

**Wolfeboro Board of Selectmen
Meeting Minutes
Unapproved
October 15, 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, Planning and Development Director Rob Houseman, Tax Collector Brenda LaPointe and Recording Secretary Amelia Capone-Muccio.

Chairman Murray opened the meeting at 6:30 PM.

Non-Public Session

Chairman Murray stated a non-public session is needed to discuss personnel.

Announcements

Chairman Murray announced the Town of Wolfeboro has received the \$7.5 million settlement from Wright-Pierce and such has been deposited into the Town of Wolfeboro's bank account until the Town Treasurer determines which account will provide the best interest rate on the funds for the Town.

Mr. Owen stated that he was informed by the Town Treasurer today that the Town received proposed interest rates ranging from .25% to .78%. The Town Treasurer has chosen TD Bank North which has offered an interest rate of .78%.

Chairman Murray also announced that Metrocast Cablevision is switching to digital and until that takes place Community TV will be broadcast on channels 99.1, 99.2 and 99.3. Once the change takes place the broadcast will go back to channels 25 and 26.

Consideration of Minutes

➤ **10/1/14**

Ms. Silk amended page three, after the first paragraph to add that all water/sewer meters are now read once per month vs. quarterly basis. She amended page five to include the following after the third paragraph, "Ms. Silk asked the Finance Director if there are any State contracts available for radios and he replied he had not discovered any".

Chairman Murray amended page three, the ninth paragraph second line changing "he" to "Dave Ford".

Member Sarah Silk moved the Wolfeboro Board of Selectmen approve the minutes of the October 1, 2014 meeting as amended. Dave Senecal seconded. Members voted and being all others in favor, the motion passed.

➤ 10/6/14

Ms. Silk amended page four, under Executive Budget, fourth paragraph to add “and there has been no increase since 2005”. She also amended page five, the fourth paragraph under Town Manager to correct “Silk” to “Murray”.

Member Sarah Silk moved the Wolfeboro Board of Selectmen approve the minutes of the October 6, 2014 meeting as amended. Dave Senecal seconded. Members voted and being all others in favor, the motion passed.

Public Input

Josephine Amatucci addressed the Board and stated that she would like to address an issue she did not intend to go public with, but Mr. Owen sent her a letter refusing to investigate Rob Houseman when he assaulted her at the Town Hall by grabbing her.

Mr. Owen stated that she needs to refer to the letter to correctly quote what he said.

Ms. Amatucci read Mr. Owen’s letter. (See attached)

Chairman Murray noted Ms. Amatucci was nearing the 3 minute public input limit and suggested she submit her statement for the Board to review.

Ms. Amatucci submitted her statement and Mr. Owen will provide copies to the Board.

Bulk Vote

A. Weekly Manifests:

1. Manifest dated October 10, 2014
2. Manifest dated October 17, 2014

B. Notice of Intent to Cut Wood or Timber

Approvals

- i. Trask Mountain Road Tax Map 35, Lot 1

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

New Business

A. Monthly Budget Expenditure and Revenue Report.

Pete Chamberlin addressed the Board and provided the revenue report. He referred to his monthly Budget and Expenditure report and stated that as the end of September the General Fund is 71.880%, Water Fund 82.622%, Electric Fund 72.393%, Sewer Fund 98.233% and

Pop Whalen Fund is 68.349% with an overall expenditure of 75.255%. He noted that he has had some discussion with the Director of the Municipal Electric Department regarding concerns about the purchase power budget, but noted the most recent bill from ISO New England was much lower than anticipated.

Chairman Murray questioned if they plan to do the same if the Electric budget goes over as they have done for the Sewer budget by making a request to NH DRA.

Mr. Chamberlin replied that is unknown at this point, they will if they do go over.

Chairman Murray questioned the Brewster Building electric account noting it has a large surplus since they have not been in the building and will not be heating it this year.

Mr. Chamberlin replied that the bill is now being paid by CCI.

B. 2015 Budget Hearings

a. Tax Collector-1-41504

Brenda LaPointe, Tax Collector, addressed the Board.

Chairman Murray questioned 1-41504-114 hourly wages and the difference in that line.

Mrs. LaPointe replied that the office staff's full-time hours are 35 hours per week but occasionally need to work beyond those hours and that does not fall into overtime unless it is over 40 hours. She explained she previously had this amount in overtime but it is more appropriate to this line.

Ms. Silk questioned the increase in line 1-41504-341 telephone.

Mr. Chamberlin replied that it has to do with the setup of the phones noting some departments went up, some went down.

Chairman Murray questioned line 1-41504-380 outside services.

Mrs. LaPointe replied she thinks something may be mis-posted. She noted the biller access fee has been reduced as they only need one person to have an access code.

Chairman Murray questioned if she threw out any furniture in the move.

Mrs. LaPointe replied no, but she would like to replace some of her staff's desk as they are old and in poor condition.

Chairman Murray questioned if she plans to expend line 1-41504.625 office supplies.

Mrs. Lapointe replied yes and she just made some purchases such as printer ribbons, etc.

Chairman Murray noted this budget is up 7.19%.

Mrs. LaPointe addressed her additional request for two more check scanners as they have found since they switched to monthly billing for the water/sewer accounts they have seen a increase in volume in payments.

Ms. Silk questioned if it would be possible to purchase one this year and another next year.

Mrs. LaPointe replied yes.

Chairman Murray questioned if staff would be able to provide the bottom line figure on the budget soon.

Mr. Chamberlin replied yes, but it would be minus the Technology budget as they are waiting on bid proposals for some budget items.

b. Planning 1-41911

Rob Houseman addressed the Board.

Ms. Silk questioned 1-41911-311 Consultants and if Center Street has been encumbered.

Mr. Houseman replied yes he will use 2014 funds and is requesting additional funds for next year. He explained that the project is awaiting the Planning Boards approval, but the Zoning changes will not take place until 2016.

Ms. Silk questioned line 41911-432 communication maintenance.

Mr. Chamberlin replied it appears the cell phone stipends have been incorrectly posted to this line.

It was moved by Sarah Silk and seconded by Brad Harriman to remove the \$100 for line 1-41911.432 communications maintenance. Members voted and being none opposed, the motion passed.

Chairman Murray questioned if his department threw out any furniture in the move.

Mr. Houseman replied that he disposed of his desk but replace it with another.

c. Planning Board 1-41305

Ms. Silk questioned line 1-41305.112 Clerical Salaries, the expended to date vs. what was budgeted noting it is under.

Mr. Houseman replied that hours were added to the proposed budget for clerical salaries for the CIP Committee.

Mr. Chamberlin noted the five year average is \$14,000.

Mr. Houseman replied it can vary from year to year noting this was a low year for meetings.

Ms. Silk replied that it wasn't used in 2013 either and suggested cutting it to \$10,000.

Mr. Houseman replied he would work with what is budgeted, but if it is over expended it would be addressed at that time.

Mr. Harriman stated they have had some quiet years but you just never know.

Mr. Senecal suggested leaving it where it is as the Clerical Salaries are important.

Mr. Bowers agreed to leave it as is.

Ms. Silk stated she feels it is too much. She noted that line 1-41305-320 Legal has had little use.

Mr. Chamberlin replied the five year average is \$13,000.

Mr. Bowers suggested cutting it by \$1,000.

It was moved by Dave Bowers and seconded by Sarah Silk to reduce line 1-41305.320 legal by \$1,000. Members voted and being none opposed, the motion passed.

Ms. Silk questioned the expenditure to date in line 1-41605.562 advertising.

Mr. Houseman replied that this is a pass through as those costs are paid by the applicant.

d. Zoning-1-41304

Ms. Silk questioned the usage in line 1-41304-112 Clerical Salaries.

Mr. Houseman replied that they are scheduled to meet once per month, but it is also based on submittals. He noted that the hours are for more than just taking the minutes, it includes the packets and notice of decisions.

Ms. Silk questioned line 1-41304.320 legal.

Mr. Houseman replied that there must be some legal costs that haven't been posted yet.

Mr. Chamberlin replied the 5 year average is \$3,148.

e. Code Officer 1-42400

Ms. Silk questioned line 1-42400-320 legal.

Mr. Houseman replied he would like to leave the request for funds as they have a new Code Officer.

f. Brewster Building-1-41941

Chairman Murray questioned if the clock will stay wound during construction.

Mr. Houseman replied yes it would.

Ms. Silk questioned line 1-41941-410 Electricity.

Mr. Houseman replied that the building is currently heated with electric heat but the plan is to switch to fuel so the funds for these lines will need to be adjusted accordingly.

Chairman Murray questioned 1-41941-435 building maintenance and the increase.

Mr. Houseman replied they are adding an extra day to the services.

Ms. Silk suggested when they add this extra day at the Town Hall they have that day be a different chore, such as cleaning the door jams etc.

Chairman Murray agreed that it appears that maybe the job of what is to be cleaned needs to be more defined.

Ms. Silk questioned line 1-41941-750 Machinery & Equipment.

Mr. Houseman replied this line is used to clean the a/c units or replace a vacuum when needed.

C. Revised Welfare Guidelines

Mr. Owen stated the Welfare Director has suggested three revisions to the guidelines as follows:

- Section IX, C-3 Eligibility for Other Categorical Assistance on page 10-delete unnecessary language.
- Section IX, E Food on page 15-Change verification to be from applicant's physician.
- Appendix A-Monthly Shelter Allowance on page 27-increase housing shelter allowances to better reflect the local rental housing market.

Mr. Senecal questioned if by physician's verification for food exceptions, and if she is referring to Gluten Free, etc.

Mrs. Capone-Muccio replied yes but noted the Food Pantry does have the ability to accommodate those conditions.

It was moved by Dave Senecal and seconded by Dave Bowers to approve and sign the revised Town of Wolfeboro General Assistance Guidelines. Members voted, all in favor, the motion passed.

D. Ratify Contract Agreement with the NEBPA, Local 39.

Mr. Owen explained that the Town of Wolfeboro and the NEBPA (Police Union) have come to an agreement on a 2 year contract that has been provided for the Board's approval. He stated the Wolfeboro Police Commission is scheduled to approve and sign the agreement at their meeting tomorrow evening.

It was moved by Dave Bowers and seconded by Sarah Silk to approve and sign the Tentative Agreement between the Town and NEPBA Local #9. Members voted, all in favor, the motion passed.

E. Personnel Policy Revisions

Mr. Owen stated the Employee Health contribution has been changed from 7% to 10% over the next two years as negotiated with the Police Union. He noted that he also provided new language to address when an employee should become divorced and how that effects the ex-spouse's health coverage.

It was moved by Brad Harriman and seconded by Dave Bowers to approve the proposed revisions to the Town's Personnel Policy as set forth in the Town Manager's Memorandum to the Board dated October 15, 2014. Members voted and being none opposed, the motion passed.

F. Non-Union Salary Adjustments for 2015

Chairman Murray suggested they address this in non-public session and once a decision is made they announce it in public session.

It was moved by Linda Murray and seconded by Dave Senecal to discuss the Non-Union Salary Adjustments for 2015 in non-public session. Members voted and being all in favor, the motion passed.

G. Proposed Donation of a Pickle Ball Court at Foss Field

Mr. Owen stated a seasonal resident has offered a very generous donation of \$61,000 to construct Pickle Ball courts at Foss Field. He stated that the donor wishes to have these courts built this year. He noted the donor wishes to remain anonymous, so WEDCO will act as the fiscal agent and accept the funds, but the Town will still need to accept the real property improvements of the courts at Foss Field which requires a public hearing and is scheduled for the Board of Selectmen's meeting on November 5th.

Ms. Silk noted a pilot program was done for Pickle Ball on the tennis courts and it appears to have enough interest in the program. She stated this is another great example of a public private partnership with the Town.

Mr. Senecal expressed his concern about trying to get this project done before the frost.

Mr. Harriman agreed that cold weather paving does not always work out and suggested getting the gravel base done but wait to pave in the spring.

Mr. Owen stated the project is out to bid but would pass on these concerns.

It was moved by Sarah Silk and seconded by Dave Senecal to approve the construction of two pickle ball courts at no cost to the Town at Foss Field adjacent to the existing tennis courts as shown on a concept plan contained in the Pickle ball Proposal submitted by Ethan Hipple and dated October 7, 2014 and to schedule a public hearing for accepting the donation of the construction of two pickle ball courts at Foss Field with a value of \$61,000 at the Board's November 5th meeting. Members voted and being none opposed, the motion passed.

Town Manager's Report

Mr. Owen stated the following:

- The Town has been notified that NH DOT District 3 resurfacing project of RT. 109A from Wolfeboro to Tuftonboro for 6.7 miles will begin today.
- The Fireman's Relief Association has notified the Town they will be conducting a boot drive in November.
- The Department of Public Works hired a new employee, Troy Glidden and will need to hire a temporary employee due to a worker's compensation issue.
- CCI has been authorized \$1.5 million dollars of the project money for the upgrades to Brewster Memorial Hall to begin demolition and to line up sub-contractors. He noted the architects are delivering the 100% design plans today which should allow CCI to develop a guaranteed not-to-exceed price. He noted the major issues to resolve are the windows and heating system, but they plan to remain within the budget.

Committee Reports

Mr. Harriman attended the Planning Board meeting last week in which they addressed a Boundary Line Adjustment and discussed the sign ordinance. He noted the Planning Board will hold a meeting on October 28th to discuss the Sign Ordinance.

Mr. Bowers attended the Library Board of Trustees meeting in which they discussed the expansion plans. He noted the Library did receive a proposal to do away with overdue fines, but noted that is revenue for the Library.

Chairman Murray attended the Town Hall construction meetings, the CIP Committee meets next week to finalize the plan, and she attended the Chamber Executive Board meeting and the EDC meeting.

Ms. Silk stated the last Household Hazardous Waste collection for the year is this Saturday from 8:30 AM to Noon.

Mr. Senecal attended the Carroll County Transit meeting.

Public Comment

None.

Questions from the Press

Tom Beeler of the Granite State News questioned the non-public session and if he can be notified of the decision for the Non-Union salaries.

Mr. Owen replied he would contact him with the decision.

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 personnel. 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 9:02 PM.

Chairman Murray stated the non-public session minutes of October 15th, 2014 were sealed by a 2/3rd vote as required by law.

It was moved by Brad Harriman and seconded by Dave Senecal to provide a 3% increase to the Non-Union employees for 2015 as recommended by the Town Manager. Members voted and being none opposed, the motion passed.

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

Member Sarah Silk moved the Wolfeboro Board of Selectmen to adjourn at 9:03 PM. Member Dave Bowers seconded. Being none opposed, the motion passed.

Respectfully submitted,
Amelia Capone-Muccio
Recording Secretary