

WOLFEBORO BOARD OF SELECTMEN
October 25, 2010
MINUTES
Approved

Members Present: Linda Murray, Chairman, Sarah Silk, Vice-Chairman, Dave Senecal, Chuck Storm, Marge Webster, Members.

Staff Present: Dave Owen, Town Manager, Pete Chamberlain, Finance Director, Lee Ann Keathley, Secretary.

Chairman Murray called the meeting to order at 6:04 AM at the Wolfeboro Public Library.

Non-Public Session RSA 91-A: 3II

Dave Owen stated a non-public session is needed to discuss a personnel matter.

Consideration of Minutes

October 13, 2010

It was moved by Chuck Storm and seconded by Sarah Silk to approve the October 13, 2010 Wolfeboro Board of Selectmen minutes as submitted. All members voted in favor. The motion passed.

October 14, 2010

Corrections:

Page 5, Distribution Service, 2nd paragraph; add to the end of the sentence "but it was agreed to only \$300,000 and increase by \$25,000 per year until the 20% is reached."

It was moved by Chuck Storm and seconded by Sarah Silk to approve the October 14, 2010 Wolfeboro Board of Selectmen minutes as amended. All members voted in favor. The motion passed.

PARKS & RECREATION

➤ **PLAYGROUND**

Sarah Silk questioned the increase in phone, 45206.341.

Ethan Hipple stated such reflects year to date expenditure.

Sarah Silk questioned rentals and leases, 45206.440.

Ethan Hipple stated such represents portable toilets; \$20/week and \$25/week for handicap toilets. He stated a new proposed expense is a small modular trailer to be used by the day camp at Foss Field as an emergency shelter and for storage. He noted he submitted a capital outlay request to demolish the building at Foss Field.

Linda Murray requested backup information related to 45206.440.

CAPITAL OUTLAY

Foss Hut Demolition, 49165.710; \$13,750

Ethan Hipple stated the demolition would also include disabling the electric service, constructing a shed to house the electric service that feeds the fields and path and a 10% contingency.

➤ BUILDING ~ COMMUNITY CENTER

Sarah Silk questioned building maintenance, 45207.435.

Ethan Hipple stated such is related to work done relative to fire code issues. He stated the 2011 request represents scraping and painting of the exterior of the building.

Sarah Silk verified 2 sides of the building have been painted previously.

CAPITAL OUTLAY

Community Center Mold Remediation, 49163.710; \$6,000

Ethan Hipple stated a mold evaluation was conducted and mold remediation was recommended; noting higher than normal levels of airborne molds were detected. He stated the remediation includes treatment of surfaces, installing a dehumidifier and professional cleaning of carpet (HVAC treatment). He stated that if the building is going to continue to be used for public meetings then the improvements need to be done until a long term decision is made.

Marge Webster recommended removing the carpet.

Ethan Hipple stated the cost for remediation does not include such; however, he would retrieve a quote for such.

Dave Senecal recommended Mr. Hipple review the electric line item in the budget if a dehumidifier is to be installed.

➤ CLARK HOUSE

Referencing the 400 series, Linda Murray requested the agreement with the US Attorney General's Office be included as backup information.

Marge Webster questioned the minimal expenditure of the 600 series (maintenance & grounds keeping supplies).

Ethan Hipple stated such is a coding issue.

CAPITAL OUTLAY

Clark Park Parking Lot Resurfacing, 49164.710; \$19,305

Ethan Hipple stated such is proposed as per the agreement with the US Department of Justice. He stated there are slope issues with the parking lot that need to be addressed; noting the resurfacing of the lot will not fully comply however, an exemption has been requested.

➤ **POP WHALEN ICE ARENA**

Linda Murray stated she would only support a 1% increase in the 100 series, not a twenty five cent per hour increase. She questioned machinery maintenance, 45890.433.

Ethan Hipple stated work related to such was done in September and billed out.

Pete Chamberlain reviewed the outstanding purchase orders for 45890.433 & 45890.435.

Linda Murray questioned 45890.635; noting nothing has been expended.

Ethan Hipple stated he does not see the bills for such therefore, cannot respond.

Pete Chamberlain stated he would make sure the maintenance garage is getting the right slips.

Ethan Hipple stated he would work with the maintenance crew and highway garage regarding such.

Ethan Hipple distributed the proposed Facility Season Pass Policy for Staff (for Pop Whalen and Abenaki staff), see attached. He stated there is no written policy as to whether staff and their families can use the facilities; noting he is trying to create a fair and equitable policy.

Dave Owen stated he is not in favor of the policy.

Dave Senecal stated in the past staff have received the benefits outlined in the policy.

Marge Webster stated she has no issues with the policy however, questioned benefits for all employees.

Ethan Hipple stated he recommends the policy for only staff at Pop Whalen or Abenaki.

Sarah Silk questioned the number of employees that would utilize the policy.

Ethan Hipple replied approximately half.

Linda Murray stated it is an added benefit and therefore would not vote in favor of the policy.

It was moved by Dave Senecal and seconded by Chuck Storm to adopt the Wolfeboro Parks & Recreation Proposed Facility Season Pass Policy for Staff. Marge Webster, Dave Senecal, Sarah Silk, Chuck Storm voted in favor. Linda Murray opposed. The motion passed.

CAPITAL OUTLAY

Pop Whalen Parking Lot

Ethan Hipple stated such would be renamed Abenaki Parking Lot Resurfacing and the costs associated with such would be split between the General Fund and the Enterprise Fund because it benefits Abenaki as well as Pop Whalen Arena. He stated the existing parking lot is proposed to be repaved.

Linda Murray questioned whether such is related to the US Department of Justice agreement.

Ethan Hipple replied no.

➤ **CEMETERIES**

Linda Murray stated she would support a 1% increase not a twenty five cent per hour increase in this budget.

Sarah Silk questioned why the Town Manager increased grounds keeping supplies, 41950.650.

Ethan Hipple stated such was based on year to date expenditures.

CAPITAL OUTLAY

Middleton Road Cemetery, 49161.710

Ethan Hipple stated the design phase for the project occurred in 2010 (including wetlands delineation and surveying of the property), 2011 proposal includes logging, clearing the land; grading and seeding and 2012 proposal includes fencing.

Marge Webster questioned the cost for the fencing.

Ethan Hipple replied \$35,000; noting such includes fencing the entire lot with granite posts and chain. He stated the Town is required by law to fence the cemetery.

Linda Murray questioned the number of lots in the existing cemetery and how many were used this year.

Ethan Hipple stated he is unaware and would retrieve the information.

BEACHES CAPITAL OUTLAY

Albee Beach Septic System Installation, 49186.710; \$18,975

Ethan Hipple stated the item reflects the installation of a septic system at Albee Beach for a future beach house / restroom facility (2012 CIP); noting a septic system design and approval has been received and is valid until 2012. He recommends phasing the project; installing the septic system first then constructing the beach house.

ABENAKI CAPITAL OUTLAY

Abenaki Site Plan, 49162.710; \$6,500

Ethan Hipple stated the Master Plan / Site Plan for Abenaki and Pop Whalen Arena includes a 2,000 – 3,000 SF lodge replacement and replacement of existing sheds. He stated it was recommended to look at the entire site rather than addressing separate projects for the site and provide guidance relative to the maintenance buildings.

Linda Murray stated a recommendation of the CIP is the design of a facilities plan and questioned how this capital outlay request would affect such. She questioned whether the facilities plan should be done first.

Ethan Hipple stated plans for the site were previously done in 2002; noting he feels the plans are not valuable because he believes improvements to the site can be done for less money.

Linda Murray questioned the location of the community center. She stated she would like to see the facilities plan first and see how the capital outlay request fits into the facilities plan.

Dave Owen stated the Town currently does not have a facilities plan.

Linda Murray stated she believes that Abenaki needs a site plan and questions the sequence of the site plan and facilities plan. She questioned whether it makes sense to have the community center at Abenaki.

Ethan Hipple stated the lodge could be used as community space.

Parks & Recreation revisit list

Ethan Hipple requested the following from the BOS;

- Requested hours for the lifeguard be added back into the budget to fund the first and last week of the year
- Requested seeking a local provider for portable toilets; noting poor customer service issues with the current company
- Add part time wages to the Playground budget (for referees & program coordinator); noting the creation of a basketball program
- Add equipment for youth basketball program
- Add funds for equipment and uniforms for adult basketball and reinstatement of softball program
- Line / stripe Brewster Beach parking lot

Linda Murray expressed concern for adding additional items and cost to the budget and the potential for a default budget; noting an 8.4% budget increase for 2011.

Ethan Hipple stated that if all requests were added to the budget, it would represent just over 1% in the overall budget (\$22,953).

WELFARE

Marge Webster questioned whether the Welfare office has a fax; noting such is necessary due to the use of the new forms.

Dave Owen replied no.

It was moved by Marge Webster and seconded by Sarah Silk to add a fax machine to 44410.341.

Discussion of the motion:

Pete Chamberlain stated the fax machine could be purchased this year.

Marge Webster withdrew her motion.

Sarah Silk withdrew her second.

It was moved by Marge Webster to increase 44410.845 Direct Assistance – Rent to \$124,000.

It was moved by Linda Murray and seconded by Dave Senecal to increase 44410.845 Direct Assistance – Rent to \$115,000. All members voted in favor. The motion passed.

Sarah Silk stated she hopes the new forms will help economize the budget.

Marge Webster stated 44410.848 Direct Assistance Other should be increased.

LIBRARY

Cindy Scott distributed the 5 year average figures. She stated the increase in the 100 series is due to the payment for administrative assistant services for a whole year rather than 9 months. She stated \$300 was added to 45500.380 because criminal background checks will now be required for all volunteers and an increase is noted in water and sewer because of an additional bathroom and the installation of a new water meter.

Sarah Silk expressed concern for the use of the outside water.

Cindy Scott stated she has tighter control of the key for such. She noted an increase for 45500.435 for a new copier; noting the existing copier is 15 years old and doesn't collate or put out double sided copies. She stated revenue is anticipated at the same amount. She stated there are issues with roof leaks; noting Dave Ford is currently speaking with contractors.

Linda Murray requested backup for the copier and the addition of a line item for such. She also requested a status update from Mr. Ford regarding roof repairs.

LIBBY MUSEUM

Lauren Hammond stated building maintenance 45891.435 increased to cover costs to paint two sides and the back of the building.

Sarah Silk verified the front of the building was painted in 2010.

Linda Murray questioned the increase in advertising 45891.562.

Lauren Hammond stated the museum will be celebrating its 100th anniversary in 2012.

HEALTH OFFICER

No changes.

EXECUTIVE

Referencing 41301.117, Mary DeVries, Wolfeboro Area Chamber of Commerce, requested the BOS to consider the continuation of (in the amount of \$6,162.50) and additional hours for staffing assistance at the Information Center (May – October \$4,448.33 and January – March \$4,680).

Referencing the additional hours, Linda Murray questioned which is more critical.

Mary DeVries replied both are equal; noting an increase in staffing has not been requested for 15 years.

Heather Ashton, Wolfeboro Area Chamber of Commerce, stated they are doing more events for the Town which requires more staffing hours and assistance.

Linda Murray stated the request for additional hours would be revisited and noted a coding error for 41301.117.

Sarah Silk questioned 49301.140 Budget Committee overtime.

Linda Murray stated she believes such represents the number of hours Lee Ann Keathley is working at that point.

Lee Ann Keathley confirmed such; noting that such reflects actual hours worked for the Budget Committee.

Linda Murray requested the BOS revisit such.

Sarah Silk questioned whether the figure for 41301.320 legal expenses is realistic since the BOS has decided that some expenses couldn't be put into the warrant article.

Dave Owen stated a legal line item has been created for water and sewer budgets.

Linda Murray requested the BOS revisit such.

Sarah Silk questioned printing 41301.550.

Dave Owen stated he received a lower bid for the publication of the Town Report.

It was moved by Dave Senecal and seconded by Sarah Silk to decrease 41301.550 from \$8,000 to \$6,000. All members voted in favor. The motion passed.

Referencing Milfoil Treatment 41301.870, Ken Marschner distributed and reviewed the Wolfeboro Milfoil Control Committee's 2011 budget request, see attached.

ASSESSING

Referencing the Point Breeze condominium buildings, Linda Murray stated there is a lack of consistency in the assessment of such. She stated the owners first received a preliminary statement that their taxes had gone down however, when the final bills were received, some of the buildings assessments for the end units had actually increased by \$160,000. She stated Unit 21 condo site is assessed at \$340,000 and Unit 22 is assessed at \$504,000.

David Wiley stated some of the assessments are not correct and recommended Ms. Murray review the Town's maps, website and files at the office. He stated Units 1, 2 & 3 is a waterfront building and there was confusion with the E911 system. He stated there are still some end units that need to increase; noting all other assessments were corrected.

Linda Murray stated she retrieved the data today from Avitar online and onsite inspection.

David Wiley stated that during the review process several people complained because there was no disparity between the middle units and the end units to correlate with the sales that took place. He stated that part of the review process and the hearings held with the people are to gather that kind of information, conduct further review and make necessary adjustments in order to send out the final bills. He stated changes on Avitar are done twice per year.

Linda Murray verified the only option for the owners is to file an abatement. She stated no consistency is shown; noting the issues should have been taken care of before the MS1 was filed. She expressed concern that the Point Breeze area was not done properly.

David Wiley stated that since the filing of the MS1, he has discovered there are issues with 3 units that didn't follow the consistency.

Linda Murray stated she is concerned the area was not done properly or consistently throughout.

Referencing the 2011-2012 Assessing Bid results, Linda Murray stated she wasn't aware of this issue at the time of the interviews. She stated the Town of Tuftonboro fined Cross Country Appraisal by not making the dates and the Town received an agreement from MRI not to raise anything in the second year of the contract. She stated the Town has had issues with billing with Cross Country Appraisal and they were late on getting their prices out; noting her issue is not with the assessor rather it is with the people who list and measure. She stated it is poor when people are told they will receive a reduction in their assessment and then their assessments have been raised by \$160,000.

David Wiley stated MRI does not perform revals; they do review work but not a finalization of revals.

Linda Murray stated she would prefer to go with MRI.

Dave Owen stated the budget before the Board is based on Cross Country Appraisal's proposal for the low cost proposal based primarily on BTLA and court hearings. He stated he hasn't seen any compelling reasons to change vendors at this point. He stated if the BOS wishes to engage MRI the budget would need to be modified to fit their proposal.

It was moved by Linda Murray to change from Cross Country Appraisal to MRI and change the budget accordingly. There being no second, the motion failed.

Sarah Silk questioned outside services 41503.381; noting year to date expenditure of \$0.

David Wiley stated that at this point the Town does not have a timber cruiser and doesn't feel the need for such. He stated the State forester is available at no charge.

Sarah Silk verified the current use project has been completed.

Linda Murray questioned other property related services 41503.490.

David Wiley questioned an error in the billing of services; noting the department was possibly billed for the GIS system.

Sarah Silk questioned 41503.750, fire proof cabinet.

David Wiley stated such reflects the replacement of existing filing cabinets with fire proof cabinets (1/year).

Linda Murray requested back up information for such.

TAX COLLECTOR

Sarah Silk questioned whether the 100 series includes Jim Bragg's salary and salary for the employee out on disability.

Brenda Lapointe replied yes. She recommended the bills be outsourced and postage be reduced by \$6,000; noting the cost for such has decreased as technology has evolved. She stated the cost savings is in the postage and labor. She stated the bills would be sent to a secured site and the company would process the bills.

It was moved by Sarah Silk and seconded by Marge Webster to decrease 41504.625 from \$45,394 to \$39,394. All members voted in favor. The motion passed.

Sarah Silk questioned the cost of the outsourcing contract.

Brenda Lapointe stated there is no cost; noting a 3 year proposal is based on the rates already included in the budget. She stated the average cost is \$.624/piece while the cost to outsource is \$.535. She stated the Town can save \$8,366 based on 94,000 pieces at \$.079 each however, requested the budget be reduced by \$6,000 because postage is expected to increase in 2011.

TECHNOLOGY

Pete Chamberlain stated the website maintenance and hosting is based on current costs; noting a decrease in the request because the Police Department was integrated.

Linda Murray questioned the increase in computer maintenance 41990.425.

Pete Chamberlain stated such is to allow for the increase in the Billing and Collections software assistance and noted Munismart support fees increased.

Linda Murray questioned whether the Town's files are backed up off site and the tapes are taken off site.

Pete Chamberlain replied yes. He recommended changing the budget software to allow for budgets to be printed in larger font.

FINANCE

Linda Murray stated 41501.113 needs to be increased to reflect Jeff Urquhart's salary increase.

TOWN MANAGER

No changes.

TOWN CLERK

Rescheduled to 10/26/10.

AGENCIES

Linda Murray requested 44172.830 Greater Wakefield Resource be removed from the budget; noting the agency has not been funded previously.

Referencing CASA, Marge Webster stated the submitted documentation is insufficient.

It was moved by Marge Webster and seconded by Sarah Silk to decrease CASA from \$500 to \$0. All members voted in favor. The motion passed.

Linda Murray stated the Town should not fund any new programs therefore, recommends cutting Lifebridge from the budget.

It was moved by Linda Murray and seconded by Dave Senecal to decrease Lifebridge from \$7,000 to \$0. All members voted in favor. The motion passed.

DEBT SERVICE

Linda Murray questioned SRF loan schedule.

Pete Chamberlain replied the money is being spent on additional basins that haven't been bonded yet.

INTERFUND OPERATING TRANSFERS OUT

The BOS requested the paperwork for such be distributed to the Board and staff.

REVISIT LIST

Playground, 45206.440; request backup

Community Center Mold Remediation, 49163.710; retrieve a quote to remove the carpet and replace flooring

Clark House; request backup for 400 series

Clark Park Parking Lot Resurfacing, 49164.710; include ADA agreement with US Dept. of Justice as part of backup information

Middleton Road Cemetery, 49161.710; # of plots left in existing cemetery and the # of plots used this year
Abenaki Parking Lot Resurfacing; rename to Pop Whalen Parking Lot & represent split between the General Fund and the Enterprise Fund

Library; status report from Dave Ford regarding roof repair

Library; request backup for copier & add new line items for such

Executive, 41301.117; revisit the Chamber of Commerce's request for additional staffing for January – March and May – October

Executive, 41301-320; legal expenses

Executive, 41301-140; Budget Committee overtime

Executive, 41503-490; billing issue with Cartographics

Executive, 41503-750; request backup for fire proof cabinet

Finance, 41501-113; need to increase to reflect Jeff Urquhart's salary

49131.940; distribute copies of the Interfund Operating Transfers Out to the BOS & secretary

Other Business

None.

Public Input

None.

It was moved by Sarah Silk and seconded by Dave Senecal to enter non-public session at 9:30 PM to discuss a personnel matter. Roll call vote; Sarah Silk-yes, Dave Senecal-yes, Linda Murray-yes, Chuck Storm-yes, Marge Webster-yes. The motion passed.

The Board re-entered public session at 9:50 PM.

Chairman Murray stated the BOS sealed the non-public minutes by a 2/3 vote as required by law.

It was moved by Dave Senecal and seconded by Sarah Silk to adjourn the October 25, 2010 Wolfeboro Board of Selectmen meeting. All members voted in favor.

There being no further business before the Board, the meeting adjourned at 9:51 AM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley