

**TOWN OF WOLFEBORO**  
**BUDGET COMMITTEE**  
**December 13, 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.

**Others Present:** Dan Coons, Conservation Commission.

*Chairman MacDonald called the meeting to order at 6:40 PM at the Great Hall.*

**CONSERVATION COMMISSION**

Referencing consultants, John Burt asked what the funds will be used for.

Dan Coons replied a forester to develop Forest Management Plans.

John Burt noted the Conservation Fund balance is \$223,000.

**WARRANT ARTICLES**

Becky Merrow distributed the draft warrant articles.

John MacDonald questioned the balance of the Fire Department Capital Reserve Account.

Deb Zabkar replied \$1,090,419.27.

The Committee reviewed and discussed the CIP spreadsheet.

Becky Merrow noted the CIP document is a fluid document that is used as a planning tool.

Referencing the Wastewater Treatment Plant, John Burt asked what is the capital reserve account specifically used for.

Paul O'Brien stated such was established in 2013 and reviewed the CIP which outlines what the funds have been and will be used for. He noted Dave Ford developed an Asset Management Plan for the facility.

John MacDonald questioned the cost of the Police Department's dispatch console.

Deb Zabkar replied approximately \$400,000.

John MacDonald asked why the warrant article does not have an expiration date.

Linda Murray stated the warrant article is very specific; noting once the equipment is purchased the capital reserve account can be closed out.

John MacDonald stated the warrant article language states "other related equipment" and feels it shouldn't be open ended.

Bob Moholland asked if the Town continues to pay a fee to Carroll County Dispatch.

Linda Murray replied yes, the Town tried to renegotiate however, did not succeed.

John MacDonald questioned why the Town needs a midnight dispatch if the Town pays for dispatch through the County.

Brian Black asked if the request for the console is in anticipation of normal replacement or in anticipation of a new Public Safety Building.

Robert Loughman stated the current software no longer supports the equipment and it is in need of upgrading.

Paul O'Brien stated it is a software support issue and the replacement of the console needs to be done.

John Burt verified the project would be completed in 2022.

Steve Johnson asked if the Carry Beach parking lot and septic system is a one-time expense.

Matt Sullivan stated a contribution for 2019 is proposed for the design and engineering for the parking area at Carry Beach.

Robert Loughman asked why such is not in capital outlay and instead, in a warrant article since the construction costs have not been identified.

John Burt agreed with Mr. Loughman; noting he would not support the warrant article as written.

Bob Tougher stated the CIP recommended a capital reserve account because the total cost of the project is unknown therefore, the intent is to put money away each year for the project.

Matt Sullivan stated it is recommended and the intent not to have a capital reserve account; noting the idea was for a one-time appropriation.

Paul O'Brien requested further review of such by the BOS and revisit by the Budget Committee.

Bob Tougher asked who the septic system is shared with.

Matt Sullivan stated there is one property in proximity that has a holding tank; noting the conceptual discussion included tying that property into the system due to potential impact.

John Burt questioned the balance of the building maintenance capital reserve account.

Paul O'Brien replied \$85,000.

Referencing vehicle purchases by the Police Department (Warrant Article 23), Becky Merrow stated the BOS reduced such to \$52,721 to reflect the purchase of one vehicle from the Special Detail Fund. She stated Chief Rondeau requested \$75,000 to purchase two vehicles however, the warrant article only allows for one vehicle in 2019.

John MacDonald stated Chief Rondeau is out of control with the purchase of cruisers; noting the Department does not need 11 cruisers. He stated he thought the Committee and the Chief came to an understanding with regard to the matter. He stated he would not support any additional requests; noting the Committee and Chief agreed to one per year.

Robert Loughman stated he was left with the same impression with regard to the matter.

Brian Black asked what the thought process was with going with a capital reserve account allocation rather than a budget line item.

Linda Murray stated the capital reserve account was recommended because the Town first purchased three vehicles through the lease program then purchased four vehicles and then purchased three vehicles; noting all the vehicles go out at the same time whereas if there was a capital reserve account the vehicles could roll over annually.

Bob Tougher confirmed the BOS voted last night 2-2 on Warrant Article 17: Police Vehicles and Equipment Capital Reserve Fund.

John Burt questioned the balance of the Abenaki Capital Reserve Account and the target of such.

Deb Zabkar replied \$73,000.

Becky Merrow stated the intent was to purchase a used groomer in 2019 however, maintenance costs to prolong the life of the groomer has been reviewed.

John Burt confirmed maintenance costs for such would come out of the operating budget. He asked how the groomer was acquired.

Linda Murray stated the groomer was donated by the Friends of Abenaki.

John Burt questioned the target for the capital reserve account.

Linda Murray replied the purchase of light poles, tow rope, snowmobile and groomer. She stated she would provide the spreadsheet outlining the purchases to the Committee.

Matt Sullivan stated the intent is to have a stable contribution without variability each year to purchase needed equipment.

Bob Tougher stated Christine Collins provided the spreadsheet last year to the Committee.

John MacDonald questioned the number of employees that AFSCME covers.

Deb Zabkar replied approximately 35.

John MacDonald questioned the number of employees at the Police Department.

Deb Zabkar replied 13 plus dispatchers.

Bob Tougher requested the summary sheet of the agreements.

Linda Murray stated the agreements have not been signed; noting the Police Union contract is scheduled to be signed on 1/2/19. She stated the BOS has not yet received the AFSCME contract from Town Counsel.

John MacDonald stated if he doesn't receive a copy of the contract then he will not recommend the warrant article.

John Burt questioned Warrant Article 25: Pilot Project Senior Meals.

Steve Johnson questioned a duplication in funding and why the appropriation wasn't given to the agency.

Linda Murray stated the Senior Meals program stops in the summer because the church doesn't allow the program to use the church. She stated the request was brought to the BOS.

John Burt asked who runs the program.

Linda Murray replied Amy Muccio is the President of the Board however, Mike Hodder presented the request to the BOS. She stated it was put in as a pilot to see if it would work or not.

Robert Loughman asked why the Town would incur labor costs for the project.

John Burt stated the project would put additional responsibility on the Town to run the program.

#### **DEFAULT BUDGET**

Deb Zabkar reviewed the Default Budget and noted such consists of the 2018 budget minus one-time expenses.

#### **REVENUES**

Bob Tougher noted the rooms and meals tax appears to be the same every year.

Becky Merrow stated it shouldn't be; noting the State uses a formula to estimate the Town's rooms and meals tax.

The Committee reviewed the estimated revenues for 2019.

#### **Other Business**

##### **Wastewater Treatment Plant Hourly Wages**

Deb Zabkar stated the Committee increased such by \$1,100 to include the longevity stipend however, the stipend is covered in Warrant Article 21: AFSCME Contract Agreement. She requested a motion to reverse the increase.

**It was moved by Bob Tougher and seconded by Bob O'Brien to decrease Hourly Wages 02-43350-114 by \$1,100. All members voted in favor. The motion passed.**

##### **Town Manager Budget**

Deb Zabkar noted the BOS voted on a 2% increase to the Town Manager's salary therefore, supervisory salaries needs to be adjusted.

**It was moved by Brian Black and seconded by Bob Moholland to increase Supervisory Salaries 01-41302-113 from \$95,004 to \$96,424. All members voted in favor. The motion passed.**

##### **Heritage Commission Funding Request**

Deb Zabkar stated the Budget Committee received a funding request from the Heritage Commission.

Becky Merrow stated she feels the request is highly inappropriate for the Committee to review such without the BOS first reviewing the request. She stated the Heritage Commission is requesting a new line item in the budget.

John Burt questioned the genesis of the funding request.

Becky Merrow stated the Heritage Commission would like to nominate buildings for the NH of Historic Places and seek funding relative to such.

John Burt asked if the Heritage Commission is an official committee of the Town.

Linda Murray stated the Commission was voted in by the voters.

John Burt stated the request should go before the BOS.

**It was moved by Bob O'Brien and seconded by Robert Loughman to table a decision regarding the funding request by the Heritage Commission. All members voted in favor. The motion passed.**

**Current Figures**

Deb Zabkar stated the budget is down \$350,668 from cuts by the Committee; noting the current budget is \$27,895,775. She noted the following figures; General Fund: increase of 3.43%, General Fund & Enterprise Funds: increase of 2.03%

**It was moved by John Burt and seconded by Bob Tougher to adjourn the December 13, 2018 Budget Committee meeting. All members voted in favor.**

There being no further business before the Committee, the meeting adjourned at 8:44 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

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