

**Wolfeboro Board of Selectmen
Meeting minutes
Unapproved
August 17, 2011**

Members present: Chairman Sarah Silk, Vice-Chairman Linda Murray, Dave Senecal, and Chuck Storm.

Members absent: Q. David Bowers

Staff present: Town Manager David W. Owen, Public Works Director Dave Ford, Finance Director Pete Chamberlin, Parks and Recreation Director Pete Chamberlin and Recording Secretary Amelia Capone-Muccio.

Chairman Silk opened the meeting at 6:30 PM.

Non-Public Session RSA 91-A: 3II

Mr. Owen stated a non-public session is needed to discuss litigation and personnel.

Consideration of Minutes

➤ **August 3, 2011**

Mrs. Murray amended page five the fourth paragraph changing 25% to \$25,000 and the sixth paragraph amending the sentence to read: Mrs. Murray questioned the surplus of \$2 million dollars in the water fund and if the town could us some of that surplus for capital projects.

Chairman Silk amended page three to add the following to the last paragraph: The amount of the payment is \$15,103.65.

Member Dave Senecal moved the Wolfeboro Board of Selectmen to approve the minutes of August 3, 2011 as amended. Chuck Storm seconded. Members voted and being none opposed the motion passed.

Public Input

Suzanne Ryan joined the Board and stated that she had some follow up questions from discussions regarding NCA, the architects working on the Town Hall proposal, and that the Board had previously stated they would receive an estimate by June 29th and that there is a letter dated June 23rd that Mr. Owen shared with her, but it would be helpful to the public if the Board would provide an update on this issue.

Chairman Silk replied that this issue is scheduled to be discussed at their September 7th meeting as they have no new information.

Mrs. Ryan pointed out that the Board has had four meetings since the issue was discussed and they have not reported on it and there are members of the public following this issue.

Mr. Owen stated as he explained to Mr. Lemaire who made a "Right to Know" Law request that Holly Grosvenor of NCA requested to meeting with the Board on September 7th as she had conflicts with the August meetings.

Mrs. Ryan stated that the statement in the June 29th letter refers to bonding and she never heard a discussion on that matter and she has concerns about the 70 hours at \$5,000 and what happens if they go over those hours.

Mr. Owen replied that he understands they will not bill us for more than 70 hours.

Public Hearings

Temporary Event

A. Eastern Lakes Region Housing Coalition to hold a Rubber Duck Race on September 3, 2011 from 9:00 AM to 10:00 AM starting at Crescent Lake Dam and finishing at the Wolfeboro Falls Dam.

Chairman Silk opened the public hearing.

Donna Young joined the Board for discussion and stated this is a fundraising event and they are requesting to change the date to October 8th to allow more time for advertising.

Kathy Eaton, member of the public, questioned if they will open the Crescent Lake Dam for this event.

Ms. Young replied she was advised to coordinate such event with the Public Works Director.

Being no further comments, Chairman Silk closed the public hearing.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve a temporary event permit for the Eastern Lakes Region Housing Coalition to hold a Rubber Duck Race on October 8, 2011 from 9:00 AM to 10:00 AM starting at Crescent Lake Dam and finishing at the Wolfeboro Falls Dam. Dave Senecal seconded. Members voted and being none opposed the motion passed.

Acceptance of Gifts

B. \$10,000 from the Land Bank of Wolfeboro-Tuftonboro, Inc. to be used for the Front Bay Conservation Recreation Area.

C. \$5,000 from the Dave Bowers to be used for the Front Bay Conservation Recreation Area.

Chairman Silk opened the public hearing on both B & C.

Mike Hodder joined the Board for discussion and stated these are generous donations which are towards their goal of raising \$120,000 to build Front Back Park.

Chairman Silk reminded him to advise the public in the uniqueness of this park.

Mr. Hodder replied this park will be built universally accessable and he noted to they are hoping to have the grand opening in June or July of next year.

Being no further comments, Chairman Silk closed the public hearing.

Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the acceptance of gifts of \$10,000 from the Land Bank of Wolfeboro-Tuftsboro, Inc. to be used for the Front Bay Conservation Recreation Area and \$5,000 from the Dave Bowers to be used for the Front Bay Conservation Recreation Area. Chuck Storm seconded. Members voted and being none opposed the motion passed.

D. Gift of a Full Polar Bear Mount to the Libby Museum with a value of \$7,000.

Chairman Silk opened the public hearing.

Lauren Hammond, Director of the Libby, joined the Board for discussion and stated this generous gity to the Museum is from Thompson/Center, a Smith and Wesson Company.

Being no further comments, Chairman Silk closed the public hearing.

Mrs. Murray questioned the location for it.

Ms. Hammond replied it will be located in the touching area.

Chairman Silk requested Mr. Owen to draft a letter of thanks to Thompson/Center for the gift.

Member Dave Senecal moved the Wolfeboro Board of Selectmen to approve the acceptance of the Gift of a Full Polar Bear Mount to the Libby Museum with a value of \$7,000 from Thompson/Center. Chuck Storm seconded. Members voted and being none opposed the motion passed.

Bulk Vote

A. Notices of Intent to Cut Wood or Timber

- i. Beach Pond Road Tax Map 82 Lots 3,4,5 and 15
- ii. Beach Pond Road Tax Map 130 Lots 22 and 29
- iii. College Road Tax Map 101 Lot 11
- iv. Aaron Road/Locust Ln Tax Map 173 Lot 35-1

B. Acceptance of Grants under \$5,000

- i. \$250 from Primex to Support Joint Loss Management Committee

C. Group II Position Certification Forms

- i. Christopher N. Morgan
- ii. Evan R. Turcotte

Chairman Silk stated that a request was made to add a raffle permit request for the Granite Man Triathlon for the 50/50 raffle.

Ethan Hipple joined the Board for discussion and stated the funds for the raffle are split between the purchase of the ticket and the Albert Dow Memorial Fund scholarship.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to add the 50/50 Raffle permit as requested. Linda Murray seconded. Members voted and being none opposed the motion passed.

Chairman Silk state she would like to remove the Intent to Cut #3 for a conflict.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to remove Intent to Cut Wood or Timber #3 College Road Tax Map 101 Lot 11. Linda Murray seconded. Members voted and being none opposed the motion passed.

Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the Bulk Vote items listed above (except # 3 intent to cut Tax Map 101 Lot 11 that was removed). Dave Senecal seconded. Members voted and being none opposed the motion passed.

Member Linda Murray moved the Wolfeboro Board of Selectmen to accept Intent to Cut Wood or Timber #3 College Road Tax Map 101 Lot 11. Chuck Storm seconded. Members voted Sarah Silk –abstained and being none opposed the motion passed.

Mr. Owen stated the MS-1 form report due to DRA was removed as it needed revisions. He questioned if they would like to do an extension or hold a special meeting to accept such.

Member Dave Senecal moved the Wolfeboro Board of Selectmen to request an extension for the MS-1 form as suggested. Linda Murray seconded. Members voted and being none opposed the motion passed.

New Business

A. Use of Community Bandstand for a Wedding of Sarah Collins and James Ibey

Amelia Capone-Muccio joined the Board for discussion and representing the couple who live several hours away; She is the cousin of the bride. She stated the event will be small, about 15 people, and will not be bringing anything into the park.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve the request of Sarah Collins and James Ibey to hold their wedding at the Community Bandstand in Cate Park on August 26, 2011 at 6:00 PM. Linda Murray seconded. Members voted and being none opposed the motion passed.

B. Commercial Vessel Landing Permit-Millie B

Kathy Eaton joined the Board for discussion and explained that as of July 12th the ownership of the Millie B has transferred to the NH Boat Museum in order to allow it to have a permanent home. She introduced Bob Flannery, Trustee of the Boat Museum to the Board. She stated she is requesting the Board to grant the same Commercial Landing Vessel Permit to the NH Boat Museum.

Bob Flannery joined the Board and stated that obtaining the Millie B is a great opportunity for the Museum and it fits well with their mission. He noted that Mrs. Eaton will be staying on Board to oversee the operation of the Millie B until next July.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve and sign the Commercial Vessel Landing permit for the NH Boat Museum to continue to operate the Millie B from the Town Docks. Linda Murray seconded. Members voted and being none opposed the motion passed.

C. Monthly Budget Expenditures and Revenues Report

Pete Chamberlin joined the Board for discussion and summarized the report and noted that the employers' retirement contribution rates have changed again and they are now seeing a decrease, which provides a savings in the Police and Fire budgets as well as the budgets of the other Town Departments.

D. Water and Sewer Rates.

Dave Ford joined the Board for discussion and stated that this is a follow up from the discussion at the last meeting. He is recommending to increase the quarterly service fee for both water and sewer customers from \$54 to \$60 per quarter.

Mr. Owen provided the Board with an updated service fee schedule.

Mr. Ford reviewed his reports outlining the need for increase in order to bring the sewer budget into the black and the town's goal to make that budget sustainable. He reviewed the revisions to the budgets (as outlined in his memo dated August 1, 2011) as follows:

1. Change Administrative Allocation charge to the Water & Sewer Utilities Departments from a 50/50 split to 70% water and 30% sewer, which is the ratio of water and sewer billing and this results in lowering the sewer budget by \$36,000 and increasing the water budget by \$36,000.
2. Reorganize water and sewer crew budget to more fairly reflect actual activity.
3. Currently most costs are split 75% water 25% sewer, actual activity is 80%+ water and the balance to sewer; this change will result in reducing the sewer budget. An additional \$21,000 line item for legal while this might have to remain a line item for authorization, I am recommending this cost be treated as capital item because it is directly related to a capital project.
4. Adding a \$40,000 line item in the Sewer Budget for capital outlay.

Mrs. Murray noted that the consultant had recommended the town increase the quarterly service fee to \$65 and she agrees that increase would be too much for the users, but noted they will need to increase the Fire Budget by \$25,000 to gain some revenue.

Chairman Silk questioned the hydrant fee and if it is at 20%.

Mr. Ford replied that in 2007 they voted to accept the standard rate, but the town has not got to that rate yet because it is such an increase.

Mrs. Murray stated after reviewing this proposal she feels this is a responsible plan she can support.

Mr. Ford recommends level funding the hydrant fee this year and the reason he is recommending the service fee increase is because of the conservation efforts and usage is down. He explained although it is important to conserve the town needs guaranteed revenue and the service fee increase can provide that.

Chairman Silk questioned if this will take effect on a billing date or use date.

Mr. Owen replied they recommend it become effective on usage between October 1 to December 31, 2011, which is billed in January.

Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the adoption of new quarterly service fees for both water and sewer users to become effective for water and sewer usage during the period of October 1 – December 31, 2011 which will be billed after January 1, 2012 as follows:

<u>Wolfeboro Water-Service Fees</u>		<u>Wolfeboro Sewer-Service Fees</u>	
<u>Connection Type</u>	<u>Service Fee</u>	<u>Connection Type</u>	<u>Service Fee</u>
5/8" or 3/4"	\$60	5/8" or 3/4"	\$60
1"	\$84	1"	\$84
1.5"	\$108	1.5"	\$108
2"	\$174	2"	\$174
3"	\$660	3"	\$660
4"	\$840	4"	\$840
Seasonal	\$120	Seasonal	\$120

Chuck Storm seconded. Members voted and being none opposed, the motion passed.

E. Pop Whalen Arena User Rates

Ethan Hipple joined the Board for discussion and reviewed his memo titled Pop Whalen Ice Arena rates for 2011-2012 explaining in order to keep the budget running in the black they need to make some modest rate increases. (See attached memo)

Mr. Owen asked him to speak more on the decrease for advertising rate for signs.

Mr. Hipple replied that in the past they have charged \$700 for a business to advertise with a banner or dasher board and some business have declined such noting they can not afford the expense. He recommends decreasing it to \$400 in order to generate more interest. He stated the right to advertise for center ice will be put out for bid.

Mrs. Murray questioned if he has sponsors who have said they would purchase advertising for the decrease price.

Mr. Hipple replied he did not want to advertise it before it was approved, but businesses have said in the past the cost was too high for them to afford.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve the changes to the Pop Whalen Ice Arena User rates as recommended at this meeting. Dave Senecal seconded. Members voted and being none opposed the motion passed.

Mrs. Murray stated that this only addresses the rates, but they are not doing anything in regards to the proposed bonds.

Mr. Hipple replied that this includes past bonds and the dehumidification bond.

Mr. Owen requested Mr. Hipple to provide an update on the Fire Suppression project.

Mr. Hipple replied that the project came in more than they budgeted for so they worked with the Friends of Abenaki to work within that budget and that the Public Works Department will be assisting with some manual labor to save money. He thanked the Public Works Department for their support.

Mrs. Murray questioned if the rink will be open on time.

Mr. Hipple replied it is scheduled to be open October 11th as planned.

Any Other Business

➤ *Economic Development Committee group discussion*

Mrs. Murray stated the EDC is looking for support of the Board to host some focus group discussions with the business community to explore growth.

Mr. Owen provided an example of the invitation/brochure and the agenda.

Mrs. Murray explained the plan is to break up the downtown business neighbors by groups and hold small 90 minute discussions on services needs. She stated the EDC is looking for the Board to support this project with them.

Mr. Senecal questioned the time and location of such.

Mrs. Murray replied they have not confirmed those dates yet.

Member Sarah Silk moved the Board of Selectmen support co-sponsoring the Economic Development Committee and the Wolfeboro Area of Chamber of Commerce in group discussion forums. Dave Senecal seconded. Members voted and being none opposed the motion passed.

➤ *Letter of Thanks*

Chairman Silk stated that the Meals on Wheels program sent a letter of thanks for the town's support.

➤ *Local Town Officials Workshop*

Chairman Silk stated the Local Town Official's Workshop hosted by the Local Government Center is scheduled for September 10, 2011 from 9:15 AM to 3:15 PM.

Town Manager's Report

Mr. Owen reported the following:

- The Municipal Electric Department held a scheduled power outage this morning to asses the damage of the Filterbed Road substation.
- The Board is scheduled to review Electric rates next month at their September 21st.
- He received a flag from the Town Clerk that was presented to her by Wolfeboro resident Kimberly Albero and the flag was flown over Afghanistan on December 4, 2010 on behalf of the Town of Wolfeboro.

Committee Reports

Mr. Storm stated the Police Commission reports an increase in criminal activity, including home break-ins and purse snatchings at the town beaches.

Mrs. Murray reported the following:

- The CIP Committee met and reviewed the Parks and Recreation Department and the Public Works Department; next week they will do the Library.
- The EDC will be hosting an open house on the vacant commercial property in the community on October 19, 2011.
- The Milfoil Committee met and reviewed Back Bay and is pleased with the decreased volume. They will do suction harvesting the week of Sept 6th and September 12th. She thanked Mark Martin for taking them around Back Bay in his boat.

Chairman Silk stated the following:

- The next Hazardous Waste Collection is August 20, 2011 8:30 AM to noon and this collection includes a medicine collection.
- Friends of Abenaki met and discussed the Fire Suppression system and snowmaking project.
- The Geosyntec presentation hosted by the Mirror Lake Protective Association held last night was very informative and they reported low phosphorous levels below drinking water levels.

Mr. Senecal reported that Carroll County Coalition of Health met to discuss energy programs for the county and Carroll County Transit is reporting a lot of use of the on-call buses.

Questions from the Public

Peter Pijoan stated that the government meetings will be streamed on Wolfeboro.nh.us the next day following the meeting.

Questions from the Press

None.

Being no further business before the Board, Chairman Silk entertained a motion to non public session.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to enter non-public session at 7:59 PM to discuss litigation. Dave Senecal seconded. Roll call vote: Sarah Silk-yes, Dave Senecal-yes, and Linda Murray-yes, the motion passed.

The Board re-entered public session at 10:10 PM.

Chairman Silk stated the non-public session minutes of August 17, 2011 were sealed by a 2/3rd's vote as required by law.

Member Dave Senecal moved the Wolfeboro Board of Selectmen to adjourn at 10:12 PM. Member Linda Murray seconded. Being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio
Recording Secretary