

**TOWN OF WOLFEBORO
JOINT
BUDGET COMMITTEE & BOARD OF SELECTMEN
MEETING**

**November 30, 2020
6:30 PM
Great Hall, Wolfeboro Town Hall and Virtual Access**

Chairman MacDonald opened the meeting at 6:49 pm.

I. Preamble and Roll Call of Members in Attendance

Good evening and welcome to the November 30, 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 3 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, John Burt, Brian Black, 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), 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, Selectmen's Alternate Representative (indicated she is at her residence and no one is present).

Board of Selectmen Members Present (In-person): Brad Harriman, Chairman, Dave Senecal, Member.

Board of Selectmen Members Present (Virtual): Dave Bowers (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, Selectmen's 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 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, David Ford, Director of Public Works and Water & Sewer, Lee Ann Hendrickson, and Administrative Secretary.

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

II. 2021 Budget

PUBLIC WORKS DEPARTMENT

Jim Pineo stated a reorganization of the Public Works Department was discussed last year and since that time the Town contracted out an Organizational Assessment of the Public Works Department. He reviewed a PowerPoint presentation titled 2021 Department of Public Works Re-organization which included the following slides; Asset Management Plans, capital projects, Tata & Howard Report, , cost of change management (current & proposed), General Fund, Water Fund and Sewer Fund budgets, current and proposed organizational charts for the Department and goals and objectives of the proposal. He stated the proposed budgets reflect the set-up of a new Public Works Director beginning July 1, 2021; noting Dave Ford would become the Director of Water and Sewer and Scott Pike would be the Assistant Director of Water and Sewer. He stated there would be a new Director of Public Works.

Linda Murray stated she is in support of the changes in the departments and positions. She stated the Town has gotten to the point that change is needed to be made and shift Dave Ford's expertise and separate the departments.

Dave Bower stated he is in favor of the change.

Paul O'Brien stated it makes sense to focus and fix the RIB project and to transfer the attention to roads to another person.

Brad Harriman stated he is in full support of the change to the Department.

Dave Senecal stated the matter has been discussed in the past and feels that for Dave Ford to focus 100% of his time on the RIB would be a benefit.

John MacDonald questioned the salary the new employee receive.

Jim Pineo replied \$91,520/year however, such doesn't include retirement or social security. He stated health benefits would be assumed at \$24,000 and workers compensation and unemployment compensation would be an additional cost of \$1,100. He stated total cost, all in, is approximately \$137,000.

John MacDonald confirmed the salary of the new employee would be assumed by the taxpayers and the salary of the water and sewer positions would be assumed by the users.

Dave Ford reviewed the history of the wastewater treatment plant and the operation of such.

Bob Tougher stated the compensation package at \$137,000 over last year; noting that such is either paid for by the taxpayers or rate payers. He stated Mr. Ford's package was higher than the other Department Heads and Town Manager because he was working a couple jobs. He stated there is no decrease in Mr. Ford's package even though a new position is being added and believes that Mr. Ford's package will remain significantly higher than other Department Heads which could create a problem moving forward. He stated he doesn't agree with such; noting that Mr. Ford's salary should be comparable to other Department Heads. He expressed concern for the current economic state and stated he doesn't feel that this is a good year to propose such and is not in favor of such.

John Burt noted a \$122,000 increase to supervisory salaries and a \$1,395,000 increase in the 200 series in the Department's budgets line. He agreed with Bob Tougher's statements. He reviewed the previous structure of the departments.

Dave Ford stated previous to his employment with the Town in 2006 there were two positions; Director of Water and Sewer Utilities and Director of Public Works. He stated in 2006 the two positions were combined when the Town hired him. Since that time, he noted staff has not grown since 2006; stating it is a good year to propose such due to the amount of debt falling off on the water sewer side.

Bob Loughman stated from an operations standpoint the separation of the positions make sense.

Steve Johnson stated the timing should be used as an opportunity to pay down the principal of the debt.

Jim Pineo stated based on the current type of bond payments, additional principal payments cannot be made and can only be placed in a capital reserve fund.

Brad Harriman stated in the future more of Dave Ford's time and efforts will be focused on the Town's stormwater management program.

John MacDonald asked how much is contained in all of the budgets he is responsible for counts for the new position.

Jim Pineo stated such is detailed in the Public Works Management spreadsheet; noting a change in the General Fund of \$9,400. He stated revenues from water and sewer are utilized to pay bills. He stated the total cost of the new position for a full year (in 2022) will be \$138,000.

Bob Loughman stated he is in favor of the reorganization. He confirmed the 2021 proposed expenditures is half of what is proposed for 2022.

Matt Plache confirmed the request is due to an increase in workload.

Dave Ford stated asset management didn't exist in 2006. He stated a lot of capital projects have been delayed since and now the Town is at the point of potential trouble. The reorganization is a result of the needs of the department; noting the Town has expanded too much. He stated for four years he has tried to develop a building asset management plan and has failed.

Matt Plache asked if Mr. Ford will solely work for water and sewer.

Dave Ford replied no. He stated 20% of his time, per year, would be devoted to project management. He noted he will be retiring and there will be a need for overlap; noting he has institutional knowledge and has been in crisis mode for 14 years.

Jim Pineo stated the organizational assessment recommended hiring a full time engineer however, the BOS opted for this route.

Paul O'Brien discussed succession planning and input of structure for capital budgets, operating expenses

Bob Moholland stated for the last several years there has been an overworking of the departments and bidding out projects has been previously discussed. He stated he hopes there is an effort with the new Public Works Director to reorganize.

ADMINISTRATION

It was moved by John MacDonald and seconded by Bob Loughman to decrease 01-43110-311 Consultants from \$2,000 to \$1,000. Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes.

Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – no, Brian Black – yes, Tom Bell – yes. The motion passed (8-1).

It was moved by John MacDonald and seconded by John Burt to decrease 01-43110-610 General Operating Supplies from \$300 to \$150. Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – no, Steve Johnson – no, Bob Moholland – no, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell – yes. The motion passed (6-3).

It was moved by John MacDonald and seconded by John Burt to decrease 01-43110-810 Travel & Meetings from \$2,200 to \$1,000. Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – no, Steve Johnson – no, Bob Moholland – no, Matt Plache – yes, John Burt – yes, Brian Black – no, Tom Bell – yes. The motion passed (5-4).

HIGHWAY & STREETS

John MacDonald questioned the decrease in hourly wages.

Dave Ford stated the decrease is a result of a change in manpower within the divisions of the department.

It was moved by Steve Johnson and seconded by Bob Loughman to decrease 01-43120-341 Telephone from \$4,106 to \$3,026.

Discussion of the motion:

Dave Ford stated the Town is paying more cell phone stipends to leads and foremen in addition to an increase in fees. He noted the number is provided by the Finance Department.

Brian Black asked if the motion is based on the expenses not increasing.

Steve Johnson stated he believes that maintaining the 2020 appropriation is adequate.

Matt Plache asked if the Town has a contract for cell phones and landline phones.

James Pineo stated stipends are issued to employees for use of personal cell phones.

Brian Black asked if the stipend is consistent among all departments.

Jim Pineo replied yes.

Roll Call vote: John MacDonald – no, Bob Tougher – no, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – no, Matt Plache – no, John Burt – no, Brian Black – no, Tom Bell – no. The motion failed (7-2).

John MacDonald questioned outside services.

Dave Ford stated he was cautious with spending this year due to the pandemic therefore, he did not spend the line item.

John Burt stated the five year average is \$81,000.

John MacDonald asked if the request could be decreased by \$10,000.

Dave Ford stated he wouldn't recommend such; noting that crack sealing and the installation of guardrails have not been done in four years.

It was moved by John MacDonald and seconded by Steve Johnson to decrease 01-43120-380 Outside Services from \$104,465 to \$100,000. 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).

Referencing street lighting, Steve Johnson asked if transitioning to LED lights has been considered.

Dave Ford stated such is a fixed fee that is set by and paid to the Municipal Electric Department.

Jim Pineo stated the Committee could revisit the discussion of such and the analysis of the cost to operate the lights.

Bob Loughman questioned maintenance supplies.

John Burt stated the five year average is \$500,000.

Bob Loughman asked if the road upgrades warrant article includes gravel roads.

Dave Ford replied yes and explained the difference between maintenance and construction of gravel roads. He noted the 2020 appropriation will be spent.

John MacDonald questioned the five year average for safety equipment.

John Burt replied \$7,600.

It was moved by Steve Johnson to decrease 01-43120-680 Safety Equipment from \$12,700 to \$7,600. There being no second, the motion fails.

It was moved by John Burt and seconded by Bob Moholland to decrease 01-43120-680 Safety Equipment from \$12,700 to \$10,000. 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).

Dave Senecal exited the meeting at 8:31 pm.

GARAGE

No changes.

BUILDING & GROUNDS

Bob Loughman questioned outside services.

John Burt stated the five year average is \$33,000.

Dave Ford stated there was a credit to the account from receipt of an insurance check due to damage to the docks. He stated the line will be fully expended.

Bob Moholland questioned consultants; noting \$0 has been expended for two years.

John Burt noted the five year average is \$3,801.

Dave Ford stated the intent of the funding is for the Asset Management Plan; noting the funds were carried over from last year.

It was moved by John MacDonald and seconded by Bob Moholland to decrease 01-43192-311 Consultants from \$10,000 to \$7,500. 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).

Steve Johnson questioned building maintenance.

John Burt stated the five year average is \$6,400.

Dave Ford stated over \$7,000 has been spent in 2020 and expects this line to be fully expended.

John Burt questioned machinery and equipment; noting the five year average is \$1,100.

Steve Johnson stated \$0 has been spent in both 2019 and 2020.

Bob Loughman asked if the snow blower and cordless tool kit a one-time expense.

Dave Ford replied no, the Department will continue to grow over time and the equipment will need to be replaced.

It was moved by John MacDonald and seconded by John Burt to decrease 01-43192-740 Machinery and Equipment from \$4,050 to \$1,600. There being no second, the motion fails. 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).

The Committee agreed to continue review of the Water and Sewer Department budgets and Public Works Department Capital Outlay requests to December 8, 2020.

III. Consideration of Minutes

N/A

IV. Other Business

2019 Audit

Jim Pineo stated the Jim Greene will be presenting the 2019 Audit at the December 2, 2020 BOS meeting.

V. Public Comment

None.

It was moved by Bob Loughman and seconded by Steve Johnson to adjourn the November 30, 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 8:55 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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