

**TOWN OF WOLFEBORO**  
**BUDGET COMMITTEE**  
**MINUTES**  
**January 12, 2021**  
**Great Hall, Wolfeboro Town Hall and Virtual Access**

*Chairman MacDonald opened the meeting at 5:12 pm.*

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

Good evening and welcome to the January 12, 2021 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 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 Loughman, Matthew Plache, Steve Johnson, Members.

**Budget Committee Members Present (Virtual):** Bob Tougher, Vice-Chairman (indicated he is at his residence and no one is present), John Burt (indicated he is at his residence and no one is present), Brian Black, (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, BOS 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 wolfeboroh.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, Members (both excused).

**Staff Present (In-person):** Jim Pineo, Town Manager.

**Staff Present (Virtual):** Kathy Carpentier, Finance Director, Lee Ann Hendrickson, Administrative Secretary.

The Committee participated in the Pledge of Allegiance.

**II. Warrant Articles**

**Article 7: Rapid Infiltration Basin (RIB) Site Upgrade                      \$3,800,000**

Jim Pineo stated that based on the engineer's estimate the amount of the warrant article was increased from \$3,500,000 to \$3,800,000.

Steve Johnson asked if Dave Ford will be the Clerk of the Works for the project.

Jim Pineo stated there would be an engineer on site and Dave Ford would oversee the project.

Dave Ford stated a full time resident engineer (contracted position) from Underwood Engineers would be on site and would verify that all the work is being done in accordance with the plans. He Underwood Engineers would also have engineers in the office that would be reviewing documents associated with the project. He noted he would also oversee the construction of the project.

Steve Johnson asked if the engineer would be on site every day.

Dave Ford stated such would be coordinated with the contractor.

Steve Johnson asked if the engineer is paid by the Town.

Dave Ford stated the Town is paying the resident engineer through Underwood Engineers.

Bob Loughman stated there is no recommendation by the BOS.

Jim Pineo stated the BOS is holding a public hearing on three bonded articles on 1/13/21 and holding a public hearing on the dock repairs on 1/15/21.

Brian Black questioned the difference between this and the initial project and asked if there is a way to define such quickly to the voters.

Dave Ford stated when the Town purchased the land (of the RIB site) it was originally thought that the site and soils were perfect for the RIB project. He stated the Town was not provided all the information that the then engineers were aware of. He stated it was found that the water cannot pass through the hard soils. He stated the fix is to capture the water prior to it getting to the hard soil and reintroduce the water into the end of the brook. He stated the project includes restoration of the site including monitoring of the site; noting the Town is working with the Town of Tuftonboro establishing a monitoring plan.

John MacDonald questioned the life expectancy of the system following the completion of the project.

Dave Ford stated the payback of the system is 20 years and the system should last 50+ years.

John MacDonald asked if the completion of the project would clear the Town of all NHDES requirements.

Dave Ford replied yes and noted that currently the Town is under an Administrative Order of Consent and the completion of the project would resolve that issue.

**Article 9: Recreational Dock Repairs** **\$850,000**

Jim Pineo stated the contractor is currently mobilizing to do the repairs to Dock A. He stated based on the feedback from the Budget Committee the dock repairs and dock expansion projects were separated (Article 10 will reflect the Recreational Dock Expansion project).

**Article 10: Recreational Docks Extension** **\$300,000**

No discussion.

**Article 13: Pop Whalen Ice Arena** **\$125,000**

Jim Pineo stated that when Christine Collins reached out to the vendor to verify the pricing for the proposed upgrades, the vendor would not commit to the pricing. Therefore, he stated a decision was made to request \$125,000 (general taxation) to seek professional design services to develop a scope of work for repairs to the ice arena (roof, siding, insulation, dehumidification and electrical upgrades).

John MacDonald asked if the original \$850,000 included \$125,000 for engineering.

Jim Pineo stated the original funding request included a portion of the engineering.

John MacDonald asked why some of the funding can't be charged back to the Pop Whalen Enterprise Fund.

Jim Pineo stated the BOS discussed such; noting the Enterprise Fund cannot absorb this type of bonding. He stated the operational piece will fall on the Pop Whalen Ice Arena and noted there is a separate warrant article requesting the voters to authorize the BOS to utilize general fund warrant articles to pay for capital expenses associated with the Pop Whalen Ice Arena.

Paul O'Brien stated the Town will attribute the capital cost of the building to the General Fund.

Jim Pineo stated the design services would provide a specific scope of work to be done and noted the original request of \$850,000 was based on 2019 pricing.

**Article 23: Water Resources Non-Capital Reserve Fund                      \$50,000**

Jim Pineo stated based on the feedback received from the Budget Committee, the BOS sought legal counsel who advised that it should go through a non-capital reserve fund. He stated such is based on RSA 35:1-C and read Article 23.

Matt Plache asked if there is specific project the funds would be going toward.

Jim Pineo stated Dave Ford has a vision for a significant number of projects to address in the future.

Linda Murray stated Wolfeboro Bay and Back Bay need watershed management plans due to the increase in the level of phosphorous. She noted the State is no longer providing 319 grants.

**Article 32: Reorganization of the Director of Public Works                      \$67,546**

John MacDonald read Article 32 and asked why the total cost of the position is not reflected in the language of the article; noting the cost is for one half of the year. He stated the total cost of the position to include benefits is \$135,092.

Jim Pineo stated he feels it is self-evident based on the language of the warrant article that the position begins on 7/1/21 and the year closes on 12/31/21. He stated he believes a reasonable person would know the cost is for six months of salary.

John MacDonald recommended adding the following language to the warrant article; *"funds shall provide wage and wage related benefits for half of the year for this position effective on 7/1/2021."*

He stated the DRA (Department of Revenue Administration) may recommend such language following their review.

John Burt stated the Public Works Department salary has increased by \$116,000; noting he cannot figure out who is getting what.

Bob Loughman confirmed the net effect is an increase of \$135,000 on an annual basis for supervisory salaries.

Steve Johnson stated he feels the warrant article is disingenuous from the letter received by the BOS, dated 12/29/2020. He stated the Budget Committee expressed its displeasure regarding how the issue came about and yet now the Budget Committee is being asked to recommend the article.

Matt Plache stated that if the salary is being listed for Public Works, the salary should also be listed for the other position; noting the article is silent on such. He stated an additional job is being created for the Director

of Water and Sewer Utilities which is project management for other Town projects. He asked if the current Director retires, would the Town then hire one person to perform both roles.

Jim Pineo stated it is very clear in the Tate & Howard report that the Town of Wolfeboro should have its own engineer. He stated the Director of Public Works Department requires a more hands on position to manage streets, highway, etc.

Matt Plache asked if the Director of Water & Sewer Utilities is a permanent position that would continue project management.

Jim Pineo replied yes.

Referencing Warrant Article 23 (noncapital projects), Matt Plache stated that it was stated Mr. Ford would manage those projects however, Warrant Article 32 states Mr. Ford would provide project management and engineering support to other Town capital projects. He stated there is a discrepancy between the two articles and Mr. Ford's management of projects.

Jim Pineo stated that although the RSA recognizes noncapital reserve funds, NHDRA does not. He stated the Town is going to observe an increase in stormwater management regulations and envisions the Director of Public Works will be working closely with the Director of Water Sewer Utilities on projects.

John MacDonald asked if the article passes would all the salary and benefits of the Director of Water and Sewer Utilities be transferred to the water and sewer users.

Jim Pineo stated the Director of Water and Sewer Utilities would come from water and sewer. He noted the Budget Committee has asked for the allocation of salaries to the enterprise funds be reviewed.

John MacDonald verified that none of the warrant articles are approved by NHDRA.

Jim Pineo replied yes and noted such is a common practice for NHDRA to review the articles simultaneously with the public hearings.

John MacDonald expressed concern that the warrant articles as currently written may not appear the same at the Deliberative Session following DRA review; noting the Budget Committee would be voting on the articles during its public hearing. He confirmed the language of the articles could change.

Jim Pineo stated the content and numbers would remain the same however, there could be changes to the language of the articles.

### III. **Other Business**

N/A

### IV. **Public Comment**

None.

**It was moved by Bob Loughman and seconded by Paul O'Brien to adjourn the January 12, 2021 Budget Committee meeting. Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Paul O'Brien – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes. The motion passed (8-0).**

*There being no further business before the Committee, the meeting adjourned at 6:12 PM.*

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson