

**WOLFEBORO BOARD OF SELECTMEN**

**March 6, 2013**

**MINUTES**

**Approved**

**Members Present:** Linda Murray, Chairman, Sarah Silk, Vice-Chairman, Chuck Storm, Q. David Bowers, Members.

**Member Absent:** Dave Senecal, Member.

**Staff Present:** Rob Houseman, Acting Town Manager, Lee Ann Keathley, Secretary.

**Staff Absent:** Dave Owen, Town Manager.

*Chairman Murray opened the meeting at 6:30 PM at the Wolfeboro Town Library.*

Rob Houseman noted a need for a non-public session for the review of nonpublic meeting minutes from January 18, 2012 through January 16, 2013.

**Consideration of Minutes**

**February 20, 2013**

**Corrections:**

Page 5, 7<sup>th</sup> paragraph; add “practice on 6/21/13” to the motion

Page 6, 13<sup>th</sup> paragraph; strike “6:00 AM” & replace with “7:00 AM”

Page 14, Committee Reports, 3<sup>rd</sup> paragraph, 2<sup>nd</sup> bullet; following “member” insert “it is the 10<sup>th</sup> year renewal for Wolfeboro and Alton”

**It was moved by Chuck Storm and seconded by Dave Bowers to approve the Wolfeboro Board of Selectmen February 20, 2013 minutes as amended. All members voted in favor. The motion passed.**

**Public Comment**

None.

**Public Hearings ~ Acceptance of Grants & Gifts**

- A. Grant in the amount of \$10,000 from NH Division of Historic Resources toward the cost of restoring the clock faces on the Clock Tower of Town Hall.**

Chairman Murray opened the public hearing. She stated the Mooseplate Grant has been approved by Governor and Council, has completed the formal approval process and can be accepted by the Town.

Rob Houseman stated the Town is a recipient of the Mooseplate Grant for the restoration of the clock faces on the Clock Tower of Town Hall. He stated a local match of the grant has been provided by Friends of Town Hall. He reviewed the scope of the project.

Joyce Davis stated she is pleased the Friends of Town Hall is able to supply the match and thrilled with the private public partnership.

*There being no questions or comments, Chairman Murray closed the public hearing.*

**It was moved by Chuck Storm and seconded by Sarah Silk to approve the acceptance of a grant of \$10,000 from the New Hampshire Division of Historical Resources to be used toward the costs of the restoration of the clock faces on the Clock Tower of Town Hall. All members voted in favor. The motion passed.**

Dave Bowers invited application for another project through the grant program.

**B. Gift of \$24,571 from Friends of Town Hall toward the cost of restoring the clock faces on the Clock Tower of Town Hall.**

Chairman Murray opened the public hearing. She stated the Friends of Town Hall have arranged for the donation of the balance of the funds needed for restoration of the Town Hall Clock Tower clock faces.

Maggie Steirs stated there is no match required for the Mooseplate Grant and noted it is a great program.

*There being no questions or comments, Chairman Murray closed the public hearing.*

Dave Bowers thanked the Friends of Town Hall for their loyal and continued support and noted they have been exceedingly generous.

**It was moved by Sarah Silk and seconded by Chuck Storm to approve the acceptance of a gift of the donation of \$24,571 from the Friends of Town Hall, Inc. to be used toward the costs of the restoration of the clock faces on the Clock Tower of Town Hall. All members voted in favor. The motion passed.**

**Bulk Vote**

**A. Weekly Manifests**

- i. Manifest dated March 1, 2013
- ii. Manifest dated March 8, 2013

**B. Property Tax Refunds/Abatements**

- i. Storytelling Rock Road TM #214-11
- ii. 580 Pine Hill Road TM #127-1
- iii. 44 Warren Sands Road TM #237-4
- iv. 680 North Main Street, Unit 6 TM #142-10-15
- v. 680 North Main Street, Unit 7 TM #142-10-16

Linda Murray requested the Board remove Section B.iv. and v. of the bulk vote because she has concerns relative to such.

Sarah Silk requested the removal of subsection iii. as well from the bulk vote.

**It was moved by Sarah Silk and seconded by Chuck Storm to remove Section B.iii., iv. and v. from the Bulk Vote. All members voted in favor. The motion passed.**

Referencing 44 Warren Sands Road, Todd Hayward stated the property was subdivided in 2011 in which 2.5 acres (included home site and road) was left out of current use and 19.92 acres was transferred to TM #237-5; noting the transfer included .5 acres of the road to the abutting property.

Sarah Silk asked when the land use change tax was assessed.

Todd Hayward replied December 2012; noting the abatement came in timely.

Sarah Silk stated land use change tax goes into the conservation fund and questioned whether such has occurred.

Brenda Lapointe stated the current land use change tax has not been paid.

Referencing 680 North Main Street, Units 6 & 7, Linda Murray requested to meet with Mr. Hayward to clarify her issues.

Todd Hayward stated the department needed to report to the Land Use Board of Appeals yesterday.

Sarah Silk requested the BOS be notified in the future of any time limits and requested copies of the tax cards with all abatements.

Linda Murray expressed concern regarding the condominium documents with regard to water access to the lots.

Todd Hayward stated the owner claims he does not have deeded access to the docks.

Rob Houseman stated the condominium documents do not reflect such. He stated the documents reflect that the lots have access to the water, mooring field and dock slips.

Linda Murray requested the Board table the vote for 680 North Main Street, Units 6 & 7, until further review of the condominium documents and clarification of the issues.

**It was moved by Sarah Silk and seconded by Chuck Storm to include Section B.iii. 44 Warren Sands Road, TM #237-4 in the Bulk Vote. All members voted in favor. The motion passed.**

**It was moved by Linda Murray and seconded by Chuck Storm to table Section B.iv. and v. 680 North Main Street, Units 6 & 7, TM #142-10-15 & 16. All members voted in favor. The motion passed.**

**C. Property Tax Credits/Exemptions**

- |      |                  |                |
|------|------------------|----------------|
| i.   | 14 Brackett Road | TM #249-6      |
| ii.  | 10 Cedar Drive   | TM #201-34-110 |
| iii. | 36 Center Street | TM #190-47     |
| iv.  | 4 Moultrie Drive | TM #177-10-87  |

**It was moved by Sarah Silk and seconded by Chuck Storm to approve items in Section A, Section B.i., ii., iii and Section C. All members voted in favor. The motion passed.**

**New Business**

**A. Request to Use Cate Park for a Wedding**

Linda Murray stated the BOS has received a request from Christine Farley and Mark Stobbs to hold their wedding at Cate Park on 7/5/13. She stated the park is open to the general public.

Christine Farley requested use of Cate Park for her wedding ceremony and noted following the ceremony they would be boarding the Winnepesaukee Belle.

**It was moved by Chuck Storm and seconded by Dave Bowers to approve the request of Christine Farley and Mark Stobbs to hold their wedding at 6:00 PM at on July 5, 2013 at the Wolfeboro Community Bandstand in Cate Park. All members voted in favor. The motion passed.**

**B. Tax Equalization Ratio**

Todd Hayward stated the Town’s new equalization ratio is 105.8%. He stated the weighted mean was 102.92%, the Coefficient of Dispersion (measure of equity among the Town) is 11.26%; noting the latter is well below the NH Assessing Standards Board’s standard of 20%. He stated the Price Related Differential is 1.03 (measure of vertical equity) and noted such is at the upper limit of what the NH Assessing Standards Board requires.

Linda Murray asked if the figures would be used when the statistical update is done.

Todd Hayward replied no and stated the values are not changing until 2015.

Linda Murray stated there is an article in City & Town Magazine (3/12/12) regarding the issue.

**C. Tax Collector’s Deeds**

Brenda Lapointe stated she provided two deeds to the BOS in which real estate tax liens have been executed against the properties and payment has not been received. She stated the property owner for TM #60-9, Cowper Road, has paid the arrearage. She stated TM #218-85, 33 Pine Street, has a building and attached barn on the property and noted that all notices sent regarding the deed process has been signed by either the mortgage holder or representative for the property owner. The mortgage has not been discharged.

Linda Murray expressed concern regarding the condition of the house and does not recommend the BOS move forward with the matter until further information can be provided regarding the condition of the house.

Sarah Silk questioned whether the estate is settled and if all parties were notified.

Brenda Lapointe stated she would review the records to ensure that all parties were notified and noted that all parties of record that she is aware of have been notified.

Sarah Silk verified the need for further title research.

Dave Bowers asked if Staff has looked at the structure.

Rob Houseman replied no and stated the Town cannot enter the premises without probable cause.

**It was moved by Linda Murray and seconded by Chuck Storm to table action on TM #218-85, 33 Pine Street, until further receipt of information relative to the condition of the house and the title. All members voted in favor. The motion passed.**

Referencing TM #60-9, Brenda Lapointe stated Town Counsel advised the BOS to refuse the deed for the property since the owner has paid the taxes.

**It was moved by Linda Murray and seconded by Sarah Silk to refuse the deed for TM #60-9, Cowper Road. All members voted in favor. The motion passed.**

**D. Amendment to Town’s Mileage & Expense Reimbursement Policy**

Rob Houseman stated the IRS has changed its approved mileage reimbursement rate from 55.5 cents per mile to 56.5 cents per mile. He stated if the Board wishes to adopt the mileage reimbursement rate the Town of Wolfeboro's Mileage & Reimbursement Policy needs to be amended to reflect such.

**It was moved by Sarah Silk and seconded by Chuck Storm to approve amending the Town's Mileage and Expense Reimbursement Policy so that it reads as follows:**

**Mileage & Expense Reimbursement Policy**  
**TOWN OF WOLFEBORO**

**I. PURPOSE**

The purpose of this policy is to fairly compensate town employees for the cost of business and professional development expenses, as well as the use of their private vehicles on approved town business.

**II. REIMBURSEMENT**

- a. Mileage expenses will be reimbursed at the rate of 56.5 cents per mile effective March 6, 2013. This rate may be revised by the Board during the year as may be necessary.
- b. Other approved expenses will be reimbursed upon submission of valid receipts showing the actual payment by the individual.
- c. Said requests for mileage and other expenses shall be submitted upon forms provided by the Finance Office and must be approved by the Department Head and/or the Town Manager.

**III. INSURANCE**

In order for a town employee to qualify for mileage reimbursement for the use of his/her private vehicle for Town-related business under this policy, the employee shall provide the Town with a copy of the declaration section of a valid personal or business auto policy with himself or herself indicated as the named insured for the vehicle in use, to show limits of liability with a minimum of \$100,000 per person and \$300,000 per accident for bodily injury to others, \$100,000 property damage to others. \$100,000/\$300,000 uninsured motorists bodily injury, and \$5,000 medical insurance payments coverage; or the policy shall show a minimum of \$300,000 Combined Single Limits for liability protection.

Approved by the Board of Selectmen, March 6, 2013.

**E. Review of Intermunicipal Agreement for a Household Hazardous Product Facility**

Sarah Silk stated the Towns of Alton and Wolfeboro have been working together under the Intermunicipal Agreement for ten years and the agreement is due for renewal at the end of 2013. She stated it is anticipated that the Town of Tuftonboro may join Alton and Wolfeboro in the effort and the agreement would have to be revised to incorporate Tuftonboro. She reviewed the proposed changes to the agreement as follows:

- Page 3 & 5 budget due date from November to December.
- Page 7 all town signatures of members should be listed on one page.
- Page 8 billing should be periodically not monthly
- She noted Mr. Owen also had some changes.

Linda Murray stated there should be a reference to the location of the principal place for the joint board.

Sarah Silk stated the reference is located on page 2.

### **Old Business**

Linda Murray stated the Town Report has been received and copies are available at the Town Hall.

### **Other Business**

- 3/7/13; Candidates Night, 5:30 PM, Wolfeboro Public Library (sponsored by Chamber of Commerce)
- 3/12/13; voting polls open 8 AM to 7 PM, All Saints Episcopal Church. Need for identification.

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

Rob Houseman stated the Public Works Department is posting the roads for weight limits on 3/11/13 and noted the department would provide waivers and address the needs of the citizens. Referencing the Town Hall building he stated the fire alarm installation is complete (letter of completion to be received shortly), electric work completed, code issues and heating issues have been addressed and the carpets have been installed. He stated he is awaiting feedback from the architect with regard to the windows and the emergency lighting is being updated.

### **Committee Reports**

Linda Murray stated she would be attending the Chamber of Commerce's quarterly meeting tomorrow.

Sarah Silk stated the Conservation Commission meets next week and she attended the Police Commission meeting last week.

### **Chamber of Commerce**

No representative present.

### **Public Input**

Dave Bowers questioned whether the Town could give the house to an indigent family at the Town's cost if the Town acquires the house on Pine Street.

Linda Murray recommended Town Counsel's guidance relative to such.

### **Questions from the Press**

Tom Beeler stated the Voter's Guide would be published in the Granite State News tomorrow.

### **Non-Public Session**

**It was moved by Sarah Silk to enter non-public session at 7:24 PM to review 2012 and 2013 non-public minutes. The motion was seconded by Chuck Storm. Roll call vote; Sarah Silk-yes, Linda Murray-yes, Chuck Storm-yes, David Bowers-yes. The motion passed.**

The Board re-entered public session at 7:53 PM.

Chairman Murray announced the non-public session minutes would be released within 72 hours.

**It was moved by Chuck Storm and seconded by Dave Bowers to adjourn the March 6, 2013 Board of Selectmen meeting. All members voted in favor. The motion passed.**

*There being no further business before the Board, the meeting adjourned at 7:54 PM.*

Respectfully Submitted,  
*Lee Ann Keathley*  
Lee Ann Keathley