

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
October 3, 2016
Minutes**

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

Members Absent: Harold Parker, Bob O'Brien, Member (excused).

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

Staff Absent: Dave Owen, Town Manager.

Chairman MacDonald opened the meeting at 6:00 PM at the Wolfeboro Public Library.

I. Consideration of Minutes
July 12, 2016

It was moved by Bob Tougher and seconded by Bob Moholland to approve the July 12, 2016 Wolfeboro Budget Committee minutes as submitted. All members voted in favor. The motion passed.

II. Discussion Items

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

Bob Tougher stated the CIPC, BOS and representatives from the Town of Tuftonboro attended a site walk with Dave Ford at the RIB site; noting Mr. Ford provided a status update and reviewed the pilot program. He stated the library renovation and expansion project is scheduled for 2018 at \$5 million (half to be raised by fundraising efforts). He reviewed the following CIP submittals for 2017;

- Foss Field Replacement Building; \$300,352 (\$200,352 Capital Reserve Withdrawal, \$100,000 Current Revenue)
- Reconstruction of Wolfeboro's Section of 390 Line; \$145,000
- Solid Waste Building Expansion; \$130,000
- Mast Landing Parking Lot Upgrades; \$170,000
- Dockside Parking Lot Upgrades Capital Reserve; \$100,000
- Abenaki Capital Reserve; \$16,750
- Public Works & Solid Waste Capital Reserve; \$170,000
- Fire Department Vehicle & Apparatus Capital Reserve; \$186,000
- Public Restrooms at Dockside; \$70,000
- WWTP Capital Reserve; \$125,000
- Roadway Upgrades (Annual Road Maintenance Program); \$850,000

- Building Capital Reserve Fund; \$50,000 (Dockside Restaurant to be the first building reviewed)
- Effluent Disposal System; \$400,000 (Sewer Fund Balance; funds from lawsuit settlement)
- Highway & Solid Waste Vehicle & Equipment Capital Reserve; \$170,000
- MED Building Feasibility Study as a Public Works Facility; \$30,000
- Public Restrooms at Dockside ; \$70,000
- Center Street Reconstruction; \$800,000; (\$264,000 Grant from NHDES PET Fund, \$436,000 Grant from NHDOT Highway Fund, \$100,000 Current Revenue)

Luke Freudenberg noted the BOS would be discussing the Center Street construction project at their 10/5/16 meeting; noting the project could be postponed one year due to State funding.

Referencing the Solid Waste Expansion project, John Burt questioned the economic analysis of the project and whether the recycling would be stored inside the building once the expansion is completed. He verified the funds in the capital reserve account for the Foss Field replacement building is being used for only that project. He expressed concern that previously approved projects such as sidewalk construction have not been completed. He questioned when the Middleton Road Cemetery would be completed.

Bob Tougher stated the construction of the replacement building would be funded by the capital reserve account however; the operations and maintenance of the building would be funded through the operating budget.

Referencing the Middleton Road Cemetery project, Pete Chamberlain stated money has been appropriated for the completion of the project including a \$30,000 transfer from the Trustee of the Trust Funds.

b. 2016 Budget & Expenditure Reports

Pete Chamberlain reported the overall expenditure (including General Fund, Water, Electric, Sewer and Pop Whalen Funds) was 64% expended as of August 31st. He reviewed the worksheet titled 2016 Budget Challenges and noted the Pay and Classification Study has been completed however, has not been accepted by the BOS.

John Burt asked what department the study was assigned to.

Pete Chamberlain replied the Town Manager.

John Burt questioned whether money was transferred from the Public Works Department to the Town Manager budget.

Pete Chamberlain replied no, the study was paid for out of the Public Works budget.

John Burt stated the costs have to be identified; noting money should be transferred to the Town Manager budget.

Pete Chamberlain stated Mark Puffer, Town Counsel, disagrees with such.

John MacDonald asked if the Town Manager reimbursed the Town for the fees associated with the Town Manager search.

Pete Chamberlain replied yes.

John MacDonald questioned the purchase of a fourth police cruiser.

Luke Freudenberg stated the purchase of four vehicles was approved last year.

John MacDonald questioned why the budget doesn't reflect an increase relative to the purchase of an additional vehicle.

Pete Chamberlain stated he would review such.

III. Town Manager Report

No report.

IV. Other Business

Adhoc Committee on Town Docks

Bob Tougher stated the Committee will be reviewing the potential of extending the Town Docks and its first meeting is scheduled for 10/13/16. He noted the Committee would be speaking with representatives from NH DES and Mount Washington.

2016-2017 Draft Budget Review Meeting Schedule

The Committee agreed to change the time of the regularly scheduled budget review meetings from 6PM to 6:30PM.

Hydrant Fees

John MacDonald requested the presentation by Underwood Engineers to the BOS regarding the hydrant fee study.

V. Public Comment

None.

It was moved by John Burt and seconded by Bob Moholland to adjourn the October 3, 2016 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 7:04 PM.

Respectfully Submitted,

Lee Ann Keathley

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