

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
APPROVED MINUTES
December 1, 2022**

I. Call To Order

Chairman MacDonald opened the meeting at 6:03 pm at the Wolfeboro Public Library.

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

Members Absent: Tom Bell, Matt Plache, Members (both excused), Brian Deshaies, BOS Representative.

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

II. 2023 Budget

AGENCIES

End 68 Hours of Hunger **\$5,000**

Jan Brooks reviewed the program and services and noted the request is level funded.

PUBLIC WORKS DEPARTMENT

Jim Pineo stated both Dave Ford and Scott Pike have retired from the Town; noting a gross decrease in salaries. He stated Steve Randall has been hired as the new Public Works Director; noting he oversees 22 full-time employees. He stated the department will no longer do full construction projects and will be focusing on maintenance (curbs, sidewalks, catch basins, ditching, etc.). He stated a Town Engineer/Assistant Town Manager is proposed to oversee water, sewer, and engineering in addition to providing coverage during vacation/leave time and creating a succession plan for the Town Manager position.

Kathy Carpentier stated Steve Randall's salary is reflected as follows; Highway & Streets – 50%, Building & Grounds – 5%, Garage – 10%, Solid Waste Facility – 35%.

Bob Tougher expressed concern regarding the sewer district build out and the extension of the district; noting Harriman Hill and Brewster's expansions are not complete.

Jim Pineo stated the capacity analysis of the Wastewater Treatment Plant RIB systems is coming to completion. He stated a warrant article contemplating the extension of the sewer system is very fluid at this time. He stated the CIP project to replace the sewer lines from Pickering Corner to the Smith River is not moving forward. He stated Underwood Engineering is presenting the rate study to the BOS on December 7th. He stated the basis of design for the Wastewater Treatment Plant is expected to be completed spring 2023.

Town Engineer (previously titled DPW Administration)

No changes.

Highway and Streets

Bob Loughman questioned the increase in communications maintenance from \$1,100 to \$4,100.

Steve Randall stated such relates to the repair and maintenance of radios in the Highway and Solid Waste vehicles.

Bob Loughman questioned whether the cost was in a different line previously or whether the cost for such was not previously shown.

Jim Pineo stated he doesn't have an answer for such.

The Committee requested a revisit of such with a breakdown of previous expenses.

Bob Loughman questioned lines 633 and 634; noting the five-year average for such is \$0.

Steve Randall stated lines 633 and 634 were separated out from line 630; noting line 630 remains maintenance supplies however, line 633 now represents maintenance supplies related to pavement and line 634 represents maintenance supplies related to roads.

Garage

No changes.

Building and Grounds

No changes.

Solid Waste Disposal

Steve Johnson questioned the increase in the phone stipend.

Kathy Carpentier stated the stipend amount is unchanged rather, the number of employees in the department has increased.

John Burt questioned consultants; stating \$23,000 has been spent this year yet the request for 2023 is \$13,500.

The Committee requested to revisit such.

Bob Loughman questioned the increase in machinery maintenance from \$1,400 to \$4,000.

Steve Randall stated the cost of routine maintenance has increased.

Referencing general operating supplies, Bob Loughman questioned the new compacting barrels.

Steve Randall stated such refers to the trash receptacle enclosures that are located Downtown.

Bob Loughman questioned whether such should be a capital outlay request if it is not an annual expense.

Steve Randall stated the plan is to replace all the receptacles over the next few years and foresees it as an ongoing expense.

Steve Johnson questioned the number of receptacles.

Steve Randall replied 35-40.

Bob Loughman stated such should be a capital outlay request.

Kathy Carpentier stated one unit is \$1,000; noting such does not reach the threshold for a capital outlay request.

III. Other Business

Jim Pineo announced the Pop Whalen Ice Arena Open House is scheduled for December 14th from 6:30-8:30 pm.

IV. Public Comment

Referencing the Libby Museum, Suzanne Ryan distributed a letter from the Attorney General, dated March 28, 2022. She stated the Town is responsible for the maintenance and care of the building and keeping the doors open; noting the property and building is the Town's obligation to maintain.

Referencing page 2 of the letter that states the Town operates the public dock and boat ramp as an income-producing enterprise and that said income supports the Town's General Fund rather than the Libby Museum, Bob Loughman stated such is not correct.

Linda Murray stated the Town has not charged for the use of the dock and boat ramp prior to this year and noted the funds received will be used for dock repairs.

Jim Pineo stated the Town has a stand-alone revenue account to address the boat ramp and dock repairs.

REVISIT ITEMS

- Highway & Streets, Communications Maintenance
- Solid Waste Disposal, Consultants

It was moved by John Burt and seconded by Bob Moholland to adjourn the December 1, 2022 Budget Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 7:28 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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