

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
December 11, 2018
Minutes**

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

Staff Present: Becky Merrow, Town Manager, Deb Zabkar, Finance Director, Lee Ann Hendrickson, Administrative Secretary, Dean Rondeau, Chief, Mark Livie, Captain, Sherri Moore, Administrative Assistant, Wolfeboro Police Department.

Others Present: Steve Wood, Ron Goodgame, Joseph Balboni, Jr., Police Commission.

Chairman MacDonald called the meeting to order at 6:33 PM at the Great Hall.

AGENCIES

Central NH VNA & Hospice; \$22,000

David Eckerly reviewed the programs offered through the agency.

John MacDonald stated the letter to the Town Manager states there has been a 4% decrease in the volume of service provided to Wolfeboro residents however, saw an increase of 8% in the number of residents services were provided to. He asked why the request for funding did not decrease.

David Eckerly stated the number of visits and people served varies from year to year therefore, they have requested level funding.

Kingswood Youth Center; \$6,000

Zach Porter reviewed the program; noting they are on track to maintain or exceed last year's numbers. He noted an increase in the funding request due to additional services that are being provided (mentoring program) and stated other funding mechanisms are being pursued such as an annual appeal, grant writing and fundraising events.

John Burt questioned the genesis of the mentoring program.

Zach Porter stated a lot of high school and middle school kids face challenging circumstances and the Center provides a safe place and hot meals. He stated the goal is to provide a level of intervention; noting the program is set to begin in January.

John Burt asked if any other school districts provide the program.

Zach Porter stated not that he is aware of.

Bob Moholland asked if other communities contribute.

Zach Porter replied Ossipee, Tuftonboro and New Durham.

Bob Moholland asked if there has been an effort to request funding from other towns within the District.

Zach Porter stated Pam Sweeney, Executive Director, has pursued funding from Brookfield.

John MacDonald asked if the funding request to the other towns was increased.

Zach Porter stated Ossipee increased their stipend from \$4,000 to \$5,000.

John MacDonald asked why Wolfeboro's funding should increase.

Zach Porter replied due to the number of kids in Wolfeboro that are attend in the program.

Bob O'Brien questioned the associated costs for the mentoring program.

Zach Porter replied the number of students served. He stated the pilot program was funded through the operating budget.

John Burt stated that Wolfeboro should be paying \$3,015 from the figures provided to the Committee.

It was moved by John MacDonald and seconded by John Burt to decrease Kingswood Youth Center 01-44165-830 from \$6,000 to \$5,000. All members voted in favor. The motion passed.

Meals on Wheels; \$7,500

Anne Lehner reviewed the program; noting a 20% increase in the number of meals served over last year.

John MacDonald questioned the number of meals provided to Wolfeboro residents.

Anne Lehner stated the total was 10,071; noting 70% of meals were provided to Wolfeboro residents.

Wolfeboro Area Children's Center; \$10,000

Teri Ann Cox, Executive Director, reviewed the program and requested level funding.

Community Action (Fuel Assistance); \$5,000

Susan Wright reviewed the program and requested level funding.

L.I.F.E. Ministries; \$15,000

Ken Cromwell, President, Board of Directors, reviewed the program and requested level funding.

Northern Human Services; \$7,449

No representative present and no supporting documentation provided.

Senior Meals; \$25,000

Eileen Gil, Treasurer, reviewed the program and requested an additional \$5,000 from last year's funding request. She stated they have a budget shortfall this year due to the inability secure grants previously received (shortfall of \$1,200) from Meredith Village Savings Bank and Bald Peak Fund.

Starting Point; \$3,689

Raetha Stoddard reviewed the program and noted a new formula is being used to determine the request for funding appropriation (formula is the same however, the base amount was increased and is now \$1,500).

John MacDonald stated the request has doubled.

Raetha Stoddard stated the agency had a client in Wolfeboro and the cost to relocate the client and family cost \$2,500.

Caregivers of Southern Carroll County; \$4,000

Trish Rose reviewed the program and requested level funding.

Dinner Bell; \$6,000

Donna Young reviewed the program and requested an additional \$1,000 from last year.

CASA; \$1,000

No representative present and no supporting documentation provided.

John MacDonald asked if a CASA representative attended the BOS meeting.

Deb Zabkar replied yes.

Tri-Town Transit; \$4,000

Regan Frye, Chief Operating Officer, reviewed the program and noted the request is level funded.

End 68 Hours of Hunger; \$3,000

Sally Humer, Director, reviewed the program and noted the request is level funded. She stated the program serves 32 children from Wolfeboro. She stated they would like to feed children during the summer and asked if the Committee had any ideas as to how to get the food to the children.

Bob Tougher recommended speaking with the Welfare Officer.

Tom Bell recommended speaking with L.I.F.E Ministries.

Children Unlimited; \$2,730

Barbara Ross reviewed the program and noted the request is level funded. She stated the agency served 8 families this fiscal year.

John Burt asked if they have sought funding from Tuftonboro.

Barbara Ross said they will because there has been an increase in the number of children from Tuftonboro that are served.

John MacDonald questioned the number of families from Ossipee and Conway served.

Barbara Ross replied 37 for Ossipee and 35 for Conway.

POLICE DEPARTMENT

Dean Rondeau stated that following the last meeting he and Captain Livie reviewed the budget and agreed to withdraw the request for one cruiser from the operating budget.

Mark Livie noted the decrease would be \$42,805.

Dean Rondeau stated he is proposing to use the Detail Revolving Fund to pay for one cruiser and the up-fit of such. He stated if there is enough money in the revolving fund after the cruiser is purchased then the tasers would be purchased out of the remaining balance (therefore eliminating the capital outlay request in the amount of \$5,000). He stated he is also recommending a decrease to the Police Vehicle and Equipment Capital Reserve Fund Warrant Article from \$104,000 to \$75,000. He asked that if the Committee accepts the reductions that they put back into the Communications Part Time Wages line the \$5,773 that the Committee previously cut. He stated machinery and equipment could be reduced because a grant reimbursement is available.

It was moved by John Burt and seconded by Bob Moholland to decrease Outfitted Cruisers 01-49619-450 from \$103,364 to \$0. All members voted in favor. The motion passed.

John MacDonald questioned why the tasers are shown in both capital outlay and the operating budget.

It was moved by John MacDonald and seconded by John Burt to decrease Tasers 01-49619-400 from \$5,836 to \$0. All members voted in favor. The motion passed.

John MacDonald stated he is disappointed because the Police Department has always been given cruisers and sees the warrant article as circumventing the process. He stated the cruisers should be included in the budget.

John Burt agreed with Mr. MacDonald.

Bob Tougher agreed with Mr. MacDonald and stated the Budget Committee doesn't have to recommend warrant articles; noting it has never previously been a problem to purchase the vehicles out of the budget. He stated the Fire Department and Public Works Department have very expensive vehicles to purchase.

Dean Rondeau stated the warrant article is a departure from leasing vehicles; noting that when the Department began leasing cruisers the economy was down and it made sense. He stated interest rates have risen therefore, it no longer makes good financial sense to continue leasing. He stated by doing a Capital Reserve Fund, the Town can purchase equipment cheaper in the long run.

John Burt questioned the number of vehicles the Department currently has.

Dean Rondeau replied 11 cruisers and noted 9 cruisers are operational (two are unserviceable).

John Burt asked why the Department still has the two unserviceable cruisers.

Dean Rondeau stated the vehicles are needed to trade for the purchase of a new vehicle.

John Burt asked how many cruisers would the Department have next year if no vehicles were purchased.

Dean Rondeau replied 9 operational however, two more vehicles will not pass inspection next September (referring to the Chief Mechanic's memo regarding to such) and they will be walking to calls.

John Burt asked how many cruisers would be obtained next year.

Dean Rondeau replied one.

Tom Bell asked if 8 or 9 vehicles is sufficient.

Dean Rondeau stated 11 cruisers are needed; noting they have been operating 9 cruisers since July 1st.

Brian Black stated the Department, prior to leasing vehicles, purchased one cruiser every year.

Dean Rondeau stated he would like to get back to that; purchase one cruiser each year and rotate one cruiser out every year. He stated his intent is to purchase one cruiser this year and two the following year to get the fleet where it needs to be; noting it is best to purchase than to lease.

Brian Black asked how many cruisers the Chief feels the Department could operate with.

Dean Rondeau stated he could get by with 10 however, 11 is optimal.

John Burt stated he feels that is too many vehicles.

Robert Loughman stated the Department could operate with 8 vehicles.

Dean Rondeau stated that would hasten the remaining cruisers demise.

Bob Moholland questioned the optimum life expectancy of a cruiser.

Dean Rondeau replied 10 years.

Mark Livie replied 8 cruisers would be 8 years.

Bob Moholland stated that if the Department purchases one cruiser in 2019 and two cruisers in 2020 then the Department could purchase one cruiser every other year thereafter.

Dean Rondeau stated they could try.

Brian Black stated a fleet size is needed to accommodate the purchase of one vehicle every year.

Bob O'Brien questioned the average mileage for a regular patrol unit.

Mark Livie replied between 40,000 and 60,000.

Brian Black questioned the mileage on the oldest cruiser.

Dean Rondeau replied \$111,000.

John Burt confirmed that the Department is aiming for an 11 vehicle fleet. He stated he is disturbed that the Department is eliminating the police Downtown in the summer.

Mark Livie stated such is not being eliminated rather, the funding has been moved to part time wages.

John Burt stated the summer wages line was established to ensure police would be Downtown in the summer. He stated now that the funding is in part time wages it can be used to put officers anywhere and not specifically Downtown.

Robert Loughman stated the Department recognizes the necessity of having police officers Downtown during the summer.

John MacDonald questioned the year to date expenditure for telephone.

Deb Zabkar replied \$10,585.64.

John Burt noted the five year average as \$5,795. Referencing safety equipment, he questioned an associated revenue (if a federal reimbursement is received).

Deb Zabkar stated the revenue goes into a separate revenue line.

It was moved by Bob Tougher and seconded by John Burt to increase Safety Equipment from \$14,870 to \$16,870. All members voted in favor. The motion passed.

John Burt questioned whether the Committee acted on the decrease to machinery and equipment in the amount of \$1,000 as recommended by Chief Rondeau.

Staff replied no.

It was moved by Bob Tougher and seconded by John Burt to decrease Machinery and Equipment from \$11,040 to \$10,040. All members voted in favor. The motion passed.

Mark Livie stated the Committee could reduce the Mobile Data Terminals funding request because the number of vehicles to be purchased has decreased.

It was moved by John Burt and seconded by Brian Black to decrease Mobile Data Terminals 01-49169-350 from \$7,221 to \$6,891. All members voted in favor. The motion passed.

John MacDonald stated the Chief made a request to put \$5,773 back into the Communications part time wages; noting the Committee decreased such from 27,273 to \$21,500.

Brian Black questioned the justification for such.

Mark Livie stated to allow for a permanent part time employee.

It was moved by John Burt and seconded by Brian Black to increase Part Time Wages 01-42990-117 from \$21,500 to \$27,152. All members voted in favor. The motion passed.

Deb Zabkar stated Christine Collins submitted cost estimates for cameras and associated internet fees to be installed at the Foss Field Pavilion; \$4,220 for cameras and \$744 for internet fees. She asked the Committee which budget they would like the items placed; Technology, Police Department or Parks or Recreation budget.

Paul O'Brien stated there are two blind spots at the Pavilion and vandalism has occurred and the installation of the cameras would dial into the Police Department.

Dean Rondeau stated the cameras are being installed to view problem areas at the Pavilion and facilitates the Police Department's investigatory abilities in solving crimes. He stated the cameras will allow the capability of directing patrol to that area; noting the damage to the Pavilion was significant.

John MacDonald requested the funds be placed in the Technology budget.

It was moved by John MacDonald and seconded by Bob Tougher to increase Hardware 01-41990-725 from \$10,900 to \$15,120. All members voted in favor. The motion passed.

The Committee discussed the purchase of cruisers and whether such should be in a warrant article or in the operating budget. The Committee took a straw poll vote relative to the proposed Police Vehicles and Equipment Capital Reserve Fund Warrant Article, results as follows;

Tom Bell – no, Robert Loughman – no, Bob Tougher – no, Bob O'Brien – no, Bob Moholland – no, Steve Johnson – no, John Burt – no, John MacDonald – no, Brian Black – no. Vote is unanimous not to support the proposed warrant article.

John MacDonald stated he is against the warrant article to allow the Police Commission to spend the funds as they wish.

Bob Tougher stated he feels the BOS should pull the warrant article.

Brian Black stated he feels it is foolish to have a separate warrant article in case it does not pass.

John Burt stated the warrant article opens the door for excessive amount of equipment and over expenditure. He stated it is too easy to misuse the account.

Steve Johnson stated he is concerned for too many vehicles that will then require additional officers; noting it is realistic to have 8-9 cruisers for the Department.

Deb Zabkar stated the balance of the Police Department revolving account is approximately \$60,000.

Becky Merrow stated the total cost of a cruiser is \$52,721.

Other Business

CASA & Northern Human Services

Becky Merrow stated the BOS approved both CASA and Northern Human Services funding requests.

Trust Funds Report/MS9 Balance

Deb Zabkar distributed the Trust Funds for Wolfeboro report to the Committee.

Public Safety Building Study (Capital Outlay)

Robert Loughman questioned how the funds will be spent and who will have the authorization to spend those funds. He recommended eliminating the request because there is not enough backup information on it.

Becky Merrow stated she just drafted warrant article language for \$100,000 to be put into the Capital Reserve Account and noted the BOS can vote to expend the funds.

Bob Moholland asked what the BOS intend to do with regard to the warrant article.

Becky Merrow stated the warrant article is being created to add the funds into an existing fund; noting the BOS are the agents to expend.

Brian Black asked if the BOS are going to propose a warrant article to fund a capital reserve account for this purpose.

Becky Merrow stated the capital reserve account already exists; noting a balance of \$43,070. She stated a warrant article is being proposed to appropriate \$100,000 of which \$40,000 will fund the study.

It was moved by Robert Loughman and seconded by Bob Tougher to decrease Public Safety Building Study 01-49169-550 from \$40,000 to \$0. All members voted in favor. The motion passed.

Parks and Recreation Revolving Fund

John MacDonald questioned the balance of such and asked how the funds can be expended.

Deb Zabkar stated she would have to review the warrant article language and noted that typically the BOS chairman monitors such.

It was moved by John Burt and seconded by Bob O'Brien to adjourn the December 11, 2018 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 9:07 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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