

Wolfeboro Board of Selectmen

Meeting Minutes

July 22, 2009

Members present: Chairman Dave Senecal, Vice-Chairman Kristi Ginter, Linda Murray, Sarah Silk and Marge Webster

Staff Present: Town Manager David Owen, Recording Secretary Terry Tavares

Chairman Senecal called the meeting to order at 6:30 PM in the meeting room of the Wolfeboro Public Library.

Non—public session RSA 91-A:3II

1. Mr. Owen stated a non-Public session will not be needed.
2. Public Input - None
3. New Business -

i. Town Offices

David Owen spoke saying that at the Department Heads meeting there was a long discussion on the working conditions in the Brewster Building. There were varying opinions on what to do for the health and safety of their employees. Some of the Dept Heads wanted to come to the BOS meeting to express their opinion and others felt that if they could not supply some sort of solution to the problem they should not come to the meeting. In the end they agreed to send a letter to the Board (See attached) requesting that the board seek professional assistance if the Board is going to pursue a Warrant article for 2010 and to have it ready in time for submission.

Mr. Senecal said that we can't start over from scratch. We cannot go back to the planning stages again.

Mr. Owen stated if the Selectmen want to go forward with a warrant article for 2010 he feels that there are some funds available to use for the planning or inspection services needed. There are a few places in the budget that money can be found for this purpose.

Mrs. Ginter asked if we have a cost estimate for the RFP.

Mr. Owen said we don't know what the board wants to do yet.

Mrs. Ginter said that however we are going to proceed we need to use what is best served for our money.

Dave Senecal said that having gone through the plans we need to narrow it down.

Mrs. Ginter said that she feels the 1st floor will not serve all our needs. She is concerned about the mitigation needed in the basement.

Mr. Owen stated there is an item in your packets about an interim location of having the front of the building offices (i.e. Town Clerk, Tax Collector, Assessing, Finance, etc) to move out while the repairs or renovations are to be done to the main floor and the basement.

Mrs. Ginter said she would like to have a meeting with the dept heads and have them tell us they think.

Mr. Owen said that is why they sent the letter.

Ms. Webster said that she has been meeting with the Dept Heads for the last few days. She feels that the plans that have been done do not address the space needs or the 20 year plan. We do need to make a safe & healthy environment for our employees to work in.

Mrs. Ginter would like to know what would be the end product of a 3 million dollar repair. What will we get for this amount of money?

Mr. Owen said that this is what we are trying to determine. We need to recheck the plans and see what is possible. Will we do just the upper level of this plan or will it be possible to complete another floor.

Mr. Senecal said that he has been in the basement area of the annex and it has 18' ceilings. It will give you enough space to do what is needed. You would be able to put in the mechanicals in this area. He asked if it would be feasible to move the Planning Department, Public Works and a few other people to the municipal Electric building on Lehner Street. That could be one option.

Ms. Webster asked if it would be possible to add more space if needed to the Lehner Street property.

Mr. Senecal said the Lehner Street building is capable of housing everyone with no additions needed.

Mr. Owen stated that the Municipal Electric building could accommodate the Town Hall Staff for the interim. The Planning & Public Works Dept would remain in the annex while the front of the town hall is renovated.

Mr. Senecal suggested that after the renovations we could use the annex as a suite of meeting rooms. We should look into this, as this is a property that the Town owns.

Ms. Silk would like to point out that this is the same item as last year. And the question falls as to whether to use what we have or to expand.

Ms. Webster would like to point out that the space used for the Town clerk and Tax Collector is in the worst condition.

Mrs. Ginter would not like to see a permanent separation of the Town Hall offices. She would like them to be centrally located. People would not like to have to go back & forth to get to different offices.

Mr. Owen stated it is a distance of only 1 $\frac{1}{2}$ blocks.

Mr. Senecal stated that the offices were always apart, and that for only the last 20 years they have been in the same location.

Ms. Silk asked Mr. Owen if all the departments can communicate with each other for information about properties.

Mr. Owen stated that we have a new software program to help with that. The only dept that cannot communicate electronically is the welfare dept.

Ms. Silk said that assessing finds buildings that are not in the system why is the building dept not seeing this in the new software. She also asked if we moved to the Municipal Electric building will there still be access to this information with the 2 locations.

She also pointed out that most of the activity is for the Town Clerk's office, Water & Sewer collection and the Planning department.

Mr. Owen said the original plans were to keep the Planning department and Public Works department in the annex.

Ms. Webster stated that the Brewster building has a serious lack of storage. The basement is a very bad place to store our town's records. Maybe we should look at the 2nd floor as storage instead of an auditorium.

Mrs. Murray would like to say that Richard O'Donnell has put together a plan for the 2 different buildings. We have been looking into the repairs or renovations of the Brewster Memorial building for the last 10 years. There have been many options. Our master plan recommends a walkable & green community. It is time for us to make a concentrated effort to get this done. Maybe we should be using a phased approach to solve this issue.

Mr. Senecal said this is a big issue; we need space and we need storage.

Mrs. Ginter asked for a copy of the space needs from the Town Manager.

Ms. Webster said when she looked into the plans that were drawn up and felt that they were done more to the historical aspect of the building than to the current and future needs of the Town hall. She asked if it would it be more cost efficient to use the Lehner Street building. It is most important for our employees to have an efficient, safe & health environment to work in.

Mr. Senecal said that there have been studies done, it is clear we need to know what can or cannot be done at the town hall. He would like Marge to do a tracing. He would also like to have Marge & Linda to work together to determine if the

Lehner Street building will be able to be used or should we go with the Town hall plan.

Ms. Silk suggests that we use the buildings that we already own. There have been too many studies done, we study them to death and never do anything. These are tough times to build new and we need to see what the economy can bear. I am not willing to give up on the option to build a new building.

Mrs. Ginter suggests that building new would be more cost effective than to split up into two buildings having files in both places. We need to build new, build green with compliance to the ADA and Fire Safety Codes and make it a building that will last for the projected 20 years.

Mrs. Murray said we need to determine on how many square feet are needed. We need to look at the tax rate and how it will affect our taxes. We need to check out the pros and cons of phasing this project as well as the restoration costs on the economy. She would like to have a price to present to the CIP at their next meeting.

Mr. Senecal stated that the deciding factor will be the square footage needed. At the Municipal Electric building the lower level is great for storage. The number one need is the square footage, the second is the economy, and the third is the new nursing home that was just approved and how that will affect our taxes.

Ms. Webster said she agrees on the tax rate issue.

Mr. Senecal said we have the location and it is one and a half blocks from each building. He would like you to remember that we cannot seal off the basement at the town hall and still use it for storage. The Lehner Street property is 4800 sq ft.

Mrs. Murray would like to put a time line together. This will be used for the budgeting and for the CIP committee as they will need a number to work with.

Mr. Senecal asked if Mrs. Murray and Ms. Webster could have the space study done by the Aug 5th meeting. Also can Mr. Owen give the board a figure of how much money can be made available for the needed inspections or designs.

Mr. Owen said he thought could give him a figure of \$50,000 from the different areas of the budget.

Mrs. Murray would like to know the line items these funds would come from for the next meeting.

Dave Senecal would like Marge Webster & Linda Murray to gather the needed square foot numbers for the next meeting.

Ms. Silk asked if they would be sealing off the basement.

Mr. Senecal stated that there is asbestos that needs to be removed as will the mold in the basement area.

Mrs. Ginter would like the board to look into the possibility of going to a 4 day work week.

Mr. Senecal stated we need a building first. We will take this up again at the August 5, 2009 meeting.

Public Input was reopened.

Richard O'Donnell spoke about the Benefits of utilizing both town-owned building assets:

1. Both buildings are already built and only need renovation
2. Location: satisfies the Master Plan to keep BMH as Town Hall
3. The MEB would become the Town Hall "Annex"
4. Distributes parking from BMH to MED
5. Savings on architectural and engineering consultants.
6. Savings on relocating town employees during renovations of BMH
7. Provides designated "civic meeting space" in the current annex.
8. Public funds would only be used for office space renovation on both buildings
9. Only private funds would be used for restoration.
10. Supports the town's efforts to incorporate Lehner Street within the "downtown" core
11. Both buildings are shovel ready, thereby reducing construction time.

The primary concerns that this proposal /plan addresses are as follows:

- Cost cap: \$3M, or less
- Safety and health concerns for town employees
- Significant cost savings by eliminating employee relocation costs
- Storage for town hall archives
- Expandable office space growth. If needed.

Mr. Senecal we will need to determine the scope of work for the next meeting.

ii. **Set Schedule of Budget Hearings**

Mrs. Murray has checked the calendar to see where there are no conflicting dates. She offered to the board these dates. October 13, 14, 15 and October 26,27,28,29.

Ms. Webster would like to take one Saturday and do it all in one day.

Ms. Silk said that to do it one day or two days does not work. If the board has questions or something needs to be changed it will be a problem.

Mr. Senecal would like to move the start of the meetings to 6:00 pm in the fall.

Mrs. Ginter asked how many meeting will we need to have.

Mr. Owen stated 6 or 7 meetings.

Mrs. Ginter asked will we need to meeting every night.

The dates for the Budget meeting are as follows:

Tuesday October 13, 2009 starting at 2:00 pm

Wednesday October 14, 2009 starting at 6:00 pm

Thursday October 15, 2009 starting at 6:00 pm

Tuesday October 20, 2009 starting at 2:00 pm

Monday October 26, 2009 starting at 6:00 pm If needed

Tuesday October 27, 2009 starting at 2:00 pm If needed

Wednesday October 28, 2009 starting at 6:00 pm If needed

Thursday October 29, 2009 starting at 6:00 pm If needed

Mrs. Murray would like to have the department heads ready.

Mrs. Ginter would like to see if there might be another meeting room available to use.

iii. **No Smoking Policy**

Mr. Owen stated that the town has a no smoking policy; unfortunately, we cannot locate the paperwork. Marge Webster has set up a draft of a no smoking policy.

Ms. Webster read the proposed policy

No Smoking in any Town of Wolfeboro's Buildings, land or vehicles.

No smoking in the Public Restrooms at the Railroad Station or Dock's

Only exception to the above is at Cate Park, sidewalks and the town owned docks.

Consequences for Town employees caught smoking:

- 1. Verbal warning on the first offence.*
- 2. Letter of reprimand in your file on second offense.*
- 3. 3 days off on the third offense.*
- 4. Termination on fourth offense.*

Smoking is non-productive time by the smoker while the non-smokers continue to work. It costs the town money and there should be signs posted that says.

"The Town of Wolfeboro cares about your health"

There are smoking cessation classes offered which are available through our health carrier.

Mrs. Murray feels that there is some trouble with the wording. She is opposed to punishing our town employees for going outside to smoke. If we have chain smokers, they need to go out on their break times to smoke.

Mrs. Ginter said that when the smoker is on town time they should only smoke on their designated break time.

Ms. Silk said that some departments do have policies in place and posted regarding smoking. Also many of our employees have stopped smoking.

Mrs. Ginter said we need a policy in place for all departments.

Ms. Webster said that this issue of a no smoking policy was brought up to her by a town employee. This policy is something we should all agree on. There should be no smoking on the job or in public restrooms and we need to install signs to this effect.

Mrs. Ginter reminded everyone that you can put up signs in the restrooms but you cannot police the public.

Mrs. Murray asked if we can offer a alternative to the 3 days suspension to have the employee go to a stop smoking classes.

Mr. Owen said we can offer this as an alternative.

Mrs. Ginter asked who determines when the employee is on break.

Ms. Webster said the policy should include no smoking in town owned buildings and vehicles.

Mrs. Murray stated that we will need to have a designated smoking area.

Mr. Owen said that we did try to address the No Smoking policy at the Dept head meeting.

Mr. Senecal asked that the board work on the No Smoking policy and we revisit again.

iv. Hawkers & Peddlers Ordinances.

Ms. Silk said that she would like the Chamber of Commerce to come and speak about this ordinance.

Linda Murray asked to Table the Hawkers and Peddlers Ordinance.

v. Town Manager Evaluation

Mr. Senecal said that tonight we will be looking at the evaluation form to see if we will continue to use it.

Mrs. Murray said that she obtained five different forms through the Local Government Center. We took part or some of each for to make the one that we used last year. If you would like changes she can modify the form.

Ms. Webster said that this form is more for a finance manager then a Town manager.

Mrs. Ginter said that the comment part of the form would be more helpful to Mr. Owen.

Mrs. Murray reminded the board that the Town Mangers Goals & Objectives were what the Board wished Mr. Owen to accomplish last year. It can be changed for this year.

Ms. Silk asked if the form could include check off boxes.

Mrs. Ginter asked if we could see some forms that other towns used to evaluate their Town Mangers.

Mrs. Murray said she will request more forms from the local government center.

Mr. Senecal asked Mrs. Murray to call the LGC and get samples of new forms for the next meeting.

Mrs. Ginter asked if we could set the date.

Mr. Senecal said that the board will need to use the same form and we need to have it completed by September 30.

Ms. Silk said that we have two meetings in September, the 2nd and the 16th. We need to have it ready by the 30th.

Mrs. Murray said to do this we will need the form ready by August 5.

Ms. Silk said that on the 16th of September the board will need to go into a non public session.

Mrs. Murray said that we will need to meet with Mr. Owen before September 16 to have it done for the non public session.

4. Public Input

Mr. Owen said that the deed for the Parking Lot on Lehner Street needs to be signed by the Board for the closing on Thursday.

Linda Murray made the motion to approve and sign the deed for the parking lot parcel on Glendon Street, seconded by Marge Webster. Members voted and being none opposed, the motion passed.

Mr. Owen asked the Board to authorize him to sign a Grant Application to the DES seeking reimbursement of \$2500 for a Waste Oil Furnace at the Solid Waste Facility.

Dave Senecal made the motion to approve David Owen to sign the Grant Application to the DES seeking \$2500 reimbursement for the Waste Oil Furnace installed at the Solid Waste Facility, seconded by Marge Webster. Members voted and none being opposed the notion passed.

Being no other business before the Board, Chairman Senecal entertained a motion to adjourn.

Member Marge Webster moved the Wolfeboro Board of Selectmen to adjourn the meeting at 8:42 PM, seconded by Sarah Silk. Members voted and being none opposed the motion passed

Respectfully submitted,
Theresa R. Tavares
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