

**Wolfeboro Board of Selectmen  
Meeting Minutes  
Unapproved  
August 1, 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, 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**

None.

**Public Input**

None.

**Bulk Vote**

- i. Weekly Manifest dated August 3, 2012
- ii. Application for Reimbursement for Federal and State Forest Land

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

**New Business**

**A. 2011 Annually Audit Report**

Jerry Vartanian and Bob Vachon of Vachon Clukay & Company joined the Board to discuss the 2011 Audit Report.

Mr. Vartanian stated they have completed the internal control review of the Town of Wolfeboro and there are no deficiencies to report. He reported a net assets increase of \$815,000 and \$3.5 million dollars in the unrestricted fund which also is an increase.

Chairman Murray noted that the town's real estate value has decreased, which is significant to the taxpayers, and noted that the Pop Whalen fund did not make much money this year.

Mr. Vartanian replied that the net cash is up due to the bond proceeds but the net assets have decreased in the Pop Whalen Fund.

Mr. Vachon reported some new thing for next year is that the Town's portion of the NH Retirement system's debt will show up on the town's financial statements and his concern with this is when they will receive the information because the NH Retirement's audit is done in November.

The Board thanked them for their report.

## **B. Resolution Establishing the Sam and Olivia Smith Libby Museum Fund**

Chairman Murray excused herself from discussion and vote on this item and stepped away from the table.

Roger Murray joined the Board and stated he represents Patricia Smith who requests the approval of an endowment fund for the Libby Museum. The fund will be administered by the Trustees of the Trust Funds and will be the beneficiary of the sales of Peter Ferber prints. He noted the fund will also be available for donations and bequests as well.

**Member Chuck Storm moved the Wolfeboro Board of Selectmen to adopt the following:**

### **RESOLUTION OF THE BOARD OF SELECTMEN OF THE TOWN OF WOLFEBORO**

#### **ESTABLISHING THE SAM AND OLIVIA SMITH LIBBY MUSEUM FUND**

**WHEREAS, the Town of Wolfeboro (hereinafter "the Town") is empowered to take and hold in trust gifts, legacies, and devises made to it for public purposes; and**

**WHEREAS, the Selectmen of the Town of Wolfeboro are the Trustees of the Libby Museum; and**

**WHEREAS, various citizens of the State of New Hampshire have indicated that public charitable, scientific and educational purposes will be served by encouraging contributors of money and property to fund programs on the natural history of New England at the Libby Museum; and**

**WHEREAS, the Board of Selectmen (hereinafter "the Board") has determined that it is within the purposes of the Selectmen as Trustees of the Libby Museum to encourage contributions to be so made and so devoted and that an endowment fund be established in the Town for the purposes set forth below.**

**NOW, THEREFORE, BE IT RESOLVED, that there is hereby established in the Town, a trust fund designated as: The Sam and Olivia Smith Libby Museum Fund" (hereinafter referred to as "the Fund") to be administered by the Wolfeboro Trustees of the Trust Funds and to receive gifts, in whatever form, of money or property and to administer the same on the following terms and conditions;**

- 1. Purpose: The purpose of the Fund is to develop and maintain a permanent endowment fund to be used to pay for programs on the natural history of New England at the Libby Museum located on Route 109, Wolfeboro, New Hampshire.**
- 2. Gifts. Any person, whether an individual, corporation, trust, estate or organization (hereinafter "Donor") may make gift to the Town for the purposes of the Fund by a transfer to the Town**

- designated in whole or part for the Fund. The Board may from time to time make additions to the Fund from money or property available to it.
3. **Distribution.** So much of the net income as the Board in its sole discretion shall from time to time determine shall be committed, granted or expended for, or in furtherance of, the purposes of the Fund provided that distributions from income shall not exceed four and one-half percent (4.5%) of the Fund's average market value in the preceding twenty-four (24) months. Income in excess of this amount shall be added to the principal and reinvested. The principal of the Fund shall be held in perpetuity. Distributions of income shall be used to pay for programs on the natural history of the New England at the Libby Museum.
  4. **Continuity.** It is intended that the Fund hereby established shall be continued as long as the Libby Museum shall exist and money or property is available in the Fund for its purposes. In the event the Selectmen shall no longer be the Trustees of the Libby Museum, all assets of the Fund shall be distributed to charitable or educational organizations providing support for the Libby Museum or in the event that no such organization is in existence, then to the Town of Wolfeboro for the support of programs on the natural history of New England, provided that no such assets shall be distributed other than to or for the benefit of an organization qualifying at the time of such distributions under provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or may hereafter be amended, or to state or local government for public purposes.

**Dave Bowers seconded. Being none opposed, the motion passed.**

Pat Smith joined the Board and stated that she is thankful to have had the support of the town in her time managing the museum and this is her way of giving back for years to come. She reminded everyone the closing of the 100<sup>th</sup> Celebration will be the GALA held on August 12<sup>th</sup> at the Wolfeboro Inn from 5-7 PM. Tickets are available at the Museum.

### **C. Josiah Brown Scholarship Awards**

Mr. Owen stated that they only received three applications by the July 15<sup>th</sup> deadline for the Josiah Brown Scholarship funds. He stated that he has reviewed the applications and supporting financial documents submitted and based on such all three applicants meet the guidelines as established by the Board.

Chairman Murray stated they have \$10,000 in the fund and if the Board approves these applicants it would take out \$3,000. She questioned if any late applications were received.

Mr. Owen replied no.

**Member Dave Bowers moved the Wolfeboro Board of Selectmen to approve granting of scholarships of \$1,000 each for the fall, 2012 semester on behalf of the following worthy young ladies and men residents of the Town of Wolfeboro: Milan Krainchich and Nikolas Krainchich both of 14 Friend Street, and Mikayla Jacobs, of 14 Birch Road. Chuck Storm seconded. Members voted and being all in favor, the motion passed.**

### **D. Enlargement of Assessing Office**

Chairman Murray questioned if there are any cost estimates.

Mr. Owen replied no, but he has a rough estimate to cost between \$2,000 and \$2,600 and he provided a list of layout options for the Board to choose as follows:

1. The first one will cost \$2,600 which is the original submittal by the Assessing Office.
2. The second one is the suggestion by Mr. Senecal at the last Board meeting to expand the space out to the meeting room.
3. The third option is a spin off the original request with some changes.
4. The last option is a version without moving any walls, but take out the current Plexiglas window to provide more ventilation.

He stated that he is not in favor of reducing the meeting room space as such is used on a frequent basis and there is a lack of meeting space available to support all the town committees.

Mr. Senecal stated he does not have an issue with the original request except he would take out the Plexiglas window for more ventilation and he also would like to have someone check on the structural posts.

Chairman Murray stated the only issue she has with that is a curved wall, as she would like it straight. She agrees the meeting room gets a lot of use.

Ms. Silk stated it is hard for her to make a decision without any estimates and it appears option three is the lowest cost. She would like to wait and get some cost estimates.

Mr. Owen replied that Primex did an ergonomic assessment of this work space due to some concerns of the employee in that office. He provided such report for the Board's review.

Chairman Murray stated that the Assessing Department does have funds in its budget to cover a new desk and chair as recommended in the report.

**It was moved by Sarah Silk for the Wolfeboro Board of Selectmen to agree to original plan submitted by the Assessing office: amending it with a straight wall, remove the Plexiglas for ventilation, and not to move forward until they receive firm cost estimates which will also include a desk and chair. Dave Senecal seconded. Members voted being none opposed, the motion passed.**

#### **E. Legislative Floor Polices**

The Board reviewed the Legislative Floor Polices to be discussed on September 21, 2012 at which they are looking for the town's participation.

Chairman Murray suggested the Planning Board be sent a copy of the environmental policies for comment.

Mr. Storm stated he would volunteer to attend the meeting on the town's behalf.

#### **F. September 11<sup>th</sup> Primary Election coverage**

All members of the Board will be available to cover the polls for the entire day for the NH State Primary.

#### **Old Business**

Chairman Murray questioned if the Board is in agreement that they will use the Pop Whalen Ice Arena parking lot for trailer parking. The Board agreed to use the lot for such.

### **Any Other Business**

#### **➤ *Passing of former Tree Warden Allen Stevens***

Chairman Murray announced the recent passing of Allen Stevens who formally chaired the Zoning Board of Adjustment, served as the Town's Tree Warden and Dam monitor of the Crescent Lake Dam. She stated his memorial services will be August 8, 2012 at All Saint's Episcopal Church at 11:30 AM.

The Board agreed to arrange to have a tree dedicated in his honor.

#### **➤ *UNH T-square program***

Ms. Silk announced that Erik Pelletier of the Wolfeboro Highway Division has completed Roads Scholar I.

### **Town Manager's Report**

Mr. Owen stated the following:

- He received an e-mail from the Secretary of State regarding Election Training in Wolfeboro on August 28, 2012 from 6:00 PM to 8:30 PM at the Library.
- The retirement party for the Assistant Town Clerk is August 10, 2012 from 12:00 PM to 2:00 PM at Town Hall.
- September 7, 2012 the town offices will be closing early to celebrate Employee Appreciation Day at Albee Beach.
- Stewarts Ambulance has notified the town via a letter that they are currently losing money on the contract they have with the town that is due to expire December 31, 2013.
- He has signed the asbestos abatement contract for the removal of asbestos at the house at 255 South Main Street. The demolition of the building will take place this fall and will be done by the Public Works Department.
- Update on the Middleton Road project: the DPW has made application to the State Highway Aid for \$30,000 in preliminary engineering costs.
- The current trash removal contractor for pick-up downtown has been formally put on notice for non-performance and the town will be docking their pay.

### **Committee Reports**

Mr. Storm reported the following:

- The Shoreline Protection Committee reported that it had met to begin the process of review at the Planning Board meeting June.
- The Planning Board determined there is no need for a Technical Review Committee hearing (TRC) for any requests outside the downtown core.
- The Planning Board is addressing a large amount of land locked parcels on record that are listed as buildable but are not.

- The Planning Board is looking into addressing the ordinances of the Historic District as the Commission was done away with but the ordinances still exist.

Chairman Murray stated that she attended the following:

- The CIP Committee met and reviewed the Fire Department.
- There will be harvesting of Milfoil the weeks of the 13<sup>th</sup>-17<sup>th</sup>, 20<sup>th</sup> -24<sup>th</sup> and the 27<sup>th</sup> for regrowth.

Ms. Silk said she attended the following:

- She will attend a SHARPS Disposal meeting tomorrow.
- She noted the Police Department will no longer be accepting medications for drop off. There will a Medicine Collection at Hazard Waste on 8/18/12 from 8:30 AM to Noon. There will be a DEA collection in September.

Mr. Senecal stated the following:

- The Budget Committee met.
- He will be attending the Carroll County Coalition of Public Health Meeting.
- He will be attending the Carroll County Public Transit meeting.

#### 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 Sarah Silk moved the Wolfeboro Board of Selectmen to enter non-public session at 8:03 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 8:16 PM.

Chairman Murray stated the non-public session minutes of August 1, 2012 were sealed by a 2/3<sup>rd</sup>'s vote as required by law.

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

**Member Dave Senecal moved the Wolfeboro Board of Selectmen to adjourn at 8:17 PM. Member Dave Bowers seconded. Being none opposed, the motion passed.**

Respectfully submitted,

**Amelia Capone-Muccio**

Recording Secretary