

TOWN OF WOLFEBORO
BUDGET COMMITTEE
November 16, 2021
APPROVED MINUTES

I. Call To Order

Chairman MacDonald opened the meeting at 6:08 pm at the Wolfeboro Public Library.

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

Member Absent: Tom Bell, Member (excused).

Staff Present: Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Dave Ford, Director of Public Works, Lee Ann Hendrickson, Administrative Assistant.

II. 2022 Budget

PUBLIC WORKS DEPARTMENT

Administration

No changes.

Highway and Streets

John MacDonald questioned the number of employees.

Dave Ford replied nine full time and one part time.

John MacDonald asked if there are any shared employees.

Dave Ford replied no.

Bob Loughman asked what outside services includes.

Dave Ford replied tree removal, striping, crack sealing, catch basin cleaning and invasive species removal.

John Burt questioned heating and oil and asked if the Town has a pre-buy.

Jim Pineo replied yes however, this budget reflects the contract for wood pellets.

John MacDonald questioned the increase in the bottom line of the budget (2021 being \$1,301,890 and 2022 being \$1,374,208).

Dave Ford replied \$8400 in machinery and equipment (brush hog, plate compactor, lift gate for HD1), \$9,000 in rentals and leases (shoulder machine) and \$6,300 in safety equipment.

Garage

Bob Tougher questioned whether there is enough funding for overtime.

Dave Ford stated the hours will be managed differently and feels there is ample funding.

Bob Tougher questioned whether there is enough funding for vehicle maintenance; noting such is over expended to date.

Dave Ford stated he is trying to manage double billing that has occurred in the past by implementing direct billing.

John MacDonald confirmed the difference of \$100,000 in the budget is due to the price of fuel and change in the procedure relative to department use of the fuel.

Building and Grounds

Bob Loughman questioned consultants.

Dave Ford stated such includes Asset Management Plan and upgrade to docks including permitting and engineering/surveying.

John Burt stated on average the amount spent is \$2,300 and asked if there are specific

Dave Ford replied Asset Management Plan and the permitting, engineering/surveying for the repair of the Mast Landing docks.

Bob Tougher noted building maintenance, water and sewer are over expended to date.

Referencing building maintenance, Jim Pineo stated there have been a couple of insurance claims (deductibles paid) that were not expected.

Solid Waste Disposal

John MacDonald questioned outside services.

Dave Ford stated such relates to a five-year contract and noted a 5% increase on hauling and 3-4% on tipping.

Bob Tougher noted vehicle maintenance has been overspent.

John Burt stated the five-year average is \$7,400; noting the line is underfunded.

It was moved by John Burt and seconded by Brian Black to increase 43240-430 Vehicle Maintenance by \$2,100 from \$4,900 to \$7,000. All members voted in favor. The motion passed (8-0).

CAPITAL OUTLAY

Upgrades at Solid Waste; \$95,000

Dave Ford stated there are numerous site issues including failing block retaining walls, failing container concrete pads, worn out pavement, potholes, and trip hazards, worn out concrete tipping floor and uneven concrete surface at the drop off area. He stated the Joint Loss Committee performed a site visit and submitted a letter regarding such and their recommendations for improvements.

Steve Johnson asked if the project cost includes materials and if the project will be bid out.

Dave Ford stated the pavement and concrete would be contracted out and the digging and resetting of the blocks would be done in-house.

Steve Johnson requested a breakdown of the costs and questioned the amount of manpower that will be used for the project.

Bob Loughman confirmed that the \$95,000 only includes contracted services and materials.

Sidewalk Repair Overlay and Patching – North & South Main Street; \$30,000

Dave Ford stated concrete sidewalks in the Downtown area and paved sidewalks extending up North and South Main Street are in disrepair and starting to create trip hazards and safety concerns. He stated he is proposing to begin a plan for annual repairs to the sidewalks. He noted the work would be contracted out.

Bob Loughman asked if there will be another capital outlay request next year for sidewalk repair.

Dave Ford replied yes and noted it may be included in the CIP.

Bob Loughman recommended a long-term plan for sidewalks and questioned whether the sidewalks should be included in the road upgrade appropriation.

Dave Ford stated a capital reserve fund could be established. He stated roads and sidewalks should be kept separate.

Linda Murray reviewed the history of funding sidewalks.

Brian Deshaies questioned the CIP's disposition on sidewalks.

Dave Ford stated the CIP Committee did not include the sidewalks into the CIP because it did not meet the threshold amount for the program.

Bob Moholland recommended Mr. Ford and the BOS discuss how to proceed with the issue.

Linda Murray stated an Asset Management Plan for sidewalks should be done.

III. Public Comment

None.

It was moved by Steve Johnson and seconded by Bob Loughman to adjourn the November 16, 2021 Budget Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 7:08 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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