

**Wolfeboro Board of Selectmen
Meeting minutes
Unapproved
November 16, 2011**

Members present: Chairman Sarah Silk, Vice-Chairman Linda Murray, Dave Senecal, and Chuck Storm.

Members absent: Q. David Bowers.

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

Chairman Silk opened the meeting at 6:30 PM.

Non-Public Session RSA 91-A: 3II

Mr. Owen stated a non-public session is not needed.

Consideration of Minutes

➤ **October 24, 2011**

Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the minutes of October 24, 2011 as submitted. Chuck Storm seconded. Members voted and being none opposed the motion passed.

➤ **October 25, 2011**

Mrs. Murray amended page seven, the first paragraph to correct "Chairman Murray" to "Chairman Silk".

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve the minutes of October 25, 2011 as amended. Linda Murray seconded. Members voted and being none opposed the motion passed.

➤ **October 27, 2011**

Mrs. Murray amended page one, the third paragraph from the bottom, the last sentence to read as follows: She stated the CIP Committee struggled with the schedule of repairs as it does not know the Board's order of the town's buildings. She amended page three, the second paragraph from the bottom to add "Brewster Town Hall Building" after the word purchase in the third sentence.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve the minutes of October 27, 2011 as amended. Linda Murray seconded. Members voted and being none opposed the motion passed.

➤ **November 2, 2011**

Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the minutes of November 2, 2011 as submitted. Chuck Storm seconded. Members voted and being none opposed the motion passed.

Public Input

None.

Public Hearings

A. Kingswood Youth Center to hold Touch a Truck on November 21, 2011 from 5:30 – 7:30 PM at the Kingswood Youth Center, 565 Center Street.

Chairman Silk opened the public hearing.

Being no one present at the time Chairman Silk outlined what the program would entail and being no one else to speak for or against the request, Chairman Silk closed the public hearing.

Mrs. Murray questioned what ABLE organization is.

Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the temporary event permit request for the Kingswood Youth Center to hold Touch a Truck on November 21, 2011 from 5:30 – 7:30 PM at the Kingswood Youth Center, 565 Center Street. Chuck Storm seconded. Members voted and being none opposed the motion passed.

Brandy Rhorer joined the Board for discussion and explained that the ABLENH is Advocates Building Last Equality in NH which promotes civil and human rights for adults and children with disabilities and she provided literature explaining such.

Chairman Silk questioned what supplemental 911 is.

Ms. Rhorer replied that is in addition to 911 which special requirements for example no lights, no sirens for children with autism.

B. Hospital Aid Association to hold indoor/outdoor Fall Fundraisers on November 19, November 25, and December 2 & 3, December 9 & 10, and December 16 & 17, 2011 from 10:00 AM to 2:00 PM at 65 Pine Hill Road.

Chairman Silk stepped down to present the request.

Vice-Chairman Murray opened the public hearing.

Ms. Silk stated that she is present the request on behalf of Jane Wass who could not attend and this is a request to run their fundraisers as they have in the past.

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

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve the temporary event permit request for the Hospital Aid Association to hold indoor/outdoor Fall Fundraisers on November 19, November 25, and December 2 & 3, December 9 & 10, and December 16 & 17, 2011 from 10:00 AM to 2:00 PM at 65 Pine Hill Road. Dave Senecal seconded. Members voted, Sarah Silk-abstained and being none opposed the motion passed.

Bulk Vote

A. Property Tax Credits and Exemptions

Approvals

- i. 39-19 Harbor Way Tax Map 172 Lot 27-19
- ii. 19 Viewpoint Rd Tax Map 258 Lot 28

B. Property Tax Credits/Exemptions

Approval

- i. 53 Keewaydin Road Tax Map 172 Lot 11

Denial

- i. 2 Kenyann Drive Tax Map 177 Lot 10-57

C. Timber Tax Levy \$ 4,252.56

D. Revised Property Tax Levy \$ 13,529,0888

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve the Bulk Vote items listed above A-D. Dave Senecal seconded. Members vote and being none opposed, the motion passed.

Allan Kasiewicz questioned what the Bulk Vote is for clarity of the public.

Chairman Silk replied that it is routine approvals such as property tax credits/abatements or timber taxes, etc. She explained the Board signs these items at the end of the meeting but are required to approve them in public session and each item is listed individually on the agenda.

New Business

A. Authorization of Bonds and Approval of Loan Agreement

Mr. Owen stated the Finance Director is requesting the Board approve the bonding of 2011 Capital Projects which includes Pleasant Valley Road Electric Conversion project at \$675,000 and the Fire Protection System for the Pop Whalen Ice Arena at \$226,248.

Member Linda Murray moved the Wolfeboro Board of Selectmen approve the following resolutions:

Resolved: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of Issuer duly adopted on March 8, 2011 under Article 13 and Article 14 of the Warrant for the annual meeting of Issuer there be and hereby is authorized the issuance of a \$901, 248 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purposes of financing the costs of (i) installing a fire-protection system at the Pop Whalen Ice Arena and (ii) and electrical conversion project of Pleasant Valley Road.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of four and one-quarter percent (4.25%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and their execution thereof.

Resolved: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

Resolved: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidence by the execution of the Loan Agreement by such officers.

Resolved: That all things heretofore done and all action heretofore taken by Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.

Resolved: That the Clerk and the signers of the Bond are hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.

Resolved: That the useful life of the project being finance is in excess of fifteen (15) years.

And to authorize the Chairman of the Board of Selectmen to sign a Loan Agreement with the New Hampshire Municipal Bond Bank in the amount of \$ 901, 248. Dave Senecal seconded. Members voted and being none opposed, the motion passed.

Mrs. Murray questioned if both projects are bonded at the completed final amount.

Mr. Owen replied they are.

B. Monthly Budget Expenditures and Revenue Report

Mr. Chamberlin joined the Board for discussion and stated revenues are on track, tax bills have been sent out and as of yesterday they have collected \$500,000.

Chairman Silk questioned if he had any areas of concern.

Mr. Chamberlin he does not and noted he will not need to do any temporary borrowing as he previously thought.

Mrs. Murray pointed out a typo on the report for the 2010 Dockside rent.

C. Work Zone Agreement with NH DOT regarding a signage project

Bill Oldenburg and Stuart Thompson of NH DOT joined the Board for discussion.

Mr. Oldenburg explained the Statewide Signing and Delineation-High Risk Rural Roads program. He reviewed a map of roads in Wolfeboro that were outlined as areas that may need new signage. He explained the purpose of the program is to add signage in high risk areas of accidents and the State will fund 100% of the initial upgrade of signs for these areas. He stated they compile crash data to outline the areas that may need additional signage, which is mostly warning signs. He stated that the signs would be reviewed with the Public Works Department prior to being put up.

Mrs. Murray stated she would like a list of the value of signs received in order to budget accordingly for the future signs.

Dave Ford joined the Board and stated that they did contact him regarding this project and he supports the project.

Member Linda Murray moved the Wolfeboro Board of Selectmen to approve and sign the Municipal Work Zone Agreement for the Statewide Signing and Delineation Program. Dave Senecal seconded. Members voted and being none, opposed, the motion passed.

D. Access to Lakefront during Winter Months

Tod O'Dowd, President of the Chamber of Commerce, joined the Board for discussion and stated that it is a wish of the Chamber of the past few years to use the Lake asset in the winter months by allowing an area for the public to access the dock area. He stated that they are looking to provide an area near the last dock (Cate Park side) to allow snowmobile access and have discussed such idea with the Public Works Director and the Snowmobile Club. He explained they have come up with the idea to skirt the last dock and freeze in an area for snowmobiles to get on and off the lake in that area. He stated that they have discussed with the Parks and Recreation Director having snowmobile parking in lower Cate Park. He stated the purpose of this idea is to promote downtown Wolfeboro businesses in the winter months and to make it a destination.

Mrs. Murray stated she has discussed this idea with the Chamber Director and was assured the parking would be monitored.

Mr. O'Dowd stated that the Public Works Director suggested doing it this year as a trial and see how it works.

Chairman Silk stated her concern with the idea was the protection of the town's assets but it seems they have worked that out.

Mr. Ford joined the Board and stated his concern was public safety getting on and off the ice as well as protecting the town property, but he is confident the Chamber and the Snowmobile Club will be able to work that out and does suggest trying this year to see how it works.

Mr. Storm questioned who is responsible for the skirt.

Mr. O'Dowd replied the Chamber plans to raise the funds to get one with the help of the Snowmobile Club.

Judy Breuniger questioned snowmobiles in Cate Park.

Chairman Silk clarified they would only be parking in the lower area near the docks.

Ms. Breuninger questioned who would be replacing the grass that gets damaged.

Mr. O'Dowd replied that as long there is snow, snowmobiles do very little damage to the ground.

Ms. Breuninger request more clarification on the skirt.

Mr. O'Dowd explained the skirt is used to redirect the circulator pumps that protect the dock and will allow a small section to freeze in for access from the lake to land.

Ms. Breuninger questioned if safe for the environment.

Mr. O'Dowd replied it is.

Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the request of the Wolfeboro Chamber of Commerce to run a pilot program for one season allowing access from the lake to Cate Park for snowmobiles by skirting the last dock. Chuck Storm seconded. Members voted and being none, opposed, the motion passed.

E. Warrant Article Review

Chairman Silk stated the Board has been provided with a list of potential Warrant Articles for review. She read the following officers are open for filing:

- Two Selectmen for 3 year terms
- One Treasurer for a one year term
- One Moderator for a two year term
- One Supervisor of the Checklist for a 6 year term
- Two Library Trustees for a 3 year term
- Three Budget Committee members for 3 year term
- One Police Commissioner for a 3 year term (Police Commissioners must be a resident of Wolfeboro for 5 years)
- Two Planning Board members for 3 three year term
- One Trustee of the Trust Funds for a 3 year term

She stated the Deliberative Session is February 7, 2012 at 7 PM at the Kingswood Regional High School's Art Center and Town Elections are March 13, 2012 from 8:00 AM to 7:00 PM in the undercroft of the All Saint's Episcopal Church.

➤ Acquisition of 255 South Main Street for \$160,000

Mr. Owen stated the potential Warrant Articles is the acquisition and demolition of the property at 255 South Main Street for \$160, 000 which is known as the Bun McBride property.

Chairman Silk questioned if this includes the taxes.

Mr. Owen replied it does not. That would be an operating budget expense.

Chairman Silk stated she visited the property with the Code Officer and Deputy Fire Chief as a potential place to have temporary office space, but it was determined that there would need to be some modifications to the first floor for use and the second floor is not recommended for such use. She stated that she wanted to review this as a potential place in order to be sure the town does their due diligence.

➤ ***Structural repairs at the Public Safety Building***

Mr. Owen stated they are awaiting an estimate for structural repairs to the Public Safety Building and this will be funded from two sources of current funds and the remainder will need to be raised.

Dave Ford joined the Board for discussion and explained as previously discussed at previous meetings they are awaiting the estimate for repairs for the structure and the roof replacement including drainage, which he hopes to have by the Board's second meeting in December.

Mrs. Murray stated that they will be using funds that were not fully expended but the town bonded the full amount and the town has created a policy not to bond the funds until the project is completed in order to prevent having funds left over in the future.

➤ ***Upgrade Town Roads for \$600,000***

Mr. Owen stated that this request was increased last year due to the Pleasant Valley Road project needs, but he recommends decreasing it back to what is consistent with previous years.

Mr. Ford stated that he still recommends the \$750,000 in order to get the roads where they are sustainable, but understands the reduction to keep costs down and based on that he will hold off on two roads, Pork Hill Road and Stoneham Road, to meet that reduction.

Chairman Silk understands that he wants to be sustainable, but they need to keep the tax rate down as well. She would rather go down to \$550,000 due to the large increase in the tax rate this year.

- ***Fire Truck & Apparatus Replacement Capital reserve account for \$175,600***
- ***Public Works Vehicle and Equipment Capital reserve account for \$155,000***

Mr. Owen stated he recommends level funding both articles.

Chairman Silk stated they do not have back up for the Fire capital reserve articles.

➤ ***Glendon Street Parking Lot for \$300,000***

Mr. Owen stated he recommends bonding this project because the land was bonded and that the project has a lifespan far beyond 20 years.

Mr. Ford stated he should have bid prices for this project by the Budget Committee's Warrant Article meeting.

➤ ***Bath House at Albee Beach for \$125,000***

Mr. Owen stated the cost has been reduced on this project due to a joint effort with the Vo-Tech School.

Mr. Hipple stated that he has discussed doing this project with the Voc-Tech School which reduces the cost about \$25,000. He stated not only is it a cost savings, but a community effort as well.

Chairman Silk questioned if they will use the Agriculture program at the Vo-Tech school for the landscaping as well.

Mr. Hipple replied he had not looked into that, but he would.

Mrs. Murray questioned the difference in the landscaping cost.

Mr. Hipple replied he believes there was a typo.

➤ ***Establish a Recreation Revolving Fund***

Mr. Hipple stated that other Recreation Departments have this fund and that he has a program that collects cash from parents to buy tickets for field trips which is not a good practice. He would like to have this fund for programs that fund themselves, which is an in-and-out fund.

Mrs. Murray clarified this would be a pass through account to pay for instructors and such, it would not include wear and tear.

Mr. Hipple agreed those items would still be in the operating budget.

➤ ***Insulating and dehumidification of the Pop Whalen Arena for \$TBA***

Mr. Hipple stated that the purpose of this project is not only to protect the building from corrosion and improve energy efficiency, but would allow them to use the facility beyond the winter months. He stated that he is still awaiting the estimate, but plans to keep the cost below \$275,000 in order to prevent too large of a rate increase.

Mr. Storm noted that the condensation in the building is also a safety issue as well.

➤ ***Develop Asset Management Program for \$50,000***

Mr. Ford stated the town has been discussing the long term planning goals with the Asset Management Committee, and they determined the need to collect data on 48 town-owned buildings. He explained the purpose of this program is to compile the data on these buildings to help with the long-term maintenance of these buildings.

Mrs. Murray stated they are doing the Asset Management program this year as opposed to allotting funds for maintenance.

Mr. Ford stated they tried to make some repairs last year, but they need to get away from crisis management and determine the critical needs.

➤ ***Downtown Streets-Road, Drainage and Sidewalk Reconstruction for \$750,000***

Mr. Ford stated that this area has been neglected and this is phase three in combination with another downtown project and such project will be bid November 30th with construction in 2012.

➤ ***Water Treatment Plant Chemical Feed Upgrades for \$120,000***

Mr. Ford stated they have some issues with the chemical feed system having a delay leaving the storage tank and upgrading it will provide better distribution upon demand. He noted this would be paid out of the Water Fund.

Mrs. Murray stated this should note that it will have no effect on the tax rate or user rates.

➤ ***Water Treatment Plant Energy Efficiency Upgrades for \$150,000***

Mr. Ford stated this was one of the facilities reviewed by the Energy Committee and recommended for upgrades. He stated the HVAC system is on its last leg and the roof needs replacing.

Mrs. Murray stated this has no impact on the tax rate, it will be including in the user fees.

➤ ***Water meter upgrade and replacement for \$500,000***

Mr. Ford stated this is to replace the old meter system with new meters with a goal to move to monthly meter reading. He noted this system can read all the meters in one day and by switching to monthly billing it would provide the capability to respond to leaks quicker. He noted there is a \$100,000 loan forgiveness grant on this project.

Mrs. Murray stated this one should note no impact on the tax rate as well. She questioned if there would be any cost to the users for the replacement.

Mr. Ford replied no, but they may identify plumbing problems to the customer.

➤ ***Water Treatment Facility Upgrades for \$180,000***

Mr. Ford stated this is a 30 year old building that needs some upgrades that include \$90,000 for the HVAC system. He noted the importance of the building as they have renewed their spray permit because the new RIB site is not providing the capacity that it was supposed to.

- ***Brewster Memorial Hall for***
Option 1 Renovation of first floor \$2,709,887
Option 2 Repairs and Improvements \$250,000
Option 3 Town Office Facility Capital Reserve Account \$250,000

Mr. Owen stated the Board has been provided with three of the options they have previously discussed and noted that the Board does not need to make a decision tonight, but would need to by December 19th when the Budget Committee's scheduled to review and vote on warrant articles.

Chairman Silk questioned if Mr. Owen discussed phasing in sections with Holly Grosvenor.

Mr. Owen replied he did speak to her about it, but she was waiting for CCI to get back to her with cost information.

Chairman Silk it would be helpful in making a decision to have those figures.

Mrs. Murray stated at this point in time with the economy, crisis in Europe, the decline in the middle class and the increased tax rate, she is not comfortable going out to the voters with a bonded Warrant Article for Town Hall. She has spent a lot of time thinking about this and feels they would be better to look at making some basic repairs.

Chairman Silk stated she feels there needs to be a correction to the perception to the public that they are doing a massive restoration project, when in fact they are only addressing life safety, health and minimal repairs. She stated they are looking to make the facility better for the employees and the public that it serves. She stated that the Tax Collector's officer report the following cash transactions: April-1,505, March-1,405, June-2,619, July-1,949, August-1,575, September-1,692, and October-1,507. She noted this does not include any non-cash transactions or visits to other offices in the facility.

Mrs. Murray stated she has started to think about Brewster Hall as a multi-purpose facility with Town Government on the first floor and a Community Center on the second floor, but with the economy she does not feel now is the time. She stated if they were in a better place financially in the economy she would be willing to support the \$2.7 million option.

➤ ***Rental of Interim Town Offices***

Mr. Owen noted this would be contingent upon the above article's needs.

➤ ***Police Union Contract***

Mr. Owen noted this is ongoing.

➤ ***2012 Operating Budget***

Mr. Owen noted that this would be determined once the Budget Committee finishes their review.

Old Business

Chairman Silk questioned the status of the Chamber of Commerce and Garwood's leases.

Mr. Owen stated they have met with the Chamber regarding their lease and they will be meeting with Garwood's after the Thanksgiving holiday.

Mrs. Murray questioned the pictures for the Town report.

Mr. Owen replied they have received some.

Any Other Business

Chairman Silk stated the following:

- Chief Morrill has been reappointed as Fire Warden
- The Police Department has been approved for two Highway Safety projects: DWI hunter patrols and Operation Safe Commute.
- NH DOT has closed several of their maintenance sheds including Ossipee which serviced Wolfeboro and if anyone wishing to contact NH DOT regarding this matter should call 271-2793.

Town Manager's Report

Mr. Owen reported the following:

- Several paving projects have been completed at Clark Park, the Public Safety Building and Pleasant Valley Road.
- The Moultonborough Board of Selectmen is seeking the Board's support to join in with themselves and Conway regarding their contribution to the County's Dispatching as Moultonborough, Wolfeboro and Conway all have their own Dispatch services but contribute half of the cost of the County's.
- He met with a representative from LRPC, NH Emergency Management, Homeland Security and the Fire Chief regarding updating the Hazard Mitigation Plan and meetings of the Emergency Management Committee will reconvene in January to discuss such update.

DISCUSSION:

Chairman Silk questioned where the 911 calls go.

Mrs. Murray replied Concord.

Chairman Silk stated that it seems other counties base it on use which seems reasonable.

Mr. Senecal stated they need to find out what the County is basing their figure on.

Committee Reports

Mr. Storm stated the Planning Board has come to a solution on the group home issue.

Mrs. Murray stated the following:

- She attended the EDC meeting
- She attended the Joint Milfoil Board meeting and reviewed this past summer's progress and goals for next year.
- She attended the Chamber social at the Inn on Main Street.

Chairman Silk stated she and the Board's Recording Secretary attended the Right to Know training in New Durham which was very informative and provided the Board with a copy of the handout summarizing the meeting. She suggested Mr. Owen to forward that same information to the other town Boards and Committees.

Mr. Senecal stated the Budget Committee is meeting regularly and the Carroll County Transit 16 passenger busses will be up and running in January.

Questions from the Public

None.

Questions from the Press

None.

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 9:09 PM. Member Linda Murray seconded. Being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio

Recording Secretary