

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
July 12, 2016
Minutes**

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

Member Absent: Steve Johnson, Member (excused).

Staff Present: Pete Chamberlain, Finance Director, Lee Ann Keathley, Administrative Secretary.

Staff Absent: Dave Owen, Town Manager.

Others Present: Kathy Eaton, Chairman, Economic Development Committee, Jim Pineo, Fire Chief, Kathy LaPierre, Administrative Assistant, Fire Department.

Chairman MacDonald opened the meeting at 6:02 PM at the Wolfeboro Public Library.

I. Consideration of Minutes

April 28, 2016

Correction:

Page 1, Members Absent; note that all members absent were excused

It was moved by Bob Tougher and seconded by Bob Moholland to approve the April 28, 2016 Wolfeboro Budget Committee minutes as amended. All members voted in favor. The motion passed.

II. Discussion Items

A. Guest: Kathy Eaton, Chairman, Economic Development Committee

Kathy Eaton updated the Committee on the efforts of the Economic Development Committee. She reviewed the Business Retention and Expansion Study and the results of such; noting three resulting objectives/projects from such which include website upgrade (currently in process), group advertising and additional special events sponsored by the Town. She noted that a subcommittee has been assigned to address each objective.

Bob Tougher noted the study identified three problem areas; parking, restrooms and traffic.

Kathy Eaton stated parking enforcement is an issue as well and has spoken to the police department regarding such.

John MacDonald stated boat parking needs to be addressed and recommended advertising available parking at the docks in Back Bay.

Kathy Eaton stated the EDC has discussed the possibility of expanding the Town docks through a public private partnership.

Brian Black recommended a dock attendant to assist with parking at the Town docks and monitor the parking limit.

John Burt questioned how the Committee measures its success and the target of the Committee.

Kathy Eaton stated the Committee's goal is to grow and improve the Town's fall and winter business. She stated responses to the Yankee Magazine advertisement are tracked through the Chamber of Commerce and reviewed the Committee's advertising efforts.

B. Guest: James Pineo, Fire Chief

Jim Pineo stated his goal is to increase the number of call members; noting the department currently has six however, two members are not fully qualified. He requested clarification regarding the Public Safety Building and Public Safety Parking Lot Capital Reserve Funds. He stated his goal is to use call members to fill overtime.

Bob Tougher stated he believes the Capital Reserve Funds are dormant accounts.

Jim Pineo stated he believes one of the accounts is dormant however; one of the accounts received a \$30,000 deposit.

Brian Black stated he recalls the Public Safety Parking Lot Capital Reserve Fund was established when the ladder truck was purchased and the parking lot needed to be expanded to accommodate the truck.

John MacDonald asked if the department is fully staffed.

Jim Pineo replied yes.

John MacDonald asked if he worked with Kelley shifts in Littleton.

Jim Pineo replied yes.

John MacDonald asked if the Town of Littleton has hydrant fees.

Jim Pineo replied yes, the Fire Department subsidized such in the amount of \$50,000; noting there were 450-500 hydrants.

John MacDonald asked if there are any proposals for emergency management.

Jim Pineo stated he is seeking grant funding to update the Emergency Management Plan; noting such was last updated in 2010.

C. Hydrant Fee

Bob Loughman questioned the charge of \$345,000 to the Fire Department budget for hydrant fees.

Pete Chamberlain stated the BOS agreed to the recommendation of the New England Waterworks Association; noting such recommended 20%.

John MacDonald questioned how the 20% was reached and stated he does not believe the percentage is based on logic.

John Burt stated the size of the distribution system is based on required fire flow.

Brian Black stated the hydrants serve residents off the water line as well; noting everyone benefits from the infrastructure.

Bob Tougher stated that if the hydrant fee is lowered the water rates will increase. He stated last year he recommended reducing the fee to 17.5%.

John MacDonald asked how the Town would explain to the voters where the 17.5% was derived from.

Bob Tougher stated the Town has to maintain its infrastructure and hydrants. He stated Woodard & Curran provided an explanation to the Budget Committee regarding the hydrant fees; noting Woodard & Curran feels the 20% is low and should be 26%.

John MacDonald stated he would rather establish a capital reserve account to offset expenses for the maintenance of the water system. He stated he feels the 20% is an arbitrary number.

Bob Moholland stated a cost analysis has not been provided.

Harold Parker requested Staff submit hydrant related repairs for the last 3 years.

D. Police Department Radar Trailer

John MacDonald stated that at the time the grant was submitted, the Police Department didn't believe it was going to be approved (the first grant application was denied). He stated the Highway Department is expected to utilize it more than the Police Department.

Luke Freudenberg stated the trailer will be used for the Center Street improvements and will be used to communicate information to the community.

John Burt stated that although the BOS has the authority to move funds within the budget, the BOS should inform the Budget Committee when such occurs. He asked where in the current budget is the purchase of the trailer appropriated.

Pete Chamberlain stated the purchase of the trailer is not appropriated in the current budget. He noted the Town is matching a grant approved by the BOS following the finalization of the 2016 budget.

John Burt stated per Mark Puffer's email, the purchase should be identified in the budget. He questioned how the BOS can spend money that hasn't been appropriated. He asked which line the purchase will be taken from.

Pete Chamberlain replied Highway & Streets, line 380.

John MacDonald read an excerpt from Mark Puffer's email and stated he feels the explanation regarding the purchase of the trailer is reasonable. He requested Mr. Burt submit specific questions to Town Counsel regarding the issue.

E. Letter to Agencies RE: Guidelines for Information Submittal

Pete Chamberlain stated he would distribute such via email.

F. CIP Status Report; Review CIP & Capital Reserve Projects

Bob Tougher distributed and reviewed the 2016-2025 CIP spreadsheet. He stated the Restroom Committee's recommendations are as follows; ADA compliant unisex heated facility at the Mill Street Pumping Station, 2 unisex ADA compliant year round restrooms at Dockside (loss of 2 parking spaces) and a facility at Foss Field similar to the facility at The Nick that would include 3 unisex ADA compliant restrooms with a storage area and a covered pavilion area for the summer day camp children. He stated the cost for the latter is approximately \$260,000-270,000; noting there is currently \$200,000 in a capital reserve fund.

G. Trustee of the Trust Funds Monthly Report

The Committee was provided the monthly report for May 2016; no discussion regarding such.

H. 2016-2017 Draft Budget Review Meeting Schedule

The Committee requested an additional date be added to the schedule and to reschedule the Electric Department.

I. 2016 Budget & Expenditure Reports

Pete Chamberlain reported the General Fund was 35% expended as of May 31st.

III. Town Manager Report

Pete Chamberlain reported the following;

- The auditors would be attending the 7/20/16 BOS meeting; noting the Board is expected to review and accept the audit
- Stu Chase, Police Chief, announced his retirement, effective 1/2/17
- Rob Houseman announced his resignation, effective 9/9/17
- MRI is conducting the Pay and Classification Study (not completed)

IV. Other Business

None.

V. Public Comment

None.

It was moved by Harold Parker and seconded by Brian Black to adjourn the July 12, 2016 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:09 PM.

Respectfully Submitted,

Lee Ann Keathley

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