

**Wolfeboro Board of Selectmen
Meeting Minutes
Approved
September 18, 2013**

Members present: Chairman Sarah Silk, Vice-Chairman Linda Murray, Dave Senecal, Dave Bowers and Brad Harriman.

Members absent: None.

Staff present: Town Manager David W. Owen, Finance Director Pete Chamberlin, and Recording Secretary Amelia Capone-Muccio.

Chairman Silk opened the meeting at 7:00 PM.

Non-Public Session

Mr. Owen stated a non-public session is needed to discuss litigation.

Consideration of Minutes

➤ **9/18/13**

Chairman Silk amended page 6, the sixth paragraph to correct “based” to “base” in the second to last line.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to approve the minutes of September 4, 2013 as amended. Brad Harriman seconded. Members voted, and being all in favor, the motion passed.

Public Input

None.

Public Hearing(s)

Temporary Event Permits

- i. Wolfeboro Area Children’s Center to hold a Community Yard Sale on October 12, 2013 from 8:00 AM to 3:00 PM at the gravel area to the left of the Arts Center building at Kingswood Regional High School.**

Chairman Silk opened the Public Hearing.

Linda Murray stepped down from discussion and vote on the matter noting a conflict.

Susan Whiting addressed the Board and explained that the Center is looking to host a yard sale where the public can purchase a spot for \$25 to sell their items. She stated this is a fundraising effort towards the tuition assistance program.

Chairman Silk closed the hearing. She noted the notes on the permit.

It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to approve the Temporary Event permit request for Wolfeboro Area Children's Center to hold a Community Yard Sale on October 12, 2013 from 8:00 AM to 3:00 PM at the gravel area to the left of the Arts Center building at Kingswood Regional High School. Brad Harriman seconded. Members voted and being none opposed, the motion passed. (Linda Murray did not vote)

- ii. **Hospital Aid Association, Inc. to hold Fall Fundraiser events on October 11 & 12, 18 & 19, 25, & 26, November 1 & 2, 8 & 9, 15 & 16, 22 & 23, and December 6 & 7, 13 & 14, and 20 & 21, 2013 from 10:00 AM-3:00 PM at 65 Pine Hill Road.**

Chairman Silk stepped down from discussion and vote, noting a conflict.

Vice-Chair Murray opened the Public Hearing.

Jane and Bob Wass addressed the Board and explained this part of their annual events to clean out what has been collected and the funds go towards the purchase of medical equipment at the Hospital.

Being no others to speak for or against the request, Vice-Chair Murray closed the hearing.

It was moved by Brad Harriman for the Wolfeboro Board of Selectmen to approve the Temporary Event permit request for Hospital Aid Association, Inc. to hold Fall Fundraiser events on October 11 & 12, 18 & 19, 25, & 26, November 1 & 2, 8 & 9, 15 & 16, 22 & 23, and December 6 & 7, 13 & 14, and 20 & 21, 2013 from 10:00 AM-3:00 PM at 65 Pine Hill Road. Dave Bowers seconded. Members voted and being none opposed, the motion passed. (Sarah Silk did not vote)

- iii. **Assistance Canine Training Services and Winni Paw Station to hold a Fundraiser on October 6, 2013 (rain date October 27) from 11:30 AM- 3:30 PM at the Nick.**

Chairman Silk opened the Public Hearing.

Diane Mullen addressed the Board and explained this is an annual event.

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

It was moved by Linda Murray for the Wolfeboro Board of Selectmen to approve the Temporary Event permit request for Assistance Canine Training Services and Winni Paw Station to hold a Fundraiser on October 6, 2013 (rain date October 27) from 11:30 AM- 3:30 PM at the Nick. Dave Senecal seconded. Members voted and being none opposed, the motion passed.

Bulk Vote

A. Weekly Manifests:

1. Manifest dated September 13, 2013
2. Manifest dated September 20, 2013

B. Property Tax Refunds/Abatements

Approvals

- | | | |
|-----|---------------------------|--------------------|
| i. | 38 Stonehenge Road (2012) | Tax Map 260, Lot 6 |
| ii. | 38 Stonehenge Road (2011) | Tax Map 260, Lot 6 |

C. Property Tax Credits/Exemptions

Approvals

- | | | |
|------|---------------------|------------------------|
| iii. | 1 Eastmen Ave. | Tax Map 177, Lot 10-54 |
| iv. | 2 Kennyann Drive | Tax Map 177, Lot 10-57 |
| v. | 271 Sewall Road | Tax Map 241, Lot 54 |
| vi. | 423 Beach Pond Road | Tax Map 82, Lot 5 |

D. Notices of Intent to Cut Wood or Timber

- | | | |
|-----|---------------------|--|
| i. | Trask Mountain Road | Tax Map 25, Lot 1 |
| ii. | Bennett Road | Tax Map 112, Lot 2 &
Tax Map 129, Lot 3 |

E. MS-1 Form for 2013

i. Vouchers to Trustees of Trust Funds

1. \$222, 353.00 from DPW Vehicle/ Equipment Capital Reserve
2. \$200, 000.00 from Fire Trucks & Apparatus Capital Reserve

It was moved by Linda Murray for the Wolfeboro Board of Selectmen to approve the Bulk Vote items as submitted. Dave Senecal seconded. Members voted and being none opposed, the motion passed.

New Business

A. Conservation Commission Request to Acquire Property on Cotton Valley Road.

Since no-one present to present this request the Board tabled it to the next meeting.

B. Monthly Budget Expenditures and Revenues Report

Pete Chamberlin addressed the Board with regards to his and he provided the updated revenues and noted the Police Department has about \$20,000 worth of grant funds that have yet to be received and they are waiting on FEMA receipts. He expects the Welfare Budget to go over, but generally the overall budget is in good shape. He noted the balance of the check from the Local Government Center for overpaid Health Insurance in the amount of \$115,000 was posted to the revenues to off-set the tax rate.

Ms. Silk noted the Departments have done well staying within the budget.

Mr. Chamberlin noted that updating the technology for the budget process has helped them with that.

C. Letter of Support-State's 10-year Transportation Improvement Plan 2015-2024

Mr. Owen stated that Wolfeboro's Route 28 (South Main Street) reconstruction project has made it back onto the State's 10-year Transportation Improvement Plan, even though it is the last project on the list. He explained that the Public Works Director feels it would be beneficial for the Board to sign a letter of support for the project.

It was moved by Linda Murray for the Wolfeboro Board of Selectmen to approve and sign a letter of support for NH Route 28 Improvements to the NH Department of Transportation relative to its new Transportation Improvement Plan for 2015-2024. Dave Senecal seconded. Members voted and being all in favor, the motion passed.

C. 2014 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. She noted the volume for Wolfeboro was a little higher this year and they doubled their Hospice visits to Wolfeboro last year.

Chairman Silk questioned how they determine the amount for the town.

Ms. Coffey replied it is based on the service to the town.

b. Appalachian Mountain Teen Project

Ray Conner and Nate Boston joined the Board and stated they are requesting the same amount as last years \$2,400. Ms. Conner noted they currently serve 8 Wolfeboro residents.

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. She noted all the clients are based in Wolfeboro and they are grateful for the Town's support.

Chairman Silk questioned how they plan to make up the deficit in their budget.

Ms. Dempsey replied they do fundraisers and have done quite well.

d. Wolfeboro Area Children's Center

Linda Murray stepped down.

Susan Whiting, Director, addressed the Board 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, but are struggling.

e. Tri-County Community Action program

Lisa Hinckley joined the Board and stated they are requesting level funding at \$ 5,000.

Chairman Silk questioned the adoption of the Financial Procedures & Control manual.

Ms. Hinckley replied they have a new Board of Directors and are seeking members for such. She understands the town's concerns that the funds are being used properly and they have gone through some changes to be sure they are.

f. Carroll County Transit

Jack Rossburger joined the Board and stated they are requesting an increase in funding from \$3,000 to \$4,000 due to increased usage in Wolfeboro. He noted the door-to-door program operates 4 days a week and the bus to North Conway runs once a week from West Ossipee.

Chairman Silk questioned the amounts for Tamworth, Moultonborough and Conway and if they would be contributing more funds and likewise for the towns not using it to be decreased.

Mrs. Murray noted they should develop a formula based on usage.

Mr. Bowers suggested including mileage in the formula as some are not as far away.

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

Joseph Carilli, President, joined the Board and stated they are requesting level funding of \$11,000 even though their service has increased. He noted Ossipee is the second largest user of the program, but the town does not contribute funding.

h. Starting Point

Suzette Indelicato, Executive Director, joined the Board and stated they are requesting level funding at \$1,751. She apologized for not including all the budget information requested and stated she would supply that information as soon as possible to the town.

Chairman Silk questioned if they serve other towns.

Ms. Indelicato replied the funds are based on Wolfeboro's usage and only towns in Carroll County are included in the formula.

i. Kingswood Youth Center

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

Chairman Silk questioned Brookfield, New Durham and Effingham's participation.

Ms. Matchett replied that New Durham does not provide funding and Brookfield and Effingham need enough signatures to be put on the Warrant and they have not been able to have enough for that to happen at this point.

Mrs. Murray questioned if they will be on budget for 2013.

Ms. Matchett replied yes by cutting the budget.

Chairman Silk noted this is a \$144,000 budget with a \$5,000 request from Wolfeboro and noted they are very successful at fundraising.

j. Medication Bridge

Jack Drinkwater, Coordinator, joined the Board and stated they are requesting funding at \$1,096. He noted this is an all-volunteer run program and the funding for Wolfeboro is based on a formula for the residents.

k. Northern Human Services

Chairman 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. She stated they are providing services for 252 Wolfeboro residents who are uninsured or underinsured. She noted their funding has been cut and they are struggling. She stated they offer a sliding fee scheduled based on the town funding and without that they would have no other source for funds.

l. Wolfeboro Senior Center & Meals

Lynn Tyler, Director, joined the Board and noted although they have a 57% increase in meal service, they are requesting level funding of \$15,000 for the senior meal program.

Chairman Silk noted she has attended some of the meals and it is a well-attended event and noted the importance of the social factor for the seniors in the meal time.

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

Shirley Bentley, Coordinator, joined the Board and stated they are requesting increased funding of. 1,500 to cover mileage reimbursements (\$4,000). She noted this is all volunteer program which provide door-to-door medical transportation for residents.

Chairman Silk questioned the funding amount for Wolfeboro compared to Alton, Ossipee and Tuftonboro.

Ms. Bentley replied they get funding from the other towns except Ossipee and they appreciate Wolfeboro's contribution.

n. Dinner Bell

Ted Rice, Interim Rector, joined the Board and stated they are requesting level funding of \$6,000.

Mrs. Murray questioned how much they need to supplement the program.

Mr. Rice replied they had built up a reserve, but have been eating into it.

o. CASA

Judy Ouellette joined the Board to request \$500 on behalf of CASA, an organization that appoints volunteer advocates for children in the State. She noted if they don't have these volunteers, they have to use Attorneys which is costly.

Chairman Silk thanked everyone for their presentation.

Town Manager's Report

Mr. Owen reported the following:

- The generator is being installed at the Bennett Hill radio tower.
- He provided an image of Town Hall taken by Bob Ness for consideration for the Town Report cover when the time comes.
- The Police Department has received a grant for one (1) APX 7000 single band radio valued at \$3,537.84.
- The Town Hall parking lot plans were submitted for review by the U.S Department of Justice and they asked to have the ADA spaces moved from next to the building (in the back) to be closer to the front entrance. The Public Works Director is making such change and will be putting the project out to bid.
- The Wolfeboro Co-operative Nursery School is holding their 60th annual event at 4:00 PM tomorrow at the Railroad Station.
- An extension was filed for the Harriman Hill housing project to be completed by December 2014.
- He noted he will be out of the office Monday to Wednesday to attend the ICMA conference in Boston and Rob Houseman will be Acting Town Manager.

Committee Reports

Mr. Bowers reported he attended the Economic Development Committee meeting and they are working on the website as well as advertising. He reported the Library is doing well, but circulation is down and they are having computer maintenance problems.

Linda Murray stated she attended the following:

- The Chamber of Commerce quarterly meeting and executive meeting.
- Two CIP Committee meetings. They have finished with Public Works Department and Parks & Recreation.
- The Economic Development Committee meeting which is looking at other ways to advertise Wolfeboro.

Chairman Silk stated she attended the following:

- The Agricultural Commission meeting.
- Household Hazardous Waste Collection in Alton with a medicine collection last Saturday. She reminded the public to bring the medicine in its original container as they received a gallon size bag of mixed pills that took several staff members almost two hours to sort out. She noted that the next DEA Drug Take Back day will be October 26, 2013 at the Public Safety Building.

Chamber of Commerce

None.

Public Comment

None.

Questions from the Press

None.

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

Member Dave Senecal moved the Wolfeboro Board of Selectmen to enter non-public session at 8:36 PM to discuss litigation. Brad Harriman seconded. Roll call vote: Dave Senecal-yes, Brad Harriman-yes, Sarah Silk-yes, Dave Bowers-yes and Linda Murray-yes, the motion passed.

The Board re-entered public session at 8:50 PM.

Chairman Silk stated the non-public session minutes of September 18, 2013 were sealed by a 2/3rds vote as required by law.

Being no further business before the Board, Chairman Silk entertained a motion to adjourn.

Member Dave Senecal moved the Wolfeboro Board of Selectmen to adjourn at 8:51 PM. Member Sarah Silk seconded. Being none opposed, the motion passed.

Respectfully submitted,
Amelia Capone-Muccio
Recording Secretary