

**Wolfeboro Board of Selectmen  
Meeting Minutes  
Unapproved  
October 2, 2013**

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

**Members absent:** None.

**Staff present:** Town Manager David W. Owen, Parks & Recreation Director Ethan Hipple, 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 personnel.

**Announcements**

Chairman Silk stated she was pleased to spend some time with Boy Scout Troop #165 for their Citizenship Badge and thanked Liam Morrissey, Dawson Allwine, Zack Yeaton, Chris Nelson, Nick Hall and Cameron Taatjes, she really enjoyed the time she spent with them.

She also read a press release from the Wolfeboro Police Department with regards to a piece of construction equipment stolen from the First Congregational Church.

**Consideration of Minutes**

➤ **9/18/13**

Chairman Silk amended page 4, the fourth paragraph from the bottom to correct "Chairman" to "Vice-Chairman". She amended page five, the second paragraph to add the following before the word "manual", "Financial Procedures & Control". She amended page eight, the second bullet to correct the word "bills" to "pills".

Mrs. Murray amended page five, the fifth paragraph from the bottom to add the following: "She apologized for not including all the budget information requested and stated she would supply that information as soon as possible to the town". She amended page six, the third paragraph from the bottom to note an increase in funding at \$1,500 to cover mileage reimbursements (\$4,000). She amended page seven, the first paragraph, to correct \$5,000 to \$6,000 (budget request increase).

**Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the minutes of September 18, 2013 as amended. Dave Bowers seconded. Members voted, and being all in favor, the motion passed.**

## Public Input

None.

## Bulk Vote

### A. Weekly Manifests:

1. Manifest dated September 27, 2013
2. Manifest dated October 4, 2013

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

## Appointment

### A. Energy Committee

Jim Ladd addressed the Board and stated he has had a long time interest in energy conservation and currently uses solar panels at his home. He has been attending the Energy Committee meetings and has a great interest in the topic. He noted the Energy Committee will be hosting an Expo November 2<sup>nd</sup>, 2013 at Kingswood.

**It was moved by Dave Senecal and seconded by Brad Harriman to appoint James Ladd of 35 Trask Mountain Road to the Town Energy Conservation Committee for a term of three years which expires April 30, 2016. Members voted and being all in favor, the motion passed.**

## New Business

### A. Acceptance of a Gift of a Quilt with a value of less than \$5,000.

Chairman Silk stated that through the Parks & Recreation program a quilt was constructed out of the T-Shirts from the Annual Granite Man Triathlon celebrating the 30<sup>th</sup> anniversary and presented to Marjorie Dow in honor of her years of contribution to the event. She stated Ms. Dow contacted her because she will be moving to a smaller home and cannot display the beautiful quilt and would like to gift it to the Town.

Ms. Dow joined the Board with her beautiful quilt and commended all the volunteers who worked on the quilt and stated it was a pleasure to be presented with such gift, but will no longer be able to adequately display the quilt and would like to gift it to the Town to be displayed in the new lodge at Abenaki Ski Area once it is constructed.

**It was moved by Linda Murray and seconded by Dave Bowers to accept the generous gift of a donation of a quilt with a value less than \$5,000 from Marjorie Dow. Members voted and being all in favor, the motion passed.**

### B. Conservation Commission Request to Acquire Property on Cotton Valley Road.

Dan Coons, Chairman of the Conservation Commission, addressed the Board and explained that they have been presented with the opportunity to purchase 5 acres of land contiguous to the Rail Trail and is seeking the Board's blessing to purchase this property. He explained that the Land Bank is splitting the cost of this purchase with the Wolfeboro Conservation Commission, making their total cost of about \$7,500 (with a total purchase is about \$15,000).

Chairman Silk noted this lot meets many of the requirements for conservation, but most importantly it is contiguous to the trail which is important to protect.

**It was moved by Sarah Silk and seconded by Linda Murray to support the Conservation Commission's purchase of Tax Map 153 Lot 3, Cotton Valley Road. Members voted and being all in favor, the motion passed.**

Mr. Coons noted for informational purposes they are also working on purchasing the top of White Face Mountain with the Land Bank and Mouse Mountain Regional Greenways.

### **C. Proposed Amendments to Town Ordinances**

#### **➤ Commercial Vessel Landing Permit-Signs**

Mr. Owen explained a situation arose this past summer with regards to the signage and information racks for some of the Commercial Vessel Landing permittees. He stated that when the Mount Washington went to put up their sign and information rack, there was no room left to do so. This resulted in Mr. Houseman addressing the situation to make some room and is proposing to amend the Commercial Vessel Landing Permit Code to address the signage. This also resulted in additional language added to the permit for sign requirements and approval. He stated if the Board approves such amendments they will need to schedule a Public Hearing.

Mrs. Murray stated she spoke to the Captain of the Mount Washington and also reviewed the area at the time and she is happy with the amendments.

**It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to schedule a public hearing at the Board's November 6, 2013 regular meeting on the proposed amendment to the Commercial Vessel Landing Permit Regulations found in Section 36-7 of the Town Code. Brad Harriman seconded. Members voted and being all in favor, the motion passed.**

#### **➤ Mast Landing Parking Lot changes**

Ken Alger addressed the Board to discuss some proposed changes to the parking lot to address truck and trailer parking. He stated he uses this lot almost daily and has received two parking tickets in the past for illegal trailer parking. He submitted a proposed change to the parking spaces to the lot for more room for truck and trailer parking to make the parking "legal". His proposal is for six truck and trailer spots, but it would eliminate two regular spaces. He doesn't feel this would be an issue as the lots is only full during the 4<sup>th</sup> of July or if someone on the islands has a large number of guests.

Mrs. Murray stated she reviewed the lot and feels that it needs to have some signage outlining the parking as well as to provide information about additional available parking.

Chairman Silk stated that she checked with Mr. Owen on the number of boat trailer parking permits requested which were 8 and there were 4 trailers parked at the Pop Whalen Arena and questioned the number of trailer parking spots at the Glendon Street lot.

Mr. Hipple replied about 15.

Mr. Senecal stated that he likes Mr. Alger's proposal and would like to explore this idea more.

Mrs. Murray stated she would like staff to review the proposal and provide some review comments. She would be more inclined to add more signage to the area and have 5 spots available for truck and trailer parking vs. losing any spaces.

Mr. Alger questioned the time table of any change.

Mr. Owen stated he did send the proposal out to the staff and only received comments from the Police Department, but would forward it again for comments. He stated that any changes would need a public hearing so the process can take a few months.

### **C. Parks & Recreation Department's Proposed Program Partnership Agreement**

Ethan Hipple addressed the Board and stated he has updated the form last year called a Facility Use Agreement to be more streamlined and universal. He explained this is for nothing new, as they have already had programs like Zumba, Yoga and Fencing, etc. but he is looking for a more formal way to keep track of it for insurance, background checks and registration. He stated that he checked with other recreation departments and it is common to offer programs beyond what they can provide due to the equipment costs, staffing, etc. He stated the most common shared cost is an 80/20 split, which is 20% going to the Recreation Department to cover administrative costs.

Mrs. Murray stated she understands what he is trying to do, but does not like the word "partnership", as that is not really what they are doing. She questions how big they are becoming and if they should be doing the advertising and administrative work for these programs. She also does not feel they should pay for the background checks that should be provided by the business. She stated she would like to see more of a legal agreement similar to what is done for the Farmer's Market, Nursery School, Jet Ski Company and Commercial Vessel Landing permits, which would outline a termination clause. She feels that doing it this way does not provide a competitive process and questioned what the criteria are to get in the brochure.

Mr. Hipple replied that they have been partnering with these types of businesses for years; he is just trying to formalize it. He stated typically they are approached to do a program and it's usually on Town property, such as the beaches.

Mrs. Murray noted a non-profit was listed in a previous brochure that has no affiliation with the Recreation Department's program or takes place on Town land. She stated there needs to be more clarification as how the revolving fund works with this.

Mr. Bowers agreed with Mrs. Murray's comments and suggested maybe they should have a 70/30 split to cover the costs and for legal reasons they should have a termination clause.

Mr. Harriman agrees with the concept of the agreement and feels they should have background checks and those should be provided by the business.

Chairman Silk stated they need the background checks; maybe the business could reimburse the town for the background check.

Mr. Owen noted the advantage of the Town doing the background checks done is to ensure the backgrounds checks are done and the 20% should cover that cost. He suggested that maybe they need to redraft the document to reflect some of the Board's concerns and bring it back to the Board.

Mrs. Murray stated she would like a cost analysis of the administrative costs and advertising as well as the background checks vs. the revenue.

Mr. Hipple replied he would do that. He stated they have great facilities and having these programs allows them to collaborate with local businesses and expand what they have to offer. He looks at it as leverage to expand on what they have and it benefits the community.

Chairman Silk noted this also allows them to be flexible with programs they don't have equipment for.

Mr. Harriman suggested putting in the cost analysis that the cost would be 80/20 or a minimum amount, which ever may be higher to cover those costs.

## **E. Budget Hearing Schedule**

Mr. Owen provided a revised Budget Hearing Schedule. He also provided the 2014 proposed Budget Books and noted that these do not include the EDC Budget, the Library Budget and Capital Outlay.

Mrs. Murray requested him to provide the timeline information on SB 2 towns.

Chairman Silk noted the NH Municipal Association Annual Conference is November 6 & 7<sup>th</sup>.

## **Old Business**

Mr. Owen stated the Daughters of the American Revolution (DAR) Plaque noting the location of the Town's original Town House has been located and it went through many channels before being refurbished and repaired by the DAR. He stated the Municipal Electric Department's contract Tree Trimming Company found the plaque in a ditch and brought it to the Electric Department, who then passed it on to the Parks & Recreation Department who forwarded it to the DAR to be refurbished and mounted back in its location.

## **Town Manager's Report**

Mr. Owen reported the following:

- The generator has been installed at the Bennett Hill radio tower.
- The town received a check from FEMA in the amount of \$35,281.55 for the February 2013 blizzard and they need to schedule a public hearing to accept those funds. The Board agreed to hold public hearing at their November 6, 2013 meeting.
- The improvements to the Town Hall parking lot are scheduled for the week of 10/21 to 10/25. He has been discussing the encroachment on the school property with the Superintendent and they agreed to a license agreement, and in return the Town will pave that walkway between the town hall and the school. He stated this will be discussed more at the October 16<sup>th</sup> meeting.
- He stated he was notified today the NH Department of Revenue Administration will be delaying the tax rate setting process due a delay in receiving the school enrollment information. He explained adequacy aid for certain school districts may change materially from the estimates in July of 2013 and the delay will ensure the most accurate taxes are calculated.
- He noted he will be out of the office from afternoon Friday 10/4 through Monday 10/7 and Rob Houseman will be Acting Town Manager.
- The County Delegation Sub-committee will be meeting Monday to further discuss the allocation of dispatching funds. He noted the Town Managers from Moultonborough and Conway will be attending the meeting. The meeting is scheduled for 9:00 AM.
- He provided information from a local realtor that the building behind town hall is for sale and he noted he did also forward the information to the school district.
- He stated there will be a ground breaking ceremony for the First Congregational Church at 9:00 AM Tuesday.
- The Town will be advertising for a Secretary for the Economic Development Committee, which meets once a month at 8:00 AM. The rate of pay is \$14.10 per hour.

### **Committee Reports**

Mr. Harriman stated he attended the Libby Museum open house which had a presentation by the Fish & Game. He also attended the Planning Board meeting last night which approved the White Face Mountain boundary line adjustment and then held a work session on storm water management. He stated they will next be discussing the sign ordinance.

Chairman Silk stated she attended the following:

- The Libby Museum Open House.
- The last Household Hazardous Waste Collection is October 19, 2013 for the season. She reminded the public they do have one more chance to dispose of unwanted or expired medicine at the DEA Drug Take Back day on October 26, 2013 at the Public Safety Building and anyone can bring their medicines that day.

### **Chamber of Commerce**

None.

### **Public Comment**

None.

### Questions from the Press

None.

*Being no further business before the Board, Chairman Silk entertained a motion to enter non-public session.*

**Member Linda Murray moved the Wolfeboro Board of Selectmen to enter non-public session at 7:46 PM to discuss personnel. Dave Senecal seconded. Roll call vote: Dave Senecal-yes, Brad Harriman-yes, Sarah Silk-yes, Dave Bowers-yes and Linda Murray-yes, the motion passed.**

The Board re-entered public session at 9:02 PM.

Chairman Silk stated the non-public session minutes of October 2, 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 9:03 PM. Member Sarah Silk seconded. Being none opposed, the motion passed.**

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