

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE**

**November 23, 2020  
6:30 PM**

**Great Hall, Wolfeboro Town Hall and Virtual Access**

*Chairman MacDonald opened the meeting at 6:43 pm.*

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

Good evening and welcome to the November 23, 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.

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

**Members Absent:** Bob Moholland, Tom Bell, Steve Johnson, Members (all excused).

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

**Staff Present (Virtual):** Kathy Carpentier, Finance Director, Cindy Scott, Library Director, Norman Skantze, Fire Department.

## **II. 2021 Budget**

### **LIBRARY**

Jim Pineo noted an increase in the Library budget of 3.14%. He stated he and Ms. Scott are working on a potential capital outlay request that the Committee may see in the future.

John MacDonald asked if the budget represents the 2% wage increase.

Jim Pineo replied yes and noted the budget also reflects the increase in retirement.

Matt Plache questioned the increase in electric.

Cindy Scott stated the engineer provided an inaccurate number and noted she doesn't know what the real number will be. She noted the Library was closed several months this year due to construction and COVID.

Jim Pineo stated the Library transitioned from oil heat.

### **EMERGENCY MANAGEMENT**

No changes.

### **FIRE/RESCUE DEPARTMENT**

Jim Pineo stated as a result of last year's discussion regarding compensation for holiday pay and Length of Service stipends, a new line was created titled Other Compensation to include such. He noted that based on the recommendation of the auditors, Ambulance Services was removed from the Fire/Rescue budget and is now a stand-alone budget. He stated the Town is currently in negotiations on an ambulance contract. He noted an increase in the Fire/Rescue budget of \$110,487; noting such is related to retirement, wages, vehicle maintenance and professional development. He stated there will be two capital outlay requests coming forward; cardiac monitors (\$32,000) and boat motor (\$35,000).

John MacDonald asked if Medical Services could be reduced.

Jim Pineo replied no, the number is a solid number. He noted the physicals are required by NFPA.

John MacDonald confirmed that lines 610 (General Operating Supplies) and 740 (Machinery and Equipment) are combined in the 2021 budget.

### **PUBLIC SAFETY BUILDING**

John MacDonald asked if a new roof was put on the Public Safety Building.

Norman Skantze replied yes. He noted a new roof was put on both stations.

John MacDonald questioned the increase in building maintenance.

Norman Skantze stated an increase in security measures were installed at the building such as an intercom, front entrance remote lock system and Fire Department security door. He stated cleaning expenses also increased. He stated some of the expenses may be reimbursable.

Referencing propane gas, John MacDonald asked if there is enough funding for 2021 given the 2020 expended year to date figure; noting the 2021 funding request is \$6,105 and the year to date expenditure is 11,305.47.

Matt Plache questioned the increased expenditure of propane gas in 2020.

Norman Skantze stated the figure was provided by the Finance Department.

Jim Pineo stated historically, the expenditures have been close to the budgeted figure. He noted there was a journal entry for year to date expenditure of \$3,495 therefore, he believes there was an error in the data entry.

**It was moved by Bob Tougher and seconded by John Burt to decrease the bottom line of the Public Safety Building budget from \$70,584.04 to \$65,000.**

**Discussion of the motion:**

John MacDonald stated the 2019 budget was under expended by \$4,000 and 2020 was under expended by 8,000. He stated he believes that decreasing the bottom line of the budget to the 2020 appropriation is sufficient.

John Burt expressed concern regarding the increase in the budget and requested such be revisited.

**Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes. The motion passed (6-0).**

**III. Consideration of Minutes**

**November 10, 2020**

**It was moved by Bob Loughman and seconded by Brian Black to approve the November 10, 2020 Budget Committee minutes as submitted. Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes. The motion passed (6-0).**

**November 12, 2020**

**It was moved by Bob Tougher and seconded by John Burt to approve the November 12, 2020 Budget Committee minutes as submitted. Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Matt Plache – yes, John Burt – yes, Brian Black – abstain. The motion passed (5-0-1).**

**November 16, 2020**

**It was moved by Bob Tougher and seconded by John Burt to approve the November 16, 2020 Budget Committee minutes as submitted. Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Matt Plache – abstain, John Burt – yes, Brian Black – yes. The motion passed (5-0-1).**

**IV. Other Business**

John MacDonald introduced Brodie Deshaies.

**V. Public Comment**

None.

**It was moved by John Burt and seconded by Bob Loughman to adjourn the November 23, 2020 Budget Committee meeting. Roll call vote: John MacDonald - yes, Bob Tougher – yes, Bob Loughman - yes, Matt Plache - yes, John Burt – yes, Brian Black - yes. The motion passed (6-0).**

There being no further business before the Committee, the meeting adjourned at 7:37 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

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