

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
APPROVED MINUTES  
November 30, 2021  
Great Hall, Wolfeboro Town Hall**

**I. Call To Order**

*Chairman MacDonald opened the meeting at 6:00 pm at the Great Hall.*

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

**Members Absent:** Linda Murray, BOS Alternate Representative, Tom Bell, Member (excused).

**Staff Present:** Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Tavis Austin, Director of Planning and Development, Pat Waterman, Town Clerk, Brenda Lapointe, Tax Collector, Lee Ann Hendrickson, Administrative Assistant.

**II. 2022 Budget**

**AGENCIES**

**Wolfeboro Area Children's Center; \$10,000**

Teri Ann Cox reviewed the program and services provided and noted the funding request is level funded.

**Dinner Bell; \$6,000**

Bill Peterson reviewed the program and services provided and noted the funding request is level funded.

**Meals on Wheels; \$7,500**

Cheryl Dempsey reviewed the program and services provided and noted the funding request is level funded.

**GENERAL GOVERNMENT**

**Zoning Board**

Bob Loughman questioned advertising; noting the expenditure of such has doubled.

Tavis Austin stated the Zoning Board of Adjustment has requested that Notices of Decision be noticed in the newspaper; noting such is not a requirement and is costly.

Jim Pineo stated the request was made specifically by the Board.

John MacDonald requested the Town Manager to look into the matter.

Bob Moholland confirmed that if an applicant requests a rehearing that the cost associated with noticing the hearing is the responsibility of the applicant.

Bob Loughman stated the fees should be increased to cover the cost of the increased publications.

**Planning Board**

Bob Loughman questioned outside services.

Tavis Austin stated the costs are associated with an impact fee study.

Bob Loughman requested an explanation of an impact fee.

Tavis Austin reviewed such.

Steve Johnson asked how much of the impact fees have been given to the school.

John Burt replied \$500,000+ over 11 years and stated he doesn't understand why the impact fees goes to the school rather than the Town.

John MacDonald questioned the year-to-date expenditure.

Kathy Carpentier replied \$0.

Tavis Austin stated \$6,000 has been spent; noting some funds were encumbered and remaining funds from the charette were used. He noted the \$7,500 is the contract price for Phase II of the study.

**It was moved by John MacDonald and seconded by John Burt to decrease 41305-380 Outside Services from \$7,500 to \$4,000. All members voted in favor. The motion passed (8-0).**

John Burt questioned the increase in advertising; noting the five-year average is \$1,445 and it has increased since 2020.

Tavis Austin stated the line reflects actual expenses and noted he is willing to revisit application fees.

Bob Loughman asked if revenue can be shown that offsets the expense.

Kathy Carpentier replied yes.

Bob Loughman requested a five-year history of revenue.

**Planning Department**

No changes.

**Brewster Building**

No changes.

**Code Enforcement Officer**

No changes.

**Tax Collector**

No changes.

**Town Clerk**

No changes.

**Zoning Board**

No changes.

**Executive**

John Burt stated elected officials needs to be reduced by \$5,000 and requested such be addressed.

Bob Loughman questioned printing; noting such is under expended and the funding request is \$6,100.

John Burt stated the five-year average is \$3,100.

**It was moved by Bob Loughman and seconded by John Burt to decrease 41301-550 Printing from \$6,100 to \$3,200. All members voted in favor. The motion passed (8-0).**

John MacDonald questioned Wolfeboro Waters.

Jim Pineo reviewed stated such is a Committee of the Town and reviewed such.

Bob Loughman requested additional information and detail for the funding request from Wolfeboro Waters.

Matt Plache questioned the amount of \$18,650.

**Personnel Administration**

Kathy Carpentier stated such reflects all health and dental insurance, workers compensation and disability for the departments.

John MacDonald asked if the figures reflect the new insurance rates.

Kathy Carpentier replied no and stated she would update the figures.

The Committee agreed to revisit the Personnel Administration budget following receipt of revised figures.

**Miscellaneous Operating Expenses**

No changes.

**Town Manager**

No changes.

**Debt Service**

No changes.

**Legal Expense**

Kathy Carpentier stated all legal expenses were consolidated except for the Enterprise Funds.

**Insurance**

Kathy Carpentier stated the line includes property liability insurance and reviewed such.

**Finance**

No changes.

**Technology Services**

John MacDonald questioned rentals and leases.

Kathy Carpentier stated such is for the Tri-tech Software Systems.

Jim Pineo stated such is an expense of the Fire Department and should be moved to that budget.

**CAPITAL OUTLAY**

**Billing Software                      \$25,000**

Brenda Lapointe noted a failure in the system previously occurred and options that include migration to a cloud, software upgrade, software replacement or hardware migration to a server.

**Phone Service Upgrade              \$9,579**

Kathy Carpentier stated the request is to upgrade the phone system at Town Hall, Parks and Recreation and Electric Department (excludes Public Safety Building).

Jim Pineo stated currently the Town has two separate contracts for telephone service and the telephone system.

### **III. Other Business**

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

John MacDonald stated there is a \$1.3 million request for road upgrades and believes Mr. Ford can find the funds within his budget for the project.

**It was moved by John MacDonald and seconded by Bob Loughman to decrease the Sidewalk Repair Overlay and Patching Capital Outlay request from \$30,000 to \$0.**

#### **Discussion of the motion:**

Brian Deshaies questioned the rationale for not wanting to repair the sidewalks.

John MacDonald stated he feels that \$30,000 can be found within the \$1.3 million request.

Jim Pineo stated the request is in warrant article form and to repurpose some of the funding for sidewalks may not be legal. He stated the language of the warrant article may need to be revised to allow the use of funds for sidewalk repairs.

Brian Black asked if there are photographs available to illustrate the disrepair of the sidewalks.

Jim Pineo replied yes and noted three individuals in the past year have tried to file claims against the Town.

**John MacDonald, Bob Tougher, John Burt, Matt Plache, Bob Moholland, Steve Johnson, Bob Loughman voted in favor. Brian Black opposed. The motion passed (7-1).**

#### **Upgrades at Solid Waste; \$95,000**

John MacDonald stated he believes such should be a warrant article and the decision should be made by the voters and not just the Budget Committee. He stated the issue has not been brought before the Committee previously and the project is now being presented as urgent.

**It was moved by John MacDonald and seconded by John Burt to decrease the Upgrades at Solid Waste Capital Outlay request from \$95,000 to \$0.**

#### **Discussion of the motion:**

John Burt stated the pavement is not bad.

Brian Deshaies stated the pavement referred to is at the top where the scrap metals are discarded; noting such is hazardous. He stated the project also includes the repair of the cement wall and other things.

Bob Tougher stated he agreed with Mr. MacDonald. He stated the budget is for operations and maintenance and the capital outlay request is a project and should be in warrant article form.

Brian Deshaies stated the transfer station has been neglected for years and noted there is no proper ventilation, no bathroom in break area to wash hands and feels the facility should be brought up to standards.

Jim Pineo stated the bathrooms are being addressed right now and agreed with moving the project to a warrant article. He stated there has been a project for a number of years to rehabilitate and expand the transfer station however, the project dropped off.

**All members voted in favor. The motion passed (8-0).**

Bob Loughman requested more detail on the project that is currently happening at the transfer station.

Jim Pineo stated it was brought to his attention by Selectman Deshaies at a BOS meeting that the bathroom facilities at the location were substandard. He stated he deemed such as an immediate safety concern and discussed such with Mr. Ford; noting a plan was developed that included a break room and shower facility. He stated the Joint Loss Management team also conducted an inspection of the facility.

#### **Livestream of Budget Committee Meetings**

John MacDonald stated a resident has requested the Budget Committee meetings be available on livestream however, it would cost \$21,846 to provide the service at the library. He stated he can't recommend the expenditure of such.

#### **Chamber of Commerce Financials**

Bob Tougher stated at the June meeting of the Budget Committee a request was made for the Chamber of Commerce to submit financial information similar to the request made to agencies. He stated he spoke to Mary DeVries who stated she has submitted the information however; the Committee has not yet received it.

Jim Pineo stated he would follow up on such.

#### **Town Holidays**

Kathy Carpentier stated December 27<sup>th</sup> is a Town Holiday.

Jim Pineo stated January 3<sup>rd</sup> is as well.

Lee Ann Hendrickson stated she would have to revise the schedule to reflect the cancellation of the meetings.

#### **IV. Public Comment**

None.

#### **REVISIT ITEMS**

- Zoning Board; advertising costs associated with public notices of Notices of Decision
- Planning Board; five-year history of revenue
- Wolfeboro Waters; additional information/detail for funding request
- Personnel Administration; revised figures for health and dental insurance

**It was moved by Bob Loughman and seconded by John Burt to adjourn the November 30, 2021 Budget Committee meeting. All members voted in favor. The motion passed.**

There being no further business before the Committee, the meeting adjourned at 8:01 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

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