

**Wolfeboro Board of Selectmen
Meeting Minutes
August 19, 2009**

Members present: Chairman Dave Senecal, Linda Murray, Sarah Silk, Marge Webster

Staff Present: Acting Town Manager Robert Houseman, Finance Director Peter Chamberlain,
Director of Parks & Recreation Ethan Hipple, Recording Secretary Terry Tavares

Absent with Notice: Vice-Chairman Kristi Ginter, Town Manager David Owen

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

Mr. Houseman stated a non-Public session will not be needed.

❖ Approval of Minutes – August 5, 2009 Regular Meeting

Page 19 - 1st sentence change of spelling from Bonner to *Bonnette*.

Page 13, 5th paragraph: *Mr. Ford thought that the Crescent Lake School was on Septic Systems. But he has since found out that the school is on the Town's sewer system but the Town has not been billing the school system for sewer.*

Page 18 – second and third motion should be in the non-public minutes. The following line should be added: *The Board of Selectmen sealed the non-public minutes by a 2/3 vote as required by law.*

Page 19 – 9th paragraph: *Mrs. Murray requested that the Town Manager discuss with the Auditor and the Town Attorney whether the Municipal Electric Building was an asset of the Electric Enterprise Fund and if so, how could the Selectmen remove the Municipal Electric Building from said Fund. She requested that the Town contact DES to see what testing of the earlier oil spill would still be required if the Municipal Electric Building was turned into another Town use.*

Page 20 – 1st paragraph – second sentence: *I reviewed the 2004 Space Needs Study, the 2007 McGinley Kaslow Study/Plan for Town Offices and TOCAG analysis of the Town's office space needs. The 2004 Space Needs Study increased the size of the offices based on additional staff. In 2004 the Town had 26 town office staff and in 2009 the Town has 21 town office staff. Based on these studies I believe that the Town's office space needs for the next 20 years will be between 11,000 sq ft to 12,000 sq ft. I suggest that the Town increase its digital storage to decrease the need for physical storage. Let me give an example; deeds do not need to be stored at the Town Offices because deeds are recorded at the registry of deeds. If the Town wants a copy of a deed it should be stored electronically. This would empty one whole closet on the first floor near the Town Manager's office. I recommend that the Town use Digital storage for as many documents as possible and throw out documents which are out- dated per RSA 33-A:3. In the 2009 election and the TOCAG survey, the Lehner Street location received the fewest votes as a possible site for*

a new town hall. The BOS needs to balance low interest rates and building costs with the ability of the taxpayers to pay.

Page 20 – 3rd paragraph: Mrs. Murray stated that she was not done and requested that she be able to finish her concerns. Mrs. Murray stated that Brewster Memorial Hall is a structurally sound building which has been neglected over the last 50 years or more. To address the working conditions of the staff right now, I recommend that the Board of Selectmen take the \$40,000 plus and any other amount from the operating budget to address the working conditions at the Brewster Memorial Hall by using the conference room to reinstall the bathroom, plumbing is already there, make a section of the conference room the staff's break room and install a closet in the conference room for the Supervisor of the Checklist material. I would also remove all storage from the basement to the MEB, professionally clean the building, especially the rugs and the floors and if the money is left remove the asbestos from the basement. This should greatly improve the staff's working conditions and stop the staff from having to go to the basement for their breaks or to the bathroom.

Page 21 – 5th paragraph: first sentence after it should read: *why would the Board not want to spend the money to replace the bathroom fixture in the old bathroom space in the conference room.*

Member Marge Webster made the motion to accept the minutes of August 5, 2009 as amended, seconded by Sarah Silk. Members voted and being none opposed the motion passed.

➤ **Public Input**

Joyce Davis would like to know the status of the new bathroom in the Town Hall.

Mr. Senecal stated the Bathroom is operational and the other issues have been addressed.

❖ **Public Hearings**

➤ **Temporary Event Permits**

- i. Lakes Region Humane Society to hold a Dog Walk on October 3, 2009 from 9:00 AM to 1:00 PM starting at Kingswood Athletic Field to Morrissey's Front Porch and Back to Kingswood Field.

Linda Williams asked the Board to approve this fund raiser for the Lakes Region Humane Society.

Member Sarah Silk made the motion to approve the Temporary Event permit for the Lakes Region Humane Society to hold a Dog Walk event on Sunday, October 3, 2009 from 9:00 AM to 2:00 PM starting at Kingswood Athletic Field to Morrissey's Front Porch and back to Kingswood, seconded by Marge Webster. Members voted and none being opposed the motion passed.

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

Mr. Houseman explained the Town has been encroaching upon land of the Governor Wentworth Regional School District with our installations of antennas on the water standpipe site. The School District obtained authorization from the voters last March to convey the strip of land to the Town. Both the Planning Board and Conservation Commission has reviewed this proposal and have commented favorably upon it.

Mr. Senecal said this is the second Public hearing and asked if there was any comment from the Public. Being none the Board moved to the next item.

➤ **Disposition of Parcel of Land, Tax Map 228, Lot 52, Forest Road**

Mr. Senecal stated that this is the second of the two required public hearing on this matter. We have a letter from Doug Cady he wished to have read into the record (See Attached).

Mr. Hipple from Parks & Recreation spoke saying that this sale will not affect Carry Beach.

Mrs. Murray stated that if a petition with 50 signatures was presented to not sell this parcel this issue could be put on a warrant article. She has also spoke with Mr. Houseman and this parcel does have wetlands & drainage issues. It is also in the Shoreland Protection Area.

Mr. Houseman stated that to change the road would require engineering and could be very costly.

Mrs. Murray reminded the Board that Forest Road was changed to keep people from crossing the road to get to Carry Beach.

Mr. Senecal stated before the change to the road the beach area of the Carry was very small. He has also spoken with Mr. Cady about his letter.

Public Comment

Mr. Cain, 208 Forest Road, said the location of his garage is not on the town's property. The Town maps are wrong. If the town were to change Forest Road back he feels that the safety of the public would be a issue. He feels that there is an enough parking as long as the public parks in the spaces provided. He has offered to purchase the land that abuts his property. He has spoken with the Town Manager about this.

Mr. Senecal said that this is the second hearing on this matter. The Planning Board & Conservation Commission has reviewed this proposal and has commented favorably upon it.

❖ **Bulk Vote**

a. Property Tax Abatements

- | | |
|---------------------------|------------------------|
| i. Abatement/Refund #4 | Tax Map 101, Lot 5 |
| ii. Abatement/Refund #5 | Tax Map 199, Lot 15 |
| iii. Abatement/Refund #26 | Tax Map 217, Lot 23-A3 |

b. Applications for Property Tax Credit/Exemptions

- | | |
|---------------------------|---------------------|
| i. 218 McManus Road | Tax Map 219, Lot 12 |
| ii. 82 Cotton Mountain Rd | Tax Map 138, Lot 4 |
| iii. 20 Libby St | Tax Map 217, Lot 14 |
| iv. 59 Elm St | Tax Map 190, Lot 44 |

c. Notice of Intent to Cut Wood or Timber

- | | |
|-------------------------|--------------------|
| i. Springfield Point Rd | Tax Map 226, Lot 4 |
|-------------------------|--------------------|

d. Application for Reimbursement – Federal and State Forest Land

Member Linda Murray made the motion to approve and sign the documents relating to the Bulk Vote, seconded by Sarah Silk. Members voted and none being opposed the vote passed.

❖ **New Business**

e. Approval: Commercial Vessel Landing Permit – Wild Oats

Eric Lariviere spoke saying he would like to land his 31' Sail boat the "Wild Oats" for drop off and pickups. He would be doing most of his docking from Goodhue & Hawkins. He estimates a total of 180 landings.

Ms. Silk asked if his docking will interfere with the existing boats that are docking.

Mr. Lariviere said that if there is a boat docked he will wait until it is clear to dock.

Mrs. Murray asked why the insurance is for only 1 million.

Ms. Silk reminded the Board that the insurance requirements were changed from 2 million to 1 million.

Mr. Senecal said that he would like to check on the insurance requirements.

Member Marge Webster made that motion to approve the issuance of the Commercial Vessel Landing Permit for the Wild Oats for 180 landings during the balance of 2009 pending verification of the insurance seconded by Sarah Silk. Members voted and none being opposed the motion passed.

f. Approval: Application for 2010 Payment of State Grant for Surface Water Treatment

Member Sarah Silk made the motion to approve the application for FY 2010 payment of State Grant for Compliance with the Subsurface Water Treatment Rule and authorize the Board's Chairman David Senecal to sign the application, seconded by Marge Webster. The members voted and none being opposed the motion passed.

g. Approval: Supplemental Loan Agreement- Waste Water Treatment Facility Upgrade

Member Sarah Silk made the motion to approve and sign the Supplemental Loan Agreement to finance the Waste Water Treatment Facility Upgrade SRF Project No. CS-330098-03, seconded by Marge Webster. Members voted and none being opposed the motion passed.

h. Approval Lease Agreement with Wolfeboro Area Chamber of Commerce

Mrs. Murray as the representative of Wolfeboro Chamber of Commerce Board stated that the Chamber would like the lease to go to the Finance Committee for review. There is a question of the percentage of square footage and how the utilities will be charged.

Ms. Silk asked if this was relative to the taxes or utilities.

Mrs. Murray stated that the numbers do not agree. The Chamber would like clarification on how these percentages were arrived upon. She would like to table this lease agreement until we meet with Mr. Owen.

Member Linda Murray made the motion to table the Lease Agreement with the Wolfeboro Area Chamber of Commerce, seconded by Marge Webster. Members voted and none being opposed the motion passed.

i. Approval: Sale of Tax- Deeded Properties.

Mr. Senecal stated we have two bids for properties Lots # 190- 60 Nine Park Ave and 273-17 Alpine Meadows Road. There were no other bids for the remaining properties.

Ms. Silk suggested that we not sell the remaining properties until the market gets better.

Member Sarah Silk made the motion to accept the bids on Map # 190-60, Nine Park Ave for \$15,100.00 and Map #273-17, Alpine Meadows Road for \$20,500.00, seconded by Linda Murray. Members voted and none being opposed the motion passed.

Member Linda Murray made the motion to not put the three remaining properties out to bid, seconded by Sarah Silk. Members voted and none being opposed the motion passed.

j. Approval: Pop Whalen Ice Arena Rates 2009-2011

Ethan Hipple stated there is a need to raise the rates at the Pop Whalen Area, the last increase was in July 2007. At this time the Enterprise Fund is operating at a loss of \$12,000 for 2008. We propose to raise the rates for the second half of 2009, keep them the same for 2010 and raise them again for 2011. Even with this increase we will still have the lowest rates of any ice arena in the state. Any extra money would stay in the Enterprise fund.

Mrs. Murray asked about the \$14,655 difference in bond payments.

Mr. Hipple said this increase did not include bond payments.

Mrs. Murray stated in 2008 there was a Warrant Article to purchase land adjacent to the recreation area, with the money coming partly from the General Fund and partly from Pop Whalen Enterprise Fund. At this time there is only money coming out of the General Fund.

Mr. Hipple will need to check on this.

Mr. Hipple would like to set the increase for the next three years with a projected increase in 2010 of 13%.

Mrs. Murray is not sure we should approve a three year increase at this time, until we have more information about the why there has been no bond payments made out of the Pop Whalen Enterprise fund.

Mr. Senecal suggested that we table this item until the next meeting.

Mrs. Murray made the motion to table the Pop Whalen Ice Areas fees until the September 2, 2009 meeting, seconded by Sarah Silk. Members voted all in favor.

From the Audience a comment was made that even with the small fee increase proposed it would impact the families using the programs.

Mr. Hipple replied that it is our intention to keep the programs affordable.

k. Discussion: Monthly Expenditures and Revenue Report

Peter Chamberlain stated that he had made the changes request by the board to this report. It is also the time to go over the budgets to see where we are going over and to try to keep them in check. He noted that the cemetery is over but this has now been taken over by the Parks & Rec. Dept and should now be under control. The Electric Dept is in good shape. He has spoken with David Ford about the sewer rates he feels that Mr. Ford will be making some planned cut backs to keep his budget under control. The Treasurer has transferred funds from the MED System Upgrade Project to the General fund. The School District will also be paying the sum of \$24,106 for charges incurred for the sewer at Crescent Lake School.

Mrs. Murray asked why the Pop Whalen Ice Area funds have not been turned in from the Parks & Rec. account.

Mr. Chamberlain stated that the transfer has not been made. It will be made soon.

Mrs. Murray noted that the Water & Sewer revenue is 4 months behind and the expenditures are greater than the revenues collected. It would be good if Mr. Ford could do the needed cut backs.

Mr. Chamberlain noted the changes in the revenue report. The end of the monthly Expenditure & Revenue Report now shows the percent of cash receipts for the Water & Sewer & the Electric fund.

Ms. Silk asked if Mr. Hipple has done any cut backs to compensate for the shortage in Parks & Rec.

Mr. Chamberlain said he will check with Mr. Hipple.

Ms. Silk stated that she greatly appreciated the changes Mr. Chamberlain has made to the monthly report to target areas of concern.

l. Discussion: Proposed Development on a Private Way – Warren Sands Road

Mr. Senecal stated the resident asked to withdraw this request.

Mr. Houseman stated this is the first time he can remember there has been a request for a building permit on a private way. The applicant has asked to withdraw his request and will be going through ZBA & Planning Board.

m. Discussion: Town Manager Evaluation

Mr. Senecal would like to have the Board fill out the Town Managers evaluation form and have it ready for The September 2, 2009 meeting as it will be on the Agenda. We will be going into a Non- Public Session on September 16 to discuss this form.

❖ Old Business

Mrs. Murray would like to set goals for the Board of Selectmen in reference to Road Bonding. To include an application for road bonding. The town is spending money to upgrade our roads. We have just finished a

major project on Pleasant St. and we have truck traffic using Pleasant St & Oak St as a short cut to make deliveries for the Wolfeboro Inn on Sewell Road.

Ms. Silk asked hasn't the Board addressed this.

Mr. Houseman stated their original application (Wolfeboro Inn) included the Board of Selectmen making changes on Sewall Road to allow for unloading. Most Vendors pull down Pleasant Street to get to Sewall Road.

Mrs. Murray would like to have it on a future agenda to address this matter.

❖ Other Business

Ms. Silk would like to have the Board review a Policy to accept goods and services. So if someone wants to donate goods or services to the Town for work needed.

Ms. Webster stated there is bonding policy to accept up to \$5000.

Mr. Senecal reminded everyone about the dates for the budget hearings.

❖ Town Manager's Report

Mr. Houseman asked Brenda LaPointe to speak to the Board.

Mrs. LaPointe wants to inform the Board and the Public of a Telephone Scam involving the billing department. Customers have reported they have received calls from someone identifying themselves as calling for the Wolfeboro Payment and Collections, saying they had received a check from the customer that was unsigned. They are asking for personal information (ie. Social Security Numbers and Bank Account Numbers). The Police are investigating this and we are asking the public to not give out any information on the phone. If you have sent us a check that has not been signed we will return it to you and have you sign it.

Mr. Houseman would like to report that the bathroom has been reinstalled in the meeting room. The Lunch room has been moved from the basement to the meeting room. He asked that we keep it clean as it is still being used as a public space. The Air quality testing has been completed and he is happy to report that the mold has been identified and it is not toxic. The report has recommendations for the air quality and we will be getting estimates to have the books cleaned.

Mrs. Murray would like to have the books cleaned and then moved.

❖ Committee Reports

Ms. Silk would like to report that the Historic District Commission has new streamlined forms for Roofing and Minor maintenance. These forms are available on line.

The Hazardous Waste Medicine Collection was held over the weekend.

The Agricultural Commission is working on a rough draft for Cultural Pursuits. We are asking how many people have gardens or keep livestock.

Mrs. Murray said the Milfoil Commission received a permit to chemically treat Back Bay after September 15, 2009. There will be signage to inform the public that Back Bay will be closed after the Water Skiing Tournament for the treatment.

The CIP Committee has been working on the projected numbers.

- \$400,000 for the Town Hall
- \$420,000 for the Electric Department
- \$115,546 for Pop Whalen
- \$134,454 for the ADA Bathrooms
- \$175,000 for Smith River
- \$100,000 for Sidewalks
- \$550,000 for Road Maintenance
- \$250,000 for the Parking Lot on Glendon Street
- \$100,000 for replacement of a PW/HW Truck
- \$ 99,000 for Rt 28 Study
- \$1,200,000 for Center Street Drainage
- 1,200,000 for Glendon & School Street Construction.

❖ **Chamber of Commerce**

Mary DeVries from the Chamber of Commerce stated that they would be happy to publish the dates of the Hazardous Waste & Medical Collection dates in their booklet. She would like to remind the Board that they are invited to the Chamber's Meetings.

❖ **Questions from the Press**

Elissa Paquette from the GSN asked about the General Fund and the Pop Whalen Enterprise Fund finances.

❖ **Adjournment**

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

Member Linda Murray moved the Wolfeboro Board of Selectmen to adjourn the meeting at 8:10 PM, seconded by Marge Webster. Members voted all in favor the motion passed.

Respectfully submitted,

Theresa R. Tavares

Theresa R. Tavares

Doug Cady
5 Bassett Road Wolfeboro, NH 03894
569-1632

RECEIVED
AUG 18 2009
BY: _____

August 17, 2009

Selectmen, Town of Wolfeboro
Town Hall
Wolfeboro, NH 03894

Dear Selectmen,

I am writing to express my strong opposition to the proposed disposal of town property on Forest Road, across from Carry Beach. I ask that this letter be read at your August 19, 2009 Public Hearing on this matter, and be recorded as part of the official public record.

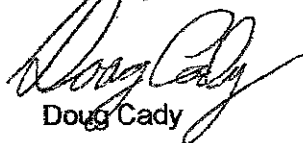
I am opposed to this sale because in my view, this land opposite Carry Beach could one day be used to relocate Forest Road further away from the beach area than it presently is. Two reasons that could reasonably require relocating Forest Road would be 1) the inevitable long term increase in town population that would require more beach area and 2) safety issues that would mandate moving the road away from the beach area. Already, we have 40 mile per hour traffic traveling very close to both playing children and relaxing adults.

A third reason I oppose this sale is that doing so would forever prevent the Town from making better use of the strip of land known as "The Carry". Currently this land is not marked for public use, it is overgrown with trees, the ground is mush, and *there is no parking!* The 50 foot deep abutting town property, now a front yard, would make an ideal parking spot for several cars and significantly improve access to the lake for kayakers and canoeists.

I have attached a photocopy of the lot involved (Map 228, Lot 52) that includes the Carry Beach, Forest Road, and the surrounding properties. On it, I have drawn my suggestion as to how a possible future relocation might be made. I think you will agree that it is both feasible and reasonable.

In summary, this piece of land is of importance to both present and future generations of our citizenry and I strongly encourage you to vote "NO" on this proposal.

Sincerely,


Doug Cady

