

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
APPROVED MINUTES
November 14, 2023**

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, Bob Loughman, Brian Black, Bob Moholland, Paul O'Brien, Bobbi Boudman, Matt Plache, Members, Brian Deshaies, BOS Representative, Linda Murray, BOS Alternate Representative.

Member Absent: Tom Bell, Member (excused).

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. Public Comment

None.

IV. 2024 Budget Presentations

Libby Museum

Bobbi Boudman questioned advertising and outstanding expenses.

Jim Pineo stated he would retrieve the information.

Matt Plache asked for the 2023 visitor count and paid visitor count.

Jim Pineo stated he would retrieve the information.

Parks and Recreation

Jim Pineo stated the department oversees eight budgets; noting an 8.5% increase over 2023. He noted a part-time employee was transitioned to full time (increase of five hours).

Bobbi Boudman stated she supports the Parks and Recreation Department and read RSA 32-1. She stated the Department's budget is disjointed; noting several budgets have travel and meetings. and asked how many members looked at the department's budget in total.

John MacDonald explained how he reviews the budget.

It was moved by Bobbi Boudman to charge the Budget Committee with review of the Parks and Recreation Department as a whole. Bob Loughman seconded the motion.

Discussion of the motion:

Paul O'Brien confirmed that Ms. Boudman is asking for a consolidated view of the budget. He stated he is not opposed to such however, requested review of the individual budgets as well.

Kathy Carpentier stated such would be a huge lift and noted the Committee does not control revenue.

Bob Tougher stated he supports the way the Committee currently reviews the budgets within the Department and noted the review process has improved.

John MacDonald confirmed all the information is noted in the budget information provided to the Committee.

Kathy Carpentier stated the Committee previously discussed providing an excel file to the Committee that includes the budget as a whole; noting the Committee voted against such.

Roll call vote: John MacDonald – no, Bobbi Boudman – yes, Bob Tougher – no, Bob Moholland – no, Brian Black – no, Matt Plache – no, Bob Loughman – yes, Paul O’Brien – no, Brian Deshaies – no. The motion failed (2-7-0).

It was moved by Bobbi Boudman to receive the Parks and Recreation budget in Excel format. There being no second, the motion failed.

Paul O’Brien stated he doesn’t support the motion because the document could be manipulated; noting version control is lost.

Parks Administration

John MacDonald questioned vehicle inventory.

Christine Collins reviewed such.

Parks Maintenance

Matt Plache asked whether outside services could be decreased or eliminated.

Christine Collins reviewed the expenses related to such.

John MacDonald asked if the landscaping petition warrant article passed.

Kathy Carpentier stated the article failed.

John MacDonald asked if the Department absorbed the landscaping included in the warrant article.

Christine Collins replied yes.

Bob Tougher questioned vehicle maintenance; noting the request is \$500 however, the five-year average is \$3,700.

Christine Collins noted the following expenses in 2023; tire replacement and windshield replacement. She stated she spoke with the Town’s mechanic regarding anticipated vehicle maintenance costs and none were noted.

Referencing building maintenance, Paul O’Brien asked which buildings are included.

Christine Collins replied the maintenance building.

John MacDonald questioned the location of trails maintenance.

Christine Collins replied Bridge Falls Path.

It was moved by Matt Plache to decrease 01-45202-380 Outside Services by \$1,000 from \$25,380 to \$24,380. Bob Loughman seconded the motion.

Discussion of the motion:

Paul O’Brien and Bobbi Boudman stated they do not support the motion.

Roll call vote: John MacDonald – no, Bobbi Boudman – no, Bob Tougher – no, Bob Moholland – no, Brian Black – no, Matt Plache – yes, Bob Loughman – yes, Paul O’Brien – no, Brian Deshaies – no. The motion failed (2-7-0).

Beaches

Christine Collins reviewed staffing issues and noted the Department now has the ability to certify lifeguards. She stated there are no lifeguards at Carry Beach (except for Wednesdays for day camp) or Albee Beach, however, beach attendants are at those locations.

Referencing building maintenance, Paul O’Brien asked which buildings are included.

Christine Collins replied the bathrooms at Carry Beach, Albee Beach, and Brewster Beach.

The Committee reviewed water testing performed by the Town Parks and Recreation Department and testing performed by the Wolfeboro Waters Committee.

Programs

Referencing building maintenance, Paul O’Brien asked which buildings are included.

Christine Collins replied the pavilion.

Paul O’Brien asked if cameras would be placed on the Bridge Falls Path.

Jim Pineo stated there is an ability to install cameras and noted an error in the year to date expenditure of safety equipment; noting the actual expense is \$47.

John MacDonald questioned the cost associated with police detail; confirming such is \$90.

Christine Collins replied yes, \$90/hour, 4-hour minimum.

Kathy Carpentier stated the cost for the officer is \$65 however, the \$90 includes insurance, retirement, etc. She stated the Department is a vendor and charged as such. She stated the money goes into a police detail revolving fund.

Paul O’Brien questioned a mitigation effort for asbestos and lead paint.

Jim Pineo stated there are no mitigation costs included in this budget.

Bob Moholland asked if the building structure has been evaluated.

Jim Pineo stated a study has been conducted and the BOS is aware of the condition of the building.

Town Docks

Bobbi Boudman asked if an analysis has been done to determine the amount of additional revenue to the Town from use of the docks.

Paul O’Brien asked how such would be measured.

Linda Murray stated the capacity of the docks has increased.

Bob Tougher noted the Economic Development Committee was involved with such.

Patriotic Purposes

No changes.

Fireworks

Jim Pineo noted a \$1,000 increase per the Town's contract.

Clark House

The Committee discussed the lease of the building by the Historical Society and appropriation of \$4,300

Bobbi Boudman asked if the Historic Society as a nonprofit organization should come before the BOS and request funding for programs.

Linda Murray stated the BOS should review such. She stated previously the expense was offset by a donation however, the Town is no longer receiving the donation.

Bob Tougher reviewed the funding request from the Chamber of Commerce for part-time staff.

Christine Collins reviewed the admission fees.

Cemeteries

Referencing Groundskeeping Supplies, Bobbi Boudman stated there is a loam pile at the Transfer Station and recommended the use of such.

Capital Outlay

Clark House Museum Engineering; \$16,470

Jim Pineo stated the request is to determine the scope of future maintenance projects related to moisture damage, sill rot, and foundation issues at both the Clark House and the School House.

Christine Collins stated windows have been replaced and the flagpole was removed.

Bobbi Boudman asked if any grants have been applied for.

Jim Pineo replied no.

John MacDonald asked if the Historical Society could contribute to the project.

Jim Pineo stated he is scheduled to meet with the Historical Society on November 27 and would discuss such.

It was moved by John MacDonald to decrease Clark House Museum Engineering from \$16,470 to \$12,380, specifically Tasks C (\$1,820) and D (\$2,270) noted in the Quantum Construction Consultants, LLC estimate. Roll call vote: John MacDonald – yes, Bobbi Boudman – no, Bob Tougher – no, Bob Moholland – yes, Brian Black – yes, Matt Plache – yes, Bob Loughman – no, Paul O'Brien – yes, Brian Deshaies – no. The motion passed (5-4-0).

Abenaki

Jim Pineo stated Chuck Smith has been hired as the Operation Director of Abenaki and Pop Whalen; noting his pay is distributed 75% in the Abenaki budget and 25% in the Pop Whalen budget.

Paul O'Brien asked if the hut at the top of the lift was replaced.

Jim Pineo replied no. He stated such was previously proposed as a capital outlay request however, such was not funded. He stated repairs have been done to the building.

Hockey Rink

Jim Pineo stated the budget represents the normal appropriations for programs/community skate time (457 hours).

Paul O'Brien questioned review of the rates (rate study).

Chuck Smith stated the rate study has been done.

Paul O'Brien asked if such is incorporated into the budget.

Kathy Carpentier replied no, the BOS has not vetted such.

Pop Whalen Fund

Personnel Administration

No changes.

Pop Whalen Ice Arena

Bobbi Boudman questioned machinery maintenance.

Chuck Smith stated there were issues with the chiller; noting such was repaired in January 2023.

Bobbi Boudman questioned the five-year average.

Bob Tougher replied \$20,643.

Brian Black asked if the average includes this year.

Kathy Carpentier replied no.

V. Other Business

Holiday Lunch

Christine Collins stated holiday lunches are scheduled for November 27 and December 18 at Abenaki and noted there is no fee for such however, donations are welcome.

VI. Approval of Minutes

October 24, 2023

November 8, 2023

Approval of the October 24 and November 8, 2023 minutes were tabled to November 16.

VII. Public Comment

None.

VIII. Adjournment

It was moved by Bob Tougher to adjourn the November 14, 2023 Budget Committee meeting. Bob Moholland seconded the motion. All members voted in favor. The motion passed.

Next Budget Committee meeting is scheduled for November 16, 2023 at 6:00 PM at the Wolfeboro Public Library.

There being no further business before the Committee, the meeting adjourned at 8:10 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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