

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
MINUTES  
December 28, 2020  
Great Hall, Wolfeboro Town Hall and Virtual Access**

*Chairman MacDonald opened the meeting at 6:42 pm.*

**I. Preamble and Roll Call of Members in Attendance**

Good evening and welcome to the December 28, 2020 meeting of the Wolfeboro Budget Committee.

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order #2020-04, this Board is authorized to meet electronically. **However, the Committee has jointly decided to proceed with a 'hybrid' meeting format allowing for members of the public and Board to attend and participate in the meeting in-person or virtually.**

In accordance with RSA 91-A: 2, III, the Board has 6 members joining the meeting remotely, which a public body has the authorization to allow.

At this time I would like to take a roll-call vote of ALL members present. For those participating virtually, please indicate why your attendance is not reasonably practical and if you have any other individuals present in the room with you.

**Budget Committee Members Present (In-person):** John MacDonald, Chairman, Bob Loughman, Matthew Plache, Steve Johnson, Bob Moholland, Members.

**Budget Committee Members Present (Virtual):** Bob Tougher, Vice-Chairman (indicated he is at his residence and no one is present), John Burt (indicated he is at his residence and no one is present), Brian Black, (indicated he is at his residence and no one is present), Tom Bell (indicated he is at his residence and no one is present), Paul O'Brien, Selectmen's Representative (indicated he is at his residence and no one is present), Linda Murray, BOS Alternate Representative (indicated she is at her residence and no one is present).

Votes taken during this meeting will be via roll call vote for ALL members.

In accordance with Emergency Order #12, for members of the public, this is to confirm that we are:

1. Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means through GoToMeeting. All members of the public and Board have the ability to communicate contemporaneously during this meeting through the GoToMeeting platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #+1 (646) 749-3122 followed by the audio access code 918-242-429, or by video following the directions on the Town of Wolfeboro Website posted on the home page under the Virtual Town Meeting Login Information page.
2. Providing public notice of the necessary information for accessing the meeting; we previously gave notice to the public of how to access the meeting in-person or using GoToMeeting and in, and instructions are provided on the Town of Wolfeboro website at wolfeboronh.us on the Virtual Town Meeting Login Information page.
3. Providing a mechanism for the public to alert the public body during the meeting if there are problems with access; If anybody has a problem accessing the meeting via phone or computer, please immediately call 603-486-2692 OR email [hendrickson.leeann@gmail.com](mailto:hendrickson.leeann@gmail.com) In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

**Staff Present (In-person):** Jim Pineo, Town Manager, Lee Ann Hendrickson, Administrative Secretary.

**Staff Present (Virtual):** Kathy Carpentier, Finance Director.

The Committee participated in the Pledge of Allegiance.

**II. 2021 Budget**

Jim Pineo stated the BOS are reviewing the Default Budget and Estimated Revenues on 12/29/20.

**EXECUTIVE – Wolfeboro Waters**

Bob Loughman questioned whether the funding for Wolfeboro Waters should be included in line #870 Milfoil Treatment.

Jim Pineo replied no and stated the Town uses a contracted service for milfoil treatment.

Linda Murray stated the committees are two separate committees. She stated the Town has hired a contractor since 2007 to chemically treat milfoil in Back Bay, Lake Wentworth and Wolfeboro Bay. She stated the Wolfeboro Waters Committee's request is for supplies and website design; noting the work is done by volunteers.

Bob Loughman stated the budget has been underspent the last two years.

Linda Murray stated the chemical treatment in 2019 wasn't administered; noting that it isn't known from year to year the amount of growth that will occur and whether chemical treatment is necessary.

John Burt questioned the expenses for the Wolfeboro Waters Committee the last five years.

Paul O'Brien stated the Committee was established two years ago.

John Burt asked what has been spent the past two years.

Linda Murray stated last year's expenses were included in the water quality warrant article; noting \$15,000 was spent.

Paul O'Brien provided a history of the Committee and stated \$6,000 of the \$15,000 was spent on the website (<https://www.wolfeboroh.us/wolfeboro-waters-committee/wolfeboro-waters>).

Steve Johnsons stated he hopes the Town is not duplicating efforts of the Wentworth Watershed Association.

Linda Murray stated representatives from the Rust Pond Association, Wentworth Watershed Association and the Lake Winnepesaukee Association are members of the Committee.

**It was moved by Bob Loughman and seconded by Bob Moholland to accept the funding request for the Wolfeboro Waters Committee. Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell - yes. The motion passed (9-0).**

#### **PUBLIC WORKS DEPARTMENT/WATER AND SEWER DEPARTMENT**

Bob Tougher stated he doesn't agree with the proposal submitted to reorganize the two departments. He stated the salary structure is too large for Wolfeboro and it is very unfair to the taxpayers and the service industry this year has been hit hard due to the pandemic; restaurants, lodging and retail establishments have suffered quite a bit and believes that it will extend into next year and possibly next summer. He stated there are a half dozen buildings in the downtown core that are for sale and believes it's a very bad time to bring on an extra \$137,000 in salary and benefits.

Bob Loughman stated he supports Bob Tougher's statements.

John MacDonald stated these are very tough times and people are struggling. He stated there is a new administration in Washington and there will probably be some issues in Concord agrees that it is not a good time to proceed with the new position.

**It was moved by John MacDonald to remove any and all funds from the 2021 Budget for any new position within the Department of Public Works budget, in particular, the following lines: 01-43110-113 in the amount of \$45,760, 01-43110-220 in the amount of \$3,564, 01-43110-230 in the amount of \$6,433.86, 01-41550-210 in the amount of \$12,751. Bob Loughman seconded.**

***Discussion of the motion:***

Referencing 01-43110-220, Bob Tougher stated the amount is \$3,500.64 and not \$3,564.00 as stated by John MacDonald.

**John MacDonald amended the motion to reflect \$3,500.64 for 01-43110-220. Bob Loughman seconded the amendment.**

Matt Plache confirmed that the motion includes all costs associated with the new position.

John MacDonald stated the figures were provided to him.

Bob Loughman questioned the total reduction.

John MacDonald replied \$68,445.50.

Brian Black asked if there has been any discussion as to how to alleviate the current situation and problems that initiated the request.

Jim Pineo replied no, stating it was his hope the proposal would be accepted because it would have alleviated the issues at hand. He stated that the Department will have to slow down some of its projects and expressed concern that budget cuts were made under the assumption the proposal would go forward.

Matt Plache asked if there are repercussions to the water budgets that need to be reviewed.

John MacDonald stated he believes the lines included are within the Administration budget of Public Works and believes the \$12,000 is related to insurance.

Jim Pineo confirmed line #210 is insurance. He stated there was a methodology used previously to allocate the funding out for the current staff. He stated by making this wholesale cut there needs to be a shift in wages and wage related benefits to the water fund to make the absorption. He stated the way the budgets are built for the Director and Assistant Director positions is complicated; noting that for a number of years the Director was 60% General Fund, 20% Water Fund and 20% Sewer Fund and the Assistant Director was 35% General Fund, 40% Water Fund and 25% Sewer Fund.

John MacDonald stated he doesn't want to take any money from anyone's pocket; noting the Director's position receives \$56,905 from the Highway budget, \$28,840 from sewage collection and \$56,381 from water distribution for a total salary of \$142,126. He stated the Assistant Director receives \$14,181 from highway, \$10,332 from sewage collection and \$57,333 from water distribution for a total of \$81,846. He asked if those are the figures the two employees are getting paid in 2021.

Jim Pineo stated the Director position is \$142,428 and the Assistant Director position is \$82,252.

John MacDonald stated the Director's salary is approximately \$302 off and the Assistant Director's salary is approximately \$600 off. He asked which line to put the shortage of the Director's salary.

Jim Pineo replied line #113.

John MacDonald confirmed in Administration.

**Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell - yes. The motion passed (9-0).**

**It was moved by John MacDonald and seconded by Bob Loughman to increase 01-43110-113 by \$900. Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell - yes. The motion passed (9-0).**

#### **WARRANT ARTICLES**

Jim Pineo stated in 2020 there was a total of \$2,747,005 in warrant articles; noting \$450,000 of such were bonded for Carry Beach. He stated the 2021 budget proposal is \$2,115,977 in cash warrant articles; noting such is a reduction of \$181,000 from 2020. He stated there are a series of bonded warrant articles proposed for 2021.

- Electric Distribution Conversion Phase #6; \$1,850,000 (no tax impact)
- Rapid Infiltration Basin Site Upgrade; \$3,500,000 (bond) (no tax impact)
- Wastewater Treatment Plant Asset Management Plan; \$30,000 (bond)
- Pop Whalen Ice Arena Building Repairs; \$800,000
- Recreational Dock Repairs and Expansion; \$1,500,000 (bond)
- Replacement of Ladder 1; \$1,380,000 (currently \$900,000 in capital reserve fund)
- Town Road Upgrades; \$650,000
- High and Park Street Upgrade; \$881,000
- Railroad Avenue Layout and Upgrade; \$100,000
- Sewer Pump Station Upgrade Engineering; \$100,000
- Library Generator; \$75,000
- Police Vehicle Purchase; \$55,077
- Water Resources Capital Reserve Fund; \$50,000
- Dispatch Equipment Capital Reserve Fund; \$50,000
- Fire Trucks and Apparatus Replacement Capital Reserve Fund; \$196,000
- Abenaki Ski Area Capital Reserve Fund; \$20,000
- Bridge Falls Path Lighting Capital Reserve Fund; \$20,000
- Wastewater Treatment Plant Capital Reserve Fund; \$175,000
- Building Maintenance Capital Reserve Fund; \$75,000
- Public Works Vehicles and Equipment Capital Reserve Fund; \$180,000

Referencing the RIB warrant article, John MacDonald confirmed such would be paid for by the money from the lawsuit.

Referencing the recreational dock repairs and expansion, Jim Pineo stated the dock committee has reconvened and through that process there was a bid opening for such two weeks ago. He stated the anticipated cost of such is \$1.5 million.

John MacDonald asked how such would affect the summer boat traffic.

Jim Pineo stated there was a previous study that recommended the expansion of the docks and the committee felt that was the direction to go in based on the Economic Development Committee and working with the BOS.

John MacDonald asked if the docks would be worked on in the months of July and August.

Jim Pineo replied no, the construction would occur in late October/early November. Referencing last year's warrant article for the repair of a certain number of docks, he stated the cost for those repair came in much higher than anticipated therefore, no work will be done on the docks this winter.

Bob Loughman asked what happens to the funds if the repairs are not done; noting that warrant article was not bonded.

Jim Pineo stated it was a cash warrant article and the BOS will be discussing tomorrow whether the funds go back to the voters or whether the funds will be used to offset the \$1.5 million.

John Burt asked if a bond was taken out last year.

Paul O'Brien replied no.

Jim Pineo stated the Town has the authority to expend the funds through December 31, 2022.

Bob Loughman questioned the amount of last year's warrant article.

Jim Pineo replied \$300,000 and noted there was a certain amount of capital reserve funding associated with such and also \$130,000 in the BIG grant. He stated due to the amount of restrictions associated with the BIG grant, the BOS voted not to accept the grant.

Bob Loughman questioned the total impact of the warrant article.

Jim Pineo stated the warrant article total was \$300,000.

Bob Loughman questioned the capital reserve fund associated with the warrant article.

Jim Pineo stated he believes the balance of that capital reserve fund is \$100,000.

Linda Murray stated \$170,000 of the \$300,000 came from the General Fund; noting \$130,000 would have come from the BIG grant and the remainder from the capital reserve account.

John Burt asked if the \$300,000 is going to get put into the new warrant article

Referencing the High and Park Street Upgrade project, Jim Pineo stated \$536,000 will be coming from general taxation and \$345,000 will be coming from the Water Enterprise Fund.

Bob Loughman verified the improvements include water and sewer in addition to a road upgrade.

John MacDonald asked if the work will be done by an outside company.

Jim Pineo stated the bid opening is scheduled within the next two weeks.

Referencing the Railroad Avenue layout and upgrade, John MacDonald asked if such is for the engineering.

Jim Pineo replied no, it includes construction.

Bob Loughman asked if the project includes the back parking lot that is used by employees in the summer.

John MacDonald stated the parking lot is privately owned.

### III. **Other Business**

N/A

### IV. **Public Comment**

Suzanne Ryan requested a breakdown of the warrant article totals for cash, capital reserves and bonded articles.

Steve Johnson requested supporting information from past warrant articles and balances of ongoing capital reserve accounts.

Bob Loughman requested the fund balances of the capital reserve accounts.

Jim Pineo stated he would provide Ms. Ryan the information.

**It was moved by Bob Loughman and seconded by Steve Johnson to adjourn the December 28, 2020 Budget Committee meeting. Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell - yes. The motion passed (9-0).**

There being no further business before the Committee, the meeting adjourned at 7:38 PM.

Respectfully Submitted,  
*Lee Ann Hendrickson*  
Lee Ann Hendrickson