

**TOWN OF WOLFEBORO
BUDGET COMMITTEE**

July 8, 2020

6:30 PM

Great Hall, Wolfeboro Town Hall and Virtual Access

Good evening and welcome to the July 8, 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 4 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.

Members Present (In-person): John MacDonald, Chairman, Bob Loughman, Matthew Plache, Members.

Members Present (Virtual): Bob Tougher, Vice-Chairman (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 he is at his residence and no one is present), 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.

Thank you.

Members Absent: Robert Moholland, John Burt, Steve Johnson, Brian Black, Members.

Staff Present: Jim Pineo, Acting Town Manager, Lee Ann Hendrickson, Administrative Secretary.

Chairman MacDonald opened the meeting at 6:39 PM at the Great Hall.

I. Consideration of Minutes

January 6, 2020

It was moved by Bob Loughman and seconded by Bob Tougher to approve the January 6, 2020 Wolfeboro Budget Committee minutes as submitted. Roll call vote: John MacDonald - yes, Bob Loughman - yes, Tom Bell - yes, Matt Plache - yes, Bob Tougher - yes. The motion passed unanimously (5-0).

January 9, 2020 Regular Meeting

It was moved by Bob Loughman and seconded by Matt Plache to approve the January 9, 2020 Wolfeboro Budget Committee minutes as submitted. Roll call vote: John MacDonald - yes, Bob Loughman - yes, Tom Bell - abstain, Matt Plache - yes, Bob Tougher - yes voted in favor. The motion passed (5-0-1).

January 9, 2020 Public Hearing

It was moved by Bob Loughman and seconded by Matt Plache to approve the January 9, 2020 Wolfeboro Budget Committee Public Hearing minutes as submitted. Roll call vote: John MacDonald - yes, Bob Loughman - yes, Tom Bell - abstain, Matt Plache - yes, Bob Tougher - yes. The motion passed (5-0-1).

II. Discussion Items

A. Methodology of Article 14 Accrued Leave Time Expendable Trust Fund

Bob Loughman requested clarification regarding the methodology of such and asked if retirement is included.

Jim Pineo stated the BOS is currently developing a draft policy. He stated the intent is for each Department Head to exercise every effort to absorb the expenses within the operating budget; noting that if such can be accomplished then the fund won't be heavily taxed. He stated those expenses that are not able to be absorbed will be reviewed (data sheet compiled to include NH Retirement, pay rate, etc.) and submitted to the BOS for a vote. He stated the trust fund was recommended by the auditors.

Bob Loughman stated the warrant article doesn't state that the decision will be left to the Department Head and Town Manager. He read Article 14.

Brian Black, Member, arrived to the meeting at 6:51 PM.

Matt Plache asked if it is anticipated the fund would be used for unplanned departures.

Jim Pineo replied yes.

Matt Plache asked if it would include planned departures.

Jim Pineo stated if a departure is known prior to or during the budget review process, the cost of such can be included in the budgets.

Bob Tougher asked if there is a minimum amount of time an employee has to notify the retirement system.

Jim Pineo replied 30-90 days; noting they will only accept retirement on the last day of the month. He stated per the collective bargaining agreement, a two week notice is required. He stated the 2018 contract with the Police Department includes language that they are no longer eligible for buy outs however, noted the Town has employees that are grandfathered from the latter.

Bob Tougher confirmed the situation is temporary.

B. Appointment of Chairman and Vice-Chairman

It was moved by Brian Black and seconded by Bob Loughman to appoint John MacDonald as Chair of the Wolfeboro Budget Committee. Roll call vote: John MacDonald - yes, Bob Loughman - yes, Tom Bell - yes, Matt Plache - yes, Bob Tougher - yes, Brian Black - yes. The motion passed unanimously (6-0).

It was moved by Brian Black and seconded by John MacDonald to appoint Bob Tougher as Vice-Chair of the Wolfeboro Budget Committee. Roll call vote: John MacDonald - yes, Bob Loughman - yes, Tom Bell - yes, Matt Plache - yes, Bob Tougher - yes, Brian Black - yes. The motion passed unanimously (6-0).

C. Appointment of Budget Committee Representative to CIP Committee

Robert Loughman volunteered to represent the Budget Committee on the CIP Committee.

It was moved by Bob Tougher and seconded John MacDonald to appoint Robert Loughman as the Budget Committee representative to the Capital Improvement Program Committee. Roll call vote: John MacDonald - yes, Bob Loughman - yes, Tom Bell - yes, Matt Plache - yes, Bob Tougher - yes, Brian Black - yes. The motion passed unanimously (6-0).

D. Assignment of Departments for 2020 Budget Review

John MacDonald noted the assignments would remain the same from 2019 and is as follows;

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

Parks & Recreation Department: John Burt & Bob Tougher

General Government: Bob Tougher & Tom Bell

Public Works and Water & Sewer Departments: Bob Loughman & Bob Moholland

Electric Department: John MacDonald & Steve Johnson

Library: John Burt & Matthew Plache

Libby Museum: Bob Loughman & Brian Black

E. 2020 Budget & Expenditure Reports

Jim Pineo stated he received a text at 6:24 PM from Troy Neff indicating that Mr. Neff would not be available for the meeting this evening.

John MacDonald asked how COVID-19 is affecting the budget.

Jim Pineo stated the Emergency Management team has done a tremendous job tracking the situation. He stated the Town received \$148,000 from the CARES Act; noting the Town has processed its first request for funding. He noted Wolfeboro was the first to close its Town Hall and is one of the last to reopen (scheduled for July 13th). He stated plexiglass has been installed and there will be a greeter to escort the public.

John MacDonald questioned the status of revenues.

Jim Pineo stated total revenue for June 2019 was \$5,157,187 and total revenue for June 2020 was \$9,330,496. He stated the total revenue for 2019 was \$12,659,837 and year to date for 2020 is \$16,387,338; noting Brenda Lapointe was able to send out the tax bills earlier in 2020.

Referencing the CARES Act funding, Matt Plache asked if Police/Public Safety were included.

Jim Pineo stated the Police Department received a \$30,000 Department of Justice grant to assist with increased patrol and protective clothing relative to COVID-19. He stated an additional stipend of \$300 was available that was not eligible for retirement or social security and noted the employee had to work a specific amount of hours in one week to qualify for such.

Bob Tougher stated he is pleased with the revenues and expenditures. He reviewed the ambulance contract and Library programs. Referencing revenues, he stated the spreadsheet shows that the Town has not received any meals and rooms tax.

Jim Pineo stated the Town receives a single payment in the fall. He stated it is his understanding, per the Governor, that the meals and rooms tax will be received in full as budgeted. He stated the Department Heads have been watching their budgets carefully and some projects have been placed on hold (Phase 2 of the road upgrades, water quality improvements, recreational docks, electric generation building feasibility study and engineering for the Public Safety Building).

F. Capital Projects Update

Jim Pineo noted that all projects are in progress.

Bob Tougher stated the Pleasant Valley Road bridge project came out great.

Matt Plache agreed.

Referencing the Center Street project, Bob Loughman asked if the Town has received funds from the State.

Jim Pineo stated such is in process and noted the paperwork has been submitted.

John MacDonald confirmed that Route 28 to Ossipee would be paved this summer.

Jim Pineo stated the project is beginning next week.

III. Town Manager Report

Jim Pineo noted the following updates;

2021 Budget Guidelines

Jim Pineo stated the BOS would be reviewing the proposed guidelines on July 15th. He noted the Department budgets are due to the Town Manager in Munismart form on August 24th. He stated the BOS would begin their review on September 23rd and the Budget Committee would receive the budgets following such (first week of November). He stated warrant articles would be completed by December 2nd. He stated the Police Union is in the third year of a four year contract. He stated because the health and dental benefits are not set until the last week in November, a new budget line has been proposed to be included in General Government to address the change at one time. He noted that such has been approved by the auditors. He stated the adjustment to the NH Retirement System will occur in September. He stated the Public Works Department restructuring study will be distributed to the Committee once complete. He noted the Town needs to start addressing the maintenance of buildings and an IT and Technology staff member. He stated a full time IT staff was requested last year and noted that it became evident during COVID-19 that the Town is in need of a person who is fluid in managing web content. He stated the Town's Treasurer position also needs to be addressed; noting it is being reviewed whether said position should be an elected position or appointed position.

John MacDonald asked if there are three new positions proposed for 2021.

Jim Pineo replied no, not for 2021 however, the positions are proposed over the next few years. He stated the Town is ready for two new employees in 2021.

John MacDonald asked if the Library has been fully completed.

Jim Pineo stated the Library is experiencing system issues and because of such, the solar panel project will not be submitted. He noted there are also issues with the parking lot (poor quality, cracks and settling in the pavement); noting the Town is trying to leverage the bond to resolve the parking lot issue.

Matt Plache asked if the intent is to fund the building maintenance capital reserve account annually.

Jim Pineo replied yes.

Matt Plache confirmed there are 25+ Town owned buildings.

Paul O'Brien stated the Master Plan addressed things that need to be done such as the need for a person with a fair amount of knowledge and skill set of buildings. He stated there needs to be a dedicated person to address building maintenance and noted it is not productive to have current full time staff that have other responsibilities to also be addressing building maintenance.

Linda Murray stated the Facilities Chapter of the Master Plan discusses what was lacking and future recommendations.

Matt Plache stated it makes sense to have one person oversee the buildings and manage and maintain the buildings and systems such as a Facilities Director. He noted it would be more efficient to have such.

Jim Pineo noted the Town does not currently have such a position.

Paul O'Brien noted that building maintenance is funded through each department as a separate budget line expense as well as the warrant article.

Linda Murray stated the warrant article addresses larger expenses.

Status of Revaluation

Bob Tougher questioned the status of the revaluation.

Jim Pineo stated the revaluation has started and site visits have been completed for recent sales over the past two years. He stated the revaluation is currently on schedule and hopes that it will be completed on time.

Audit

Jim Pineo noted the audit is in process; noting the auditors were unable to be in-house until June (typically they are in-house in March). He stated he is hoping the audit will be completed in September.

Matt Plache questioned the statutory deadline for such.

John MacDonald replied 60-120 days after the books close.

Matt Plache asked if the books are closed.

Jim Pineo replied yes.

IV. Other Business

Bob Loughman asked how the Committee members could meet with the Department Heads to review the budgets.

Staff informed the Committee that the Town is utilizing the GoToMeeting platform to hold virtual meetings; noting such would be available to the Committee.

John MacDonald thanked the BOS, Town Manager and Department Heads for all their hard work during the COVID-19 pandemic.

John Craigie

John MacDonald recognized the passing of John Craigie on July 1, 2020; noting Mr. Craigie worked for the Town and at the Wastewater Treatment Plant for forty years (retired in March 2020).

V. Public Comment

None.

It was moved by Bob Loughman and seconded by Matt Plache to adjourn the July 8, 2020 Budget Committee meeting. Roll call vote: John MacDonald - yes, Bob Loughman - yes, Tom Bell - yes, Matt Plache - yes, Bob Tougher - yes, Brian Black - yes. The motion passed unanimously (6-0).

There being no further business before the Committee, the meeting adjourned at 8:07 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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