

**Wolfeboro Board of Selectmen
Meeting Minutes
Approved
September 5, 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 Public Works 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.

Consideration of Minutes

➤ **8/15/12**

Member Sarah Silk moved the Wolfeboro Board of Selectmen to accept the minutes of August 15, 2012 as submitted. Chuck Storm seconded. Members voted and being none opposed, the motion passed.

➤ **8/28/12**

Chairman Murray amended page one to bold the motion in the second paragraph.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to accept the minutes of August 28, 2012 as amended. Dave Bowers seconded. Members voted, Sarah Silk-abstained and being none opposed, the motion passed.

Public Input

Headly (Lee) White joined the Board and explained that he would like to make the town aware of a problem at the All Saint's Episcopal Church and that they wish to bring it to their attention as informative information and he read his statement (see attached statement).

Public Hearings

Temporary Event

- A. First Congregational Church and All Saint's Episcopal Church to hold a Crop Walk on October 14, 2012 from 1:00-4:00 PM starting at First Congregational Church to Albee Beach using the Bridge Falls Path and Cotton Valley Trail.***

Chairman Murray opened the public hearing.

Bruce McCracken joined the Board and explained they held this event last year and would like to do the same, he noted 25% of the proceeds go to L.I.F.E. Ministries Food Pantry.

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

Ms. Silk noted that she found her copy hard to read and she did not have a calendar in her packet.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to approve the issuance of a Temporary Event Permit to the First Congregational Church and the All Saint's Episcopal Church to hold a Crop Walk on October 14, 2012 from 1:00 -4:00 PM starting at the First Congregational Church to Albee Beach using the Bridge Falls Path and Cotton Valley Trail. Chuck Storm seconded. Members voted and being none opposed, the motion passed.

B. Proposed Amendment to the Code of Wolfeboro, Chapter 36, Section 5 K, entitled "Boat Trailer Parking".

Chairman Murray opened the public hearing. She stated as posted on the public hearing notice; The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, September 5, 2012 at 6:35 PM at the Wolfeboro Public Library Meeting Room, 259 South Main Street, Wolfeboro, New Hampshire 03894 for the purpose of hearing public comment on the proposed amendment to the Code of Wolfeboro, Chapter 36, Section 5 K, entitled "Boat trailer parking". She noted this lot would have 24 hour access with a sticker system for island residents and it will be lighted.

Bob Lemaire joined the Board and stated that he was present at the meeting that such issue was first discussed because of a complaint brought by a resident regarding the boat trailer parking at Mast Landing. He stated that a resident had expressed the do not have any alternatives to park their trailers when they are out on the island. He stated this is an issue a lot of boat owners' face and some pay for storage at a marina at their own expense. He stated that a Board member had stated that the island residents "pay dearly" for not a lot of services and he disagrees with that statement and based on his research an island lot on the smaller lakes averages \$170, 000 vs. \$500,000 on the big lake. He stated island residents do get a benefit of exclusive use to the boat docks that others do not. He stated that this lot they propose to use for the parking was purchased for "over flow" parking at Pop Whalen, but they have discussed using the facility in the off-season too. He also pointed out that Tuftonboro charges for use of such a lot and feels Wolfeboro could do the same. He stated this seems like a short sighted use for a small section of people and if they decide to do it, it should be opened to all residents. He urged the Board to reconsider their decision on the matter.

John Foster questioned the cost of an island sticker.

Mr. Owen replied they do not charge for island stickers.

Mr. Foster stated he would suggest they assess a fee to the sticker.

Frank Giebutowski stated that even with a fee this in not a proper business for town government to get involved in as it is competing with local business.

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

Mr. Senecal stated he agrees with the comments made and it should be opened to others as well, noting there are some condo associations that don't have parking available. He stated that the rules also state visitors can use it as well and agrees it should be open to all residents.

Chairman Murray stated the only problem with opening to all is they have limited space.

Mr. Senecal noted that the point of future use of Pop Whalen needs to be considered as well.

Ms. Silk stated they need to do more work to the facility before they can use it for summer use. She stated the island residents do not have a choice; they are not on dry land. She stated some other associations have purchased land for lots, but now a days there is not any land for that. She stated she does not see this as a big cramp because if it doesn't work out they can always change it.

Mr. Bowers stated that Mr. Lemaire made some good points, but the island residents do not have a choice. He also feels at the same time this should be available to all residents and questioned if they are going to have a trailer size limit.

Mr. Storm stated he thinks it is a good idea.

Chairman Murray stated she has no problem opening it up to other residents, but she needs to know how much space is available. She pointed out they have another space at the Waste Water Treatment Facility they could use. She questioned if the Board wished to continue the discussion until they get some information on the amount of space, trailer size and opening it up beyond island residents.

Member Dave Senecal moved the Wolfeboro Board of Selectmen to continue the Public Hearing to the next regular Board meeting pending more information on amount of space available, definition of a "trailer", number of island residents that will be using the lot and possibly opening it up to other residents. Chuck Storm seconded. Members voted and being none opposed, the motion passed.

C. Acceptance of Grants and Gifts:

- 1. Accept a Grant of \$5,000 from the New Hampshire Charitable Foundation to support the Milfoil Eradication work of the Wolfeboro Milfoil Committee.***

Chairman Murray stepped down from discussion.

Vice-Chairman Silk opened the public hearing.

Ken Marschner joined the Board and explained they had a difficult year with re-growth of Milfoil and harvested 21 days. He stated the re-growth is overtaking Back Bay and they needed to protect Wolfeboro Bay. He stated based on the re-growth they submitted for additional grant funds and are requesting the Board to accept such.

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

Member Chuck Storm moved the Wolfeboro Board of Selectmen to Accept a Grant of \$5,000 from the New Hampshire Charitable Foundation to support the Milfoil Eradication work of the Wolfeboro Milfoil Committee. Dave Senecal seconded. Members voted (Linda Murray did not vote) all others 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.*

Chairman Murray opened the public hearing.

Laura Hammond the Director of the Libby Museum joined the Board for discussion. She explained that she met with Mr. Klinck previous to his passing at which he discussed he would like them to have the collection and it is his wish to keep the collection together. She provided pictures of the collection for the Board to see.

Chairman Murray noted in the future it helps if they have the pictures beforehand.

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

Mr. Bowers stated it is typical Museum policy to hold on to things for two years and they don't guarantee to display or keep the items. He questioned if they have a mission statement as to what fits with their collection.

Ms. Hammond replied no they don't, but noted she gives a lot of thought as to if something fits in.

Ms. Silk questioned the value and if it is an appraised value. She stated that they generally accept items there that are in keeping within the New England theme.

Chairman Murray questioned what would go out from display to accommodate this collection.

Ms. Hammond replied nothing. She thinks she has a place available to display them and noted there are small items that would not take up much room.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to continue the acceptance of a gift on behalf of the Libby Museum to the next meeting 9/19 pending more clarification on the guarantee to display and keep the collection. Chuck Storm seconded. Members voted and being none opposed, the motion passed.

Bulk Vote

A. Property Tax Refund/ Abatements

- i. 21 Abenauke Drive Tax Map 260, Lot 25 (2010+2011)

B. Weekly Manifests:

- 1. Manifest dated August 24, 2012
- 2. Manifest dated August 31, 2012
- 3. Manifest dated September 7, 2012

C. Notices of Intent to Cut Wood or Timber

- i. Middleton Road Tax Map 268, Lot 22
- ii. Pork Hill Road Tax Map 6, Lot 3
- iii. North Line Road Tax Map 66, Lot 1 and
Tax Map 67, Los 1-2, 1-3

D. Land Use Change Tax

- i. Worcester Island Road Tax Map 259, Lot 85

- E. Current Use Land Use Change Tax Collector's Warrant-\$154,000
- F. Timber Tax Levy-\$279.48
- G. Certification of Yield Taxes Assessed

It was moved by Linda Murray for the Wolfeboro Board of Selectmen to remove item D, Land Use Change Tax-Worcester Island Road from the Bulk Vote. Sarah Silk seconded. Being none opposed, the motion passed.

It was moved by Sarah Silk for the Wolfeboro Board of Selectmen approve item D, Land Use Change Tax-Worcester Island Road in the Bulk Vote. Chuck Storm seconded. Linda Murray-abstained and being none opposed, the motion passed.

It was moved by Sarah Silk for the Wolfeboro Board of Selectmen to accept the Bulk Vote items as submitted (excluding the one removed). Dave Senecal seconded. Being none opposed, the motion passed.

Appointments

Economic Development Committee (EDC)

Denise Roy-Palmer, Co-Chair of the EDC, joined the Board and stated they are proposing to appoint Mike Connelly and Zachary Tarter to the EDC.

It was moved by Chuck Storm for the Wolfeboro Board of Selectmen to appoint Mike Connelly to the Economic Development Committee for a 2-year term and Zachary Tarter to the Economic Development Committee for a 3-year term. Dave Bowers seconded. Being none opposed, the motion passed.

Milfoil Committee

Ken Marschner joined the Board and explained that Mr. Martin was not able to attend tonight's meeting but the board agreed to allow him to speak on Mr. Martin's behalf. He stated Mr. Martin has been very helpful and supportive of the Milfoil Committee; he works at Sawmill Marina and had assisted them in eradicating Milfoil.

It was moved by Chuck Storm for the Wolfeboro Board of Selectmen to appoint Marc Martin to the Milfoil Committee for a 2-year term. Sarah Silk seconded. Being none opposed, the motion passed.

New Business

A. Library Card Sign-up month

Joyce Davis joined the Board and explained that the Library is joining a national effort to sign residents up for Library cards. She stated it is part of their effort to educate the residents that the library has more than just books. They also have downloadable books and a wide variety of programs available. She stated they have a goal to add 100 new members in September and are requesting to set up a table at town hall to provide a portable sign up location.

The Board agreed to allow the Library to set up such table.

B. Commercial Vessel Landing Permit-Mail boat

Mr. Owen explained that the town has requested the Mail boat to comply with town ordinance to apply for a Commercial Vessel Landing permit and they have submitted a permit application. They will also need to bring their sign into compliance as well.

Mr. Ford joined the Board and stated the sign is not compliant and is too large and not consistent with the other Commercial Vessel signs.

Chairman Murray stated that the Director of Planning and Development can address the appropriate signage needed.

Mr. Senecal expressed his concerns regarding the application and that the applicant's name is different from the Boat owner's name and no lease agreement was provided. He stated this application is not complete and would prefer to see such corrected before approval.

It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to continue the discussion regarding the approval of a Commercial Vessel Landing permit request for the Mail boat to the 9/19 meeting pending more information on a lease agreement, correct name on the application and addressing the signage. Dave Bowers seconded. Being none opposed, the motion passed.

C. Economic Revitalization Zone-Wolfeboro Business Park

Denise Roy-Palmer, Co-Chair of the Economic Development Committee, joined the Board for discussion and explained they would like to apply for economic revitalization zone designation for the Wolfeboro Business Park. This is a State program to revitalize and create jobs for businesses that relocate or expand jobs in NH. She stated many areas in NH have taken advantage of such program and they would like to do it in Wolfeboro.

Chairman Murray questioned the two town-owned lots.

Mrs. Roy-Palmer replied that the property owners in the park have agreed to participate.

Chairman Murray stated the two town lots are not viable properties (old stump dump and wetlands) but the other properties are those three entities that could take advantage of the tax credit.

Mrs. Roy-Palmer replied yes, they have a window to use the tax credits, but it is an incentive for businesses to take advantage of.

Chairman Murray stated she is favor of such program, as the EDC is working hard to find incentives for the business community.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to request the New Hampshire Department of Resources and Economic Development to approve the establishment of an Economic Revitalization Zone at the Wolfeboro Business Park, consisting of the following properties: Tax Map 161, Lot 11; Tax Map 161, Lot 12; Tax Map 161, Lot 13; Tax Map 161, Lot 14-1; Tax Map 161, Lot 14-2; and Tax Map 161, Lot 14-3. Dave Bowers seconded. Members voted and being all in favor, the motion passed.

D. Website changes-Economic Development Committee

Charles Wibel, Co-Chair of the Economic Development Committee, stated the Committee has recently learned 95% of a new businesses search their locations on the web. He stated in a review of the town website, they discovered it

is not providing enough economic development related information and they looked at Portsmouth's website as a model. He stated that there has been an increase in viewing of the town's website since Romney's visit in July.

Chairman Murray stated she has some changes that she will forward to them.

E. Water and Sewer Improvements –Underwood Engineers

Mr. Ford joined the Board and noted that they have discovered a leak in the area of Spencer Hughes Real Estate downtown and they will need to turn off the water to make such repair. He stated they will be doing this at 11:00 PM to minimize the impact on the customers. He continued with discussion on the rates for the Water and Sewer Department and explained the town recently went out for proposals for a new engineer and Underwood Engineers of Portsmouth NH has been awarded such contract. He explained they have been working on several projects with them over the summer and introduced the President, Keith Pratt.

Keith Pratt joined the Board and gave a brief summary of their company which has been in business for 30 years and he has been with them for 18 years. He stated 95% of their workload is with municipalities and have worked on unique projects like at Crotched Mountain.

Mr. Ford stated that it is important to have continuity. Even though we are a small town, we have everything a city does. He continued to explain that the report was done on a model provided by Weston & Sampson that had incorrect information which was an error on his part.

Mr. Pratt stated the report was based on assumptions and he did a brief review of the draft report date August 31, 2012. He stated he feels they need to revise the model and address the water loss.

Mr. Ford stated at this point they are struggling with data and he is working with the Billing and Collections Department to get a quality control of the data.

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 stated they have two new facilities that have done a lot to conserve.

Mr. Ford stated the Hospital usage is down as they have made an effort to conserve, but the bad news on consumption is the revenue goes down. He stated if this trend continues they will see the Water and Sewer Department in a significant deficit.

Mr. Bowers questioned the comparison to a wet season rather than a dry season.

Mr. Ford replied that this is a lower than average year. He stated he is hoping to not have a rate increase and questions the data and meters.

Chairman Murray stated the Hospital and School both have new meters. She questioned if it would be better to have consistent increases rather than none and then a large increase.

Ms. Silk questioned Brewster's conservation efforts.

Mr. Owen replied that Brewster has not done any conservation efforts he is aware of yet, but Kingswood did major conservation efforts.

Ms. Silk questioned separating the residential customers vs. the commercial customers.

Mr. Ford replied that the Tax Collector is working with the software company to do that. He stated they went to a conservation rate in 2007 based on a recommendation from Wright Peirce, but it may not be working.

Mr. Pratt stated that he needs to review the data for Wolfeboro more, but they typically recommend staying away from fixed charges as the lower end users don't have incentive to conserve. They typically recommend rate changes by user class.

Chairman Murray stated she recalls they did such rate change to get a fixed amount of revenue.

Mr. Pratt replied yes, that is typical to set a fixed amount to match expenses.

Mr. Owen pointed out they are refinancing the water bond and will know at the end of the month of such savings and it seems it will be a substantial savings.

Mr. Ford questioned when the Board would like to discuss it again.

Chairman Murray replied it would be better to have the accurate information, take the time to review and come up with a rate.

Mr. Ford questioned if they wanted alternative rate structure.

The Board agreed to discuss options at their 10/3/12 meeting.

F. Revised Welfare Guidelines-2012

Mr. Owen stated that he has done a review of the Welfare Guidelines and made some minor grammatical amendments and on significant change as recommended by the Town Attorney to Form I regarding landlord perjury.

It was moved by Chuck Storm for the Wolfeboro Board of Selectmen to approve and sign the Town of Wolfeboro General Assistance Guidelines as revised and dated September 5, 2012. Dave Bowers seconded. Being none opposed, the motion passed.

G. Scheduling Budget Hearings in October

The Board scheduled the following meetings in October for purposes of hearing the Department's Budget proposals for 2013 (in addition to their regular meetings):

- Monday, October 1 at 6:15 PM
- Thursday, October 11 at 6:00 PM for Police/Communications and Animal Control
- Monday, October 15 at 6:30 PM
- Thursday, October 18 at 6:00 PM
- Tuesday, October 23 at 6:00 PM
- Thursday, October 25 at 6:00 PM
- Monday, October 29 at 6:00 PM
- Tuesday, October 30 at 6:00 PM (if needed)

Old Business

Chairman Murray reminded the Board that they will be meeting at the September 19th meeting to discuss the Town Manager's evaluation.

Any Other Business

Chairman Murray reminded the Board and public about the dedication of Front Bay Park on September 11, 2012 as well as the NH Primary on the same day.

Town Manager's Report

Mr. Owen stated the following:

- The Town has been awarded the Moose Plate Grant of \$10,000 to go towards the repairs to the clock faces on Town Hall and that such is only a fraction of the cost that will need to come from other sources, which Mr. Houseman is working on.
- September 7, 2012 is Employee Appreciation Day and the town offices will be closed from 11:00 AM to 4:00 PM at Albee Beach.
- There was a site visit for the Community Development Block Grant request.
- The Finance Director has awarded a contract to a radio consultant for the developing bid specs communications equipment on the Bennett Hill Tower.
- They have received a resignation from Mike Hodder on the Conservation Commission.

Committee Reports

Mr. Storm reported the Planning Board held a Work Session and discussed the Water Shed and is awaiting a report from the Lake Wentworth Association.

Chairman Murray stated that she attended the following:

- The CIP Committee met and reviewed Public Works, Water/Sewer and the Library.
- She attended the Health Insurance Review Committee meeting and they will be meeting again next week.
- She attended the Election Training and reminded the voters they will need to show their ID when they vote.

Ms. Silk said she attended the following:

- She attended the Election Training.
- She attended the Seven to Save program on 8/22 at Town Hall with the other Board members.
- There will a Medicine Collection at Hazard Waste in Alton is 9/8/12 from 8:30 AM to Noon.
- The next Hazardous Waste Collection for Wolfeboro is 9/15/2012 from 8:30 AM to Noon.

Public Comment

None.

Questions from the Press

Tom Beeler of the Granite State News questioned the appraisals on the buildings on Lehner Street as discussed at a previous meeting.

Mr. Owen replied that such has not been done yet.

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

Member Sarah Silk moved the Wolfeboro Board of Selectmen to enter non-public session at 8:53 PM to discuss litigation. 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 9:30 PM.

Chairman Murray stated the non-public session minutes of September 5, 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 8:54 PM. Member Chuck Storm seconded. Being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio

Recording Secretary