

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
APPROVED MINUTES
December 20, 2022**

I. Call To Order

Chairman MacDonald opened the meeting at 6:02 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, Tom Bell, Matt Plache, Members, Brian Deshaies, BOS Representative, Linda Murray, BOS Alternate Representative.

Staff Present: Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Lenore Clark, Conservation Commission, Tavis Austin, Director of Planning and Development, Tom Zotti, Fire Department, Lee Ann Hendrickson, Administrative Assistant.

The Committee participated in the pledge of allegiance.

II. 2023 Budget

AGENCY

CASA OF NH

Francie Mitchell stated CASA served seven families in Wolfeboro last year and ten families this year.

Bob Tougher stated Conway no longer allocates taxpayer money to CASA and asked why.

Francie Mitchell stated she does not have that information, however, could get it.

John MacDonald asked if CASA represents families in divorce.

Francie Mitchell replied no.

Bob Tougher read Tarah Bergeron's email, see attached, and stated the information provided in the email justifies the increase in their funding request.

It was moved by Bob Tougher and seconded by John MacDonald to increase CASA's funding request from \$1,000 to \$2,000. All members voted in favor. The motion passed.

REVISIT ITEMS

Library; Building Maintenance and Outside Services

Joyce Davis stated the increase in outside services is related to the search for a new library director. With regard to building maintenance, she stated the Trustees reviewed such and offered to reduce the amount from \$4,000 to \$100 (decrease of \$3,900); noting the original funding request included hiring a consultant to design the perennial bed. She stated the project is going to be re-bid next year.

It was moved by Tom Bell and seconded by Bob Moholland to decrease 01-45500-435 from \$21,291 to \$17,391. All members voted in favor. The motion passed.

Economic Development; Chamber of Commerce

Bob Tougher stated the information provided by the Chamber of Commerce is incomplete and noted there is no indication or listing of revenues. He stated the Chamber of Commerce is a 501C6

organization and is in good standing; noting it is an organization for the betterment of its membership. He stated the Budget Committee is requesting the same information requested of the agencies. He requested the information be provided to the Committee for review on January 5th.

John MacDonald asked Linda Murray to share Bob Tougher's concerns to the Chamber of Commerce.

Parks & Recreation; Baseball Field Improvements and Brewster Beach Septic

Rescheduled to December 27th.

Solid Waste; Consultants

Steve Randall stated the funding request reflects additional monitoring at Wickers and the brush dump; noting such is required to be monitored annually.

Highway & Streets; Communications Maintenance

Steve Randall stated such reflects tuning all the radios within the department. He stated many new radios have been added over the past few years and the vendor recommended tuning them.

Bob Loughman asked if such would be an annual expense.

Steve Randall replied yes.

Water Fund, Water Treatment Plant – Reclassification of Laborer Position

Jim Pineo distributed the Water and Sewer Department reorganization; noting a decrease of \$15,923. He stated the reclassification of the former assistant director position to the laborer position will be as distributed among the following budgets; 33% water distribution budget, 33% water treatment budget, and 34% sewer collection budget.

It was moved by John MacDonald and seconded by John Burt to adopt the Water and Sewer Department reorganization document provided on December 20, 2022 and decrease associated budgets by \$15,923. All members voted in favor. The motion passed.

Wastewater Treatment Plant (Contract)

Tabled.

GENERAL GOVERNMENT

EXECUTIVE

Bob Loughman questioned the increase in the funding request for Wolfeboro Waters.

Linda Murray reviewed the history of the committee, their membership and role of such. She stated the increase in the funding request is for a scientific summer intern from UNH.

Bob Tougher confirmed there is no plan for chemical treatment in 2023.

TOWN MANAGER

No changes.

TOWN CLERK

John Burt questioned part-time wages; noting such has been under expended repeatedly. He asked to revisit such.

John MacDonald asked whether elections could be decreased and stated he doesn't believe there is another election. He also questioned postage and whether such could be decreased.

Tom Bell stated office supplies is under expended as well.

The Committee requested a revisit of the following budget lines; 300 (elections), 620 (office supplies), 625 (postage) and 740 (machinery and equipment).

ASSESSING

No changes.

TAX COLLECTOR

No changes.

LEGAL EXPENSES

No changes.

PERSONNEL ADMINISTRATION

Jim Pineo distributed a document outlining the adjustments to health and dental insurance; noting a decrease of \$21,139.

It was moved by Tom Bell and seconded by Bob Moholland to adopt the health and dental insurance changes as noted in the document provided on December 20, 2022 and decrease associated budgets by \$21,139. All members voted in favor. The motion passed.

MISCELLANEOUS OPERATING EXPENSES

No changes.

INSURANCE

No changes.

HEALTH OFFICER

No changes.

DEBT SERVICE

Kathy Carpentier stated such is up 31%.

John MacDonald asked why.

Kathy Carpentier replied mostly Pop Whalen.

John MacDonald confirmed the increase is based on approved warrant articles.

SEWER OPERATING TRANSFER

No changes.

FINANCE & IT

FINANCE

No changes.

TECHNOLOGY SERVICES

No changes.

CAPITAL OUTLAY

Utility Billing Software Conversion **\$40,000**

Brenda Lapointe stated the current software is 25 years old and the expense to run such is costly. She stated the request is to upgrade the utilities billing software for electric, water, and sewer. She stated several options are being explored including one that offers hosting in the cloud and would not require the purchase or maintenance of an in-house server.

Kathy Carpentier stated such will be paid by water, sewer, and electric users (allocated to the water, sewer and electric funds).

Information Technology Projects

\$60,464

Jim Pineo stated the capital outlay project and request includes the following; licensing upgrades for Fire, Police and Town Hall, firewall project for Parks and Recreation, Police, and Town Hall, wireless project for Police, network upgrade for Public Works and Solid Waste, PoE switch for Electric and Highway Garage, domain controller upgrade, server upgrade, and switch stack upgrade.

Kathy Chamberlain stated the current support is expiring October 2023 and noted an Asset Management Plan will be developed.

Complete Repairs to Boat 1

\$40,000

John MacDonald stated the project is marked as necessary rather than urgent and expressed concern for the increase in salary, this year's purchase of the ladder truck and the purchase of a new engine next year.

It was moved by John MacDonald and seconded by Steve Johnson to not support the Capital Outlay project Complete Repairs to Boat 1 and decrease the request from \$40,000 to \$0.

Discussion of the motion:

Tom Bell stated the vendor is reluctant to quote a firm price for the repairs; noting the cost could be more than what is requested.

John MacDonald asked the Town Manager if cutting the request would jeopardize the safety of individuals.

Jim Pineo stated the boat is halfway through its useful life and the intent was to perform repairs to the boat. He stated the repairs could be pushed out one year.

Bob Moholland stated the department originally requested \$80,000 for the project and the Budget Committee asked the department to split the project over two years; noting 2023 is the second year. He stated the Town should take care of its assets.

Brian Deshaies stated the department deserves a good piece of working equipment when it is needed.

John MacDonald stated the repair order includes a wax and buff, underwater lights, gps mapping, etc. He stated he has an issue with a wax and buff for \$3,500.

Brian Black stated the cost could be trimmed to cover the electronic components.

Brian Deshaies stated the railings are a structural issue and not a cosmetic issue.

Jim Pineo stated the GPS and mapping system were replaced in 2016.

Brian Black stated he would support a motion to reduce to \$15,000.

John MacDonald withdrew his motion. Steve Johnson withdrew his second.

It was moved by John MacDonald and seconded by Steve Johnson to decrease the Capital Outlay project Complete Repairs to Boat 1 and decrease the request from \$40,000 to \$15,000.

Discussion of the motion:

Bob Loughman stated he wouldn't support the motion and recommended removing specific items from the quote and vote on a hard number rather than an arbitrary number.

Bob Tougher recommended leaving the project request as is; noting the capital outlay project was reviewed by the Town Manager and BOS and the project was not removed.

Roll call vote: Bob Tougher – no, John Burt – yes, Steve Johnson – yes, John MacDonald – yes, Tom Bell – yes, Brian Black – yes, Bob Moholland – no, Matt Plache – no, Bob Loughman – no. The motion passed (5-4-0).

III. Other Business

None.

IV. Public Comment

None.

REVISIT ITEMS

- Parks and Recreation rescheduled to December 27th
- Wastewater Treatment Plant contract
- Overtime wages
- Town Clerk; part-time wages (clarification of expenses, under expended every year), 300 (elections), 620 (office supplies), 625 (postage) and 740 (machinery and equipment)

It was moved by Steve Johnson and seconded by Tom Bell to adjourn the December 20, 2022 Budget Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 8:08 PM.

Respectfully Submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson

Tarah Bergeron Email

December 20, 2022

Good morning,

In advance of the follow-up meeting tonight I wanted to make sure everyone had the same information that the CASA Francie will be presenting, if you have further questions she will be able to assist:

CASA of NH greatly appreciates the generous support from the town of Wolfeboro in the past, and look forward to working with the town in the future. Like many non-profits, we are finally starting to see the damage caused by the pandemic. The number and severity of cases being presented to CASA since July are the most severe seen since CASA began. Since July, CASA has had to turn down more cases than we did the entire fiscal year last year (July 1, 2021- June 30, 2022), to the point where CASA is only taking on 59% of cases presented.

Due to this, CASA has increased funding requests in all areas. Funding requested from the towns is based on how many current advocates are living or taking cases within the town, and how many refused cases happened during the FY. As we are seeing an increase in refused cases, CASA has had to request additional support, while trying to be cognitive that we are not the only nonprofit requesting funding. CASA has had to refuse one case from the town of Wolfeboro this year, due to not having a trained advocate available. It costs \$2,000 to recruit, train and support

one CASA volunteer advocate for one year, so we are asking the town of Wolfeboro to support one additional advocate from your town. Children who have an advocate in their corner during uncertain times like these are less likely to move around multiple times and, since the CASA volunteer meets with the child monthly, are more likely to grow and thrive in a safe and permanent environment. When CASA refuses a case, a paid Guardian ad Litem is assigned, and will speak on the child's best interest but is only required to meet the child once during the case- and cases are often taking longer than one year. Having that monthly support and relationship that the CASA volunteer has with the child is what truly give these children their best chance.

The other question regarding funding from Conway, I wanted to make a note in case my financials were not clear. The Town of Conway does not currently fund CASA. The last two years (since I began working at CASA) I have been working with advocates in the area to get a petitioned warrant article signed by 25 registered town voters and put in to the town budget. This year, I am also requesting \$2,000 from Conway if we are able to collect the signatures in time, last FY my request was for \$1,000 but I did not have an advocate available to collect signatures- this year there is one who doesn't mind soliciting for CASA and we have increased our ask for the same reason we increased in Wolfeboro.

If there is any hesitation or uncertainty based on what is presented, I wanted to make it known that we gratefully appreciate any support from the towns we serve and level funding if that is what the budget has capacity for. We understand that times are hard in all areas, and CASA will continue to serve as we are able to the children of Wolfeboro.

Tarah Bergeron
Development Associate