

**Wolfeboro Board of Selectmen  
Meeting Minutes  
Unapproved  
August 21, 2013**

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

**Members absent:** Dave Bowers

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

Chairman Silk opened the meeting at 6:30 PM.

**Non-Public Session**

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

**Consideration of Minutes**

➤ 8/07/13

**Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the minutes of August 7, 2013 as submitted. Dave Senecal seconded. Members voted and being all in favor, the motion passed.**

**Public Input**

None.

**Bulk Vote**

**A. Weekly Manifests:**

1. Manifest dated August 16, 2013
2. Manifest dated August 23, 2013

**B. Property Tax Abatements/Refunds**

Approvals

- |      |                                   |                    |
|------|-----------------------------------|--------------------|
| i.   | 144 Springfield Point Road (2010) | Tax Map 266, Lot 4 |
| ii.  | 144 Springfield Point Road (2011) | Tax Map 266, Lot 4 |
| iii. | 144 Springfield Point Road (2012) | Tax Map 266, Lot 4 |

**C. Property Tax Credits/ Exemption**

Approval

- |    |                       |                    |
|----|-----------------------|--------------------|
| i. | 632 North Main Street | Tax Map 158, Lot 9 |
|----|-----------------------|--------------------|

## D. Notices of Intent to Cut Wood or Timber

i. Chick Road

Tax Map 87, Lot 1,3 & 4

Mr. Owen provided the MS-1 Extension Request Form from the contract assessor that will enable the MS-1 form, which is normally due to DRA by August 31st, to be delayed until the first meeting of the Selectmen in September as to not require a special meeting before the end of August to sign the form.

**It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to approve the Bulk Vote items as submitted (including MS-1 extension). Linda Murray seconded. Members voted and being none opposed, the motion passed.**

## New Business

### A. Primex's Contribution Assurance Program for FY15-17 for Property and Liability Insurance

Mr. Owen introduced, Carl Weber Director of Member Services at Primex, to discuss the CAP program and noted that staff supports the program and recommends approval.

Mr. Weber stated as outlined in his letter dated July 31, 2013 to the Finance Director, the offer to participate in the Contribution Assurance Program (CAP) for the next three years provides stability by creating a limit on the town's Property & Liability contributions as follows:

- FY 2015 July 1, 2014 to June 30, 2015 maximum 7% increase over 7/1/13 to 6/30/14 contribution
- FY 2016 July 1, 2015 to June 30, 2015 maximum 7% increase over 7/1/14 to 6/30/15 contribution
- FY 2017 July 1, 2016 to June 30, 2017 maximum 7% increase over 7/1/15 to 6/30/16 contribution

Mrs. Murray questioned the increase for the property & liability for last year.

Mr. Weber replied it was at the 7% cap, so the town was protected from going over that.

Chairman Silk questioned what they could expect if they did not have the cap.

Mr. Weber replied such is hard to predict from year to year, but it is typically below 10% but also depends on losses and performances.

**It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to approve the following Resolution to Enter Primex Property & Liability Contribution Assurance Program (CAP): RESOLVED, to hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of their terms and contributions of Primex Risk Management pool membership during the term of the Property & Liability Contribution Assurance**

**Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex. Brad Harriman seconded. Members voted and being none opposed, the motion passed.**

### **B. Monthly Budget and Expenditures and Revenue Report**

Pete Chamberlin joined the Board for discussion to review his monthly report and noted he added a new section that provides a Sewer Fund summary. He noted that Chairman Silk questioned some of the budget expenditures over 200% and he explained the reasoning for those.

Chairman Silk noted page 7, the overtime in the Assessing Department was another concern she had.

Mr. Chamberlin replied he would look into it.

Mrs. Murray questioned why the Contract Assessor's hours are so far behind and if his billing is current.

Mr. Owen explained that the Contract Assessor is not working the additional 20 days provided in the budget and he advised such is not needed.

Mr. Chamberlin replied his billing is current.

Mrs. Murray thanked Mr. Chamberlin for the new addition of the sewer fund revenue as it gives a comparison of two years and will be helpful moving forward.

### **C. Agreement for reimbursement of Winnepesaukee Drive engineering costs**

Mr. Owen stated since the meeting of 7/17/13, where the Board discussed taking over Winnepesaukee Drive and the need for engineering to construct the road to town standards, an agreement was drafted and reviewed by Town Counsel, as well as the property owners' attorney and B & H Development's legal counsel. He stated the agreement has been approved by all parties and is ready to move forward.

Chairman Silk questioned the other seven property owners not part of the lawsuit against the developer and expressed her concern that those owners will benefit from the repairs but are not part of the agreement.

Mr. Owen replied some of the owners chose not to participate in the litigation with B & H Development.

Tom Mechachonis, 31 Winnepesaukee Drive, addressed the Board and explained that some of the owners have chosen not to participate in the lawsuit, but three of those owners did sign the petition to the town. He explained those not part of the lawsuit cannot be represented by their attorney and as far as he knows they are absentee owners.

Mrs. Murray stated she would like everyone on the road to sign the agreement or at least have the opportunity to sign it.

Mr. Owen stated that he e-mailed Town Counsel regarding this issue and read his response was that only the 17 plaintiffs and B & H Development would share the cost of the engineering if the project and the transfer of the road does not go forward, but if it does then all of the lot owners would be responsible. He stated that this was agreed to by all parties' legal representatives.

Chairman Silk and Mrs. Murray both agreed that those 7 property owners should be provided the agreement with the opportunity to sign it as the cost of \$2,000 will be divided among all the owners.

Mr. Harriman and Mr. Senecal both felt that it is not as important to them to agree to this agreement as it will be for the Betterment Assessments, but felt they should be informed.

Dave Ford joined the Board for discussion.

Chairman Silk questioned the time period of this project.

Mr. Ford replied that he plans to move forward after Labor Day and have the information for October to move forward with a Warrant Article.

Marie Rogge of 33 Winnepesaukee Drive addressed the Board and stated that the petition had more names, but the Attorney was only able to represent those participating in the lawsuit.

**It was moved by Brad Harriman for the Wolfeboro Board of Selectmen to approve and sign the Agreement for Reimbursement of Winnepesaukee Drive Engineering Costs. Linda Murray seconded. Members voted and being all in favor, the motion passed.**

#### **D. Friends of Town-Hall Request to Endorse LCHIP Grant Article**

Joyce Davis of the Friends of Town Hall joined the Board and read her letter dated August 21, 2013 regarding the NH Land and Heritage Investment Program (LCHIP) Grant. (See attached two page document)

Mr. Senecal questioned if the window replacement would be restoration or replacement and what would that entail.

Mrs. Davis replied that it would be a restoration of the wood windows and they will be evaluated by Steven Decatur of Alton to provide what such would entail as they need to meet the Department of Interior guidelines as well as historic standards.

Mr. Senecal questioned if the windows that were replaced affect the funding.

Mrs. Davis replied she does not believe so based on the workshop they attended and asked that question. She stated it was indicated at that workshop they have great chance of success for this grant.

Mrs. Murray stated that it would make sense for them to support this request as they will have nothing to lose.

Mr. Senecal questioned if the windows would be painted green.

Mrs. Davis replied the green is the plan for the entire building.

**It was moved by Sarah Silk for the Wolfeboro Board of Selectmen to endorse the proposed LCHIP grant application for Town Hall renovations and to agree to serve as co-applicant with the friends of Town Hall for funding such project and to authorize the Town Manager and Board Chair to sign such request to be submitted no later than September 13, 2013. Linda Murray seconded. Members voted and being all in favor, the motion passed.**

#### **E. Setting Budget Hearing Dates for October**

Chairman Silk stated the Board needs to set their budget review hearings for October and typically schedules nine dates for such. They set the dates as follows:

- Sept. 18<sup>th</sup> non-profits
- Oct. 8<sup>th</sup> 6:30 PM
- Oct. 10<sup>th</sup> 6:30 PM
- Oct. 17<sup>th</sup> 6:30 PM
- Oct. 23<sup>rd</sup> 6:30 PM
- Oct. 24<sup>th</sup> 6:30 PM
- Oct. 29<sup>th</sup> 6:30 PM
- Oct. 30<sup>th</sup> 6:30 PM

#### **F. January Meeting dates**

Mr. Owen stated in scheduling the meeting room for next year he discovered the first meeting for January falls on the New Year's Holiday. He recommends changing the dates to January 8<sup>th</sup> and 22<sup>nd</sup>, 2014. The Board agreed.

#### **G. 2014 Deliberative Session dates**

Mr. Owen stated that the Town Clerk has provided February 4<sup>th</sup>, 2014 as the date of the Deliberative Session with February 6<sup>th</sup> being the snow date.

**It was moved by Linda Murray for the Wolfeboro Board of Selectmen to set the date of the 2014 Deliberative Session at 7:00 PM on Tuesday, February 4, 2014, with a snow date of Thursday, February 6, 2014. Dave Senecal seconded. Members voted and being all in favor, the motion passed.**

### **Old Business**

#### **➤ Town Hall Parking Lot Upgrades**

Dave Ford joined the Board and provided a revised plan for the parking lot upgrades as suggested at the last meeting. He stated that the request for porous pavement was not included as it was beyond the budget. He did move the ADA spots as requested in the back of

the building as well as adjust the parking in the front of the building. He noted an easement for the front space adjustment will be needed from the School District. He noted a pathway will run along the side of the building next to the school. He stated that the spaces were standardized and they only lost two spaces overall. He stated he feels this is a good plan for the future needs of the building and suggested approving it to be forwarded to the US Department of Justice for approval.

Chairman Silk questioned on another topic if he had reviewed the e-mail regarding reverse angle parking downtown.

Mr. Ford said he did but that would require further discussion in the future or maybe they could explore a pilot program.

Kathy Barnard questioned if the planter in the front of Town Hall would be updated.

Mr. Ford replied there was no plan to do so but the Board could approve such.

The Board agreed to update the planter to match the rest of the upgraded planters downtown.

**It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to approve the Town Hall parking lot upgrade plan as presented at this meeting. Brad Harriman seconded. Members voted and being all in favor, the motion passed.**

**It was moved by Linda Murray for the Wolfeboro Board of Selectmen to upgrade the planter area in front of Town Hall to match the rest of the downtown landscaping. Dave Senecal seconded. Members voted and being all in favor, the motion passed.**

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

Mr. Owen reported the following:

- The Carroll County Legislative Delegation is meeting on 8/26/2013 at 9:00 AM to discuss the Carroll County Dispatch services and noted that any Board members available are welcome to attend.
- NH Municipal Association newsletter had an article regarding tax exempt municipal bonds and how such is in jeopardy and suggested the Board send a letter to the Legislative Delegation against such and the Board agreed.
- Construction has started on the foundation of the Parks & Recreation maintenance building.
- He stated Mr. Ford is reviewing the rural road signs as discussed at the previous Board meeting and he has determined some were excessive, but others were needed.

### **Committee Reports**

Linda Murray stated she attended the following:

- The CIP Committee and reviewed the Capital Improvement request of the Municipal Electric Department, Library and Town Manager.
- The Chamber Executive Board meeting.

- The Economic Development Committee which is working on an Economic Development webpage and a Natural Gas company looking to come to the area.
- The Milfoil Committee will be doing a chemical treatment of Back Bay on September 10<sup>th</sup>; the signs will be put up on September 3<sup>rd</sup>. She asked if the Public Works Department could affix the sign to the docks and noted they would be notifying the Paddle Board Company, Boat Museum and dam operator.

Mr. Senecal reported he attended a meeting of the Friends of Abenaki at which they discussed the lodge plans.

Chairman Silk stated she attended the following:

- The Friends of Abenaki meeting.
- The Police Commission meeting.
- They held a Hazardous Waste Collection on Saturday which included a medicine collection. She noted they received \$1,800 in non-member fees.
- She also attended a Hazardous Waste meeting at which they discussed extending the current contract 3 years.

### Chamber of Commerce

None.

### Public Comment

Kathy Barnard stated that she appreciates the comments regarding the new road signs in town, but wanted to express her favorable comments on the signs and feels they are a good addition to Wolfeboro and were effectively placed in her neighborhood of Keewaydin Road. She also noted all the nice comments about the upgrades to downtown especially in the area of the Railroad station.

Chairman Silk stated that she received a comment that the Chamber Closes early in the afternoon and questioned if those employees the town funds could cover off hours to provide information to tourists later in the afternoon.

Mrs. Murray agreed they should find out the hours they work so they could discuss that further.

### 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 7:59 PM to discuss litigation. Brad Harriman seconded. Roll call vote: Dave Senecal-yes, Brad Harriman-yes, Sarah Silk-yes, and Linda Murray-yes, the motion passed.**

The Board re-entered public session at 8:45 PM.

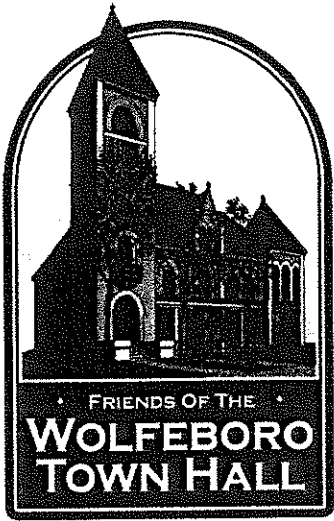
Chairman Silk stated the non-public session minutes of August 21, 2013 were sealed by a 2/3rds vote as required by law.

*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 8:46 PM. Member Brad Harriman seconded. Being none opposed, the motion passed.**

Respectfully submitted,  
**Amelia Capone-Muccio**  
Recording Secretary





August 21, 2013

To: Sarah Silk, Chair, Wolfeboro Board of Selectmen  
David Owen, Town Manager

From: Joyce Davis, Chair, Friends of the Wolfeboro Town Hall

Re: NH Land and Heritage Investment Program ( LCHIP) Grant

As the Friends continue our efforts supporting the rehabilitation of Town Hall and talk to individuals and foundations, we are often asked the question, "Have you been looking for grant money?" The answer is yes. Most townspeople and many visitors have noticed the beautifully restored clock faces that are a result of a public/private endeavor between the Friends and the Town to secure a Moose Plate Grant.

The Friends are aware of another grant opportunity and I'm here tonight to propose another public/private endeavor.

The New Hampshire General Court created LCHIP to ".. conserve and preserve the state's most important natural, cultural and historic resources." The program provides funding for both land protection and the restoration and rehabilitation of cultural and historical resources.

A new LCHIP funding cycle is now open with approximately \$4,000,000 in grants to be made available to qualified applicants. The submittal deadline is September 13, 2013. Grant award notifications will take place this December.

The Friends are suggesting the replacement of all second and third floor windows as a good candidate for an LCHIP proposal. The project would consist of the restoration of 31 windows in compliance with the US Dept. of Interior's standards for historic buildings.

Estimates for the work will be produced once a thorough evaluation of current conditions and work required is completed. The best information we have today suggests the total project would be between \$50,000 - \$100,000.

To be eligible, projects submitted to LCHIP for financial assistance must include a match amount equal to the value of the grant requested. The Friends are prepared to meet the match requirements. We are also offering to prepare as much of the application as possible. Two members of the Friends' board attended the mandatory LCHIP grant writing workshop in July. We also continue to receive excellent guidance from the NH Preservation Alliance. It appears that the grant itself would need to be signed by the Town as LCHIP will award funds to only one named entity.

Tonight the Friends are seeking a positive vote from the Board of Selectmen:

That the Board of Selectmen shall partner with Friends of Wolfeboro Town Hall to submit a grant proposal to the NH Land & Community Heritage Investment Program (LCHIP) by the September 13, 2013 deadline.