

TOWN OF WOLFEBORO
BUDGET COMMITTEE
January 3, 2019
Minutes

Members Present: John MacDonald, Chairman, Paul O'Brien, Selectmen's Representative, Brian Black, Robert Moholland, John Burt, Robert Loughman, Steve Johnson (arrived at 6:35 PM), Bob O'Brien, Members.

Member Absent: Bob Tougher, Vice-Chairman, Tom Bell, Member.

Staff Present: Jim Pineo, Interim Town Manager, Deb Zabkar, Finance Director, Lee Ann Hendrickson, Administrative Secretary.

Chairman MacDonald called the meeting to order at 6:36 PM at the Great Hall.

WARRANT ARTICLES

Matt Sullivan reviewed the latest draft of the warrant articles, dated 1/2/19, see attached. He noted the following changes;

Warrant Articles #2-8: Planning Board articles

Warrant Article #11: added "no tax impact"

Warrant Article #12: modified figures to be more conservative & clarified history of project

Warrant Article #13: removed language stating it's a two year appropriation

John MacDonald stated he has never seen that language and asked if there will be no funding request in 2020.

Matt Sullivan stated the language provides flexibility so that if money is needed then it can be extended and funds from 2019 could be spent in 2020.

Linda Murray stated that often times a base coat is done in the first year and a top coat is done the following year.

Dave Ford stated this year \$75,000 was encumbered because the funding for projects in 2018 were not completed. He stated the plan is to fully expend the funds however, the language provides flexibility in the expenditure of the funds.

Brian Black confirmed the Budget Committee could anticipate the same language in the future.

John Burt asked Mr. Ford if he has computed the estimated number of man hours spent on the projects.

Dave Ford replied no.

Matt Sullivan continued his review of the revised warrant articles;

Warrant Article #15: modified the cost from \$145,000 to \$150,000 based on a signed contract and added "legally encumbered"

Warrant Article #16: added "the following activities: engineering, permitting, pilot testing and wetlands mitigation as required."

Warrant Article #22: changed title to "Carry Beach Water Quality Study" and broadened the scope of the project

Warrant Article #26: removed creation and contribution of Capital Reserve Fund, decreased funding from \$70,000 to \$50,000 and modified the scope of the project due to the decrease in funding request

Warrant Article #29: removed language that reflected an amendment to Article 23 (from 2006) and added “created by Article 23 in 2006”

Matt Sullivan stated all votes by the BOS reflected on the revised draft warrant are current.

Minutes for Consideration

December 13, 2018

It was moved by Robert Loughman and seconded by Bob Moholland to approve the December 13, 2018 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

December 17, 2018

Robert Loughman stated he’d like to make sure the agencies are notified to ensure their attendance at meetings.

John MacDonald stated he spoke with Eve Klotz, Northern NH Services; noting she was very upset and apologized for missing the meeting.

It was moved by Robert Loughman and seconded by John Burt to approve the December 17, 2018 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

It was moved by Robert Loughman and seconded by Bob O’Brien to adjourn the January 3, 2019 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 6:39 PM.

Respectfully Submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson

The State of New Hampshire

DRAFT DRAFT DRAFT

THE POLLS WILL BE OPEN FROM
8:00 A.M. TO 7:00 P.M.

To the inhabitants of the Town of Wolfeboro in the [L.S.] County of Carroll in said State, qualified to vote in Town Affairs:

You are hereby notified to meet at the Great Hall at the Town Hall in said Wolfeboro on **Tuesday, February 5, 2019 at 7:00 PM** for the deliberative portion of the Annual Town Meeting to act upon the said Town Warrant. Voting for elected officials and final voting on the Town Warrant will take place by ballot on Tuesday the 12th day of March, 2019 in the Great Hall at Town Hall from 8:00 A.M. to 7:00 P.M.

ARTICLE 1: To choose:

one (1) Selectman for three years
one (1) Treasurer for One (1) year
one (1) Library Trustee for two (2) years
one (1) Library Trustee for three (3) years
one (1) Police Commissioner for three (3) years
one (1) Budget Committee Member for two (2) years
three (3) Budget Committee Members for three (3) years
two (2) Planning Board Members for three (3) years
one (1) Trustee of Trust Funds for three (3) years
one (1) Zoning Board of Adjustment Member for three (3) years

ARTICLES 2-8 RESERVED FOR PLANNING BOARD ZONING AMENDMENTS

ARTICLE 9: PETITION WARRANT ARTICLE: PINE HILL ROAD DEVELOPMENT DISTRICT BOUNDARY AMENDMENT

To see whether the Town will vote to:

Amend Section 175-2C. (12) entitled "Pine Hill Road Development District Pine Hill Road" of the Wolfeboro Planning and Zoning Ordinance by adding the following properties along Filter Bed Road (as extended), as it runs from Varney Road to Pine Hill Road also known as Route 109A, the Pine Hill Road Development District, and removing the same from the Rural Residential District?

Tax Map 175, Lot 12	Wolfeboro-Tuftonboro Land Bank, Inc.
Tax Map 189 Lot 8	Town of Wolfeboro (only that land within 100' of Filter Bed Road)
Tax Map 189, Lot 9	Moniz

Tax Map 189, Lot 10	Wolfeboro-Tuftonboro and Bank, Inc.
Tax Map 203, Lot 8	Mansfield
Tax Map 203, Lot 9	Hart
Tax Map 203, Lot 10	Wagon Wheel Trust
Tax Map 203, Lot 11	Piper
Tax Map 203, Lot 13	Doucette
Tax Map 203, Lot 14	Fair Family Trust
Tax Map 203, Lot 15	Green Mountain Realty, LLC
Tax Map 203, Lot 17	Isabella Cove Holding Company, LLC
Tax Map 203, Lot 18	Morgan
Tax Map 203, Lot 19	Morgan

Inserted by Petition

ARTICLE 10: PETITION WARRANT ARTICLE TO CHANGE BUSINESS DIRECTIONAL SIGN CODE

To see if the town will vote for the following changes in the **Business Directional Sign** code section (175-44, E, 1+2). Words in ***bold italicized*** will be added, ~~struck~~ will be removed.

E. Placement of Signs

(1) All signs, except for business directional signs, shall be prohibited within the public right-of-way. ***Business directional signs are allowed on private property. Business directional signs are allowed in the town right-of-way.*** Signs shall be permitted within the setback area provided its placement does not cause a safety hazard or impede the sight distance associated with the entrance exit to the site or to the travelling public.

(2) Business Directional Signs shall be limited to ***one pair (mounted back to back on single post)*** at each intersection where travelers must change direction from one public way to another to reach a particular business, to a maximum of two ***pair*** within the Town for the business. Such signs shall be uniform in size and shall conform to the following specifications:

Sign Element	Specification
Width	36 inches
Height	6 inches
Letter height	Maximum of 4 inches
Material	1/2 –inch to 3/4 –inch wood board or equivalent.

(a) Directional information, including one arrow figure only, shall be provided on each sign.

(b) The Town may remove a sign if it is not properly maintained or if business operations cease. The location of all new business directional sign posts shall be approved ***by the town Codes Enforcement Officer*** ~~Director of Public works~~ and the posts shall be pressure treated, four inches by four inches, post painted white or Public Works approved alternative.

Inserted by Petition

**ARTICLE 11: ELECTRICAL DISTRIBUTION CONVERSION PHASE #5
NEW 12.47KV SUBSTATION AND DISTRIBUTION CONVERSION FROM 4KV TO 12.47
KV (FOREST ROAD AND NORTH MAIN STREET)**

To see if the Town will vote to raise and appropriate the sum of **Three Million Six Hundred Seventy-Five Thousand Dollars (\$3,675,000)** from the Electric Enterprise Fund for the purpose constructing a **New 12.47kV Substation at the former Substation #1 site and converting the distribution system voltage from 4kV to 12.47 kV on Forest Road, North Main Street and surrounding areas.** Further, to authorize the issuance of \$3,675,000 in bonds or notes for this project in accordance with RSA 33, Municipal Finance Act, and to further authorize the Board of Selectmen to issue and negotiate the rate of interest, maturity, and other terms for this purpose. This project shall be paid entirely by surplus funds of the Electrical Enterprise Fund and will not result in any increase in the tax rate or the electric rate. This appropriation, unless rescinded, shall not lapse until the fulfillment of the purpose or completion of the project being financed, pursuant to RSA 32:7 III.

No tax impact.

(Recommended by the Board of Selectmen by a vote of 4-0)

(Recommended by the Budget Committee by a vote of 7-0)

3/5 Vote Required

ARTICLE 12: PLEASANT VALLEY ROAD BRIDGE CONSTRUCTION

To see if the Town will vote to raise and appropriate the sum of One Million Two Hundred Forty Thousand Dollars (\$1,240,000), of which **80% (\$992,000) will be reimbursed by the New Hampshire Department of Transportation (NHDOT)** as a State Aid Bridge Project, **for the purpose of engineering, permitting, and constructing the Pleasant Valley Road Bridge replacement project over Heath Brook. The amount to be raised by general taxation requested herein is \$248,000.** The total project cost for this project is One Million Three Hundred Eighty Thousand Dollars (\$1,380,000). One Hundred Forty Thousand Dollars (\$140,000) has been expended from 2016 appropriations for preliminary design and engineering for the project. This appropriation shall not lapse until the fulfillment of the purpose or completion of the project or at the end of the 2022 fiscal year, whichever occurs first.

Estimated Tax Rate Impact: 2019--\$0.125 per \$1,000 of Assessed Valuation

(Recommended by the Board of Selectmen by a vote of 5-0)

(Recommended by the Budget Committee by a vote of 7-0)

Majority Vote Required

ARTICLE 13: TOWN ROAD UPGRADES

To see whether the Town will vote to raise and appropriate the sum of Eight Hundred Thousand dollars **(\$800,000) for the purpose of upgrading Town roads and drainage systems.** It is intended as a two year appropriation which will lapse on December 31, 2020 or when the project is complete, whichever occurs first.

Estimated Tax Rate Impact: 2019--\$0.405 per \$1,000 of Assessed Valuation

(Recommended by the Board of Selectmen by a vote of 4-0)

(Recommended by the Budget Committee by a vote of 6-1)

Majority Vote Required

ARTICLE 14: 2019 OPERATING BUDGET

Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein **totaling \$ \$27,893,891**. Should this article be defeated the operating budget shall be **twenty-six million, eight-hundred fifty-six thousand five hundred seventy dollars (\$26,856,570)**, which is the same as last year's operating budget, with certain adjustments required by the previous action of the Town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

Estimated Tax Rate Impact: 2019--\$5.88 per \$1,000 of Assessed Valuation
(Recommended/Not Recommended by the Board of Selectmen by a vote of _____)
(Recommended by the Budget Committee by a vote of 6-1)
Majority Vote Required

ARTICLE 15: DOCKSIDE PUBLIC RESTROOM IMPROVEMENTS

To see if the Town will vote to raise and appropriate the sum of **One Hundred Fifty Thousand Dollars (\$150,000)** to **reconstruct and expand the public restrooms at the Dockside restaurant facility** to provide year-round Americans with Disabilities Act (ADA) accessible public restrooms at the Dockside facility. This appropriation is in addition to the 2018 appropriation—Article 17-- for one hundred fifty-thousand dollars (\$150,000) which has been legally encumbered for this project. Total appropriations are \$300,000. This is a non-lapsing article which will last until the project is complete or until December 31, 2024, whichever occurs first.

Estimated tax rate impact: 2019-\$0.076 per \$1,000 of Assessed Valuation
(Recommended by the Board of Selectmen by a vote of 5-0)
(Recommended by the Budget Committee by a vote of 5-2)
Majority Vote Required

ARTICLE 16: EFFLUENT DISPOSAL PILOT STUDY

To vote to see if the Town will raise and appropriate the sum of **Five Hundred Thousand Dollars (\$500,000)** from the **lawsuit settlement funds** in the Sewer Enterprise Fund **for the purpose of completing NHDES Administrative Order requirements including the following activities: engineering, permitting, pilot testing and wetlands mitigation as required**. This is a multi-year appropriation and is intended as a two year appropriation which will lapse December 31, 2020 or when the project is complete, whichever occurs first.

No tax impact.

(Recommended by the Board of Selectmen by a vote of 5-0)
(Recommended by the Budget Committee by a vote of 7-0)
Majority Vote Required

ARTICLE 17: LIBBY MUSEUM FEASIBILITY STUDY & FINAL DESIGN

To see if the Town will vote to raise and appropriate the sum of **forty thousand**

dollars (\$40,000) for the purpose of continuing to conduct a feasibility study on design options to best accommodate both the current Libby Museum collection and additions to it, by improving and/or expanding the existing historic museum building. Continuing work toward final design and construction will include a survey, utility relocation, construction grade drawings, bid package and bidding assistance, engineering and permitting to prepare the project for construction. **Said funds will be withdrawn from the 2018 Libby Museum Trust Fund previously established from a gift to the Libby Museum from the Betty Jane Schroth Revocable Trust in the amount of \$118, 463.01.**

No tax impact.

(Recommended by the Board of Selectmen by a vote of 4-0)

(Recommended by the Budget Committee by a vote of 6-1)

Majority Vote Required)

ARTICLE 18: FIRE TRUCKS AND APPARATUS REPLACEMENT CAPITAL RESERVE FUND

To see if the Town will vote to raise and appropriate the sum of One Hundred Eighty Six Thousand dollars **(\$186,000) to be added to the existing Fire Trucks and Apparatus Replacement Capital Reserve Fund**, to be under the custody of the Trustees of Trust Funds. The Selectmen have been designated agents to expend this Capital Reserve Account.

Estimated Tax Rate Impact: 2019--\$0.094 per \$1,000 of Assessed Valuation

(Recommended by the Board of Selectmen by a vote of 4-0)

(Recommended by the Budget Committee by a vote of 7-0)

Majority Vote Required

ARTICLE 19: PUBLIC WORKS VEHICLES AND EQUIPMENT CAPITAL RESERVE FUND

To see if the Town will vote to raise and appropriate the sum of One Hundred Seventy Thousand dollars **(\$170,000) to be added to the existing Public Works Vehicles & Equipment Capital Reserve Fund**, to be under the custody of the Trustees of Trust Funds. The Selectmen have been designated as agents to expend this Capital Reserve Fund.

Estimated Tax Rate Impact: 2019--\$0.086 per \$1,000 of Assessed Valuation

(Recommended by the Board of Selectmen by a vote of 4-0)

(Recommended by the Budget Committee by a vote of 6-1)

Majority Vote Required

ARTICLE 20: WASTEWATER TREATMENT PLANT CAPITAL RESERVE FUND

To see if the Town will vote to raise and appropriate the sum of **One Hundred Twenty-Five Thousand dollars (\$125,000) to be deposited in the existing Wastewater Treatment Plant Capital Reserve Fund**, under the custody of the Trustees of Trust Funds. The Board of Selectmen has been designated as agents to expend this Capital Reserve Fund.

Estimated Tax Rate Impact: 2019--\$0.063 per \$1,000 of Assessed Valuation

(Recommended by the Board of Selectmen by a vote of 4-0)

(Recommended by the Budget Committee by a vote of 6-1)

Majority Vote Required

ARTICLE 21: ESTABLISH DISPATCH EQUIPMENT CAPITAL RESERVE FUND

To vote to see if the Town will raise and appropriate the sum of **one hundred two thousand dollars (\$102,000)** to establish a **Dispatch Equipment Capital Reserve Fund** for the purpose of replacement of the **dispatch console** or other related equipment, installation, and related expenses. Said fund shall be under the custody of the Trustees of Trust Funds. Furthermore, to authorize the Board of Selectmen as agents to expend from this Capital Reserve Fund.

Estimated Tax Rate Impact: 2019--\$0.052 per \$1,000 of Assessed Valuation

(Recommended by the Board of Selectmen by a vote of 4-0)

(Recommended by the Police Commission by a vote of X to X)

(Recommended by the Budget Committee by a vote of 7-0)

Majority Vote Required

ARTICLE 22: CARRY BEACH WATER QUALITY STUDY

To see whether the Town will vote to raise and appropriate the sum of fifty-thousand dollars **(\$50,000)** for the purpose of studying, engineering, and permitting a solution to environmental concerns related to water quality at Carry Beach. This shall be a non-lapsing warrant article and will not lapse until the project is complete or until December 31, 2024 whichever occurs first.

Estimated tax rate impact: 2019-\$0.025 per \$1,000 of Assessed Valuation

(Recommended by the Board of Selectmen by a vote of 5-0)

(Recommended by the Budget Committee by a vote of 6-1)

Majority Vote Required

ARTICLE 23: BUILDING MAINTENANCE CAPITAL RESERVE FUND

To see if the Town will vote to raise and appropriate the sum of **Fifty Thousand Dollars (\$50,000)** to be deposited in the existing **Building Maintenance Capital Reserve Fund** previously established for the purpose of making needed repairs and performing needed maintenance to the Town's building facilities. Said fund is under the custody of the Trustee of Trust Funds. The Selectmen have been designated as agents to expend funds in this Capital Reserve Fund.

Estimated Tax Rate Impact: 2019-\$0.025 per \$1,000 of Assessed Valuation

(Recommended by the Board of Selectmen by a vote of 4-0)

(Recommended by the Budget Committee by a vote of 6-1)

Majority Vote Required

ARTICLE 24: ABENAKI SKI AREA CAPITAL RESERVE FUND

To see if the Town will vote to raise and appropriate the sum of **Sixteen Thousand Seven Hundred Fifty dollars (\$16,750)** to be added to the **Abenaki Ski Area Capital Reserve Fund** previously established for the purpose of purchasing or repairing the snowmaking equipment, the groomer, light poles and mechanical, electrical and

safety equipment related to the Abenaki Ski Area. Said fund is under the custody of the Trustee of Trust Funds. The Selectmen have been designated as agents to expend funds in this Capital Reserve Fund.

Estimated Tax Rate Impact: 2019--\$0.008 per \$1,000 of Assessed Valuation
(Recommended by the Board of Selectmen by a vote of 4-0)
(Recommended by the Budget Committee by a vote of 6-1)
Majority Vote Required

ARTICLE 25: PUBLIC SAFETY BUILDING CAPITAL RESERVE FUND

To see if the Town will vote to raise and appropriate the sum of **Twenty Thousand Dollars (\$20,000)** to be placed in the **Public Safety Building Capital Reserve Fund** previously established in 2001 for the purpose of acquisition of property, architectural/engineering fees, rehabilitation of property, construction or reconstruction of property related to the Public Safety Building.

Estimated Tax Rate Impact: 2019--\$0.010 per \$1,000 of Assessed Valuation
(Recommended by the Board of Selectmen by a vote of 4-0)
(Not Recommended by the Budget Committee by a vote of 5-2)
Majority Vote Required

ARTICLE 26: WATER QUALITY IMPROVEMENTS

To see if the Town will vote to raise and appropriate the sum of **fifty thousand dollars (\$50,000)** for the purpose of providing matching funds for NH Department of Environmental Services Section 319 Watershed Assistance grants for Winter Harbor, a Section 319 grant for the Lake Wentworth watershed, for watershed education, and water quality testing.

Estimated Tax Rate Impact: 2019--\$0.025 per \$1,000 of Assessed Valuation
(Recommended by the Board of Selectmen by a vote of 5-0)
(Recommended by the Budget Committee by a vote of 7-0)
Majority Vote Required

ARTICLE 27: AFSCME CONTRACT AGREEMENT

To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Board of Selectmen and Local #534 of the American Federation of State, County, and Municipal Employees (AFSCME) which calls for the following increases in salaries and benefits at the current staffing levels:

<u>Year</u>	<u>Estimated Increase</u>	
2019	Wages	\$44,569
	Benefits	\$ 6,142
	Total 2019	\$50,711

And further to raise and appropriate the **sum of Fifty thousand seven hundred eleven dollars (\$50,711)** for the upcoming fiscal year; such sum representing the additional costs attributable to the increase in wages and benefits over those of

the appropriation at current staffing levels paid in the prior fiscal year.

Estimated Tax Rate Impact: 2019--\$0.026 per thousand of Assessed Valuation
(Recommended by the Board of Selectmen by a vote of 5-0
(Recommended by the Budget Committee by a vote of 5-2)
Majority Vote Required

ARTICLE 28: POLICE UNION CONTRACT AGREEMENT

To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Town and Local #39 of the New England Police Benevolent Association (NEPBA) which calls for the following increases in wages and benefits at current staffing levels

<u>Year</u>	<u>Estimated Increase</u>	
2019	Wages	\$45,681
	Benefits	\$10,179
	Total 2019	\$55,860
2020	Wages	\$48,649
	Benefits	\$11,021
	Total 2020	\$59,670
2021	Wages	\$49,654
	Benefits	\$15,333
	Total 2021	\$64,987
2022	Wages	\$47,173
	Benefits	\$14,418
	Total 2022	\$61,590

And further to raise and appropriate **the sum of Fifty-five thousand eight hundred sixty dollars (\$55,860)** for the upcoming fiscal year, such sum representing the additional costs attributable to the increase in wages and benefits over those of the appropriation at current staffing levels paid in the prior fiscal year.

Estimated Tax Rate Impact: 2019--\$0.028 per thousand of Assessed Valuation
(Recommended by the Board of Selectmen by a vote of 5-0)
(Recommended by the Police Commission by a vote of X to X)
(Recommended by the Budget Committee by a vote of 4-3)
Majority Vote Required

ARTICLE 29: SPECIAL DETAIL FUND

To see if the Town will vote to raise and appropriate the sum of **fifty two thousand seven hundred twenty-one dollars (\$52,721)** which represents a portion of accumulated revenue in the **Special Detail Revolving Fund**, created by Article 23 in 2006, which has been allowed to accumulate from special details in prior years. Said appropriation will be

used to purchase a replacement cruiser and to allow the Board of Selectmen to dispose of the existing cruiser by sale or trade in, whichever is in the best interest of the Town.

No tax impact.

(Recommended by the Board of Selectmen by a vote of 4-0)

(Recommended by the Police Commission by a vote of X-X)

(Recommended by Budget Committee by a vote of 7-0)

Majority Vote Required

ARTICLE 30: LIBRARY TO EXPEND GIFT PROCEEDS

To see if the Town will authorize the Wolfeboro Public Library Board of Trustees to expend the funding representing a gift to the library from the Betty Jane Schroth Revocable Trust in the amount of \$118,463.01, which was received in 2018.

No tax impact.

(Recommended by the Board of Selectmen by a vote of 4-0)

(Recommended by the Budget Committee by a vote of 7-0)

Majority Vote Required

ARTICLE 31: KENO

Shall we allow the operation of KENO games within the Town of Wolfeboro?

Ballot Question

ARTICLE 32: ADOPT ALL VETERAN'S TAX CREDIT

To see whether the Town will vote to adopt the provisions of RSA 72:28-b, the All Veterans' Tax Credit? The credit will be available to any resident, or the spouse or surviving spouse of any resident, who (1) served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or an officer honorably separated from services and is not eligible for or receiving a credit under RSA 72:28 or RSA 72:35. If adopted, the credit granted will be \$500 for Veteran and \$700 for Surviving Spouse, the same amount as the standard or optional veterans' tax credit voted by the Town of Wolfeboro under RSA 72:28.

Given under our hands and seal, this _____ day of January in the year of our Lord Two Thousand and Nineteen.

Selectmen

of

Wolfeboro

A true copy of Warrant---Attest

Selectmen
of
Wolfeboro