

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
APPROVED MINUTES  
December 20, 2021  
Wolfeboro Public Library**

**I. Call To Order**

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

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

**Member Absent:** Matt Plache, Member (excused).

**Staff Present:** Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Tom Zotti, Fire Department Chief, Tavis Austin, Director of Planning and Development, Christine Collins, Director of Parks and Recreation, Lee Ann Hendrickson, Administrative Assistant.

*The Committee participated in the Pledge of Allegiance.*

**II. 2022 Budget**

**CONSERVATION COMMISSION**

Bob Loughman stated he sent an email to the Committee regarding the Invasive Species Management line item.

Lenore Clark reviewed the management of invasive species of two Town owned properties; noting a combination of mechanical and chemical treatment has been used. She stated a two-acre parcel is proposed to be addressed in 2022.

Steve Johnson asked if a sprayer is used.

Lenore Clark reviewed the application process; noting an ultra-low volume wand is used to apply the chemical to the cut stump.

Steve Johnson stated he is not opposed to addressing the issue, however, is does not support spraying. He questioned whether the person applying the chemical treatment is licensed.

Lenore Clark stated the contractor is a licensed commercial applicator and serves on the Amherst Conservation Commission.

Bob Loughman questioned the risk of runoff with regard to the Front Bay property; noting such is a concern.

Lenore Clark stated the Commission does not impede water quality and noted the chemical being used breaks down. She stated goat's excrement (as previously brought up by a Committee member relative to an option to address invasive species) is not good for water quality. She stated there is no intent to apply a chemical treatment every year.

Bob Tougher requested Mr. Muir to comment on the matter. He stated the email states Round Up was used and questioned the difference between Round Up and glyphosate.

Lenore Clark stated the product used is made by Dow and is a glyphosate-based product.

Bob Tougher stated Round Up is a carcinogen and questioned the benefits v. the risk.

Warren Muir reviewed such and stated Round Up had other ingredients in it in addition to glyphosate. He reviewed the ingredients and discussed the treatment of invasive species and impact to the environment.

Brian Black stated the Committee discussed the risk to the environment and property if nothing is done. He asked if there is any sense as to when we would get to where we want to be.

Lenore Clark stated after five years it is the hope of the Conservation Commission that invasive species would be under control in a manner similar to the milfoil issue in Back Bay.

Brian Black asked if the funding request is based on a number of hours put into the project.

Lenore Clark stated the consultant submitted a proposal for follow-up treatment and

Bob Loughman stated his and Mr. Plache's concern is water quality and damage to the lake. He asked if the proposal from the consultant include monitoring of runoff. He asked if the chemical being used is a problem.

Warren Muir reviewed the process and impact of the use of glyphosate.

#### **LIBBY MUSEUM**

Jim Pineo stated the Town has hired a new director.

John MacDonald questioned supervisory salaries and part time wages.

Kathy Carpentier stated there was a contract that was approved by the Town Manager of which she was not aware.

Brian Deshaies stated the previous director recommended an increase in the new director's salary and a lower wage for the assistant.

Jim Pineo stated there was a raise that occurred for longstanding employees.

John Burt questioned the increase in dues and fees.

Jim Pineo stated the Libby Museum was unable to process fees through credit card payments and the employee was taking credit card payments through her own bank account. He stated the Town created a line to help pay for such and noted the line also includes website hosting. He stated the line streamlines the accounting of funds.

John Burt questioned the annual revenue and where it is coming from.

Jim Pineo stated the museum is not making a lot of revenue and noted such is based on attendance.

John Burt questioned the attendance records.

Jim Pineo replied \$3,000-\$3,500.

Kathy Carpentier stated 2021 revenues reflect \$5,316.

## **RE-VISIT ITEMS**

### **Parks and Recreation Capital Outlay, 4WD Regular Cab Work Truck; research lease option**

Jim Pineo stated a lease option was reviewed; noting a monthly fee of \$585 - \$600 for a five-year period. He stated year one would be an estimated budget of \$4,095. He stated he and Ms. Collins reviewed her budgets; noting the labor line is significantly under spent due to COVID related issues and recommended using the balance of funds to purchase the vehicle in 2021 and removing the request from the 2022 budget if a vehicle can be found (noting there is not a lot of inventory available). He stated he did not want to move forward without input from the Committee since the purchase is an expansion of the fleet and not a replacement vehicle.

John Burt confirmed that if a truck cannot be found within two weeks the 2021 funds cannot be used.

**It was moved by John MacDonald and seconded by Steve Johnson to decrease the Parks and Recreation Capital Outlay 4WD Regular Cab Work Truck from \$35,530 to \$0. All members voted in favor. The motion passed (8-0).**

John MacDonald stated that if the 2021 funds cannot be utilized the Committee would revisit the matter and add the funds to the 2022 budget.

### **Fire Department Capital Outlay – Ladder 1 Tools**

Jim Pineo stated he and Chief Zotti discussed such and determined there are remaining funds in the 2021 budget to purchase the tools. He recommended removing such from the 2022 budget.

**It was moved by Steve Johnson and seconded by Tom Bell to decrease the Fire Department Capital Outlay Ladder 1 Tools from \$35,355 to \$0. All members voted in favor. The motion passed (8-0).**

### **Zoning Board; advertising costs associated with public notices of Notices of Decision**

Jim Pineo stated he researched the matter and could not find anything that requires the notices to be posted in the newspaper. He stated the request to do such was made by the ZBA members.

**It was moved by John MacDonald and seconded by Tom Bell to decrease 01-41304-562 from \$5,000 to \$2,500. All members voted in favor. The motion passed (8-0).**

### **Planning Board; five-year history of revenue**

Tavis Austin distributed and reviewed the five-year history of revenue associated with the Planning Board. He reviewed the prices for advertisements and application fees.

### **Wolfeboro Waters; additional information/detail for funding request**

Jim Pineo stated the Committee previously received additional information from both he and Linda Murray.

Steve Johnson asked if all waters within Wolfeboro are included in Wolfeboro Waters.

Linda Murray stated all waters in Wolfeboro are being sampled (\$12,000). She stated all the work is done by volunteers and the Committee is supporting the Back Bay Watershed Management Plan Environmental Study.

Steve Johnson asked if the Committee participates in fundraising activities and/or solicit funds from 319 grants.

Linda Murray stated the Committee will support Lake Winnepesaukee Association in their fundraising efforts; noting the Town received a \$100,000 grant to perform the study and management plan.

**Seasonal Waterline Upgrades Capital Outlay; awaiting BOS approval of a warrant article for such**  
Jim Pineo recommended the Committee reduce the request to \$0; noting a warrant article has been prepared to address the issue.

**It was moved by John Burt and seconded by Tom Bell to decrease Seasonal Waterline Upgrades Capital Outlay from \$90,000 to \$0. All members voted in favor. The motion passed (7-0).**

**Mowing Equipment RIB and Cross-Country Utility Lines Capital Outlay**

Jim Pineo stated the RIB site is almost complete and a contractor will be sought to mow the property. He stated if there are any remaining funds from the RIB lawsuit then the mower will be purchased however, at this time he is recommending reducing the request to \$0.

**It was moved by Steve Johnson and seconded by Tom Bell to decrease Mowing Equipment RIB and Cross-Country Utility Lines Capital Outlay from \$70,000 to \$0. All members voted in favor. The motion passed (7-0).**

**Sewer Pump Station Upgrades**

Jim Pineo recommended such be reduced to \$0; noting AARPA funds are being considered to perform the work in the future.

**It was moved by John Burt and seconded by Bob Moholland to decrease Sewer Pump Station Upgrades from \$62,000 to \$0. All members voted in favor. The motion passed (7-0).**

**Site Work Upgrades/Haul Road**

Jim Pineo recommended such be reduced to \$0 because AARPA funds are being considered for the project.

**It was moved by Tom Bell and seconded by Bob Loughman to decrease Site Work Upgrades/Haul Road from \$62,000 to \$0. All members voted in favor. The motion passed (7-0).**

**Review pricing for gasoline and oil in all department budgets**

Jim Pineo stated the unit price was streamlined and corrected; noting a savings of \$6,193.

**It was moved by Bob Loughman and seconded by Bob Moholland to decrease the gasoline and oil pricing in all departments as noted on the spreadsheet distributed by the Town Manager totaling \$6,193. All members voted in favor. The motion passed (7-0).**

**REVENUES**

Kathy Carpentier reviewed estimated revenues; noting such has not yet been reviewed with the BOS and the document is a draft. She reviewed the tax rate; noting such does not include this evening's changes.

John MacDonald asked what account includes funds received from the State for Police Department salary/position.

Kathy Carpentier stated such is included in grants.

John MacDonald stated the figure seems low; noting it does not appear to show any revenue for 2022.

Jim Pineo stated he would research such.

**DEFAULT BUDGET**

Kathy Carpentier reviewed such.

**III. Other Business**

Jim Pineo noted that the Committee cut \$325,573 this evening from the 2022 proposed operating budget.

Tom Bell asked if that amount will be seen in warrant articles.

Jim Pineo replied yes for seasonal water lines and sewer pump station upgrades.

**Chamber of Commerce**

Bob Tougher requested the line be held until the Committee performs its final budget review.

**IV. Consideration of Minutes**

Chairman MacDonald tabled the approval of minutes.

**V. Public Comment**

None.

**REVISIT ITEMS**

- Chamber of Commerce financials
- 2022 Estimated Revenues; 2022 appropriation of funds for the Police Department officer position
- Final draft of Default Budget and Estimated Revenues to be reviewed on January 11<sup>th</sup>

**It was moved by John Burt and seconded by Bob Loughman to adjourn the December 20, 2021 Budget Committee meeting. All members voted in favor. The motion passed.**

*There being no further business before the Committee, the meeting adjourned at 7:45 PM.*

Respectfully Submitted,

*Lee Ann Hendrickson*

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