

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
MINUTES
March 25, 2021
Great Hall, Wolfeboro Town Hall and Virtual Access**

Chairman MacDonald opened the meeting at 6:40 pm.

I. Preamble and Roll Call of Members in Attendance

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 5 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 Tougher, Vice-Chairman, Matthew Plache, Steve Johnson, Bob Moholland, John Burt, Members, Linda Murray, BOS Alternate Representative.

Budget Committee Members Present (Virtual): Tom Bell, Member (indicated he is at his 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.

Members Absent: Brian Black, Bob Loughman, Members (both excused).

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

Other Present: Brian Deshaies, Selectman.

II. Pledge of Allegiance

The Committee participated in the Pledge of Allegiance.

III. Discussion Items

a. Appointment of Chair & Vice-Chair

It was moved by Bob Tougher and seconded by Bob Moholland to appoint John MacDonald as Chair of the Wolfeboro Budget Committee. Roll call vote: John MacDonald – abstain, Bob Tougher – yes, Tom Bell – yes, Steve Johnson – yes, Matt Plache – yes, John Burt – yes, Bob Moholland – yes. The motion passed (6-0-1).

It was moved by John Burt and seconded by Steve Johnson to appoint Bob Tougher as Vice-Chair of the Wolfeboro Budget Committee. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Tom Bell – yes, Steve Johnson – yes, Matt Plache – yes, John Burt – yes, Bob Moholland – yes. The motion passed (7-0).

b. Appointment of Budget Committee Representative to the CIP Committee

It was moved by Bob Tougher and seconded by Bob Moholland to appoint Bob Loughman as the Budget Committee representative to the Capital Improvements Program Committee. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Tom Bell – yes, Steve Johnson – yes, Matt Plache – yes, John Burt – yes, Bob Moholland – yes. The motion passed (7-0).

c. 2021 Budget & Expenditure Report

Jim Pineo stated all except two warrant articles passed at Town Meeting; expansion of the Town Docks and the reorganization of the Public Works Department. He stated work orders for road construction have been issued.

John MacDonald questioned the status of the ladder truck acquisition.

Jim Pineo stated the final price is being negotiated and expects a signed contract within the next couple of weeks. Referencing the expenditure report, he stated the Town is on track for 2021.

Referencing the revenue report, page 2, specifically Miscellaneous Grants, Bob Tougher stated the year total received states \$749,059.91 and questioned such.

Jim Pineo stated it may be funds that came in relative to closing the books on the Pleasant Valley Bridge project however, will confirm.

Referencing page 11 of the expenditure report, Building Maintenance, Bob Tougher stated such reflects 67% expended. He asked if there has been an issue at the Town Hall building.

John Burt asked who/which department is responsible for the maintenance of the Town Hall building.

Jim Pineo replied the Director of Planning and Development.

John Burt stated he hasn't observed 67% of maintenance being done.

Jim Pineo stated he would research such.

Linda Murray stated she believes it is the contract for the cleaning of the Town Hall building for the year.

John Burt stated the Great Hall is a terrible room to hold meetings.

Bob Tougher agreed and stated he intends to discuss the matter further after review of the expenditure report. Referencing page 13, Police Department, he questioned the 70% expenditure of outside services and the 96% expenditure of outside services vehicle maintenance.

Jim Pineo recommended Mr. Tougher attend a Police Commission meeting and ask the questions to the Commissioners.

John MacDonald requested the Town Manager seek an explanation from the Police Commissioners regarding the two lines and expenditures.

d. Public Safety Building Committee Update

The Committee agreed to table such.

e. Assignment of Town Departments for 2022 Budget Review Process

Public Safety (Police Department, Communications, Fire Department): Tom Bell & Matt Plache

Parks and Recreation: John Burt & Bob Tougher

General Government: Bob Tougher & Tom Bell

Public Works Department & Water and Sewer Department: Bob Loughman, Bob Moholland & Steve Johnson

Electric Department: John MacDonald & Steve Johnson

Library: John Burt & Matt Plache

Libby Museum: Bob Loughman & Brian Black

IV. Other Business

Meeting Schedule

The Committee discussed meeting more regularly and agreed to meet every two months. The Committee discussed meeting at the Library rather than the Great Hall and the consensus agreed and requested Staff to determine whether meeting at the Library is feasible.

Review of Budget Process

John MacDonald requested input from the Committee regarding the previous year's budget review process.

Steve Johnson stated he would like to be proactive and ensure that the Budget Committee can keep up with the budget process when the BOS begin their budget process. He recommended better communication with the BOS.

Bob Tougher recommended the Budget Committee members who are assigned to specific departments attend the BOS meetings when those specific budgets from those departments are reviewed. He stated once the BOS complete their review the Budget Committee could meet prior to their first meeting of the review process. He requested hard copies of the budgets (budget binder) rather than receiving the budgets electronically. He requested a budget book be available at the Library and Town Manager's office. He requested transparency for salary lines; noting in the past supervisory salaries were listed separately. Referencing the Department of Public Works, he stated the supervisory salary should be included in the Administration budget and the percentage of the salary for the water and sewer budget could be listed in the Administrative Cost Allocation (and removed from the supervisory salary line of the water and sewer budget). He stated Tom Bell requested him to speak to a change of the meeting time to earlier than 6:30 pm.

The Committee discussed changing the time of its meetings and agreed to a 6 pm start time.

Regarding meetings being held at the Great Hall, Bob Tougher stated it is apparent that people have issues with the sound in the room and hearing people speak and recommended relocating the meetings to the Library meeting room.

The Committee agreed to relocate the meetings and requested Staff to contact the Library regarding such.

John Burt stated last year's budget could not be compare to this year's budget because health and dental were removed from the individual budgets due to the increase of such however, retirement was kept in the budgets despite increase to such was 50% greater than the health increase. He requested that the budget reflects health and dental in each individual budget, including the enterprise funds.

Bob Tougher agreed. He stated the budgets previously included a cover sheet that included the number of employees for each department and budget. He stated he understands the logic for removing the figures however, previously the changes (increases or decreases) were presented following the receipt of the rates

and the Budget Committee would make one motion to increase/decrease the specific lines within the 200 series.

John MacDonald stated he is aware of other communities that have implemented the same procedure and questioned whether the change was a recommendation of the NH Municipal Association.

Jim Pineo stated the matter was discussed in July 2020; noting there was no issue at the time by the Budget Committee to move the numbers out. He stated the documentation that is submitted to NHDRA includes a personnel administration line which was recommended by both the auditor and Town's previous finance consultant to put the healthcare into that line (the stand alone healthcare line). He stated he will research the matter further. He stated that if this is a direction that the Budget Committee would like to proceed with that he will speak to the auditors again and NHDRA. He stated he is disappointed because the matter was brought up in July 2020 and there was no issue.

John MacDonald confirmed with Matt Plache that the County is also moving the healthcare costs to a stand alone line.

John Burt requested subtotals for each series on the monthly expenditure report.

Bob Tougher requested the name of the budget account at the top of the page and requested the report monthly electronically.

Jim Pineo confirmed that Mr. Burt is requesting a header/title of budget account and total for each series in each budget.

John Burt requested that Mr. Ford's total salary be shown; noting that Brenda Lapointe's total salary is shown in one budget (her salary is not broken down into several budgets).

Bob Tougher agreed with Mr. Burt.

Matt Plache agreed that the acoustics in the Great Hall are horrendous and hopes the BOS would look into changing it. He stated he feels the process went smoother than the previous year and credits such to staff, Finance Director and Town Manager. He stated he was pleased about the votes on the warrant articles and feels the Committee read the voters correctly on those articles the Committee did not support. He noted the vote on the operating budget was not overwhelmingly supportive.

Steve Johnson endorsed Mr. Tougher's suggestion that members attend the BOS meetings that address the budget that each member has been assigned to and addressed the importance of continuity.

Matt Plache stated he is aware of an anonymous donation of a Tesla to the Police Department to use as a patrol vehicle which will be fully outfitted including outfitting the building to accommodate the power supply for the vehicle. He stated he hopes the BOS will seriously consider accepting the grant.

John MacDonald questioned whether there would be a need for a new cruiser next year.

Linda Murray stated such is a question for the Police Commission.

Bob Tougher stated he doesn't believe a Tesla is a good choice for a police vehicle.

John MacDonald requested complete budget books prior to the Committee's meetings. He stated he doesn't agree with members attending the BOS meetings and feels the members should meet with the Department Heads. He stated he doesn't want to infringe on the BOS. He stated the vote on the budget was very close (within 200 votes) and feels that it's a clear message to slow things down. He stated he will support the Town Manager's recommendation and won't support those requests that fall outside of the guidelines.

Steve Johnson asked if the Budget Committee can voice what the increase or decrease should be for the upcoming budget year.

Jim Pineo stated a lot of the increases in this year's budget was outside the control of the Committee – increase in health insurance and retirement and long term debt.

V. Approval of Minutes

December 30, 2020

It was moved by Matt Plache and seconded by Bob Tougher to approve the December 30, 2020 Budget Committee minutes as submitted. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Tom Bell – yes, Steve Johnson – yes, Matt Plache – yes, John Burt – yes, Bob Moholland – yes. The motion passed (7-0).

January 12, 2021 Public Hearing

It was moved by John Burt and seconded by Steve Johnson to approve the January 12, 2021 Budget Committee Public Hearing minutes as submitted. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Tom Bell – abstain, Steve Johnson – yes, Matt Plache – yes, John Burt – yes, Bob Moholland – yes. The motion passed (6-0-1).

January 20, 2021

It was moved by Matt Plache and seconded by Bob Moholland to approve the January 20, 2021 Budget Committee minutes as submitted. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Tom Bell – yes, Steve Johnson – yes, Matt Plache – yes, John Burt – yes, Bob Moholland – yes. The motion passed (7-0).

February 2, 2021

It was moved by Matt Plache and seconded by Steve Johnson to approve the February 2, 2021 Budget Committee minutes as submitted. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Tom Bell – yes, Steve Johnson – yes, Matt Plache – yes, John Burt – yes, Bob Moholland – yes. The motion passed (7-0).

VI. Public Comment

None.

It was moved by John Burt and seconded by Matt Plache to adjourn the March 25, 2021 Budget Committee meeting. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Tom Bell – yes, Steve Johnson – yes, Matt Plache – yes, John Burt – yes, Bob Moholland – yes. The motion passed (7-0).

There being no further business before the Committee, the meeting adjourned at 8:02 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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