

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
APPROVED MINUTES
April 26, 2023**

I. Call To Order

Chairman MacDonald opened the meeting at 6:04 pm at the Wolfeboro Public Library.

Members Present: John MacDonald, Chairman, Bob Tougher, Vice-Chairman, Bob Loughman, Brian Black, Tom Bell, Bob Moholland, Matt Plache, Paul O'Brien, Bobbi Boudman, Members, Brian Deshaies, BOS Representative, Linda Murray, BOS Alternate Representative.

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

II. Pledge of Allegiance

The Committee participated in the pledge of allegiance.

III. Discussion Items

Appointment of Chair and Vice-Chair

John MacDonald requested nominations for Budget Committee Chair.

It was moved by Bob Tougher to appoint John MacDonald as Chair of the Wolfeboro Budget Committee. Tom Bell seconded the motion. Bob Tougher, Brian Black, Tom Bell, Bob Moholland, Matt Plache voted in favor. Paul O'Brien, Bob Loughman opposed. John MacDonald, Bobbi Boudman abstained. The motion passed (5-2-2).

It was moved by Paul O'Brien to appoint Bob Loughman as Chair of the Wolfeboro Budget Committee. Bob Loughman seconded the motion. Paul O'Brien, Bob Loughman voted in favor. Bob Tougher, Brian Black, Tom Bell, Bob Moholland, Matt Plache, Bobbi Boudman opposed. The motion failed (2-7-0).

John MacDonald requested nominations for Budget Committee Vice-Chair.

It was moved by John MacDonald to appoint Bob Tougher as Vice-Chair of the Wolfeboro Budget Committee. Tom Bell seconded the motion. Bob Tougher, Brian Black, Tom Bell, Bob Moholland, Matt Plache, Bobbi Boudman voted in favor. Paul O'Brien, Bob Loughman opposed. John MacDonald abstained. The motion passed (6-2-1).

It was moved by Paul O'Brien to appoint Bob Loughman as Vice-Chair of the Wolfeboro Budget Committee. Bob Loughman seconded the motion. Paul O'Brien, Bob Loughman voted in favor. Bob Tougher, Brian Black, Tom Bell, Bob Moholland, Matt Plache, Bobbi Boudman opposed. The motion failed (2-7-0).

Appointment of Budget Committee Representative to the CIP Committee

It was moved by Bob Tougher to appoint Bob Loughman as the Budget Committee representative to the CIP Committee. Tom Bell seconded the motion. All members voted in favor. The motion passed (9-0-0).

Committee Assignments of Town Departments for 2024 Budget Process

Public Safety (Police Department, Fire Department, Communications) – Tom Bell, Matt Plache, Bob Moholland
Parks & Recreation – Bobbi Boudman & Bob Tougher
General Government – Bob Tougher, Tom Bell

Public Works Department & Water and Sewer Department – Bob Loughman, Paul O’Brien
Electric Department – Paul O’Brien, John MacDonald
Library – Matt Plache, John MacDonald
Libby Museum – Brian Black, John MacDonald

Paul O’Brien requested to meet with all Department Heads.

Town Manager Report

Jim Pineo reviewed the following projects and status of such; Town docks – completing project, Port Wedeln – there has been a significant increase in the cost of the project and noted the BOS has directed the engineer to continue work (original warrant article was \$400,000 and the price has increased to \$1 million; noting an additional warrant article will be proposed for next year), Bridge Falls Path lighting – project is out to bid with a completion date of summer, all materials have been purchased, water main replacement South Main Street – construction scheduled for 2024, fire truck lease purchase – signed and ordered, sewer line extension Varney Road & Forest Road – issued RFP with construction scheduled for summer 2023, Pop Whalen – project is coming to completion/working on final punch list, Public Safety Building – working on final design, groundbreaking expected in August/September, cash flow projections reviewed and half of project will be bonded now to allow for grant application submittals.

John MacDonald asked when the second half of the project would be bonded.

Jim Pineo replied January.

Kathy Carpentier stated the Town is able to secure bonds every six months.

John MacDonald questioned the current rate for the bond.

Kathy Carpentier stated such is unknown and noted the application was recently submitted and tentative numbers have not been provided.

Matt Plache confirmed the Town is going through the NH Municipal Bond Bank.

Referencing the Port Wedeln project, Bob Tougher asked how the project will be paid for this year since the BOS has authorized the work to continue.

Jim Pineo stated the Town had raised and appropriated \$430,000; noting \$231,000 was issued through the State Revolving Loan Fund and the Town will be receiving \$190,000 in grant funding. He continued his review of the following capital projects and status of such; Green Street upgrades – in process, mini excavator – has been purchased and received, and MED boat – no update from Mr. Muccio other than moving forward with such. He stated the Town is currently working with an engineer for a basis of design for the wastewater treatment plant; noting the current estimate for the project is \$6 million. He stated the Town will probably have to put money aside next year for the State’s South Main Street project and will be moving forward with a revaluation and wage and classification study. He noted the Town is having difficulty attracting staff.

Referencing the basis of design study, Paul O’Brien questioned the issue that needs to be addressed with the wastewater treatment plant and asked what is driving the basis of design.

Jim Pineo stated the building and structures within the building are deteriorating; noting the original project was \$10-11 million which included approximately 4800 SF of office and garage space however, such has been removed.

Paul O’Brien confirmed the physical plant is in need of updates and asked if processing capacity is being addressed.

Jim Pineo stated the BOS will be reviewing the base study for capacity next week.

John MacDonald asked if the project is currently on the CIP.

Linda Murray replied yes.

John MacDonald asked if a warrant article will be brought forward next year for the project.

Jim Pineo stated he cannot answer such without seeing the basis of design.

Paul O'Brien stated the Planning Board is actively looking at zones for development which is creating questions of capacity for inflow. He stated there are potential capacity issues.

Linda Murray stated the zoning articles were voted down.

Bob Tougher stated he also sees an issue with the RIB site; noting the sewer system is the Town's largest liability. He discussed the capacity of the system and NHDES permit and noted 20% of the Town is on sewer and 40% of the Town is on water.

Jim Pineo stated the debt schedule drops off in 2028. He reported the audit is currently going on.

Bob Tougher asked if the revaluation would be included in the operating budget and noted he would recommend such. He asked if the revaluation would be included in a default budget.

Kathy Carpentier replied no to the latter question.

Bob Tougher stated the BOS appointed Eli Roxby to the Energy Committee and recommended including solar panels to the Public Safety Building. He reviewed the electricity line in the Library's operating budget from 2015 and 2023.

Paul O'Brien reviewed the Town's Master Plan Energy Chapter recommendations for municipal buildings.

2023 Budget & Expenditure Report

Kathy Carpentier reviewed such, including revenues and noted the General Fund operating budget is currently at 30.1% expended, which is slightly above the three-month average of 25%. She stated the General Fund revenue is currently at 3% and noted the revenue will look understated until after the first tax bill in July. She stated the Water Fund is 19% expended, Municipal Electric Fund is 27% expended, Sewer Fund is 73% expended (reflects the full year cost of the 2023 Wastewater Treatment Operations and Maintenance contract) and, the Pop Whalen Fund is 56% expended (reflects an expenditure of \$38,855 for emergency repairs to the compressor).

The Committee discussed the Pop Whalen project.

Kathy Carpentier stated Bob Tougher submitted questions to her and reviewed those questions and responses as follows. She reviewed the Library's budget expense process.

Q: Legal expenses are almost 64% expended – will that be an ongoing problem this year?

A: The budget is \$115,000 and \$20,000 (17%) has been spent. There is an open purchase order for \$53,000; \$13,000 of money spent this year was spent on the coalition collaboration. In 2022 the Town came in under budget.

Q: Police overtime is almost 36% expended – are they missing an officer or two.

A: Captain Livie responded that there is one open position and an officer in the Police Academy, leaving two open scheduled shifts that must be covered. One officer was also out on light duty for 3-4 weeks, which required a third shift to be covered by overtime. Overtime usage has been controlled by having the Captain

and Lieutenant covering some of the day shifts. Even though overtime appears to be overspent by \$10,000, the hourly wages are \$11,000 under spent.

Q: Contract services at the Wastewater Treatment Plant - \$41,000 was paid to the engineer – is such normal?

A: The increase in the contracted price came after the budget was submitted and approved.

Q: Electric Department revenue “Job Work Sales” was estimated at \$10,000 however, to date the Town has received \$67,000.

A: Noted as a bad budget and the figure has been changed to \$210,000.

Kathy Carpentier stated on the floor of the Deliberative Session the Pop Whalen department was increased by over \$90,000 and noted because of such the revenues also have to be equal and reflect the \$402,000. She stated the gentleman who increased the budget stated a revenue of \$448,000 is expected.

Bobbi Boudman asked if the reports could be run quarterly.

Kathy Carpentier replied no.

Bobbi Boudman asked if she could receive a monthly report in Excel and the report to include a watermark.

The Committee discussed such and agreed to maintain the reports in PDF to avoid changes to the figures.

John MacDonald asked when the budget guidelines would be distributed.

Jim Pineo stated the goals and guidelines are typically adopted by the BOS in July; noting such would be distributed to the Department Heads by the end of July.

IV. Other Business

Right To Know Training

Bobbi Boudman asked if there is training available for 91-A.

Kathy Carpentier stated NH Municipal Association offers such.

Bobbi Boudman asked if there is a way to get a Town email in case there is a Right To Know request and it isn't coming from her personal email.

The Committee and Staff discussed such, noting licensing and cost issues related to providing Town emails to every member of every board. Alternatives/options were also discussed.

Code of Ethics for Board/Committee/Commission Members and Municipal Committee Chair Guide

Paul O'Brien stated he firmly believes the Budget Committee needs bylaws; noting the Code of Ethics and Chair Guide encourages the Committee to have a set of rules. He stated the Chair made a statement to him that by law, the Committee is not mandated to do such and the only boards that are obligated to have bylaws are those that involve themselves in land use. He stated the Committee has an effect on land use because the Committee can change their budget.

It was moved by Paul O'Brien that the Budget Committee will implement code of conduct, ethics, NH rules concerning disclosure and rules of procedure so as to maintain parity with the Select Board and other land use boards in the Town. Bob Loughman seconded the motion.

Discussion of the motion:

Paul O'Brien stated in the Town the Planning Board, the Zoning Board and Select Board have bylaws and every year there is a reflective comment as to the status of the bylaws. He stated the Police Commission also has bylaws. He stated the Conway Budget Committee has bylaws.

Bob Moholland stated some of those boards are quasi-judicial boards and noted the Budget Committee is not.

Bob Tougher stated the NH Municipal Association outlines the role of the Budget Committee and noted that the NH RSAs do not mandate the direction of implementing bylaws.

John MacDonald stated there is no statute that requires the Committee to have bylaws or procedures rather, it is directed specifically to land use/those affected by land use. He stated it is a stretch to say it impacts the Committee because the Committee addresses the budget of land use committees.

The Committee discussed the matter further.

Matt Plache stated prior to implementing bylaws he would like to review bylaws from other towns.

Bob Loughman agreed with Mr. Plache and recommended the Committee review bylaws from other towns.

John MacDonald disagreed and stated the law is specific and only applies to land use boards.

Paul O'Brien stated there is no law requiring a budget committee in a town however, this Town has one because it's the right thing to do. He stated it's a right thing to have a code of conduct, it's a right thing to have an ethics document, it's a right thing to have bylaws. He recommended asking Town Counsel if the Committee doesn't think it's the right thing to do.

Tom Bell stated the Committee makes recommendations as to how money should be spent and not making the final decision; noting the recommendations are made to the voters and the voters make the final decision. He stated the committees that drive policies are the committees that should have bylaws.

Paul O'Brien restated his motion:

It was moved by Paul O'Brien that the Budget Committee will immediately implement code of conduct, ethics, NH rules concerning disclosure and rules of procedure documentation so as to maintain parity with the Select Board to ensure public trust.

Matt Plache stated that if he is being asked to immediately implement procedures then he would like to review those procedures prior to voting on them.

Linda Murray stated the BOS forwarded the two documents to the boards and committees for informational purposes; noting rules of procedures do not have to be implemented.

It was moved by Bob Tougher to table Paul O'Brien's motion. Matt Plache seconded the motion. Bob Tougher, Bobbi Boudman, Tom Bell, John MacDonald, Bob Moholland, Matt Plache, Brian Black, Bob Loughman voted in favor. Paul O'Brien opposed. The motion passed (8-1-0).

It was moved by John MacDonald to adopt the Code of Ethics for Board/Committee/Commission Members adopted by the Board of Selectmen on April 7, 2021. Tom Bell seconded the motion. All members voted in favor. The motion passed (9-0-0).

Referencing the Municipal Committee Chair Guide, Paul O'Brien stated the paragraph under Governance does not apply to the Committee.

It was moved by John MacDonald to strike the Governance section of the Municipal Committee Chair Guide document. Bob Moholland seconded the motion. All members voted in favor. The motion passed (9-0-0).

It was moved by John MacDonald to adopt the Municipal Committee Chair Guide. Bob Moholland seconded the motion. Bob Tougher, Bobbi Boudman, Tom Bell, John MacDonald, Bob Moholland, Matt Plache, Brian Black, Bob Loughman voted in favor. Paul O'Brien opposed. The motion passed (8-1-0).

Primex Harassment Training

Jim Pineo reviewed such.

Brian Deshaies exited the meeting at 7:39 PM.

Upcoming Meeting Schedule

The Committee scheduled the following meetings; Monday, June 26 and Thursday, August 3, both meetings scheduled for 6 pm at the Wolfeboro Public Library. 2024 budget review process to begin in November.

The Committee discussed holding their meetings at the Great Hall and discussed the issue with the acoustics of the Great Hall and the inability to hear people clearly when speaking.

Public Comment Section of the Agenda

The Committee agreed to add a second public comment section to the agenda.

It was moved by Bob Tougher to add an additional public comment section to the agenda following the Pledge of Allegiance. Paul O'Brien seconded the agenda. All members voted in favor. The motion passed (9-0-0).

V. Approval of Minutes

November 30, 2022 Nonpublic

It was moved by Bob Loughman and seconded by Bob Tougher to approve the November 30, 2022 nonpublic minutes as submitted. Bob Tougher, Tom Bell, John MacDonald, Brian Black, Bob Moholland, Matt Plache, Bob Loughman voted in favor. Paul O'Brien, Bobbi Boudman abstained. The motion passed 7-0-2).

It was moved by Bob Loughman and seconded by Bob Tougher to seal the November 30, 2022 nonpublic minutes. Bob Tougher, Tom Bell, John MacDonald, Brian Black, Bob Moholland, Matt Plache, Bob Loughman voted in favor. Paul O'Brien, Bobbi Boudman abstained. The motion passed 7-0-2).

January 5, 2023

It was moved by Bob Moholland and seconded by Matt Plache to approve the January 5, 2023 minutes as submitted. John MacDonald, Bob Tougher, Bob Loughman, Matt Plache, Brian Black, Bob Moholland, Tom Bell voted in favor. Paul O'Brien, Bobbi Boudman abstained. The motion passed (7-0-2).

January 10, 2023

It was moved by Bob Loughman and seconded by Bob Tougher to approve the January 10, 2023 minutes as submitted. John MacDonald, Bob Tougher, Bob Loughman, Matt Plache, Brian Black, Bob Moholland, Tom Bell voted in favor. Paul O'Brien, Bobbi Boudman abstained. The motion passed (7-0-2).

January 11, 2023

It was moved by Bob Tougher and seconded by Bob Moholland to approve the January 11, 2023 minutes as submitted. John MacDonald, Bob Tougher, Bob Loughman, Matt Plache, Brian Black, Bob Moholland, Tom Bell voted in favor. Paul O'Brien, Bobbi Boudman abstained. The motion passed (7-0-2).

January 17, 2023

Correction: Page 1, SRO Warrant Article, 2nd paragraph, 1st line; strike “not”

It was moved by Tom Bell and seconded by Matt Plache to approve the January 17, 2023 minutes as amended. John MacDonald, Bob Tougher, Bob Loughman, Matt Plache, Brian Black, Bob Moholland, Tom Bell voted in favor. Paul O'Brien, Bobbi Boudman abstained. The motion passed (7-0-2).

February 7, 2023

It was moved by Bob Loughman and seconded by Bob Tougher to approve the February 7, 2023 minutes as submitted. John MacDonald, Bob Tougher, Bob Loughman, Matt Plache, Brian Black, Bob Moholland, Tom Bell voted in favor. Paul O'Brien, Bobbi Boudman abstained. The motion passed (7-0-2).

VI. Public Comment

None.

VII. Adjournment

It was moved by Tom Bell to adjourn the April 26, 2023 Budget Committee meeting. John MacDonald seconded the motion. All members voted in favor. The motion passed (9-0-0).

There being no further business before the Committee, the meeting adjourned at 7:51 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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