the decrease.

Mr. Ford stated he had an employee out on leave so this will make them very tight.

It was moved by Brad Harriman and seconded by Chairman Murray to increase this to line to \$12,000.00. Paul O'Brien stated no, the motion passed.

01-43191-332 Maintenance Vehicle

Mr. Ford stated he decreased this line because costs have been going down.

01-43191-610 Gen Operating Supplies

Chairman Murray questioned Mr. Ford if he was okay with the line decrease.

Mr. Ford stated he was okay.

iv. Building & Grounds

01-43192-113 Supervisory Wages

Chairman Murray stated the Master Plan states we need a Facilities Manager.

Mr. Senecal stated a job description is needed. He suggested getting a job description for Mr. Tasker as well.

This was put on the Revisit List.

01-43192-311 Consultants

Chairman Murray stated nothing has been spent. We have not done anything on our asset management.

v. Solid Waste Disposal

Mr. Ford stated recycling is going down so revenues are going down.

No changes.

vi. Capital Outlay

Project – 1 RR Station – Replace Docks

The Board discussed cement curbing.

Chairman Murray questioned parking spaces.

Mr. Ford stated the best solution would be granite curb but he would get back to the Board.

The Board agreed to put this on the Revisit List.

Project 2 – Townsend Brook Dam

Ms. Merrow stated she would be meeting with Julie and she is looking for money.

Mr. Ford stated he would look into this further.

Being as the time was so late the Board decided they did not need to go into non-public.

It was moved by Chairman Murray and seconded by Dave Senecal to adjourn at 10:05 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain