

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
December 14, 2016
Minutes**

Members Present: John MacDonald, Chairman, Bob Tougher, Vice-Chairman, Luke Freudenberg, Selectmen's Representative, Robert Moholland, Brian Black, Robert Loughman, John Burt, Steve Johnson, Bob O'Brien, Members.

Members Absent: Harold Parker, Member (excused).

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Barry Muccio, Director of Operations, Municipal Electric Department, Dave Ford, Director of Public Works and Water & Sewer Utilities, Christine Collins, Director of Parks and Recreation, Lee Ann Keathley, Administrative Secretary.

Chairman MacDonald called the meeting to order at 6:32 PM at the Great Hall.

WARRANT ARTICLES

Article D Effluent Disposal Study; \$500,000

Dave Ford stated the funding request is a continuation of the 2015 appropriation. He stated the Town is in need of an engineered system in which the natural soils that are not percolating well are removed and replaced with soils that will percolate. He stated a coffer dam needs to be constructed and the wetlands restored. He stated the Town conducted 3 pilot tests in 2016; noting the Town now needs to move forward with a full pilot program. He stated that if the program is successful, it would serve 1/5 of the needed capacity. He stated there may be a change in the language of the warrant article due to the potential for a \$30,000 grant.

Bob Tougher questioned the number of gallons/day being treated at the RIB.

Dave Ford replied 150,000. He stated that over the summer up to 250 gallons/day were being treated.

Bob Tougher questioned the use of the spray fields.

Dave Ford stated the hope is to decommission the spray fields however, at this point the Town will keep them as a reserve option.

Article E Center Street Reconstruction – Additional Authorization; \$543,333

Dave Ford stated in 2013 a \$2.1 million warrant article for the reconstruction of Center Street was approved. However, he stated the project was put on hold because the reconstruction of Middleton Road became the top priority. He stated in 2016 the Town received increased cost estimates due to EPA regulations relative to contaminated soils; noting the total project cost is now \$2,643,333. He stated the additional funding includes \$140,000 for road work, \$350,000 for handling contaminated soil and groundwater and \$53,333 for contingencies. He noted that the State will fund 2/3 of the road work and NH DES will reimburse the cost of handling contaminated soil and groundwater. He stated the project would be bid in spring 2017, start construction in 2017 and complete construction in 2018.

Article G Town Road Upgrades; \$750,000

Dave Ford noted the following road projects scheduled for 2017; complete Winterhaven Road and Port Wedeln Road, Oakwood Drive (reclaim, regrade, drainage), Spruce Road (reclaim, regrade) and Tips Cove Road (reclaim, regrade).

Article H Mast Landing Parking Lot Upgrades; \$170,000

Dave Ford stated \$30,000 was authorized in 2016 to engineer and design the Mast Landing parking lot upgrades. He stated the 2017 request reflects construction of the upgrades which include parking, pedestrian and stormwater treatment improvements.

Article I Survey/Design Engineering for Reconstruction of 390 Line; \$145,000

Barry Muccio stated the warrant article is for the survey and design engineering with construction scheduled for 2018. He stated the 390 line is the Town's primary source of power; noting the line is 53 years old. He stated the line would be built in its existing right-of-way location.

John MacDonald questioned the condition of the 390 line in Tuftonboro.

Barry Muccio stated Eversource is currently replacing portions of the line.

Brian Black questioned whether capacity would increase.

Barry Muccio replied yes however, the reconstruction of the line is more of a condition issue and not a capacity issue.

Article J Dockside Boat Ramp; \$90,000

Dave Ford stated the proposal includes the removal and reconstruction of the boat ramp at Dockside to include a width of 16' and an angle on the restaurant side of the boat ramp. He stated construction is scheduled for fall 2017.

Article K Foss Field Replacement Capital Reserve Fund; \$299,320

Christine Collins stated the proposal includes a structure similar to the building at The Nick which would include three public restrooms, storage for summer programs and a covered picnic area. She stated Dave Ford will be the project manager.

John MacDonald asked for documentation of costs for the project.

Christine Collins stated the Town initially received an estimate from Bauen Corporation however, the estimate was too high. She stated in speaking with Dave Ford, she is confident the Town can construct the building for the cost noted in the warrant article.

Dave Owen stated the project is a high priority for 2017.

Steve Johnson asked the name of the contractor.

Christine Collins stated Dave Ford is the construction manager and will hiring subcontractors.

John MacDonald questioned the foundation.

Dave Owen replied slab foundation.

John MacDonald questioned the impact on the operating budget.

Christine Collins replied \$3,074.

John MacDonald asked if the restrooms would be year round.

Christine Collins stated one of the restrooms would be year round with an option to make the other two year round; noting each are single bathrooms.

John MacDonald questioned whether the building would require a sprinkler system.

Tom Zotti stated such would depend upon the size of the building.

John Burt stated that not enough information about the building has been submitted and will not vote in favor of the warrant article.

Dave Owen stated the project would be managed to fit into the appropriation.

John Burt questioned whether Dave Ford's time is being spent out of the appropriation.

Dave Owen stated Mr. Ford's salary is paid for out of the Public Works budget.

Article L Fire Trucks and Apparatus Replacement Capital Reserve Account; \$186,000

Tom Zotti stated the annual request is level funded from 2016; noting the next scheduled purchase is the replacement of Engine 2.

John Burt questioned the balance of the account.

Pete Chamberlain replied \$837,413.29 as of 11/30/16.

Article M Public Works Vehicle and Equipment Capital Reserve Account; \$170,000

Dave Ford stated such is an annual request and related to the ongoing Highway and Solid Waste vehicle and equipment replacement program; noting HD4 would be replaced with a 10-wheel vehicle.

Article N Abenaki Ski Area Capital Reserve Account; \$16,750

Christine Collins stated such is an annual request for the purchase of equipment; noting a tow rope is scheduled to be purchased and a groomer is scheduled for 2018.

John Burt recommended establishing a target balance.

Dave Owen stated the department has a schedule for purchases associated with the capital reserve account.

Article O Wastewater Treatment Plant Capital Reserve Account; \$125,000

Dave Ford stated the account was established in 2010 to allow for the completion of midsize projects and noted the following scheduled projects; upgrades to electric and sludge pumps and conduct energy audit.

John Burt questioned the balance of the account.

Dave Ford replied \$294,000.

John Burt asked if a target balance has been established.

Dave Ford replied no.

John Burt recommended establishing a target balance.

Bob Tougher agreed with Mr. Burt; noting the original proposal included a 10 year plan funded at \$125,000/year.

Article P Building Maintenance Capital Reserve Fund; \$50,000

Dave Ford stated the fund was established to address building maintenance issues; noting Dockside is scheduled for improvements in 2017.

John Burt recommended a target balance be established.

Article Q**Renovation of the Old Railroad Freight House Building; \$75,000**

Dave Owen stated the Town is scheduled to close on the property this week.

John Simms, Chairman, Lakes Region Model Railroad Museum, stated their mission is to use all or part of the existing Klickety-Klack model railroad to create a first class model railroad museum in the rehabilitated freight shed. He stated that after further investigation, the cost to rehabilitate the building is likely to be between \$300,000 and \$350,000 rather than the \$150,000 originally suggested to the museum. He stated the Town had previously been asked to contribute \$75,000 when the cost projection was \$150,000 however, the museum requests support in the amount of \$95,000 with the balance to be covered by the organization's fundraising efforts. He requested the Committee support the increase in the funding request. He stated that with this proposal, the Town stands to rehabilitate, at less than 30% of the cost, a historical asset that is perfectly located for many future uses; noting the museum proposes to enter into a lease agreement with the Town. He stated Dave Ford believes it may be advantageous to move the building to where the oil tanks were located however, a new warrant article may be necessary in order to relocate the building due to the language of the original warrant article. He noted the increase in the funding request has not yet been presented to the BOS.

John Burt asked if there would be additional parking created.

Dave Owen replied 8 additional parking spaces would be created.

John Burt asked if there has been any effort made with local businesses to determine if they are for or against the proposal.

John Simms stated he spoke with the Chamber of Commerce; noting Mary DeVries is submitting a letter of support.

John MacDonald asked if there would be public restrooms available.

John Simms stated one ADA accessible restroom is proposed.

John MacDonald asked if there is anyone else that may be interested in a partnership with the Town for a different use of the building.

Dave Owen stated the museum is proposing a 20 year lease.

John Burt questioned a cut-off date for fundraising and noted the warrant article should reflect such.

John Simms stated such was discussed at the Board meeting however, a date was not finalized.

Bob Tougher asked what the cost estimate is based on.

John Simms replied an estimate was provided by Chris Williams Architect, Dave Ford and a contractor.

Bob Tougher questioned the foundation of the building.

John Simms stated money could be saved by relocating the building to the cement slab where the oil tanks were located.

Brian Black questioned whether the Town would maintain control over the design and appearance of the building.

Dave Owen stated there are many aspects that need to be determined.

John Simms stated the intent is to maintain the existing character of the building.

Article T Fund Police Union Agreement; \$39,450

Dave Owen distributed and reviewed the tentative Police Union Agreement ratified by the BOS and the Union.

John MacDonald asked whether the Police Commission is required to approve the agreement.

Dave Owen stated that under NH law, the BOS has the authority over collective bargaining and the Police Commission is not legally required to sign the agreement. However, he stated the Town has a Police Commission therefore the BOS requests the Commission sign the agreement.

BUDGET REVIEW

01-49617-763 Engineering Services for Town Docks; \$10,000

John MacDonald stated the cost estimates provided for such by White Mountain Survey & Engineering reflects \$7,500 therefore, he recommended reducing such.

It was moved by John MacDonald and seconded by Robert Loughman to decrease 01-49617-763 from \$10,000 to \$7,500. All members voted in favor. The motion passed.

01-42200-740 Fire/Rescue; Machinery & Equipment

John MacDonald questioned the request for a thermal imaging camera.

Jim Pineo stated the thermal imaging camera for Engine 3 & 4 is outdated and the batteries are not able to be replaced.

Steve Johnson asked why the BOS decreased the funding request.

Luke Freudenberg stated the BOS asked Chief Pineo which item (RAD 57 or thermal imaging camera) was a priority; noting Chief Pineo replied the RAD 57.

It was moved by John MacDonald and seconded by Bob Moholland to increase 01-42200-740 from \$5,800 to \$12,800. John Burt, Bob Tougher, Bob O'Brien, Robert Loughman, Bob Moholland, John MacDonald, Brian Black voted in favor. Steve Johnson opposed. The motion passed.

Other Business

- Budget Committee 12/19/16 meeting is cancelled
- Budget Committee meeting scheduled for 1/5/17
- Provide Capital Reserve Account balances to Budget Committee
- Provide CIP information to Budget Committee

It was moved by John Burt and seconded by Robert Loughman to adjourn the December 14, 2016 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:58 PM.

Respectfully Submitted,

Lee Ann Keathley

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