

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
APPROVED MINUTES
December 6, 2021
Wolfeboro Public Library**

I. Call To Order

Chairman MacDonald opened the meeting at 6:06 pm.

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

Members Absent: John Burt, Member (excused), Linda Murray, BOS Alternate Representative.

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

The Committee participated in the Pledge of Allegiance.

II. 2022 Budget

Wolfeboro Waters

Jim Pineo stated he provided a PowerPoint presentation to the Board, Water Quality Summary Report and minutes that reflect discussion of the funding request.

The Committee is scheduled to revisit such on 12/20/2021.

Health and Dental Insurance

Jim Pineo stated the Town received the insurance rates; noting a reduction of \$90,322 for health and a reduction of \$4,604.

Steve Johnson asked how the deduction came to be and why it has not been realized in years past.

Jim Pineo stated the changes have been previously realized and noted that traditionally in mid-November the Town receives the actual figures; noting a 2.4% increase this year however, 10% had been budgeted.

Steve Johnson asked if there is an increase over last year's figures.

Kathy Chamberlain replied yes, 2.4%.

John MacDonald requested clearer clarification of employees who opt out and requested such be added to the document titled Budget Committee Changes.

It was moved by John MacDonald and seconded by Tom Bell to decrease 41550-210 Personnel Administration, Health Insurance by \$90,322. All members voted in favor. The motion passed (8-0).

It was moved by John MacDonald and seconded by Tom Bell to decrease 41550-219 Personnel Administration, Dental Insurance by \$4,604. All members voted in favor. The motion passed (8-0).

Water Fund

Personnel Administration

No changes.

Technology Services

No changes.

Water Distribution

John MacDonald questioned outside services.

Dave Ford stated the funds have been encumbered for meter calibration and valve servicing.

Tom Bell questioned vehicle maintenance; noting such is over expended.

Dave Ford stated there were issues with some of the equipment. He requested additional funding for next year to rust proof the vehicles and equipment.

John MacDonald questioned the price for gasoline and questioned whether the requested amount is sufficient.

Dave Ford stated the price is a bid price of \$2.56.

Water Treatment Plant

Tom Bell questioned the increase in hourly wages.

Dave Ford stated the management position has been replaced with a union position and noted there is a reduction in supervisory salaries as a result of such.

John MacDonald questioned the increase in consultants.

Dave Ford stated the increase reflects assistance from a consultant for an Asset Management Plan and User Rate Study. He noted this year's funds were encumbered.

Sewer Fund**Personnel Administration**

No changes.

Technology Services

No changes.

Sewage Collection

Bob Loughman asked if the Administrative Cost Allocation was increased equally.

Kathy Carpentier replied no, the enterprise funds were increased slightly more.

Bob Loughman stated both diesel and gasoline prices/rates are incorrect.

Jim Pineo stated he would review such.

Wastewater Treatment

John MacDonald questioned the increase in contract services.

Dave Ford stated a five-year contract was negotiated with Woodard & Curran which reflects an increase in pay of the Chief Operator. He stated \$50,000 of the requested funding reflects Asset Management contracted services.

CAPITAL OUTLAY**Residential Water Meter Replacement Program; \$15,000**

Dave Ford reviewed the project request.

Steve Johnson asked the number of meters that would be replaced.

Dave Ford replied 100.

Steve Johnson asked if such could be incorporated into the operating budget if it is an annual expense.

Bob Loughman agreed with Mr. Johnson because it is an annual maintenance program.

Bob Tougher stated originally Mr. Ford requested funding to replace 200 meters however, the Budget Committee cut the request to the replacement of 100 meters.

John MacDonald confirmed the replacement of the meters is paid for by the users.

Matt Plache confirmed the meters are good for ten years.

Middleton Road Water Booster Station Upgrades; \$85,000

Dave Ford reviewed the project request; noting it is a two-year project and this is the second year of the project.

Bob Tougher questioned whether grant money is available.

Dave Ford stated the Town has received ARPA funds of \$320,000 this year and potentially \$320,000 next year however, the projects that the funds will be put towards need to be identified.

Jim Pineo stated the projects are being reviewed to determine which projects would be best suited for the funds.

Seasonal Waterline Upgrades; \$90,000

Dave Ford stated the Town made application to NHDES Drinking Water State Revolving Fund however, the Town did not receive funding. He stated he recently requested the BOS to consider a \$1.2 million warrant article to address the project.

John MacDonald asked the amount of funds for the 2021 budget.

Kathy Carpentier replied \$60,000.

John MacDonald asked if the users would pay off the warrant article.

Dave Ford replied yes and noted there is no impact to the taxpayers.

The Committee requested to revisit the Seasonal Waterline Upgrades capital outlay request.

Brian Deshaies asked if a betterment fee could be assessed for the upgrade.

Dave Ford stated such needs to be further discussed.

Brian Black questioned whether the \$1.2 million covers the cost to upgrade all seasonal waterlines.

Dave Ford replied no and stated additional grants would be applied for next year.

Mowing Equipment RIB and Cross-Country Utility Lines; \$70,000

Dave Ford reviewed the request.

Steve Johnson questioned whether the Town could contract the mowing for the field area.

Dave Ford stated such is an option and is done on other Town properties however, special care needs to be taken.

The Committee requested to revisit such.

Sewer Pump Station Upgrades; \$62,000

Dave Ford stated the Town has nine sewer pump stations; noting the electronic control panels need to be upgraded and replacement parts are difficult to find. He stated the intent is to use ARPA funds for such however, if the project is not funded through such the project will be presented next year. He recommended revisiting such.

Site Work Upgrades/Haul Road; \$24,000

Dave Ford stated the Town's Wastewater Treatment Facility located on Filter Bed Road is required to haul off liquid sludge monthly; noting a 90,000-gallon tanker truck has to back down the driveway into a public road. He stated the project would develop a haul road to improve safety of sludge disposal trucking. He recommended revisiting such because the project may be funded through ARPA funds or capital reserve funding.

III. Other Business

Sewer Capacity

John MacDonald questioned the current capacity of the sewer system.

Dave Ford reviewed such and noted the original build out study needs to be updated.

Mr. Ford and the Committee discussed the capacity of the RIB and projects in the Town being proposed.

Police Department Activity Report

John MacDonald stated he requested information from the Police Department on arrests from January 1st through October 2021; noting he was provided pages of information on each officer's activity. He stated he is requesting an activity report for each crime and event.

Jim Pineo stated he would forward the request to the Police Department.

Staff stated the request was made through a motion in the June 21, 2021 minutes of the Budget Committee.

IV. Public Comment

None.

REVISIT ITEMS

- Seasonal Waterline Upgrades capital outlay request; awaiting BOS approval of a warrant article for such
- Mowing Equipment RIB and Cross-Country Utility Lines capital outlay request
- Sewer Pump Station Upgrades
- Site Work Upgrades/Haul Road

It was moved by Bob Loughman and seconded by Bob Moholland to adjourn the December 6, 2021 Budget Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 7:24 PM.

Respectfully Submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson