

**TOWN OF WOLFEBORO
BUDGET COMMITTEE
November 14, 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, Tom Bell, Members.

Member Absent: Brian Black, Member (excused).

Staff Present: Jim Pineo, Town Manager, Troy Neff, Finance Director, Amy Muccio, Welfare Director, Dean Rondeau, Chief, Mark Livie, Captain, Sherri Moore, Administrative Secretary, Police Department, Steve Wood, Joe Balboni, Police Commission, Lee Ann Hendrickson, Administrative Secretary.

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

The Committee participated in the Pledge of Allegiance.

WELFARE

Jim Pineo stated Ms. Muccio has continued as the Welfare Director even though she accepted the position of Executive Secretary. He stated the Welfare Office has been relocated to the Town Hall; noting such is a safer venue.

John MacDonald verified a \$16,000 reduction in the Welfare budget.

Robert Loughman questioned the decrease in the funding request for telephone.

Amy Muccio stated the funding request reflects a cell phone stipend; noting that when the Welfare Office was at the offsite location, phone and internet was required. She stated those costs have been removed from the budget.

ANIMAL CONTROL

No changes.

COMMUNICATIONS

Robert Loughman questioned the 13% increase in part time wages.

Mark Livie reviewed the pay for both full time and part time wages.

Jim Pineo stated the wages line does not represent a COLA at this time; noting the Police Commission has been waiting for the BOS to make a determination regarding a pay increase for nonunion employees. He noted the BOS agreed to a 2% pay increase on November 8th. He stated the Police Commission need to discuss the pay increase and make a determination of their own.

John MacDonald asked if the hourly wages include the pay increase.

Jim Pineo replied yes and noted the increase in the hourly wages was based on the collective bargaining agreement.

Matt Plache questioned the percentage increase to hourly wages.

Mark Livie replied 3.5% and noted such is a step increase.

John MacDonald questioned overtime wages; noting such is under expended.

Mark Livie stated part time wages is over by \$6,000 therefore, some of the overtime wages will go to cover the over expenditure; noting its bottom line budgeting.

Jim Pineo stated holiday pay is included in overtime wages; noting there are five holidays remaining in 2019 that will impact this line.

Robert Loughman asked that a new line be created to reflect only holiday pay and remove such from overtime wages.

John MacDonald noted the Police Commission hires, fires and sets wages therefore, the Budget Committee will review those lines however, cannot make changes.

Jim Pineo agreed to such.

Robert Loughman questioned the increase in funding request for communications maintenance.

Dean Rondeau stated the increase is related to the Motorola contract for the dispatch console; noting a software update is scheduled for the console in 2020. He stated the console is currently supported by Motorola.

Robert Loughman asked if there is an existing maintenance fee.

Dean Rondeau stated such is reflected in the funding request.

POLICE

Jim Pineo stated the executive assistant salary was removed from hourly wages and placed in Clerical Salaries.

Mark Livie stated the funding request for clerical salaries has decrease; noting the Department request is \$43,320.

Sherri Moore stated the original funding request included holiday pay for her however, she doesn't receive holiday pay therefore, such was removed/backed out. She noted the change in the request was forwarded to the Police Commission.

John Burt asked why hourly wages doesn't reflect a decrease if the clerical salaries were removed.

Jim Pineo stated hourly wages includes the pay increase for the other employees per the collective bargaining agreement.

Sherri Moore noted clerical salaries includes both her salary and the salary for the Police Commission's secretary.

It was moved by John Burt and seconded by Bob Tougher to decrease Clerical Salaries 01-42100-112 from \$45,154 to \$43,320. All members voted in favor. The motion passed.

Steve Johnson asked why the overtime line continues to increase every year.

Mark Livie stated the request is based on the pay increases noted in the union contract.

John MacDonald questioned the step increases through the remainder of the contract.

Mark Livie replied 4% for last year and 3.5% for 2020.

Steve Wood stated 2020 reflects a step increase of 3.5% with no COLA, 2021 will reflect the same and 2022 will reflect a 3.5% step increase for those who are eligible for such and a ½% COLA.

Dean Rondeau stated the COLA is assigned pursuant to the union contract.

Steve Wood stated the Police Commission follows a pay matrix.

Robert Loughman questioned workers compensation; noting an under expenditure of such however, the Department has requested an increase for next year.

Troy Neff stated the increase reflects a 9% increase in the rate and noted wages affect it as well.

Dean Rondeau stated there are two remaining payments for 2019.

Paul O'Brien noted that even with the remaining payments the line will not be fully expended.

Robert Loughman questioned such and requested it be reviewed by the Town Manager and Finance Director.

Mark Livie noted the Department is currently reviewing their contract with SAU 49 and negotiating \$18,000 for services provided to the schools.

Dean Rondeau noted the revenue from such goes directly to the General Fund.

Bob Tougher confirmed that such is shown as a revenue.

CAPITAL OUTLAY

Replacement of Cruiser - Outfitted; \$59,255

Jim Pineo stated such has been removed as a Capital Outlay request and will be presented as a warrant article because funds from the revolving fund will be utilized to purchase the vehicle.

John MacDonald verified the Department is requesting one vehicle.

Robert Loughman requested the balance of the fund.

Sherri Moore replied \$25,387.77 however, there is a purchase order for a little over \$10,000 for the purchase of this year's cruiser, leaving \$15,000. She stated additional funds are reserved for a radar, stop sticks and a Motorola radio.

Dean Rondeau stated an additional \$11,500 is reserved for the radar, stop sticks and Motorola radio. He stated the remaining funds will defray the cost of the cruiser. He noted \$1,000 needs to be kept in the account because it is a revolving fund.

Robert Loughman questioned whether the stop sticks, radio and radar should be capital outlay requests; noting the fund should only be used to purchase cruisers.

Dean Rondeau noted the cruiser is a hybrid vehicle; noting there will be less gas and maintenance costs.

Robert Loughman requested data that depicts the cost difference between a gas and hybrid vehicle.

Consideration of Minutes

November 12, 2019

Correction: Page 4, Pop Whalen Boiler Replacement, 6th paragraph; change "confirmed" to "questioned" and add "revenue versus" prior to "operating"

It was moved by John Burt and seconded by Bob Tougher to approve the November 12, 2019 Budget Committee minutes as amended. All members voted in favor. The motion passed.

November 13, 2019

It was moved by John Burt and seconded by Bob Tougher to approve the November 13, 2019 Budget Committee minutes as submitted. All members voted in favor. The motion passed.

Other Business

John Burt stated he reviewed 2010-2018 budgets and expenditures (data retrieved from budget binders); noting the sewer budgets were under spent by \$203,427, water treatment budgets were under spent by \$25,907 and distribution budgets were under spent by \$213,000. He expressed concern for such and noted that he is reviewing all departments in the same manner.

John MacDonald requested the Town Manager review such with the BOS and report back to the Budget Committee.

Revisit Items

- Police Department, Workers Compensation; review why the 2019 appropriate is under expended and determine projected expenditure for remainder of year
- Police Department, cruiser purchase; request for data that depicts the cost difference between a gas and hybrid vehicle

Next meeting scheduled for November 18, 2019; agenda to include Fire/Rescue, Emergency Management, Public Safety Building and Libby Museum.

It was moved by John Burt and seconded by Robert Loughman to adjourn the November 14, 2019 Budget Committee meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 8:06 PM.

Respectfully Submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson

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