

**Wolfeboro Board of Selectmen
Meeting Minutes
Approved
July 25, 2012**

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

Members absent: None.

Staff present: Town Manager David W. Owen, Finance Director Pete Chamberlin, Director of Planning and Development Rob Houseman, Police Chief Stu Chase, Parks and Recreation Director Ethan Hipple and Recording Secretary Amelia Capone-Muccio.

Chairman Murray 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 non-public minutes.

Consideration of Minutes

➤ **July 11, 2012**

Chairman Murray amended page one to insert the following just above the second to last paragraph:

Bob Lemaire joined the Board and questioned if it was Chairman Murray's personal decision not to bring the asbestos contract before the Board.

Chairman Murray replied no, I asked for a copy of the three bids for my review after the contract had been signed. She stated that they intend to follow the procurement policy going forward.

David Owen replied no, that was my decision. Mr. Owen pointed out that according to State law, contracts do not need to come to the Board.

Mr. Lemaire questioned if it was her decision not to place the asbestos contract on the agenda for the Board to discuss in Public.

Chairman Murray replied she did not make the decision not to discuss the asbestos contract in public. In fact, Mr. Owen stated in public that he had signed the contract.

Mr. Lemaire noted there is a clause that says if the procurement policy is not followed that the contract can be voided.

Ms. Silk amended page eight, the fifth paragraph to add the following to the sentence: if the applicant is clear on the difference on the items the Town has no jurisdiction over.

Member Dave Bowers moved the Wolfeboro Board of Selectmen to accept the minutes of July 25, 2012 as submitted. Chuck Storm seconded. Members voted, being none opposed, the motion passed.

Public Input

Suzanne Ryan joined the Board and stated she would like to provide some information for the Board to give some thought to regarding the window replacement at Town Hall. She stated that she is familiar with window replacements and such looks terrible in old buildings and provided a list of websites of information to restore the windows rather than replace them as originally suggested by McGinley Kalsow & Associates as the wavy glass in the store front windows is very valuable. She stated they had indicated that the sills were the problem rather than the windows themselves. She stated there are even people in NH that do this type of work and requests the Board to give this suggestion some serious consideration.

Public Hearings

A. Wolfeboro Area Recreation Association to hold Oktoberfest on September 29, 2012 from 6:00 PM to 10:00 PM at the Nick- Temporary Event permit

Chairman Murray opened the public hearing.

Lorri Tappen joined the Board for discussion and stated this is an event they have held in the past and the last time it was held was in 2009. The fundraiser goes towards the programs that use the fields.

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

Ms. Silk noted a new insurance certificate will be needed when this one expires.

Member Chuck Storm moved the Wolfeboro Board of Selectmen approve the issuance of a temporary event permit to Wolfeboro Area Recreation Association to hold Oktoberfest on September 29, 2012 from 6:00 PM to 10:00 PM at the Nick. Dave Bowers seconded. Members voted, all in favor, the motion passed.

B. Snowmaking equipment donated by the Friends of Abenaki, Inc. with an estimated value in excess of \$250,000-Acceptance of Gift of Personal Property.

Chairman Murray opened the Public Hearing.

Ethan Hipple, Bill Swaffield, Peter Cole and Paul Olzerowicz joined the Board for discussion.

Mr. Swaffield stated that the Friends of Abenaki are gifting the snowmaking equipment and kiddie tow.

Mr. Hipple thanked the Friends of Abenaki for all their hard work and the timing couldn't be better based on the past winter. He stated that he recently attended the Ski NH meeting and it was reported that Abenaki was the only ski area to report an increase in visitation last season.

Being no others to speak for or against the gift, Chairman Murray closed the Public Hearing.

Ms. Silk stated she has been attending the meetings of the Friends for a number of years and feels the membership should all get a round of applause for their efforts for bringing the ski area from the brink of closing to thriving more than ever.

Chairman Murray agreed the ski area has been a wonderful thing for the community.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to accept the gift of personal property from the Friends of Abenaki, Inc. consisting of 13 HKD SV 10 Tower Snow Guns with air/water hydrant sets, high pressure snowmaking hoses piping, 3 HKD tower pads, 3 portable snow guns compressor, water pumps, all other related equipment and the portable Handle Tow on the Kiddie Slope, all with a value in excess of \$250,000. Chuck Storm seconded. Members voted, all in favor, the motion passed.

C. Community Development Block Grant

- i. Proposed application for up to \$500,000 of Community Development Block Grant Funds to be used by the Eastern Lakes Region Housing Coalition to develop Phase 2 of the Harriman Hill workforce housing.**

Jane Milligan joined the Board and noted that the project has already been approved by the Planning Board and this will enable them to move to the second phase.

Chairman Murray opened the public hearing. She stated that Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for economic development, public facility and housing projects, up to \$350,000 for emergency activities, all projects must primarily benefit low and moderate income persons. Up to \$12,000 is available for feasibility study grants.

This proposed application to the Community Development Finance Authority for \$500,000 in Community Development Block grant funds. The majority of the funds will be sub granted to Eastern Lakes Region Housing Coalition, or an entity wholly owned by them, for the construction of 24 units of affordable housing on Pine Hill Road, Harriman Hill Phase II. The CDBG funds will finance a portion of the site development.

This project conforms to Wolfeboro's Housing and Community Development Plan's Goal of: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term)

Funding request \$500,000.

She opened the hearing to public comment. Being no others to speak for or against the request, Chairman Murray closed the Public Hearing.

ii. Housing & Community Development Plan.

Chairman Murray opened the Public Hearing.

She stated this project conforms to Wolfeboro's Housing and Community Development Plan's Goal of Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all ages and income groups. (Short-term and Long-term goal)

She opened the hearing to public comment. Being no others to speak for or against the request, Chairman Murray closed the Public Hearing.

iii. Residential Anti-displacement and Relocation Assistance Plan.

Chairman Murray opened the public hearing.

She stated although this project does not involve any displacement or relocation of persons (or businesses). If the Town were to undertake a CDBG project which involved displacement or relocation, they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

She opened the hearing to public comment. Being no others to speak for or against the request, Chairman Murray closed the Public Hearing.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to authorize the submittal of an application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant (CDBG) funds, \$475,000 of which will be sub-granted to the Eastern Lakes Region Housing Coalition and the remaining \$25,000 to be retained by the Town for grant administration costs, and further to authorize the Town Manager to sign and submit the application and to execute any documents which may be necessary to effectuate the CDBG contract. Chuck Storm seconded. Members voted, all in favor, the motion passed.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to adopt the updated Housing and Community Development plan. Chuck Storm seconded. Members voted, all in favor, the motion passed.

Member Dave Bowers moved the Wolfeboro Board of Selectmen to adopt the Residential Anti-Displacement and Relocation Plan. Chuck Storm seconded. Members voted, all in favor, the motion passed.

Bulk Vote

A. Property Tax Refunds/Abatements

- i. 110 River Street Tax Map 205, Lot 6

B. Notices of Intent to Cut Wood or Timber.

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

Chairman Murray stated based on previous discussion at the last meeting regarding the manifest, the Town Attorney has recommended they include the manifest (weekly list of checks for the towns bills) with the Bulk Vote.

It was moved by Chuck Storm for the Wolfeboro Board of Selectmen to approve the Bulk Vote items listed above A-B as listed. Dave Bowers seconded. Members voted and being none opposed, the motion passed.

Appointments

A. Wolfeboro Public Library Alternate Trustees

John Sandeen, Chair of the Library Board of Trustees, joined the Board and stated as stated in his memo to the Board dated July 12, 2012 the Library Board of Trustees recommends appointing Prudence Fitts and Linda

Wilburton to the Board as alternates. Mrs. Wilburton was present at the meeting and Mr. Sandeen summarized her previous experience working as a Library Assistant.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to appoint Prudence Fitts and Linda Wilburton as alternates to the Library Board of Trustees for a term of one year. Dave Bowers seconded. Members voted and being all in favor, the motion passed.

New Business

A. Conference with David Babson

David Babson joined the Board and stated he is running as a Candidate for Carroll County Commissioner and explained he has been attending their weekly meetings since 2007. He stated that some of his reasons for running are:

- Addressing the number of grievances against County Management that has cost thousands of dollars.
- He would like to change the budget cycle to a fiscal year.
- Make better use of the farm, they have 900 acres with an ambitious manager who would like to raise pigs and he would like use some of the land for recreation purposes.
- He would address the concerns of Wolfeboro, Conway and Moultonborough's concerns with the Dispatch services.

Mr. Senecal stated he want to announce the County Farm Day Saturday from 9 AM to 3 PM.

Mr. Babson stated this has been a successful event and there will be all kinds of activities.

B. Boat Trailer parking at Mast Landing

Mr. Owen stated he forwarded the written complaint regarding the boat trailer parking at Mast Landing to the Police Chief and noted he also discussed the issue with the Town Planner. He stated the complaint is that the boat trailers are parked in the woods because there is no place else for the trailers to park and they are being tickets by the Police Department.

Chief Chase provided some documentation, regarding the complaint including recent pictures of a boat trailer in the woods and noted based on the Departments review this seems acceptable as if the truck parked anyplace else in the lot they would be taking up additional parking spaces in a limited area. He stated he feels the current ordinance is reasonable for this time of year and does not recommend any changes.

Chairman Murray questioned if the downtown lot allows boat trailer parking for 7 days as well.

Chief Chase replied it does and a change would affect that area as well.

Mr. Bowers suggested checking to see if any land is available for trailer parking at Albee Beach.

Ms. Silk feels a sticker process similar to the island resident parking stickers could solve the problem and noted that the Town of Tuftonboro has a large lot to accommodate the trailer parking.

Chairman Murray stated that the current ordinance seems reasonable and makes sense for those living on islands. She suggested maybe the area near the Waste Water Treatment Plant could be used for parking.

Mr. Senecal noted the residents of Triggs Island have their own parking lot and that a permitting system is not a bad idea, but it should be noted the town has made good efforts to accommodate the island residents.

Mr. Houseman joined the Board and the Parks & Recreation Director has informed him the gravel lot next to Pop Whalen Ice Arena can be utilized for such purpose. He noted that the large lot near 19 Mile Bay in Tuftonboro is a temporary lot for short term use and a long term lot is available with a \$5 permitting fee.

Chairman Murray stated the Board has agreed the ordinance does not need changing and the parking situation can be discussed at the staff level.

C. License Agreement with The Fifth Estate Tower, LLC

Mr. Owen stated that the Attorneys have reached an agreement at the cost of \$1 per year for 20 years to install radio antennas and repeaters on the Bennett Hill tower to improve the town's emergency communications.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to approve entering into a License agreement with the The Fifth Estate Tower, LLC to allow the installation of the Town's radio antennas and related equipment on the Bennett Hill tower at a cost of \$1/year, and to authorize the Board's Chairman to sign the license Agreement on behalf of the Board. Chuck Storm seconded. Members voted and being all in favor, the motion passed.

D. Monthly Budget and Expenditures Report

Pete Chamberlin joined the Board and stated that he has met with the Department Heads regarding the budgets and the consensus is the budget is in good shape. He stated they received the fuel bids and the fixed price for diesel will be less than last year.

E. General Information Technology Policy

Pete Chamberlin and Bob Ness, Chairman of the Information Systems Advisory Committee, joined the Board.

Mr. Chamberlin stated that this would be a companion policy to go along with the Computer Use Policy adopted in February 2011. He explained the purpose of the policy is to cover more broad items and general use of computer equipment.

Mr. Ness stated this is a valuable resource needed.

Ms. Silk noted page two regarding the right to know.

Mr. Chamberlin replied that relative to date requests, the information should be reviewed by the Department Head first; then, if going out to the general, the Town Manager should review it.

Ms. Silk questioned page three, the password changes.

Mr. Chamberlin replied this would be for desk tops and the passwords should be change more than once a year and they will need to implement a system.

Mr. Ness stated this would be the roll of an IT Manager, but the town should maintain a master list of passwords.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve the General Information Technology Policy as put forward by the Information Systems Advisory Committee. Dave Bowers seconded. Members voted and being none opposed, the motion passed.

F. Town Hall Update

Mr. Owen stated the asbestos work has been completed and they are awaiting the final report.

Mr. Housemen joined the Board to provide an update of the progress to date on the Town Hall improvements and repairs as follows:

- Asbestos removal is complete and he will forward the report once received.
- Carpet proposal is out for bid and due by August 1st, he has solicited at least five quotes.
- The Fire Alarm System-FSC engineers (who did Pop Whalen) were hired to prepare bid specifications.
- Dehumidification bid specifications will be done by AECon and he will forward the report once received.
- Windows-have received proposal for developing bid specifications for window replacement from NCA Architects using the Pella plans.
- Rick Burns has evaluated the Electrical System and developing a scope of work.

Chairman Murray stated based on this report it looks as though they are on schedule.

Ms. Silk questioned a need for another space needs study from AEcon.

Mr. Houseman replied that it was not a request to have one done, rather he forwarded the one they had done to them as requested for their information.

Ms. Silk questioned if the heating upgrades will eliminate the need for space heaters.

Mr. Houseman explained it will address the baseboard heaters blocked by cabinets and include thermostats to control the temperature.

Ms. Silk questioned the window alternatives.

Mr. Houseman replied at this point they were looking at replacement, but he can look into repairs. He noted that the review done by Building Science suggested storms for windows that are restored.

Mr. Senecal noted that you can buy new windows with the wavy glass.

Chairman Murray stated it is her recollection they did a window restoration at the Clark House and it was a lengthy process.

Mr. Houseman replied he could get some quotes for repair.

Mr. Owen stated the Board has been provided with a supplemental request from the Assessing Office to provide them with better working space and ventilation. He stated that they have been replacing their file cabinets with fire rated cabinets as required and the cabinets take up more space. He stated it would be a good time to modify this office space before they put in carpeting.

Chairman Murray questioned if they wanted the wall curved or straight.

Mr. Senecal questioned why they would not move the meeting room table forward and expand the office that way. He agrees they need more space it is a very small office with no windows or ventilation.

Mr. Owen noted the meeting room is ADA accessible now and is used.

Chairman Murray stated in her review this request seems to provide them with enough space.

Ms. Silk stated she is concerned about making temporary changes and questioned where they will get money for another desk.

Chairman Murray stated they have funds for another desk and agrees she does need a new desk. She is fine with the proposal, all except a curved wall.

Ms. Silk questioned why they are not moving the files out into the meeting room.

Mr. Owen replied that is not a convenient set up and they are constantly in need of access to the files and this office really needs some ventilation.

Chuck Storm stated he liked Mr. Senecal's suggestion.

Mr. Owen will provide a floor plan of the alternatives for the Board to review and add it to the Board's next agenda.

G. Albee Beach Bath House Project Update

Ethan Hipple joined the Board and provided a PowerPoint presentation of the status of the new Albee Beach Bath House that will house the bathrooms, outdoor shower and changing area at Albee Beach. He noted they will experiment with self-locking doors at this facility that will lock at 8:00 PM and unlock at 6:00 AM. He noted this facility opened to the public today. He also provided some photos of the status of the Middleton Road Cemetery addition as well.

The Board thanked him for the Update.

H. Capital Projects Update

Dave Ford joined the Board and reviewed his Capital Projects Update Report dated 7/2012. (See attached)

DISCUSSION:

Mr. Senecal questioned the status of Cross Road.

Mr. Ford replied that due to delays for permitting of wetlands regarding the Rust Pond Association, he does not believe he will get this project done this year.

Mr. Bowers noted the number of compliments he has heard on the upgrades to downtown.

Mr. Storm stated that he is pleased with the dust control on Lang Pond Road.

Chairman Murray stated Brackett Road as well.

I. Middleton Road Update

Mr. Ford referred to his memo dated 7/20/12 regarding a meeting with NH DOT that he attended with the Town Manager and Selectmen Senecal. He stated based on this meeting with the Commissioner it is not anticipated to see the State make repairs to this road for some time. He stated the last repairs they made were over 10 years ago. The Commissioner suggested a Municipally Managed project for which the State will contribute 2/3rd of the funding. He noted that this would need approval of the taxpayers (the project would be scheduled for 2017 or 2018) and pointed out the town has been doing the winter maintenance on this road for years anyway. He stated the estimate for repairs by the State is \$1.5 million dollars.

Mr. Bowers questioned what would happen if they decided they don't want to do the project.

Mr. Ford replied this road is not a priority of the State and we have been fortunate to have a mild winter.

Mr. Owen stated that Senator Bradley attended this meeting with them and the whole State gets \$1.7 million dollars per year for Municipally Managed projects.

Mr. Bowers questioned the next step.

Chairman Murray stated it would be forwarded to the CIP Committee for review.

Mr. Ford stated he is looking forward to making application. The engineering for such would cost \$30,000 for which the Town would be responsible for \$10,000 which he will cover in his Road upgrade budget.

Chairman Murray questioned what he will eliminate to cover this.

Mr. Ford replied since Cross Road has been delayed he would use those funds.

Chairman Murray questioned when the State reimburses them.

Mr. Ford replied he believes once the funds have been spent.

Old Business

Chairman Murray stated that the May 16, 2012 Board of Selectmen's meeting is the meeting Mr. Owen stated he had signed the asbestos contract and such is on page seven.

Other Business

➤ Town Clerk Voting Law Changes

Chairman Murray stated that the Town Clerk has made her aware of voting law changes and she read those changes (See attached) she stated you can also read these changes on the Town of Wolfeboro website.

Town Manager's Report

Mr. Owen stated the following:

- The Town has prevailed at the NH Supreme Court regarding the Fire Fighter's Union and the court upheld the town's decision that the Union was never legally formed.
- The Town was gifted an oversized US Flag by Fred Stevens.
- Some issues have arisen in the Seven to Save event. Due to fire regulations the reception will be held at the Town Hall meeting room and the lecture presentation will take place at the Congregation Church and there will be tours of the Town Hall only in small groups.
- The Electric Department has received an unanticipated refund of \$76,000 from NUSCO for charges dating back to 2009 that were no longer applicable.
- The Assistant Town Clerk has submitted her retirement and her last day will be August 10th. The job has been posted both internally and externally.
- He stated with regards to the ADA compliance report for the US Department of Justice, the schedule has been met except some that are still in process on Lehner Street, and Cate Park.
- Hazard Mitigation Planning Update report's last day for public input and no comments were received. It will be submitted to NH Department of Emergency Management and Homeland Security and FEMA for review.

Committee Reports

Chairman Murray stated that she attended the following:

- The Friends of Abenaki meeting.
- The Implementation Committee of the Master Plan review of matrix.
- Harassment Training by Primex today.

Ms. Silk said she attended the following:

- The Harassment Training by Primex and she provided the handout for return to Jeff Urquhart for the members who did not attend.
- The Libby Family Day will be 7/28/12.
- Hazardous Waste Collection on 7/21/12 in Wolfeboro was busy and they collected \$2,200 from non-members. She noted the Police Department will no longer be accepting medications for drop off. There will be a Medicine Collection at Hazard Waste on 8/18/12 from 8:30 AM to Noon. There will be a DEA collection in September.

Public Comment

None.

Questions from the Press

None.

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

Member Chuck Storm moved the Wolfeboro Board of Selectmen to enter non-public session at 9:23 PM to discuss litigation and minutes. Dave Bowers seconded. Roll call vote: Dave Bowers-yes, Dave Senecal-yes, Chuck Storm-yes, Sarah Silk-yes and Linda Murray-yes, the motion passed.

The Board re-entered public session at 9:55 PM.

Chairman Murray stated the non-public session minutes of July 25, 2012 were sealed by a 2/3rd'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 9:56 PM. Member Dave Bowers seconded. Being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio

Recording Secretary