

**TOWN OF WOLFEBORO
BOARD OF SELECTMEN
October 24, 2013
Draft Minutes**

Members Present: Sarah Silk, Chairman, Linda Murray, Vice-Chairman, Q. David Bowers, Brad Harriman, David Senecal, Members.

Staff Present: David Owen, Town Manager, Peter Chamberlain, Finance Director, Ethan Hipple, Director of Parks and Recreation, Lee Ann Keathley, Secretary.

Chairman Silk called the meeting to order at 6:33 PM at the Wolfeboro Town Hall Meeting Room.

LRHHPF BUDGET

Sarah Silk distributed an updated LRHHPF budget; noting the total facility budget was revised from \$58,800.41 to \$59,300.41.

ECONOMIC DEVELOPMENT COMMITTEE

David Owen stated the overall budget is down from the previous year by 1.6%. He stated part time wages has decreased due to the salary rate for a new recording secretary.

Sarah Silk questioned dues and subscriptions; noting no expenditure to date. She questioned a plan for the advertising funds.

Kathy Eaton, Member, Economic Development Committee, stated the Town's Economic Development webpage has gone live and the EDC has established two Economic Revitalization Zones in the Town. She stated the Committee is placing a quarter page ad in the Innovate in the Granite State publication; noting such is distributed by NH Division of Economic Development. She stated the latter is the Committee's first move towards advocating business relocation and noted the Committee has previously focused on tourism. She stated the Committee has requested a \$1,000 increase in advertising to promote growth, business relocation and tourism. She stated 2014 funds will be put towards advertisements in the following publications: The Inn at Mills Falls magazine, The Hippo, Yankee Travel Guide and NH Business Review.

Dave Senecal asked if the Committee intends to continue advertising on the billboard on Route 16.

Kathy Eaton stated the original intent was to lease the billboard for two years and noted 2013 funds paid for the second year of the lease. She stated 2014 funds are not proposed for such; however, if the Committee decides to continue to advertise on the billboard an alternative location will be discussed at the next budget cycle.

Sarah Silk asked if there is any presence at Hampton Beach.

Mary DeVries replied yes, the Calendar of Events and Chamber of Commerce brochures are located at Hampton Beach.

Sarah Silk asked if there is a presence north of Wolfeboro.

Mary DeVries replied yes, the same information is located in Conway.

PARKS AND RECREATION

➤ Administration

Sarah Silk questioned the increase in printing.

Ethan Hipple stated additional funds were needed for graphic design services associated with the brochure; noting staff received training for in-house development of the brochure.

Sarah Silk recommended contacting the high school for assistance with graphic design.

➤ Maintenance

Linda Murray verified Foss Field is not being fertilized and recommended against such.

Ethan Hipple expressed concern for never fertilizing the field in the long term and recommended a plan regarding such.

Linda Murray stated the field could be limed. She requested Mr. Hipple ensure the calculations for water consumption are correct.

Ethan Hipple stated more water is being used and noted watering of the downtown plantings is included in the maintenance budget.

Sarah Silk questioned the decrease in rentals and leases.

Ethan Hipple stated the temporary trailer is no longer being used.

Linda Murray observed that a lot of diesel fuel was used last year; however, very little was used this year.

Ethan Hipple stated he would look into the coding of such and noted the figures for Abenaki appear to be very high.

Linda Murray stated she observed the picnic tables at Bean Park had rotted boards.

Sarah Silk questioned the increase in machinery and equipment.

Ethan Hipple stated such is related to the purchase of a push mower.

➤ **Beaches**

Linda Murray questioned part time wages; noting the appropriation and actual expenditure differ.

Ethan Hipple stated he budgets for staff working 7 days per week; however, if there is a rain day staff is called off.

Linda Murray verified staff is using radios and phones at the beaches.

Pete Chamberlain stated the telephone line item was reduced from \$867 to \$622.

It was moved by Linda Murray and seconded by Dave Senecal to decrease Telephone, 45203.341, from \$867 to \$622. All members voted in favor. The motion passed.

Linda Murray questioned grounds maintenance.

Ethan Hipple stated such is related to NHDES permitting for beach sand.

Sarah Silk questioned building maintenance.

Ethan Hipple stated rotted sills were replaced at the Brewster Beach shed.

Linda Murray asked if an outside shower will be installed at Brewster Beach.

Ethan Hipple replied yes.

Sarah Silk asked if the Town gets reimbursed for safety equipment.

Ethan Hipple replied no.

Sarah Silk questioned the increase in land improvements.

Ethan Hipple stated such relates to fence repairs at Carry Beach; noting the fence is ten years old. He stated \$400 replaces two sections of the fence and proposes to replace two sections annually until completed.

Linda Murray asked if the swim t-shirts are included in the registration.

Ethan Hipple replied yes.

Sarah Silk questioned the increase in programs.

Ethan Hipple stated Red Cross increased their fees for first aid and CPR. He noted the swim meet fee also increased due to the increase in the size of the team.

➤ **Abenaki**

Linda Murray questioned the increase in outside services.

Ethan Hipple stated the Town has contracted Jim Bean for services.

Linda Murray questioned the calculations for heat, electricity and diesel fuel.

➤ **Hockey Rink**

Ethan Hipple noted the rates were increased.

➤ **Programs**

Linda Murray questioned part time wages and whether the expenditure for the bus drivers is an in/out.

Ethan Hipple replied no, the Town hires the school district's bus drivers. He stated the Town pays for the bus driver and diesel but, not for the bus.

Sarah Silk questioned the budget request for telephone.

Ethan Hipple stated the request is incorrect and the figure should be \$297.

It was moved by Brad Harriman and seconded by Dave Senecal to decrease Telephone, 45206.341, from \$370 to \$297. All members voted in favor. The motion passed.

➤ **Community Center**

Sarah Silk stated she met with Rick Burns and spoke to Dave Owen and Ethan Hipple regarding electrical improvements to the building; noting there are existing receptacles that are not grounded. She stated the cost for such is \$717.59 and would be taken out of the building maintenance budget. In addition, she stated the Ladies of the Lakes Quilters' Guild were given a cost estimate in the amount of \$2,962 to include the following; 5 commercial floor outlets, replacement of fluorescent lights, new electrical panel and install four isolated outlets. She stated their Board voted in favor to appropriate \$3,000 towards the cost estimate for the improvements and in exchange, would request the BOS waive the fee for use of the building. She stated they will come before the BOS to present the proposal in November.

Sarah Silk questioned the water and sewer calculations.

➤ **Patriotic Purposes**

Jim Collins, American Legion, requested level funding. He stated a member of the Budget Committee last year recommended purchasing the flags through the congressional office. He stated he doesn't feel the quality is comparable to the flags the Legion currently purchases and distributed both flags for the BOS to compare. He stated the Senator's flag costs \$14.85 and the flags currently purchased cost \$27.50. However, despite the cost savings he expects the Senator's flags would have to be replaced more times per year due to the quality of the flag. He stated the painting of the flag poles is scheduled for next summer. He stated a complaint was received regarding a light being out at the Town Dock's flagpole; however, the oak tree is

overgrown and hides the light. He recommended moving the spotlight. He stated there is no light at the Brewster Academy flagpole and recommended two ground spotlights for such. He stated the Rotary has electricity for the clock in that same location.

Dave Senecal recommended speaking to an electrician at the Legion who would donate his labor. He asked if the Town is hiring the same company for the fireworks.

Ethan Hipple stated such is out to bid for a three year contract.

➤ **Clark House**

Linda Murray asked if the electric calculations included the new rate.

Ethan Hipple replied yes.

Dave Owen requested Mr. Hipple to list the barn as a structure using electricity.

Sarah Silk asked who pays for the portable toilets.

Ethan Hipple stated the cost is included in the program budget however, the Farmer's Market reimburses the Town for the portable toilets.

Sarah Silk questioned maintenance supplies.

Ethan Hipple stated such relates to replacement bulbs for the security lights. He noted the year to date expenditure of such could be a coding issue.

➤ **Pop Whalen Ice Arena**

Sarah Silk questioned medical.

Ethan Hipple stated he is requesting an AED wall case unit for the lobby. He stated he is requesting units for the Community Center and tennis courts as well.

Sarah Silk questioned water.

Ethan Hipple stated the facility has a well.

Pete Chamberlain noted a coding error in the water line item; noting an electric bill was paid.

Linda Murray questioned the increase in machinery and maintenance.

Ethan Hipple stated such relates to the request and cost estimate for chiller maintenance.

Sarah Silk asked if it would be an annual maintenance item.

Ethan Hipple stated rather than responding to a crisis he is recommending annual maintenance.

Sarah Silk questioned the increase in building maintenance.

Ethan Hipple stated such is for a new scoreboard.

Linda Murray questioned gas; noting there was no request for funding the past two years.

Ethan Hipple stated he believes such is a coding issue.

Sarah Silk questioned buildings; noting the appropriation (\$1500) has not been spent.

Ethan Hipple stated he decided to hold off until 2014 to expend the funds; noting he intends to encumber the funds and have it under contract by year end.

Capital Outlay

➤ **Abenaki Ski Area Lodge Engineering, 49613.721, \$25,000**

Ethan Hipple stated his original request was for \$50,000; however, the Town Manager decreased the request to \$25,000. He stated the design and soil testing was done in 2013 and wetland permitting began in 2013 as well. He stated the lodge is in the CIP for \$500,000. He stated the intent is to go out to bid prior to Town Meeting.

Dave Owen stated he reduced the original request to \$25,000 because he felt such would be adequate to prepare the project for bidding. He stated if additional funds are needed, such could be requested at the year of construction.

Linda Murray questioned whether other capital outlay requests could be eliminated to allow for the original funding request. She questioned whether \$25,000 would be sufficient.

Ethan Hipple stated \$50,000 was based on discussions with the engineering firms and he would have to review whether \$25,000 would be sufficient. He stated he would rather retract another project to allow for the original request to be approved.

The Board agreed to remove Brewster Cemetery Fence and Middleton Road Cemetery from the Capital Outlay requests.

It was moved by Dave Bowers and seconded by Linda Murray to increase Abenaki Ski Area Lodge Engineering, 449613.721, from \$25,000 to \$30,000. All members voted in favor. The motion passed.

➤ **Brewster Cemetery Fence Reconstruction, 49613.733, \$8,800**

Ethan Hipple recommended the project be removed from capital outlay to allow for the original request for the Abenaki Ski Area Lodge engineering.

It was moved by Linda Murray and seconded by Dave Bowers to decrease Brewster Cemetery Fence Reconstruction, 449613.733, from \$8,800 to \$0. All members voted in favor. The motion passed.

- **Tennis Ball Machine, 49613.763, \$1,500**
Removed from Capital Outlay by the Town Manager.

Linda Murray stated such should be in the operating budget.
- **Parks Automatic External Defibrillators, 49613.762, \$3,800**
Linda Murray stated such should be in the operating budget.
- **Parks Playground Mulch, 49613.735, \$5,075**
No discussion; noted as a safety issue.
- **Railroad Station Playground, 49613.731, \$16,000**
Dave Owen stated the request has been made from the Wolfeboro Nursery School. He stated they intend to pay for 50% of the costs to improve the playground.
- **Cate Park Bandstand Repairs, 49613.734, \$9,500**
Ethan Hipple stated the railings and floor boards need to be replaced.
- **Middleton Road Cemetery, 49606.710, \$35,750**
Dave Owen noted complications with the project and stated the back half of the lot is very wet. He stated the installation of additional drainage is necessary or the cemetery will be unusable. He stated the project had to be reconfigured and an engineer hired to address drainage. He stated the project has been extended an additional year.

Ethan Hipple stated 2013 funds were appropriated for the road, tree work and landscaping however, the funds for the latter two items is paying for the engineering.

Dave Senecal questioned the number of remaining plots in the South Wolfeboro Cemetery.

Brad Harriman replied 30.

Ethan Hipple stated the figure does not include any plots located by Randy Tetreault, Norway Plains Associates at the Pine Hill Cemetery. He stated there are areas where additional plots could be added.

Sarah Silk asked if any of the plots at the Middleton Road Cemetery could be used prior to the installation of the drainage improvements.

Ethan Hipple replied no.

It was moved by Dave Bowers and seconded by Linda Murray to decrease Middleton Road Cemetery, 449606.710, from \$35,750 to \$0. All members voted in favor. The motion passed.

➤ **Pop Whalen Zamboni Hot Water Supply, 49613.730; \$4,000**

Ethan Hipple stated the water cooling system (using heat pumps and heat exchange) is a test project that, if successful, could heat other multiple buildings at the site (such as the maintenance building and lodge).

Sarah Silk asked how the maintenance building will be heated.

Ethan Hipple replied oil.

Linda Murray asked if the old zamboni has been sold.

Ethan Hipple replied no, the auction ends on 10/29/13. He stated there are no bids to date and it is advertised on EBay and Craigslist.

➤ **Pop Whalen Ventilation Improvements, 49613.731; \$5,000**

Ethan Hipple stated currently the Pop Whalen locker rooms are venting above the drop ceiling, but not leaving the building.

The Board of Selectmen requested additional information for the following;

- Beaches & Community Center; review water and sewer calculations
- Abenaki; review heat, electricity and diesel fuel calculations
- Parks and Recreation Administrative Assistant Budget Addition; BOS to review since a revised submittal includes a decrease from 40 hours to 28 hours (currently at 22 hours)
- Economic Development, Dues and Subscriptions; \$0 expenditure to date.

It was moved by Dave Senecal and seconded by Brad Harriman to adjourn the October 24, 2013 Board of Selectmen meeting. All members voted in favor.

There being no further business before the Committee, the meeting adjourned at 9:07 PM.

Respectfully Submitted,

Lee Ann Keathley

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