

**Wolfeboro Board of Selectmen
Meeting Minutes
Unapproved
August 20, 2014**

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

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. She asked for a moment of silence in honor of James Foley, a 1992 Kingswood Regional High School graduate who was recently killed by ISIS, an Islamic military group in Syria and Iraq. Our sympathy goes out to John and Diane Foley and their family.

Non-Public Session

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

Consideration of Minutes

➤ **7/16/14**

Member Dave Bowers moved the Wolfeboro Board of Selectmen approve the minutes of July 16, 2014 as submitted. Sarah Silk seconded. Members voted and being all others in favor, the motion passed.

➤ **8/13/14 Special Meeting**

Member Sarah Silk moved the Wolfeboro Board of Selectmen approve the minutes of the August 13, 2014 special meeting as submitted. Dave Bowers seconded. Members voted and being all others in favor, the motion passed.

➤ **8/15/14 Special Meeting**

Mr. Owen provided a revised version of the August 15, 2014 special meeting addressing some formatting issues.

Member Dave Bowers moved the Wolfeboro Board of Selectmen approve the minutes of the August 15, 2014 special meeting as amended. Sarah Silk seconded. Members voted and being all in favor, the motion passed.

Public Input

None.

Public Hearings

A. Wolfeboro Police Department to hold a Family Fun Day on August 23, 2014 from 12:00 Noon to 2:00 PM at Foss Field.

Chairman Murray opened the public hearing and read the public notice.

No one was present to address the request.

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

Chairman Murray noted this is the second annual Family Fun Day event.

It was moved by Sarah Silk and seconded by Brad Harriman to approve the issuance of a Temporary Event Permit to the Wolfeboro Police Department to hold a Family Fun Day on August 23, 2014 from 12:00 Noon to 2:00 PM at Foss Field. Members voted and being none opposed, the motion passed.

B. Wolfeboro Historical Society to hold Apple Fest on August 30, 2014 from 10:00 AM to 10:00 PM at the Clark House.

Chairman Murray opened the public hearing.

Louise Horskin addressed the Board to note this event is part of their 3rd Annual Colonial Days which includes tours of the buildings on the property, but they have added an additional event which is the Apple Fest with a recipe contest. She stated they will also be making apple cider on site from 4 -7 PM.

Chairman Murray noted a comment from the Police Department on the permit requesting the public to park legally.

Ms. Silk noted the notes on the permit.

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

It was moved by Sarah Silk and seconded by Dave Bowers to approve the issuance of a Temporary Event Permit to the Wolfeboro Historical Society to hold Apple Fest on August 30, 2014 from 10:00 AM to 10:00 PM at the Clark House. Members voted and being none opposed, the motion passed.

C. Acceptance of a Gift with a value over \$5,000-Stuffed Moose for display at the Libby Museum

Chairman Murray opened the Public Hearing.

Lauren Hammond, Director of the Libby Museum, addressed the Board to discuss the acquisition of a full-sized stuffed moose to add as a display at the Libby Museum. She provided a sketch of the display which will also include a beaver.

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

Ms. Silk questioned who the \$12,000 to \$15,000 is being paid by.

Ms. Hammond replied the Friends of the Libby Museum.

Mr. Harriman noted that the display will be built on a platform with caster wheels to allow it to be moved in the museum easily.

It was moved by Brad Harriman and seconded by Dave Senecal to approve the acceptance of the gift of a stuffed moose from the Friends of the Libby Museum with an estimated value of \$12,000-\$15,000. Members voted and being none opposed, the motion passed.

D. Petition to Layout Stonehenge Road

Chairman Murray opened the public hearing.

Brad Harriman recused himself from discussing and voting on the request noting a conflict of interest.

Mr. Owen stated the Board has discussed this at a previous meeting and the Board has been provided with a cost estimate from the Public Works Director to reconstruct the road to town standards at \$72,342.00, which will be repaid by the property owners in betterment assessments. He explained the property owners will be billed in installments at \$657.65 for ten years. The next step for this is to be put for on the 2015 Town Warrant.

Chairman Murray questioned the subdivision plan and if such was accepted and built according to the plan.

Rob Houseman addressed the Board and explained that previous to his employment with the Town it appears there was some litigation with the records (not relative to the road construction) and records were transferred to the Town Manager's office. He has been working with the Town Manager's Secretary to locate the records and return them to the Planning Department. He noted it was built to plan, Charlie Nelson, the Inspector at the time had documented it was built to plan.

Ms. Silk questioned the outside lots on Oakwood Road.

Mr. Houseman replied they are all included in the subdivision plan.

It was moved by Sarah Silk and seconded by Dave Senecal for the Wolfeboro Board of Selectmen to conditionally lay out Stonehenge Road, as shown on the plan entitled

“Stonehenge Road Wolfeboro, NH dated June 25, 2014,” upon compliance with betterment assessments as provided in RSA 231:28-33. Members voted and being all in favor, the motion passed.

Bulk Vote

A. Weekly Manifests:

1. Manifest dated July 25, 2014
2. Manifest dated August 8, 2014
3. Manifest dated August 15, 2014
4. Manifest dated August 22, 2014

B. Property Tax Abatements/Refunds

Approvals

- i. Abatement/Refund #3 (2014) Tax Map 86, Lot 1-14
- ii. Abatement Refund #10 Tax Map 86, Lot 1-6

C. Application for Reimbursement for Federal and State Forest Land

- i. 10 Berrywood Drive Tax Map 201, Lot 100

It was moved by Dave Senecal and seconded by Sarah Silk to accept the Bulk Vote items A-C. Members voted and being none opposed, the motion passed.

Appointments

A. Deputy Fire Warden

Mr. Owen noted this is a formality as all Firefighters are appointed Deputy Fire Wardens and this is for a new employee.

It was moved by Sarah Silk and seconded by Dave Senecal to approve and sign the appointment of Nathan Nichols as a Deputy Forest Fire Warden. Members voted and being none opposed, the motion passed.

New Business

A. Use of Clark Park for Christmas Tree sales by the Rotary Club

David Skarnulis member of the Rotary Club for 10 years, addressed the Board to state the Rotary is requesting to sell Christmas Trees at Clark Park again this year. He noted the liability insurance documentation is forthcoming.

Ms. Silk noted they will need to obtain a sign permit.

It was moved by Linda Murray and seconded by Sarah Silk to approve the request of the Rotary Club of Wolfeboro to use Clark Park for its annual Christmas tree sales from November 17 to December 23, 2014. Members voted and being none opposed, the motion passed.

B. Monthly Budget Expenditures and Revenues Report

Pete Chamberlin addressed the Board and report the status of the budget as follows: General Fund 56.248%; Water Fund 73.608%, Electric Fund 55.843%, Sewer Fund 78.954% and Pop Whalen Fund 61.568%. The overall expended-to-date is 59.544%.

Chairman Murray questioned the beaches part-time wages line and that it is only 28.73% expended to date. She understands that there was no Lifeguards at Carry Beach this year and questioned that?

Mr. Owen replied that there was a statewide problem in recruiting Lifeguards this year and it appears it was due to the increase in the cost of the certification as many of these jobs are filled by College students who can't afford that cost. He has discussed the idea of helping subsidize that cost with the Director of Parks and Recreation to remedy this problem next year.

C. Proposed Boundary Line Adjustment between the Bell Building and Electric Generation Building Properties

Victor Drouin of Green Mountain Realty addressed the Board and noted he also has Randy Tetreault of Norway Plains with him to discuss the request for a Boundary Line adjustment. He explained the history of this project starts back during renovations in 1998 when he purchased the building. He referred to the plan showing the location of the loading dock between the Bell Building and the Electric Generation Plant which share an access area. He explained that the building has always encroached and the goal of this agreement it clean up and make the descriptions and access legal.

Chairman Murray stated she would like an easement for access.

Ms. Silk questioned the other encroachment noted on the plan at the electric substation.

Randy Tetreault explained that it is included on the map to show the areas.

Mr. Harriman stated the Planning Board reviewed this area for a separate request by a different abutter and agreed it is a good idea to get all these encroachments addressed.

Ms. Silk suggested they address both encroachments now vs. at a later time it would save on costs. She questioned if they have agreed on a cost of the easement such as \$5,000.

Mr. Drouin replied that he is agreeable to work out a fair cost.

Mr. Houseman stated that both encroachments can be addressed at the same time as one application approved by the Planning Board.

Mr. Owen noted the process will require review by the Town Attorney and two public hearings. He pointed out there is another abutter who seeking to address another area of encroachment in this area.

Chairman Murray questioned if Mr. Drouin is comfortable addressing both at the same time.

Mr. Drouin replied it is fine with that.

Chairman Murray directed the staff to work on a reciprocal easement and to discuss the encroachment on the substation with the Director the Municipal Electric Department.

It was moved by Dave Senecal and seconded by Brad Harriman to move forward with the request of a Boundary Line Adjust between the Bell Building and the Electric Generation Plant including the area of the substation and to provide a proposal with a cost of the easement. Members voted and being none opposed, the motion passed.

D. Josiah Brown Scholarship Awards

Mr. Owen stated the Town received 9 applications for the Josiah Brown Scholarship; one was removed as the applicant was over the age limit. He recommends the remaining eight applicants be awarded the scholarships of \$1,000.

It was moved by Sarah Silk and seconded by Dave Senecal to award Josiah W. Brown Scholarships of \$1,000 to each of the following individuals for the fall 2014 semester:

- Sabrina Meriano
- Courtney Bickford
- David Moore
- Mikayla Jacobs
- Milan Krainchich
- Sarah Nichols
- Amy Thornton
- Aurelia Blackstock

Members voted and all in favor, the motion passed.

Any Other Business

Chairman Murray stated the Board plans to do the Town Manager's Evaluation on 9/3/14. She made the following statement regarding the RIB Lawsuit:

“The Town of Wolfeboro has reached an agreement in principal with Wright-Pierce and is negotiating the final terms and anticipates it will be finished by Friday. When everything is completed the Town will be able to release more information”.

Ms. Silk noted recent news reports of an issue with many overdoses with Spice sold legally in stores in Manchester and noted that Wolfeboro was cutting edge in having an ordinance against such and thanked Lt. Rondeau of the Wolfeboro Police Department for being proactive in this matter. She also noted that Woodard & Curran recently had an article about aeration upgrades and questioned if that is possible in Wolfeboro.

Town Manager's Report

Mr. Owen stated the following:

- He provided the Budget review schedule and the Board set the budget schedule.
- The Middleton Road project has been awarded and approved with an estimated cost of \$1,137,077.00 to G.W. Brooks & Son. This is scheduled to start after Labor Day.
- An employee of the DPW was terminated last week for just cause.
- The RFP for Assessing Services was issued and proposals are due by the end of the month.
- He met with Hearthstone Homes to discuss the in lieu of Tax payment in an effort to get that in earlier this year.
- The interviews for a Building Inspector are scheduled for tomorrow.
- The Town Employee Appreciation Day is September 5, 2014.
- He provided commendations for all the Town Hall and DPW staff for a smooth transition in the move. He noted Jeff Urquhart will receive one for filing in at the Welfare Office temporarily and doing a good job with that.
- He provided an e-mail from the Rust Pond Association with regards to a membership request. Mr. Houseman added further information on the ongoing drainage improvements for that area and the boat launch which is to be changed to a hand carry launch.
- He will be away the week of September 17, 2014 meeting as he will be in North Carolina at the annual conference. Mr. Houseman will be Acting Town Manager and attend the scheduled Board meeting.

Chairman Murray noted additional letters of accommodation to Rob Houseman, Pete Chamberlin and the CEO of Huggins Hospital for a job well done in the move to the temporary offices.

Committee Reports

Mr. Harriman attended the Planning Board meeting which approved two Boundary Line Adjustments. He attended the WCTV meeting which welcomed new Director Ryan as Peter Pijoan retires.

Mr. Bowers attended the EDC meeting discussing the budget.

Chairman Murray attended the following:

- The CIP Committee reviewing the Fire Department CIP requests.
- The Milfoil Committee and noted they did hand pulling in August in Back Bay which has a lot of regrowth in the area of the frog pond and it will be treated with chemicals the week of September 9th.
- The Chamber Board meeting.
- The meeting on the Town Hall and reported that the cost figures for the project are higher than what the expected.
- The EDC meeting which discuss the business retention plan.

Ms. Silk reported a large turnout at Household Hazardous Waste this past week. They served 118 households for waste and an additional 48 for medicine collection. They collected 3 gallons of controlled medicine, 32 gallons of personal care products and 24 gallons of non-controlled which is double the amount from June.

Mr. Senecal reported he was a judge for the Kingswood Youth Center Chili Challenge and he attended a Transportation meeting held by Lakes Region Planning Commission.

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 Dave Bowers moved the Wolfeboro Board of Selectmen to enter non-public session at 8:03 PM to discuss litigation. Sarah Silk seconded. Roll call vote: Sarah Silk-yes, Dave Senecal-yes, Dave Bowers-yes, Brad Harriman-yes, and Linda Murray-yes, the motion passed.

The Board re-entered public session at 8:37 PM.

Chairman Murray stated the non-public session minutes of August 20, 2014 were sealed by a 2/3rds 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 8:38 PM. Member Dave Bowers seconded. Being none opposed, the motion passed.

Respectfully submitted,
Amelia Capone-Muccio
Recording Secretary