

**TOWN OF WOLFEBORO**  
**BUDGET COMMITTEE**  
**November 8, 2017**  
**Minutes**

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

**Member Absent:** Brian Black, Member (excused).

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

**Others Present:** Kathy Eaton, EDC Chairman, Christine Collins, Director of Parks and Recreation.

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

**ECOMONIC DEVELOPMENT**

John Burt asked if there is a way to measure the effectiveness of advertising.

Kathy Eaton stated such is difficult to measure. She stated Yankee Magazine sends information to the EDC regarding the people who have requested additional information from the ad placed in the magazine. She stated the EDC has advertised to attract business to Wolfeboro however, in 2018 the EDC will be advertising to attract workforce to Wolfeboro.

**CULTURE AND RECREATION**

**PATRIOTIC PURPOSES**

No changes.

**ADMINISTRATION**

Bob Tougher stated the Department wants to replace two part time administrative assistants with one full time administrative assistant and requested additional information related to the request.

Christine Collins reviewed the Parks and Recreation Administrative Assistant responsibilities. She stated the Department began with a part time administrative assistant for 20 hours. She stated a request for a full time assistant was subsequently denied. She stated currently the Department employs two part time administrative assistant; noting many things are falling through the cracks because two people are handling things in the office. She stated Staff is frustrated because tasks are not being completed.

Dave Owen stated that in the past his primary resistance to a full time assistant was due to health insurance costs however, a lot of things are falling through the cracks and feels there is a need for such. He noted the following example; the State Department of Labor conducted an audit of youth employment practices and initially fined the Town \$14,000 due to the number of violations. He stated following a hearing last week the fine was decreased to \$500. He stated he is now supportive of the request.

Bob Tougher asked what would happen to the existing employees.

Christine Collins stated both employees are aware of the request; noting one has expressed interest in the full time position and the other has not.

Bob Tougher verified the funding increase would be offset by revenues.

Christine Collins stated she reviewed the revenues and determined the Town is lower in season pass fees and camp fees when compared to other communities.

Bob Tougher stated the Town is going to incur building maintenance costs to the Foss Field building and the increase in revenues could be put towards such therefore, the entire increase related to the administrative assistant will be offset.

John Burt asked if the Department has funds available for families in need.

Christine Collins replied yes.

Steve Johnson confirmed there would be an increase in health benefits as well and questioned whether an alternative approach such as increasing the part time hours for each employee.

John MacDonald questioned the responsibilities of the Director.

Christine Collins reviewed such.

John MacDonald verified health insurance costs could be between \$11,000 and \$30,000.

Bob Tougher recommended Ms. Collins explore options of increasing the hours to overlap each other or consider overtime wages.

Christine Collins stated there is no office space available for the positions to overlap.

John MacDonald questioned whether any of the violation noted by the Department of Labor was specific to the two part time positions.

Dave Owen replied no, however mistakes are being made due to the loss in translation between the two part time employees.

Christine Collins noted the Department is one of the few departments that do not have a full time administrative assistant except for the Police and Fire Departments however, those Departments have full time dispatch to answer calls.

John MacDonald stated the Parks and Recreation Department is the only Department that has received a new position in six years.

Bob Tougher asked if the part time employees have expressed frustration.

Christine Collins stated they are overwhelmed.

Pete Chamberlain reviewed the increase to the 100 and 200 series; noting a total increase of \$37,300.

John Burt stated he fully supports the request for a full time administrative assistant; noting the Department is one of the most complicated departments and the rationale is well founded.

**It was moved by John MacDonald and seconded by Steve Johnson to decrease Hourly Wages, 01-45201-114, from \$29,417 to \$0.**

**Discussion of the motion:**

Steve Johnson asked if the position remained in the budget could Ms. Collins find areas in other department budgets to decrease.

Christine Collins stated she could review the budgets to determine such.

John MacDonald asked if workspace is an issue.

Christine Collins stated there will still be issues if two people are managing different areas.

**It was moved by John MacDonald and seconded by Robert Loughman to decrease Hourly Wages, 01-45201-114, from \$29,417 to \$0. John MacDonald, Harold Parker, Steve Johnson, Bob O'Brien, Robert Loughman voted in favor. John Burt, Bob Tougher, Bob Moholland opposed. The motion passed.**

**It was moved by John MacDonald and seconded by Robert Loughman to increase Part Time Wages, 01-45201-117, from \$8,698 to \$33,405. All members voted in favor. The motion passed.**

Pete Chamberlain stated he would adjust the 200 series accordingly.

**MAINTENANCE**

Steve Johnson questioned vehicle maintenance and asked if the 1-ton can pass inspection.

Christine Collins replied no.

Luke Freudenberg stated the intent is to purchase two new vehicles and repair one vehicle to last two more years.

John Burt questioned the number of full time employees.

Dave Owen replied three full time and one part time.

John Burt questioned the difference between safety boot (\$250) and seasonal safety boot (\$100).

Dave Owen stated the Town provides half of the amount, typically \$125, for nonunion employees.

John Burt stated the amount requested is \$100 and not \$125.

**BEACHES**

John MacDonald asked if lifeguards receive a pay increase annually.

Christine Collins replied yes, \$.25.

John MacDonald asked if there have been more applicants since the Town has increased the pay.

Christine Collins replied yes.

John MacDonald questioned why the BOS decreased part time wages from \$62,073 to \$60,815.

Christine Collins stated the BOS decrease such due to the request for a full time administrative assistant.

John Burt questioned the increase in rentals and leases.

Christine Collins stated she calculated the exact cost based on what is currently paid.

Referencing land/land improvements, specifically the cost of the race lanes, Luke Freudenberg stated the BOS decreased such and proposed to replace three this year and three next year.

John MacDonald recommended all six race lanes be replaced at one time.

**It was moved by John MacDonald and seconded by Harold Parker to increase Land/Land Improvements, 01-45203-710, from \$2,880 to \$4,800. All members voted in favor. The motion passed.**

Steve Johnson questioned whether professional developed could be decreased based on the year to date expenditure.

Christine Collins stated the request is based on the cost for federal background checks; noting such depends upon the number of new staff. She reviewed the individual expenses related to the funding request.

**It was moved by John Burt and seconded by Steve Johnson to decrease Professional Development, 01-45203-820, from \$3,770 to \$2,000.**

**Discussion of the motion:**

John Burt stated \$1700 was spent in 2016, year to date expenditure is \$1,000 and the five year average is \$1,500.

John MacDonald asked how many lifeguards are employed by the Town.

Christine Collins replied 15-20.

**It was moved by John Burt and seconded by Steve Johnson to decrease Professional Development, 01-45203-820, from \$3,770 to \$2,000. John Burt, Bob Tougher, Bob O'Brien, Robert Loughman, Bob Moholland, John MacDonald, Steve Johnson voted in favor. Harold Parker opposed. The motion passed.**

**ABENAKI**

Robert Loughman asked if the workers compensation costs are a function of insurance costs.

Pete Chamberlain stated the rate changes year to year based on claims experience.

John Burt asked if there is a capital reserve account for maintenance at Abenaki.

Dave Owen replied yes, for certain scheduled items for replacement of assets. He stated routine maintenance costs are not included.

John Burt questioned such and requested review of the warrant article.

John MacDonald questioned the year to date expenditure for electricity.

Pete Chamberlain replied \$8,830.

Christine Collins stated opening day at Abenaki is 12/26 and snow is made prior to such.

Pete Chamberlain stated the five year average is \$13,865.

John Burt questioned outside services; noting year to date expended is \$89.64 however the funding request is \$2,000.

Christine Collins stated no work has been done yet because only Pop Whalen has opened. She stated work on the trails have to be done and there have been service calls for the propane stove.

John Burt questioned machinery and equipment; noting no funding has been requested however, year to date expenditure is \$746.88.

Christine Collins stated the expenditure is related to the repair of the rope tow (Ladd's Power Equipment). She stated she placed the expenditure in the machinery and equipment line to reflect the true cost.

#### **HOCKEY RINK**

No changes.

#### **PROGRAMS**

Bob Tougher questioned rentals and leases.

Christine Collins stated such relates to the portable toilet rentals for the week of the fourth of July.

Bob Tougher stated restroom facilities are located at Depot Street and Dockside and questioned whether a portable toilet is necessary at Durgin Stables and questioned the cost for portable toilets.

Christine Collins replied \$125/week for ADA and \$95/week for non-ADA, including one cleaning per week.

Dave Owen stated the Town has received complaints from businesses north of the bridge that there are no restroom facilities.

#### **COMMUNITY CENTER**

John Burt questioned building maintenance; noting such has been under expended for two years.

Pete Chamberlain stated the five year average is \$4,446.

**It was moved by John Burt and seconded by Steve Johnson to decrease Building Maintenance, 01-45207-435, from \$5,200 to \$4,000. All members voted in favor. The motion passed.**

#### **CLARK HOUSE**

Steve Johnson questioned the over expenditure of building maintenance.

Christine Collins stated such is related to the painting of the Fire Station.

John MacDonald questioned whether the Farmer's Market pays a portion of the sewer costs.

Dave Owen stated he will confirm such.

#### **POP WHALEN**

John Burt questioned rentals and leases; noting such has been under expended for two years.

Christine Collins stated she recalls only having rented the scissor lift one time to fix the roof and replace light bulbs.

**It was moved by John Burt and seconded by Harold Parker to decrease Rentals & Leases, 05-45890-440, from \$1,925 to \$900. All members voted in favor. The motion passed.**

John Burt questioned propane; noting such has been under expended for two years however, the 2018 request reflects an increase.

Christine Collins stated she would review such and noted that the Department switched carriers. She stated the appropriation requested included the cost for a tank and previous usage.

## **CEMETERIES**

John MacDonald questioned the number of cemeteries managed by the Town.

Christine Collins replied 43.

Bob Tougher questioned cemetery preservation and restoration.

Christine Collins stated many people inquire about the condition of the cemeteries. She stated she met with the Trustees of the Trust Funds regarding funding for the restoration of headstones and noted she has sent two employees to a class for restoration of cemeteries.

Dave Owen stated the employees were sent to a hands-on training course and are currently doing work in the Pine Hill Cemetery. He stated the Trustees of the Trust Funds agreed to reimburse the Town for the restoration work.

## **CAPITAL OUTLAY**

### **01-49618-100 Minivan Replacement; \$7,426**

Christine Collins stated the current minivan has rusted out and the proposal includes a lease purchase.

### **01-49618-200 Brewster Beach Swim Team Shed; \$2,000**

### **01-49618-350 Tennis Courts Maintenance; \$9,000**

### **01-49618-450 Leaf Box for 1-Ton; \$1,000**

Christine Collins noted the BOS decreased such to \$1,000 and asked her to seek assistance from the Lakes Region Technology Center at the high school.

### **05-49618-100 Pop Whalen Resurface Parking Lot; \$12,500**

Christine Collins stated such was a two-phased project; noting 2018 would be the second year of funding.

## **Other Business**

Dave Owen distributed the NH DRA Tax Rate; noting an increase of 2%. He stated the school and county reflect a 2% increase as well. He stated the BOS granted a 2.5% increase to nonunion employees.

## **Revisit Items**

- **Abenaki Capital Reserve Account;** review warrant article
- **Clark House, 01-45892-413, Sewer;** Town Manager to confirm payment/reimbursement from the Farmer's Market
- **Pop Whalen, 05-45890-638, Propane;** basis of 2018 funding request (under expended past two years)

**It was moved by John Burt and seconded by Bob Tougher to adjourn the November 8, 2017 Budget Committee meeting. All members voted in favor.**

There being no further business before the Committee, the meeting adjourned at 9:02 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson

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