

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
DRAFT MINUTES  
June 21, 2021  
Great Hall, Wolfeboro Town Hall**

*Chairman MacDonald opened the meeting at 6:02 pm.*

**Members Present:** John MacDonald, Chairman, Bob Tougher, Vice-Chairman, Matthew Plache, Steve Johnson, Bob Moholland, John Burt, Bob Loughman, Tom Bell, Members, Linda Murray, BOS Representative, Brian Deshaies, BOS Alternate Representative.

**Member Absent:** Brian Black, Member (excused).

**Staff Present (In-person):** Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Lee Ann Hendrickson, Administrative Assistant.

**I. Pledge of Allegiance**

The Committee participated in the Pledge of Allegiance.

**II. Discussion Items**

**a. Town Manager Report**

Jim Pineo stated the 2020 audit is being finalized and hoping to present the audit to the BOS in July. He reviewed the following bonded projects (10 year bonds totaling \$2.7 million, interest not to exceed 2.25%); MED upgrades - \$1.85 million and dock repairs - \$850,000. He stated the 2022 budget will reflect a change in staffing at the Fire Department to include nine full time firefighters; noting they will be affiliated with AFSCME. He stated the contracts for the MED Phase VI project and RIB site have been signed and the projects are underway and the contract for the dock repairs has been signed and work is expected to begin after Labor Day. He stated both the Pop Whalen and ladder truck contracts have been signed; noting the latter came in under budget. He stated the Town Road upgrades are ahead of schedule and the RFP for the Library generator will go out in July.

Bob Tougher stated East Clark Road, Clark Road and Goodrich Road came out well.

John MacDonald questioned the equipment located on Stoneham Road; noting the equipment was delivered by a Town truck.

Jim Pineo stated he would research the matter.

**b. 2021 Budget & Expenditure Report**

Kathy Carpentier stated revenues are on track and noted no concerns regarding the status of the budget.

Steve Johnson questioned the Executive budget; noting such is 58% expended.

Kathy Carpentier stated such is related to the cable channel; noting \$70,000 has been expended and \$30,000 has been encumbered.

Bob Tougher stated the water and sewer revenue appears down and expressed concern regarding such.

Kathy Carpentier stated she believes the revenues will increase over the summer.

Bob Tougher expressed concern regarding personnel administration; noting the number of employees and benefits is not noted. He stated previously the budget indicated the types of policies and the number of part time and full time employees.

Kathy Carpentier stated a spreadsheet including the information could be provided for the 2022 budget review.

Jim Pineo stated last year the Committee was provided a single page break down per department with a three year average; noting such will continue to be provided.

Referencing the revenue report, John MacDonald questioned the amount anticipated for the police grant and where the funds would be allocated when received.

Kathy Carpentier replied \$33,000; noting such would be deposited in the General Fund.

John MacDonald questioned whether the Police Department's budget should reflect the grant.

Kathy Carpentier stated only if a grant is anticipated should the grant be included in the budget.

John MacDonald stated grant figures should be included in the Police Department budget to show revenue. He questioned the estimated income of \$45,000 for the Police Department.

Kathy Carpentier stated she doesn't know and will follow-up on such.

Bob Loughman agreed with Mr. MacDonald.

Kathy Carpentier stated she agrees with transparency with the budget.

John MacDonald stated the grant section should be separated from overtime.

**c. Public Safety Building Committee Update**

Jim Pineo reviewed options that have been researched; noting the current option being proposed is the Fire Department to remain on the existing site and the Police Department to be constructed on an alternative site. He stated Town owned sites were reviewed for He stated the first draft has been submitted and cost estimate will be forwarded to a third party for review.

Bob Loughman stated the concept and rendering went to a two story design and agreed that a third party review should occur.

Bob Tougher stated Tilton just finished their Public Safety building in February; noting it is a 12,200 SF one-story building and the cost was \$4.7 million. He stated the proposed cost estimates for the buildings are unreasonable.

Steve Johnson stated the matter has been discussed for two years and each time an option is presented the cost has been too high; noting the Committee has expressed concern that the numbers are too large. He stated it is the wrong time to start construction and disagrees with retrieving construction costs at this time.

Bob Moholland agreed with comments from the Budget Committee. He stated the numbers are not realistic and is not supportive of separating the departments. He stated there is an increased cost in maintaining two buildings and questioned the placement of the apparatus; noting such is not noted in the report.

Jim Pineo referenced a phasing schedule to build a new apparatus bay and reviewed the proposed location of such in the Public Safety building.

Brian Deshaies stated the discussion is speculative at this point.

Bob Moholland replied no and stated a proposal exists to spend taxpayer's money.

Jim Pineo stated the BOS were asked to contemplate a less expensive plan and that is what is being done. He stated the costs will be reviewed and a decision will be made.

Bob Tougher reviewed the history of his involvement on the CIP Committee and other committees; noting the importance of communicating back to the Budget Committee the discussions of those committees.

Linda Murray stated she has no issue with the Budget Committee discussing the matter however, the BOS hasn't discussed it. She reviewed the history of the Library project and feels the process is similar to the Public Safety building project.

**d. Police Department Budget**

Steve Johnson stated he read Commissioner Wood's comments in the Annual Report and didn't know how to proceed; noting the Budget Committee never under-budgeted the Police Department.

Bob Tougher stated the Police Department has increased 66% over the past twelve years and noted the General Fund has increased 34%.

John MacDonald stated he, Commissioner Wood, the BOS and the Town Manager discussed many issues; noting he shared the Committee's concerns.

Jim Pineo stated it was a cordial conversation and agreed to start fresh.

Tom Bell stated one of the existing police cruisers was serviced for a recall however, additional front end work was needed. He noted a software payment was made early and is reflected in the expenditure of the budget.

**III. Other Business**

**Police Cruiser**

Bob Loughman stated he has been told by the Police Department and Police Commission that there will not be a request for a vehicle this year (2022) because a Tesla was donated to the Department.

**Crosswalk at Seabird Restaurant**

Bob Moholland stated the stop sign at the location of the sidewalk is in an awkward location and poses a safety hazard.

Jim Pineo stated he would discuss the matter with Dave Ford and recommend corrective action to the State.

**Wolfeboro Area Chamber of Commerce**

Bob Tougher stated the Chamber of Commerce is the only agency that the Town allocates funds to that does not provide financial information. Per John Burt, he requested that the financial information that is requested of all nonprofit agencies also be required from the Chamber of Commerce. He stated approximately 6-7 years ago financial information was provided however, it did not include assets and liabilities.

Tom Bell asked why the Committee hasn't previously requested the information.

Bob Tougher stated he didn't know however, feels it is appropriate to request the information.

**It was moved by Bob Tougher and seconded by John Burt to request the Town Manager notify the Wolfeboro Area Chamber of Commerce that submittal of complete financial information of the agency be submitted for the 2022 budget.**

**Discussion of the motion:**

Brian Deshaies questioned the amount of funding the Town gives to the Chamber of Commerce.

Bob Tougher replied approximately \$20,000; \$11,600 for part time wages, \$6,000 through the EDC budget and \$2,500 for fireworks.

Linda Murray stated the fireworks for Last Night have nothing to do with the Chamber of Commerce; noting such comes out of the EDC budget. She stated there isn't even a Chamber of Commerce member on the Last Night Committee.

Brian Deshaies stated that before a motion is made the dollar value should be known.

Matt Plache questioned the policy for nonprofit organizations.

John MacDonald stated all the nonprofit organizations are requested to submit financial information.

Brian Deshaies asked whether the Chamber of Commerce is a nonprofit organization or not for profit organization.

Bob Tougher replied nonprofit organization.

Brian Deshaies continued to question such.

Bob Loughman questioned whether the Chamber of Commerce should be included in the agencies' budget.

Jim Pineo stated he needs to research the matter because he is being told that the Chamber of Commerce is a not for profit organization.

Kathy Carpentier asked if the motion is for only 2022 or for subsequent years as well.

**Bob Tougher amended the motion to include 2022 and subsequent years. Tom Bell seconded the amendment. Motion to read as follows; It was moved by Bob Tougher and seconded by John Burt to request the Town Manager notify the Wolfeboro Area Chamber of Commerce that submittal of complete financial information of the agency be submitted for the 2022 budget and subsequent years. All members voted in favor. The motion passed.**

**Meeting Location & Schedule**

Lee Ann Hendrickson stated at this time the Trustees have not approved meetings at the Library that extend beyond the operating hours of the Library and the maximum number of people allowed in the meeting room is thirteen. She stated the Trustees are continuing to meet often and is hopeful the policy will change in time for the November start of the budget review meetings.

The Committee agreed to schedule their next meeting for Monday, August 16<sup>th</sup> at 6 PM, location to be determined.

**Town Ethic Policy**

John MacDonald noted the Committee received such.

**Budget Committee Position Statement**

John MacDonald developed and read the following position statement;

*“The Budget Committee requests the 2022 Budget remain at the 2021 Budget level or lower, excluding contract agreements, wages, health insurance, dental insurance, retirement and debt service.”*

**It was moved by John MacDonald and seconded by Bob Loughman to execute the Budget Committee Position Statement relative to the 2022 Budget.**

***Discussion of the motion:***

Steve Johnson asked if the statement could include contract agreements; noting such is the single biggest driver of the budget and the Budget Committee should be part of such.

John MacDonald stated the BOS and Town Manager are responsible for negotiating contracts and the Budget Committee can either approve or not approve the agreement.

Jim Pineo stated the Police Department’s contract is in place for one more year.

Bob Tougher stated anything beyond the 100 and 200 series is discretionary and confirmed the recommendation to freeze those numbers. He stated the Committee can recommend or not recommend warrant articles including the articles associated with collective bargaining.

Jim Pineo encouraged the Budget Committee liaisons to review their assigned Department budgets with Department Heads to mitigate any issues in advance.

John Burt stated there is a tremendous increase in the overtime line than what was budgeted.

**It was moved by John MacDonald and seconded by Bob Loughman to execute the Budget Committee Position Statement relative to the 2022 Budget. All members voted in favor. The motion passed.**

**IV. Approval of Minutes**

**March 25, 2021**

**It was moved by Tom Bell and seconded by Bob Moholland to approve the March 25, 2021 Budget Committee minutes as submitted. All members voted in favor. The motion passed.**

**V. Public Comment**

None.

**It was moved by Bob Loughman and seconded by Bob Moholland to adjourn the June 21, 2021 Budget Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 7:30 PM.*

Respectfully Submitted,

*Lee Ann Hendrickson*

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