

**Wolfeboro Board of Selectmen  
Meeting minutes  
Unapproved  
October 6, 2010**

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

**Members absent:** Marge Webster

**Staff present:** Town Manager David W. Owen, Parks and Recreation Director Ethan Hipple, Planning and Development Director Rob Houseman, Finance Director Pete Chamberlin and Recording Secretary Amelia Capone-Muccio

Chairman Murray called the meeting to order at 6:30 PM in the Wolfeboro Public Library.

**Non-Public Session RSA 91-A: 3II**

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

**Consideration of Minutes**

➤ ***September 15, 2010***

Chairman Murray made the following amendments:

- Page three, the third paragraph to change the word, “to” to “into” in the third sentence and “they” to “the” in the last sentence. In the third paragraph from the bottom to add “the Sewer Fund” after the word “but”.
- Page eight, the sixth paragraph to change the word “personell” to “administrative costs”.
- Page eleven, the third paragraph to delete after the paragraph and add the following; “ Chairman Murray replied that when she met with Mr. Houseman and the Town Manager, Mr. Houseman asked for guidance on how to enforce the ordinance. Mr. Houseman was requested to draft a Code Enforcement Policy for the Board to discuss. The Chairman’s goal was to hava a policy which the Board could discuss and agree would be the guidelines for the Town’s Code Enforcement and would be easy for the public to understand. .

**Member Sarah Silk moved the Wolfeboro Board of Selectmen accept the minutes of September 15, 2010 as amended. Chuck Storm seconded. Members voted, being none opposed the motion passed.**

**Public Input**

None.

**Bulk Vote**

**1. *Property Tax Credit/ Exemptions***

Approvals

- I. 25 School Street Tax Map 217, Lot 77
- II. 4 Dove Street Tax Map 142, Lot 36
- III. 10 Estabrook Road Tax Map 218, Lot 157
- IV. 4 Baas Drive Tax Map 142, Lot 16
- V. 61 Haines Hill Road Tax Map 86, Lot 1

**2. Notices of Intent to Cut Wood or Timber**

- I. College Road & Route 109 Tax Map 168, Lots 1 & 2
- II. Jonathan Hersey Road Tax Map 111, Lot 7

**3. Timber Tax Levy \$3, 132.34**

**4. MS-1 Form**

**Member Sarah Silk moved the Wolfeboro Board of Selectmen accept the Bulk Vote as submitted. Chuck Storm seconded. Members voted, being none opposed the motion**

**Appointment**

- ***Lakes Region Planning Commission's Transportation Advisory Committee (TAC) Member and Alternate***

Mr. Owen stated that both Mr. Ford and Mr. Houseman are in need of re-appointment to the TAC.

**Member Sarah Silk moved the Wolfeboro Board of Selectmen to approve the re-appointment of David Ford as member and Rob Houseman as alternate member of the Lakes Region Planning Commission's Transportation Advisory Committee (TAC) for new 2-year terms. Chuck Storm seconded. Members voted, being none opposed the motion passed.**

**New Business**

**A. Request for Brewster Academy to Place a Trailer at Pop Whalen Ice Arena**

Mr. Owen stated that Brewster Academy has requested to put a 50' trailer adjacent to the parking lot at the Pop Whalen Ice Arena to support their Ice Hockey program from November 15, 2010 to March 7, 2011. This trailer would only be used by Brewster.

Ms. Silk questioned who would pay for the electric usage.

Mr. Owen replied they have installed their own metered service.

**Member Dave Senecal moved the Wolfeboro Board of Selectmen to approve the request of Brewster Academy to place a 50' trailer adjacent to the parking lot of the Pop Whalen Ice arena as proposed. Chuck Storm seconded.**

***DISCUSSION:***

Chairman Murray questioned if they would be responsible for the maintenance to the building such as shoveling.

**Dave Senecal amended the motion to included that Brewster Academy would be responsible for the snow maintenance to the trailer. Chuck Storm seconded. Members voted, being none opposed the motion passed.**

### ***B. Town Hall Advisory Committee***

Joyce Davis joined the Board for discussion and stated she is Chairman of both the Town Hall Advisory Committee and the Friends of Town Hall. She provided background on the proposed project dating to last November presenting preliminary plans to the Board of Selectmen showing that Brewster Memorial Hall could be renovated to create modern, energy efficient and cost effective space that would meet the town's needs. Since that time John Grosvenor, Brian Lehr and the Friends have been working together to develop a reduced scope renovation plan based on the McGinley Kalsow & Assoc. plans funded by the taxpayers. In April the Board of Selectmen approved the creation of the Town Hall Advisory Committee to reconfirm the space needs of Town Hall and that Committee concluded the Brewster Memorial Hall could provide adequate space for the current and future needs. The Committee also endorsed a public/ private concept for the building's renovations, specifically to the auditorium that would be part of a fundraising effort. The Town Hall Advisory Committee met last week to preview the renovation plans and preliminary cost estimate. She introduced John Grosvenor of Newport Collaborative Architects to present the reduced scope plan and noted that Brian Lehr of CCI would also be available for questions. She stated at the conclusion of the presentation she respectfully requests the Board to set a public hearing to accept the gift of the architectural plans for Brewster Memorial Hall from the Friends for Town Hall.

John Grosvenor joined the Board and stated they were able to use the plans from McGinley Kalsow & Assoc. and they were able scale down the size and cost significantly to \$4 million and they are currently working to reduce that cost. He noted the auditorium would be restored with private funds. They will be using Construction Management vs. General Contracting to save on costs. He reviewed the Power Point presentation (see attached). He stated that this building is in great shape for being a hundred years old and was made from very durable materials. He does not feel that re-pointing all of the building will necessary and will add a silicone coating on the building for protection. After the review of the Power Point he entertained questions.

### ***DISCUSSION:***

Ms. Silk questioned the two windows that will be part of the third floor plan.

Mr. Grosvenor replied that the tops of the windows would not be seen on the inside, but the windows would look the same from the outside.

Ms. Silk suggested using mirrors behind those windows.

Mr. Grosvenor replied they could look into that, but noted that sometimes mirrored windows reflect the sunlight more than when it is painted black.

Chairman Murray stated she had let some members of the Friends, Newport Collaborative Architects and CCI into the Town Hall and she was very impressed how much work had been done in reviewing the McGinley Kalsow & Assoc. Plans, she feels very good about this project. She questioned if the Board would like to open the discussion up for public comment. The Board agreed.

Mr. Grosvenor pointed out that Brian Lehr of CCI is also present to answer questions for the Construction Management portion of the project. He noted that over the next month they will be value engineering, which is talking with subcontractors to get the best cost for the money. He stated once this is complete they should see a 10-15% reduction in costs, but noted that such should be left in the project for contingency funds for the unknowns.

Mr. Senecal stated that one of the concerns for he and some others was that the soft costs are not included in the price and those costs can be significant. He stated that they need to include costs for temporary re-location and furniture, fixtures etc.

Mr. Grosvenor replied that is a good point, but noted they are early in the process and hoping for a 10-15% decrease to cover those expenses.

Judy Brueninger questioned if the seats for the auditorium would be removable to allow more use for that room.

Mr. Grosvenor replied they would like them to be.

Bob Lemaire questioned when the public would have access to the plans in order for him to make a comparison and he stated that when this was first discussed a year ago he stated that he was confident the project would not cost more than \$ 3.5 million tops and if it did they would go back to the drawing board. He questioned if they intend to get this project down to the \$ 3.5 million dollar cost as originally stated.

Mr. Grosvenor replied there is still work to be done, but feels they have made a considerable decrease from the original proposal of \$ 6.7 million dollars. He stated this is a significant project to undertake and feels the costs associated with it are worth it as it is the right use for this property. He stated he can release a copy of the plans for Mr. Lemaire to review.

Mr. Lemaire replied he is interested in the energy efficiency portion of the building as old buildings have no comparison to new modern buildings.

Richard O'Donnell stated a set of the drawings will be provided to the Town Manager tomorrow.

Mr. Senecal stated Mr. Lemarie's concerns have been discussed by the Committee many times.

Mr. Grosvenor stated it is a design/ build project coordinated by architects and engineered by the contractor. He stated right now they plan to use either Geothermal or Propane.

Brian Lehr of CCI stated that both the electrical and mechanical systems are design/ build.

Chairman Murray questioned the time frame.

Mr. Lehr replied it is hard to get those costs without the funding approval which wouldn't be until after the bond was approved.

Chairman Murray questioned if the two systems are included in the price.

Mr. Lehr replied yes the Geothermal would be based on square footage.

Chairman Murray stated if there is no further discussion, they need to set the Public Hearing date per RSA to accept the gift of the architect's plans.

**Member Dave Senecal moved the Wolfeboro Board of Selectmen to set a public hearing for October 20, 2010 to accept the gift of architectural plan's valued at \$30, 000 for renovations to Brewster Memorial Hall. Sarah Silk seconded. Members voted, being none opposed the motion passed.**

### ***C. Position Reclassification***

Mr. Owen stated that as previously requested he developed a new job description for the current Payroll & Benefits Specialist position and he enclosed such job description and noted he had it reviewed by Gary Thornton of Thornton & Associates, the consultant that developed the current job descriptions and rating and classification system. Based on his recommendation, he recommended the Board approve a new job description for Jeff Urquhart's position as Finance Officer/ Human Resource Coordination and adjust his pay from \$24.35 to \$25.50. This is an increase from Grade 10 position to Grade 13.

**Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the new job description for the position of Finance Officer/ Human Resources Coordinator and the classification of said position as a Grade 13 position in the Town's position classification system. Sarah Silk seconded.**

### ***DISCUSSION:***

Chairman Murray stated she is happy to see they consulted with Thornton & Associates to keep consistency.

**Members voted, being none opposed the motion passed.**

**Member Linda Murray moved the Wolfeboro Board of Selectmen increase Jeff Urquart's pay to \$25.50 per hour as recommended. Chuck Storm seconded. Members voted and being none opposed the motion passed.**

### ***D. Schedule of Departmental Budget Hearings***

Mr. Owen stated that the Board had a scheduled Budget meeting on October 14<sup>th</sup> at 3:00 PM, but due to a court hearing some Board members will be attending, he suggested changing the time of that meeting to 6:30 PM. He stated that the Board could review the Police and Fire Budgets on October 13<sup>th</sup> and the Public Works and Water Sewer Budget on October 14<sup>th</sup>.

The Board discussed re-scheduling the meeting time and suggested starting with Public Works and move to the next Budgets as time allows.

### ***E. Selectmen's Assignments at November 2<sup>nd</sup>, 2010 Elections***

All Board members will be available all day.

### **Any Other Business**

Chairman Murray read a letter of appreciation from NH Department of Agriculture, Market, and Foods to Sarah Silk expressing their gratitude for her efforts related to the DAMF 2010 disposal project on June 12, 2010 held at the

LRHHPF in Wolfeboro. The letter commended her for her efforts in helping to dispose of pesticides that need proper handling to be disposed of.

Ms. Silk noted that it was a great event as many people had not had ability to dispose of this waste for twenty years.

Mr. Owen stated that the Board previously approved a Temporary Event Permit for Assistance Canine to hold an event at the Nick and they have since submitted a rain date if needed for October 31, 2010. He requested the Board to grant this rain date.

**Member Sarah Silk moved the Wolfeboro Board of Selectmen to approve the rain date of October 31, 2010 request as presented for Assistance Canine's Temporary Event permit previously approved for October 24, 2010. Chuck Storm seconded. Members voted and being none opposed the motion passed.**

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

Mr. Owen stated the following:

- They will be awarding the repair work for the front steps ADA compliance and the back wall.
- Sidewalk repairs downtown will resume after Columbus Day.
- Construction of Bay Street and North Wakefield Road is moving forward.
- The Pop Whalen Ice Arena will be hosting a rink opening party Friday night.
- He will be providing a recommendation for Assessing Services soon.
- He will be attending the next meeting of the Economic Development Committee.
- The Milfoil Joint Board will be meeting next Monday evening at the Wolfeboro Inn.
- The Libby Museum will be closing this weekend.
- He will be presenting the revised proposed settlement agreement relative to the ADA Compliance at the next regular meeting.
- He has tickets for the 250<sup>th</sup> Anniversary Gala event for Sunday.

Chairman Murray noted the building that was located behind the Bell Building has been torn down.

### **Committee Reports**

Mr. Storm reported the Planning Board has been reviewing the area of Pine Hill Road and Route 28 for modifications to the Zoning. They plan to make the right side of the Road on Pine Hill Road residential and the left side Commercial.

Ms. Silk reported the following:

- She will be going to Concord with Representative Knox to discuss making October Sharps Disposal Awareness month.

Mr. Senecal reported the following:

- The Carroll County Transit Committee should have four busses by the end of the month and up and running by mid-December. He noted the larger busses are not scheduled to arrive until February or March of 2011. He stated the name of the line is Blue Loon Transit.

Chairman Murray reported the following:

- The CIP Committee has finished their review and forwarded it to the Planning Board for approval.
- The 250<sup>th</sup> Anniversary Committee GALA is October 10, 2010 from 6-8 PM and noted they will be having a raffle for a Peter Ferber painting and one of the signs that were located on the entrance to town will be auctioned off. Tickets are available at Black's, Avery Insurance and Town Hall.

**Chamber of Commerce**

None

**Questions from the Public**

None.

**Questions from the Press**

None.

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

**Member Sarah Silk moved the Wolfeboro Board of Selectmen to enter non-public session at 8:00 PM to discuss personnel. Dave Senecal seconded. Roll call vote: Sarah Silk-yes, Chuck Storm-yes, Dave Senecal-yes and Linda Murray-yes, the motion passed.**

The Board re-entered public session at 9:05 PM.

Chairman Murray announced that the Board sealed the minutes of the October 6, 2010 non-public session with a 2/3<sup>rd</sup> 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 9:06 PM. Member Sarah Silk seconded. Being none opposed, the motion passed.**

Respectfully submitted,

**Amelia Capone-Muccio**

Recording Secretary