

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
MINUTES**

**December 8, 2020  
Great Hall, Wolfeboro Town Hall and Virtual Access**

*Chairman MacDonald opened the meeting at 6:35 pm.*

**I. Preamble and Roll Call of Members in Attendance**

Good evening and welcome to the December 8, 2020 meeting of the Wolfeboro Budget Committee. Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order #2020-04, this Board is authorized to meet electronically. **However, the Committee has jointly decided to proceed with a 'hybrid' meeting format allowing for members of the public and Board to attend and participate in the meeting in-person or virtually.**

In accordance with RSA 91-A: 2, III, the Board has 5 members joining the meeting remotely, which a public body has the authorization to allow.

At this time I would like to take a roll-call vote of ALL members present. For those participating virtually, please indicate why your attendance is not reasonably practical and if you have any other individuals present in the room with you.

**Budget Committee Members Present (In-person):** John MacDonald, Chairman, Bob Loughman, Matthew Plache, Brian Black, Steve Johnson, Bob Moholland, Members.

**Budget Committee Members Present (Virtual):** Bob Tougher, Vice-Chairman (indicated he is at his residence and no one is present), John Burt (indicated he is at his residence and no one is present), Tom Bell (indicated he is at his residence and no one is present), Paul O'Brien, Selectmen's Representative (indicated he is at his residence and no one is present), Linda Murray, Selectmen's Alternate Representative (indicated she is at her residence and no one is present).

Votes taken during this meeting will be via roll call vote for ALL members.

In accordance with Emergency Order #12, for members of the public, this is to confirm that we are:

1. Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means through GoToMeeting. All members of the public and Board have the ability to communicate contemporaneously during this meeting through the GoToMeeting platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #+1 (646) 749-3122 followed by the audio access code 918-242-429, or by video following the directions on the Town of Wolfeboro Website posted on the home page under the Virtual Town Meeting Login Information page.
2. Providing public notice of the necessary information for accessing the meeting; we previously gave notice to the public of how to access the meeting in-person or using GoToMeeting and in, and instructions are provided on the Town of Wolfeboro website at wolfeboroh.us on the Virtual Town Meeting Login Information page.
3. Providing a mechanism for the public to alert the public body during the meeting if there are problems with access; If anybody has a problem accessing the meeting via phone or computer, please immediately call 603-486-2692 OR email [hendrickson.leeann@gmail.com](mailto:hendrickson.leeann@gmail.com) In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

**Staff Present (In-person):** Jim Pineo, Town Manager, David Ford, Director of Public Works and Water & Sewer, Lee Ann Hendrickson, and Administrative Secretary.

**Staff Present (Virtual):** Kathy Carpentier, Finance Director.

## II. 2021 Budget

### AGENCIES

#### **VNA Hospice** **\$22,000**

David Demberley reviewed the information noted in Lisa Dupuis' letter, dated September 8, 2020.

Steve Johnson confirmed the agency's net assets is \$13 million.

David Demberley reviewed the agency's expenses.

#### **Meals on Wheels** **\$7,500**

No representative present.

Bob Loughman questioned the five year average.

John Burt replied \$7,500.

**It was moved by Bob Loughman and seconded by Steve Johnson to maintain level funding at \$7,500 for 01-44155-830 Meals on Wheels. Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell – yes. The motion passed (9-0).**

#### **Wolfeboro Area Children's Center** **\$10,000**

Teri Ann Cox stated the request is level funded and referenced her letter dated August 2020.

#### **Community Action** **\$14,100**

Amy Goyette stated they combined their request rather than submitting two separate requests. She reviewed the programs and services provided.

John MacDonald stated the BOS approved \$9,000 and asked Ms. Goyette if she was aware of such.

Amy Goyette replied yes.

Jim Pineo stated the BOS merged the two agencies (Carroll County Transit and Community Action) and the 2020 funding appropriation.

John MacDonald questioned the increase in the funding request.

Amy Goyette stated the request was based on previous funding appropriations and included population into their formula for determining the number.

John MacDonald questioned the towns that provide support.

Amy Goyette stated most all of the towns within Carroll County.

Bob Loughman stated the backup information provides information on the towns that support the organization. He stated he has an issue with the population based formula and reviewed Wolfeboro's population calculations and the services provided to Wolfeboro residents.

**It was moved by Bob Loughman and seconded by Steve Johnson to decrease 01-44157-830 Community Action from \$14,100 to \$7,530.65.**

#### ***Discussion of the motion:***

Bob Loughman stated per the information/formula provided in the backup information he used the population of Wolfeboro, the multiplier and information on the program statistics page.

Amy Goyette stated the agency is available to serve all citizens of Wolfeboro as needed. She stated the agency requests town funding in order to assist in grant submittals and matching funds.

Bob Tougher reviewed the statistics for service of Wolfeboro residents and stated he supports level funding of \$9,000.

Matt Plache stated the organization receives \$13.4 million from the federal government, \$1.9 million from the State and additional revenue from other sources. He stated he believes the Budget Committee should be supporting local needs and focusing more on organizations that do not have a \$20 million budget. He noted the agency is projecting a \$475,000 surplus.

Steve Johnson stated he supports Mr. Loughman's calculations. He stated the agency has a total revenue of \$28.5 million of which \$8 million is payroll and benefits.

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

**LIFE Ministries** **\$15,000**

Mike Turner reviewed the programs and services and number of individuals served as noted in his letter dated August 29, 2020. He noted the request is level funded.

**Starting Point** **\$4,227**

Raetha Stoddard reviewed the program and services as noted in Liz Stillman's letter, dated September 1, 2020. She noted the request is level funded.

**Kingswood Youth Center** **\$5,000**

Zach Porter reviewed the program and services as noted in his letter, dated July 30, 2020. He noted the request is level funded. He stated a smaller operating budget is being proposed for 2021.

**Northern Human Services** **\$7,779**

Valeda Cerasale reviewed the program and services as noted in the information provided to the Committee. She stated the request is level funded.

John MacDonald noted the funding request is not level funded rather, it is a 110% increase from 2020; noting \$3,700 was appropriated in 2020.

**It was moved by Bob Loughman and seconded by Steve Johnson to decrease 01-44171-830 Northern Human Services from \$7,449 to \$3,700.**

**Discussion of the motion:**

Bob Loughman questioned the percentage of the expenditures for Wolfeboro.

Valeda Cerasale stated she does not have the figures for such.

Bob Moholland stated the Budget Committee cut the funding request because there was no representative present to speak to the request.

Bob Tougher recalls the same as Mr. Moholland and noted Northern Human Services has requested \$7,449 for the past ten years.

John Burt stated the five year average is \$7,449.

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

**Senior Meals** **\$25,000**

Amy Capone-Muccio stated the request has been withdrawn because the program has been unable to operate due to the pandemic. She stated that as a result of such there are remaining funds available to operate in 2021.

Steve Johnson asked if there would be enough funds to operate in 2021 should the circumstances change.

Amy Capone-Muccio replied yes.

**Caregivers of Wolfeboro** **\$4,500**

Barbara Hunt Zach Porter reviewed the program and services as noted in his letter, August 16, 2020. She noted the request is level funded.

**Dinner Bell** **\$6,000**

Bill Peterson reviewed the program and services as noted in his letter, dated August 31, 2020. He noted the request is level funded.

**CASA** **\$1,000**

No representative present.

**It was moved by John MacDonald to decrease 01-44177-830 CASA from \$1,000 to \$0. There being no second, the motion fails.**

**It was moved Bob Tougher and seconded by Bob Loughman to maintain level funding at \$1,000 for 01-44177-830 CASA.**

John MacDonald stated he will vote against the motion. He stated according to the backup information provided there are very few communities in the State that support the program. He stated there isn't enough information provided by the agency that supports what the Town of Wolfeboro's citizens get for support.

**Roll Call vote: John MacDonald – no, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – no, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell – yes. The motion passed (7-2).**

**68 Hours of Hunger** **\$4,000**

Susan Weeks stated the funding request includes the cost for food; noting labor and transportation are donated. She reviewed the information provided to the Committee in a letter, dated August 7, 2020. She stated the program has continued despite the pandemic.

**Children Unlimited** **\$2,730**

Barbara Ross stated the organization continues to operate during the pandemic and noted the request is level funded.

**SANITATION**

**SOLID WASTE**

Steve Johnson questioned maintenance supplies and building maintenance.

Dave Ford reviewed the proposed expenditures for both.

John MacDonald questioned the increase in Household Hazardous Waste.

Jim Pineo stated the figure reflects the current contract that was recently negotiated.

Steve Johnson questioned the increase in safety equipment.

Dave Ford reviewed the allowances associated with such per the Union contract.

John Burt stated the five year average is \$2,000 and questioned the increase.

Dave Ford reviewed the proposed expenditures.

Steve Johnson confirmed the purchases are contractual.

Bob Loughman asked if the expenses noted in machinery and equipment is a one-time expense.

Dave Ford stated the containers have to be replaced once at the end of their useful life.

Bob Loughman questioned whether the expense should be a capital reserve request.

Jim Pineo stated the current capital reserve is for rolling stock however, could be a capital outlay request.

Dave Ford stated that the expense should be included in the operating budget (in the 700 line) per the guidelines.

John MacDonald asked if one of the containers could be put off one year.

Dave Ford stated the compactor container would be the priority expense.

**It was moved by Bob Loughman and seconded by Steve Johnson to decrease 01-43240-740 Machinery & Equipment from \$17,000 to \$9,000. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell - yes. The motion passed (9-0).**

#### **WATER & SEWER DEPARTMENT**

John MacDonald noted the Committee received a letter from Linda Murray regarding the reorganization of the Water and Sewer and Public Works Departments, see attached.

#### **SEWAGE COLLECTION**

No changes.

#### **WASTEWATER TREATMENT**

No changes.

#### **WATER DISTRIBUTION SERVICE**

No changes.

John MacDonald confirmed the decrease in hourly wages is due to the reorganization of the department. He questioned the increase in the funding request for consultants.

Dave Ford replied the implementation of the Asset Management Plan, hydraulic modeling and risk assessment. He stated the 2020 funds will be encumbered.

John Burt stated the five year average is \$7,111.

**It was moved by John MacDonald and seconded by John Burt to decrease 02-43320-311 Consultants from \$17,000 to \$12,000.**

**Discussion of the motion:**

John MacDonald stated he is making a motion to decrease consultants given the five year average and the actual expenditure of such in 2019 and 2020.

**Roll call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell - yes. The motion passed (9-0).**

John MacDonald questioned the decrease in the Administrative Cost Allocation.

Jim Pineo stated the formula in the Administrative Cost Allocation methodology developed last year was used; noting there is a decrease in such.

Bob Loughman stated there is a \$71,000 reduction in the budget as a result of the Administrative Cost Allocation methodology that was implemented.

Steve Johnson reviewed the expenditures for professional development for the past two years; noting such has been under expended however, the 2021 request shows an increase.

Dave Ford stated the Department is currently providing classes for a new employee.

Jim Pineo stated the employee has committed to receiving certifications that are required to operate the system.

**WATER TREATMENT PLANT**

John MacDonald questioned the five year average.

John Burt replied \$2,800.

**It was moved by John MacDonald and seconded by Bob Loughman to decrease 02-43350-311 Consultants from \$5,000 to \$3,000. Roll call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell - yes. The motion passed (9-0).**

Steve Johnson stated he has observed an increase in all budgets relative to cell phones and questioned such.

Dave Ford stated the Department pays for landlines, Town issued cell phones and cell phone stipends. He stated the figure is provided by the Finance Department.

John MacDonald questioned the location of the 2021 conference.

Dave Ford stated there are four conferences per year in various locations.

**CAPITAL OUTLAY**

**Middleton Road Water Booster Station Upgrades; \$77,500**

Steve Johnson requested further clarification regarding performing the work in-house vs. going out to bid. He asked what is included in the \$70,000 (ie: labor, materials).

Dave Ford stated the Town doesn't bill out its services and the cost for labor is included in the 100 and 200 series. He reviewed past projects that were performed in-house that lowered the Town's capital costs.

Bob Loughman questioned the percentage of water loss.

Dave Ford replied approximately 22%; noting the goal is 15%. He stated the Town has 2.5 miles of old pipes.

**Seasonal Waterline Upgrades; \$60,000**

Dave Ford stated the Town has 200 seasonal water customers that are serviced by plastic water lines that run on top of the ground or are shallow buried under driveways. He stated there are lines that cross private property without written easements. He stated NHDES has informed the Town that the seasonal water lines must be upgraded.

**Residential Water Meter Replacement Program; \$12,500**

Dave Ford stated such is a continuation of the program that was implemented several years ago to replace the older water meters.

**III. Consideration of Minutes**

N/A

**IV. Other Business**

**Tax Rate**

Jim Pineo stated the tax rate has been set; 5.26 for Municipal, 1.11 for County, 1.82 for State Education and 4.82 for Local Education for a total of \$13.01.

**Public Works Department and Water Sewer Department Budgets**

John MacDonald asked to schedule such for revisit.

**Pledge of Allegiance**

Steve Johnson requested the Committee begin each meeting with the Pledge of Allegiance.

**V. Public Comment**

None.

**It was moved by and seconded by to adjourn the December 8, 2020 Budget Committee meeting. Roll Call vote: John MacDonald – yes, Bob Tougher – yes, Bob Loughman – yes, Steve Johnson – yes, Bob Moholland – yes, Matt Plache – yes, John Burt – yes, Brian Black – yes, Tom Bell – yes. The motion passed (9-0).**

*There being no further business before the Committee, the meeting adjourned at 9:16 PM.*

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson

December 4, 2020

Dear Budget Committee members,

I thought it might be helpful to the Budget Committee if I provided some history regarding Dave Ford's hiring and what the Town has accomplished under his leadership.

I was elected to the Board of Selectmen in 2005 which was the first year of the five member Board. In 2005, the operating budget was defeated so the Town was functioning on a default budget. In April of 2005, DES issued the Town an Administrative Order to correct the Town's violations of its Ground Water Discharge Permit. A month or so later, the Town was issued a water moratorium which stopped any further water system hookups until such time as the Town effectively decreased its unaccounted for water loss. Also in that time period, the Bay Street culvert washed out, the Pleasant Valley Road dam at DeVlyder's farm washed out, the sewer system backed up into the street by the Irving Station and the Clarke Plaza complex flooded to name a few major problems.

The Town was in crisis.

**Wolfeboro Budget Committee**

**December 8, 2020 Minutes**

The Board learned that Dave Ford was looking to change jobs. In the 1990s, Dave Ford worked for the Town as Superintendent of the Wastewater and the Solid Waste Departments and oversaw the running of the Town's wastewater treatment plant. He left Wolfeboro to become the Commissioner of Public Works and Water/Sewer in Rochester, NH. In 2000, he went to work as a regional Vice President of what is now known as Viola Water, responsible for Design Build contracts in the Northeast.

In 2006, the Director of Public Works and the Director of Water and Sewer Utilities positions were vacant. The Town had major deficiencies in the sewer and water systems and failing culverts and roads. The Selectmen made the decision to combine Public Works and Water and Sewer Utilities positions into one position and to pay Dave Ford a salary commensurate with his expertise in sewer and water systems and road construction. Dave Ford's salary and benefits were less than the two prior directors' salaries and benefits combined. It was a savings for the Wolfeboro taxpayers.

Wright-Pierce Engineers had two new plant proposals that they recommended to the Town. They recommended a \$3 million water plant on Clark Road and \$14.2 million dollar wastewater treatment plant. Dave Ford's Water Supply Action Plan addressed the Town's unaccounted for water loss by replacing very old water pipes and by implementing leak detection program which satisfied the State so the water moratorium was lifted. With voters support and without spending \$14.2 million on a new wastewater treatment plant, Dave made improvements to the existing wastewater treatment plants and won the 2015 New Hampshire Wastewater Plant of the Year for Excellence in the Profession. The Town was recognized by EPA, in a National publication for low cost Nutrient Removal.

In 2006, the combined position made sense, but I knew that at some point the Town would need to separate these two positions. Shortly after the completion of the RIB site litigation, Dave Ford informed the Board of Selectmen that he could no longer work 6 to 7 days per weeks at 55 hours per week. By working less hours, Dave has fallen further and further behind in his work and has been apologizing quite often for not having the materials needed.

In 2019, the Board of Selectmen budgeted and hired Tata and Howard to do an organizational assessment of the Public Works Department and the Water and Sewer Utilities Department in order to decide the best way to split up these two departments. I support hiring a new Public Works Director. It makes sense for Dave to have 80% of his time in Water and Sewer Utilities Department based on the RIB construction project in 2021 and the need to upgrade the Town's sewer pump stations in 2022. This will leave him 20% of his time to oversee the Town's major capital projects in departments.

Why would the Town continue to pay Dave Ford his salary while cutting back his responsibilities? Right now, Dave Ford works 45 hours per week and cannot cover his workload. The Town's job description for his Public Works position and Water and Sewer Utilities position never included any engineering requirement. With this change, the Town will now be paying Dave Ford for his engineering degree, sewer and water systems expertise and knowledge. In reality, Dave will become the Town Engineer overseeing and managing capital projects. Based on the voters' approvals of the Town capital projects (see list below), voters have supported Dave Ford's job performance by approving his yearly projects. Many residents have told me how they think the improvements to the sidewalks downtown and the road improvements around the Railroad Station with the electric lines gone has greatly improved the look of the Town. This summer, I heard how the Dockside restrooms and rear patio at the Dockside Restaurant had made that area user friendly and beautiful.

The Town went from a default budget and only \$493,000 in capital projects in 2005 to the list below of approved capital projects managed and explained to voters by Dave Ford.

2007 Wastewater Effluent Disposal System	\$6,368,000
2007 Water System Improvements	\$865,000
2007 Water system line upgrade from Green St to Treadwell	\$260,000
2007 Downtown Street design	\$130,250
2007 Bay Street water & sewer line	\$300,000
2007 Pleasant Valley Road Culvert	\$350,000



2007 Road upgrades	\$400,000
2007 Wastewater Treatment Plant improvements	\$195,000
2008 Inflow and Infiltration sewer system	\$820,000
2008 Water Distribution upgrades	\$660,000
2008 Sidewalk drainage South Main Street	\$100,000
2008 Town Roads	\$400,000
2008 Center Street Drainage design	\$450,000
2009 Replace Water lines Union & School	\$260,000
2009 Repair Railroad Station –DF managed	\$145,000
2009 Town Roads	\$400,000
2010 Center Street Drainage Upgrades phase 2	\$600,000
2010 Replace water lines Glendon & Lehner	\$600,000
2010 Smith River Bank stabilization	\$175,000
2010 Town Roads	\$550,000
2010 South Main Street study and concepts	\$ 99,000
2011 Municipal Building Maintenance	\$150,000
2011 ADA upgrades Town parking lots	\$150,000
2011 Town Roads	\$750,000
2011 Sidewalk upgrades	\$100,000
2011 Design of Pine Street/Crescent Lake Road	\$95,000
2012 Wastewater Facility upgrades	\$180,000
2012 Downtown streets phase 3	\$750,000
2012 Water Meter upgrades	\$500,000
2012 Albee Beach Bath House	\$125,000
2012 Town Roads	\$550,000
2012 Water Chemical feed	\$120,000
2012 Water Plant energy upgrades	\$150,000
2013 Center Street	\$2,100,000
Municipally manage 1/3 town costs	
2013 Sewer Collection	\$400,000
2013 Public Work Garage	\$400,000
2013 Town Road	\$600,000
2013 Middleton Road Design	\$150,000
Municipally manage 1/3 town costs	
2013 ADA Town Hall Parking lots	\$100,000
2014 Public Works Garage	\$160,000
2014 Middleton Road construction	\$1,350,000
Municipally manage 1/3 town costs	
2014 Town Roads	\$625,000
2014 Sidewalks	\$100,000
2015 Libby Museum repairs	\$200,000
2015 Town Roads	\$650,000
2015 Wastewater Effluent Disposal Study	\$700,000
Paid for by the Lawsuit win	
2015 Sidewalks	\$100,000
2016 Whitten Neck Road	\$550,000
2016 Town Roads	\$675,000
2016 Pleasant Valley Bridge design	\$140,000
Partially paid by State	
2017 Effluent Disposal Study	\$500,000
Funds from Lawsuit win	
2017 Center Street construction additional funds	\$350,000
2017 Town Roads	\$750,000
2017 Mast Landing parking lot	\$170,000
2017 Dockside ramp	\$90,000

2018 Town Roads	\$870,000
2018 Dockside Restrooms	\$150,000
2018 Effluent Disposal Study	\$500,000
Funds from Lawsuit win	
2018 Dockside Dock repairs	\$90,000
2018 Water Treatment Plant control panel	\$175,000
2018 Pine Street Water line	\$260,000
2019 Pleasant Valley Bridge	\$1,240,000
80% State Bridge Aid	
2019 Town Roads	\$800,000
2019 Dockside Restroom	\$150,000
2019 Effluent Disposal Study	\$500,000
Funds from Lawsuit win	
2020 Carry Beach Parking Lot	\$450,000
2020 Town Roads	\$800,000
2020 Recreational Docks	\$170,000