

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
December 4, 2017
Minutes**

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

Member Absent: Harold Parker, Member (excused).

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

Others Present: Cindy Scott, Library Director, Christine Collins, Director of Parks and Recreation, Justin Chaffee, Assistant Director of Parks and Recreation, Sarah Healey, Administrative Assistant, Parks and Recreation, Dave Ford, Director of Public Works.

Chairman MacDonald called the meeting to order at 6:30 PM at the Wolfeboro Public Library.

LIBRARY

John MacDonald stated the Library budget when originally presented did not include the 2.5% pay increase therefore, both the 100 and 200 series need to be adjusted.

It was moved by Bob Tougher and seconded by John Burt to increase the Library 100 series by \$3,572 and increase the Library 200 series by \$515. All members voted in favor. The motion passed.

PARKS & RECREATION

Christine Collins requested the Committee reconsider the full time administrative assistant position and distributed and reviewed documentation outlining the justification for the position. She stated the Department has gone through six administrative assistants since 2008 either as a result of seeking full time employment elsewhere or because there was too much job responsibility. She reviewed the increase in memberships and registrations and noted the Department has processed \$357,000 as of today.

John MacDonald asked if the registration numbers at Pop Whalen includes attendance at hockey games.

Christine Collins replied no.

John MacDonald questioned online registrations.

John Burt stated the Department receives \$5,000-\$6,000 online registrations monthly.

Luke Freudenberg stated Ms. Collins came to the BOS and asked for an increase in rates to assist with the funding for the full time position. He stated he has been present at the Parks and Recreation offices and often observes another person in Ms. Collins' office working because of the overflow.

John MacDonald questioned the cost of health insurance.

Pete Chamberlain stated a single plan costs \$10,950 and a family plan costs \$29,567.

John MacDonald asked if the hours could be increased to 34 hours.

Christine Collins stated the Town would still have to provide health insurance.

John MacDonald asked if the Town pays health insurance for the prosecutor.

Dave Owen replied no, the prosecutor opted out of such.

John MacDonald asked if the hours could be increase to 29 for each assistant.

Christine Collins stated there is no space for two people at the office.

Steve Johnson stated he supports the idea of a full time assistant however, has issues with the cost of health insurance.

John MacDonald asked which rates were raised.

Christine Collins replied Abenaki and programs.

John MacDonald questioned the amount of time dedicated to Pop Whalen.

Christine Collins stated there is a two hour time span for public skating during the week.

John Burt noted a Town wide increase in supervisory salaries of 12%. He state he supports the request.

John MacDonald stated his primary concern is the cost for health insurance.

Christine Collins stated the Town almost received a huge fine because things were overlooked because the Department is so busy. She stated the Department has had the same amount of staff since 2008 despite the significant increase in registration.

Brian Black stated he understands holding the line on insurance however, the Town's best interest has to be taken into consideration. He stated he recognizes the growth of the Department over the years which makes the request more palatable and noted the justification is based on numbers.

Bob O'Brien stated increased efficiency is an important aspect of the Department; noting the Department can't handle anymore right now.

Bob Tougher agreed that the position should be restored.

It was moved by Bob Tougher and seconded by John Burt to carry forward the BOS approved appropriation for Hourly Wages 01-45201-114 in the amount of \$29,417 and adjust the 200 series accordingly.

Discussion of the motion:

John MacDonald stated there will be a 16.7% increase in the Parks and Recreation budget if the motion passes.

Brian Black stated he feels the position is justified.

Bob Moholland stated there has to be a cap on programs and noted other communities utilize their existing programs rather than expand their programs.

Robert Loughman questioned a revenue offset for the Department.

Pete Chamberlain stated the Department's revenue is approximately \$140,000/year not including Pop Whalen.

It was moved by Bob Tougher and seconded by John Burt to carry forward the BOS approved appropriation for Hourly Wages 01-45201-114 in the amount of \$29,417 and adjust the 200 series accordingly. John Burt, Bob

Tougher, Bob O'Brien, Steve Johnson, Brian Black, Bob Moholland voted in favor. John MacDonald, Robert Loughman opposed. The motion passed.

It was moved by John MacDonald and seconded by Robert Loughman to decrease Part Time Wages 01-45201-117 to \$100.

Discussion of the motion:

Dave Owen stated the funds in the part time wages line is used to cover leave time.

John MacDonald asked how much vacation time is earned in an employee's first year.

Dave Owen replied 3 weeks.

It was moved by John MacDonald and seconded by Robert Loughman to decrease Part Time Wages 01-45201-117 to \$100. Bob Tougher, Bob O'Brien, Steve Johnson, Brian Black, Bob Moholland, Robert Loughman, John MacDonald voted in favor. John Burt opposed. The motion passed.

Christine Collins distributed information relative to the Abenaki Equipment Capital Reserve Account. Referencing Clark House sewer, she stated she reviewed the invoices for such; noting the invoices did not reflect the additional charge of \$96 as noted in the backup for the budget request. Referencing Pop Whalen propane, she stated such is used for the Zamboni.

John MacDonald asked if there is enough money to advertise the administrative assistant position.

Christine Collins replied yes.

John MacDonald asked if it is Town policy to post the position in house first.

Dave Owen replied yes.

John MacDonald asked why the Town Manager position would not be posted in house first.

Dave Ford replied because of the union contract.

John Burt questioned the repair of the sills at the school at Clark House.

Christine Collins stated the Town's engineer recently submitted a proposal relative to such.

SANITATION

SEWER COLLECTION

John MacDonald questioned the two different rates noted in overtime.

Dave Ford stated one rate is an hourly rate and the other rate is a stipend; noting employees receive a standby rate for being available/on-call on evenings and weekends.

Steve Johnson questioned the increase in outside services.

Dave Ford stated such is related to the disposal of residuals at the pump stations.

Robert Loughman questioned the increase in electricity.

Dave Ford stated 120 gallons of sewage has been pumped this year (due to an increase in rainfall); noting last year only 90 gallons was pumped. He stated he projects the electric to come in at \$30,000 therefore, recommended decreasing the requested funding.

It was moved by Robert Loughman and seconded by Steve Johnson to decrease Electricity 04-43260-410 from \$35,951 to \$30,000. All members voted in favor. The motion passed.

WASTEWATER TREATMENT

No changes.

WATER DISTRIBUTION & TREATMENT

DISTRIBUTION SERVICE

John MacDonald noted an error in the calculation of hydrant replacement fees (maintenance supplies).

It was moved by John MacDonald and seconded by Steve Johnson to decrease Maintenance Supplies, specifically Hydrant Replacement fee, 02-43320-630, from \$35,385 to \$35,305. John MacDonald, Bob O'Brien, Robert Loughman, Bob Moholland, Brian Black, Steve Johnson voted in favor. Bob Tougher, John Burt opposed. The motion passed.

TREATMENT PLANT

No changes.

Water Fund Capital Outlay

02-49618-100 Water Meters; \$25,000

02-49618-200 WTP Security Gate; \$15,000

02-49618-150 One-ton Snowplow; \$75,000

Dave Ford stated WS5 would be replaced; noting the vehicle year is 2003 and may be decommissioned and used for parts.

Other Business

Bob Tougher stated Robert Loughman would be joining him at the CIP Committee meeting on 12/8/17.

It was moved by Robert Loughman and seconded by Bob Tougher to adjourn the December 4, 2017 Budget Committee meeting. All members voted in favor.

Budget Committee meeting scheduled for December 12, 2017, 6:30PM at the Great Hall.

There being no further business before the Committee, the meeting adjourned at 8:34 PM.

Respectfully Submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson

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