

**TOWN OF WOLFEBORO**  
**BUDGET COMMITTEE**  
**November 18, 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, Brian Black, Members.

**Member Absent:** Tom Bell, Member (excused).

**Staff Present:** Jim Pineo, Town Manager, Troy Neff, Finance Director, Alana Albee, Libby Museum Director, Norm Skantze, Cathy LaPierre, Fire Department, Lee Ann Hendrickson, Administrative Secretary.

*Chairman MacDonald called the meeting to order at 6:35 PM at the Great Hall.*

The Committee participated in the Pledge of Allegiance.

Referencing the question of why the 2019 workers compensation is under expended, Jim Pineo stated Primex sets the rates and gives the Town a premium holiday; noting the premium holiday is noted in the individual budgets. He stated the balance of such is 65,439 expended; noting a balance of \$39,747.

John MacDonald asked if the money can be used for something else.

Jim Pineo stated the Department Heads are not authorized to spend the funds and noted the funds are returned to the General Fund.

**LIBBY MUSEUM**

John MacDonald informed the Committee that he works, on occasion, with Alana Albee and asked they felt it would be a conflict of interest to sit for the presentation.

The Committee replied no.

Alana Albee stated the Museum had the largest amount of visitors in 2019 (3,100+ visitors); noting the number of visitors exceeded 2018. She stated the building maintenance line is over expended due to a failure of the security system, failure of the phone system, movement in the walls and foundation issues. She stated the walls were laser measured and noted the under pinning of the floors were shored up. She stated fundraising efforts occurred for the restoration and expansion project in addition to the submittal of several grant applications.

Jim Pineo noted that some of the funds will be returned to the building maintenance line from the capital reserve account relative to floor stabilization.

John Burt asked if the number of visitors is recorded annually.

Alana Albee replied yes; noting the number of visitors in 2019 was 3,118, 2018 was 3,042 and 2016 was 1,718.

John Burt asked what is charged for admission.

Alana Albee replied \$5/adult and noted approximately \$4,000 was returned to the Town as a revenue in 2019.

John Burt asked the current deficiencies of the building.

Alana Albee stated the building requires full restoration; noting the floor/foundation is crumbling, severe damage to collection due to moisture issues, walls are moving, plaster is falling off the walls and the water heater is about to stop working. She stated the feasibility study has been completed and is being presented to the BOS on 11/20/19.

The Committee and Ms. Albee discussed the restoration and building expansion project.

Bob Tougher questioned the existing condition of the tie rods.

Alana Albee stated the architect and engineer inspected some of the tie rods and noted that the tie rods are not holding any tension at all. She stated there is an issue with how well the tie rods are currently functioning.

Bob Tougher asked if the building is safe.

Alana Albee stated that question has been asked several times however, the question has not clearly been answered.

Bob Tougher noted the safety of the building needs to be determined prior to next season.

### **FIRE/RESCUE**

Jim Pineo introduced the new Fire Chief, Norm Skantze; noting Mr. Skantze's start date is 11/27/19. He noted the budget reflects a request for a full time executive assistant (from 25 hours to 35 hours); noting the Fire Department is the only department that does not have a full time executive assistant. He stated the budget also reflects an increase in salaries to address separation within the firefighters; noting firefighters with 15 years of experience is making the same as a first year firefighter. He stated overtime wages is heavily over expended due to having to backfill a significant number of shifts; noting one firefighter left in February, another broke his leg and was out 6-8 weeks and one is currently on leave. He stated there is enough money in the budget to cover because the hourly wages is under expended.

John MacDonald asked if there is a Memorandum of Understanding.

Jim Pineo replied no. He reviewed the wage study and rationale for the increase in funding for hourly wages.

John Burt questioned the status of call firefighters.

Jim Pineo stated such is not going well and hopes the Chief can address such. He stated one person moved to Florida, another moved to New Zealand and 2 aged out. He stated the administrative assistant's salary was moved from part time wages to hourly wages.

Robert Loughman asked what is funded by part time wages.

Jim Pineo stated the call firefighters.

Steve Johnson asked if the administrative assistant has experience as a firefighter.

Jim Pineo replied no.

Robert Loughman questioned the increase in overtime wages.

John Burt stated the five year average is \$59,955.

Jim Pineo stated the increase is due to the wage adjustment.

The Committee discussed the employee benefit program and pay out for accrued leave time and retirement.

Jim Pineo stated the numbers are staggering and consideration is being given to a warrant article being developed to cover unfunded liability.

Bob Tougher asked when the ladder truck is scheduled for replacement.

Jim Pineo replied 2021/2022 depending upon pricing.

The Committee and Jim Pineo discussed the proposed elimination of one vehicle from the fleet.

Bob Moholland asked if the new ladder truck would fit in the existing Public Safety Building.

Jim Pineo replied yes.

Referencing general operating supplies, Robert Loughman questioned the increase in such and noted the 2019 appropriate is under expended.

Jim Pineo stated the appropriation is related to the purchase of three links of hose/year.

**It was moved by John MacDonald and seconded by Robert Loughman to decrease 01-42200-380 Outside Services, specifically hydrant fees, from \$327,860 to \$324,450. John MacDonald, Brian Black, Steve Johnson, Bob Moholland, Matt Plache, Robert Loughman, Bob Tougher voted in favor. John Burt opposed. The motion passed.**

John Burt stated the Department on average under expends the budget by approximately \$80,000 and questioned whether the Department is over budgeting.

Jim Pineo replied no and noted that wages for call firefighters are typically not spent.

## **PUBLIC SAFETY BUILDING**

Jim Pineo stated the budget is level funded except for rentals and leases. He stated the increase is related to the purchase of a printer; noting that due to the Criminal Justice Information System (a

Federal requirement) the Fire Department's staff if required to go through training to utilize the Police Department's printer/copier which is located in Central Dispatch. He stated the line increased from \$3,232 to \$5,657.

The Committee discussed the Town's Mutual Aid Agreement.

#### **EMERGENCY MANAGEMENT**

Jim Pineo stated clerical salaries were moved to the Fire/Rescue hourly wages line.

#### **Consideration of Minutes**

**November 14, 2019**

**It was moved by John Burt and seconded by Bob Tougher to approve the November 14, 2019 Budget Committee minutes as submitted. All members voted in favor. The motion passed.**

#### **Other Business**

John MacDonald requested a breakdown for each department that shows what the Town is required to pay; benefits, salaries, contract binding items, gas/diesel, etc.

Next meeting scheduled for November 24, 2019; agenda to include Library and Public Works Department.

**It was moved by John Burt and seconded by Bob Moholland to adjourn the November 18, 2019 Budget Committee meeting. All members voted in favor.**

There being no further business before the Committee, the meeting adjourned at 8:10PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson

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