

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
September 16, 2019
Minutes**

Members Present: John MacDonald, Chairman, Bob Tougher, Vice-Chairman, Paul O'Brien, Selectmen's Representative, Linda Murray, Alternate Selectmen's Representative, Bob Loughman, Matthew Plache, Steve Johnson, Robert Moholland, Members.

Members Absent: Tom Bell, Brian Black, John Burt, Members.

Staff Present: Jim Pineo, Town Manager, Lee Ann Hendrickson, Administrative Secretary.

Staff Absent: Troy Neff, Finance Director.

Chairman MacDonald opened the meeting at 6:32 PM at the Great Hall.

**I. Consideration of Minutes
July 30, 2019**

It was moved by Robert Loughman and seconded by Bob Moholland to approve the July 30, 2019 Wolfeboro Budget Committee minutes as submitted. All members voted in favor. The motion passed.

II. Discussion Item

A. 2020 Budget Guidelines

Jim Pineo stated the 2020 Budget Guidelines have been distributed to the departments; noting the guidelines include a 0% increase on discretionary spending. He stated he is beginning review of the budgets next week and noted a challenge the departments are already facing is an increase in the budgets due to an increase of an additional pay period. He noted there are 53 pay periods in 2020; noting the Fire Department is up \$18,000 for wages and benefits due to the extra pay period. He stated he does not yet have concrete numbers on the insurance costs however, fuel costs have been secured; noting the Town locked into the same cost as last year for propane and there was a decrease in gas, diesel and #2 heating oil. He noted a number of employees participate in the wellness program. He stated a change in the process of budget submittals has been implemented as well.

John MacDonald asked if there would be an increase in the Library's budget.

Jim Pineo stated the Library is not submitting any capital outlay requests this year however, intend to submit a request in 2021 to install solar on the building; noting an 11 year rate of return. He stated the Library will have an offsetting fundraiser in the next year for such. He stated the Library's budget will reflect a decrease in oil but, an increase in electric.

Paul O'Brien asked if the pay raises for the Library staff would be synchronized to other Town employees.

Jim Pineo replied yes, noting the Library Trustees are going to execute such moving forward.

Bob Tougher asked if the Library will be air conditioned.

Jim Pineo replied HVAC.

Bob Tougher asked if there is a backup system.

Jim Pineo replied no.

Bob Tougher noted the Library is currently fundraising for furniture and computers.

Jim Pineo stated the impact of the Library will be in the October 2020 tax bill.

B. Budget Review Meeting Schedule

John MacDonald asked the Town Manager to send a letter to the agencies informing them of the meeting date and 0% increase.

The Committee noted no objection to the schedule.

C. 2019 Budget & Expenditure Reports

Bob Tougher questioned the status of the audit.

Jim Pineo stated the audit hasn't been released because there is a certain form that has to be filled every year that is associated with retirement however, that form hasn't been done. He stated he emailed the vendor, Roberts and Greene, and requested a release of a portion of the audit.

John MacDonald stated he thought the audit was required to be done 120 days after the close of the books and no later than July.

Linda Murray stated it is her understanding that the audit is done however, the vendor won't release it.

Paul O'Brien asked if commentary has been provided.

Jim Pineo stated he doesn't know.

D. Administrative Cost Allocation

Robert Loughman asked if the Committee would receive spreadsheets or information on the Administrative Cost Allocation prior to the start of the meetings in November.

Jim Pineo stated a different formula is being used for such; noting such will be reviewed by the BOS.

Robert Loughman asked if the gross figure (\$691,000) is the same.

Jim Pineo stated the figure hasn't been set.

Paul O'Brien stated the cost is the same however, how the funds are distributed is different.

Bob Tougher reviewed the current Administrative Cost Allocation.

The Committee agreed to attend the BOS meeting when the Administrative Cost Allocation is being presented. The Town Manager will notify the Committee of the date of the meeting.

John MacDonald asked whether Parks and Recreation should pay the Pop Whalen Enterprise Fund for office space.

Linda Murray replied yes.

Bob Tougher expressed concern regarding the tax rate and wants to ensure the numbers are accurate.

E. CIP Update

Robert Loughman reviewed the Dockside docks repair and expansion project; noting the repair portion of the project should be a separate warrant article from the expansion project (separating the need from the want). He noted the same should be done for Pop Whalen; currently the necessary improvements and the expansion is being proposed together as a bundled project.

Referencing the Pop Whalen project, Jim Pineo stated there are two proposals included in the project. He stated the Friends of Pop Whalen are committed to raising significant funds to make the facility a premiere facility. He stated phasing of the project was discussed to address the electrical issues and then address the expansion; noting such was favored by the CIP Committee. He stated there are significant code issues; noting there are multiple panels operating the building including hidden junction boxes.

John MacDonald asked if the fire suppression system would be expanded.

Jim Pineo stated it would be expanded into the new expansion area.

Robert Loughman stated a business plan for the facility was requested.

Referencing the Dockside docks project, Bob Tougher stated Dave Ford presented the needs v. wants in a memo he submitted to the Committee.

Robert Loughman reviewed the phases of the project.

Referencing the Carry Beach stormwater treatment project, Robert Loughman stated it is a must do project.

John MacDonald asked if bathrooms are included in the project.

Linda Murray replied no.

John Mac Donald asked if the parking lot would be paved.

Paul O'Brien replied no.

John MacDonald asked if the Town Highway Department would be doing the work.

Robert Loughman stated some of the work will be done by the Town.

Bob Tougher asked if the project is considered a BMP and whether the project is eligible for a 319 grant.

Linda Murray stated there is no funding for the 319 grants.

Bob Tougher asked if there will be water runoff to homes in Jockey Cove.

Robert Loughman replied no.

Referencing the Libby Museum, Bob Tougher stated he feels that such is another want vs. need project being packaged together. He stated he feels the expansion of the museum is a desire.

Paul O'Brien stated the intent is to fix the building because the collection is falling apart; noting a heating system would be installed. He stated operating costs need to be determined. He noted the figure for the project was put together for the LCHIP application.

Bob Tougher stated the foundation and mold issues need to be addressed. He reviewed improvements previously done to the building.

Robert Loughman stated Dave Ford is recommending \$900,000 for road upgrades and reviewed the list of roads and type of improvement to said roads included in the 2020 project. He noted Mr. Ford is proposing a \$50,000 annual increase thereafter. He asked if a motion is required from the Budget Committee to the BOS to separate the warrant articles to reflect needs vs. wants.

Jim Pineo stated the BOS can take the request under advisement and discuss/review the project from that perspective when drafting the warrant article.

III. Town Manager Report

N/A

IV. Informational Items

N/A

V. Other Business

N/A

VI. Public Comment

None.

It was moved by Robert Loughman and seconded by Bob Moholland to adjourn the September 16, 2019 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:13 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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