

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
November 25, 2019  
Minutes**

**Members Present:** John MacDonald, Chairman, Bob Tougher, Vice-Chairman, Linda Murray, BOS Selectmen's Alternate Representative, Steve Johnson, John Burt, Robert Loughman, Matt Plache, Brian Black, Members.

**Members Absent:** Paul O'Brien, Selectmen's Representative, Tom Bell, Bob Moholland, Members (excused).

**Staff Present:** Jim Pineo, Town Manager, Troy Neff, Finance Director, Cindy Scott, Library Director, Sandy Hurd, Doug Smith, Mike Babylon, Library Trustees, Dave Ford, Public Works Department, Lee Ann Hendrickson, Administrative Secretary.

*Chairman MacDonald called the meeting to order at 6:37 PM at the Great Hall.*

The Committee participated in the Pledge of Allegiance.

**LIBRARY**

Cindy Scott stated the salary numbers are higher due to a change in classification of an employee from hourly wages to supervisory salaries and the 53<sup>rd</sup> week pay period.

John MacDonald confirmed the hourly wages, supervisory salaries and part time wages include the 2% pay increase.

John Burt questioned telephone.

Cindy Scott stated she moved cell phone expenses from computer maintenance to telephone; noting she felt that such was more reflective of reality. She stated computer maintenance is up due to additional technology expenses. She asked if the Committee would like her to submit a five year average for expenditures; noting she has done such in the past.

John MacDonald confirmed the 2019 appropriation and 2020 request; noting the budget has increased approximately \$16,000. He questioned the space increase as a result of the expansion.

Cindy Scott replied 50%.

John MacDonald stated he doesn't feel the appropriation request is unreasonable given the increase in space of the building. He questioned year to date expenditure of the entire budget.

Cindy Scott \$432,067.17; noting such does not include October payments.

Bob Tougher questioned the status of the project.

Cindy Scott stated the project is coming in under budget.

**DEPARTMENT OF PUBLIC WORKS - HIGHWAY AND STREETS**

The Committee agreed to table review of the Department of Public Works budgets to December 10, 2019 because the Committee did not receive the budgets and back up information until this evening.

**Other Business**

Referencing John Burt's review/analysis of the under expenditure by each department of their overall budget, Linda Murray asked the Committee what they feel is an acceptable amount not to expend. She asked what percentage would be acceptable to have remaining at the end of the year.

John Burt stated 10% is too high.

Matt Plache stated a better question would be how much surplus should be kept from year to year.

Jim Pineo stated the Town's policy states the Town should strive to maintain 10% of the operating budget in the unrestricted fund balance. He noted the Town is currently at 7.35% (\$2.7 million).

Bob Tougher asked if such includes only the General Fund or everything.

Jim Pineo replied everything; noting such is the recommendation of the Department of Revenue Administration (DRA).

Bob Tougher asked if the money in the Enterprise Funds are calculated in such.

Jim Pineo replied no.

Bob Tougher asked why the Town isn't using the Enterprise Fund surplus in the calculation.

John Burt stated the funds cannot be mixed.

Jim Pineo stated he would provide the policy that was adopted in 2011 and noted the DRA recommends a minimum of 4% and a ceiling of 17%. He stated the policy does not indicate whether Enterprise Funds are included or not.

Matt Plache asked 4% of what.

Jim Pineo replied everything. He stated he is meeting with DRA on 11/26/19 and invited the Committee to attend.

Bob Tougher reviewed the current balances of the Enterprise Funds and noted that if the Enterprise Funds are included the percentage would be closer to 10%.

Jim Pineo stated that is why the DRA give the Town latitude between 4% and 17%. He stated the previous Town Manager would pay down the tax rate from the unexpended fund balance.

#### **Revisit Items**

The Committee requested the following;

- Debt Service
- Increase or decrease of prior year appropriation for each line of each budget
- Back-up information/justification of appropriation to be included under the individual budget lines (reflects prior procedure/system) rather than a separate document following the budget
- Break down of how much the budget is up and how much of those expenses cannot be controlled

*Next meeting scheduled for December 10, 2019; agenda to include Agencies and Public Works Department.*

**It was moved by John Burt and seconded by Robert Loughman to adjourn the November 25, 2019 Budget Committee meeting. All members voted in favor.**

*There being no further business before the Committee, the meeting adjourned at 7:54 PM.*

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson