

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
December 30, 2019  
Minutes**

**Members Present:** John MacDonald, Chairman, Paul O'Brien, Selectmen's Representative, Linda Murray, Selectman's Alternate Representative, Matt Plache, Steve Johnson, Brian Black, John Burt, Robert Loughman, Bob Moholland, Members.

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

**Staff Present:** Jim Pineo, Town Manager, Troy Neff, Finance Director, Lee Ann Hendrickson, Administrative Secretary.

*Chairman MacDonald called the meeting to order at 6:34 PM at the Great Hall.*

The Committee participated in the Pledge of Allegiance.

**AGENCIES**

John MacDonald stated the Town Manager's office sent a certified mail notice to Northern Human Services and Carroll County Transit requesting their attendance at tonight's meeting.

**Northern Human Services; \$7,449**

No representative present.

John MacDonald asked if any word has been received from a representative of Northern Human Services following the certified mail notice.

Jim Pineo replied no and noted his office both called and sent a certified mailing to the organization.

**It was moved by Robert Loughman and seconded by Steve Johnson to decrease the funding request for Northern Human Services from \$7,449 to \$3,700.**

*Discussion of the motion:*

Robert Loughman stated his initial reaction is to zero out the funding request since a representative has not attended any meetings. He stated he is being kind to cut the amount in half.

John MacDonald asked if a representative attend the BOS meeting.

Jim Pineo stated the agency contacted the Town Manager's office stating they couldn't attend the 9/18/19 BOS meeting and requested attendance at the 10/9/19 BOS meeting.

The Committee reviewed the back-up information provided by the agency.

**It was moved by Robert Loughman and seconded by Steve Johnson to decrease the funding request for Northern Human Services from \$7,449 to \$3,700. All members voted in favor. The motion passed.**

**Carroll County Transit; \$4,000**

John MacDonald stated Brenda Gagne, Carroll County Transit, has requested to attend the next Budget Committee meeting due to the snowstorm (she is traveling from 10 miles north of Berlin, NH. He rescheduled Carroll County Transit to attend the 1/6/20 Budget Committee meeting.

## **OTHER BUSINESS**

Jim Pineo distributed his memo, dated 12/30/19, addressing expenditures that had been proposed for 2020 operating budget as capital outlay requests that were voted by the BOS to expend from the 2019 operating budget (Codes Officer Chevrolet Colorado pickup truck - \$21,450 and equipment for Wolfeboro Community Television - \$19,931.99). Relative to the Codes Officer's vehicle, he stated the Town was able to secure State of NH bid pricing for \$24,054 with \$3,500 trade-in allowance allowing the Town purchase the vehicle for \$21,450. He noted the only capital outlay request is for a vehicle for the Parks and Recreation Department in the amount of \$43,125. He also stated the budget adjustment for the Town Manager's pay raise was not included in the budget; noting the change to the budget was made today.

**It was moved by Robert Loughman and seconded by John Burt to increase Town Manager Supervisory Salaries as described in Jim Pineo's memo, dated 12/30/19. All members voted in favor. The motion passed.**

Jim Pineo reviewed the following fund balances;

General Fund, including Capital Outlay	increase of 1.28%
Water Fund	increase of 3.02%
Electric Fund	decrease of 1.42%
Sewer Fund	increase of 0.86%
Pop Whalen Fund	decrease of 12.45%
Total	increase of 0.26%

Referencing the Pop Whalen boiler, Jim Pineo stated the Committee requested Christine Collins to retrieve cost estimates to separate the hot water from heating the work room. He stated the Town spoke with the vendor who stated the original proposal is the most efficient way to address the issue.

**It was moved by Robert Loughman and seconded by John Burt to maintain the inclusion of the Pop Whalen boiler Capital Outlay request in the amount of \$9,999. All members voted in favor. The motion passed.**

## **FINAL BUDGET REVIEW**

Referencing the Police budget, John Burt asked why the telephone costs were shifted from the Police budget to the Communications budget.

Mark Livie stated the Communications budget is a better spot for the funds since telephone is communication. He stated the Police officer's cell phones had to be upgraded; noting the cost for the cell phones increased from \$15 to \$35 for each phone. He stated the funding request also includes the cost of a phone for the 14<sup>th</sup> police officer.

John MacDonald asked why the Police Budget's telephone line shows an increase; noting there should be a decrease of \$17,000 in such since it was transferred to the Communications budget.

Mark Livie stated the telephone line in the Police budget reflects the cell phone upgrades (\$6,479) and connectivity to the three additional mobile data terminals (MDT). He stated the line also includes cell phone stipends in the amount of \$720.

John MacDonald asked when the new officer will begin work.

Mark Livie stated the physical agility test is scheduled for 1/4/20 however, doesn't believe the officer will start for a couple months.

John MacDonald asked if a start date of March 1<sup>st</sup> is more accurate.

Mark Livie replied yes.

John MacDonald questioned the total savings if the new officer started employment on 3/1/20.

Troy Neff replied \$15,065.14.

John MacDonald asked if such includes benefits.

Troy Neff replied yes.

**It was moved by John MacDonald and seconded by Robert Loughman to decrease the Police budget (01-42100) by \$15,065.14 to reflect changes to hourly wages, social security and retirement relative to the start of employment for the new police officer.**

Discussion of motion:

John MacDonald asked Chief Rondeau his thoughts.

Dean Rondeau stated he thinks it is a really bad idea and shouldn't do it. He stated the Police Department is not a 9 am - 5 pm operation; noting that when that shift goes unfilled, he has to fill it from either overtime wages or part time wages. He stated he does not recommend cutting the funds.

John Burt stated over the past 8-10 years there has been \$30,000 left unexpended on average each year therefore, doesn't feel the amount being decreased is that critical.

John MacDonald stated the person/officer doesn't currently exist that is why he is recommending the reduction of the budget.

Dean Rondeau stated admittedly, he would be using that money to fund filling the position. He asked the Committee to split the difference to help fund the shift.

**It was moved by John MacDonald and seconded by Robert Loughman to decrease the Police budget (01-42100) by \$15,065.14 to reflect changes to hourly wages, social security and retirement relative to the start of employment for the new police officer. All members voted in favor. The motion passed.**

Referencing Patriotic Purposes, Steve Johnson noted the line was increased to include an electronic display and recommended decreasing the funding request from \$13,000 to \$11,000 (last year's funding request).

**It was moved by Steve Johnson and seconded by John Burt to decrease Patriotic Purposes from \$13,000 to 11,000.**

John Burt confirmed the use of an electronic display this past year because the Fire Department recommended such because it is safer.

**It was moved by Steve Johnson and seconded by John Burt to decrease Patriotic Purposes from \$13,000 to 11,000. Steve Johnson voted in favor. Robert Loughman, Matt Plache, Bob Moholland, John Burt, John MacDonald, Brian Black opposed. The motion failed.**

The Committee reviewed the capital outlay requests for all funds.

Troy Neff stated the total 2020 operating budget is \$28,295,720.96; noting a .19% increase over the 2019 operating budget (\$53,463.96 increase). He stated the increase is primarily due to the additional week of payroll).

**It was moved by Robert Loughman and seconded by Bob Moholland to adopt the 2020 Operating Budget in the amount of \$28,295,720.96.**

Discussion of the motion:

John Burt stated he spent a lot of time reviewing the budget; noting a very big disparity in the pay ranges of supervisory salaries. He stated he did not review the Town Manager or Finance Director's figures. He stated he

used the same calculation for each year (amount of pay for first 13 weeks and 39 weeks of pay that included the pay increase). He stated some salaries increased by 5.6% and recommends all supervisory salaries be refigured to reflect a 3.9% increase.

**It was moved by John MacDonald to set aside the motion to adopt the 2020 Operating Budget to allow for John Burt to recommend changes to supervisory salaries. Matt Plache seconded. All members voted in favor. The motion passed.**

John Burt recommended to following decreases to the following budgets to reflect a 3.92% pay increase; Town Clerk - \$1,056, Tax Collector - \$24, Town Planner - \$35, Code Officer - \$228, Public Works Administration – 1,033.95, Buildings and Grounds - \$537, Sewer - \$520, Water Distribution - \$62, Electric - \$1,300 and Parks and Recreation - \$25.

Jim Pineo stated that when issuing raises to personnel there is an accounting report that depicts existing and proposed wages that aligns with the BOS approved pay increase and the collective bargaining agreement. He stated the PAR's will reflect the wishes of the BOS and language of the collective bargaining agreement.

John Burt stated in some cases there were employees receive a 5.5% pay increase and noted that some of the budgets did not include back-up information to support the increase. He stated he blames the Town Manager and the BOS for the disparity.

Paul O'Brien clarified the discussion is a supervisory salaries conversation and not a collective bargaining conversation.

John MacDonald asked if the Town Manager could ensure that the employees receive the figures noted in the budget.

Jim Pineo replied yes.

**It was moved by Robert Loughman and seconded by Steve Johnson to recommend the 2020 Town of Wolfeboro Operating Budget in the amount of \$28,295,720.96. Robert Loughman, Matt Plache, Bob Moholland, Steve Johnson, John MacDonald, Brian Black voted in favor. John Burt abstained. The motion passed.**

#### **Consideration of Minutes**

None.

**It was moved by John Burt and seconded by Steve Johnson to adjourn the December 30, 2019 Budget Committee meeting. All members voted in favor.**

Next meeting scheduled for January 6, 2020, 6:30 PM at the Community Center; agenda to include warrant articles and review of the following agencies; Carroll County Transit and Northern Human Services.

There being no further business before the Committee, the meeting adjourned at 6:54 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

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