

**Wolfeboro Board of Selectmen
Meeting Minutes
Approved
September 19, 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, Parks & Recreation Director Ethan Hipple, Director of Planning and Development Rob Houseman 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.

Consideration of Minutes

➤ **9/5/12**

Chairman Murray amended page seven, the eight paragraph from the bottom, the first sentence as follows, "Chairman Murray stated she discussed the gallons of water sold with the Tax Collector regarding the water use of Huggins Hospital and feels the report doesn't tell the story". She also amended page eight, the tenth paragraph to read, "The Board agreed to discuss options at their 10/3/12 meeting".

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

Public Input

None.

Public Hearings

Temporary Event Application

- A. Back Bay Hockey Association to hold a 5 K race on October 13, 2012 from 7:00 AM-1:00 PM beginning at Pop Whalen and going along the XC ski trails.***

Chairman Murray opened the public hearing.

Cynthia White joined the Board and explained they held this event last year to help raise funds for improvements to Pop Whalen and to help fund their scholarship program. She noted they will be collecting food donations for L.I.F.E. Ministries Food Pantry. She noted that they have not received their updated insurance certificate but would submit it as soon as it is received. She also questioned the fence to the trails and if it could be unlocked.

Mr. Hipple replied he would take care of the fence.

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

Ms. Silk reminded them to get a sign permit.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to approve the issuance of a Temporary Event Permit to the Back Bay Hockey Association to hold a 5 K race on October 13, 2012 from 7:00 AM-1:00 PM beginning at Pop Whalen and going along the XC ski trails conditional upon received an updated insurance certificate. Chuck Storm seconded. Members voted and being none opposed, the motion passed.

B. Acceptance of Grants and Gifts:

- 1. Accept an additional Grant of \$16,202 from the New Hampshire Office of Energy and Planning with funds from the Energy Efficiency and Conservation Block Grant program.***

Chairman Murray opened the public hearing.

Rob Houseman joined the Board and explained joined and explained that the previous grant received by the town do not cover the bid price. There was a malfunction of the heating system at the Public Safety Building.

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

Member Chuck Storm moved the Wolfeboro Board of Selectmen to accept an additional Grant of \$16,202 from the New Hampshire Office of Energy and Planning with funds from the Energy Efficiency and Conservation Block Grant program. Dave Bowers seconded. Members voted and all in favor, the motion passed.

- 2. Accept a Gift on behalf of the Libby Museum of a collection of Native Artifacts from the Estate of J.C. Klinck with an approximate value of \$7,500. (Continued)***

Chairman Murray opened the public hearing.

Lauren Hammond, the Director of the Libby Museum, joined the Board for discussion. She explained that since the last meeting she had contacted the Executor of the Estate and explained they Museum cannot guarantee to display the items in perpetuity or guarantee they will keep the items beyond two years and the Executor agreed to such.

Chairman Murray stated that she found the Libby Museum's 90th Anniversary program and in that she found a Mission Statement that it is a place for Natural History and place of study. She noted that program indicated they accepted a gift in 1994 of Native American artifacts and it seems they could accept this in the same manner as an Art display. She stated she would like to keep with the Natural History theme.

Ms. Silk questioned if the Fairbanks Museum was in Alaska.

Ms. Hammond replied that is a Museum in Vermont similar to the Libby.

Ms. Silk stated if they ever get the opportunity to trade these items back to their original origin of Alaska, she feels that is where they would be best suited.

Member Dave Senecal moved the Wolfeboro Board of Selectmen to Accept a Gift on behalf of the Libby Museum of a collection of Native Artifacts from the Estate of J.C. Klinck with an approximate value of \$7,500. Chuck Storm seconded. Members voted and being none opposed, the motion passed.

Ms. Hammond invited the Board as Trustees to the Friends of the Libby Museum's annual meeting at 6:00 PM tomorrow night and noted there will be a guest speaker at 7 PM.

C. Proposed Amendment to the Code of Wolfeboro, Chapter 36, Section 5 K, entitled "Boat Trailer Parking". (continued)

Chairman Murray opened the public hearing.

Tim Ouhrabka who joined the Board to speak on behalf of the Lake Wentworth island residents stated that as island residents they do not have long term parking available for them to park and most of them stay for extended periods at a time and have experienced ticketing and towing. He stated that as island residents they do not have a lot of the same benefits the land owners do, such as the schools, Fire Boat, Police protection, water and sewer and even electricity. He noted that his cottage has been broken into and vandalized. He stated as island residents they do a lot for the Lake as far as Milfoil protection which they fund themselves. He stated he would like to see them offer the offsite parking to them and does not feel they should assess a fee for such.

Chairman Murray stated the Board received an e-mail from island residents Kathy and Dick Eaton and she read such for the record. (See attached email)

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

Ethan Hipple joined the Board to address some concerns the Board had at the last discussion regarding the amount to of room available. He stated that he feels they could fit about 25 boat trailers in the lot, maybe more if you use the middle too. He stated he supports this idea for the island residents, but noted that he would like to restrict it to boat trailer parking only as with limited staff he would not be able to manage anything beyond that. He pointed out this lot will not be locked, the police department will have access to it and the lot does have lighting.

Chairman Murray noted that such is not expected and that those who prefer more than that such as locked gates, already use a secure storage site. She noted this lot will only be available from April 1st to October 1st as the lot is used for the arena.

Ms. Silk stated she feels this is a good idea as Mast Landing gets a lot of use because of the trail.

Chairman Murray stated there is another lot available not far from Mast Landing near Linda's Flower shop. She also made some minor changes to the language referring specifically to "boat trailers" and changing "island residents" to "Tax payers".

It was moved by Sarah Silk for the Wolfeboro Board of Selectmen to approve the following amendment to the Code of Wolfeboro, Chapter 36, and Section 5 K, entitled "Boat trailer parking":

(3) Pop Whalen Boat Trailer Storage

- (a) Tax payers and their visitors may obtain an "Island Boat Trailer Permit" that will allow them to park their boat trailer at the Pop Whalen Arena gravel parking lot located at 390 Pone Hill Road (Route 109A)
- (b) Boat trailer owners should contact the Tax Collector's Office at Town Hall to obtain an island boat trailer storage sticker.
- (c) Boat trailers parked at Pop Whalen Arena without an "Island Boat Trailer Parking permit" will be ticketed and impounded.
- (d) Boat trailers shall be parked on the gravel portion of the parking lot only. No boat trailer parking on the paved portion of the parking lot.
- (e) All boat trailers must be backed in perpendicular to the edge of the parking lot-no parallel parking.
- (f) Boat trailers may be parked in the Pop Whalen Parking lot from April through October 1.
- (g) Any boat trailers left on site outside of the above dates will be ticketed and impounded.
- (h) The gate to the parking lot is left open 24 hours/day and is lit at night.
- (i) The Town takes no responsibility for boat trailers that are damaged or stolen while being stored on Town property.

Chuck Storm seconded. Being none opposed, the motion passed.

Bulk Vote

A. Weekly Manifests:

- 1. Manifest dated September 14, 2012
- 2. Manifest dated September 21, 2012

B. Notices of Intent to Cut Wood or Timber

- i. Springfield Point Road Tax Map 266, Lot 2
- ii. Pork Hill Road Tax Map 9, Lot 2 and Tax Map 3, Lot 1

C. Raffle Permit-Back Bay Hockey

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

Appointments

Lakes Region Planning Commission Transportation Advisory Committee (TAC)

Mr. Owen stated the terms of the two current members, Dave Ford and Rob Houseman, are due to expire and they wish to be re-appointed.

It was moved by Sarah Silk for the Wolfeboro Board of Selectmen to re-appoint Dave Ford and Rob Houseman to the Lakes Region Planning Commission Transpiration Advisory Committee for a 2-year term. Chuck Storm seconded. Being none opposed, the motion passed.

New Business

A. Use of Cate Park for a Birthday Party

Mr. Owen stated they received a request from Heather Terragni to use Cate Park on Saturday, October 13, 2012 at 1:00 PM for her daughter's Birthday Party.

Ms. Silk noted that it seems they will do pumpkin carving and other craft activities and they should be sure to clean up the park after their event.

Mr. Owen replied he would advise her of such and as always the park will not be closed to the public.

It was moved by Sarah Silk for the Wolfeboro Board of Selectmen to approve the request of Heather Terrangni to hold a birthday party for her daughter in Cate Park, on Saturday, October 13th at 1:00 PM, with the condition that they clean up after the event. Chuck Storm seconded. Being none opposed, the motion passed.

B. Winter Access at Dockside

Mary DeVreis, Director of the Chamber of Commerce, joined the Board to discuss their request to have a trial period to access to the town docks last year for access via snowmobile and/or ice fishing and that unfortunately last year's lack of snow did not allow them the ability to have such trial. She stated they are requesting the Board to approve the trial again with hopes of a better winter.

Chairman Murray questioned if the conditions would be the same.

Mrs. DeVries replied yes she has discussed the idea again with the Parks and Recreation Director for the park and they have a volunteer, Tom Wacsmuth of Dive Winnepesaukee, will lay the ice curtain at no cost to the town.

Mr. Bowers stated that he does not have a problem with the ice curtain but would like it removed promptly at the end of the season to prevent any damage to the dock.

Mrs. DeVreis replied she would relay such information to the volunteer.

It was moved by Sarah Silk for the Wolfeboro Board of Selectmen to approve the Winter Trial Access at Dock 4 of the Town Docks, with an ice curtain that will be installed and removed promptly. Dave Bowers seconded. Being none opposed, the motion passed.

C. Commercial Vessel Landing Permit-Mail boat

Mr. Owen stated as discussed at the last meeting more information was requested and has been received except the lease agreement at which the applicant feels contains personal and private information. He stated that Dive Winnepesaukee has provided documentation that such agreement does exist. He noted the signage has been removed.

Sandy McKenzie joined the Board and stated he would like more clarity on the sign as he believes it was pre-existing and is the same size as the old sign.

Chairman Murray stated he would need to discuss that with the Planning and Development Director.

Mr. Senecal stated that for the future he would like to see the applications come from the vessel owner.

Mr. Owen pointed out the ordinance only speaks to "operators".

Chairman Murray questioned if the fees are still outstanding.

Mr. Owen replied the applicant has paid in full.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to approve the issuance of a Commercial Vessel Landing Permit to Sandy McKenzie for the mail boat that operates out of the town docks. Dave Bowers seconded. Members voted and being all in favor, the motion passed.

D. Monthly Budget and Expenditures Report

Pete Chamberlin, Finance Director, joined the Board and stated the budget is expended at 65.996% and those budgets that are expended beyond that have been reviewed. He summarized that as the end of August the following budgets were expended as follows: General Fund 64.322%, Water Fund 75.566%, Electric Fund 63.945%, Sewer Fund 78.998% and Pop Whalen Fund 62.049%.

Chairman Murray stated she has some questions that were answered that related mostly to postings etc.

Mr. Chamberlain stated he has checked the Department of Revenue site for the Town's tax rate status, but has no report yet on when it will be in. He stated they have been provided with the information on the results of the refinancing of the water bonds lowering the water debt service amount.

E. Update on Town Hall Improvement and Repairs

Rob Houseman joined the Board and summarized the status of the Town Hall improvements as follows:

- The Asbestos abatement has been completed and the town has received the report from the Industrial hygienist.
- They have received the carpet bids, Heckman's Flooring was the low bidder at \$19,150 and a schedule is being discussed for beginning of October.
- They hired AeCon to evaluate the space and prepare the specifications for the dehumidification and such report was forwarded to the Board. He will discuss with the Town Manager the process of getting the estimates.
- Rick Burns submitted a quote in the amount of \$7,837.42 for the electrical work and he requested quotes from several other Master Electricians four weeks ago but has yet to receive any responses.
- The low bid on the Fire Alarm was Knight's Security at \$33,816.00. He noted that the bidders for this project have to pre-qualify and out of 8 invited only 2 provided bids.
- In regards to the windows, he has been in touch with Holly Grosvenor regarding the "store front" windows and minimizing any "throw away" work. He hopes to have information as soon as possible.

DISCUSSION:

Chairman Murray questioned the procurement policy for AeCon.

Mr. Houseman replied that they were hired to provide the specifications for the bid at a cost under the \$10,000 guidelines. Once they provide the bid specifications they will be discussed with Town Manager.

It was moved by Chuck Storm for the Wolfeboro Board of Selectmen to approve the quote of \$7,837.42 for electrical work to Brewster Memorial Hall as received by Rick Burns. Dave Bowers seconded. Being none opposed, the motion passed.

Chairman Murray stated the Fire Alarm specifications required the bidders to meet certain standards to bid and questioned if the Board wished to waive the procurement policy based on that.

It was moved by Chuck Storm for the Wolfeboro Board of Selectmen to waive the town's procurement policy for the Fire Alarm system due to the bidders needing to meet certain qualifications. Sarah Silk seconded. Being none opposed, the motion passed.

F. 2013 Budget Hearings-Social Service Agency Applications

a. Central NH VNA & Hospice

Betty Coffey, Branch Director, joined the Board and stated they are requesting the same amount as last year \$22,000.

b. Appalachian Mountain Teen Project

Dave Lynch, Executive Director, joined the Board and stated they are requesting the same amount as last year \$2,400.

c. Wolfeboro Area Meals on Wheels

Cheryl Dempsey, Treasurer, joined the Board and stated they are requesting the same amount as last year \$9,000.

Chairman Murray noted a net loss of \$13,652 and questioned how they plan to make up such loss.

Ms. Dempsey replied they do hold a fundraiser.

Mr. Bowers asked why they didn't increase their request.

Ms. Dempsey replied they guidelines did not indicate such but she would like to increase the request to \$10,000.

d. Wolfeboro Area Children's Center

Linda Murray presented the requested on behalf of the Center and stated they are requesting level funding of \$20,000 and noted they do a number of fundraisers to help fund their tuition assistance program.

e. Tri-County Community Action program

Paula Abraham, Community Contact Manager, joined the Board and stated they are requesting level funding at \$5,000.

f. L.I.F.E. Ministries, Inc. Food Pantry

Stanley Anderson joined the Board and stated they are requesting level funding of \$11,000. He reported they distributed 1,000 lbs. from the Town's Community Garden this year. He also read a thank you note from a recipient.

g. Starting Point

Suzette Indelicato, Executive Director, joined the Board and stated they are requesting level funding at \$1,751.

h. Red Cross

No representative present, the request is for \$ 3,000.

i. Kingswood Youth Center

Linda Matchett, Executive Director, joined the Board and stated they are requesting level funding of \$5,000.

Chairman Murray noted they transitioned to a new facility.

Ms. Matchett replied they have and were able to purchase a bus with the help of the Rotary and the Sabenek's from Huggins Hospital which has increased their attendance.

j. Medication Bridge

Jack Drinkwater, Coordinator, joined the Board and stated they are requesting level funding at \$1,492.

k. Northern Human Services

Ms. Silk stepped down from discussion on this request.

Jane MacKay, Area Director, joined the Board and stated that they are requesting level funding in the amount of \$7,449.

Chairman Murray questioned how they make up the \$645,000 loss.

Ms. MacKay replied it is a challenge to fund this area and they have to shift funds from other areas to make up the loss as they serve 127 patients from Wolfeboro.

l. Wolfeboro Senior Center & Meals

Lynn Tyler, Director, joined the Board and requested level funding of \$15,000 for the senior meal program.

Chairman Murray questioned the change in treasurer.

Ms. Tyler replied it was run by All Saint's in the past, but they have received their own 501(c) 3 status.

m. Caregivers of Southern Carroll County & Vicinity, Inc.

Shirley Bentley, Coordinator, joined the Board and stated they are requesting level funding of \$2,500.

n. Dinner Bell

Stanley Anderson joined the Board and stated they are requesting level funding of \$5,000.

o. Carroll County Transit

Jack Rossburger joined the Board and stated they are requesting level funding of \$ 3,000.

Mr. Senecal noted a third trip was added from West Ossipee to Laconia.

Ms. Silk questioned taking Wolfeboro residents to the Frisbee Memorial Hospital Clinic.

Mr. Rossburger replied he is not sure if they service that facility but would check.

Ms. Silk reminded him that Wolfeboro has provided funding from the beginning expecting residents to be served within Carroll County. The Clinic is in Carroll County.

Chairman Murray thanked everyone for their requests and noted after the Board reviews the budget their requests move to the Budget Committee.

G. Health Insurance Program Offerings for 2013

Mr. Owen stated that the Health Insurance Advisory Committee has been meeting over several months discussing the costs of the town's current insurance options and have come to an agreement to switch to a new vendor. He introduced the consultant that was hired to assist the process of review.

Beth Smith of Benefit Strategies joined the Board and provided a summary of the comparative costs for the town's current provider of services, the Local Government Center, and the reduction in cost in switching to the School Care/Signa Insurance program. She reviewed the plans, Open Access (a deductible plan), a HMO and a POS plan that will be available to the employees. She stated by switching to the School Care plan the town will save \$110,761 next year, but noted that the employees will also save money. She noted that the plans are similar to what they have now except the HMO and POS plans will cost the employee more than they pay now and the town's contribution to the insurance plans will stay at 93%. She stated the open access plan will require the employees to pay a deductible but the committee agreed to offer a HRA plan to reimburse the deductible or a flexible spending account allotment for all the employees to help offset the costs of out-of-pocket expenses.

Mr. Senecal stated the HRA plan is similar to what he has and noted it is not always used; about only 30% of the amount is used by the employees.

Mr. Owen noted that the recommendation was to offer the flexible spending account over the HRA plan.

It was moved by Sarah Silk for the Wolfeboro Board of Selectmen to approve the proposal to offer School Care' 3 Plan choices: the Open Access+ Plan, the HMO Plan, and the Point of Service (POS) Plan, and to peg the Town's 93% contribution to the least costly Open Access +Plan. Also to provide a Flexible Spending Account (FSA) for Town employees and to fund those accounts in the following amounts: employees with single coverage \$325 and those with 2-person and family plans \$625 in their FSA's. Further, to also apply the Town's 93% contribution toward employee's dental insurance through School Care. Dave Bowers seconded. Being none opposed, the motion passed.

H. Budget Hearing Schedule

The Board reviewed their budget schedule.

Old Business

None.

Any Other Business

None.

Town Manager's Report

Mr. Owen stated the following:

- He provided the Assessing Services bid compilation, noting a range in bid amounts and suggested a sub-committee to review the bids. Chairman Murray volunteered for the sub-committee.
- He stated the Town has received its new retirement contribution rates effective 7/1/13 and Group I will increase 2% and Group II Police & Fire will increase 4%.
- They have a new Call Firefighter, Margaret Fraser.
- The current recipient of the Boston Post Cane has passed away at 102 years old and the Town Clerk is seeking the next candidate.
- The Paving schedule for Pleasant Valley Road starts Friday and starts Tuesday for Glendon Street, Lehner Street and the parking lot. They will repave Railroad Ave and Depot Square on October 1st.
- The Town has received a letter from the residents of Brummitt Court to re-visit the issue with the road and an easement and he is seeking what the Board would like to do for such request.

DISCUSSION:

Ms. Silk questioned the request from the Town Clerk regarding a flag for the voting place.

Chairman Murray stated that she is requesting a flag for the voting place rather than carrying the one from Town Hall to the location.

It was moved by Chuck Storm for the Wolfeboro Board of Selectmen to approve the for purchase a flag for the polling place in the amount of \$40 to be paid out of the Board of Selectmen's Miscellaneous operating expense line. Dave Bowers seconded. Being none opposed, the motion passed.

Ms. Silk stated with regards to the request for Brummitt Court it seems they need more information as to if the town will get the easement needed for this problem.

Chairman Silk stated that the Public Works Director spent a lot of time last time they discussed the matter to get the easement and the whole thing fell apart. She would like more information such as an estimate for repair to the road (as it would be done like any other town road) and a draft easement. She stated the Board did not receive an estimate of \$85,000 for repair. She stated that the Town Manager should send a letter out to the residents explaining the status.

Committee Reports

Mr. Storm reported the Planning Board discussed the report from the Lake Wentworth Association's consultant regarding the Water Shed re-zoning. They also discussed some guidelines for voluntary preservation of Historic Buildings in the Historic District.

Mr. Bower reported the Library is doing well and he attended the Front Bay Park presentation and noted that Bob Hanson was quite impressed with the accessibility of the park.

Chairman Murray stated that she attended the following:

- The CIP Committee met and toured Public Works Garage, the Parks and Recreation proposed maintenance building location and the Solid Wastes Facility.
- She attended the Front Bay Park presentation.
- She attended the Chamber of Commerce Board meeting.
- She attended the EDC meeting which is looking to purchase advertisement space on a billboard on Route 16 coming both from North Conway.

Ms. Silk said she attended the following:

- She attended the Police Commission and Commissioner Balboni reported a positive response to the new Health Insurance program.
- She attended a SHARPS disposal meeting which is seeking to get 4 disposal boxes at the legislative building.
- She stated that the Town of Tuftonboro is still looking into to joining the Household Hazardous Product Facility collections.

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 9:20 PM to discuss litigation, collective bargaining and personnel. 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 10:12 PM.

Chairman Murray stated the non-public session minutes of September 19, 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 10:13 PM. Member Chuck Storm seconded. Being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio

Recording Secretary