

**Wolfeboro Board of Selectmen
Meeting Minutes
Approved
October 17, 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, Public Works Director Dave Ford 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, collective bargaining, non-public minutes and personnel.

Consideration of Minutes

➤ **10/1/12**

Member Sarah Silk moved the Wolfeboro Board of Selectmen to accept the minutes of October 1, 2012 as written. Dave Bowers seconded. Members voted and being none opposed, the motion passed.

➤ **10/3/12**

Member Chuck Storm moved the Wolfeboro Board of Selectmen to accept the minutes of October 3, 2012 as written. Sarah Silk seconded. Members voted and being none opposed, the motion passed.

➤ **10/5/12**

Member Chuck Storm moved the Wolfeboro Board of Selectmen to accept the minutes of October 5, 2012 as written. Sarah Silk seconded. Members voted and being none opposed, the motion passed.

Public Input

None.

Bulk Vote

A. Weekly Manifests:

1. Manifest dated October 12, 2012
2. Manifest dated October 19, 2012

B. Property Tax Refunds/Abatements

- i. 48 Stonehenge Road Tax Map 260, Lot 8

C. Property Tax Credits/Exemptions

- i. 18 Birch Hill Estates Road Tax Map 177, Lot 10-33

D. Notice of Intent to Cut Wood or Timber

- i. Stoddard Road Tax Map 88, Lot 1
- ii. Stoddard Road Tax Map 119, Lot 7

E. Land Use Change Tax

- i. Stoney Farm Road Tax Map 237, Lot 3-3

F. Raffle Permit-Wolfeboro Lions Club

It was moved by Chuck Storm for the Wolfeboro Board of Selectmen to accept the Bulk Vote items as submitted. Dave Bowers seconded. Being none opposed, the motion passed.

Appointments

Trustees of the Trust Funds

Robert Stewart joined the Board and summarized his background with a Graduate and Undergraduate degree in business and he is a Certified Financial Planner. He has served on the Town's Budget Committee, Treasurer of Castle in Clouds and past Vice-President of Great Waters Music Festival.

It was moved by Sarah Silk for the Wolfeboro Board of Selectmen to appoint Robert Stewart to the Trustee of Trust Funds to finish the remainder of the term of resigned member, Mary O'Brien, which expires in March of 2015. Chuck Storm seconded. Being none opposed, the motion passed.

New Business

A. Dorothy Solomon, Candidate for County Commissioner

Dorothy Solomon, County Commissioner, joined the Board to summarize her reasons she is seeking re-election. She noted she has served for four years and they got a lot done in her first two years, but unfortunately progress has slowed down. She highlighted some of the following she has been a part of below:

- The new Nursing Home was built in 2009, which increased Wolfeboro's county contribution from ninety-four cents to \$ 1.01 per thousand. She stated the home was designed different from any other in the State and possibly the country as it is divided into households to provide shared living space. She stated that the decline in the economy did provide them with a \$2 million dollar savings and reported local contractors were used. She stated this facility was also built to provide energy savings, including a pellet boiler system and direct purchase of their electricity.

- In 2009 they hired a Farm Manager who has made some remarkable changes and is generating revenue. She stated they are selling camp wood to all the State Parks; he has brought back animals and has many more ideas.
- She stated she would like to see solar energy in the future for the Nursing Home.
- She stated that she would like to put to use the old Nursing Home. She explained it was not able to meet State specifications as a Nursing Home, but can be converted to another use. Some of her ideas included a homeless shelter for Veterans and bringing the UNH Co-operative Extension back to Ossipee.
- She would like to work towards reducing recidivism at the jail and they have developed a panel to work on such.

Ms. Silk noted that it has recently been brought to the Board's attention that there is a need for the homeless beyond Veterans in Wolfeboro.

Ms. Solomon agreed that such idea should be expanded to general homelessness as well.

Ms. Silk stated that having such facility in the old Nursing Home could benefit from the Blue Loon (Carroll County Transportation) service as well.

Ms. Salomon agreed as such service already makes regular stops at the Nursing Home.

B. Monthly Budget Expenditures and Revenue Report

Pete Chamberlin joined the Board and stated at the end of September 2012 the percentages expended-to-date are as follows: General Fund 72.981%, Water Fund 80.240%, Electric Fund 72.468%, Sewer Fund 84.882% and Pop Whalen Fund 67.054%. He stated that revenues look good and they are still waiting on the State for the Tax Rate. He also noted a \$55,000 surplus coming back from the Local Government Center, but some of it will be refunded to the employees.

Ms. Silk noted some budgets that are expended far beyond the budgeted amount and those should be made up within that Department's budget.

C. CIP Plan Approval

Kathy Barnard, Chair of the Planning Board, joined the Board and stated that the Planning Board approved the CIP Plan unanimously at their public hearing last night and forwarded it to the Board of Selectmen to be used for budgetary purposes. She thanked the members of the Committee and the Department Heads for their participation in this process.

Rob Houseman joined the Board and provided a PowerPoint presentation summarizing the process of the CIP Committee and provided their recommendations for 2013. He explained the CIP Committee reviews the town's capital needs and prioritizes capital expenditures over a 10-year period at an estimated cost of \$36,571,022. He stated 2013 proposed appropriations are projected to be \$3,785,153 million dollars and 2014 is \$7,905,000, which includes a place holder for upgrades to Brewster Memorial Hall (which doesn't include any costs offset by raising private funds). He noted the following listed as the 2013 recommendations:

- ADA parking lot improvements at Brewster Memorial Hall \$100,000
- Purchase of 74 and 80 Lehner Streets \$180,000
- Parks and Recreation Maintenance Building \$200,000
- Fire and Rescue replacement of Engine 1 \$425,000

- Electric Department replacement of ME-3 (bucket truck) \$210,000
- Radio Read Electric Meters and Reader system \$720,000
- Public Works Road Upgrades (annual) \$600,000
- Infrastructure Improvement Center Street reconstruction \$700,000
- Infrastructure Improvement Middleton Road \$50,000
- Public Works HD-6 replacement (5 Ton Dump) \$200,000
- Public Works Hydraulic Truck Lift, Fuel Pump replacement, Salt Shed and Spreader hangers \$340,000
- I & I \$400,000

Chairman Murray provided a plan for upgrades to Town Hall that has altered past proposals and eliminates office space on the second and third floors and is proposing the second floor as a multi-purpose room. She stated the Board needs to approve a plan in order to provide a direction for the Friends of Town Hall to raise funds.

Ms. Silk questioned if the plan includes an elevator.

Chairman Murray replied it does and explained the proposal is based on past plans, but just eliminates office space on the second and third floor, but includes a kitchenette and break room on the second floor as proposed in the past. She stated by having the second floor designated as multi-purpose space means they could use it for various things.

Mr. Senecal stated he would like to see a breakdown of the \$2.8 million dollars.

Chairman Murray replied it is based on last year's proposal.

Mr. Owen clarified it is the first floor option, with exterior.

Mr. Senecal stated he recalled it was only half of the exterior.

Chairman Murray replied that is what they agreed to at that time.

Ms. Silk noted the Friends of Town Hall are seeking to have the Board endorse a proposal to allow them to raise funds and this proposal no longer has office space on the second and third floor.

Mr. Senecal questioned what the second floor cost is.

Chairman Murray replied approximately \$ 1 million dollars, the total cost of the project is \$4 million dollars and the Friends will work to raise funds towards that cost.

Ms. Silk noted that they have had many successful public/ private partnerships in the past and will support the proposal as long as there are no offices on the second floor.

It was moved by Chuck Storm for the Wolfeboro Board of Selectmen to support the proposal for renovations to Brewster Memorial Hall as presented at this meeting. Dave Bowers seconded. Members voted, Dave Senecal-opposed, being all others in favor, the motion passed.

D. Proposed Gateway Signs

Mr. Bowers stated that he would like to add some signage with the Chamber's slogan "Wolfeboro NH, the Jewel of Lake Winnepesaukee" at the entrances of town similar to what they did for the 250th Anniversary at the town's expense.

Mr. Owen stated that he recalled the Chamber came up with such slogan for their marketing purposes.

Chairman Murray questioned if such signs would be in addition to the "Oldest Summer Resort in America" signs.

Mr. Bowers replied yes, he is suggested separate signs like what they did for the 250th Anniversary, but a smaller scale of 2 foot signs.

Ms. Silk stated she feels since it is the Chamber's slogan, they should pay for it.

Mr. Senecal agreed and he would like to see a proposal of locations.

Mr. Bowers agreed to remand this idea for Gateway Signs back to the Chamber of Commerce for further discussion.

E. Water & Sewer Rate Study

Mr. Ford introduced Keith Pratt of Underwood Engineers to the Board and stated he would review a summary of the Water & Sewer Rate study with a PowerPoint presentation.

Mr. Pratt joined the Board and reviewed a PowerPoint presentation summarizing the Wolfeboro Water/Rate Study that he devised by taking the old rate study and plugging it into their program. He started by reviewing the trends and projected expenses, identifying revenue needs and identifying future rate adjustments needed to meet expenses and establish rate equality. He then reviewed the historical rate increases back to 2006, the water consumption vs. production for 2010 and 2011 showing the 2-year average un-accounted for water at 33% (a reasonable goal is 15%). He stated based on the trend the town will continue to see declining consumption at 11% in water and 14 % in sewer. He reviewed the 2012 to 2015 expenditures, other revenues and fixed costs reporting the projection is flat. He explained in regards to rate increases the goal is to match fixed revenues and to match the cost of service and noted that rate increases would impact each user class differently. He stated he is projecting a loss in 2012 of \$26,000 for water and \$49,000 in sewer and recommends the following:

- Lost water study
- Monitor consumption
- Consider rate increases to match expenses especially in the sewer
- Identify Capital Improvements Plan and update rate needs
- AWWA recommends rate increases every two years
- Consider equitable rate adjustments

And he noted some other suggestions the town should consider are as follows:

- Consider eliminating the "free" water to stabilize revenues
- Review cost of service
- Review seasonal charges and other rate surcharges
- Consider private hydrant charges
- Consider higher unit charges for larger meters based on ability to serve

He provided some comparisons of rates for other communities and provided some sample rate adjustments and noted that any rate adjustment will affect each class differently.

Mr. Ford stated that in regards to high unaccounted for water, in 2006 when they were exceeding the capacity of the pond, they have made progress in reducing that and fixing leaks. He stated they still continue to focus on I/I and although they had planned to take back operations of the Waste Water Treatment Plant, they are unable to that because of the problems at the RIB site. He noted they have applied for a grant to do a Water Loss Study.

Chairman Murray questioned table 5, water consumption records and amount of loss is not consistent month to month.

Mr. Ford replied that such is theoretical and is based on averages; it would be more accurate when they switch to monthly reads.

Ms. Silk questioned chart 4 Water & Sewer, the service connections vs. meters.

Mr. Patten replied that it includes deduct meters and that some of it is due to record keeping.

Chairman Murray questioned if the \$26,000 loss includes the refinance of the water bonds.

Mr. Chamberlin replied it is already included in that figure.

Chairman Murray thanked him for providing good information for their thought process of future rate increases. She stated they had not planned on an increase this year and would not propose one as most of the businesses have already set their budgets for the year.

Ms. Silk questioned page 4 of 9, I/I and when the town did a study of the systems.

Mr. Ford replied it was done in 2006 and they have reduced the I/I significantly since then.

Chairman Murray noted the I/I is an ongoing program.

Mr. Ford agreed, they have addressed the significant ones but he feels they have some coming from private systems. He stated they are working towards some more innovative ways to address it for 2013.

Chairman Murray questioned the life of a manhole.

Mr. Ford replied they need to be checked yearly and will be on a rotating schedule.

Chairman Murray questioned how Mr. Ford would like to proceed.

Mr. Ford replied as previously stated they are not recommending a rate increase this year, but will propose a rate increase in 2014. He supports an Asset Management Plan for long term planning and supports a consistent increase and feels the new meter system will help greatly. He plans to be back early next year to start the discussion process for rates.

Ms. Silk questioned if the commercial users are paying their fair share.

Mr. Ford replied they will need to create some balance.

Mr. Pratt noted they would need to look at that for both classes of users.

F. Operations & Maintenance Contract Wastewater Treatment Plant

Mr. Ford stated that the original plan was to take back the operations of the Wastewater Treatment Plant to save money, but although the RIB system is in compliance, it has some issues. He stated that if the town took back the plant at this point, it would take significant staff time and at this point he recommends continuing with the contract of Woodard & Curran who have done a great job at the plant.

Dave Dedian, Vice President and Area Manager of Woodard and Curran, joined the Board for discussion and stated that they have been operating the plant since 1996 and he has been the project manager since 2002 and over those 10 years they have made some significant improvements. He stated \$ 1 million dollars has been spent to increase efficiency of the plant and to avoid building a new facility. He stated that at this point they are holding their cost based on the town's financial needs and stated he is glad to be part of the town.

Mr. Ford stated that in 2006 it was recommended to plan for a new plant, but we have been able to make improvements to the facility to extend its useful life. He reminded them it is a 40 year old building that they need to keep it up and is appreciative of Woodard & Curran's agreement to make sacrifices to keep the cost down. He noted they have received a new discharge permit for the RIB site and some additional testing has been added, but the town has received a good report from NH DES. He introduced some staff members of Woodard & Curran who were also present at the meeting, Russ Howe and Jeremy Boston.

Member Sarah Silk moved the Wolfeboro of Selectmen to authorize the Town Manager to extend the contract for the Continued Operation and Maintenance of the Wastewater Treatment Facility for three years with a one year renewal. Chuck Storm seconded. Members voted and being none opposed, the motion passed.

G. Snow Removal Policy

Mr. Owen stated this item will be moved to another meeting as Mr. Ford is still updating the policy.

Mr. Ford stated that this policy needed updating due to a lawsuit, but he also has some modifications to apply based on Town Counsel review.

Old Business

None.

Any Other Business

None.

Town Manager's Report

Mr. Owen stated the following:

- The Moose Grant award for the restoration of the clock faces on the clock tower of Town Hall has been rewarded and needs approval.
- The Community Block Grant Advisory Committee meets tomorrow on the CDBG application for the Harriman Hill Housing Development Phase II application.
- Replacement windows have been put out to bid for Town Hall and the bids are due back 10/25.
- The Radio Communication Equipment project for Bennett Hill has been put out to bid and the bids are due 10/25.
- The representatives of the School Care Health Insurance program will be at the Department Heads meeting tomorrow.
- The Town and the owner of the properties on Lehner Street have reached an agreement on an independent appraiser, Peter Knight.
- The Glendon Street Parking lot ribbon cutting is at 8:30 AM on October 25th.
- The Assessing services contract for 2013 has been awarded to Granite Hill Municipal Services.

Committee Reports

Mr. Storm reported the Planning Board held a joint meeting with the Zoning Board of Adjustment to discuss land locked parcels. The Planning Board is still working on the Route 28 Corridor study.

Mr. Bowers reported the Library is doing well and working on fundraisers. The EDC is looking at leasing billboard space on Route 16 to promote Wolfeboro.

Chairman Murray stated that she attended the following:

- She attended the EDC meeting.
- She attended the Joint Board Milfoil meeting.
- She attended the Wolfeboro Milfoil meeting.

Ms. Silk stated that the last Hazardous Waste Collection for the season is October 20th from 8:30 to Noon at 404 Beach Pond Road.

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 Dave Bowers moved the Wolfeboro Board of Selectmen to enter non-public session at 8:46 PM to discuss litigation, minutes and personnel. Chuck Storm 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 9:50 PM.

Chairman Murray stated the non-public session minutes of October 17th, 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 Sarah Silk moved the Wolfeboro Board of Selectmen to adjourn at 9:51 PM. Member Chuck Storm seconded. Being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio

Recording Secretary