

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
November 12, 2019
Minutes**

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

Members Absent: Brian Black (excused), Tom Bell, Members (excused).

Staff Present: Jim Pineo, Town Manager, Troy Neff, Finance Director, Christine Collins, Director of Parks and Recreation, Justin Chaffee, Assistant Director of Parks and Recreation, Lee Ann Hendrickson, Administrative Secretary.

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

The Committee participated in the Pledge of Allegiance.

Troy Neff noted the healthcare rate is 8.5%.

CULTURE AND RECREATION

Jim Pineo stated the capital outlay request to paint the Clark House complex has been removed; noting alternatives are being reviewed.

PATRIOTIC PURPOSES

No changes.

FIREWORKS

No changes.

ADMINISTRATION

John MacDonald asked if the 100 series reflect the pay raise.

Jim Pineo replied yes.

Bob Moholland questioned the increase in supervisory salaries by the BOS.

Jim Pineo stated the increase reflects a 2% pay increase for nonunion employees; noting the BOS came to a wage agreement on November 8th.

Robert Loughman stated the figure reflects a 2.4% increase.

Jim Pineo noted there are 53 pay periods in 2020. He stated the 200 series has been updated to reflect the new rate for health, dental and retirement.

MAINTENANCE

John Burt questioned the number of employees.

Christine Collins replied 3 full time and 2-5 part time.

John Burt stated he noticed an increase to workers compensation for all department budgets.

Jim Pineo confirmed such; noting that such is due to the large number of claims over the past few years. He noted that in addition, the Parks and Recreation employees were not previously classified correctly

John Burt questioned the increase in electricity; noting such is up 11%.

Christine Collins noted a \$304 expense associated with Glendon Street came out of this budget and needs to be adjusted. She stated she reviewed the five year average and all previous invoices; noting the appropriation request is based on actual usage for Cate Park, Bridge Falls Path and the maintenance building. She noted several of the lights on the Bridge Falls Path were not previously working and have since been repaired.

Paul O'Brien asked if any new lighting has been installed in the past five years.

Christine Collins replied no however, several lights were repaired at Cate Park as well.

Bob Tougher noted the line is currently over expended.

Christine Collins noted the 2018 budget was also over expended; noting she wasn't appropriately budgeting previously.

Bob Tougher questioned the increase in the 2020 request for building maintenance.

Christine Collins stated there are drainage issues at the maintenance building and increased funding is being requested to study such.

BEACHES

Christine Collins stated there was a large leak detected at Brewster Beach; noting that she is working with the Water Department to install devices on the pipes at all the beaches to monitor leaks. She noted the meters are only read once per year.

Robert Loughman questioned the increase in the 2020 appropriation.

Christine Collins stated such is based on actual usage; noting she reviewed the 5-year average. She noted the toilets at Brewster Beach were replaced.

John Burt questioned the increase to training.

Christine Collins stated such is related to life guard certification; noting recertification occurs every two years and the Town reimburses the lifeguards for that expense.

ABENAKI

John Burt questioned the number of employees.

Christine Collins replied four full time or 8 seasonal part time.

Justin Chaffee stated there would be 20-25 individual staff.

John Burt asked if the operations would be expanded over 2020.

Justin Chaffee stated the "Twister" trail was recut; noting the new trail would be open.

Bob Tougher questioned the increase in part time wages; noting such is up 18%.

Christine Collins stated the rates were raised and noted return employees receive a 25-cent increase.

John MacDonald stated a \$10,000 increase in part time wages is excessive.

Christine Collins stated the Town doesn't provide a comparable rate; noting it is difficult to find people to employ. She stated when there aren't enough employees she and Justin Chaffee have to cover the shifts; noting such takes away from their other responsibilities. She stated last year she requested \$79,000 and the Budget Committee cut the appropriation to \$55,000. She stated the 2020 request is what she feels is necessary to cover staffing and the hours the facility is open.

Matt Plache asked if the 2020 request is an increase over last year's request.

Christine Collins replied no, it is a decrease.

Matt Plache asked if budgeting includes additional part time employees over last year.

Christine Collins replied no.

Justin Chaffee stated he anticipates spending all of the 2019 appropriation.

It was moved by Robert Loughman and seconded by John Burt to decrease Part Time Wages 01-45204-117 from \$65,303 to \$60,000. All members voted in favor. The motion passed.

Christine Collins noted the 200 series would change due to the decrease in the appropriation.

Bob Moholland questioned the increase in outside services.

Christine Collins stated previously only the Pop Whalen budget was being charged for trash removal however, she is now splitting the cost three ways (Pop Whalen, Programs and Abenaki) for such. She noted each budget would reflect the cost accordingly.

HOCKEY RINK

No changes.

PROGRAMS

No changes.

COMMUNITY CENTER

No changes.

CLARK HOUSE

No changes.

POP WHALEN

John MacDonald questioned hourly wages; noting \$18,757 was appropriated however, the year to date expenditure reflects \$2,967.

Christine Collins stated the position is a shared position with Parks and Recreation maintenance; noting she doesn't believe that expended amount is accurate. She stated she would review such with Troy Neff; questioning whether such has been billed appropriately. She stated the line should reflect expenditures from January to March 2019.

Jim Pineo noted there was a change in the staffing this past year therefore, not all the money in that line is anticipated on being spent.

CEMETERIES

John Burt questioned the under expenditure of part time wages.

Justin Chaffee stated there are two people employed who restore the grave stones however, one of the people had knee surgery and was unable to perform the work.

Troy Neff stated the Town fronts the wages and at the end of the year requests reimbursement from the Trustees of the Trust Funds.

Bob Tougher expressed concern regarding the tax rate and asked how to pull the reimbursed funds off of the tax rate.

Christine Collins stated last year's Town Manager requested her to put the expenditure in her budget, which is what she for this year.

Troy Neff stated the trustees require a list of hours worked prior to reimbursement.

Paul O'Brien stated the cost has to be appropriated.

Bob Tougher asked if the line shows a surplus.

Troy Neff replied no.

John Burt asked if only the man hours are reimbursed or if benefits are included in the reimbursement.

Troy Neff stated he would submit the total cost for the employee, wages and benefits.

CAPITAL OUTLAY

Pick-up Truck Replacement; \$43,124

Christine Collins stated the current pick-up truck has a crack in the frame and will not pass inspection.

Jim Pineo stated the Town has had a history of systematic issues relative to vehicles; noting the current mechanic will be assisting the departments with vehicle rotation. He noted the Department needs a crew cab vehicle to accommodate all its full time and part time staff.

John MacDonald asked if the vehicle is intended to be a plow vehicle.

Christine Collins replied yes, for their facilities.

Pop Whalen Boiler Replacement; \$9,999

Steve Johnson questioned the function of the boiler.

Christine Collins replied to heat the back work room and hot water. She stated the proposed boiler is to be heated by propane.

Jim Pineo stated one option being reviewed is an on-demand unit.

John MacDonald asked if there is enough money in the budget to accommodate propane.

Jim Pineo replied yes.

Robert Loughman confirmed a \$40,000 shortfall relative to operating costs and asked how the administrative cost allocation affects that deficit.

Linda Murray reviewed the proposed improvements for the facility (mechanical and electrical) and the Friends of Pop Whalen's proposed locker room expansion.

Other Business

N/A

Revisit Items

- Parks & Recreation, Hourly Wages, 05-45890-114 (\$18,757 appropriated, year to date expenditure is \$2,967)
- Parks & Recreation, Capital Outlay, Pop Whalen Boiler Replacement; retrieve cost estimates to separate the hot water from heating the work room
- Parks & Recreation, Programs; provide revenues of such

Next meeting scheduled for November 13, 2019; agenda to include the Municipal Electric Department and Water and Sewer Utilities.

It was moved by John Burt and seconded by Bob Loughman to adjourn the November 12, 2019 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:34 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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*****Please note these minutes are subject to approval and amendments at a later date.***