

TOWN OF WOLFEBORO
BUDGET COMMITTEE
APPROVED MINUTES
December 28, 2021
Wolfeboro Public Library

I. Call To Order

Chairman MacDonald opened the meeting at 6:05 pm.

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

Members Absent: Matt Plache, Bob Moholland, Brian Black, Tom Bell, Members (all excused).

Staff Present: Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Lee Ann Hendrickson, Administrative Assistant.

II. 2022 Budget

Jim Pineo distributed a Department of Public Works Capital Projects update including approved 2021 warrant articles and the status of those projects. Referencing the lighting of the tree downtown, he stated the State's Chief Electrical Inspector acted on a complaint and visited the Town on December 22nd; noting the inspector stated the electric service to the lights on the tree should be disconnected until a code compliant service can be installed. He stated he has been unable to retrieve a cost estimate for the work, however, has submitted a \$12,000 capital outlay funding request to the Budget Committee to install the infrastructure.

Steve Johnson asked if a citizen of Wolfeboro filed the complaint.

Jim Pineo replied yes.

Bob Tougher asked if the tree has been disconnected.

Jim Pineo replied yes, today.

Bob Tougher asked if the electrical work would be done in-house.

Jim Pineo replied no; noting a licensed electrician is required to perform the work.

Steve Johnson questioned the electrical deficiencies.

Jim Pineo stated a service disconnect, GFI protection and meter needs to be installed and the lights have to be replaced.

It was moved by John Burt and seconded by Bob Loughman to approve the capital outlay funding request in the amount of \$12,000 to address the electric service for the tree downtown. All members voted in favor. The motion passed (5-0).

Steve Johnson stated it aggrieves him that this had to happen and that another tradition is lost because someone made a complaint.

John MacDonald questioned the cost to outfit the new police cruiser; noting such is half the cost of the vehicle.

Jim Pineo stated the cruiser has to be fitted and equipped with lights, radios, and radar units.

John MacDonald confirmed the equipment cannot be transferred from a previous vehicle.

Jim Pineo stated he would request an itemization of the cost for the equipment.

WARRANT ARTICLES

Jim Pineo stated the Town is currently at \$0.84 for cash warrant articles for 2022; noting last year's request (2021) was \$0.96. He stated this year the Town is at \$2,220,000 (a decrease in cash appropriations and an increase in bonding from 2021).

Article K: Electric Power Reconstruction of Turtle Island **\$270,000**

Jim Pineo reviewed such and noted there is no tax impact.

John Burt confirmed the project is paid for by the Electric Enterprise Fund.

Article O: Library Landscaping **\$250,000**

Jim Pineo reviewed such and noted there is no tax impact.

John Burt questioned the location of the landscaping.

Joyce Davis stated the plan includes the entire property to Goodrich Road and abutting property.

Jim Pineo stated a landscape architect submitted plans and he could forward them to the Committee.

Article AB: Town Wide Historic Resources Study **\$17,000**

Jim Pineo reviewed such and stated such was brought forth by the Historic Society.

Bob Loughman asked why a \$17,000 project is being presented in a warrant article. He stated that if the project would have been presented to the CIP Committee it would not have been recommended.

Bob Tougher stated he feels it should be a warrant article.

Steve Johnson stated he feels the request should be included in the budget.

Suzanne Ryan stated the study is required as one of the first elements of the Heritage Commission's duties. She stated if the project is included in the budget there will be a spike in their budget and noted the money will have to be used per the language of the warrant article.

Article T: Bridge Falls Path Lighting Replacement **\$252,000**

Jim Pineo reviewed such.

John MacDonald asked if the project would be done in-house.

Jim Pineo replied no.

John MacDonald questioned the length of the lighting.

Jim Pineo stated the lighting will stop at the Route 28 intersection.

Steve Johnson questioned the annual maintenance of such.

Jim Pineo stated the system is not code compliant because it does not have any slip joints. He stated some money has been spent to perform band-aid type repairs and has now been identified as a necessity. He stated Barry Muccio is providing guidance and recommendations on the project.

Steve Johnson asked if the project has been presented to the CIP Committee.

Bob Loughman replied yes, for the past couple of years.

Article Y: Abenaki Ski Area Capital Reserve Fund

\$20,000

Jim Pineo reviewed such. Referencing Abenaki snowmaking expansion, he stated the Town will receive a \$60,000 donation toward such. He stated the Town will also receive a donation for a proposed lighting project. He stated a plan continues for the rope tow upgrade and electric motor in the future.

John Burt questioned the balance of the Abenaki Capital Reserve Fund.

Kathy Carpentier replied \$116,972.

John Burt questioned a target for such.

Jim Pineo stated it is a moving target because the grooming tractor will need to be replaced.

John Burt questioned the cost of the grooming tractor.

Jim Pineo replied \$400,000 new, \$150,000 used.

Article A: Pop Whalen Renovation & Expansion Project

\$4,700,000

Jim Pineo reviewed such; noting the building has been reviewed by two different structural engineers. He stated the engineers have determined that the building does not currently meet code for current snow loading therefore, an expansion of the facility is not feasible. He stated the proposal includes the replacement of the facility; tear down the existing building and rebuild with a new structure. He noted the surface the ice is made on, the chiller and other equipment associated with the ice arena will be kept/maintained. He stated the Friends of Pop Whalen are actively raising funds for the project and expects set pricing by 1/5/2022. He stated if the warrant article passes both the existing building would be razed and the new building would be ordered immediately; noting it could be up to 26 weeks before the building is received. He stated the facility would be used next season however, finish work would be completed in spring 2023. He stated the chiller will not be replaced because it is half-way through its useful life. He stated the building would be built to accommodate for solar; noting the solar would be tied in at the same time the chiller is replaced.

Linda Murray distributed the Friends of Pop Whalen fundraising material.

Steve Johnson asked if the building would be the same footprint as the current footprint.

Jim Pineo stated the building would be increased by thirty-two feet to the right of the building (offices and locker rooms located in the increased area). He noted the project is very fluid at this time and the drawings are at 85% in order to finalize the bid work.

Steve Johnson asked how the engineer based its decision to replace the building.

Jim Pineo stated there was previously a partial roof collapse at the facility and as a result of such additional purlins were installed; noting such brought the roof structure to a ground snow load of fifty pounds per square foot. He stated however, the structure holding the roof structure up is rated for thirty-seven pounds per square foot. He stated multiple options were reviewed including reinforcing the existing steel to which was determined such would be cost prohibitive and would look horrible. He stated at this time the existing footers can be used and can manage the load.

Steve Johnson asked if the pitch of the building has increased.

Jim Pineo replied yes.

Steve Johnson asked if the metal can be recycled.

Jim Pineo replied no.

John Burt asked if the parking lot would be impacted.

Jim Pineo replied no.

John Burt stated the facility is an enterprise operation and questioned whether the project would be paid for by the users or the taxpayers.

Jim Pineo stated the building cannot sustain itself as an Enterprise Fund. He stated the building is able to operate as an ice arena and use the Enterprise Fund but the taxation associated with the project will fall to general taxation.

Bob Tougher asked if the warrant article would be written as a non-lapsing article.

Jim Pineo stated there is no expiration on bonds.

Linda Murray stated the building was donated to the Town.

Article U: Public Safety Building Construction Grade Bid Documents **\$300,000**

Jim Pineo reviewed such and noted the former water tower site on North Main Street is the proposed location for the Police Department.

John MacDonald questioned the current project cost for the Police Department.

Jim Pineo replied \$6 million.

Bob Loughman reviewed both the Fire Department and Police Department projects associated with the warrant article request.

John MacDonald asked if a public hearing has been held regarding the proposed location of the Police Department.

Jim Pineo stated a public relations campaign will begin following the deliberative session. He stated every Town owned parcel in addition to private parcels have been researched; noting the proposed location is the best location for the facility.

Steve Johnson asked how the \$300,000 will be spent.

Jim Pineo stated the RFP includes the parameters of the project and reviewed the RFP process.

Article Z: Fire Truck and Apparatus Capital Reserve Fund **\$196,000**

Jim Pineo reviewed such; noting the next scheduled replacement is 2024.

Bob Loughman questioned the balance of the fund.

Kathy Carpentier replied \$232,000.

Article AA: Dispatch Equipment Capital Reserve Fund **\$50,000**
Jim Pineo reviewed such and noted it is the final request for the purchase of the dispatch console. He stated there will be a continued annual appropriation request of \$20-25,000 to replace the console in the future.

Article D: Sewer Pump Station Upgrade Lehner Street **\$1,270,000**
Jim Pineo reviewed such; noting the remaining funds of the RIB lawsuit will be used for the project.

Article H: Seasonal Water Line Replacement **\$500,000**
Jim Pineo reviewed such; noting such would be a bond and absorbed by the Enterprise Fund with no tax impact.

Article J: Dockside Upgrade Phase III (Bond) **\$700,000**
Jim Pineo reviewed such; noting additional work is required to the wharf and seawall and the cost of materials has increased. He stated the project cannot be further phased.

John MacDonald questioned the timeline of the project.

Jim Pineo stated it would begin in late fall (2022) and completed during the winter.

John MacDonald asked if Dockside would then be completed.

Jim Pineo stated additional work will need to be done from the interface of this project to the Smith River Bridge and the parking lot needs to be completed. He noted the bond is a twenty-year bond.

Article L: Bay Street Sidewalks **\$72,100**
Jim Pineo stated the warrant article has been removed.

Article Q: Town Road Upgrades **\$1,300,000**
Jim Pineo reviewed such. He stated \$1 million of the Town's unassigned fund balance is proposed to be used and \$300,000 would come from general taxation. He stated the funds would address the Maplewood Road area. He stated if the \$1 million was used the Town would have a retained fund balance of \$2,587,611 in the General Fund (6.66% of the budgeted budget for the community).

Steve Johnson asked if the project would be bid out.

Jim Pineo replied yes and stated the bid opening was two weeks.

John MacDonald requested the roads and projects be identified during the public hearing.

John Burt asked if the funding request includes Town labor.

Jim Pineo stated the project was completely bid out; noting no Town labor is associated with the project.

John Burt confirmed there would not be any Town employees involved in the project.

Jim Pineo stated he would ensure such.

Article Q1: Water Line Upgrades **\$125,000**
Jim Pineo reviewed such; noting the warrant article is associated with Article Q.

Article R: Dockside Parking Lot Capital Reserve Fund **\$100,000**
Jim Pineo stated the funding request is for continued engineering to determine a final solution for the site. He noted the Dockside Parking Lot Ad Hoc Committee has been re-engaged.

Bob Loughman questioned the current balance of the fund.

Kathy Carpentier replied \$87,679.

John Burt expressed concern regarding stakes (for tents) that are put into the pavement from boat shows and other activities occurring at the site and asked if such would be tolerated in the future; noting such would lead to the failure of the parking lot.

Steve Johnson agreed with Mr. Burt and recommended such be addressed and not permitted.

Jim Pineo stated he would ensure that such is addressed.

Article S: Water Resources Non-Capital Reserve Fund **\$50,000**

Jim Pineo reviewed such.

Steve Johnson questioned the balance of the fund.

Jim Pineo replied \$50,000.

Article V: Wastewater Treatment Plant Capital Reserve Fund **\$175,000**

Jim Pineo reviewed such; noting the replacement of the plant is projected in 2029/2030 for approximately \$15 million.

Article W: Public Works Vehicles and Equipment Capital Reserve Fund **\$185,000**

Jim Pineo reviewed such.

John MacDonald questioned the balance of the fund.

Kathy Carpentier replied \$20,332.

Jim Pineo stated a plow truck was recently purchased.

Steve Johnson asked if the vehicle is new to the fleet or a replacement vehicle.

Jim Pineo replied replacement vehicle.

Article X: Building Maintenance Capital Reserve Fund **\$50,000**

Jim Pineo reviewed such.

Bob Loughman questioned the balance of the fund.

Kathy Carpentier replied \$74,681.

Article AC: Solid Waste Site Upgrades **\$125,000**

Jim Pineo stated a Master Plan for the Solid Waste Facility is proposed. He stated the swap shop is currently being converted to a break room and full bathroom with shower facilities. He stated critical repairs have to be done (rust repairs/painting and fencing).

Article AD: Department of Public Works Truck and Employee **\$139,600**

Jim Pineo reviewed such; noting the addition of an employee would allow for the ability to take on additional roads. He stated the vehicle is estimated at \$100,000 and \$39,600 is associated with six months of healthcare, retirement, and wages.

John MacDonald stated he believes the \$39,600 seems low; noted the appropriation only includes half a year.

Bob Loughman asked why salary of an employee is being put forth in a warrant article.

Jim Pineo stated the request is associated with an expansion of services; noting there are a number of private associations that have asked the Town to consider taking over their private roads and taking on as municipal roads. He stated the Town is unable to take on any additional roads without additional staffing. He stated that any time there is an expansion of services the voters should weigh in on such.

Bob Loughman stated he has an issue that the expense is going to continue year after year and asked if there will be an annual warrant article associated with the position.

Jim Pineo replied no and stated that once the article is approved the position becomes part of the payroll.

Steve Johnson stated the warrant article should be written so that it is clear of the ongoing annual expense.

Bob Loughman agreed with Mr. Johnson and stated that people may not understand that there will be an annual ongoing expense. He stated he has an issue with the request being in a warrant article.

Linda Murray stated the BOS cannot take on any additional roads without adding a position; noting the intent was to allow the voters to decide. She noted the DRA dictates the language of the warrant article.

Bob Tougher stated he does not believe the request should be in the budget, however, agrees that the language needs to be re-written.

Bob Loughman stated there will be continued cost for the employee and does not believe the article is clear. He stated he does not agree with the current language of the warrant article and recommended including language that the position is a permanent position and permanent line item in the budget.

John MacDonald stated the current language refers to winter road maintenance; noting that it is inferred that the equipment operator will only work in the winter on road maintenance.

Article AE: Establish a Sidewalk Capital Reserve Fund **\$75,000**

Jim Pineo reviewed such; noting the article addressed the maintenance and repair of existing sidewalks and not the construction of new sidewalks.

Article B: Port Wedeln Drainage Upgrades **\$430,290**

Jim Pineo reviewed such; noting an ARPA grant has been awarded (\$99,000) and the Port Wedeln Association is providing \$100,000. He stated loan forgiveness is not a guarantee therefore, the language related to such cannot be included in the language of the article.

Bob Loughman stated the language does not include the offsetting revenue.

Article C: Sewer Pump Station Upgrade Mill Street **\$270,000**

Jim Pineo reviewed such; noting the Town received an ARPA grant in the amount of \$672,000.

Bob Loughman stated the language needs to be revised to reflect the grant.

Article G: Water Treatment Plant and System Upgrades **\$1,470,000**

Jim Pineo reviewed such stating the Town has been awarded an ARPA grant in the amount of \$735,000; noting there is no tax impact.

Brian Deshaies confirmed language noting the tax impact needs to be added to the article.

Article I: Water Main Upgrades

\$720,000

Jim Pineo reviewed such and stated the Town has received an ARPA grant in the amount of \$361,305; noting a bond would be issued for \$358,695 and would be funded by the Water Fund.

III. Other Business

Collective Bargaining Agreement

Jim Pineo stated the Fire Department became part of the AFSCME contract; noting the warrant article associated with such is being finalized.

IV. Public Comment

Referencing the Department of Public Works Truck and Employee warrant article, Suzanne Ryan stated the article should be divided into two parts; one article for the truck and one article for the employee. She stated the purchase of the truck should be contingent upon the hiring of the employee; noting such has previously been done. She stated the Budget Committee could recommend the BOS consider dividing the one warrant article into two warrant articles.

Linda Murray stated she would speak to the BOS regarding such.

Bob Tougher stated the language of the warrant article should be adjusted to make it abundantly clear that the position is a permanent full-time position with recurring costs associated with such.

Jim Pineo stated he would provide draft warrant articles for the BOS to review.

John MacDonald asked whether the position could be removed through a future warrant article if this year's warrant article passes.

Jim Pineo replied yes, noting the position would exist within the collective bargaining agreement, however would not be funded.

It was moved by Bob Loughman and seconded by Bob Tougher to adjourn the December 28, 2021 Budget Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 8:18 PM.

Respectfully Submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson