

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
May 7, 2018
Minutes**

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

Members Absent: Robert Moholland, Harold Parker, Members.

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Jeff Urquhart, Human Resource Coordinator, Lee Ann Hendrickson, Administrative Secretary.

Chairman MacDonald opened the meeting at 6:30 PM at the Town Hall Annex conference room.

**I. Consideration of Minutes
December 28, 2017**

It was moved by John Burt and seconded by Bob Tougher to approve the December 28, 2017 Wolfeboro Budget Committee minutes as submitted. John MacDonald, John Burt, Bob O'Brien, Robert Loughman, Bob Tougher, Steve Johnson voted in favor. Brian Black abstained. The motion passed.

January 9, 2018

It was moved by John Burt and seconded by Bob O'Brien to approve the January 9, 2018 Wolfeboro Budget Committee minutes as submitted. All members voted in favor. The motion passed.

February 6, 2018

It was moved by Robert Loughman and seconded by Bob O'Brien to approve the February 6, 2018 Wolfeboro Budget Committee minutes as submitted. All members voted in favor. The motion passed.

**II. Discussion Items
A. Appointment of Chairman and Vice-Chairman**

It was moved by John Burt and seconded by Bob Tougher to appoint John MacDonald as Chairman of the Wolfeboro Budget Committee. John Burt, Bob O'Brien, Robert Loughman, Bob Tougher, Brian Black, Steve Johnson voted in favor. John MacDonald abstained. The motion passed.

It was moved by Brian Black and seconded by Bob O'Brien to appoint Bob Tougher as Vice-Chairman of the Wolfeboro Budget Committee. John Burt, Bob O'Brien, Robert Loughman, John MacDonald, Brian Black, Steve Johnson voted in favor. Bob Tougher abstained. The motion passed.

B. CIP Committee; Appointment of Budget Committee Representative

Robert Loughman volunteered to represent the Budget Committee on the CIP Committee.

The Committee agreed to appoint Robert Loughman as the Budget Committee Representative to the CIP Committee.

C. Assignment of Departments for 2019 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 Tougher

Library: Harold Parker, John MacDonald, Bob O'Brien

Libby Museum: Harold Parker, John MacDonald, Bob Tougher

D. 2018 Budget & Expenditure Reports

Dave Owen stated heavy legal expenses have been incurred regarding the Tina Fay matter, including zoning enforcement; noting the Town prevailed in both District Court and Superior Court.

John MacDonald asked if the Town's prosecutor and/or Police Department requested help from the County's attorney.

Dave Owen stated he is unaware.

John MacDonald asked Mr. Owen to find out and if the Town did ask for help, if the Town was denied help from the County attorney's office.

Dave Owen stated the Town has also engaged in legal action with Rita Johnson regarding her property that the Town took by tax deed one year ago. He stated the individual refused to leave the house therefore, an eviction order was served; noting NH Legal Aid filed a counter action. He stated the case is currently in Mediation.

John MacDonald asked why the expenses related to Tina Fay were not taken from the Police Department's budget.

Dave Owen stated such was the decision of the BOS; noting the Police Department does not have the budgetary resources.

Referencing the Police Department's budget, John MacDonald questioned the expenditures for part time summer wages; noting the funds are almost gone.

Pete Chamberlain stated the Department is waiting on a grant; noting once the grant money is received the account will be credited.

Jeff Urquhart stated the funds should be coming out of the part time wages; noting the Chief has requested the money be moved.

Brian Black confirmed the Police Department is continuing to hire a part time person and the position is being paid out of the summer salary line.

Pete Chamberlain stated he has been told by Chief Rondeau the grant will offset the expenses and is being paid out of the summer salary line.

Bob Tougher questioned the Town Clerk's budget; noting such is 47% expended and there are two upcoming elections.

Pete Chamberlain stated he would speak to Pat Waterman.

Bob Tougher confirmed the ambulance contract is paid monthly and asked when the State's room and meals tax is received.

Pete Chamberlain replied December.

Bob O'Brien asked if the Fire Chief is working with a consulting firm on the Emergency Management Plan.

Dave Owen replied yes, through a grant.

Robert Loughman asked if Town employee labor is included in the Town Road Upgrades warrant article; questioning whether the Public Work Department's budget should be reduced/funds should be taken from the personnel budget.

Dave Owen stated for major road construction projects the Town contracts out the labor. He stated labor is not billed against the warrant article; noting the cost of materials come out of the warrant article however, the labor comes out of the Public Works Department's budget.

John Burt stated he spoke to the auditors regarding such; noting the auditors would be reviewing this issue next year. He stated the Town does not record labor costs against projects when Town employees are used for the project and recommended the Town start keeping a record of labor costs. He noted the example of the construction of the Foss Field building in which Public Works Highway personnel performed the labor therefore, the total cost of the project would have been overspent if outside labor was used. He stated the mission of the Highway Department is to maintain what they currently have.

Bob Tougher noted Albee Beach bathrooms as another example. He asked if the fans have been installed at the Libby Museum.

Dave Owen replied yes.

Bob Tougher asked about the warrant article for Pleasant Valley Road bridge.

Dave Owen stated such would be presented next year.

Bob Tougher asked if the RIB's will be closing.

Dave Owen stated such is uncertain and noted the spray fields are not presently open.

Bob Tougher asked if the Route 28 study will be recommissioned by the BOS in May.

Dave Owen replied no.

III. Town Manager Report

Dave Owen noted the following updates;

Town Manager Position

Dave Owen stated Becky Merrow has been chosen as his successor. He stated a contract has been signed for considerably less than what was anticipated.

Finance Director Position

Dave Owen stated Pete Chamberlain is leaving at the end of June; noting the Town has advertised the position and applications will be accepted until 5/25/18.

IV. Other Business

Budget Committee Meeting Schedule

The Committee discussed whether a monthly meeting scheduled should be implemented and reviewed the budget cycle. The Committee agreed to the following meeting schedule; January, March, May, July, September, November, December; the meetings for March, May, July and September will be scheduled at the end of the month.

Collective Bargaining

The Committee discussed collective bargaining and confirmed the Police Commission do not negotiate contracts.

Dave Owen stated the Police Commission has a representative that sits at the table however, does not negotiate.

Robert Loughman stated the Budget Committee members should be more proactive with their assigned departments and participate more with the assigned Department Heads.

Bob Tougher requested additional review of the collective bargaining contracts while being negotiated.

Dave Owen stated the Committee can review the existing contract and discuss with the Town Manager issues and/or concerns however, collective bargaining are nonpublic meetings and the Committee cannot be included in such.

Steve Johnson asked if Department Heads conduct reviews of their employees.

Dave Owen stated he is unsure of the Police Department's practice regarding such however, annual performance reviews are conducted for Town employees.

John MacDonald stated raises should be equal and requested the BOS and new Town Manager be informed that the Committee will only support a certain amount (cap) relative to such.

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 Tougher to adjourn the May 7, 2018 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:10 PM.

Respectfully Submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson