

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
November 9, 2017
Minutes**

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

Members Absent: Brian Black, Robert Moholland, Members (excused).

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

Others Present: Pat Waterman, Town Clerk, Brenda Lapointe, Tax Collector, Kathy Barnard, Chairman, Milfoil Control Committee, Matt Sullivan, Director of Planning and Development, Linda Murray, BOS.

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

Other Business

Dave Owen noted the sewer work would be completed on 11/10/17; noting a major water break occurred while digging therefore, additional work would be done next week.

Parks and Recreation Budget

John Burt noted a total increase in the Parks and Recreation General Fund budget of 4.3% (\$38,569).

GENERAL GOVERNMENT

EXECUTIVE

Referencing staffing at the Chamber of Commerce (part time wages), Bob Tougher stated the line has been under expended for two years.

Dave Owen stated the Information Center has been unstaffed until April 2017 and noted a second employee was hired in late July therefore, Ms. DeVries anticipates such will be fully expended by year end.

Bob Tougher stated the legal line has been over expended for two years and questions whether the requested appropriation is sufficient.

Dave Owen stated the BOS discussed such and agreed to keep the line level funded.

Bob Tougher stated outside services has been under expended for the past two years.

Dave Owen stated such is dependent upon the need for title searches and recording fees.

Steve Johnson questioned the under expenditure of milfoil treatment.

Kathy Barnard, Chairman, Milfoil Control Committee, stated a chemical treatment has not been done for two years however, due to the tremendous regrowth there is a need for such in 2018.

Peter Chamberlain noted there is an additional \$12,000 in invoices that are not reflected in the YTD figure.

MISCELLANEOUS OPERATING EXPENSES

Dave Owen stated the BOS has encumbered \$3,000 for the Town Manager recruitment process.

John Burt stated the five year average is \$3,100 and noted the Committee, for the first time in 2016, received detail for the line item. He asked that since the budget is under the sole discretion of the BOS, the budget be put back into the Executive budget as a line item and deleting it as a separate budget.

Dave Owen stated the line was taken out of the Executive budget and made as a separate budget at the instruction of the Department of Revenue Administration.

John Burt stated that if the detail is not specified for what the funds will be used for it should not be in the Executive budget however, detail is now provided.

Dave Owen stated it is his understanding from the DRA that the current way it is set up is the way to treat the expense.

The Committee requested to revisit such following retrieval of information from the DRA.

FINANCE

Pete Chamberlain stated he is retiring June 2018 therefore, accrued leave is calculated in supervisory salaries. He noted an increase from 35 to 40 hours for the Human Resources Coordinator is also calculated in such.

John MacDonald questioned the salary for the new hire.

Pete Chamberlain stated such has not yet been established however, the appropriation request reflects his current salary.

Steve Johnson questioned the \$27,000 increase in supervisory salaries.

Pete Chamberlain replied \$18,000 is associated with his accrued leave and \$5,600 is associated with the increase in hours for the Human Resources Coordinator.

John MacDonald asked if there are enough funds for training the new hire.

Pete Chamberlain replied yes.

Bob Tougher questioned why consultants has been zeroed out.

Dave Owen stated the BOS originally discussed using MRI in the hiring of the new Finance Director however, the BOS have agreed to handle such in-house.

John Burt stated Printing has been over expended for the past two years therefore, recommended an increase to such.

It was moved by John Burt and seconded by Bob Tougher to increase Printing, 01-41501-550, from \$2,500 to \$3,000. Steve Johnson, Robert Loughman, Bob O'Brien, Bob Tougher, John Burt voted in favor. John MacDonald, Harold Parker opposed. The motion passed.

John Burt stated Dues and Subscriptions has been under expended the past two years.

It was moved by John Burt and seconded by Steve Johnson to decrease Dues and Subscriptions, 01-41501-560, from \$540 to \$240.

Discussion of the motion:

Pete Chamberlain stated he recalls paying an invoice and requested revisit of such.

John Burt withdrew his motion.

Steve Johnson withdrew his second.

TECHNOLOGY

Pete Chamberlain stated the Town upgraded the Fire Department's software and noted the budget is down \$1,400. He informed the Committee the entire Town is now fully backed up offsite.

BREWSTER BUILDING

John Burt questioned the fee for use of the Great Hall.

Dave Owen stated there is a user charge for use of the facility for nonprofit organizations. He stated Town governmental bodies are not charged for events. He stated a request for an events custodian is noted in building maintenance; noting there is no coverage for weekend events.

John Burt verified the increase in the amount of \$5,460 is related to the events custodian.

John MacDonald questioned whether the Town allows events by for-profit organizations.

Dave Owen replied no.

Matt Sullivan stated there have also been issues related to the use of the technology during weekend events and noted part of the rationale for the request is to have a person available to assist with those issues. He noted that the Public Works Department has been providing assistance however, he does not feel that such is appropriate.

John MacDonald questioned the fee.

Dave Owen replied \$50 flat fee and an additional \$50 if an alcohol beverage permit is requested.

Robert Loughman questioned an increase in electricity as a result of the events.

Matt Sullivan stated the events contribute to an increase however, it is a minimal increase.

John MacDonald questioned the difference between the funding request in lines 433 & 440 relative to copier lease.

Pete Chamberlain stated the rental of the copy machines are noted in line 440 (Rentals) and the maintenance agreement for such is noted in line 433 (Machinery & Maintenance).

Dave Owen noted the cost of the maintenance agreement is based on usage.

John MacDonald questioned \$0 expenditure in 2017 for supplies.

Matt Sullivan stated it has been the past practice to order supplies at the end of the year for the following year.

John Burt stated the five year average is \$1,700.

Robert Loughman stated \$3,887 was expended in 2016.

John MacDonald questioned the status of the Town Hall clock.

Dave Owen stated funds have been encumbered for the repair of the mechanisms.

Matt Sullivan stated during the construction process of the Town Hall the chimes became unoperational and the time cycle needed repair due to dust from the construction. In addition, he stated the strike mechanism

needed repair due to the dust from construction and previous lack of maintenance. He stated an actuator box is being installed so that the clock will only have to be wound once per week rather than four times per week.

Linda Murray stated the repair of the strike mechanism (\$4,800) has been donated by the Friends of Town Hall.

PLANNING

Matt Sullivan noted an increase in clerical salaries because the 2017 appropriation was not calculated correctly for the shared/split position with the Code Officer budget; noting the Codes Officer budget reflects a 6% reduction.

John Burt stated the Codes Officer budget reflects a decrease in the amount of \$1,539. He questioned consultants; noting the five year average is \$1,400.

Matt Sullivan stated he anticipates expending the funds by year end for the revisions to the Town's zoning map.

Luke Freudenberg stated Mr. Sullivan has been using more consultants for larger projects.

John MacDonald questioned the cost for the update to the zoning map.

Matt Sullivan replied \$1,000-\$1,500.

John MacDonald requested Mr. Sullivan to complete the update to the zoning map.

It was moved by John MacDonald and seconded by Robert Loughman to decrease Consultants, 01-41911-311, from \$2,000 to \$1,500. All members voted in favor. The motion passed.

Harold Parker questioned postage; noting such has been under expended for two years.

John Burt stated the five year average is \$377.

It was moved by Harold Parker and seconded by Steve Johnson to decrease Postage, 01-41911-625, from \$450 to \$350.

Discussion of the motion:

Matt Sullivan stated he expects additional fees as a result of a change in State statute that requires the Town to individually notice property owners if there is a change to a boundary of a zoning district, change to a permitted use or a minimum lot size in a zoning district that have less than 100 properties within that district.

Harold Parker stated he recalls the change in statute.

Harold Parker withdrew his motion.
Steve Johnson withdrew his second.

PLANNING BOARD

Bob Tougher questioned Outside Services related to the Master Plan.

Matt Sullivan stated a consultant has been selected for the Master Plan update and the Town is currently in the negotiations process; noting the 2017 funds would be encumbered for the hire of the consultant.

John Burt questioned Publications; noting the line has never been expended and the five year average is \$0.

Matt Sullivan stated such appears to be a placeholder and doesn't see the need for such.

It was moved by John Burt and seconded by Robert Loughman to decrease Publications, 01-41305-670, from \$50 to \$0. All members voted in favor. The motion passed.

ZONING

Matt Sullivan stated Publications could be reduced.

It was moved by Robert Loughman and seconded by Bob O'Brien to decrease Publications, 01-41304-670, from \$50 to \$0. All members voted in favor. The motion passed.

CODE OFFICER

John MacDonald questioned the increase in supervisory supplies.

Dave Owen stated there was a change in staffing of personnel. He stated the Town hired a replacement for the Code Enforcement Officer however, that hire did not work out and the former CEO was willing to come back if the Town met his salary requirement. He stated the Town now has a fully qualified CEO. He noted the CEO signed an employment contract for two years.

John MacDonald questioned the five year average for Legal.

John Burt replied \$709.

It was moved by John MacDonald and seconded by Harold Parker to decrease Legal, 01-42400-320, from \$2,000 to \$1,000. All members voted in favor. The motion passed.

Referencing Consultants, Steve Johnson questioned the need for third party inspections if the Town has a fully qualified CEO.

Matt Sullivan stated at times there are certain services that require additional review.

Dave Owen stated there are some complicated projects such as the Pickering House project that require third party assistance.

John Burt questioned the expense for insurance.

Matt Sullivan replied vehicle insurance.

Pete Chamberlain stated such reflects a prorated share of liability costs.

Harold Parker questioned the under expenditure of Books and Periodicals.

It was moved by Harold Parker and seconded by Steve Johnson to decrease Books & Periodicals, 01-42400-670, from \$650 to \$400.

Discussion of the motion:

John Burt stated the five year average is \$345.

Harold Parker amended his motion to decrease Books & Periodicals, 01-42400-670, from \$650 to \$350. Steve Johnson seconded. All members voted in favor. The motion passed.

Harold Parker questioned Travel & Meetings.

Matt Sullivan stated such has not been expended due to transition in staff. He stated the current CEO is very active and interested in pursuing further education which will require travel to meetings.

John Burt stated the five year average is \$595.

It was moved by Harold Parker and seconded by Steve Johnson to decrease Travel & Meetings, 01-42400-810, from \$1,275 to \$1,000. John Burt, Bob O'Brien, Robert Loughman, John MacDonald, Harold Parker, Steve Johnson voted in favor. Bob Tougher opposed. The motion passed.

TOWN CLERK

Pat Waterman reported an increase in year to date revenue of \$96,000.

Bob Tougher noted part time wages is under expended.

Pat Waterman stated she has two employees that have built up leave and sick time and she is out of the office one day/month. She stated the funds are available for use and is ok if the funds are cut.

John Burt stated the five year average is \$1,200 and noted the Town Clerk budget has had a surplus for past several years.

John MacDonald questioned the amount of money the office generates for the Town.

Pat Waterman replied as of today \$1,356,861.66.

It was moved by Bob Tougher to decrease Part-Time Wages, 01-41401-117, from \$5,484 to \$5,000. There being no second, the motion failed.

It was moved by John Burt and seconded by Robert Loughman to decrease Part-Time Wages, 01-41401-117, from \$5,484 to \$4,000.

Discussion of the motion:

John Burt stated the Town Clerk budget has been under expended \$7,000 - \$9,000 for the past two years.

John MacDonald stated he is opposed to the motion.

It was moved by John Burt and seconded by Robert Loughman to decrease Part-Time Wages, 01-41401-117, from \$5,484 to \$4,000. John Burt, Robert Loughman, Steve Johnson voted in favor. Bob Tougher, Bob O'Brien, John MacDonald, Harold Parker opposed. The motion failed.

Steve Johnson questioned the increase in health insurance.

Pat Waterman stated one of her employees was covered by their husband's insurance through the Police Department however, her husband retired and now the insurance is taken from her budget.

TAX COLLECTOR

Brenda Lapointe stated the budget reflects a request for a check scanner in the amount of \$700; noting her department scans 70,000 checks per year and the scanner typically lasts 5-7 years.

John Burt questioned the stipend for the Deputy Tax Collector.

Dave Owen stated such was rolled into the salary for the position.

Robert Loughman questioned the effect of online billing on printing expenses.

Brenda Lapointe stated there are still a lot of people who request paper billing.

ASSESSING

Bob Tougher questioned social security; noting such reflects \$1.

Pete Chamberlain stated such is an error and would correct the budget.

Bob Tougher questioned the under expenditure in abatement processing.

Dave Owen stated the office has not received many abatements this year.

John MacDonald questioned Other Purchased Services; noting the request is \$3,000 however, only \$8 has been expended.

John Burt stated the five year average is \$1,718.

Pete Chamberlain stated the expense of \$8 was to the Carroll County Registry of Deeds for filing fees.

Dave Owen stated the request is for assistance with specific appraisal services and experts for Superior Court cases and/or cases before the Board of Tax and Land Appeals.

It was moved by John MacDonald and seconded by Harold Parker to decrease Other Purchased Services, 01-41503-390, from \$3,000 to \$2,000. John MacDonald, Harold Parker, Steve Johnson, Robert Loughman, John Burt voted in favor. Bob Tougher, Bob O'Brien opposed. The motion passed.

Harold Parker questioned the five year average on Printing.

John Burt replied \$79.

It was moved by Harold Parker and seconded by Robert Loughman to decrease Printing, 01-41503-550, from \$150 to 100. All members voted in favor. The motion passed.

TOWN MANAGER

John MacDonald questioned the amount being budgeted for the new Town Manager hire.

Dave Owen replied \$90,000 - \$120,000; noting MRI has reported there are fewer qualified candidates for the position and the Town should expect less applicants than two years ago.

Linda Murray stated the BOS originally thought the cap for the new hire should be \$110,000 however, after she spoke to MRI regarding such and the information provided by MRI, the BOS agreed to cap the salary at \$120,000. She stated the Town needs a person who is experienced. She stated the same process will be used as when the current Town Manager applied (panel interviews) and noted the BOS expects a start date of April 2018.

John MacDonald provided a copy of current Town Manager salaries within the State to the Committee, using Lebanon as an example.

Linda Murray stated salary would be based on years of experience and skills; noting the BOS would like to have enough money to attract a person that has the skill set the Town needs.

John MacDonald verified the appropriation request includes the buyout and questioned retirement for the new hire.

Dave Owen stated the new hire would have the option to defer compensation or join the State retirement system.

John MacDonald requested to revisit such and the Committee agreed.

Revisit Items

- **Miscellaneous Operating Expenses;** contact DRA regarding whether such should/could be placed in the Executive budget or whether it should be a stand-alone budget
- **Finance, 01-41501-560, Dues and Subscriptions;** review account detail re: under expenditure of line
- **Assessing, 01-41503-220, Social Security;** currently reflects \$1
- **Town Manager, 01-41302-113Supervisory Salaries**

It was moved by Harold Parker and seconded by Bob Tougher to adjourn the November 9, 2017 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for November 14, 6:30PM at the Great Hall.

There being no further business before the Committee, the meeting adjourned at 8:41 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

*****Please note these minutes are subject to approval and amendments at a later date.***