

Wolfeboro Board of Selectmen  
Meeting Minutes  
August 5, 2009

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

**Staff Present:** Town Manager David Owen, Finance Director Pete  
Chamberlain, Public Works Director Dave Ford,  
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 be needed to discuss a personnel  
issue.

2. **Approval of Minutes**

➤ **July 15, 2009**

Ms. Silk would like to change on page 7 fourth line to "the state owns two  
lanes 12' wide.

Mrs. Ginter would like to change on page 4, third line from the bottom to  
add the word "the' to Mrs. Ginter stated that she does not feel the Town  
could justify spending overtime funds for the position at this time. Also on  
the fifth line from the bottom add "*such as salary verses hourly*" in order  
not to pay the employee at overtime.

Mrs. Murray would like to change on page nine Chairman Senecal stated the  
Board voted to seal the *non public* minutes of the July 15, 2009 by a 2/3<sup>rd</sup>  
vote as required by law.

Member Marge Webster moved the Board of Selectmen to accept the minutes of July 15, 2009 as amended. Sarah Silk seconded. Members voted and being none opposed, the motion passed.

➤ **July 22, 2009 Workshop Meeting**

Ms. Silk would like to insert on page 3 last line Ms. Silk asked Mr. Owen if all departments can communicate *"by computer"* with each other for information about properties. And on page 5 last sentence in 2<sup>nd</sup> paragraph change to "I was not willing to give up the option of repairing Town Hall to build a new building.

Page 9 fourth paragraph add Ms. Silk passed out the policy from the Solid Waste Facility.

Mrs. Ginter would like to change page 2 fourth line to "Mrs. Ginter said that however we are going to proceed we need to *do what will provide the most* for our money."

On page 3, eighth paragraph, add at the end of this line "nor is it efficient".

On page 5, third paragraph add "*and to renovate the*" two buildings along with having files in both places.

On page 6 seventh line down add "*as one way to save money no matter which building solution is chosen.*"

On page 7 fourth line from bottom add at the end of the line "*in October*".

On page 9 fifth paragraph would like to add "*a consistent*" policy in place for all departments.

Mrs. Murray would like to have the motions to be bolded and underlined. It makes it easier to find them.

Member Sarah Silk moved the Board of Selectmen to accept the minutes of July 22, 2009 as amended. Marge Webster seconded. Members voted and being none opposed, the motion passed.

### **3. Public Input**

Resident Steve McGuire, 243 South Main Street, would like to call to the attention of the Board the state of Clark Park. He had written a letter to the Granite State News and since this letter the contractor's equipment has been removed and the Parks & Rec. Dept have been keeping the grass cut.

He would like say that he is upset that the Wolfeboro Historical Society has done nothing about the flag on top of the old school house. He showed the Board some pictures of the flag's condition. He was contacted by the Wolfeboro Historical Society and was told the flag would be changed. He would like the board to have the flag changed.

Resident Pat Hodder is very concerned with the state of the buildings in the town. She feels that it is very important that we use the buildings that we have in this town and that we maintain them. She would like to make the Board aware that there are a lot of people in this town who feel that these buildings are important and that we should use what we have.

Resident Geoff Adjutant would like to respond to Mr. McGuire's concerns to the flag on the School house in Clark Park. Mr. Adjutant was contacted 3 weeks ago by the curator of the museum and has personally hand delivered to the Wolfeboro Historical Society a new flag. The Town of Wolfeboro does pay for all the flags on municipal buildings. The Town & the MED have helped in the past to replace flags that cannot be reached from the ground.

Mr. Owen stated that he was unaware of the condition of the flag and we will try to take care of it as soon as possible.

### **4. Public Hearings**

#### **A. Temporary Event Permits**

- i. Harriman-Hale Post 18 American Legion to hold a Memorial Service and Candlelight Vigil on September 11, 2009 from 8 to 9 PM at Cate Park.

Geoff Adjutant spoke on behalf of Harriman Hale Post 18. They are requesting permission to conduct a Memorial Service and Candlelight Vigil on September 11, 2009 at Cate Park from 8 to 9 PM. With speakers, salutes & prayers, there will

be no politics. This is a Memorial Service. There will Police & Fire Dept on site. The service will be about 45 minutes.

**Motion by Marge Webster to approve the Temporary Event Permit for Harriman-Hale post 18 American Legion to hold a 9/11 Memorial Service and Candlelight vigil on September 11, 2009 at Cate Park, seconded by Sarah Silk. Members voted and none being opposed the motion passed.**

- ii. Harriman-Hale Post 18 American Legion to host the Vietnam Veterans Moving Wall from September 11, 2009 at The Nick.

Geoff Adjutant informed the Board that the Moving wall was sponsored by *The Lakes Region Detachment of the Marine Corp League and Unit 18 Auxiliary of the American Legion*. Mr. Adjutant is a Co-chair of this committee and is reporting to the Board on the arrival of the Moving Wall at the Nick Recreation Field on September 23<sup>rd</sup>. It will be open to the public on September 24 at 1:00 pm. There are funds raisers planned, a Lobster Raffle & Meat Raffle. The Firemen's Auxiliary is planning to hold a boot drive. T-Shirts are available for sale.

We are planning to have guest speakers. The wall is open 24/7 and there will security. The schools have been contacted and field trips to the wall are planned.

Provisions have been made to accommodate the handicapped. Volunteers will be there to assist any handicapped persons wishing to see the Moving Wall.

We have raised \$4000 of the needed estimated \$8500 to \$10,000 needed to bring the Wall to Town.

Mrs. Murray asked if there is an address that people could send contribution to.

Mr. Adjutant said that that there is an account set up and gave this address

TD Banknorth

36 Center St

Wolfeboro, NH 03894

He also noted that this is tax deductible contribution.

Ms. Silk said that she had been attending these meetings and asked when the next meeting is planned.

Mr. Adjutant stated the next meetings will be August 10 and 24 at the Legion Hall.

Ms. Silk stated that there has been a large turn out for these meeting because the Moving Wall will also be in other towns.

Ms. Silk would like to point out that you need to maintain access for Fire and Medical Emergency Equipment.

Mr. Adjutant stated that they will be having Fire & Police on site.

**Motion by Kristi Ginter to approve the Temporary Event Permit for The Lakes Region Detachment of the Marine Corp League and Unit 18 Auxiliary of the American Legion to host the Vietnam Veteran's Memorial Moving Wall from September 24 - 28, 2009 for 24 hours per day each day at the Nick Recreation Fields, seconded by Sarah Silk. Members voted and none being opposed the motion passed.**

**B. Acquisition of a Strip of Land from Governor Wentworth Regional School District at site of existing water standpipe off South Main Street**

David Owen spoke saying that the Town has been encroaching on the land of Governor Wentworth School District. The GWRSD sponsored a warrant article in March to convey this strip of land to the town. We need to, as per RSA 41.14a, have 2 public hearings, this being the first public hearing, then to have a vote subsequent to those public hearings to acquire the parcel of land.

Mr. Owen showed a picture of this land via over head projector showing the boundaries and property lines.

Mr. Owen said this will also enable the Town to enter into an amended lease agreement with the lease holder for the cell antenna on the water tower to allow a second installation of an antenna for which the Town will receive the increased revenue.

Mr. Senecal asked for public comment. There was none.

Mr. Owen said that there will be one more public hearing on the August 19<sup>th</sup> and the vote is tentatively scheduled for September 2, 2009.

### C. Disposition of a Parcel of Land, Tax Map #228, Lot 52, on Forest Road

Mr. Owen said that at a previous meeting it was discovered that the town owns a parcel of land on Forest Road that was left over from the realigning of the road. The road realignment was from the 1960's.

Instead of this land reverting to the landowners, the land has stayed in the Town's ownership.

Mr. Owen showed a slide on the overhead projector of the property.

Mr. Owen said the Town will retain the Cary Beach portage. The remaining parcels will return to the abutters.

Ms. Silk said that she had someone speak to her that is concerned about selling this land. They asked shouldn't we have considered keeping it for parking? There is a need for parking in the area.

Mrs. Murray stated that in front of lot 51 there are wetlands which could not be used for parking. On lot 49 this parcel has a garage and a yard with a fence. When the Board looked at this the best thing to do was have that land to go back to the abutters and then it gives us the ability to tax them on the full parcel of land instead of letting them use our land for free. That was our reasoning.

Mr. Senecal asked if there were any questions from the public.

From the audience a question was asked if the landowners had been notified.

Mrs. Murray responded that all the landowners had all been notified.

Ms. Silk asked Mr. Owen if the landowners had questions, have they been answered and what their questions were.

Mr. Owen said that they wanted to know what their additional taxes would be. There is a drainage system that runs through the lots. Mr. Ford has advised him that this is not there to service the town but to serve the abutting land owners.

Mr. Senecal stated that if there were anymore questions they could be answered at the next meeting on August 18.

## 5. Bulk Vote

### A. Application for Property Tax Abatement/Refunds

- |      |                       |                       |
|------|-----------------------|-----------------------|
| i.   | Abatement/Refund #2   | Tax Map 132, Lot 12-2 |
| ii.  | Abatement/Refund #3   | Tax Map 217, Lot 43-1 |
| iii. | Abatement/Refund #109 | Tax Map 96, Lot 13    |

Mr. Owen states that the abatement for # 3 for The Wolfeboro Nursery School is being changed from a partial abatement to a full abatement for \$1,260.00. We are voiding the last tax bill and we will issue a new tax bill on the corrected valuation.

Ms. Silk asks if we are deleting this item.

Mr. Owen says you will be approving it at the revised amount for \$1,108.00.

Mr. Senecal asks if there are any other changes.

### B. Applications for Property Tax Credit/Exemptions

- |       |                            |                         |
|-------|----------------------------|-------------------------|
| i.    | 84 Northline Road          | Tax Map 115, Lot 9      |
| ii.   | 27 Kenyann Drive           | Tax Map 177, Lot 10-114 |
| iii.  | 46 Point Breeze Rd         | Tax Map 236, Lot 2-28   |
| iv.   | 11 Treadwell Lane          | Tax Map 232, Lot 18     |
| v.    | 73 Sewall Road             | Tax Map 217, Lot 141    |
| vi.   | 734 North Main St          | Tax Map 142, Lot 3      |
| vii.  | 12 Center Street           | Tax Map 218, Lot 107    |
| viii. | 115 Springfield Point Road | Tax Map 259, Lot33      |

### C. Notice of Intent to Cut Wood or Timber

- |    |             |                   |
|----|-------------|-------------------|
| i. | Cowper Road | Tax Map 47, Lot 5 |
|----|-------------|-------------------|



**Motion by Linda Murray to accept the Bulk Vote, seconded by Sarah Silk.**  
**Members voted and none being opposed the motion passed.**

## 6. New Business

### A. Approval: No Smoking Policy

David Owen has made the changes from initial draft of the No Smoking Policy. This one is structured in making reference to the NH State Statutes which prohibits smoking in enclosed spaces and vehicles. In addition to that, it shall be the policy of the Town that Town Employees are prohibited from smoking on any Town properties during their hours of employment, with exception of their designated break times. There is some interest in changing the exception to the rule. The Dept Heads and Supervisors are charged with enforcing this policy by use of the Town's progressive disciplinary procedures. And any complaints should be directed to the Town Manager.

Ms. Webster stated that the e-mail from Mr. Owen was much clearer than this policy and it made reference to streets, parks, sidewalks, except outdoor designated areas for breaks. She does not want to see "Butt Cans" and would like it to be no smoking on town properties and if they would like to smoke they should do it in their own vehicles.

She would like it to be made very clear the disciplinary policy, 1<sup>st</sup> time verbal warning, 2<sup>nd</sup> time written warning, 3<sup>rd</sup> time suspension and 4<sup>th</sup> time termination. We need to make it as strong as possible to make it easier for Dept Heads to enforce.

I would like to see 8 X 10 signs saying "The Town of Wolfeboro cares about your health". All you need is one or two lung issues on you health insurance and everyone pays. The health insurance company offers smoking cessation classes we need to utilize that.

Mrs. Murray would like to add to the Town Owned properties streets, sidewalks, etc and leave designated areas for breaks. We do have employees that are chain smokers. I believe that we should provide them a place other than their car to be able to smoke on their designated breaks.



Ms. Silk says that when you put a policy in place one of the things you have to look at is, is this a policy one that you can easily enact. Many of our employees are not where their cars are, except for the limited number of people that work at the Town hall.

We have many other people that work for Electric, Water, Sewer, and Parks & Rec. that may not be working near their cars. I think the policy has to be the same for everyone. If we have designated areas that makes it clear and there is no ambiguity for the dept heads.

Mrs. Ginter has questions and concerns if we were to designate a smoking area at the Town Hall what kind of impact will that have on the school next door when it is in session to see our employees outside smoking.

Mr. Owen says that it would not look good. At this time we do not have any smokers at the Town hall, so it is not a issue with the current work force. But it could change if there is a turnover.

Mr. Senecal says that he has no problem with the policy at all, having never been a smoker. I think that it is more important that at the next dept head meeting you discuss where are the designated smoking areas.

Mr. Owen stated that Mr. Ford has the bulk of the smokers in his dept, and he already has designed smoking areas in his dept.

Mr. Ford said that they have to make it clear that the smoking area is where it can be enforced. Right now we only have 1 area designated and it is at the garage and they do not follow it.

Ms. Silk reminded Mr. Ford that you have one in place at the Solid Waste and that is where she got the sample policy.

Mrs. Ginter said one of the things she would like to see is that they smoke in areas not visible to the public, if at all possible. Also who will be responsible for taking care of the receptacles?

Mr. Ford said that whoever is responsible for keeping the site clear, will be the one who is responsible for the receptacle. Also, there is no way that the public will not be able to see them as the public is allowed in many different areas.

**Motion by Sarah Silk that we adopt the no smoking policy revision 7/7/09 presented by Mr. David Owen, seconded by Linda Murray.**

Ms Webster asked if she could amend the motion to include **not only town owned building but would prohibit smoking for town employees on all town owned property including streets, sidewalks and parks with the exception of a designated outdoor area to smoke on their breaks.**

Ms. Silk states we don't own all the streets, sidewalks and parks. When an employee is not on their normal working hours, then where are we? I think this is getting hard to implement.

Mr. Senecal says that this will be a policy for when the employee is working. We have an amendment and we will vote on the amendment first.

**Mrs. Ginter seconded the amendment made by Marge Webster. Members voted Dave Senecal, Linda Murray, Kristi Ginter & Marge Webster for and Sarah Silk against. The motion passed.**

**A vote was taken for the No Smoking Policy motion with the amendment. Members votes none being opposed the motion passed.**  
**This Policy will be effective immediately.**

## **B. Approval: Policy on Accommodations to individuals with Disabilities**

David Owen said that this policy is a result of a letter from the US Department of Justice concerning ADA Compliance issues. The Assistant US Attorney Mr. John Farley recommends that the Town adopt a policy relative to providing accommodation to individuals who are seeking access or services from departments in the Brewster Memorial Hall building, which is not ADA accessible. He has provided a draft from another organization and I have taken that and revised it and circulated this among the Dept Heads and the feed back is that they are OK

with the proposed policy. I have also sent a copy to the Assistant US Attorney to make sure he was ok with it, before I put it before the board and he said it was fine.

Mrs. Murray has a comment that we should add to this line. "We can meet *with the individual* outside the building or at a designated alternative location to receive or deliver documents, payments, etc.

Mr. Owen said that was the intent.

Mr. Senecal asked to adopt it should we read it into the minutes.

Mr. Owen said it will be part of the record when we adopt it.

Mr. Senecal asked for a motion.

**Ms. Webster made the motion to adopt the policy as presented with the noted change on the Policy on Accommodations to Individuals with Disabilities for the Town of Wolfeboro, seconded by Kristi Ginter. Members voted and with none opposed the motion passed.** (See below)

## POLICY ON ACCOMMODATIONS TO INDIVIDUALS WITH DISABILITIES

The Wolfeboro Town Offices at Brewster Memorial Hall are not physically accessible to individuals with mobility impairments. In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the Town staff will, during normal business hours, make alternative arrangements upon request for persons with mobility impairments so that they can have access to the documents or services required.

These alternative arrangements include:

- We can provide documents and services to individuals who contact us by telephone or e-mail.
- We can meet the individual requesting service outside the building or at a designated alternative location to receive or deliver documents, payments, etc.
- If you have access to a computer with internet access, we can assist you in how to locate certain records via the Town's website.
- Document searches will be provided upon request for individuals who are unable to get into the building.

- The Town will not impose any extra surcharges or fees to cover the costs of providing accommodations to individuals with disabilities.

Any individual with a disability, who requires an accommodation, as described above in this Policy, should contact the relevant Town Department with their request by telephone or e-mail. If there are any complaints about this policy or the accommodations provided pursuant to it, please contact the Town Manager's Office by telephone at 603-569-8161 or by e-mail at [wolftwnmgr@metrocast.net](mailto:wolftwnmgr@metrocast.net)

Adopted by the Wolfeboro Board of Selectmen on August 5, 2009

#### C. Approval: Form MS-5 - Annual Town Financial Report

David Owen said that this is an annual report required by the Department of Revenue administration and was prepared by the Town's Auditor.

Pete Chamberlain Finance Director said that the MS-5 is a report for the Department of Revenue. And it is used in the absence of a financial audit statement for the Tax rate to be set. They also use this information for their own purposes. It is required prior to setting the tax rate. On page 9 under fund equity, we have increased it by \$151,000.

**Sarah Silk made the motion to approve the MS-5 form as presented, seconded by Marge Webster. Members voted and none being opposed the motion passed.**

#### D. Discussion: Water Rates

David Ford wanted to get on the agenda to discuss the increase in the water rates because we have some issues. Last year in October we determined we needed to raise the sewer rate. In 2007 we implemented a new water rate called the conservation rate in which we increased the base unit charge from \$35 to \$50 and you get 5000 gallons for each quarter. The intent was for users to be rewarded for conservation. The good news is that it is really working. And the bad news is that it is really working. For Sewer in 2008 we were projecting total revenue of \$916,000 with the increase we were projecting \$231,000. With the moratorium lifted we thought we would have more connections and we would have more revenue \$1,031,000. We thought we would be OK.

When I received the trial balance from the auditors in 2008 we have seen our revenue go down because of people being very conservative. In 2008 we are actually under by \$56,000 from our projection. We hoped to be able to balance it in 2009. Because of this, we are short in revenue and it doesn't look like we are going to pick up the lost revenue.

Mrs. Murray has been tracking this in the monthly reports from the Tax Collector. She was at the Planning Board meeting and the GWRSD presented their plan for their new building with a multi-purpose room with a green system to collect rain water to flush their toilets.

Mr. Ford said we will need to put a meter on their sewer to monitor their output.

Mrs. Murray said that there was a question as to whether we are billing them for sewer for the Crescent Lake School.

Mr. Ford thought that Crescent Lake School was on town sewer. But he has since found out that they are on but have not been being billed.

Mrs. Murray said that we need to keep an eye on this. This school is going to put in low flush toilets and so will the Huggins Hospital. We need to see if we can estimate what the decline in usage from these facilities is before we set the rate.

Mr. Ford said what we did was to project a  $2\frac{1}{2}$  or 3% decrease. We will have to come back again before the Board before we make any recommendation. And we also need to slash the budgets.

Mrs. Murray asked when we had the consultant set the rate he setup a formula. Are we using this formula?

Mr. Ford said that the formula is all based on assumptions. We do have the formulas.

Mr. Ford said we are 6 months into this year's billing and we are still low. It should be higher. There is clearly a need to increase the rates. We need to take a hard look at the budgets to cut costs. This is strictly for sewer operations, these budgets do not include debit service or capital outlays.

Mrs. Murray said that we are looking at not having to start a new water source and the more water we save, it will be significant savings.

Mrs. Ginter would like to know how we missed not billing the Crescent Lake School and how many years can we back bill them.

Mr. Ford said that the original plan showed that the school would have septic systems. He was made aware by Mr. Housemen that the school was on sewer. When he checked the billing he found that there was no billing for the sewer.

Mrs. Murray said that the Lake Wentworth Association and the Town worked on this system to have a sewer line installed, to lessen the impact to the lake.

Mr. Ford said that it is a private pump station and private line. Crescent Lake School has been there since 1998.

Mrs. Ginter said we have not billed them since 1998? She asked how we can prevent this from happening again.

Mr. Owen said that we are going to start billing them.

Mrs. Ginter asked if we can bill retroactively.

Mrs. Murray said that she didn't think you could back bill them if they are budgeted.

Mr. Ford stated on the water side, we made a projection of \$1,782,000. We have come in less than our projection for 2008.

Mr. Ford said that we are seeing a reduction in the 1<sup>st</sup> half and the projection for the 2<sup>nd</sup> half is going to be on the low side. We need to consider the water rate because we have a lot of bonds that needs to be paid. We have made major improvements and the bonds are coming due.

Mrs. Murray asked when do you want see the change in rates. Are you looking for Oct 1? And where are we in the change for the summer line rates, for 2010 that the notice to be sent out this year.

Mr. Ford said that the notices did not get done. We had intended to do that this year but it was not achieved.

Mrs. Ginter asked if the notices are going to go out this month for next year.

Mr. Ford said he hopes to get them out.

Ms. Webster asked if you change the rate do you have to give 30 days notice for year round users?

Mr. Ford said the policy is to give the users who are setting their budgets as much time as possible.

Mrs. Murray said that we need to be clear when we decide to do this on the billing cycle, not the date.

Mr. Ford said he will try to come back in two weeks with the needed information to clear this up.

#### E. Discussion: Proposed Sewer Use Ordinance

Mr. Ford says we use the acronym of F.O.G as Fats, Oils and Grease Prevention Program. Our Waste Water System is small with about 1000 customers but we have a high percentage of restaurants that generate grease. The F.O.G creates a problem at the treatment plant and pump stations. The treatment plant is doing great and can do better if reduce the amount of F.O.G. This is a draft ordinance and I am proposing to hold a informational meeting for all the users that generate FOG. We want to hold a public meeting to explain in detail. We also intend to visit the restaurants, and have a one year implantation of the requirements for the grease traps. It is part of the sewer use ordinance. When we come back in the fall if there are any parts of the sewer use ordinance that we need to update we can do it then.

Mrs. Ginter asked about grandfathered restaurants.

Mr. Ford said there will not be any grandfathered restaurants.



Mr. Senecal said that in the International Plumbing Code depending on the amount of flow of water there are standards for the size of the grease traps.

Mr. Ford said that this program will require inspections.

Ms. Silk asked if this will help at the Lehner Street pump station which you always have to have pumped out. Can we look forward to a reduction in your budget if the restaurants install these grease traps?

Mr. Ford said yes.

Mrs. Murray has read this proposal and likes it. It has many forms.

Mr. Ford asked if everyone is in support of the public meetings. He will then come back with the feedback from the meetings, especially the fines. And we can discuss it in the fall.

Ms. Silk said that the cost of having the Lehner Street station pumped out is a cost to all the tax payers.

Mr. Ford reported on Inflow & Infiltration (I &I). The rain is still a problem. In 2006 we had a study done that lists buildings with possible private inflows. We have a contract out to bid to seal up the system.

We are finding a lot of the water is coming from outside of our property. In 2006 the Selectmen authorized in the ordinance that the superintendant has the right to go on to private property to inspect and to make sure things were installed properly. We will be going after the buildings where the rain water is going into the system. All of our inspectors will be wearing ID badges while inspecting these properties.

Ms. Silk said that it is really important that this goes into the paper to inform people that they will be going out to inspect, could it be put on Wolfeboro Community TV and the Web Site.

Mr. Ford said that he is hopeful that we can get into these building and get these problems taken care of.

#### F. Discussion: Summer Rentals at Train Station

Mr. Senecal said he asked to have this put on the agenda. I think that before next year we start to think about this problem.

Ms. Webster would like to look at other communities which have rentals and to check into their rents so we are not guessing at numbers. We should put it on the web site to advertise the property.

Mr. Senecal said that we have a time frame since we have a rental agreement.

Ms. Webster said the agreement is from September 15, 2009 to June 15, 2010. We will need to know what our square footage cost are for 750 sq ft and what is comparable.

Mrs. Murray said she received an e-mail from Winnepesauke Chocolates; they will be out of their rental space by the end of the year and are interested in the rental of this space.

Ms. Silk asked would it be appropriate to advertise this space when we advertise the street vendor's spots.

Ms. Silk asked if we advertise for our street vendors in January.

Mr. Owen said he thinks we advertise in February.

#### G. Discussion: Town Manager Evaluation Form

Linda Murray said that on the form she has made corrections and changed the wording. She did contact the Local Government Center they sent new forms. They also send a handout called 'What is an Evaluation and review'. The question is shall we stay with form we have or change to the new form that you asked me to get.

Mrs. Ginter said that she likes this form as it is concise.

Ms. Webster said that we have made changes and there are more things we can do to improve it.

Mrs. Murray said that she feels that there are things that can be changed.

Mr. Senecal said that we can use the form that Marge & Linda worked on.

Mr. Senecal asked are we all in agreement to use this evaluation form for this year with the amendments? We will need to set up a time frame.

Mrs. Murray said we set a time frame. The 2<sup>nd</sup> meeting on September 16<sup>th</sup>, we will go into non public session.

Ms. Webster asked do we each fill out this form and bring it in.

Mr. Senecal said that one person keeps score and then we total them up.

Mrs. Murray said we each fill one out then we discussed it.

Mr. Senecal asked if the Board was all in agreement to use this form for Mr. Owen's evaluation. They will use this form.

Non- Public Session

**Mrs. Ginter made the motion to go into non public session seconded by Marge Webster. The members voted and all were in favor.**

The board went into Non- Public Session at 8:21 PM.

**Ms. Silk made the motion to come out of Non Public session seconded by Marge Webster. The members voted and none being opposed the motion passed.**

The Board came out of Public Session at 8:35 PM.

**Mrs. Murray made the motion to seal the minutes from the non public session seconded by Marge Webster. The members voted and none being opposed the motion passed.**

## 7. Workshop - Town Office

David Owen reports that the Board requested him to find out if there were funds available to support design services for the Town offices. He reported is approximately \$41,240 that could be used for those purpose. From the Selectmen's misc operating expense \$11,500; \$20,940 from the debt services; \$8,800 from DPW Building & Grounds.

Mr. Senecal said he and Ms. Webster had a meeting with Bonner, Page & Stone, a construction management company. He asked them to look at the Lehner St site. They looked at the MED building the lower level is approximately 4500 sf. and the upper level is 3500 sf. The basement would be good for archival space.

Ms. Webster said she has worked with this company and they will be able to give us a good idea of what can be done with this site and extending down to the community center with an idea of cost for the square footage.

Mrs. Murray asked are you talking about the MED and the community center.

Mr. Senecal said when we talked to them we talked about the MED building with an addition to it. We told them they could go as far as the community center.

Ms. Silk asked if we would be removing the community center.

Ms. Webster said that the MED is a solid building.

Mrs. Murray asked what their plans for parking were.

Mr. Senecal said that is what they will be working on.

Mrs. Murray said that when they did the warrant article there were issues with the property lines.

Mr. Senecal said that they were given an overlay of the property.

Mrs. Murray wanted everyone to know that there are issues with the property lines.

Mr. Senecal said that at this time we are looking for costs and ideas. He made it clear that he is looking at a lower level on grade and the first and second levels with is approx 15,000 sq ft.

Ms. Silk asked if there was a fee for what was being done.

Mr. Senecal stated there would be no fee charged.

Mrs. Murray would like to take a more neutral look at the needed square footage. I used many of the former plans to determine the needed square footage needed. They based the increase size in the amount of the increased staff. In 2004 we had 26 staff and in 2009 we have 21 staff, this why I am going for less square footage. The next issue is storage, and if you do more storage digitally you will need less storage space.

Mr. Senecal stated that tonight is not the decision making date for Lehner Street it is just to inform the Board what has been done.

Mrs. Murray requested to be able to finish her concerns for the board. She noted that the staff has had to address many problems (ie, rodents, mold & smells). I would like to the board to use \$41,241 to address the issues for our employees at the Brewster Building by reinstalling the bathroom in the meeting room to keep our employees from having to go into the basement. Install an area in the meeting room for the Town Clerk to keep the checklist materials. Remove all the storage from the basement and move it to MED building. Have the building professionally cleaned especially the rugs and floors. Move the break room to the meeting room.

Mrs. Ginter feels that we are all concerned with the working condition at the town hall. But every time we put money into this building it gives us another reason not to look at any other options. We need to have a professional service to come in see if we have toxic mold in the basement and what it would cost to clean it up. In the memo from Mr. Owen it said that we would be installing a power venting system to vent the basement.

I am concerned that if we have toxic mold what would be the effects on the school next door. If we don't do something we might be forced out of the building. I am against putting more money in the building until we know what problems we have. I am not convinced that fixing the building will cost less when we are talking about the economy, than building new and mitigating the problems. We can then have the building historically managed with other funds.

Ms. Webster said in that we will have to give and take. When you have the conditions we have employees working in, we need one plan. This is a serious issue and we need to be together on this. This has been going on for far too long.

Ms. Silk said she has always been concerned with the building. If the concerns are the conditions that our employees are working in then we need to do something right away. We need to do things that will get the conditions changed, and to address the conditions in the building right away. You can do a lot of improvements with the \$41,000. If you care for the employees you need to do something right now.

Mr. Senecal said that I agree with that, but we don't know what we have. We haven't tested for mold. What are we ventilating? What kind air quality is down there. Some of that money should be used for testing. I would like to authorize Mr. Owen to do some air quality testing not only in the basement but on the work level. We should set a limit of \$2500 for testing.

Mrs. Murray said that when she was called to come down to the Town Hall she was told that the employees don't want to go into the basement. By doing testing it says to the employees that we hear you and we care about you.

Mrs. Ginter said that if we have a mold issue here they are going to force us to move out of this building.

Mrs. Murray said what if it takes 4 or 5 weeks to get the testing done, why would not want to spend the money to put some fixtures in.

Mrs. Ginter said she is not in favor of spending the money to put the fixtures in.

Mr. Senecal would like to say the plumbing is in place and you could reinstall the fixtures and it would cost about \$500.

Mrs. Ginter said that that information was not explained to me.

Mr. Owen said we will delay the venting and have the testing done.

**Ms. Silk would like to make a motion to authorize Mr. Owen to spend up to \$3500 for air quality testing and refurbish the bathroom, seconded by Kristi Ginter. Members voted and none being opposed the motion passed.**

## 8. Old Business

Mr. Owen would like to speak about the potential lawsuit Article 28-a against the State which includes a change in pension contribution. He called the LGC and found that the previous members of the Board had already authorize us to make a contribution in the amount of \$1,432.00

## 9. Town Manager's Report

### 1. Committee Reports

Selectman Mrs. Murray reported the CIP Committee has been meeting weekly. They have done Fire Dept, Park & Rec., and have started Public Works and Water & Sewer.

The Milfoil Committee has been working to get the milfoil under control in Back Bay. We have had 2 pulling one in June and one in July. There will be 3 more pulling in August on the 13, 14, and 15. We still have some large patches. The State is recommending chemical treatment in September. We will need to have money in the budget to keep going. We have made great progress. The Board should write a letter to Ken Marschner for all his help in keeping this going.

I went to the Planning Board meeting last night and the GWRSD presented their plan for Phase 1 for their Multi Purpose room. I would like to commend the GWRSD on their plans. Jack Robertson was unsure if GSN was able to get this notice from the GWRSD in the paper this week and asked me to read it. The GWRSD is trying very hard to use local contractors. It reads

*Attention Building Contractors & Suppliers within the Governor Wentworth  
Regional School District.*

*The Kingwood Renovation/Addition Project will be completed in 2 phases. The first phase will utilize a duly qualified and experienced contractor while phase two will be completed using a construction management contract. We are inviting local appropriately qualified building material suppliers and sub-contractors to submit their qualification for consideration by the selected general contractor and construction manager. The application form can be found on the District's website at [www.govwentworth.k12.nh.us](http://www.govwentworth.k12.nh.us).*

I think it is a good think that they are trying to use local contractors.



Ms. Silk would like say that Saturday August 15 will be the second Medicine Collection and our usual Household Hazardous Collection day it will be 8:30 AM to noon.

Please bring all your medicine in the original bottles. We will have markers available to cross your name out. Please do not pour them out of the pill bottles. We do have a pharmacist who must count and list all drugs and list its strength.

On September 15, 2009 SWANA will be having a meeting and they have asked me to speak relative to medicine collections and explain the process. It will be at 8 or 9 am. We will get more information.

#### 10.Public Input

Bob Lemare from Wolfeboro. Some things have come to my attention. I don't see a lot getting done in this climate. I received a call the other day from Victor Drouin. He asked how much space would be needed for town offices. Mr. Drouin will be vacating his building in the old doll factor adjacent to the MED building. This building was recently renovated and is ADA compliant and has sprinklers. The total square footage of the building is 12,000. He will have 4400 sq ft availed on the 3<sup>rd</sup> floor and 2000 on the 1<sup>st</sup> floor. This might be a way the take care of the problem of the Town hall. We might be able to take a short term lease on this space. My primary concern is the town offices. He also said there is storage space in the basement.

Bob Smart a former member for the THOC Committee, stated that two month ago Mr. Senecal said he wanted to move forward with one proposal to solve the Town Hall problems. I agree with that. To look at relocating a building that has worked for so long I feel people will vote against it. I think that we should keep the town hall in its present location. I do not think we should move it to Lehner Street.

#### 2. Questions from the Press

Tom Beeler from the GSN said we have an article on the GWRSD about how they had 25 bidders and they qualified nine, with seven from New Hampshire.

Mr. Owen would like to remind the board that he will be away on the week of August 17<sup>th</sup>. Mr. Owen said that Rob Houseman will be here in his place and he will get the agenda done before he leaves.

### 3. Adjournment

Member Sarah Silk moved the Wolfeboro Board of Selectman to adjourn at 9:26PM. Member Linda Murray seconded. Members voted and being none opposed, the motion passed.

Respectfully submitted,

*Terry Tavares*

Terry Tavares