

**Wolfeboro Board of Selectmen
Meeting minutes
Unapproved
September 15, 2010**

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

Staff present: Town Manager David W. Owen, Parks and Recreation Director Ethan Hipple, Planning and Development Director Rob Houseman, Director of Public Works Dave Ford, 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 collective bargaining and non-public minutes.

Consideration of Minutes

➤ ***September 1, 2010***

Ms. Silk made the following amendments:

- Page four, the fourth paragraph from the bottom to add, "*Brenda LaPointe could assist identifying those residents who did not receive the survey in their Municipal Electric bill*".
- Page six, the fifth paragraph from the bottom to add the word "all" before "9" in the first sentence.
- Page nine, the second paragraph from the bottom to correct the spelling of the name to "Bob Brunton".
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Chairman Murray amended page six, the second paragraph from the bottom to change "*raise*" to "*increase*" between steps.

Member Marge Webster moved the Wolfeboro Board of Selectmen accept the minutes of September 1, 2010 as amended. Sarah Silk seconded. Members voted, being none opposed the motion passed.

Public Input

Richard O'Donnell of the Friends of Town Hall joined the Board and explained they had intended to have a status report for this meeting, but have had some difficulty with technology for the plans between CCI (the contractor) and McGinley Kalsow & Assoc.'s version. Once they resolve that issue they will provide an update. He stated that several subcontractors would be touring the building tomorrow at 9 AM.

Public Hearing

➤ ***Temporary Event Permit Applications***

1. **Assistance Canine Training's to hold a fundraiser on October 24, 2010 from 12:00 noon to 4:00 PM at the Nick.**

Chairman Murray opened the Public Hearing.

Diane Tremblay owner of Winni Paw and raiser of A.C.T.S. joined the Board for discussion and explained that she would like to hold a fundraiser at the Nick for assistance canine training.

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

Member Marge Webster moved the Wolfeboro Board of Selectmen to approve the Temporary Event permit request for Assistance Canine Training's to hold a fundraiser on October 24, 2010 from 12:00 noon to 4:00 PM at the Nick. Chuck Storm seconded. Members voted, being none opposed the motion passed.

2. **Back Bay Youth Hockey to hold a 5k Road Race on October 23, 2010 starting at the Railroad Station from 8:30 AM to Noon.**

Chairman Murray opened the Public Hearing.

Cynthia White joined the Board for discussion and explained Back Bay Youth Hockey is seeking to do a fundraiser to raise funds for ice time, fees and referees etc.

Ethan Hipple joined the Board for discussion and stated that the Parks and Recreation Department supports this fundraiser.

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

Ms. Silk noted several comments from the Department Heads on the permit request particular to traffic control.

Ms. White replied that she spoke to an Officer regarding traffic control and they would have three volunteers at Bay Street, Filter Bed Road and North Main Street and they would have an Officer at Rail Road Ave. They are seeking the possibility to have an additional Officer.

Ms. Silk stated an updated insurance certificate is needed.

Member Sarah Silk moved the Wolfeboro Board of Selectmen to approve the Temporary Event permit request for Back Bay Youth Hockey to hold a 5k Road Race on October 23, 2010 starting at the Railroad Station from 8:30 AM to Noon. Marge Webster seconded. Members voted, being none opposed the motion passed.

Bulk Vote

A. Property Tax Credit/Exemptions

- i. 55 Beach Pond Road Tax Map 145, Lot 37

Member Sarah Silk moved the Wolfeboro Board of Selectmen approve the Bulk Vote item as listed above. Marge Webster seconded. Members voted and being none opposed the motion passed.

New Business

A. Friends of Abenaki Snowmaking project

Bill Swaffield and Ethan Hipple joined the Board for discussion.

Mr. Swaffield stated that the intent was to update the Board on the Snowmaking status, but they have since had discussion with Mr. Hipple on including the sprinkling system for the rink in with the system for snowmaking. He stated they need more time to incorporate this to the project. He did state they have raised \$91,000 for permanent snowmaking at the site, they will be making snow this year and the future hope is to raise enough funds to bring the pipe all the way up the hill to add snow guns.

Mr. Hipple stated the Pop Whalen priority for next year to add a code required sprinkling system to the building and he has researched other places that have interfaced the pump system for snowmaking with the sprinkling system. He stated that it will take a little time to get them compatible and decided to postpone the current addition in order to do construction once. He stated they would be seeking the services of an engineer to help with this project.

Ms. Silk applauded their efforts on this project.

Mr. Hipple stated he would like to thank Ted Newman for his help and noted the facility will make snow this year and open the day after Christmas.

Chairman Murray stated this is an example of what makes this community special with the public and private working together.

B. 2009 Financial Audit

Bob Vachon and Jarod Vartonian joined the Board for discussion.

Mr. Vachon reviewed the Audited Financial Statements for the year ended December 31, 2009. *(See attached report)*

Chairman Murray asked that he provide clarity on the deficit of the Sewer Fund.

Mr. Vachon replied the practice is to transfer the funds from the General Fund, but show a debt because those funds are not transferred until the next year.

Chairman Murray questioned if the Net Assets for the Water fund are due to the increase in rates starting later in the year.

Mr. Owen replied that he requested the Finance Director to provide a five-year history of the fund balances showing the trend of the Electric, Water, Sewer and Pop Whalen funds. He explained both Electric and Pop Whalen funds were drawn down in the past few years to pay for items such as decommissioning the generation facility and the Dasher Boards.

Chairman Murray questioned the town's guideline vs. the State's on retaining funds above 10%.

Mr. Owen replied that the town voted not to retain funds above 10% and to return those funds to the taxpayers.

Mr. Vachon stated 10-17% is what is recommended and the town's guideline of 10% is good.

Chairman Murray questioned the changes in regulations.

Mr. Vachon replied there will be changes in 2012, but it will not change your record keeping. Basically the special revenues will collapse into the general fund for year end.

C. Budget Hearing-Non-profit Agencies' Funding requests for 2011

➤ 01-44153-830 VNA/ Hospice

Requesting \$22,453 a \$2,777 increase from last year.

Bette Coffey, Executive Director, joined the Board for discussion and stated they have requested an increase largely due to unreceivables, most likely due to the economy. She stated they have merged with Community Health & Hospice of Laconia as of October 15, 2010. They intend this to be a seamless transition and will continue to provide the same services.

Ms. Silk questioned if the merger would provide any cost savings.

Ms. Coffey replied that is the hope and it will mostly be towards administrative costs.

➤ 01-44154-830 Appalachian Mountain Teen Project

Requesting \$2,400 level funded.

Chairman Murray recused herself from discussion on this request, as she is a member of their Board.

Donna San Antonio, Interim Executive Director, joined the Board for discussion and stated they are requesting the same amount as last year and explained their function is to work with teens and their families who are struggling with difficult life circumstances.

➤ 01-44155-830 Meals on Wheels

Requesting \$9,000 a \$2,500 increase from last year.

Cheryl Dempsey, Treasurer, joined the Board for discussion and stated they are requesting an increase this year due to the 15 additional requests for meals from those at the Ledges who are no longer able to receive a meal.

Ms. Webster stated several other agencies are feeling the impact in the meal change from the Ledges.

Chairman Murray pointed out that they are projecting a \$15,000 loss and that even with such, they provide a great service.

Shirley Bentley, member of the Board of the Ledges, thanked them for picking up the meals of those from the Ledges and they are very grateful for that.

➤ **01-44156-830 Wolfeboro Area Children's Center**

Requesting \$20,000 level funded.

Chairman Murray recused herself from discussion on this request, as she is a member of their Board.

Susan Whiting, Executive Director, joined the Board for discussion and stated they have been severely impacted by the State's waiting list, but they have had a very generous donor, which has helped seven families from that list. She stated their goal is to not turn children away.

Ms. Silk stated she recently toured the facility and commented that it has excellent safe childcare for the community children.

Ms. Webster pointed out without those generous donors the town would be picking up that cost within the Welfare budget.

➤ **01-44157-830 Tri-County Community Action**

Requesting \$5,000 level funded.

Paula Abraham, Community Contact Manager, joined the Board for discussion and thanked the Town for the past support. She explained that although they provide several different programs, the \$5,000 request would go specifically to the Fuel Assistance, Weatherization and surplus food allocated to the local food pantry at the cost of \$196,581.

➤ **01-44158-830 L.I.F.E. Ministries Food pantry**

Requesting \$11,000 a \$5,000 increase from last year.

Stanley Anderson and Jane Batchelder joined the Board for discussion and stated they are currently helping over 100 families in Wolfeboro and the request for food has gone up dramatically, which is why they have requested an increase.

Ms. Silk questioned if they have also responded to the needs at the Ledges.

Mr. Anderson replied they have.

Ms. Webster stated this is also a place that would increase the town's Welfare Budget if they were not there to help.

Ms. Silk noted the food pantry received support of fresh vegetables from the town garden this year, which is another example of the public working with the private.

Chairman Murray agreed that the community takes care of each other and that is what makes us special.

➤ **01-44161-830 Starting Point**

Requesting \$2,538 a \$538 increase from last year.

Suzette Indelicato, Executive Director, joined the Board for discussion and provided their financial budget. She explained the reason for the increase is that since they built their new location, the shelter has been full.

Ms. Webster questioned their 501 (c) 3 status, as such was not included.

Ms. Indelicato replied she would forward it.

➤ **01-44165-830 Kingswood Youth Center**

Requesting \$5,000 level funded.

Linda Matchett, Executive Director, joined the Board for discussion and stated she is the new Director.

Ms. Silk questioned how many students represent the 36% of Wolfeboro.

Ms. Matchett replied she would forward them that information.

➤ **01-44168-830 Medication Bridge**

Requesting \$1,034 an \$87 increase from last year.

Jack Drinkwater, Coordinator, joined the Board for discussion and stated they have 23 new patients and have spent \$51,000 on medication since July 1st. He explained they ask for funding from all the communities using the program and although Huggins Hospital provides them with an office space at no charge including utilities, they are funding them \$100,000 this year towards updated software. He also stated they are looking to adding programs such as for infusions and pharmacy cards.

➤ **01-44171-830 Northern Human Services**

Requesting \$7,449 level funded.

Ms. Silk recused herself from discussion on this budget, as she is a part-time employee.

Bert Astles, Area Director, joined the Board for discussion and explained they have had a small increase in Wolfeboro residents, servicing 148. He stated it has been a challenging fiscal year due to a 5% rate cut from the State on adult services and an additional rate cut on August 1st on children services.

Chairman Murray stated that they are projecting a \$345,948 deficit and how do they make that up.

Mr. Astles replied they carry it from year to year and are required to provide services by State Law.

➤ **01-44175-830 Dinner Bell**

Requesting \$5,000 level funded.

Rev. Randolph Dales, Dinner Bell Supervisor, joined the Board for discussion and stated that All Saint's Episcopal Church became the fiscal agent of the Dinner Bell last year and have eliminated the administrative costs. He explained that it is all-volunteer and patrons can make a donation, but it is not required. They served 31 meals last year to 1,608 individuals.

Ms. Webster questioned the 501 (c) 3 status.

Mr. Owen provided a packet including that information.

➤ **01-44173-830 Wolfeboro Senior Meals**

Requesting \$15,000 a \$7,500 increase.

Rev. Randolph Dales, Supervisor, joined the Board for discussion and explained a group had requested funding last year and in the end it was agreed to host these meals at All Saint's Church. He explained that this is the main meal for most of these individuals, as well as a source of socialization. He stated that they served today and 40 people attended.

Ms. Webster stated that socialization is critical for seniors and thanked Rev Dales for taking this on. She noted this has also increased due to the removal of the meal program from the Ledges.

Rev. Dales stated the goal of the Wolfeboro Seniors is to have a facility for meals and activities as they do host activities during this event as well.

➤ **01-44174-830 Caregivers of Southern Carroll County & Vicinity, Inc**

Requesting \$2,500 level funded.

Shirley Bentley, Chair, joined the Board for discussion and stated they average 5,000 miles a month. She stated they have received a lot of calls for cancer patients seeking service to Dover and noted they are delivering food from the Food pantry to the Ledges and Christian Ridge.

Chairman Murray stated that this is another example of the Community working together.

Ms. Webster pointed out they do not have any administrative costs.

➤ **01-44176-830 CASA**

Requesting \$500

Mr. Owen stated that no one from this organization was able to attend tonight's meeting.

➤ **01-44178-830 Lifebridge**

Requesting \$7,000 (new request)

Dave Kemper, Director, joined the Board for discussion and explained this is their first time requesting from the town and that they mentor at risk kids from the community.

Chairman Murray stated that in her review of this organization on the Internet it seems that they seek Faith based community support.

Mr. Kemper replied they work with the local churches as a network to seek mentors.

Chairman Murray questioned if they look anywhere else for mentors.

Mr. Kemper replied they look within the community.

Chairman Murray stated that their budget shows an expense of \$423,201.10 for personnel.

Mr. Kemper replied that the funds requested are for the program for the kids, none of it will go towards the salaries.

Rev. Dales questioned if they would consider mentors who are Muslim or Jewish.

Mr. Kemper replied they do.

DISCUSSION ON BUDGET REQUESTS:

Ms. Webster questioned if the past years' budgets could be provided for comparison purposes in the future and that the town should require two signatures on checks of the agencies that receive town funds.

Chairman Murray stated they could request the agencies' internal control policy as, some may not require two signatures unless it is over a specific amount.

Ms. Webster replied that she has seen a past agency have an issue with its Director and feels such policy would be prudent for those receiving town funds.

The Board agreed that for next year's budget review process of Agencies they would request their Internal Control Policy.

D. Building Evaluation Report-cost estimates

Dave Ford joined the Board for discussion and referred to his memo dated September 15, 2010 summarizing the task of having town-owned public buildings evaluated as follows: Public Safety Building, Libby Museum, Dockside Restaurant, Solid Waste Facility, and Public Works Garage & Highway Garages, for a total of six reports. He explained town staff has addressed many of the issues with lower costs, but he recommends the following:

- Address critical issues this year within our existing operating budgets
- Plan on addressing other important issues in next year's budget
- Continue working on Phase 2 of the Asset Management with Town Staff
- Discuss long-term needs and a repair strategy versus building new for major items

Chairman Murray stated the CIP Committee has discussed whether to put these repairs in the operating budget or put them out as a separate Warrant Article similar to what was done for the road maintenance.

Mr. Ford replied depending on the cost of the projects they could do that, but a lot more discussion of priority needs to be done on the report and would probably be for the major maintenance items as they already have a budget for minor maintenance items.

Chairman Murray stated she was thinking more like a \$250,000 Warrant Article committing the town to the most important issues first.

Ms. Silk agreed, when they decided to do this for the roads it has worked well over the past few years. It gives the public the opportunity to vote on it.

Mr. Storm stated that this is a very valuable report and will give them a guide for going forward.

Chairman Murray stated the Municipal Asset Plan would also be a very valuable tool moving forward.

➤ **Road Improvements Status**

Mr. Ford provided the Board with a status of Road Improvement projects as of 9/15/10, proposed Road Improvement Budget Estimate for 2011 and summary of Road improvements for the past 10 years showing they have improved 27 miles of roads in those years.

Chairman Murray suggested posting it on the website.

➤ **RIB site issues**

Mr. Ford stated that the town has obtained an emergency permit to install sand traps at the RIB site and are mitigating this situation.

E. Petition to extend A-frame Sign Ordinance Enforcement Moratorium

Chairman Murray stated the town received a petition signed by 58 of the local businesses and read it as follows: *We the undersigned do request that the current A-frame sign ordinance enforcement moratorium be extended from October 31, 2010 to February 28, 2011.* She questioned if the Board wished to take public input at this time.

The Board agreed to take public input.

Michelle Fabricant stated the petition represents concerned merchants who wish to extend enforcement moratorium until a new ordinance is developed. She stated that the Planning Board has refrained from comment until they come to a consensus on the ordinance. She stated this is a simple request to extend the moratorium until an ordinance can be voted on in March. She read a letter of support from Evergrain.

Jerome Holden of JC Signs stated the Board should extend the moratorium and that the Village Players gets 1/3 to 2/3rds more attendance when they put out their a-frame sign.

Paul Jenne stated that if the only concern about the a-frame signs over the winter months is for plowing purposes and they never had a report of a damaged sign in the four years he has been in business. He feels that concern is not valid.

Cheryl Taylor of Rethreads stated she has been in business 23 years and feels without an a-frame sign, no one would know she is there and feels she could get more business by putting an a-frame sign out on Main Street. She feels that she has helped this town recycle used clothing for years.

Mr. Senecal stated he had asked if there was more interest in extending this and since there is, it would make sense to extend it.

Ms. Silk questioned Mr. Houseman on the public hearing process for amendments to the ordinance.

Mr. Houseman joined the Board and explained the public hearing process according to State statute. He stated the Planning Board has two public hearings to allow for changes based on input and based on that, the Planning Board could post the ordinance for review at their October and November workshop meetings.

Chairman Murray stated she reviewed the Planning Board meeting and received an e-mail from Kathy Barnard stating at this time the Planning Board does not want to make a recommendation. She feels the Planning Board could assist the Board of Selectmen on this issue and the petition has been forwarded to them for their information. She stated in her review of the sign ordinance she finds it difficult to read, but it seems each business is allowed two flags, a sign at each entrance, way finding signs and if it is a restaurant a menu board, so she feels they are allowed a lot of signage. She also stated as a representative to the Economic Development Committee, she reports they are looking into why the recent businesses closed. She stated that as a member of the 250th Anniversary Committee they were seeking ways to bring people to Wolfeboro and support the local businesses. She stated she feels the issue at hand is enforcement and would like to go to the Chamber's meeting on September 28th before making the extension.

Ms. Silk questioned if that meeting would be taped, since she will be out of town.

Peter Pijoan stated he has made a request to the Chamber to tape the meeting, but he has not heard back.

Mr. Storm stated the Planning Board is taking this issue very seriously. He stated they need to open up the communication to work it out and Mrs. Barnard is very receptive. He doesn't not feel they should hold up the extension until the Chamber meets.

Ms. Webster stated she feels the Board of Selectmen should do everything in their power to support local businesses and this is the third time they have discussed this subject and she has yet to see a representative of the Chamber of Commerce present. She commended the businesses on getting a petition together and encourages them to continue this fight right to Town meeting.

Member Marge Webster moved the Wolfeboro Board of Selectmen to extend the moratorium on a-frame signs to February 28, 2011. Chuck Storm seconded. Members voted and being none opposed the motion passed.

Chairman Murray stated that the businesses need to be at those meetings to support changes.

F. Zoning Enforcement Policy

Chairman Murray stated she had requested a policy to be developed to outline the parameters of the enforcement process.

Mr. Houseman joined the Board for discussion and explained that unlike the building and fire codes; zoning is locally adopted. He stated the purpose of the outline is to be consistent and noted that this enforcement can not be uniform; for example because on-premise a-frame signs are different from off-premise a-frame signs. He stated 98% of action start by a complaint made to the office and their goal is compliance. He reviewed the draft policy with the Board. (See attached #2)

Ms. Silk questioned why they need this policy when they already have it in the flow chart.

Chairman Murray replied that when she met with Mr. Houseman and the Town Manager, her goal was to have something for them to agree would be the guideline and easy for the public to understand.

Mr. Storm commended Mr. Houseman on a well thought out policy and feels it will educate the public and supports it.

Ms. Webster thanked him for the policy, but feels the public questions the drive by complaints and feels the public thinks common sense is lacking.

Ms. Silk stated the flow chart already states the policy and she would be a lot happier if they hired the part-time position to do the enforcement. She stated that people do make complaints to the office and the Code Officer responds to the request with documentation.

Mr. Senecal stated he feels that complaints should be received in writing as in Ossipee they do not accept complaints that are not in writing because otherwise you would be chasing neighborhood disputes.

Chairman Murray questioned if he addresses something if he happens to drive by it.

Mr. Senecal replied he does address obvious issues, but doesn't drive around looking for issues.

Chairman Murray stated this policy needs to be posted on the website and gave the example of when the town addressed a complaint made by the neighbors on a junk yard which has since cost the town thousand of dollars. She explained that she agrees they don't need to be part of neighborhood disputes, but do need to have a balance of addressing obvious violations and enforcing the ordinance.

Mr. Houseman stated the flow chart does have some of the information, but the policy outlines the process and priority they would address the enforcement in more detail.

Mr. Storm stated he is agreeable to require the complaint to be in writing, sometimes it may make someone think more if it would be a valid complaint rather than neighbor disputes.

Ms. Webster questioned if such is required to be in writing, would bullet number four, be removed from section three, Enforcement Priorities.

Mr. Owen replied he does not recommend removing such as some anonymous complaints can be very serious public health or safety issues and they would need to respond to those.

Mr. Houseman questioned if the Secretary could take written phone complaints if the complainant gave their name and phone number.

The Board agreed and Chairman Murray questioned if they would like to take any public comment on the policy.

Lou Siracusa stated that common sense would be a factor in anonymous complaints.

Cheryl Taylor stated anyone could give a fake name and phone number and feels the complaints should be in writing. She pointed out that sometimes town employees are the ones making those complaints.

Mr. Senecal replied the most of the cases would need a written complaint.

Ms. Silk stated it would be impossible to come up with all the scenarios and this is not cut and dry, but the Department will address all the complaints.

Chairman Murray questioned if the Board is agreement to leave bullet number four under Enforcement Priorities, but removed the word "not" from the sentence and to amended bullet one under General Procedures, to state a documented written complaint (with name, address and phone number). The Board agreed.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve the Zoning Enforcement Policy as amended. Dave Senecal seconded. Members voted, all in favor the motion passed.

G. Monthly Budget Expenditures and Revenue Report

Pete Chamberlin joined the Board for discussion and stated that at this point in time the budget is okay.

Mr. Senecal stated the outline provided is excellent.

Ms. Webster commended him on having a good audit report.

Chairman Murray suggested that Mr. Chamberlin's report be moved up on the Agenda at future meetings.

H. Amendment to Selectmen's Rules of Procedure

Chairman Murray stated the Board needs to vote on the amendment made at the last Board of Selectmen's meeting.

Member Sarah Silk moved the Wolfeboro Board of Selectmen amend Section II-A Responsibilities of members, so that it reads as follows: "One Selectmen has no authority and can not speak for the Board except when representing the voted position of the Board. Members of the Board have authority only when all actions are voted on by the majority of the board at a public meeting that complies with the Right to Know Law RSA 91-A. The Board shall not be bound by any action or statement of an individual Board member, except when such statement or action is pursuant to instructions voted on by the Board. Marge Webster seconded. Members voted, all in favor the motion passed.

Any Other Business

Ms. Silk stated the Police Department would be holding a drug collection on September 25, 2010.

Town Manager's Report

Mr. Owen stated the following:

- They have recieved the first cost estimate for repairs of Brewster Hall's slate roof and it is more costly than expected. They hope to have a second estimate by Friday with hopes to have that work put out to contract soon.
- He has requested an extension for work done to be in compliance with demands from the NH Department of Labor to November 1st.
- The RFP for Cable TV Franchise agreement has been sent out this week.
- The ladder truck repair report has been received and there is extensive damage to the ladder. The truck will be taken by flatbed back to the manufacturer for repair and probably will be out of service for 3-6 months. Mutual Aid will cover that service in the interim.
- He had received notice from the Town of New Durham that Roger Murray III (who owns property in both Wolfeboro and New Durham) had pointed out Cartographics misrepresented the town line during New Durham's revaluation. He stated that New Durham was inquiring if anyone from the Board was interested in perambulating the town line, as it has not been done in sometime.
- He provided the Board with an RFP for temporary office space for the town offices during renovations of Brewster Hall, and suggested that if they should allow others to respond to the request to see what is available. The Board agreed.

DISCUSSION:

Mr. Senecal stated this same circumstance happened between Ossipee and Tuftonboro and suggested that the two towns provide survey information to Cartographics and most likely it can be resolved that way.

Chairman Murray stated New Durham now has the town line going right through their home, but it is the same company that just did Wolfeboro's re-evaluation with a different location for the town line. She stated that Mr. Murray has all the documentation agreed upon by both towns from 1984 and feels that the towns could deal with the issue with all the documents already done without either town spending any money.

Ms. Silk suggested that Mr. Murray provide the Town Manager with all his documentation to be forwarded to Cartographics for review.

Committee Reports

➤ Police Commission Representative

Mr. Storm stated that the Chief advised the Police Commission on a recent situation involving Officer Strauch and his lack of ability to contact Central Dispatch from his portable radio due to his locations. He explained Officer Strauch came across what he thought was a disabled motorist on Brown's Ridge Road, but soon discovered it was an intoxicated person. He explained that the situation turned into a dangerous struggle where the person tried to take Officer's gun. Officer Strauch's radio and emergency "man down" button did not reach Central Dispatch, but luckily Dispatch sent help when he did respond to radio communication. He explained that the Chief would be looking to solutions of adding repeaters in locations where radio communication is lacking. He said this was a serious situation where they could have had an Officer seriously hurt or killed.

Ms. Silk stated she had a discussion about this situation with Lieutenant Rondeau and she questioned if he used his taser, but the subject was so intoxicated the taser did not work either. She stated due to the terrain of Wolfeboro they do have locations with no radio communication.

Chairman Murray stated they have had this problem with the Highway Department and Water Department.

Mr. Owen stated the Chief had presented a budget item in the amount of \$100,000, but he sent him back to the drawing board to find out if any funds are available from Homeland Security.

Ms. Webster stated \$100,000 is not a lot of money when you are talking about an Officer's life.

Mr. Senecal stated Ossipee just received grant funds, so there are funds available and for him to talk to the Fire Chief to get the State contact.

➤ **Library Representative**

Ms. Webster stated the Library is wrapping up their feasibility study.

Chairman Murray reported the following:

- The Milfoil Committee will have the suction harvester in Back Bay and Wolfeboro Bay.
- The 250th Committee met today to discuss the arrangements for the GALA Sunday October 10, 2010 at the Wright Museum from 6-8 PM.

Ms. Silk reported the following:

- The Conservation Commission heard a presentation from the Pathways Committee on the proposed pathway site.
- Moultonborough approached LRHHPF on membership.
- The last Medicine Collection was held in conjunction with Hazardous Waste collection this past weekend in Alton and they received as much medicine as they did waste.

Mr. Senecal reported the following:

- The Carroll County Transit Committee has reported the buses are on their way.
- The Carroll County Coalition for Health is a continued effort to work together between Huggins Hospital and Memorial Hospital.

Mr. Owen stated the Milfoil Joint Board authorized the purchase of another pontoon boat and trailer and both will be sent to Holderness to be outfitted with DASH units.

Chamber of Commerce

None

Questions from the Public

None.

Questions from the Press

Tom Beeler of the Granite State News stated this week's paper would have an article on Officer Strauch.

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

Member Marge Webster moved the Wolfeboro Board of Selectmen to enter non-public session at 10:13 PM to discuss non-public minutes and Collective Bargaining. Sarah Silk. Roll call vote: Marge Webster-yes, Sarah Silk-yes, Chuck Storm-yes, Dave Senecal-yes and Linda Murray-yes, the motion passed.

The Board re-entered public session at 10:54 PM.

Chairman Murray announced that the Board sealed the minutes of the September 15, 2010 non-public session with a 2/3rd 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 10:55 PM. Member Sarah Silk seconded. Being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio

Amelia Capone-Muccio

Town of WOLFEBORO, New Hampshire

**Review of Audited Financial
Statements as of and for the Year
Ended December 31, 2009**

9-15-10
BOS
#1

Independent Auditor's Report

- As one should expect, the Town continues to receive an Unqualified Opinion on its financial statements as of and for the year ended December 31, 2009.
- As auditors, we are required to perform risk assessment procedures including matters relating to possible material fraud risks.
- We also identify internal control procedures and ascertain compliance with those procedures.

Statement of Net Assets

- **Governmental Activities:**
 - Capital Assets – \$23 Million Dollars
 - Unrestricted Net Assets – \$2.9 Million Dollars
- **Business-type Activities:**
 - Capital Assets - \$32 Million Dollars
 - Unrestricted Net Assets - \$3.5 Million Dollars

Governmental Balance Sheet

- **Cash and investments** - \$1.2 Million Dollars
- **Taxes Receivable** - \$1.9 Million Dollars
- **Due to Other Govts** - \$6.3 Million Dollars
- **Deferred revenues** - \$1.6 Million Dollars
- **Unreserved general fund balance** – \$2 Million Dollars

General Fund Budgetary Basis

- Revenues exceed final budget by \$292,000
- Expenditures were \$276,000 less than budgeted amounts
- Other financing sources/uses-net were \$541,000 less than budgeted.
- Overall, **expenditures** were \$280,000 more than **revenues** because of the use of **\$1,390,000** of 2008 fund balance used against 2009 tax rate.

Enterprise Funds Balance Sheets

- **Electric Department** reports unrestricted net assets of almost \$1.3 Million Dollars
- **Water Department** reports unrestricted net assets of \$2.2 Million Dollars
- **Sewer Department** reports a deficit of \$22,000
- **Pop Whalen Ice Arena** reports unrestricted net assets of \$43,000

Enterprise Funds (Continued)

- Outstanding debt is
 - Electric Department - \$3,690,000
 - Water Department - \$7,967,756
 - Sewer Department - \$8,304,188
 - Pop Whalen Ice Arena - \$18,575

Enterprise Operations Statements of Revenues, Expenses and Changes in Net Assets

- **Operating income (including depreciation)**
 - \$223,000 loss for Electric Department (\$328K)
 - \$363,000 profit for Water Department (\$386 K)
 - \$357,000 loss for Sewer Department (\$312K)
 - \$32,000 loss for Pop Whalen Ice Arena (\$32K)
- **Change in Net Assets**
 - \$557,000 loss for Electric Department
 - \$36,000 profit for Water Department
 - \$121,000 loss for Sewer Fund
 - \$42,000 loss for Pop Whalen Ice Arena

Enterprise Operations Funds Cash Flows

- **Electric Department** negative cash flow of \$762K
- **Water Department** negative cash flow of \$599K
- **Sewer Department** positive cash flow of \$820K
- **Pop Whalen Ice Arena** negative cash flow of \$52K

Budgetary Fund Balance

Budgetary Fund Balance is available to manage tax rates.
The Change in Budgetary fund balance is as follows:

Budgetary Fund Balance-beginning of year	\$3,723,111
2009 excess expenditures over revenues	(280,156)
Ending budgetary fund balance - December 31, 2009	\$3,442.955
Undesignated Fund Balance	\$3,355,214

OPEB LIABILITY- Implicit Health Ins

- Valuation Date 1/1/2009
- Actuarial UNFUNDED Accrued Liability
\$1,908,441
- Unfunded actuarial accrued liability as a
percentage of covered payroll 59%

Report on Internal Controls Based on Audit of Basic Financial Statements

- A Report on Internal Controls is issued in conjunction with our audit of the financial statements and is not considered a special study of internal controls
- No significant conditions were found during the audit and no written management letter was deemed necessary
- Congratulations on your continuing efforts to maintain the highest level of internal controls.

Governance Communication

- Conducted our audit in accordance with Generally Accepted Auditing Standards
- No new accounting policies were adopted in the current audit period
- We were able to satisfy ourselves about all accounting estimates.
- All significant audit adjustments that were proposed were made and booked.

Governance Communication (Continued)

- There are no disagreements with management.
- To our knowledge, management did not consult with other CPAs.
- No unusual issues were discussed prior to our retention as auditors

Thank You

- On behalf of myself and the members of our firm, we thank you for allowing us to serve you as your independent auditors.
- We also want to express our appreciation to the management team, especially the finance office, for their assistance during the Audit.

Zoning Enforcement Policy

General Policy

Enforcement shall be prioritized to protect the public health, safety, welfare, environment and property values of the community, in a fair and equitable manner. Zoning enforcement is not to be used as a means of furthering neighbor and/or civil disputes.

General Procedures

These procedures are not inflexible and adjustments may be made depending upon the nature and severity of the violation.

- Complaint received, evaluated for priority, and pertinent town records researched.
- Site investigation conducted. If violation found, site inspection notes compiled and photographs taken, when possible. Violation file created and violator contacted. Contact may be either written or oral. Nature of violation explained and remedy provided.
- Re-Inspection conducted. If violation remains, a formal Notice of Violation/Request for Voluntary Compliance may be issued, citing the regulation being violated and the remedy and timeframe for compliance.
- If the violation remains upon the expiration of the voluntary compliance date, a Cease and Desist Order may be issued, citing the violation, the required remedy and the right to appeal.
- If the violation remains and the right to appeal has expired, a Citation or other legal remedies may be issued/taken.

Enforcement Priorities

The following are general policies relating to prioritizing enforcement of the Wolfeboro Planning and Zoning Regulations:

- Violations that pose immediate danger to the public health, safety, environment and general welfare of the community.
- Violations related to development projects that are in the construction phase.
- Reactive or compliant based enforcement.
- Anonymous complaints not posing an immediate threat to the public health, safety, environment and welfare of the community.
- Complaints associated with neighbor and/or civil disputes shall receive the lowest priority.

Code Enforcement (Building and Fire Codes)

Unlike Zoning, which is adopted by the town, building and fire code are adopted by the State of NH. In addition, both the building and fire code have established standards for enforcement and, therefore, the Zoning Enforcement Policy shall not pertain to the building and fire code.

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