

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE**

**November 10, 2020**

**6:30 PM**

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

*Chairman MacDonald opened the meeting at 6:44 pm.*

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

Good evening and welcome to the November 10, 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 6 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, Steve Johnson, Bob Moholland, John Burt, Members.

**Members Present (Virtual):** Bob Tougher, Vice-Chairman (indicated he is at his residence and no one is present), Paul O'Brien (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), Tom Bell, Member (indicated he is at his residence and no one is present), Matt Plache (indicated he is at his residence and no one is present), Brian Black (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.jeeann@gmail.com](mailto:hendrickson.jeeann@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.

**Staff Present (In-person):** Jim Pineo, Acting Town Manager, Christine Collins, Director, Parks & Recreation, Beau Betz, Assistant Director, Parks & Recreation, Lee Ann Hendrickson, Administrative Secretary.

**II. 2021 Budget**

Jim Pineo stated the audit is in process and almost complete and noted that a lot of lines are underspent in 2020 due to COVID. He noted the following increases in the NH Retirement System; General Fund from 11.71%

to 14.06%, Police Department from 28.43% to 33.88% and Fire Department from 30.09% to 32.99%. Referencing long term debt, he stated the Library and Carry Beach are coming online totaling \$239,542. He stated the Parks and Recreation Department originally submitted a capital outlay request for 2021 however, due to the current budget status (under expenditure of such) the BOS agreed last night to execute a purchase order now for the engineering study for the Abenaki Motor House in the amount of \$25,000. He stated Ms. Collins would speak to such.

Steve Johnson asked if the Town has received bids for the study.

Jim Pineo stated the Town contracts with Bergeron Technical Services often however, will probably go out to bid.

Steve Johnson questioned the process regarding the increase to the NH Retirement System and its impact to the Town.

Jim Pineo reviewed such and noted he would forward the history of such to the Committee.

Bob Loughman confirmed that all health insurance costs have been removed from individual department budgets.

Brian Black asked if there is a change to the employee contribution.

Jim Pineo replied no.

Referencing the review of budgets, Steve Johnson asked if there is a better way of addressing the percentage increase to each budget rather than reviewing each budget line by line.

Bob Loughman recommended reviewing the summary sheet to each budget and basis questions off of such by targeting specific lines within the budgets.

**It was moved by Steve Johnson and seconded by Bob Loughman to review the summary sheet for each individual budget rather than reviewing the budgets line by line.**

***Discussion of the motion:***

John MacDonald disagreed with such and noted review of each line is a more thorough review. He stated he believes the public expects the Budget Committee to do such. He noted past practice of the BOS and Budget Committee has been to review the budgets in such a manner.

**Steve Johnson withdrew his motion.**

**Bob Loughman withdrew his second.**

John MacDonald confirmed the BOS have voted on a 2% pay increase for nonunion employees. He questioned the pay increase for union employees. He requested the total amount of the increase to nonunion employees.

Jim Pineo stated the Town is currently in negotiation.

John MacDonald asked if the Town continues to rent portable toilets for the beaches.

Christine Collins replied yes, during the winter at Brewster Beach. She noted none of the restrooms at the beaches are ADA accessible therefore, an ADA accessible portable toilet will continue to be rented at those locations.

**PARKS AND RECREATION**

**ADMINISTRATION**

No changes.

#### **MAINTENANCE**

No changes.

#### **BEACHES**

No changes.

#### **ABENAKI**

John Burt asked if the capital reserve covers the maintenance and operating costs.

Christine Collins replied no. She stated the capital reserve funds pay for lighting, poles, the snowmobile, ATV, groomer and engine/motor; noting the funds are not used for everyday costs.

Steve Johnson questioned the frequency of the rope replacement.

Christine Collins replied every 2-3 years.

#### **HOCKEY RINK**

Tom Bell asked if the emergency repairs have been completed.

Jim Pineo replied yes.

#### **PROGRAMS**

No changes.

#### **COMMUNITY CENTER**

No changes.

#### **PATRIOTIC PURPOSES**

Referencing such, John Burt asked why the Town is supporting the Chamber of Commerce.

Linda Murray stated Last Night Wolfeboro is run by the Special Events Committee of the Economic Development Committee. She stated the Town receives donations from commercial businesses to hold the event. She noted this year Last Night Wolfeboro will consist of two in-person events with the remainder of the events being held virtually. She stated the Chamber of Commerce is not a member of the Committee.

#### **CLARK COMPLEX**

No changes.

#### **POP WHALEN**

Bob Loughman questioned the Administrative Cost Allocation.

Jim Pineo stated that all Administrative Cost Allocations would be revisited.

Steve Johnson asked if solar panels have been considered.

Christine Collins replied yes, however a new roof is needed first.

#### **CEMETERIES**

Bob Loughman noted the cover sheet of the budget reflects a total of \$28,850 however, the 2021 budget request reflects \$26,850.

Jim Pineo stated he would revise and resubmit such to the Committee.

## **CAPITAL OUTLAY**

### **Abenaki Motor House Plans; \$25,000**

Christine Collins stated the motor house is 20 years old and is in need of an upgrade; noting the building houses the motor to the lift line. She stated the line needs to be higher to be able to have full view of the rope tow as well as more separation from the motor and the staff. She state the upgrades would make the conditions safer for staff.

Jim Pineo stated it is proposed to convert from gas to electric. He stated currently there are open gears and chain drives and ventilation is poor.

Steve Johnson stated he is in favor but is concerned regarding the cost. He requested due diligence to decrease the cost.

Jim Pineo and Christine Collins reviewed photographs of the current structure. He stated the intent is to remove the request from the 2021 budget and use 2020 funds.

John MacDonald asked if the CIP Committee is aware of such.

Bob Loughman replied no, noting the request was originally a capital outlay request in the 2021 budget.

Christine Collins stated the project was mentioned to the Committee however, a cost estimate was not available at the time.

Bob Loughman questioned the balance of the capital reserve account and the use of those funds for the request.

Jim Pineo stated he would provide the Committee the balance of the account and questioned whether the project falls within the scope of the warrant article.

Matt Plache questioned the building and equipment costs.

Jim Pineo stated more would be known once the study is complete.

Brian Black stated he supports the request due to the current safety issues.

Matt Plache asked if it is anticipated that the Friends of Abenaki would contribute financially to the project.

Christine Collins noted their fundraising efforts are currently focused on snowmaking and lighting for the new trail.

### **III. Approval of Minutes**

**July 8, 2020**

**It was moved by Robert Loughman and seconded by Bob Tougher to approve the November 12, 2020 minutes as submitted. Roll call vote: John MacDonald - yes, Bob Tougher – yes, Bob Loughman - yes, Steve Johnson – abstain, Tom Bell - yes, Matt Plache - yes, Bob Moholland - abstain, John Burt – yes, Paul O’Brien – yes, Brian Black - yes. The motion passed (8-0-2).**

### **IV. Other Business**

#### **Tax Rate**

Bob Moholland questioned the tax rate.

Jim Pineo stated hearings are currently being conducted relative to such; noting the tax rate should be determined by late November.

Bob Moholland asked if the new property appraisals would take effect this year.

Jim Pineo replied yes, December 2020.

John MacDonald questioned the amount of unexpended funds that will go back into the General Fund.

Jim Pineo stated such has not yet been determined; noting such is included in the audit.

#### **Technology Budget**

Bob Tougher questioned whether the technology budget has been moved to November 30, 2020.

Jim Pineo stated he recommended reviewing the Technology budget on November 30<sup>th</sup>. He stated there is a request for a full time IT person; noting the Town has a \$250,000 IT budget, not including individual budgets. He stated the budgets are not being fully managed. He noted the request is supported by the BOS.

#### **V. Public Comment**

None.

#### **REVISIT ITEMS**

- Total figure for 2% pay increase for nonunion employees
- Administrative Cost Allocations
- 2019 Audit (provide to Committee when available)
- Abenaki Capital Reserve Fund balance
- Cemeteries; review total figures on summary sheet and budget total – revise accordingly & provide to Committee

**It was moved by John Burt and seconded by Steve Johnson to adjourn the November 10, 2020 Budget Committee meeting. Roll call vote: John MacDonald - yes, Bob Tougher – yes, Bob Loughman - yes, Steve Johnson – yes, Tom Bell - yes, Matt Plache - yes, Bob Moholland - yes, John Burt – yes, Paul O'Brien – yes, Brian Black - yes. The motion passed unanimously (10-0).**

*There being no further business before the Committee, the meeting adjourned at 8:36 PM.*

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson