

**Wolfeboro Board of Selectmen
Meeting minutes
Approved
October 5, 2011**

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

Members absent: None.

Staff present: Town Manager David W. Owen, Finance Director Pete Chamberlin, Director of Operations of the Municipal Electric Department Barry Muccio, Public Works Director Dave Ford and Recording Secretary Amelia Capone-Muccio.

Chairman Silk 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, personnel and collective bargaining.

Consideration of Minutes

➤ **September 21, 2011**

Chairman Silk amended page nine, the second bullet from the bottom to correct the "\$1,600" to "\$ 1,685".

Mrs. Murray amended page three, the last paragraph to correct the title to "Appalachian Mountain Teen Project". She amended page four to delete everything after the word "same" and add the following "as last year and the AMTP provides support to teens suffering in life at no cost. She amended the sixth paragraph on page four to add the word "assistance" after the word "tuition" in the last sentence. She amended page five the second paragraph to add that no one was present to discuss the request.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve the minutes of September 21, 2011 as amended. Dave Senecal seconded. Members voted and being none opposed the motion passed.

Public Input

None.

**Public Hearings
Temporary Event Permit Applications**

A. Governor Wentworth Regional School District to hold the Stacey Burns Memorial 5K Scholarship Race on October 22, 2011 from 7:00 AM -2:00 PM starting and ending at Foss Field.

Chairman Silk opened the Public Hearing.

Mr. Senecal stated he would present this on behalf of Nicole Proulx who was not able to attend the meeting tonight. He stated they will run this event the same as last year.

Being no others to speak for or against the request, Chairman Silk closed the Public Hearing.

Chairman Silk noted their insurance certificate expires before the event and reminded them to provide an updated one to the Town Manager's office prior to the event.

Mrs. Murray questioned if they have a rain date.

Mr. Senecal replied the event is rain or shine.

Member Dave Senecal moved the Wolfeboro Board of Selectmen to approve the temporary event permit request Governor Wentworth Regional School District to hold the Stacey Burns Memorial 5K Scholarship Race on October 22, 2011 from 7:00 AM -2:00 PM starting and ending at Foss Field. Chuck Storm seconded. Members vote and being none opposed, the motion passed.

B. All Saint's Episcopal Church and First Congregational Church to hold Crop Walk on October 16, 2011 from 1:00-4:00 PM starting at First Congregational Church and ending at Foss Field.

Chairman Silk opened the Public Hearing.

Susan Fuller joined the Board for discussion and stated this is an event they once held in the past and are resurrecting it. She stated 25% of the funds raised will go to L.I.F.E. Ministries Food Pantry.

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

Chairman Silk noted they will need to submit a new insurance certificate prior to the event.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve the temporary event permit request for All Saint's Episcopal Church and First Congregational Church to hold Crop Walk on October 16, 2011 from 1:00-4:00 PM starting at First Congregational Church and ending at Foss Field. Dave Senecal seconded. Members voted and being none opposed, the motion passed.

C. Kingswood Regional High School to hold a free concert on October 8, 2011 from 1:00 PM to 1:30 PM (setup begins at 12:30 PM) at the Wolfeboro Community Bandstand.

Chairman Silk opened the Public Hearing.

Scott Giessler joined the Board for discussion and stated he is the Theater Director at the High School and stated they would like to provide a half hour free concert to promote their upcoming presentation of Grease.

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

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve the request to change the time of the event from 12:30 to 1:00 PM. Linda Murray seconded. Members voted and being none opposed, the motion passed.

Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the temporary event permit request for Kingswood Regional High School to hold a free concert on October 8, 2011 from 1:00 PM to

1:30 PM (setup begins at 12:30 PM) at the Wolfeboro Community Bandstand. Dave Senecal seconded. Members voted and being none opposed, the motion passed.

Bulk Vote

A. Raffle Permit

- i. Kingswood Regional High School Theater program

Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the Bulk Vote item above. Dave Senecal seconded. Members vote and being none opposed, the motion passed.

New Business

A. Electrical Substation repairs-need for planned power outage

Barry Muccio joined the Board for discussion and stated as a result of damage done by vandalism to substation #2 on Filter Bed Road, two of the transformer high-side porcelain bushings have been severely chipped from an apparent rock throwing incident. He stated that new bushings have been ordered and he has attempted to rent/lease a portable substation to connect to while they make the repairs, but he has been unable to locate one that is available for use. He stated that the temporary substation would allow them to make the repair while still providing power to approximately 1,500 customers. He stated that they are not able to make this repair without an outage and at this point he is requesting the Board to support the repair with an approximately 8-hour power outage.

Chairman Silk questioned if they could get one from a Massachusetts Electric Company.

Mr. Muccio replied they do not run the same voltage and that is the problem in locating one to use as well as it is the same time other departments are doing maintenance work. He stated that he will still actively search for a temporary substation but prefers to get this repair made before the end of October when the colder weather comes to avoid the station from failing in the middle of the night.

Chairman Silk questioned how much advance notice he could provide to the customers.

Mr. Muccio replied he plans to provide 10 days' notice to the customers. He will notify them by newspaper, radio, cable TV and hand deliver notices to the commercial customers.

Chairman Silk questioned the time of day this would take place.

Mr. Muccio replied in due to the nature of this work this repair would need to be done in day light hours and he is recommending between 9:00 AM and 5:00 PM when most of the residents are at work or school.

Mr. Bowers questioned if it could be done on Sunday.

Mr. Muccio replied more residents are home Sunday and it would also cost double time.

Mr. Bowers questioned the cost of this repair.

Mr. Muccio replied it is \$10,000 in parts and approximately the same in labor and noted some of it is covered by insurance.

Chairman Silk stated although the power outage is crippling for the day, the result of a failure would be catastrophic.

Mrs. Murray stated she understand the repair needs to be done, but does not give her full blessing on the outage. She stated the businesses will have the biggest impact from this outage.

Mr. Muccio noted that he also recommends a week day to allow him the ability to have access to parts if needed as this is a "roll-the-dice" repair.

Chairman Silk questioned if they need to make a motion.

Mr. Owen replied that they can if they wish; he just wanted them to be aware of the situation and the magnitude of damage caused by the vandalism.

Chairman Silk stated she hopes the public does understand the severity of this damage.

Mr. Muccio replied it was very severe and could have been a deadly situation.

Mr. Storm stated he would prefer to do the repair during the week as recommended to allow the ability to access parts or support in case of a problem.

Mr. Bowers understands the need for the repair, but does not fully support the power outage.

Mr. Senecal stated he prefers to do it during the week as recommended.

Chairman Silk stated she prefers to do it during the week and suggested he notify the customers as soon as he can.

B. Review of Electric Rates for 2012

Barry Muccio joined the Board for discussion and introduced the consultant that reviews our electric rates, Mayhew Seavey, to provide an overview.

Mr. Seavey joined the Board and provided a brief overview of his analysis on the electric rates and the purchase power contract and summarized the following: A) Average cost of Constellation energy will drop from 8.1 cents to 7.8 cents per kWh (Prices for most of the volumes were locked in 2008 when the price of gas was falling from record high levels. Prices continued to fall, and the locked prices are significantly above market) B) The cost of transmission will increase slightly from 1.08 cents to 1.11 cents. C) Other ISO-NE costs should decrease from 1.6 to 1.3 cents and D) Overall decrease of .06 cents in the average cost of purchased power.

He continued to explain he reviewed forecasted revenues, operating expenses and capital improvements for the net income and concluded that the current rates provide adequate revenue to fund expenses plus capital requirements. There is not sufficient revenue to permit a rate reduction at this time. He noted they could revisit the review mid-year when sale trends are clearer.

Mrs. Murray stated she heard on the radio PSNH is cutting its rates.

Mr. Seavey replied they did not hedge as far out into the future, which passes more vulnerability on to its customers.

Mrs. Murray questioned if the cost of possibly re-bidding in 2012 is in the budget.

Mr. Muccio replied that it is not included in his proposed budget; such would need to be adjusted accordingly.

C. Elimination of Crosswalk downtown

Dave Ford joined the Board for discussion and stated in preparation for sidewalk upgrades he provided a sketch of the upgrades to the sidewalk downtown in the area of IGA to Glendon Street. He stated the mid-block crosswalk currently connects Cate Park to the IGA Parking lot right up to a utility pole, which is a bad location for a cross walk and is seeking to remove it.

Mr. Bowers stated that he owns the property in the location of this crosswalk and although it makes no difference to him to remove it, he has noticed it is used a lot.

Mr. Ford stated that he recommends eliminating it or moving it up to Union Street because there is no way to upgrade that crosswalk within the regulations.

Mr. Bowers questioned if there would still be ADA access to Cate Park.

Mr. Ford replied that there is ADA access to the upper part of the park at an entrance next to the Hallmark store.

Mrs. Murray stated upon first review she did not want to eliminate this crosswalk, but then she visited the crosswalk and has changed her mind.

Mr. Senecal stated he is fine removing the crosswalk, but moving it up to Union Street.

Chairman Silk stated she reviewed this proposal with the Police Department and noted they do address the issue with jay walking and, although she had concerns about removing it, but sees the clear logic that it does not meet ADA requirements.

Mrs. Murray questioned if the entrance to the gas station is going to be cut as well.

Mr. Ford replied yes.

Mr. Storm questioned if he will move it to Union Street.

Mr. Ford replied he would have such request reviewed by NH DOT.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to eliminate the mid-block cross walk from Cate Park to Hunter's IGA. Linda Murray seconded. Members voted and being none opposed, the motion passed.

D. Lang Pond Road best management practices

Mr. Ford stated that the Mirror Lake Watershed Management Plan has identified Lang Pond Road as a significant concern for washouts to the lake. He stated that he has submitted a solution of paving the section of the road where

Wolfeboro turns their plow truck around, but member of the Wolfeboro Conservation Commission Mike Hodder expressed his concerns of such idea. He stated that he understands Mr. Hodder's concerns and recommends adding stone-lined catch basins and sediment basins instead. He provided a preliminary cost estimate of such upgrades outlining Wolfeboro's cost share and Tuftonboro's cost share. He noted this project qualifies for grant funding.

Chairman Silk stated that Mr. Hodder's concerns were forwarded to Geosynthetics and feels the alternatives are good ideas.

Mrs. Murray questioned where in his \$750,000 CIP report is he taking this funding from.

Mr. Ford replied from Pork Hill Road or Cotton Valley Road.

Mr. Storm noted they do a good job with the upkeep of this road.

Mr. Ford replied he would pass that on to the Highway Foreman and his crew.

Chairman Silk questioned the amount Tuftonboro would contribute to the project.

Mrs. Murray amended page six, the eighth paragraph to correct the sentant to read, Mrs. Murray stated that she does not believe they can do work on someone else's property with Wolfeboro taxpayer funds, so Tuftonboro would need to pay their share and state law dictates such.

Mr. Owen clarified that Wolfeboro would need to be reimbursed.

Member Linda Murray moved the Wolfeboro Board of Selectmen to include the Lang Pond Road mitigation measures in the list of projects to be undertaken in the 2012 Road Upgrade article and to include the soft match costs, contingent upon approval by Tuftonboro. Dave Senecal seconded. Members voted being none opposed, the motion passed.

E. Town Hall Roof drains

Mr. Ford explained that during the Sewer Infiltration and Inflow investigation they discovered the Town Hall Roof drains are connected to the town's sewer system. He wanted to make the Board and public aware they would be digging around the Town Hall to install separate drain system to pick up these roof drains.

F. Water and Electric Meter Study

Dave Ford and Barry Muccio joined the Board for discussion.

Mr. Ford began by apologizing for not getting this study submitted in time for the CIP process as he was awaiting a final report. He explained that he has applied and received approval for 20% forgiveness off the principal of a SRF low cost loan for the Water Meter Upgrade. He stated that since different vendors would be used for Water/Sewer and Electric he would like the Board to reconsider adding the project back to the 2012 CIP project list for the Water Meter upgrade in order to take advantage of this grant.

Mr. Senecal stated the report indicates they see more of a return from the water meters than the electric meters.

Mr. Ford replied that is correct and it is due to the accuracy of the meters.

Mr. Senecal questioned the separate vendors.

Mr. Muccio replied that although the Departments would share some parts of the program, the installation will be done by separate vendors.

Mrs. Murray questioned if they could use the surplus from the enterprise fund and not bond the project and recap that money in the rates.

Mr. Owen replied yes they could do that with a non-lapsing warrant article paid over two years.

Mr. Ford stated that although those funds are listed on paper as cash, but most of those funds are being used by sewer department and the federal government so they really don't have a lot of cash at all. He noted this is a loan forgiveness not a grant funds.

Chairman Silk questioned the cost to homeowners when the meters are swapped out.

Mr. Ford replied there is no cost to them to upgrade the meters, but if there are any problems discovered between the shutoff and the home such may require cost to the homeowner.

Mrs. Murray questioned the cost of the piping around the meter.

Mr. Ford replied there would be no cost for the installation, but noted the installation may identify problems to the homeowners plumbing. He noted an oversight of the consultant on the estimation, but such would be covered in the contingency.

Chairman Silk noted page six of the report regarding the backflow and revised rules and regulations.

Mr. Ford replied that the revision of the rules and regulations is something that needs updating and noted that 95% of the homes have what is required for back flow prevention.

Mr. Muccio also replied that they know they have some customers that are going to need electrical work and some will be the Department's responsibility. He noted they are due to update their regulations as well.

Mrs. Murray questioned if the Electric Department wishes to delay the project a year.

Mr. Muccio replied he does, he feels he needs to do more research and review.

Chairman Silk questioned page seventeen regarding repeaters.

Mr. Muccio replied that they are not proposing such system at this time and they are going with the drive-by system.

Mr. Ford noted that system referenced with repeaters is a much more advanced system.

Mr. Muccio noted that the system they are proposing can easily be upgraded to a full fixed system in the future.

Mrs. Murray questioned the summer lines.

Mr. Ford replied the seasonal lines continue to be a problem and they need to decide how they wish to proceed with those lines in the future, such as passing the costs on to the user, upgrade the lines and bury them, or discontinue the system.

Chairman Silk questioned the large users and sillcock meters.

Mr. Ford replied they have already started to address these issues to make this system more consistent.

Mrs. Murray questioned home sprinkling systems and noted that most water companies charge for that.

Mr. Ford replied the town has a policy to pay 20% for fire protection and he doesn't recommend charging for such.

G. Submission of 2012 budget

Mr. Owen provided a revised schedule of the Board of Selectmen Budget Hearing Schedule and stated he is pleased to report the Department heads met the 1% reduction of their budgets as requested. He noted that some budgets will show an increase, but noted that they still meet the guidelines. He stated there is a change to the Town Hall building budget as they transferred funds previously used for a part-time employee in the Codes Department to this budget to provide a cleaning service in order to provide a clean and sanitary working place for the employees.

H. Town Hall Renovations-review of phasing options and other options

Chairman Silk stated after their last meeting discussing this issue she spoke to Holly Grosvenor and CCI in regards to reconfiguring the phasing in another manner in order to leave no stone unturned. She requested them to phase the front office part of the building as well, which would be separating them into sections as follows: Assessing and Town Clerk's offices together and Billing & Collections and Finance/Town Manager's offices together. She stated the that she was disappointed in the cost estimate as the west half estimate is \$ 980,000 because of the utility upgrade that costs \$575,000 alone. She stated her attempt was to find a more manageable cost in this economy.

Mrs. Murray stated she has researched what the town has done with this building back to 1983 when the building was put on the National Historic Building registry until 2005 when the first time anything was voted in favor by the taxpayers, which was to buy the building for \$1. She noted that in her research she has found they have studied the same things and seem to be circling back to square one.

Chairman Silk stated that they have also received another option from Mr. Owen.

Mr. Owen stated he has recently been made aware of a company that specializes in Public/Private partnerships, which has been the subject of lot of the discussion at Board meetings and in the paper. He provided the Board with information from the Public Facilities Investment Corporation, who is a non-profit group that would finance the renovation of Brewster Memorial Hall to the town's specifications and once it's renovated the town would enter into a lease with the firm to lease the building back. He noted the benefits of such program is that the taxpayers could have a renovated building without any upfront appropriation of funds to renovate, but pay it back over a number of years as a lease. He stated he spoke to the President of this company who is interested in the town's project and would provide a proposal to the Board if they are interested.

Chairman Silk stated this company has done 200 projects in 36 States and has been established since 1969.

Mr. Bowers stated he met with Mr. Owen to discuss this idea in detail and strongly feels it is something they should investigate further.

Mrs. Murray stated she feels this is a good option to look into to, but would like to do due diligence and see their balance sheet to ensure they are capable of financing such a project and check their references. She stated she would like to see proposals for the \$4 million dollar proposal, the \$2.8 million dollar proposal and the \$ 1 million dollar proposal Ms. Silk just requested for comparison.

Mr. Senecal stated he is fine with them getting more information on the idea, but noted he is not in favor of it.

Chairman Silk stated that they owe it to the taxpayers to be sure they don't leave any stone unturned and they have been encouraged to look into a public/private partnership.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to authorize the Town Manager to request the Public Facilities Investment Corporation to submit a proposal to the Town for financing the Town Hall renovation project in the following increments: \$4 million, \$2.8 million and \$ 1 million. Dave Bowers seconded. Members voted and being none opposed, the motion passed.

Old Business

Mrs. Murray thanked Mr. Houseman for making the requested upgrades to the website, but noted she did not see any reference to the Deliberative Session.

Mr. Owen replied he would check into such.

Town Manager's Report

Mr. Owen reported the following:

- The Police K-9 Unit hit a Moose on Pine Hill Road last Thursday causing damage to the Police Cruiser.
- Norway Plains has completed the survey of Pine Hill Cemetery which has been requested by the Pine Hill Cemetery Trustees to be transferred to the town. He stated that at this point if the Board wishes to move forward with acquisition of this cemetery they need to do so according to RSA 41:14a.
- Highway Division Crew Leader Frank Riley has submitted his resignation to take a new position as a Farm Manager in Tamworth. He has been a town employee for 14 years and he hates to see him go, but wishes him well.
- The Parks & Recreation Department has cancelled its upcoming bus trip programs due to overages in the playground budget.
- The deadline for performance evaluations of the employees was due September 30th and he is still awaiting some to be turned in by Department Heads.
- The Budget Committee will meet Friday to interview two candidates for the open position.
- He recently received a reimbursement from a Welfare recipient in the amount of \$2,200. The recipient wanted to give back what he received which is admirable thing to do and is not required.

Committee Reports

Mr. Storm stated the Planning Board discussed the area of Smith River and the old mill and the re-zoning of that area. They discussed the group home ordinance and have concluded that the ordinance will provide notice to the town and neighbors.

Mrs. Murray stated the following:

- She attended the Joint Milfoil meeting last Thursday.
- She attended the WCTV meeting.
- She reminded the Board and public of the Commercial Open House on October 19th that will include a tour via Molly the Trolley of 21 properties.

Chairman Silk stated the following:

- She attended the LRHHPF meeting.
- The last Household Hazardous Waste Collection is in October and they will resume collections next May.
- She attended the Proclamation of October as Sharps Disposal month and provided a brief demonstration on how to properly dispose of sharps including a \$4 clip that is available at Rite Aid, a hazardous waste container or how to properly dispose of needles in laundry detergent containers marked and given directly to the attendant.

Questions from the Public

Bob Lemaire questioned the name of the company that would provide a public/private lease program.

Mr. Owen replied Public Facilities Investment Corporation.

Mr. Lemaire questioned the net savings.

Mr. Owen replied they are comparable.

Mr. Lemaire questioned if the company does new buildings as well.

Mr. Owen replied they do.

Mr. Lemaire questioned if he felt this was equivalent to the public/private endeavor he had proposed.

Mr. Owen replied it is model of a public/private venture.

Questions from the Press

None.

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

Member Chuck Storm moved the Wolfeboro Board of Selectmen to enter non-public session at 8:41 PM to discuss personnel. Dave Seneca seconded. Roll call vote: Sarah Silk-yes, Dave Senecal-yes, Dave Bowers-yes, Chuck Storm-yes and Linda Murray-yes, the motion passed.

The Board re-entered public session at 10:24 PM.

Chairman Silk stated the non-public session minutes of October 5, 2011 were sealed by a 2/3rd's vote as required by law.

Member Dave Senecal moved the Wolfeboro Board of Selectmen to adjourn at 10:25 PM. Member Linda Murray seconded. Being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio

Recording Secretary