

**Wolfeboro Board of Selectmen  
Meeting Minutes  
Unapproved  
July 16, 2014**

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

**Members excused:** 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**

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

**Consideration of Minutes**

➤ **7/02/14**

Chairman Murray amended page one, the first motion to change “amended” to “submitted”.

Ms. Silk amended page twelve, the second paragraph under Committee Reports, to add the word “less” after 7.

**Member Dave Bowers moved the Wolfeboro Board of Selectmen approve the minutes of July 2, 2014 as amended. Sarah Silk seconded. Members voted and being all others in favor, the motion passed.**

**Public Input**

None.

**Public Hearings**

Chairman Murray noted that a temporary event permit request was received after the agenda packet was completed and because the Board will only have one meeting in August (after the scheduled event) the Board agreed to add the request to tonight's Agenda.

**Temporary Event Permit**

- A. The NH Boart Museum, Wolfeboro Parks and Recreation and the Lake Wentworth Association to hold the Lake Wentworth Sailing Regatta on August 2, 2014 from 12:00 PM to 4:00 PM.**

Chairman Murray opened the public hearing.

Joe Dechiaro addressed the Board and stated this is the first annual sailing regatta on Lake Wentworth taking place at Albee Beach.

Mrs. Murray thanked the NH Boat Museum and the Wolfeboro Parks & Recreation Department for assisting with the Lake Wentworth Association and holding this event.

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 Brad Harriman to approve the issuance of a Temporary Event Permit to the NH Boat Museum, Wolfeboro Parks and Recreation and the Lake Wentworth Association to hold the Lake Wentworth Sailing Regatta on August 2, 2014 from 12:00 PM to 4:00 PM. Members voted and being none opposed, the motion passed.**

### **Bulk Vote**

#### **A. Weekly Manifests:**

1. Manifest dated July 11, 2014
2. Manifest dated July 18, 2014

#### **B. Property Tax Abatements/Refunds Approvals**

- |      |                             |                         |
|------|-----------------------------|-------------------------|
| i.   | Abatement/Refund #6 (2014)  | Tax Map 218, Lot 75-T   |
| ii.  | Abatement/Refund #7 (2014)  | Tax Map 218, Lot 150-FT |
| iii. | Abatement/Refund #8 (2014)  | Tax Map 243, Lot 2      |
| iv.  | Abatement/Refund #99 (2013) | Tax Map 224, Lot 5      |

#### **C. MS-5 Financial Report of the Town**

#### **D. Mosaic Data Release Authorization**

**It was moved by Sarah Silk and seconded by Brad Harriman to accept the Bulk Vote items A-D. Members voted and being none opposed, the motion passed.**

### **New Business**

#### **A. Town Audit Report for 2013**

Tim Greene, Principal at Roberts-Greene, addressed the Board to discuss the Town of Wolfeboro, New Hampshire Annual Financial Report as of and for the year ended December 31, 2013. He summarized the report with the Board and reported the Town of Wolfeboro received a clear opinion.

Chairman Murray questioned page 6, property and other taxes are noted as down and is there a significant reason why.

Mr. Greene replied that it can depend on the timing of taxes collected and if the majority of the collection takes place 90 days after it will go on the next year.

Chairman Murray noted that page 7 has an interesting notation that “The Town’s governmental activities expenses covered a range of services. The largest expenses were for general government (20%), public safety (34%), culture and recreation (12%), and highways and streets (23%) which accounted for 89% of total expenses” and page 11 notes the unemployment rate for Wolfeboro was 5.2% with the Consumer Price Index at 1.3%. She questioned page 36 & 37, the list of bond payments and if those are verified or produced by the town.

Mr. Greene replied that they are part of the audit and the payments are tracked.

### **B. Friends of Abenaki RE: Fundraising for New Ski Lodge**

Chip Maxfield and Bill Swaffield addressed the Board.

Mr. Maxfield stated that the Friends of Abenaki are fundraising to raise \$350,000 towards the cost of a new ski lodge in which the taxpayers of Wolfeboro will need to vote to raise and appropriate the other \$250,000 to build a much needed new lodge to replace the original one built in the 1930s or 40s. He stated they have had some interest in naming opportunities for donations and would like to check with the town if it would be appropriate to allow donors naming opportunities for donations on a public/ private project.

Mr. Swaffield stated that they have provided a proposed method of naming such as a Donor Board on display in the lodge and naming opportunities for some of the areas of the lodge such as the Great Room, Fireplace, deck, warming room and Ski Patrol Room.

Mr. Bowers suggested adding an amount to the designation of the donor board.

Mr. Harriman stated he feels such is a great idea to recognize those who donate.

Ms. Silk agreed it is a great incentive to those who donate. She stated that she encourages the public to visit the lodge to provide an understanding of the need to upgrade this building and that the ski area is a fabulous family-orientated program for the community.

Mr. Senecal agreed it is a great idea.

Chairman Murray stated she also agrees it is a great idea and questioned if the naming opportunities are for just individual donors or groups.

Mr. Swaffield replied that it could be both.

Chairman Murray stated that the lodge is need of replacement and she really feels that the ski area is the heart of Wolfeboro and a great place for children to enjoy the outdoors.

Ms. Silk thanked the Friends of Abenaki for the great support of this public/private partnership.

### **C. Town Investment Policy 2014**

John Burt, Town Treasurer, addressed the Board to state that this policy has only one change from last year and that is the point and pay account was replaced by the Invoice Cloud.

**It was moved by Dave Senecal and seconded by Sarah Silk approve and sign the Town's Investment Policy for 2014 as presented. Members voted and being none opposed, the motion passed.**

### **D. Monthly Budget Expenditures and Revenues Report**

Pete Chamberlin, Finance Director, addressed the Board to discuss his monthly budget expenditures and revenues report. He noted that a few departments are being monitored such as Highway and Streets and the Municipal Electric Department. He noted the Sewer Fund is an ongoing issue and he provided a list of potential revenues that could be used to offset that deficit. He stated overall the budget is expended-to-date at 48.4%.

Ms. Silk questioned the Health Insurance surplus.

Mr. Owen explained that cannot be rolled over to 2015 like the Worker's Compensation holiday.

### **E. Budget Guidelines for 2015**

Mr. Owen provided his recommendation for the 2015 Budget Guidelines as 2015 Departmental Budgets are due September 2, 2014 and he based his recommendation on the following:

- The Town started receiving the State Aid Grants in the amount of \$144, 878 in 2014 toward the Town's debt service cost for the Rapid Infiltration Basins. However, given the uncertain status of the RIB's and the Town's ability to continue using them (until a new solution is found), there is a question as to whether the Town will continue to receive these funds from the State into future years.
- The Town has received notice of a premium holiday from its workers compensation provider, Primex, in the amount of \$50,147.49. This amount can either be taken by the Town as revenue in 2014, or rolled over into 2015 as a credit against the Town's worker's compensation costs.
- The Town has also received notice of a partial premium holiday for our health insurance provider, School Care, in the amount of \$65,201.26. However, a small portion (in most cases about 7%) of this will have to be reimbursed to the Town employees. The balance will become unanticipated revenue at the end of 2014.
- Due to recent decisions from the State-appointed arbitrator and subsequent decision by the NH Supreme Court, it is anticipated that health insurance rates will increase significantly in the second half of 2015, this affecting the budget across all funds.
- Next year is a full re-evaluation year in our 5-year assessing cycle, which means that the Town's Assessing budget will have to be increased substantially in 2015. This means that our contractual service line items in the Assessing Budget could increase

from the current level of \$81,776 to as much as \$150,000 or more. A Request for Proposals is being developed to determine the costs of conducting the full revaluation by budget season.

- Collective Bargaining costs and resulting employee compensation and benefits are unknown at this time, as negotiations for successor labor agreements with both bargaining units are just beginning.
- While the Town has obtained a very substantial judgment against Wright-Pierce Engineers, it has also accumulated very substantial legal bills in pursuing this litigation. These legal costs will contribute to both a further deficit in the Sewer Fund in the 2014 budget and will also have to be addressed in the 2015 budget.
- Energy costs have stabilized, with no anticipated need to increase electric rates. Also, the prices of heating oil, gasoline, diesel, and propane have already been bid out by the Finance Department and are showing only small increases as compared with some previous years.
- Water and sewer rates may require some further upward adjustment for 2015, but I have not seen anything specific in this regard yet.
- The Town has continued to grant a number of tax abatements through the first half of 2014. The net impact of these abatements is that they will only continue to shift the property tax burden onto the remaining taxpayers whose property values have not been abated.

He stated based on these points and the financial outlook of 2015, he recommends the following:

- There should be no increase (0%) in the total of discretionary line items submitted to the Town Manager by the Town Departments relative to their final approved 2014 Operating Budgets, with the exceptions of contractual obligations, legal requirements, and salaries and benefits of existing Town employees (100 and 200) accounts. In summary, the discretionary budget items of Town Departments' budgets should remain level-funded overall, although, the various line items may vary at Department Head's discretion within that level-funded total request amount.
- To be able to determine whether this level-funded discretionary spending guideline is being adhered to, Department Heads are again requested to provide a summary of their proposed discretionary spending in 2015 relative to their 2014 approved budgets.
- As per our previous practice, those items and expenses which cannot be accommodated into a Department's budget under this guideline about which the Department Head strongly believes need to be included in the 2015 budget should be listed separately, along with a statement of the justification and prioritization (ranked in order of importance by the Department Head) for the inclusion of such item in the Department's budget. This information will be used by the Town Manager, Board of Selectmen, and Budget Committee to decide whether to include these additional requested items in the Department's budget for 2015.
- Capital Outlay requests must be accompanied by a cost/benefit analysis on forms provided by the Finance Department.

## **Old Business**

### **➤ Town Manager's Evaluation**

Chairman Murray stated that next month the Board will only have one meeting and suggested moving the Town Manager's Evaluation to a meeting in September. The Board agreed.

➤ **Milfoil Eradication**

Chairman Murray stated that the Milfoil DASH unit will be hand pulling in Back Bay from 8/11 to 8/15<sup>th</sup>.

➤ **Code Officer Status**

Ms. Silk questioned the coverage of a Code Officer.

Mr. Owen replied that coverage has been arranged for the Code Officer position by the Town of Alton on Tuesdays and Thursday afternoons. Inspections will be done on a contractual basis as needed.

**Any Other Business**

Chairman Murray announced that the information on the Temporary Town Office location is listed under News & Announcements on the Town of Wolfeboro website [www.wolfeboronh.us](http://www.wolfeboronh.us) and it includes a map and a layout of the Town offices. She reminded the public this move will take place 7/28/14 – 8/1/14 during which the offices at Town Hall will be closed.

**Town Manager's Report**

Mr. Owen stated the following:

- The position of the Building Official has been posted at the 40 hour per week and they have already received 3 applications. The position will remain open until a qualified candidate is hired.
- A truck in the DPW Department was rear-ended and deemed totaled a few weeks ago. The Town received \$9,500 from the insurance company, but it cost \$11,000 to replace this vehicle in which \$1,500 was used out of the Solid Waste Department budget to cover this expense.
- The Josiah Brown Scholarship deadline has passed and 7 applications have been received to be reviewed and accepted at the Board's next meeting.
- Town Hall renovation project update: drop box will be installed at the entrance of the parking lot housing the town offices, keycard reader is being installed, a meeting was held with the architects and construction manager in which insulating the walls was discussed, the elevator location was discussed and revised (provided a plan showing such), scheduled move is 7/28 to 8/1/14 which construction to start immediately following the move and discussed the demo of the annex walls which will need to be done.
- Pre-bid conference was held for the Middleton Road project and bids are due 7/31/14.
- Forest Road upgrade is underway with paving scheduled the week of 8/7<sup>th</sup> and paving of Libby Street and Birch Road will follow.
- There will be a sand sealing of Beach Pond Road above North Line Road.

- The Libby Museum is hosting a Honey Bee Day on 7/20/14 from 12:30 PM to 3:00 PM which is open to the public.
- The Chamber of Commerce lease at the Rail Road Station is due to expire 12/31/14 and he is seeking a Board representative to serve on the negotiations of the new lease with him. Linda Murray volunteered for such.

### **Committee Reports**

Mr. Bowers reported the Library is proposing to change its expansion plan to a renovation plan and further information will be forthcoming. He recommends the public to get a copy of Business NH as it has great information on NH businesses.

Chairman Murray stated she attended a workshop on the shoreline protection act. She will be going to the Budget Committee meeting to hear the proposal for the Library and will be attending the Chamber Board meeting.

Ms. Silk attended the Lakes Region Planning Commission meeting on 7/9, the Friends of Abenaki meeting, held a HHW collection in Alton on 7/12 and the next HHW collection is in Wolfeboro on 7/19<sup>th</sup>. She noted the next Medicine Collection will be 8/16/14 in Wolfeboro.

Mr. Senecal stated he would be attending the Budget Committee meeting tomorrow.

### **Public Comment**

None.

### **Questions from the Press**

Tom Beeler of the Granite State News questioned the impact of the Wright-Pierce lawsuit on the budget and if there is any plans to remedy the situation.

Chairman Murray replied they are in the process of working out a settlement and at this point they do not have a plan, but need to budget for it as if it does not settle. She noted the Public Works Director is in the process of working on proposals for an alternate way to dispose of effluent.

*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 7:59 PM to discuss litigation. Dave Senecal 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 9:25 PM.

Chairman Murray stated the non-public session minutes of July 16<sup>th</sup>, 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 9:26 PM.**  
**Member Brad Harriman seconded. Being none opposed, the motion passed.**

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