

**Wolfeboro Board of Selectmen
Meeting Minutes
Approved
August 7, 2013**

Members present: Chairman Sarah Silk, Vice-Chairman Linda Murray, Dave Senecal, Brad Harriman, and Dave Bowers.

Members absent: None.

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

Chairman Silk opened the meeting at 6:30 PM.

Non-Public Session

Mr. Owen stated a non-public session is needed to discuss an application for someone in need and collective bargaining.

Consideration of Minutes

➤ **7/1/13**

Mrs. Murray noted page 3 regarding the Bulk Vote items was corrected to reflect the items removed.

Chairman Silk amended page 6, the fourth paragraph from the bottom to add "and the docks were constructed with the taxpayer's money".

Member Sarah Silk moved the Wolfeboro Board of Selectmen to accept the minutes of July 1, 2013 as amended. Linda Murray seconded. Members voted and being all in favor, the motion passed.

➤ **7/17/13**

Mrs. Murray amended page 4, the eighth paragraph, last word "back" removed and replaced with "to the General Fund". Page 10 under her list of Committee reports to state "she attended the following".

Chairman Silk amended page 4, the last paragraph to add the following: "Some generation charges appear lower than Wolfeboro's only because the breakdown is itemized in a different manner". She amended page 7, the third paragraph to add the following: "and that such cost is reimbursed to the town and clearly documented".

Member Dave Bowers moved the Wolfeboro Board of Selectmen to accept the minutes of July 17, 2013 as amended. Brad Harriman seconded. Members voted and being all in favor, the motion passed.

Public Input

Claude Rossiger, resident of Wolfeboro, stated he would like to address the new signs put up in the rural sections of town, particularly in his neighborhood of North Wolfeboro. He stated the spirit of the RSA for rural areas is to keep the area natural and does not feel all the traffic signs are keeping with that spirit. He would like the town to review each sign that was placed as he feels a thorough review wasn't done when the signs were put up. He provided several examples of signs placed that did not make sense and that stop sign warning signs were put up, but the brush in the area of the stop sign was not trimmed to clearly see the stop sign. He stated he understands the point of safety for the signs but feels a lot of them were put out haphazardly. He noted the North Wolfeboro Association would be meeting this Saturday to further discuss the matter and expects them to forward their concerns to the town.

Josephine Amatucci addressed the Board with regards to the Swap Shop at the Solid Waste Facility and that a lot of useful furniture is being thrown away that could be used by the residents. She looked into getting the Salvation Army to pick up the furniture and would like the town to consider doing so in order to help the needy.

Molly Leone addressed the Board as a resident of North Wolfeboro and expressed her concerns about the new signs and that her neighbors feel the same way and would like the town to reconsider the signs.

Chairman Silk noted an e-mail was received by Chris Franson expressing her concern for more stop signs in the North Wolfeboro area of Stoddard and Bickford road.

Mrs. Murray stated she visited North Wolfeboro to look at the signs and agreed some of them may need review but some of them were put out for safety reasons.

Chairman Silk agreed she also reviewed them. Some seem redundant, but others are needed and suggested they revisit the topic after the North Wolfeboro Association meets.

Public Hearings

Temporary Event Permits

- i. New England Chapter of Antique & Classic Boat Society to hold an Antique Boat & Car Show on September 28, 2013 from 6:00 AM- 4:00 PM at the Town Docks, Parking Lot and Wolfeboro Community Bandstand.**

Chairman Silk opened the public hearing.

Dennis Schauer addressed the Board and stated they plan to run the event the same as in years past. He noted they do post the parking lot the night before and put the barriers up closing the lot in the morning.

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

Mrs. Murray noted the event does conflict with a wedding in the bandstand.

Mr. Owen stated he spoke to the event coordinator and the couple getting married and they will work it out.

Mrs. Murray questioned if they would provide pamphlets on Milfoil.

Mr. Schauer replied they are willing to do that.

Chairman Silk noted the notes on the permit and entertained a motion to approve it.

Member Brad Harriman moved the Wolfeboro Board of Selectmen to approve the issuance of a Temporary Event Permit for the New England Chapter of Antique & Classic Boat Society to hold an Antique Boat & Car Show on September 28, 2013 from 6:00 AM- 4:00 PM at the Town Docks, Parking Lot and Wolfeboro Community Bandstand. Dave Bowers seconded. Members voted and being none opposed, the motion passed.

- ii. **Wolfeboro Historical Society, Clark House Museum to hold an Antique Car Show on August 24, 2013 from 10:00 AM – 2:00 PM at the Clark House Museum Field.**

Chairman Silk opened the public hearing.

Sheryil Ross addressed the Board and stated they are requesting to hold a 1920's car show on the property of the Clark House. This is a first time event and they will sell food.

Mrs. Murray stated if they do damage to the lawn they should repair it.

Ms. Ross agreed.

Chairman Silk closed the Public Hearing. She noted the notes on the permit request.

Member Dave Bowers moved the Wolfeboro Board of Selectmen to approve the issuance of a Temporary Event Permit for Wolfeboro Historical Society, Clark House Museum to hold an Antique Car Show on August 24, 2013 from 10:00 AM – 2:00 PM at the Clark House Museum Field. Dave Senecal seconded. Members voted and being none opposed, the motion passed.

Bulk Vote

A. Weekly Manifests:

1. Manifest dated July 26, 2013
2. Manifest dated August 2, 2013
3. Manifest dated August 9, 2013

B. Property Tax Abatements/Refunds

Approvals

- i. 17 North Keewaydin Shore (2010) Tax Map 171, Lot 4

- | | | |
|------|---------------------------|---------------------|
| ii. | 17 North Keewaydin (2011) | Tax Map 171, Lot 4 |
| iii. | 17 North Keewaydin (2012) | Tax Map 171, Lot 4 |
| iv. | 210 McManus Road | Tax Map 219, Lot 15 |

C. Property Tax Credits/ Exemption

Approval

- | | | |
|-----|----------------------|----------------------|
| i. | 46 School Street | Tax Map 218, Lot 141 |
| ii. | 37 Holden Shore Road | Tax Map 191, Lot 54 |

D. Notices of Intent to Cut Wood or Timber

- | | | |
|----|--------------------|--------------------|
| i. | Cotton Valley Road | Tax Map 169, Lot 1 |
|----|--------------------|--------------------|

E. Notices of Intent to Excavate

- | | | |
|----|---------------|---------------------|
| i. | Wickers Drive | Tax Map 161, Lot 13 |
|----|---------------|---------------------|

F. Raffle Permits

- i. Wolfeboro Firemen's Relief Association

G. Current Use Land Use Change Tax Warrant \$5,750

H. Not to Use PA-28 Inventory of Taxable Property Form for 2014

I. Application for Reimbursement for Federal and State Forest Land

Mr. Owen requested to add a Property Tax/Abatement Refund for 95 Rock Shore Road Tax Map 227 Lot 20.

The Board agreed to include it with the Bulk Vote.

It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to approve the Bulk Vote items as submitted including the additional item. Sarah Silk seconded. Members voted and being none opposed, the motion passed.

Appointments

• Wolfeboro Public Library Board of Trustees and Alternates

John Sandeen addressed the Board along with Barbara Wood and Pru Fitts to request the appointment of Pru Fitts, Barbara Wood and Linda Wilberton to the Library Board of Trustees as alternates.

It was moved by Dave Bowers for the Wolfeboro Board of Selectmen to approve the appointment of Prudence Fitts, Linda Wilberton, and Barbara Wood as Alternate members of the Library Board of Trustees for terms of 1-year, beginning August 1, 2013 through July 31, 2014. Brad Harriman seconded. Members voted and being none opposed, the motion passed.

New Business

A. Use of Clark Park by Rotary Club for Sale of Christmas Trees

Dave Skarnulos addressed the Board and explained that due to the construction of the Congregational Church they need to find a location to sell their Christmas Trees which is a major fundraiser for their organization. Jim Rodgers of the Historical Society has approved this request and they are now seeking approval from the town. They will sell the trees from the day after Thanksgiving to December 22nd on Thursdays –Sunday.

Chairman Silk noted any damage to the lot would need to be addressed with Parks & Recreation.

Mr. Skarnulos agreed and questioned if the portable toilet will remain at that location.

Mr. Hipple replied they usually have it picked up at the end of the Farmer's Market but could work something out with them.

It was moved by Linda Murray for the Wolfeboro Board of Selectmen to approve the request of the Wolfeboro Rotary Club to use a portion of Clark Park for their seasonal sale of Christmas trees this year. Dave Bowers seconded. Members voted and being none opposed, the motion passed.

B. Town Investment Policy for 2013

John Burt Town Treasurer presented the 2013 Investment Policy with no changes but it needs to be adopted annually.

It was moved by Dave Senecal to approve the 2013 Town Investment Policy. Linda Murray seconded. Members voted: being all in favor, the motion passed.

C. Pop Whalen Ice Arena Rates for 2013-2014

Ethan Hipple addressed the Board and referred to the proposed Pop Whalen Ice Arena Rates provided and explained the formula used. He stated that they had a cash surplus of \$13,000 last year and based on that he proposes no rate increases to the customers this year.

Mrs. Murray thanked Mr. Hipple on an excellent proposal and addressing her questions. She agreed to leave the rates the same as there are no major projects scheduled until 2019.

Chairman Silk referred to page two of the report giving the rates of other NH Arenas and that they are still lower than other municipal, private, school and college rinks in NH.

It was moved by Linda Murray for the Wolfeboro Board of Selectmen to approve the Pop Whalen Ice Arena Rates for the 2013-2014 season as proposed, with no changes from last year's rates. Dave Senecal seconded. Members voted and being none opposed, the motion passed.

• *Program Policy Change*

Mr. Hipple provided a Refund and Registration Policy Change dated 8/6/2013 for consideration. He explained the reason for such change is to make the registration process more clear and to encourage early registration and if someone wishes to be refunded it would give them enough time to allow someone else to take the place. He stated programs like soccer and field hockey require advance preparation and they need to have the students signed up in time.

Mrs. Murray questioned if they would work with those who need financial help.

Mr. Hipple replied yes.

It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to approve the Wolfeboro Parks & Recreation Refund and Registration Policy Changes date 8/6/2013 as submitted. Brad Harriman seconded. Members voted and being none opposed, the motion passed.

D. Water and Sewer Rates for 2014

Dave Ford and Keith Pratt of Underwood Engineers joined the Board for discussion.

Mr. Pratt stated the Board was provided with the report a week ago for review and he provided a PowerPoint presentation summarizing that report. (See attached)

• DISCUSSION

Mrs. Murray questioned why he does not predict an 8% decline in the use.

Mr. Pratt replied in the first six months of 2012-2013 they see it softening, but it is something they can discuss further.

Mrs. Murray noted on page 25 of 31 she does not see an increase until 2015 and is that correct.

Mr. Pratt replied that is an error 2014 needs correcting.

Mrs. Murray questioned the legal expenses from the General Fund and same with the transfer to the Sewer Fund.

Mr. Pratt replied the legal line is not on the user rates and the transfer is subtracted from the expenses.

Mrs. Murray questioned page 5, the \$1.6 million dollars for the current year and if that includes the cumulative deficit.

Mr. Ford replied such is based on the audit report information.

Mrs. Murray expressed her concern about the debt service and it being a year behind and would like to see them address that going forward.

Mr. Pratt questioned her target for catching up.

Mrs. Murray stated she was experimenting with catching up in 10 years.

Mr. Owen stated that in regards to monthly billing, he questioned when the Board was looking at switching to monthly billing.

Mr. Senecal questioned the status of the meter upgrades and if they will have all the meters upgraded.

Mr. Ford replied they have had a good response and anticipate about 10% left going into the fall. He questioned if they wanted to consider a penalty for a manual read.

Mr. Owen stated he proposes a \$25 charge per manual read.

Chairman Silk noted that it is the industry standard to charge for manual reads. She questioned when they would like to discuss the rates again.

Mr. Ford replied that the Board needs to decide on if they want more revenue and they can come back to the next meeting with the corrections.

Mrs. Murray stated she would like to move forward with monthly billing and work towards catching up on the deficit.

Chairman Silk expressed her concern about increasing the small users rates as a lot of those people are on fixed incomes.

Mr. Owen noted they did address that in 2007/2008 and switched the burden from the small user to the larger users and he doesn't see a need to change that. He suggested some small adjustments when converting to monthly billing and to increase the seasonal water customer charge.

Mr. Ford agreed the seasonal lines are a lot of work for two billing quarters and those customers are getting a good deal.

Mr. Owen also noted the sewer deduct meters are another place to add a monthly charge as the Electric Department charges a fee to read an additional meter in its Net Metering Program.

It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to change to monthly Water/Sewer billing in January 2014. Linda Murray seconded.

DICUSSION:

Mr. Senecal stated that they can keep the same rate, but feels monthly billing will help. He questioned if all the meters will be installed and if they should implement the \$25 manual read charge.

Mr. Ford anticipates about 5% of meters needing to be replaced. He questioned clarity on adjusting to switching to monthly.

Mr. Senecal said the logistics will be up to the staff, and the intent is to start monthly reading in January.

Dave Senecal amended the motion to include implementing a \$25 manual read charge. Linda Murray seconded the amendment. Members voted and being none opposed, the motion passed.

Chairman Silk questioned addressing the seasonal lines.

Mr. Pratt replied they can discuss that the next time they meet.

Mrs. Murray stated she would like to discuss the deficit as well.

E. Town Hall Parking Lot Project

Mr. Ford reviewed two proposed plans for the upgrades to the Town Hall parking lot. He stated the first plan addresses the ADA issues as well as the deterioration issues. He stated this plan is within the budget approved. He also provided an option of a more “greener” upgrade but it would cost more than budgeted.

Mr. Senecal expressed his concern that the ADA spots are not directly behind the building as they should be. He stated they need to focus on this lot as the future of the renovated building and a future entrance in the back of the building.

Mrs. Murray stated she would like to see them address the spaces across the street from Town Hall next to the sidewalk and make those 30 minutes spaces with “no parking” during school drop off and pick-up.

Chairman Silk stated the plan should note that there is a future entrance in the back of the building. She questioned if the option A could include porous pavement.

Mr. Ford replied he can look into that.

Chairman Silk clarified that he will provide an updated plan moving the ADA spaces and an estimate to include the porous pavement.

F. Capital Projects Update

Mr. Ford reviewed his Capital Project Status update report dated 8/2/2013. (See attached) He provided a brief update of the RIB lawsuit and that it is moving forward but also he is working with Wright Peirce on providing a solution to the problem.

DISCUSSION:

Mrs. Murray questioned the time frame on the Center Street construction.

Mr. Ford replied about 1 year.

Chairman Silk questioned if he looked into night construction.

Mr. Ford replied he did and it increases the cost, but he plans to keep two-way traffic during the construction in peak season.

Mr. Owen reviewed the Supplemental Capital Projects Summary dated 8/2/2013. (See attached)

G. Update DPW Garage Fire

Dave Ford referred to his memo dated 8/2/2013 and the plan that replaces the current building. He explained he has decided to have staff provide the construction management to save on costs. He stated if the Board approves the proposal the project is ready to be put out to bid and be completed this year. He is proposing a 80 foot by 60 foot metal building that contains two 20 foot by 80 foot garage bays to store four full size trucks with plow gear in a heated building. The additional 20 foot by 80 foot area will include two small offices for the Assistant Public Works Director and Highway Foreman, a break room/training area, accessible men and women rooms, showers and lockers. The budget also includes a wood pellet boiler, modines for heating both the new and old garage. The new building budget is \$408,000 plus \$41,000 for refurbishing the old garage and \$20,000 for contingencies.

Mrs. Murray questioned if they will have enough space to park with the new building.

Mr. Ford replied it will decrease their space but will work with it.

- **Rural Road signage**

Mr. Ford stated he would like to respond to the concerns about the signage on the rural roads. He explained the program does not cover gravel roads and that there may be some mistakes that need addressing but the purpose of the program is to provide signs for safety. He is going to review some of the signs but feels most of the them are appropriate.

H. Josiah Brown Scholarship Awards

Mr. Owen stated they received 7 applications, 4 of them returning applicants and 6 of those applicants clearly met the guidelines.

It was moved by Linda Murray for the Wolfeboro Board of Selectmen to approve the award of scholarship grants from the Josiah W. Brown Scholarship Fund in the amount of \$1,000 each to the following individuals; Rebecca Thompson; Courtney Bickford; Milan Krainchich; Nikolas Krainchich; Jacquelyn Witham; and Mikayla Jacobs. Dave Bowers seconded. Members voted and being none opposed, the motion passed.

Mr. Owen stated the balance of the scholarship fund is \$12,295.26 and that will not leave enough for a second disbursement this winter if the town receives the same number of applicants.

I. Town Manager Performance Review

Chairman Silk stated the form has been provided for the Board members to complete for their September 4th meeting.

Mrs. Murray will provide the goals to the members to complete the review.

Any Other Business

Mr. Harriman stated there was a house fire in his neighborhood last weekend and one of the calls to 911 was transferred to Carroll County Dispatch and was confused with Ossipee, he questioned how that happened. Fortunately others called 911 and were transferred to Wolfeboro and he commended Chief Morrill and the Department on their tremendous job.

Mr. Owen replied he would look into it.

Town Manager's Report

Mr. Owen reported the following:

- The staff will attend Customer Service training on August 9th given by Primex.
- He and Chief Morrill attended the Reverse E-9-1-1 training at the State Fire Marshalls Office.
- Carroll County Transit is storing two buses at the Public Safety Building.
- The Carpenter School drop off issue has been resolved and the Police Department has met with the School Administration and will have two officers to help with the transition.
- He received a call from a Tuftonboro resident that is seeking to sell the bell from a locomotive that used to service Wolfeboro and is seeking \$2,000 for that bell. The Board took such information under advisement.
- A press release has been put on the town website for the new Electric Rates in 2014.

Committee Reports

Mr. Harriman attended the Planning Board work session and the Friends of the Libby Museum meeting.

Linda Murray stated she attended the Milfoil Joint Board and she reported the CIP Committee will be starting their meetings this week.

Chairman Silk stated the following:

- She attended the Police Commission Meeting and the Department has started the baseball card program as a community outreach program and children or adults can collect the 21 different cards.
- She attended the Friends of Abenaki meeting.
- She reported the August 17th Household Hazardous Waste Collection in Wolfeboro will include a medicine collection.

Mr. Senecal reported he attended a ZBA meeting.

Chamber of Commerce

None.

Public Comment

None.

Questions from the Press

None.

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

Member Dave Bowers moved the Wolfeboro Board of Selectmen to enter non-public session at 10:14 PM to discuss an application for someone in need and collective bargaining. Dave Senecal seconded. Roll call vote: Dave Bowers-yes, Dave Senecal-yes, Brad Harriman-yes, Sarah Silk-yes, and Linda Murray-yes, the motion passed.

The Board re-entered public session at 10:30 PM.

Chairman Silk stated the non-public session minutes of August 7, 2013 were sealed by a 2/3rds vote as required by law. She also stated the Board voted to approve Sarah Nichols application for a Josiah Brown scholarship.

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

Member Dave Senecal moved the Wolfeboro Board of Selectmen to adjourn at 10:33 PM. Member Brad Harriman seconded. Being none opposed, the motion passed.

Respectfully submitted,
Amelia Capone-Muccio
Recording Secretary