

**Wolfeboro Board of Selectmen
Meeting minutes
Approved
July 7, 2010**

Members present: Chairman Linda Murray, Vice-Chairman Sarah Silk, Chuck Storm, and Marge Webster

Members absent: Dave Senecal

Staff present: Town Manager David W. Owen, Finance Director Pete Chamberlin, Public Works Director Dave Ford, Deputy Fire Chief Tom Zotti, Parks and Recreation Director Ethan Hipple and Recording Secretary Amelia Capone-Muccio

Chairman Murray called the meeting to order at 6:30 PM in the Wolfeboro Public Library.

Non-Public Session RSA 91-A: 3II

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

Chairman Murray questioned if the Board would agree to amend the agenda to have the topic of the Public Safety Building as the first under New Business and the members agreed.

Consideration of Minutes

➤ **June 16, 2010**

Ms. Silk amended page four, add the following after the second paragraph; *Ms. Silk pointed out that the December 2013 date was on page one of the contract.*

Chairman Murray amended page one, the first paragraph under public input to change "Town Hall" to "Library".

Chairman Murray amended the last page to correct the third paragraph on the bottom to read as follows; *Chairman Murray announced that the Board sealed the minutes of the June 16, 2010 non-public session by a 2/3rd vote as required by law.*

Member Sarah Silk moved the Wolfeboro Board of Selectmen accept the minutes of June 16, 2010 as amended. Marge Webster seconded. Members voted and being none opposed the motion passed.

Public Input

Chairman John Sandeen and Candy Thayer of the Wolfeboro Public Library Board of Trustees joined the Board for discussion.

Mr. Sandeen stated that he would like to take the opportunity to update you on the Library Expansion Conceptual Architectural study that they undertook in March. Thank you for attending our meeting in June to discuss this project. As of their last meeting with Johnson Roberts architects, they have narrowed the concepts to three possible plans.

All of the possible plans require the use of the existing library property and the property next door at 263 South Main Street. The land at 263 South Main Street was purchased with funds bequeathed to the Library for the purpose of expanding the library and as such that property is deed restricted solely for Library purposes. Based on Town Zoning and Building Codes the approximately 2.5 acres of the two lots is needed for the expanded building, the specified parking and the required open space. No other buildings can be accommodated on the properties. All the proposed plans include doubling the size of the Library in order to expand the services provided to the Wolfeboro community. This expansion is based on a 2005 needs assessment study of library usage and growth. Our library usage is continuing to grow even more rapidly since 2005. The architectural plans are very creative and forward thinking about the needs of Wolfeboro over the next 20 to 30 years. We, on the Trustee Board, want to express our thanks for the solid support of the Wolfeboro Selectmen and the citizens of Wolfeboro.

Our project plans will be presented at a Public Meeting to be held here in the Library on the evening of July 28th at 7 PM. We urge all interested citizens and officials to come to that meeting to review the ideas of the Building Committee and to share their thoughts about the project.

Ms. Silk stated she attended the Ice Cream Social and book sale and enjoyed it very much.

Chairman Murray stated the Board appreciates the update for them and the public.

Public Hearing(s)

- ***Temporary Event Permit for Kingswood Youth Center to hold Chili Challenge Fundraiser on August 21, 2010 from 8:00 AM to 5 PM at Durgin Stables Green and Wolfeboro Bay Manor Condos.***

Chairman Murray opened the public hearing.

Tim Radley, President of the Kingswood Youth Center, joined the Board for discussion and explained that this is a fundraising event where there will be 18 teams making Chili for the public to taste and vote for their favorite.

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

Ms. Silk noted the permits from the Department Heads on the permit request form.

Mr. Radley pointed out that they will not have any open flames; the Chili will be in crock-pots.

Member Marge Webster moved the Wolfeboro Board of approve the request for a temporary event permit for the Kingswood Youth Center to hold Chili Challenge Fundraiser on August 21, 2010 from 8:00 AM to 5 PM at Durgin Stables Green and Wolfeboro Bay Manor Condos. Sarah Silk seconded. Members voted and being none opposed the motion passed.

Ms. Webster stated that such event is a fabulous idea for fundraising.

Bulk Vote

A. Property Tax Abatements/Refunds

Approvals

- | | | |
|------|-----------------------------|--------------------------|
| i. | Abatement/Refund #9 (2009) | Tax Map 233, Lot 25 |
| ii. | Abatement/Refund #19 (2009) | Tax Map 241, Lot 42 |
| iii. | Abatement/Refund #2 (2010) | Tax Map 217, Lot 192-1 |
| iv. | Abatement/Refund #3 (2010) | Tax Map 245, Lot 2 |
| v. | Abatement/Refund #4 (2010) | Tax Map 218, Lot 150-GWN |
| vi. | Abatement/Refund #5 (2010) | Tax Map 218, Lot 150-PIP |

B. Notices of Intent to Cut Wood or Timber

- i. Stoddard Road Tax Map 104, Lot 9, 10, 11

C. Voucher

- i. Transfer of Funds from Milfoil Eradication Trust Fund-\$4,764

D. Form PA-28-Not to Use

Chairman Murray requested to remove Property Tax Abatement/Refund #3 (2010) due to a conflict of interest. She also pointed out the funds transferred from the Milfoil Eradication fund is for the Lake Host Program where they check the boats going in and out of the water for milfoil.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to remove Property Tax Abatement/Refund #3 (2010) from the Bulk Vote. Marge Webster seconded. Members voted and being none opposed the motion passed.

Member Marge Webster moved the Wolfeboro Board of Selectmen to approve the Bulk Vote as listed above with out Property Tax Abatement/Refund #3 (2010). Sarah Silk seconded. Members voted and being none opposed the motion passed.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to approve Property Tax Abatement/Refund #3 (2010) as listed above. Marge Webster seconded. Linda Murray-abstained and being none opposed the motion passed.

New Business

A. Update on the status of the Public Safety Building

Dave Ford and Tom Zotti joined the Board for discussion.

Mr. Ford stated that there was an accident on July 6, 2010 at the Public Safety Building where the ladder truck collided with the building and resulted in loosing a column and substantial damage to the building as well as the ladder truck. He stated they contacted structural engineers to help them secure the building and they are requesting to hire CCI to help in fixing the building as soon as possible. He stated they have contacted the insurance company and notified them of the issue.

Mr. Zotti stated that they ladder truck has sustained damage but is currently being inspected as to the extent of the damage and is tentatively scheduled to be out of commission for 60 days. He explained they have contacted mutual aid departments to help with coverage as they do when any apparatus is out of commission. He thanked Mr. Ford

and his department for their help with trying to resolve the situation as well as Mr. Houseman for his help as Acting Town Manager during the accident.

Chairman Murray also thanked Mr. Houseman for keeping the Board of Selectmen informed during the time.

Ms. Webster stated she is proud of how well everyone handled it and in a professional manner and is grateful no one was hurt in the event. She stated accidents happen and that she understands it is under investigation by the Police Department.

Mr. Owen thanked everyone for doing a responsive job and felt Mr. Houseman handled the situation well. He stated he has talked with Primex and that an account has been set up for the expenses for the repair which will be paid with the insurance funds.

Chairman Murray questioned if the same company that did the evaluation of the building will be making the repair.

Mr. Ford clarified that H.E. Bergeron would handle the engineering work moving forward with CCI.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve moving forward with repairs to the Public Safety Building with H.E. Bergeron and CCI. Marge Webster seconded. Members voted and being none opposed the motion passed.

B. Conservation Easement Deed from Eastern Lakes Region Housing Coalition.

Chairman of the Conservation Commission Dan Coons joined the Board for discussion and stated that the Conservation Commission requests the Board to approve the Harriman Hill/ Eastern Lakes Region Housing Coalition Conservation Easement Deed. He explained that twenty-five plus acres surrounding the site will be managed by the Conservation Commission.

Member Marge Webster moved the Wolfeboro Board of Selectmen to approve and sign the Conservation Easement Deed from Eastern Lakes Regional Housing Coalition, Inc. Chuck Storm seconded. Members voted and being none opposed, the motion passed.

C. Swim Team Concession Stand at Brewster Beach

Ethan Hipple joined the Board for discussion and introduced Kyle Fenton, member of the Parents Booster Club.

Mr. Hipple stated he is excited that the parents of the swim team are looking to help raise funds for over 30 participants of this program. He stated the Department is agreeable to allowing the parents to sell non-perishable food and drinks up to three days per week at Brewster Beach.

Mr. Fenton explained they would like to use these funds to help off set costs for t-shirts and such as well as the need for new docks.

Ms. Silk questioned if he is aware they would also need approval from Brewster Academy.

Mr. Fenton replied he is aware of such and will seek their approval as well.

Ms. Webster questioned if an insurance certificate is needed.

Mr. Fenton replied he would look into such. He noted they are in the process of setting up to be a 501 (c)3.

Chairman Murray stated as a former parent of children on the swim team, she understands the need to fundraise.

Member Marge Webster moved the Wolfeboro Board of Selectmen to approve the request of the Wolfeboro Swim Team to set up and operate a concession stand at Brewster Beach, subject to the concurrence of Brewster Academy and Ethan Hipple's conditions as listed in his letter dated 6/22/10. Chuck Storm seconded.

DISCUSSION:

Ms. Silk requested to add the condition of insurance to the motion as well.

Marge Webster agreed to amend the motion to included condition to verify the need of insurance. Chuck Storm seconded. Members voted and being none opposed, the motion passed.

D. Proposed Circus Event

Ethan Hipple joined the Board for discussion and stated that he was approached by Walker's International Events to host a traveling Circus in Wolfeboro. He stated although it is short notice this idea intrigue him to look into it further. He proposes to host the Circus at the Nick with both the Nick and the Friends of Abenaki as the beneficiaries to the proceeds. He explained this is a small circus, mostly acrobatic in nature with no large animals. He requests to hold this event on August 13th and would like to get pre-approved for advertising until he the official Temporary Event request is brought forth at the next regular meeting.

Chairman Murray clarified no monies would be received by the town for the event.

Mr. Hipple replied that is correct, the town would only help with the advertising support of the event.

Chairman Murray stated she has no problem with this event so long as the Town of Wolfeboro will not be listed on any contract.

The Board agreed with Chairman Murray and the Board agreed he could start advertising for the event.

Ms. Webster stated she has received so many favorable comments regarding the Summer Recreation programs.

E. 250th Committee Update

Mary DeVries member of the 250th Committee joined the Board for discussion and provided the Board with a brief update of the happenings to celebrate the Town's 250th Anniversary include wide representation in the parade, the upcoming commemorative book, a two day encampment on August 21st and 22nd, a Gala in October and the closing ceremony in November. She also explained the local businesses are participating in a "Wolfe Hunt" at which people have the store they are shopping in mark off their game cards to win various prizes.

Ms. Webster stated she was glad to see they were a grand prize winner in the parade.

Ms. Silk stated that it was wonderful parade.

Tom Beeler stated the commemorative book will be available in about two weeks and it is filled with lots of pictures and will be sold for \$9.95.

Mrs. DeVries noted Kathy Eaton, the Chairperson of the Committee, can be contacted for any information on the events as well as information available at the Chamber of Commerce.

F. Capital Projects Update Report

Dave Ford joined the Board for discussion and reviewed his report dated 7/1/10 with the Board. (See attachment #1)

G. Budget Guidelines for 2011

Mr. Owen stated that he recommends using the same guidelines used last year that, with the exception to contractual obligations and legal requirements, the Department submissions should not exceed the cumulative approved amount of their 2010 Department Operating Budget. He stated that as in previous budget cycles the Departments should provide an additional list of priorities ranked by importance for review by the Town Manager, Board of Selectmen and Budget Committee. He stated that he recommends this since there hasn't been much change in the nation's and states economic conditions.

Ms. Silk noted the Rochester Times reported New Hampshire as the fourth lowest in the nation for unemployment, which is an increase on the list since the first of the year. She stated that it lists Wolfeboro with a 4.8% jobless rate.

Chairman Murray pointed out that although some people may still be working, the volume of work has decreased.

Ms. Webster stated she understands the need to do this but also worries that they will continue to play catch up over time.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to approve the Budget Guideline for 2011 as proposed by the Town Manager. Marge Webster seconded. Members voted and being none opposed, the motion passed.

H. Monthly Budget Expenditure Report for June

Pete Chamberlin joined the Board to review his monthly budget expenditure report with the Board and stated that at this point the budget is in good shape with the exception of the Welfare Budget.

Chairman Murray noted that the payments for rent had decreased this last month.

Mr. Owen stated that he has lifted the temporary freeze on the budget as he and the Finance Director located \$95,000 within the Department Budgets to help offset the significant overage in the Welfare Budget.

Ms. Silk questioned the use of the \$15,000 for the part time position in the Codes Budget.

Mr. Owen replied that since the Building Permit requests are down they have decided not to fill that position at this time.

Ms. Silk disagreed with such noting the Code Officer reported that due to her workload she does not have time to enforce. She suggested they fill that position.

I. Execution of Bonds and Related Documents

Pete Chamberlin joined the Board for discussion and explained that he requests the Board to sign the Bond and related documents for this year's bond issue in the amount of \$1,408,000.

Any Other Business

- ***Intermunicipal Agreement for the provision of Aquatic Nuisance Plant Control between the Towns of Tuftonboro, Moultonborough and Wolfeboro.***

Mr. Owen stated in the process of having the intermunicipal agreement for milfoil signed it was pointed out by Carter Terenzini, Town Administrator of the Town of Moultonborough, that the document referred to a Chairman and Treasurer and such should not be included in the document. He explained the document has been corrected and the Board needs to approve the ratified document.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to approve the ratified agreement entering into an Intermunicipal Agreement for the Provision of Aquatic Nuisance Plant Control between the Towns of Tuftonboro, Moultonborough and Wolfeboro, and to authorize the Board's chairman to sign the agreement on behalf of the Board. Marge Webster seconded. Members voted and being none opposed, the motion passed.

- ***Jaywalking issue***

Ms. Webster stated she has had a discussion with Police Commissioner Ron Goodgame on the subject of "Jaywalking" downtown. She stated that it has become an issue down there at night with families crossing the streets without using the crosswalk and she has a great concern for the safety of people. She stated she understands the town has an ordinance 164-15 but does not have much in regards to enforcement. She state in her discussion with Lieutenant Rondeau they are providing education to the public downtown on a grant from the state but not assessing any sort of fines. She stated she would like to discuss the idea of setting a \$10 fine at the next Board meeting.

Chairman Murray stated they could discuss it further at the next meeting after the Police Commission meets about the topic and also to allow the public the opportunity to come to the meeting for discussion.

Ms. Silk stated she agrees with Ms. Webster about the danger of crossing without using the crosswalk and noted they do have plenty of crosswalks available. She noted that the ordinance should have some incentive for compliance.

Chairman Murray stated she would rather educate the public on the importance of using the crosswalks rather than setting a fine, but they would discuss it further at their next meeting and requested a copy of the Police Commission minutes to be provided to the Board.

➤ **Household Hazardous Waste Medicine Collection**

Ms. Silk noted the importance of Newspaper coverage for their Medicine Collections and provided a break down of collection increases as follows:

- 2006-1 gallon of controlled, 24 gallons of non-controlled and 25 gallons of personal care
- 2007-54 gallons total
- 2008-116 gallons total
- 2009-78 gallons total
- 2010- 82 gallons for one collection

She did note that she provided a press release and notification to the school and Wolfeboro Area Children's Center to bring their recalled McNeil products to the collection.

➤ **NH Municipal Association Floor Policies**

Chairman Murray requested to discuss the floor policies at their next meeting for review and support.

Town Manager's Report

Mr. Owen stated the following:

- The Ambulance Contract has been finalized and services have been transferred to Stewart's Ambulance Services.
- Jeff Urquhart has scheduled a date for Employee Appreciation Day, which will be held on September 8 at 12:30 PM on the Winnepesaukee Belle and Town Offices will be closed that day.

Member Marge Webster moved the Wolfeboro Board of Selectmen to approve closing Town Offices on September 8th at 12:00 PM in order for the Town Employees to attend Employee Appreciation Day. Sarah Silk seconded. Members voted and being none opposed, the motion passed.

➤ **Trash Receptacles Downtown**

Ms. Silk stated it has been brought to her attention that people are putting their household trash in the receptacles downtown and they are in the process of sorting the trash to provide a list of whom is doing such and questioned how they should handle such.

Mr. Storm questioned if such would fall under the littering law.

Ms. Silk suggested the Town Manager look into assessing a fine.

Committee Reports

Mr. Storm reported the Planning Board will be reviewing the business area of Route 28 for possible Zoning Changes.

Ms. Silk questions the status of the former Great Waters Bank location.

Mr. Storm replied they have started to fill in the foundation, but they still have work to do there to comply.

Chairman Murray questioned if they have a date for completion.

Mr. Storm replied not at this time.

Ms. Silk stated they should have pulled the bond and done the work.

Ms. Webster stated she attended the Library meeting and they still have books left from the sale, but it was a success.

Chairman Murray stated that she has been attending the 250th Committee meetings and will be attending both the Chamber Meeting and the CIP Committee meeting tomorrow.

Ms. Silk stated the Friends of Abenaki are continuing to fundraise and she attended LRHHPF at which Alton will have their Hazardous Waste Collection of July 10th.

Chamber of Commerce

Mary DeVries joined the Board and stated that the Chamber would be happy to assist Public Works with any forums and would include any town events in the Community Calendar.

Questions from the Public

None.

Questions from the Press

None.

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

Member Marge Webster moved the Wolfeboro Board of Selectmen to enter non-public session at 8:46 PM to discuss litigation. Member Sarah Silk seconded. Roll call vote: Marge Webster-yes, Sarah Silk-yes, Chuck Storm-yes and Linda Murray-yes, the motion passed.

The Board re-entered public session at 9:30 PM.

Chairman Murray announced that the Board sealed the minutes of the July 7, 2010 non-public session with a 2/3rds vote as required by law.

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

Member Marge Webster moved the Wolfeboro Board of Selectmen to adjourn at 9:31PM. Member Sarah Silk seconded. Being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio

Amelia Capone-Muccio

attachments: Capital Projects Update report dated 7/1/10 from Public Works