

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
DRAFT MINUTES  
January 2, 2024**

**I. Call To Order**

*Chairman MacDonald opened the meeting at 6:03 pm at the Wolfeboro Public Library.*

**Members Present:** John MacDonald, Chairman, Bob Tougher, Vice-Chairman, Bob Loughman, Brian Black, Bob Moholland, Paul O'Brien, Bobbi Boudman, Tom Bell, Matt Plache, Members, Brian Deshaies, BOS Representative, Linda Murray, BOS Alternate Representative.

**Staff Present:** Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Lee Ann Hendrickson, Administrative Assistant.

**II. Pledge of Allegiance**

The Committee participated in the pledge of allegiance.

**III. Public Comment**

None.

**IV. 2024 Budget**

**Agencies**

**Tri-County Community Action; \$14,436**

Brenda Gagne, Chief Programs Officer, distributed updated statistics and reviewed the program and its services.

**Final Budget Review**

**It was moved by Bobbi Boudman to decrease 01-41301-381 Cable Channel by \$26,493. John MacDonald seconded the motion.**

**Discussion of the motion:**

Bobbi Boudman stated she reviewed the 990 and all hours of service provided to the Town; noting a maximum of 270 hours. She stated at max hours the Town is paying them \$388.88/hour for their service. She stated she supports the cable channel however, believes the Town is subsidizing some of the programming and questioned whether the Town should be doing such.

Jim Pineo stated the budget was approved by the Board of Directors of Wolfeboro Community Television and noted the budget has been level funded for six years; of which the director has not received a raise. He stated the increase includes a raise for the director and a new full time employee. He noted the BOS made a \$10,000 cut to the budget request.

Tom Bell questioned whether the Town is subsidizing other programming.

Jim Pineo stated the cable franchise fee shows that their revenues are not exceeding their actual expenses. He stated he cannot answer whether the Town is subsidizing other programming.

Paul O'Brien stated 100% of the residents of Brown Ridge Road do not get Channel 25 or Channel 26; noting they pay a franchise fee but do not get those channels. He stated Timothy Goodwin has been trying to get more donors for the past four years for programming however, has been unsuccessful with

such. He stated the model is not sustainable and recommended requesting the Town to come up with a new model in 2024 and address the problem that Mr. Goodwin is having.

Bobbi Boudman stated her motion brings the funding back to level funding.

Kathy Carpentier stated the funding request was received late; noting said request was \$147,000.

Linda Murray stated it is a benefit to the Town to have the Town meetings online.

Matt Plache stated those residents on Brown Ridge Road can view the meetings on YouTube.

Bobbi Boudman questioned the amount funded if a default budget occurs.

Kathy Carpentier replied \$105,000. She stated for 2023 the Town budgeted \$105,000 however took in \$117,000 therefore making a profit.

**Roll call vote: Bobbi Boudman – yes, Bob Tougher – no, John MacDonald – no, Tom Bell – no, Bob Moholland – no, Brian Black – no, Matt Plache – no, Bob Loughman – no, Paul O’Brien – no, Brian Deshaies – no. The motion failed (1-9-0).**

**It was moved by John MacDonald to decrease 01-41302-311 Consultants by \$25,000. Matt Plache seconded the motion.**

John MacDonald stated he contacted the NH Municipal Association (NHMA) and asked them if they had recently performed wage and classification studies that could be shared and they replied yes. He stated the study could be done for free.

Paul O’Brien asked if this is a recent discovery or if it came up during a conversation with the Town Manager when the budget was being reviewed. He asked if it is a new program.

Kathy Carpentier stated Towns submit information to NHMA however there are a lot of variables and not a useful tool.

John MacDonald stated 238 towns belong to the NHMA and there should be a way to compare towns and recommended pursuing this option with regard to the study rather than paying \$25,000.

Matt Plache stated counties have a different association; noting the HR director contacts and researches the information.

Jim Pineo confirmed that the Committee would want him to extrapolate the data and stated that if the raises next year are significant based on his research that he would expect support from the Committee. He stated having a third party conduct the study provides credibility as job descriptions and positions are evaluated and compared to other communities of similar demographics.

Paul O’Brien stated he would not support the motion.

Brian Black asked if the expectation is that the outside consultant will provide recommendations.

Jim Pineo replied yes and stated the study will set up negotiations for next fall and address job descriptions.

Bobbi Boudman stated she would not support the motion because she has contacted other towns and retrieved salaries during the budget process and the numbers seem bloated. She stated the study may confirm that Wolfeboro has bloated numbers.

Brian Deshaies questioned when the last wage and classification study was performed and under which Town Manager. He asked if the study resulted in good information.

Jim Pineo replied 2016 under Dave Owen. He stated the study was only as good as what was submitted by the Department Heads at the time.

Linda Murray stated the study was a good tool to review salaries.

Bob Loughman confirmed the study would provide job descriptions.

Jim Pineo replied excluding Municipal Electric Department because they had an independent study done.

Matt Plache asked if the Fire Department and Police Department would be included.

Jim Pineo replied yes as well as the Library.

John MacDonald asked if the administrative allocation would include a payment for a department's portion of the study.

Jim Pineo replied that such is not factored in at this time.

Kathy Carpentier stated the study would include wage, benefits, and job descriptions.

**Roll call vote: Bobbi Boudman – no, Bob Tougher – no, John MacDonald – yes, Tom Bell – no, Bob Moholland – no, Brian Black – no, Matt Plache – yes, Bob Loughman – no, Paul O'Brien – no, Brian Deshaies – no. The motion failed (2-8-0).**

**It was moved by Bobbi Boudman to decrease 01-41301-870 Milfoil Treatment from \$34,5000 to \$23,400. Tom Bell seconded the motion.**

***Discussion of the motion:***

Bobbi Boudman stated the Town should further explore private nonprofit partnerships to assist with funding.

Linda Murray stated a cut has been made to the budget item and noted that last year 50% funding was received from the State. She stated the treatment is for Back Bay.

Bobbi Boudman asked if a grant is expected.

Linda Murray stated she does not know.

Paul O'Brien asked if the Town is on a cycle for chemical treatment.

Linda Murray replied yes.

Bobbi Boudman stated hand-pulling makes a bigger difference. She stated she doesn't feel that the nonprofits are stepping up. She stated she is recommending level funding.

Linda Murray stated that without the treatment control will be lost.

**Roll call vote: Bobbi Boudman – yes, Bob Tougher – no, John MacDonald – no, Tom Bell – no, Bob Moholland – no, Brian Black – no, Matt Plache – no, Bob Loughman – no, Paul O'Brien – no, Brian Deshaies – no. The motion failed (1-9-0).**

**It was moved by Bobbi Boudman to decrease 01-41302-113 Supervisory Salaries from \$125,827 to \$121,161. Tom Bell seconded the motion.**

***Discussion of the motion:***

Bobbi Boudman stated she spent a significant amount of time researching the salary for the Town Manager position and reviewed the salary for several towns within NH. She noted she would like to level fund the line.

John MacDonald stated he is going to speak against such because the Town is going to perform a wage study.

Paul O'Brien stated he supports the wage study.

Brian Deshaies asked Ms. Boudman if she researched salaries for a Town Manager or Town Administrator position.

Bobbi Boudman replied Town Manager in addition to Mayors.

Brian Deshaies asked Ms. Boudman where she got the averages for the Town Manager salary.

Bobbi Boudman stated she began on the internet and called individual towns to confirm the figures on the internet.

**Roll call vote: Bobbi Boudman – yes, Bob Tougher – no, John MacDonald – no, Tom Bell – no, Bob Moholland – no, Brian Black – no, Matt Plache – no, Bob Loughman – no, Paul O'Brien – no, Brian Deshaies – no. The motion failed (1-9-0).**

**It was moved by Bobbi Boudman to decrease 01-41401-113 Supervisory Salaries from \$74,362 to \$71,648. Tom Bell seconded the motion.**

***Discussion of the motion:***

Bobbi Boudman stated the average salary for Town Clerk in the State is \$44,000 and reviewed the salaries for several NH towns. She stated in 2018 the Town's Town Clerk made \$59,860 and the 2024 budget is increased to \$74,362. She stated she is requesting to level fund the line; noting such would be a decrease of \$2,714.

Paul O'Brien stated the Budget Committee raised the Town Clerk's salary in 2017 by 10% and reviewed the motion regarding such.

Bob Tougher stated the rationale for such was based on receipt of a list of all supervisory salaries for the Town and noted the female directors were making considerably less than the male directors.

**Roll call vote: Bobbi Boudman – yes, Bob Tougher – no, John MacDonald – no, Tom Bell – no, Bob Moholland – no, Brian Black – no, Matt Plache – no, Bob Loughman – no, Paul O'Brien – no, Brian Deshaies – no. The motion failed (1-9-0).**

**It was moved by Bobbi Boudman to decrease 01-41401-117 Part Time Wages from \$14,400 to \$5,900. Tom Bell seconded the motion.**

***Discussion of the motion:***

Bobbi Boudman stated the Committee was informed that line 01-41407-380 (Outside Services for Supervisors of the Checklist) was moved to 01-41401-117 Part Time Wages.

Kathy Carpentier stated there are five elections in 2024; noting there were only three elections in 2023 therefore, the line had to be increased.

**Bobbi Boudman withdrew the motion. Tom Bell withdrew the second.**

**It was moved by Bob Moholland to decrease 01-41520-380 Outside Services (Revaluation of Property) from \$212,000 to \$0. Matt Plache seconded the motion.**

***Discussion of the motion:***

Bob Moholland stated it is not necessary to perform the revaluation this year; noting the Town is in year 4 of a 5 year cycle. He recommended waiting one year.

Matt Plache agreed with Mr. Moholland's recommendation to wait one year. He stated it is his understanding that only one bid was received to perform the revaluation.

Bob Tougher stated he believes that if the motion passes that it would be a violation of State law, RSA 75:8-A and recommended against waiting a year to perform the revaluation.

Jim Pineo stated the ratio showed a revaluation should be done.

Bob Tougher asked if NH DRA directed the Town to do such.

Jim Pineo replied no.

Bob Tougher stated the State handbook states the Town is required to be between 90% and 110% of true market value; noting the Town is at 58%.

Bob Loughman expressed concern for the effect on property owners and the increase in the tax rate.

Bob Tougher stated the purpose of the revaluation came out of the Claremont decision thirty years ago.

John MacDonald asked when the revaluation would begin and end.

Jim Pineo replied the spring and October. He stated that if the \$212,000 is removed then \$40,000 for the cyclical review should be added to the budget.

Bobbi Boudman asked whether the Town's bond rate would be affected if the Town doesn't reach the 90% and is noncompliant.

Bob Tougher stated he does not know.

**Roll call vote: Bobbi Boudman – no, Bob Tougher – no, John MacDonald – no, Tom Bell – no, Bob Moholland – yes, Brian Black – no, Matt Plache – yes, Bob Loughman – no, Paul O'Brien – no, Brian Deshaies – no. The motion failed (2-8-0).**

Referencing the Tax Collector budget, Bobbi Boudman stated the Department prints bills for water, sewer, and electric and questioned why people who aren't on water and sewer paying for such.

Kathy Carpentier stated the printing is paid for through the Administrative Allocation and explained the purpose of such.

Referencing the Health Officer budget, Bobbi Boudman questioned the increase in supervisory salaries rather than increasing the number of hours allotted for the position.

Kathy Carpentier stated the BOS engaged in a 3-year agreement four years ago to increase the rate.

**It was moved by Matt Plache to decrease 01-46110-491 Invasive Species Management from \$10,000 to \$0. Paul O'Brien seconded the motion.**

**Discussion of the motion:**

Matt Plache stated that the allocation for such was supposed to be a one-time allocation however, it was not. He stated glyphosate is not recommended for use by water (Front Bay Park) and is harmful to species in the lake; noting there are better ways to rid bittersweet. He stated the Town of Albany used goats to get rid of the bittersweet.

Bob Loughman asked if the chemical contributes to the milfoil issue.

Linda Murray replied no.

Matt Plache stated glyphosate is a carcinogen; noting the chemical was used in Round Up.

Paul O'Brien stated the Conservation Commission needs to do something however, recommends the Town Manager hold the money and ask the Commission to review other applications.

**Roll call vote: Bobbi Boudman – no, Bob Tougher – no, John MacDonald – no, Tom Bell – no, Bob Moholland – yes, Brian Black – no, Matt Plache – yes, Bob Loughman – yes, Paul O'Brien – no, Brian Deshaies – no. The motion failed (3-7-0).**

Referencing Economic Development Outside Services, Bobbi Boudman questioned advertising costs and Calendar of Events.

Linda Murray stated the calendar has always been in the budget and is provided by the Chamber of Commerce. She stated the calendar is printed and posted on the website.

Paul O'Brien stated the last update to the calendar on the website was September.

Bob Tougher confirmed the \$6,000 in the Economic Development budget pays for the calendar and the \$12,882 in the Executive budget pays for the staffing at the Information Booth.

Referencing the office supplies line throughout the budgets, Bobbi Boudman stated such is out of control. Referencing the Library budget, she stated the line increased by \$2,000.

**It was moved by Bobbi Boudman to decrease line 620 in each department budget by 30%. There being no second the motion fails.**

**It was moved by John MacDonald to decrease 01-45500-830 Programs (Library) from \$5,000 to \$3,500. Bob Moholland seconded the motion.**

**Discussion of the motion:**

John MacDonald stated previous years the line has been funded at \$2,000 and \$1,400 has been spent year to date. He stated the Department requested \$2,000 for 2024, however the Town Manager increased the request to \$5,000.

Kathy Carpentier stated the Library Trustees requested the increase for ADA compliant programs.

**Roll call vote: Bobbi Boudman – no, Bob Tougher – no, John MacDonald – yes, Tom Bell – no, Bob Moholland – yes, Brian Black – yes, Matt Plache – yes, Bob Loughman – yes, Paul O'Brien – no, Brian Deshaies – no. The motion failed (5-5-0).**

Referencing the Police budget, Paul O'Brien questioned overtime wages and whether more officers are needed.

Stu Chase stated the Department does not need more officers.

Referencing Ambulance Services, Bobbi Boudman asked if the BOS have decided whether they are putting forth a warrant article for such in case of a default budget.

Linda Murray stated the BOS have not met to discuss such.

Paul O'Brien asked if there is a contract that the Committee could review.

Linda Murray stated there is a bid but no contract.

Brian Deshaies stated the Town doesn't expect any changes in the contract.

Jim Pineo stated two proposals were received; one for \$1.4 million and one for approximately \$1.1 million. He stated the incumbent stated they would not provide a bid however, has offered to provide the same service the Town has today for \$750,000. He stated such is less expensive than the alternative.

Bob Loughman questioned the term of the contract.

Jim Pineo replied one or two years; noting the Town is still in negotiations with regard to the contract.

Tom Bell stated allowing Stewarts Ambulance to house at the Fire Department could help the situation. He stated the ambulance service goes out on every call and questioned whether such is effective.

Jim Pineo stated such is protocol.

Tom Bell asked whether it is a State mandate protocol.

Referencing Highway and Streets, Matt Plache questioned tree removal noted in outside services and the difference between such and the warrant article proposed.

Steve Randall stated the warrant article addresses trees identified in the tree study and outside services addresses all other tree removal services (i.e.: storms). He noted the study does not cover North Wolfboro or Beach Pond.

**It was moved by Bobbi Boudman to decrease 01-45891-117 Part Time Wages \$11,705 to \$8,314. Paul O'Brien seconded the motion.**

***Discussion of the motion:***

Bobbi Boudman stated the motion addresses the removal of the third part-time position (open position).

Paul O'Brien questioned the need for the third position.

Jim Pineo replied to accommodate shift schedules.

**Roll call vote: Bobbi Boudman – yes, Bob Tougher – no, John MacDonald – no, Tom Bell – no, Bob Moholland – yes, Brian Black – no, Matt Plache – no, Bob Loughman – yes, Paul O'Brien – yes, Brian Deshaies – no. The motion failed (4-6-0).**

Referencing Parks and Recreation Administration, Bobbi Boudman confirmed there is one open position.

Jim Pineo stated the position was filled.

Bobbi Boudman confirmed the position was filled regardless of the freeze; noting she had been informed at a previous meeting that the position would not be filled until after the new year.

Jim Pineo stated the final interview occurred on December 27 and the background check is in process.

Bobbi Boudman stated if she had known she would have cut the position previously; noting that she can't cut the position now that it has been filled. She stated the Department now has five full time employees.

**It was moved by Bobbi Boudman to decrease 01-45203-117 Part Time Wages (Beaches) from \$70,590 to \$33,540. Paul O'Brien seconded the motion.**

***Discussion of the motion:***

Bobbi Boudman stated she would like to cut \$30,050 for beach attendants and gate keepers. She stated other towns have a sign-up and place a sign for resident parking only; noting the police ticket the vehicles.

Paul O'Brien confirmed the beach attendants are not working maintenance at the beaches.

Bob Tougher stated it is the duty of the beach attendant to refuse entry if a they do not have a permit. Relative to Brewster Beach, he stated the Town and Brewster entered into a new agreement and to remove the attendant from said beach may violate that agreement/lease.

**Bobbi Boudman withdrew her motion.**

Bobbi Boudman stated she will make a motion that maintains the beach attendant salaries for Brewster Beach (\$7,410).

**It was moved by Bobbi Boudman to decrease 01-45203-117 Part Time Wages (Beaches) from \$70,590 to \$40,950. There being no second the motion failed.**

John MacDonald questioned the year to date expenditure of part-time wages.

Kathy Carpentier replied \$44,000 and noted that it was a very rainy season and all of the wages were not spent.

**It was moved by John MacDonald to decrease 01-45203-117 Part Time Wages (Beaches) from \$70,590 to \$60,000. Matt Plache seconded the motion.**

***Discussion of the motion:***

John MacDonald stated in 2022 \$45,299 was spent and year to date expended is \$44,335.

Kathy Carpentier stated the Town Manager cut the line by \$13,000.

John MacDonald questioned the five-year average.

Kathy Carpentier replied approximately \$46,000.

**Roll call vote: Bobbi Boudman – yes, Bob Tougher – no, John MacDonald – yes, Tom Bell – yes, Bob Moholland – yes, Brian Black – yes, Matt Plache – yes, Bob Loughman – yes, Paul O'Brien – no, Brian Deshaies – no. The motion failed (7-3-0).**

**It was moved by Bobbi Boudman to decrease 01-45206-117 Part Time Wages (Programs) from \$62,736 to \$48,976. Paul O'Brien seconded the motion.**

**Discussion of the motion:**

Bobbi Boudman stated the motion reflects the cost of the Day Camp Director and Day Camp Assistant Director. She stated there are four full-time employees in the Department and ten Day Camp counselors and feels that either the Director, Assistant Director, the Program Director, or Assistant Program Director of the Department should be able to step up and run the camp.

Bob Moholland questioned the five-year average.

Kathy Carpentier replied \$49,000.

Paul O'Brien confirmed that Ms. Boudman believes other permanent resources could be repurposed to cover the positions.

Bobbi Boudman stated the full time staff has increased by three people.

Jim Pineo stated such would prohibit the Director of Parks and Recreation to do any strategic planning.

John MacDonald stated he does not support the motion and feels that the program is one of the best programs in the Town.

Bobbi Boudman stated there are four full time employees that do programming. She reviewed her education and experience in the field.

**Roll call vote: Bobbi Boudman – yes, Bob Tougher – no, John MacDonald – no, Tom Bell – no, Bob Moholland – no, Brian Black – no, Matt Plache – no, Bob Loughman – no, Paul O'Brien – no, Brian Deshaies – no. The motion failed (1-9-0).**

Bobbi Boudman stated the beach attendants are paid \$14.25/hour and not paid by overtime; noting the Town is currently using three dock attendants and paying them overtime at \$38/hour. She stated she doesn't understand why the beach attendants/gate keepers couldn't be used at the Town Docks at \$14.25/hour.

**It was moved by Bobbi Boudman to decrease 01-45208-140 Part Time Wages (Town Docks) from \$14,592 to \$5,472. There being no second the motion fails.**

John MacDonald questioned the five-year average for cemeteries.

Kathy Carpentier replied \$10,000.

**It was moved by John MacDonald to decrease 01-41950-117 Part Time Wages (Cemeteries) from \$20,726 to \$15,000. Paul O'Brien seconded the motion.**

Paul O'Brien asked what is included in the line.

Brian Deshaies replied maintenance, restoration, and preservation.

Jim Pineo stated the line is reimbursed \$11,200 from the Cemeteries Trust Fund.

Kathy Carpentier stated the line is reimbursed if the restoration of the gravestones is done.

**Roll call vote: Bobbi Boudman – no, Bob Tougher – no, John MacDonald – yes, Tom Bell – yes, Bob Moholland – yes, Brian Black – no, Matt Plache – yes, Bob Loughman – no, Paul O'Brien – no, Brian Deshaies – no. The motion failed (4-6-0).**

John MacDonald questioned the five-year average for Pop Whalen part-time wages.

Kathy Carpentier replied \$18,000.

**V. Other Business**

Paul O'Brien requested the Treasurer's report be forwarded to the Committee and asked that such be included in the minutes.

**It was moved by Paul O'Brien to include the Treasurer's report in the January 2, 2024 minutes. Bob Loughman seconded the motion. All members voted in favor. The motion passed (10-0-0).**

**VI. Approval of Minutes**

December 12, 2023

**It was moved by Bob Tougher to approve the December 12, 2023 Budget Committee minutes as submitted. Tom Bell seconded the motion. Bob Tougher, Bobbi Boudman, John MacDonald, Tom Bell, Brian Black, Matt Plache, Bob Loughman, Brian Deshaies voted in favor. Bob Moholland, Paul O'Brien abstained. The motion passed (8-0-2).**

December 14, 2023

**It was moved by Bob Loughman to approve the December 14, 2023 Budget Committee minutes as submitted. Bob Tougher seconded the motion. Bob Tougher, Bobbi Boudman, John MacDonald, Tom Bell, Brian Black, Matt Plache, Bob Loughman, Brian Deshaies voted in favor. Bob Moholland, Paul O'Brien abstained. The motion passed (8-0-2).**

December 18, 2023

**It was moved by Bob Loughman to approve the December 18, 2023 Budget Committee minutes as submitted. Bob Tougher seconded the motion. Bob Tougher, Bobbi Boudman, John MacDonald, Tom Bell, Brian Black, Matt Plache, Bob Loughman, Bob Moholland, Brian Deshaies voted in favor. Paul O'Brien abstained. The motion passed (9-0-1).**

**VII. Public Comment**

None.

**VIII. Adjournment**

**It was moved by Bob Tougher to adjourn the January 2, 2024 Budget Committee meeting. Paul O'Brien seconded the motion. All members voted in favor. The motion passed.**

Next Budget Committee meeting is scheduled for January 8, 2023 at 6:00 PM at the Wolfeboro Public Library.

There being no further business before the Committee, the meeting adjourned at 8:52 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson