

**Wolfeboro Board of Selectmen  
Meeting Minutes  
Approved  
April 17, 2013**

**Members present:** Chairman Sarah Silk, Vice-Chairman Linda Murray, Dave Senecal, Brad Harriman and Dave Bowers (arrived at 6:50PM).

**Members absent:** None.

**Staff present:** Town Manager David W. Owen, Director of Parks & Recreation Ethan Hipple, Public Works Director Dave Ford, Fire Chief Phillip Morrill and Recording Secretary Amelia Capone-Muccio.

Chairman Silk opened the meeting at 6:30 PM. She asked for a moment of silence in respect to the Boston Marathon bombings.

Mr. Owen noted the flags are at half-staff per order of the Governor.

**Non-Public Session**

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

**Consideration of Minutes**

➤ 4/3/13

**Member Linda Murray moved the Wolfeboro Board of Selectmen to accept the minutes of April 3, 2013 as written. Brad Harriman seconded. Members voted and being none opposed, the motion passed. (Dave Bowers not present for this vote)**

**Public Input**

None.

**Public Hearings**

**Temporary Event Permits**

**A. Wolfeboro Area Recreation Association to hold a Family Fun Day on July 13, 2013 from 10:00 AM-2:00 PM at Monument Field, Brewster Academy.**

Chairman Silk opened the public hearing.

Holly Williams addressed the Board and stated they will run the event the same as in the past, but have moved the location to Brewster Academy to draw more people. She stated this is a major fundraiser for the Nick.

Being no others to speak for or against the request, Chairman Silk closed the public hearing.

Mrs. Murray noted the notes on the permit.

**Member Dave Senecal moved the Wolfeboro Board of Selectmen to approve the issuance of a Temporary Event Permit for Wolfeboro Area Recreation Association to hold a Family Fun Day on July 13, 2013 from 10:00 AM-2:00 PM at Monument Field, Brewster Academy. Brad Harriman seconded. Members voted and being none opposed, the motion passed (Dave Bowers was not present for this vote).**

**B. Wolfeboro Area Recreation Association to hold the Chunky Dunk Duathlon on July 27, 2013 from 7:30-10:30 AM at Albee Beach and Bridge Falls Path.**

Chairman Silk opened the public hearing.

Holly Williams addressed the Board for discussion and stated this is the 3<sup>rd</sup> annual event and fundraiser for the Nick.

Being no others to speak for or against the permit, Chairman Silk closed the public hearing. She questioned the paddle board portion.

Ms. Williams replied that is separate and will be coming back in a separate permit request.

**Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the issuance of a Temporary Event Permit for Wolfeboro Area Recreation Association to hold the Chunky Dunk Duathlon on July 27, 2013 from 7:30-10:30 AM at Albee Beach and Bridge Falls Path. Dave Senecal seconded. Members voted and being none opposed, the motion passed. (Dave Bowers not present for this vote)**

**C. Lakes Region Humane Society to hold 5K Road Race/Walk on July 20, 2013 from 7:00-11:00 AM starting and ending at Albee Beach.**

Chairman Silk opened the public hearing.

Holly Williams addressed the Board for discussion and stated this is an event that has not been run since 2011, but they are bringing it back. She noted the change to the event is starting and ending it at Albee Beach to eliminate the need for a Police Officer.

Being no others to speak for or against the permit, Chairman Silk closed the public hearing.

**Member Dave Senecal moved the Wolfeboro Board of Selectmen to approve the issuance of a Temporary Event Permit for Lakes Region Humane Society to hold 5K Road Race/Walk on July 20, 2013 from 7:00-11:00 AM starting and ending at Albee Beach. Brad Harriman seconded. Members voted and being none opposed, the motion passed. (Dave Bowers not present for vote)**

**D. Hospital Aid Association, Inc. to hold a Spring Fundraiser on May 2-3, May 10-11, May 17-18, May 24-25, May 31 and June 1 and June 7-8, 2013 from 10:00 AM-3:00 PM at 65 Pine Hill Road.**

Chairman Silk stepped down from discussion and vote.

Vice-Chairman Murray opened the public hearing.

Jane and Bob Wass addressed the Board for discussion and stated this is part of the fundraising efforts for hospital equipment.

Being no others to speak for or against the permit, Vice-Chairman Murray closed the public hearing. She noted a new insurance certificate is needed by May 29<sup>th</sup>.

**Member Dave Senecal moved the Wolfeboro Board of Selectmen to approve the issuance of a Temporary Event Permit for Hospital Aid Association, Inc. to hold a Spring Fundraiser on May 2-3, May 10-11, May 17-18, May 24-25, May 31 and June 1 and June 7-8, 2013 from 10:00 AM-3:00 PM at 65 Pine Hill Road . Brad Harriman seconded. Members voted, Sarah Silk abstained (Dave Bowers not present) and being none opposed, the motion passed.**

### **Bulk Vote**

#### **A. Weekly Manifests:**

1. Manifest dated April 12, 2013
2. Manifest dated April 19, 2013

#### **B. Property Tax Abatements/Refunds**

##### Approvals

- |      |                          |                     |
|------|--------------------------|---------------------|
| i.   | 45 Umbrella Point (2010) | Tax Map 213, Lot 27 |
| ii.  | 45 Umbrella Point (2011) | Tax Map 213, Lot 27 |
| iii. | Stoney Field Farm Road   | Tax Map 237, Lot 3  |
| iv.  | 41 Walker Road (2010)    | Tax Map 210, Lot 1  |
| v.   | 41 Walker Road (2011)    | Tax Map 210, Lot 1  |
| vi.  | 41 Walker Road (2012)    | Tax Map 210, Lot 1  |

#### **C. Property Tax Credits/Exemptions**

- |      |                         |                       |
|------|-------------------------|-----------------------|
| i.   | 55 Pleasant Valley Road | Tax Map 245, Lot 34   |
| ii.  | 112 Trotting Track Road | Tax Map 147, Lot 7    |
| iii. | 19 Timber Lane          | Tax Map 252, Lot 10   |
| iv.  | 525 Beach Pond Road     | Tax Map 67, Lot 18-15 |

#### **D. Notices of Intent to Cut Wood or Timber**

- |     |                 |                           |
|-----|-----------------|---------------------------|
| i.  | North Line Road | Tax Map 99, Lot 3-19      |
| ii. | North Line Road | Tax Map 67, Lot 1-2 & 1-3 |

#### **E. Timber Tax Levies**

- i. \$1,315.60
- ii. \$79.85

#### **F. Raffle Permits**

- i. American Legion Harriman-Hale Post 18
- ii. Perform It! Young People's

Mr. Owen provided an additional Timber Tax Levy in the amount of \$8,090.47

**It was moved by Linda Murray for the Wolfeboro Board of Selectmen to add the additional timber tax levy in the amount of \$7, 591.48 (totaling the amount of Timber Tax Levies to \$8,090.47) to the Bulk Vote item E iii. Brad Harriman seconded. Members voted and being none opposed, the motion passed.** (Dave Bowers not present for vote)

**It was moved by Linda Murray for the Wolfeboro Board of Selectmen to approve the Bulk Vote items as submitted. Dave Senecal seconded. Members voted and being none opposed, the motion passed.** (Dave Bowers not present for vote)

Mrs. Murray noted that the number of court cases for abatements and it is possible they may go over the budget for abatements.

Chairman Silk noted that is over numerous years, not just last year.

## **Appointments**

### **A. Agricultural Commission**

Chairman Silk requested to table the appointment to the Agricultural Commission as she may have misled the applicant as to the date of the meeting.

**It was moved by Linda Murray and seconded by Dave Senecal to table the appointment to the Agricultural Commission. Members voted and being all in favor, the motion passed.** (Dave Bowers not present for vote)

### **B. Milfoil Committee Ken Marschner**

Ken Marschner addressed the Board and stated that he has taken on another project and has had to step down from Chairing the Committee, but is willing to be a member for a one year term.

Mrs. Murray stated they appreciate him continuing on the committee for a one year term.

**It was moved by Linda Murray and seconded by Dave Senecal to appoint Ken Marschner to a 1-year term on the Milfoil Committee (exp. 2014). Members voted and being none opposed, the motion passed.** (Dave Bowers not present for vote)

## **New Business**

### **A. Request to Use Wolfeboro Community Bandstand for a Wedding**

Diana Randazzo and Victor Doucette addressed the Board.

Ms. Randazzo stated they are requesting permission to hold their wedding ceremony on August 11, 2013 from 1:00 PM to 3:00 PM at Cate Park.

Mrs. Murray noted they cannot close the park to the public.

Chairman Silk noted they will need to be sure to clean up the park after their ceremony.

**It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to approve the request of Victor Doucette and Diana Randazzo to use Cate Park and the Wolfeboro Community Bandstand for purposes of their wedding on August 11, 2013 from 1:00-3:00 PM, subject to the condition of cleaning up the area of any trash from their event. Brad Harriman seconded. Being none opposed, the motion passed.**

#### **B. Taxi License- I Ride NH**

Tom Bryant addressed the Board and noted this will be their second year running the taxi service and it has been working out well.

Chairman Silk questioned if the service runs year round. She also asked about the insurance certificate, which he provided at the meeting.

Mr. Bryant replied it does not run in January and February.

Mr. Owen noted that he checked with the Police Department and is happy to report no complaints.

**It was moved by Linda Murray and seconded by Dave Senecal to approve the issuance of a Taxi License to I-Ride NH, Inc. for 2013. Members voted and being no opposed, the motion passed. (Dave Bowers not present for vote)**

#### **C. Annual Concurrence-Emergency Operations Plan**

Chief Morrill joined the Board.

Mr. Owen stated the Emergency Operations Planning Committee met and reviewed the plan, the only update needed is contact information and he recommends the Board approve the annual concurrence.

**It was moved by Brad Harriman and seconded by Dave Senecal to approve and sign the Annual Concurrence with Wolfeboro's Emergency Operations Plan. Members voted and being none opposed, the motion passed. (Dave Bowers not present for vote)**

#### **D. NH Reverse 9-1-1 Program-Designation of Authorized Officials**

Chief Morrill stated they have been notified by the State that the reverse 9-1-1 system is ready to be implemented for an emergency warning system. He stated that this will allow Town Officials to notify the residents of a real emergency and he believes it may even be able to be

isolated to specific areas of Town. He noted that the State is also working on allowing cell phone users to “opt in”.

Chairman Silk noted that it would make sense to allow cell phone users to “opt in” as many people use only a cell phone vs. a landline.

\*Secretary’s note: Dave Bowers joined the meeting (6:50 PM)

**It was moved by Linda Murray and seconded by Dave Senecal to approve participating in the State’s reverse 9-1-1 program and to authorize the Emergency Management Director/Fire Chief, Town Manager, and Police Chief to have access to the State’s reverse 9-1-1 program. Members voted and being none opposed, the motion passed.**

#### **E. Letter of Support for Moose plate Grant Application**

Mr. Owen stated this is the second application for the Moose plate Grant Program sponsored by the Friends of the Town Hall and the Town. It seeks an additional \$10,000 to restore the wooden arched doorways on the front of the building and at the old entrance of the Library. A letter of support has been drafted for the Board’s approval.

Joyce Davis addressed the Board and stated this is part of the public/private partnership for Brewster Memorial Hall and they have already received a grant to restore the clock and were encouraged to apply for an additional grant.

**It was moved by Linda Murray and seconded by Dave Bowers to approve and sign the letter of support for the Moose plate Grant application for funds to restore the arched wooden doors on the front of Town Hall and the annex. Members voted and being none opposed, the motion passed.**

#### **F. Capital Projects Update Reports**

##### **➤ Parks & Recreation**

Ethan Hipple addressed the Board and summarized his projects status as follows:

- Parks Maintenance Building: scheduled to go out to bid April 19<sup>th</sup> with construction to start in June.
- Abenaki Lodge: architect Vaune Dugan, commissioned wetland permit, commission site survey and will commission a soil survey once final complete design phase. He noted a public meeting on May 20<sup>th</sup> at 7 PM on design of the lodge and to take public input.
- Middleton Road Cemetery: will go out to bid in July with construction of the roadway in August or September.

##### **➤ Public Works**

Dave Ford addressed the Board. He started with an update on the Rapid Infiltration Basin lawsuit and he read a memo outlining the history and status of such dated April 17, 2013. (See attached memo #1) He next reviewed his Capital Projects Status Update Report (See attached report #2).

Mrs. Murray questioned if the Glendon Street parking lot is salted.

Mr. Ford replied it is.

Mrs. Murray stated that it was a question the Milfoil Committee had.

Mr. Ford replied that such is a good point and they can discuss that further. He continued with an update on the fire and insurance settlement for the Public Works Highway garage noting they received an offer from Primex for \$150,000, but such will not bring the building to code. He stated that Primex now has gone back to their re-insurer and he expects more review to be done by the insurance companies and hopes to have a settlement in the next 60 days. He also noted that CCI will be doing a construction management project for replacing the building and he plans to visit some other town buildings to get an idea of what to replace it with. He also provided an update on the snow budget. The February 8<sup>th</sup> snowstorm has been declared by the State and Federal government as a disaster enabling them to apply for Federal Funds for reimbursement and they stand to receive \$35,000 in reimbursements for Public Works and Fire. He stated at this point the Snow and Ice removal budget is \$27,382.78 over budget, but the FEMA reimbursement should cover that overage.

➤ ***Other items from Public Works***

Mr. Ford stated that on April 27<sup>th</sup> they will hold roadside clean up and anyone interested can pick up bags at the Public Works Garage. He announced street sweeping will begin this week.

➤ ***Building Maintenance Capital Update Report***

Mr. Owen stated that the replacement windows have been ordered and are scheduled for delivery on April 25<sup>th</sup>. The basement sump pump will be installed later this week and the ERV will be installed next week. The fire alarm project is complete. The Clock work will be done in May with a targeted completion date for Memorial Day weekend.

➤ ***Repeater project***

Mr. Owen stated that they are waiting on approval from the owners to amend the license agreement to include the installation of an emergency generator on the site and once that is received it will take 2-way Communications several days to install the equipment.

**G. Capital Improvements Planning (CIP) Process Guidelines**

Mr. Owen provided last year's guidelines and noted this is a yearly process.

The Board reviewed the guidelines.

Mrs. Murray amended bullet six to add that "new submittals need to be placed in out years". She also suggested limiting funding requests to one major building project per year.

**H. Amendment to the Intermunicipal Agreement-Joint Milfoil Board of the Towns of Moultonborough, Tuftonboro, and Wolfeboro**

Mr. Owen stated the Joint Milfoil Board has requested amending the agreement so that the DASH units can be used out of the three towns' waters in order to allow them the opportunity to gain some revenue by leasing out a DASH unit.

Mrs. Murray stated this amendment will allow them to gain \$5,000 in revenue for one of the DASH units they will not be using this season as they will rent it from May 6<sup>th</sup> to August 15<sup>th</sup>.

**It was moved by Linda Murray and seconded by Dave Senecal to approve the following amendments to the Intermunicipal Agreement for the Provision of Aquatic Nuisance Plant Control between the Towns of Tuftonboro, Moultonborough, & Wolfeboro:**

- 1) **Strike Section 4.3 in its entirety and insert in lieu thereof the following section: 4.3 Property: The Joint Board may not acquire real property but may acquire personal property. Any such personal property (hereinafter the "Property") used in this joint undertaking shall be acquired and held in the name of the Joint Board. The Property may be used within the Towns for the purposes established herein and consistent with a DES approved five year management plan for the treatment of the Nuisance. The Property may also be rented or leased to a third party to fulfill the purposes of the Agreement and, if used in waters outside of those established in the Agreement, whenever the Joint Board shall determine that it is in their best interests to do so as it will (a) generate income to fund the efforts of the Towns or (b) educate others on its cooperative program in combating the Nuisance. The Property shall be disposed of in accordance with the general laws of the State of New Hampshire and with the most stringent of the applicable votes, rules, regulations and By-Laws of the Towns. Upon disposition of the property the proceeds shall be deposited into the special revenue fund established herein.**
- 2) **Complete Agreement:**

**This Amendment shall be considered to be a full and effective part of the original Agreement as if set forth in full and at length therein.**

**Members voted and being none opposed, the motion passed.**

## **I. Ambulance Service Contract Update**

Chief Morrill joined the Board.

Mr. Owen stated that, as stated at a previous meeting, the Ambulance Service contract is due to expire in December from a 5 year term. He noted the contract has gone smoothly with no complaints and he provided the statistics of such service noting an average of slightly more than one transport daily. He stated the Town currently contracts for two ambulances housed in Wolfeboro 24 hours per day, but do have access to a third ambulance that is contracted to Huggins Hospital. He compared Wolfeboro's current contract costs to the surrounding communities and compared to those Wolfeboro has received a favorable rate for two ambulances. He presented the Board with three options as follows: 1) waive the procurement policy and extend the contract with Stewart's Ambulance which has provided an offer of



\$234,865 (a 13.6% increase); 2) put the services out for bid; and 3) negotiate a joint contract with the Town of Tuftonboro to split the two ambulances' costs.

Mr. Senecal stated he prefers to keep with the same services they have provided in the past as Wolfeboro needs access to two ambulances seeing they have the Hospital, two school systems, numerous nursing facilities, etc. He feels that they should enter into a new 5 year agreement with the current provider, Stewart's Ambulance.

Chief Morrill stated that he had an informal discussion with the Fire Chief of Tuftonboro on sharing the cost of ambulances, but noted that such would need approval by both towns. He also looked into the times they used two ambulances and 9.6% of the time they are using both ambulances at the same time.

Mrs. Murray agreed with Mr. Senecal's comments.

Mr. Bowers also agreed with Mr. Senecal's comments.

Mr. Harriman stated he also agrees with Mr. Senecal and based on the comparison they are getting a better deal by not sharing the services.

Chairman Silk agreed as well and by sharing with Tuftonboro they would add to the response time with is not a benefit for Wolfeboro residents.

Mrs. Murray stated they have had poor experience in the past taking the low bidder for ambulance service and feels they should waive the procurement policy. Mrs. Murray stated she looked into the cost of the Town running the ambulance service based on being asked that question at the Budget Committee's public hearing on the 2013 budget. She reviewed the 2013 Communications Budget to obtain an estimated cost of staffing an ambulance 24 hours per day, 7 days a week and based on the 2013 Communication budget it would cost around \$217,000 in wages, \$36,000 in Health and Dental Insurance, and \$18,973 in Social Security which comes to around \$273,000 for one ambulance. Based on her analysis it made no sense for the Town to run its own ambulance service.

**It was moved by Linda Murray and seconded by Dave Bowers to waive the procurement policy for Ambulance Services for the Town of Wolfeboro and to direct the Town Manager to negotiate a contract with Stewart's Ambulance Service. Members voted and being none opposed, the motion passed.**

Justin Van Etten, Chairman of Stewart's Ambulance, addressed the Board and thanked them for their consideration. He noted that with the new ownership of Stewart's they have had a great working relationship with the town and the owner of the former Lord's Ambulance and are looking to get a 24 hour ambulance housed in Wolfeboro for Huggins Hospital.

#### **J. Board of Selectmen's Goals and Objectives for 2013-2014**

The Board reviewed and revised the 2013-2014 goals and objectives.

#### **K. Commendation for Janet B. Douglas**

Chairman Silk stated that Janet B. Douglas has been recognized as the oldest citizen of Wolfeboro and will be presented with the Boston Post cane on April 30<sup>th</sup> at 2:00 PM at Mountain View Nursing Home.

### **Old Business**

#### **➤ HHHW**

Chairman Silk noted that April 27<sup>th</sup> is the DEA Drug Take Back Day at the Public Safety Building from 10:00 AM to 2:00 PM for medication only.

### **Any Other Business**

Mrs. Murray stated she received a call from Josh Arnold of GALA for permission to put a table at Town Hall and the Town Garage to hand out gloves, bags and vest for Town Clean Up day on April 27<sup>th</sup> from 9:00 AM to 12:00 PM. He also invited the volunteers to Cate Park for ice cream donated by Bailey's Bubble.

**It was moved by Linda Murray and seconded by Dave Senecal to allow GALA to put tables up at Town Hall and the Town Garage on April 27<sup>th</sup>, 2013 and to have an ice social at Cate Park following the town clean-up day. Members voted and being none opposed, the motion passed.**

Chairman Silk stated the Town of Tuftonboro's Selectmen will be at the Board's next meeting to discuss the issues with Lang Pond Road.

### **Town Manager's Report**

Mr. Owen reported the following:

- Noted the Board received their invitations for the Mt. Washington's Shake Down Cruise on April 29<sup>th</sup> at 10:00 AM.
- The Lakes Region Planning Commission will be holding a meeting on April 29<sup>th</sup> at 6:00 PM at the Library.
- The Police Department has received two out of three of their new cruisers and those will be incorporated into the fleet soon.
- The bids were received for the new Fire Engine to replace Engine 1. One bid was received at \$401,500 less the \$25,000 trade in.
- He contacted Metrocast Cablevision regarding recently complaints of the screen freezing and was advised it was a system-wide problem and took some time to resolve.
- The Building Department's Codes forum will be April 30<sup>th</sup> at 8:30 AM.

### **Committee Reports**

Dave Bowers stated he attended the Library meeting.

Linda Murray stated she attended the following:

- She provided copies of the Variable Milfoil Management Plan and stated the plan for the Milfoil Committee for 2013 is to use the suction harvesters from 6/3-6/18<sup>th</sup> and chemically will treat Back Bay on September 10<sup>th</sup>.

- She attended the Joint Milfoil Board meeting.
- She attended the EDC meeting and Zack Tartar is the new Chair with Denise Roy-Palmer as Vice-Chair.
- She attended the Emergency Operations Planning Committee meeting.
- She attended the Chamber of Commerce Board meeting and noted the annual member mingle will be April 24<sup>th</sup> and it is open to the public with a cost of \$25 per person.

Dave Senecal stated he attended the Budget Committee's reorganization meeting.

Chairman Silk stated the following:

- She attended the Emergency Operations Planning Committee meeting.
- She attended the Human Resources seminar regarding retirement.
- The Household Hazardous Product Facility will begin the season on May 18<sup>th</sup> and will continue to October on the 3<sup>rd</sup> Saturday of every month. The medicine collections will be in June and August.

### **Chamber of Commerce**

None.

### **Public Comment**

Bob Lemaire questioned the public/private partnership that was discussed during their goals review and if they could elaborate on that.

Chairman Silk replied that the Friends of Town Hall have been working towards raising funds as well as applying for grant funding.

Mr. Lemaire questioned the plans that were approved and if anything further had been done.

Chairman Silk replied no.

Mr. Bowers stated the Friends are working on private donations.

Mr. Lemaire stated he tried to join the Friends and was less than enthusiastically received. He stated the plans are based on a \$4 million dollar proposal that failed town vote and those price estimates will need to be revisited due to changes in the material costs and he would like to be part of that review.

Mr. Bowers stated if he toned down his rhetoric articles they probably would be happy to have him join.

Mr. Lemaire replied that Mr. Bowers is accusing him of things that are not true and his problem is he feels discussions on the matter are not being done in a public forum.

Chairman Silk replied that there have been no discussions on the Town Hall project because they have been busy working on a lot of other projects. She stated the project is in the same stage it has been in for several years, but no new plans have been discussed.

Mrs. Murray stated the Board voted on the concept plan for the first floor last year, but that is all that has been done.

### **Questions from the Press**

None.

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

**Member Dave Senecal moved the Wolfeboro Board of Selectmen to enter non-public session at 9:41 PM to discuss litigation and non-public minutes. Linda Murray seconded. Roll call vote: Dave Bowers-yes, Dave Senecal-yes, Sarah Silk-yes, Brad Harriman-yes and Linda Murray-yes, the motion passed.**

The Board re-entered public session at 10:21 PM.

Chairman Silk stated the non-public session minutes of April 17, 2013 were sealed by a 2/3<sup>rd</sup>'s vote as required by law.

*Being no further business before the Board, Chairman Murray entertained a motion to adjourn.*

**Member Dave Senecal moved the Wolfeboro Board of Selectmen to adjourn at 10:22 PM. Member Dave Bowers seconded. Being none opposed, the motion passed.**

Respectfully submitted,  
**Amelia Capone-Muccio**  
Recording Secretary