

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
April 26, 2017  
Minutes**

**Members Present:** John MacDonald, Chairman, Bob Tougher, Vice-Chairman, Brian Black, Bob Loughman, Robert Moholland, Bob O'Brien, Members.

**Members Absent:** Luke Freudenberg, Selectmen's Representative, Harold Parker, John Burt, Steve Johnson, Members.

**Staff Present:** Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Lee Ann Keathley, Secretary.

*Chairman MacDonald opened the meeting at 6:30 PM at The Great Hall.*

**I. Consideration of Minutes**  
**January 5, 2017**

**It was moved by Robert Loughman and seconded by Bob Tougher to approve the January 5, 2017 Wolfeboro Budget Committee minutes as submitted. John MacDonald, Bob Moholland, Bob O'Brien, Robert Loughman, Bob Tougher voted in favor. Brian Black abstained. The motion passed.**

**January 10, 2017**

**Corrections:**

Page 3, 4<sup>th</sup> paragraph; strike "2016" & replace with "2017"

Page 3, 10<sup>th</sup> paragraph; strike "\$126,000" & replace with "\$122,000"

**It was moved by Bob Moholland and seconded by Bob O'Brien to approve the January 10, 2017 Wolfeboro Budget Committee minutes as amended. All members voted in favor. The motion passed.**

**II. Discussion Items**

**A. Appointment of Chairman and Vice-Chairman**

**It was moved by Bob Tougher and seconded by Brian Black to appoint John MacDonald as Chairman of the Wolfeboro Budget Committee. All members voted in favor. The motion passed.**

**It was moved by Brian Black and seconded by John MacDonald to appoint Bob Tougher as Vice-Chairman of the Wolfeboro Budget Committee. All members voted in favor. The motion passed.**

**B. CIP Committee; Appointment of Budget Committee Representative**

Bob Tougher volunteered to represent the Budget Committee on the CIP Committee.

The Committee agreed to appoint Bob Tougher as the Budget Committee

**C. Assignment of Departments for 2016 Budget Review**

**Public Safety (Police Department, Communications, Fire Department):** Brian Black & Robert Loughman

**Parks & Recreation Department:** John Burt & Bob O'Brien

**General Government:** Steve Johnson & John MacDonald

**Public Works and Water & Sewer Departments:** John Burt & Bob Moholland

**Electric Department:** Bob Moholland & Bob O'Brien

**Library:** Harold Parker & John MacDonald

**Libby Museum:** Harold Parker, John MacDonald, Bob Tougher

**D. Current Status of 2016 Budget & Expenditure Reports**

Pete Chamberlain noted budget expenditures (slightly under 25% expended) and revenues (26.9%) are on task.

John MacDonald questioned the amount of grant money that is paid out of overtime.

Pete Chamberlain replied \$15-20,000 in 2016.

John MacDonald questioned the buy-out for Chris Keaton's retirement.

Dave Owen stated the Town capped the buyout a couple of years ago and full time employees are limited to 400 hours (maximum). He stated the Police Department will not be able to fill the position immediately to cover the buyout expenses. He stated the Department has posted the position and requested senior patrolmen to consider the position.

Bob Moholland questioned the status of the Emergency Management grant.

Dave Owen stated he believes the grant will be approved shortly.

John MacDonald asked if the Parks & Recreation position has been filled.

Dave Owen replied yes.

John MacDonald confirmed the transfer of an Electric Department employee to the Public Works Department.

**III. Town Manager Report**

Dave Owen noted the following updates;

**Center Street Project**

Project was rebid and there is enough money due to the approval of the additional appropriation to cover the bid. Pre-construction meeting conducted on 4/21/17 and pre-construction contracts have been signed. NHDOT has approved the bid, major construction to begin September 2017.

**Dockside Sewer Replacement**

Project postponed to September as a result of discoloration of the water and turbidity due to the high water table; the work anticipated to be done could not be completed.

**Mast Landing Upgrades**

Construction to begin next week.

**RIB Project**

Met with NHDES; meeting went well and moving forward with project. Meeting with representatives of the Whitten Trust in two weeks to discuss compensation for damage to their property in addition to the Town requesting an easement from Whitten Trust.

### **Brewster Building**

- Security shutters for the Town Clerk and Billing and Collections offices have been ordered and will be installed after hours
- Elevator; has been serviced and a lock-out system installed
- Air conditioning units are being installed in the server room
- Repair to Town Hall clock face (hands & numerals); gold leaf damaged during construction/renovation period – Town filed a claim with Primex, work to be completed by Memorial Day

### **Railroad Freight House**

The museum has applied for two grants (in the hopes to secure fundraising) from Northern Border Regional Commission and Land & Community Heritage Investment Program.

### **Libby Museum**

The Town hired Alana Albee as the new director to the Libby Museum.

## **IV. Other Business**

### **Lodging Forum**

Dave Owen reported that the existing lodging owners do not feel additional facilities are needed and that Airbnb's currently address vacancy issues; noting it was reported there are 55 Airbnb's (230 beds) in Wolfeboro.

### **Dockside Committee**

Bob Tougher questioned whether the State has approved the expansion of the docks.

Dave Owen stated the State has not formally approved the expansion of the docks however, are supportive of the project. He stated the proposal includes the expansion of the five middle docks and the Mount Washington dock will be re-angled. He stated Jim Rines, White Mountain Survey & Engineering, is presenting revised plans at the May 15, 2017 meeting (8:30 AM at the Town Hall Annex Conference Room).

John MacDonald questioned the number of additional spaces as a result of the expansion.

Bob Tougher replied 30.

## **V. Informational Items**

The Committee was provided the following informational items; Capital Projects Report (submitted by Dave Ford) and Trustee of the Trust Funds Report.

## **VI. Public Comment**

None.

**It was moved by Robert Loughman and seconded by Bob O'Brien to adjourn the April 26, 2017 Budget Committee meeting. All members voted in favor.**

*There being no further business before the Committee, the meeting adjourned at 7:52 PM.*

Respectfully Submitted,

*Lee Ann Keathley*

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