

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
July 26, 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, Robert Moholland, Harold Parker, Members.

**Staff Present:** Becky Merrow, Town Manager, Deb Zabkar, Finance Director, Lee Ann Hendrickson, Administrative Secretary.

*Chairman MacDonald opened the meeting at 6:30 PM at the Great Hall.*

**I. Consideration of Minutes**

**May 7, 2018**

**Corrections:** Page 3, 3<sup>rd</sup> paragraph; insert "the Election line in the" prior to "Town"  
Page 4, Collective Bargaining, 4<sup>th</sup> paragraph; to read "Bob Tougher requested additional time for review of the collective bargaining contracts prior to going on the Town Warrant."  
Page 4, Collective Bargaining, 8<sup>th</sup> paragraph; to read "John MacDonald stated raises should be equal."

**It was moved by John Burt and seconded by Bob Tougher to approve the May 7, 2018 Wolfeboro Budget Committee minutes as amended. John Burt, Bob Tougher, Bob O'Brien, Robert Loughman, John MacDonald, Brian Black, Steve Johnson voted in favor. Harold Parker, Bob Moholland abstained. The motion passed.**

**II. Discussion Items**

**A. 2018 Budget & Expenditure Reports**

Robert Loughman requested the identification of line items that cause over expenditures of items.

John Burt asked when funds are disbursed to agencies.

Deb Zabkar replied July.

Bob Tougher noted the Town Clerk's Elections budget is 48% expended and recommended watching that line since there are two upcoming elections. He noted the Police overtime budget is 69% expended and stated the Committee has been previously informed that grant money received reimburses said line.

John MacDonald asked when the Town is reimbursed by the State.

Deb Zabkar stated officers are paid via payroll and then the line is later offset by grant money.

John MacDonald asked where the grant money goes.

Deb Zabkar stated the money goes into the General Fund.

Becky Merrow stated a journal entry is made to show the offset; noting the BOS has discussed the issue of the police detail account and the accumulation of funds.

John MacDonald questioned the amount of overtime that is refunded by grants.

Deb Zabkar stated she is unaware.

Bob Tougher stated there should be a \$0 balance and doesn't understand why there is a surplus; noting that a revolving fund is not designed to accumulate funds.

Becky Merrow stated she would retrieve the warrant article language.

Bob Tougher noted Police, lines 381 and 430 are 97% and 100% expended and professional development is over expended by \$2,860. He noted Solid Waste overtime is 100% expended.

Becky Merrow stated there have been a fair number of unexpected personnel issues at the Solid Waste Facility.

Bob Tougher questioned the Parks and Recreation minivan replacement; noting \$7,426 was budgeted however, \$2,000 has been encumbered.

Becky Merrow stated there is a purchase order for the vehicle however, it has not yet been picked up.

Bob Tougher noted Water Distribution overtime is 97% expended and Water Distribution vehicle maintenance is over expended. He noted Electric administration overtime is also over expended.

### **III. Town Manager Report**

Becky Merrow provided the Committee a written report, see attached.

Bob Tougher questioned the condition of the lagoon and the number of gallons in it.

Becky Merrow stated she did not observe anything out of the ordinary.

Bob Tougher questioned the status of the negotiations for the purchase of property abutting the RIB site.

Becky Merrow stated the issue has been resolved and the property purchased.

Referencing the Master Plan, Steve Johnson questioned whether the Town is considering expanding the water and sewer systems and if so, how it would be addressed.

Becky Merrow stated there has been discussion of extending sewer onto Route 28 however, such is conflictual due to proximity to the lake.

Paul O'Brien stated last year's CIP considered zero "adds" to the water, sewer and electric systems and noted the issues are being discussed by the Master Plan Infrastructure Committee.

John MacDonald questioned the balance of the funds from the lawsuit.

Bob Tougher replied \$3.8 million at the end of last year.

Becky Merrow stated she would report the figure to the Committee.

John MacDonald questioned the figures for the Public Safety Building.

Paul O'Brien replied \$12 million.

Bob Tougher noted the CIP figure has been \$5 million.

Becky Merrow stated the scope of the Space Needs Analysis Study for the Public Safety Building included whether the site could be used; noting the cost provided was an accessory.

John MacDonald questioned the ownership of the stop boxes/portable construction lights on the side of the road on College Road.

Becky Merrow stated she would inquire about such.

John Burt expressed concern regarding salary increase in the Public Works Department, Police Department and Library. He stated he feels the capital reserve funds are being misused by the BOS and requested target balances for the capital reserve accounts.

#### **IV. Other Business**

None.

#### **V. Informational Items**

The Committee was provided the following informational items; Capital Projects Report, 2018-2019 Budget Committee meeting schedule and Trustee of the Trust Funds Report.

Referencing the Capital Projects Report, John MacDonald questioned the status of the Bay Street Sidewalk project.

Becky Merrow stated the location of the sidewalk (which side of the street), location of the crosswalks, public meeting with the residents and right-of-way issues need to be addressed.

Bob Tougher stated the Budget Committee voted 5-3 against the project.

Referencing Dockside restrooms, John Burt questioned the authority to perform the work noted in the report.

Bob Tougher noted the ongoing issue of the Town performing construction work for projects.

Becky Merrow stated the Foss Field pavilion put the Town into crisis management because things were not getting done.

#### **VI. Public Comment**

None.

**It was moved by Harold Parker and seconded by Bob Moholland to adjourn the July 26, 2018 Budget Committee meeting. All members voted in favor.**

There being no further business before the Committee, the meeting adjourned at 7:55 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson

**Town Manager Report to the budget committee.  
July 26, 2018**

I look forward to working with the Wolfeboro Budget Committee!

The “planned for” retirement of Peter Chamberlin, Director of Finance, has resulted in strategic transition for the Finance Department. Let me introduce Debbie Zabkar, former Finance Director of Newington, who enthusiastically joins our team. Deb and I will look to your keen knowledge of “all things finance” as we move forward in the 2019 budget process.

As the “Master Plan” update moves on, we invite the public to participate in the Vision for Wolfeboro for 2028 and beyond. These are exciting times. What projects will we tackle in the next 10 years and beyond? How will we work together to change, and also maintain, the character of Wolfeboro? That is the balancing test. We can get lost in the weeds and we don’t know what the world (and particularly technology) will bring in the future, but we can talk about what unites us as we find the collective vision for Wolfeboro.

Wolfeboro has been very proactive in discussing and documenting its assets. An asset based approach reminds us that if we don’t plan for improvements, routine and preventative maintenance, we might regress instead of progress. The docks are one example. We might enjoy them each summer and forget to examine their age, condition and plans for “end of life expectancy.” It’s akin to having a business with no succession plan. The public works department, planning, finance, selectmen and I are creating an “executive summary” of what assets have been documented as well as who is “charged with” executing the implementation schedule. For assets that do not have an asset plan, we are delegating who is responsible for creating one and when the plan will be available. Stay tuned. Our collective goal is to have the plans available, in some usable format, on the Town website. These documents should be “living plans” subject to annual evaluation against current conditions—including financial and economic conditions.

RIB Project—arguably, the most important project now is the advancement of improvements at the Rapid Infiltration Basins. I like to think that public works, particularly water and sewer, is a strength of mine. In my career, I have built a million-gallon drinking water storage tank and decommissioned an earthen reservoir. I have worked with emerging technology to collect methane gas at a closed municipal landfill in order to generate electricity. I have utilized solar mixers at the municipal lagoons to reduce electrical costs. I am excited to be involved in the RIB project. The application to the Tuftonboro Planning Board for the boundary line adjustment necessary to move this project forward has been submitted this week.

All of these projects take a team of hard working employees to implement. Thank you for your continued support of the team.

Becky Merrow, Esq  
Wolfeboro Town Manager