

**Wolfeboro Board of Selectmen  
Meeting Minutes  
Unapproved  
September 4, 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, Finance Director Pete Chamberlin, Public Works Director Dave Ford, Director of Parks & Recreation 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 litigation, non-public minutes and personnel.

**Consideration of Minutes**

➤ **8/21/13**

Mrs. Murray amended page 4, the second paragraph to add the following to the last sentence: and now only 17 plaintiffs will be billed". She amended page seven, the third paragraph from the bottom to add the following after the word "work": "before the Board" and strike "so they".

**Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the minutes of August 21, 2013 as amended. Dave Senecal seconded. Members voted, Dave Bowers abstained and being all others in favor, the motion passed.**

**Public Input**

None.

**Public Hearing(s)**

***Temporary Event Permits***

- i. First Congregational Church and All Saints Episcopal Church to hold a Crop Walk on October 27, 2013 from 1:00 PM-4:00 PM beginning at 115 South Main Street to Allen A Beach using Bridge Falls Path and Cotton Mountain Trails.**

Chairman Silk opened the Public Hearing.

Bruce McCracken addressed the Board and explained they plan to run the event as done in the past and 25% of the proceeds benefit the local food pantry.

Chairman Silk closed the hearing. She questioned if the restrooms at Albee Beach will still be available.

Mr. Hipple replied they would.

**It was moved by Dave Bowers for the Wolfeboro Board of Selectmen to approve the Temporary Event permit request for First Congregational Church and All Saints Episcopal Church to hold a Crop Walk on October 27, 2013 from 1:00 PM-4:00 PM beginning at 115 South Main Street to Allen A Beach using Bridge Falls Path and Cotton Mountain Trails. Dave Senecal seconded. Members voted and being none opposed, the motion passed.**

- ii. **Kingswood Regional High School Theater to hold High School Musical Performance on October 12, 2013 from 9:00 AM-4:00 PM (rain date October 13, 2013) at the Wolfeboro Community Bandstand.**

Chairman Silk opened the Public Hearing.

Julie Jacobs addressed the Board and explained this is the 3<sup>rd</sup> annual event where the students get into costume and walk around town, do skits and sing in Cate Park.

Being no others to speak for or against the request, Chairman Silk closed the hearing. She noted the notes on the permit including the insurance certificate would be submitted separately.

**It was moved by Sarah Silk for the Wolfeboro Board of Selectmen to approve the Temporary Event permit request for Kingswood Regional High School Theater to hold High School Musical Performance on October 12, 2013 from 9:00 AM-4:00 PM (rain date October 13, 2013) at the Wolfeboro Community Bandstand. Dave Senecal seconded. Members voted and being none opposed, the motion passed.**

### **Bulk Vote**

#### **A. Weekly Manifests:**

1. Manifest dated August 30, 2013
2. Manifest dated September 6, 2013

#### **B. Property Tax Credits/Exemption**

##### Approvals

- |      |                        |                         |
|------|------------------------|-------------------------|
| i.   | 525 Beach Pond Road    | Tax Map 67, Lot 18-15   |
| ii.  | 20 Harvey Brook Road   | Tax Map 177, Lot 10-123 |
| iii. | 33 Village Corner Road | Tax Map 63, Lot 19      |

#### **C. Notices of Intent to Cut Wood or Timber**

- |    |                             |                     |
|----|-----------------------------|---------------------|
| i. | Off Route 109-Wildwood Lane | Tax Map 167, Lot 25 |
|----|-----------------------------|---------------------|

#### **D. Raffle Permits**

- i. **Kingswood Regional High School Theater Program**
- ii. **The Village Players**

Chairman Silk noted the drawing for the Village Players raffle ticket is 9/13/13.

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

## **New Business**

### **A. Revised Welfare Guidelines**

Mr. Owen stated the annual review of the Welfare Guidelines has been completed and there are two minor revisions; one is to the burial allowance on Schedule A and making the guidelines consistent with the NH RSA and the other is in regards to the Security Deposit Agreement and implementing an agreement for the landlord to sign that the security deposit is to be returned to the Town.

Mrs. Murray stated she would like to see some sort of review of the apartments they provide deposits with regards to damage, etc. and, if possible to take some photos.

**It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to approve and sign the revised Welfare Guidelines for 2013 as presented. Linda Murray seconded. Members voted and being none opposed, the motion passed.**

### **B. Tax Exempt Properties**

Mr. Owen stated that Contract Assessor Todd Haywood has sent out notices with regards to some tax exempt properties that have been traditionally considered tax exempt but do not meet the guidelines of tax exempt properties.

Mr. Haywood addressed the Board and explained that upon review of the annual tax exempt property applications he noticed some of those properties do not qualify for a tax exempt status. He explained he sent out notice of such to the property owners but has had no response, but feels they will likely contact him when they receive the tax bill. He stated he plans to provide other options for these properties such as lot merging, current use etc.

Mrs. Murray stated that she would like to see options provided; for example, the lots purchased by Huggins Hospital during contraction are unbuildable lots. Although they don't meet tax exempt status she would like to see the Assessing Department to discuss other options with them.

### **C. Depot Square Sidewalk and Light pole Easement**

Mr. Owen summarized this issue has been more than a year in the making when an easement was needed during the Depot Square ADA sidewalk upgrades. He explained that the condominium owners and the town have reached an easement agreement which in exchange

for the easement the Town allows a business to put some tables and chairs on the sidewalk of Railroad Avenue.

**It was moved by Linda Murray for the Wolfeboro Board of Selectmen to approve and sign the Sidewalk & Light pole Construction and Maintenance Easement agreement as pertains to the property at 15 Railroad Avenue (Tax Map 217, Lot 42). Brad Harriman seconded. Members voted and being all in favor, the motion passed.**

#### **D. Water and Sewer Rates**

Mr. Owen stated this discussion should be discussed in two parts, the structural deficit in the sewer fund and the rates.

Keith Pratt of Underwood Engineers addressed the Board to review his PowerPoint on the Water/Sewer Rate Study dated 9/4/13. (See attached) The recommended adjustments based on the report are as follows:

- Reduce the included water from 5,000 gallons/quarter to 4,500 gallons/quarter or 1,500 gallons/month when the change to monthly water and sewer bills is implemented. This change will apply to both water and sewer rates.
- Increase seasonal charges for seasonal water and sewer line users to \$95/quarter.
- Institute a charge of \$15/quarter or \$5/month, for sewer users with deduct meters.

Mrs. Murray questioned if the projected expenses in the 2014 budget will come in okay based on this recommendation.

Mr. Ford replied the sewer will, but the water will not. He also noted some issues with switching to monthly billing at the Billings & Collections office and that some work is needed with the software company to make the transition. He stated some of implementation may need to be staggered.

Brenda LaPointe stated that she has had discussion with the software company with regards to implementing the monthly billing and the monthly charge and the minimum usage charge will need to be pro-rated based on the number of days used. She stated the new rates would not be billed until February and questioned if they would consider holding off on changing the deduct meters until later after the monthly billing starts.

Mr. Ford suggested approving Option A as submitted with a condition they wait until February or later.

Mrs. Murray suggested they provide them with the schedule in writing to prevent any confusion and to provide something for her to forward to the Chamber of Commerce, etc.

Mrs. LaPointe noted they do plan to put a notice in the bills in October to notify the customers of the change.

**It was moved by Brad Harriman for the Wolfeboro Board of Selectmen to approve Option A for water and sewer rate adjustments for 2014 (deduct meter change to take place in April). Dave Bowers seconded. Members voted and being all in favor, the motion passed.**

Mr. Owen stated that the second part of the discussion is with regards to the Sewer fund deficit and staff has proposed an idea to address the deficit that is agreeable to the auditors. He explained the State Aid Grant (SAG) funds the town will begin receiving this year in the amount of \$147,792 can be applied to the sewer fund deficit with the one-year lag amount of \$771,284 being paid in full in 2019. He stated that in the meantime the General Fund transfer to the Sewer Fund will be set at the current year's principal and interest payments plus any Capital Outlay expended or encumbered and this would take effect with the 2014 budget, which effectively eliminates the lag year.

Pete Chamberlin addressed the Board and stated the Board could use the current year's debt service along with any current Capital Expense items for the budgeted transfer. The total debt service would be transferred along with Capital items expended at year-end. If there were balances on any capital items, they could be encumbered with the net expended transferred in the next year.

Mrs. Murray stated she spent a lot of time discussing this proposal with Mr. Owen and Mr. Chamberlin and the deficit has been something that has bothered her for a long time and this is a great way to get caught up.

**It was moved by Linda Murray for the Wolfeboro Board of Selectmen to establish an internal receivable from the General Fund in the Sewer Fun in the amount of \$771,284, which represents the principal and interest payments yet to be paid over at the end of 2013. This amount of \$771,284 will be paid off by SAG funds deposited in the Sewer Fund, until such time as the receivable is satisfied, after which the SAG funds will be used to reduce the transfer amount from the General Fund to the Sewer Fund. Furthermore, in 2014 the General Fund transfer amount will be set at the current year's principal and interest payments plus any capital outlay expended or encumbered as of December 31, 2014. Dave Senecal seconded. Members voted and being all in favor, the motion passed.**

#### **E. Public Works Garage Update**

Mr. Ford provided the bids received for the Public Works Garage replacement that was damaged in the fire. He stated they received the bids on 8/29/13 and noted they were happy to see a Butler Building was only 10% more than the lowest bidder. He stated he did some checking on the Butler Buildings and received advice that such buildings have a great reputation.

Mrs. Murray questioned if this bid comes within the budget including contingencies.

Mr. Ford replied he is confident this will come within budget and will include the interior liner.

Chairman Silk stated the Town of Alton has a Butler Building and is happy with it.

Mr. Senecal stated they should choose the Butler Building as they have a great reputation.

Mr. Harriman agreed and it is a plus that it still will be within the budget.

**It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to approve the bid from Dutton & Garfield (Butler Building) with the interior liner as requested. Dave Bowers seconded. Members voted and being all in favor, the motion passed.**

#### **F. Abenaki User Rates for 2013-2014 Season**

Ethan Hipple addressed the Board to review his formula for the proposed user rate fees for the 2013-2014 Season. He explained he is incorporating a formula in his review in order to provide more structure to increases. He stated he does not propose increases to the residents (which includes Brookfield and Tuftonboro which towns provide funding) rates but does propose an increase to the non-resident rate. He stated his reason for this is to move away from the residents subsidizing the non-residents.

Mrs. Murray stated she feels he did an excellent job with the proposal. It was easy to follow and she likes that he is working towards a formula to justify the increases.

Chairman Silk stated she is pleased with the efforts of the joint partnership with the Friends of Abenaki on the snow making.

**It was moved by Linda Murray for the Wolfeboro Board of Selectmen to approve the Abenaki Ski Area Rates for the 2013-2014 season as proposed. Dave Bowers seconded. Members voted and being all in favor, the motion passed.**

#### **G. Abenaki Lodge Design**

Mr. Hipple addressed the Board with Abenaki Building Committee members Bill Swaffield and Craig Garland. He stated he is here to provide an update to where they are at in designing the Abenaki Lodge replacement, a 2015 projected project. He noted this will also be the 80<sup>th</sup> year of Abenaki in 2015. He reviewed a PowerPoint presentation outlining the reason for the project from Code and Liability issues with the current lodge as well as space needs and the process they have done so far. He explained they are proposing a 4-season lodge to be built at the based the hill in the area of several storage shacks. He reviewed the proposed building with an estimated cost of \$700,000.

Bill Swaffield stated the Friends of Abenaki have committed to raise \$200,000 towards this project.

Mrs. Murray stated she is 100% in support of Abenaki and the need for a new lodge, but looking at in on the CIP she has to look at the bigger picture and the wants and the needs for the town. She stated she feels this project will need to be at a cost that can be supported by the voters.

Chairman Silk thanked the Friends for their commitment to raise funds on this project and the lodge is a much needed facility and appreciates the update.

Mr. Bowers stated he supports this project and that the town is in the lowest quarter of tax rate in the state. He feels this facility will enhance the value and spirit of the town.

Mr. Senecal stated he sat in on the design meetings for this project and is pleased with what has been proposed as it fits the area. He stated this is what is best for the area and it would be a shame not to move forward with it.

Mr. Harriman stated he is in support of this project and they did a great job developing the plan.

Mrs. Murray stated that the CIP Committee looks at projects for the long term and all plans. She noted it was an unbonded Warrant Article, but is now a bonded article that will need 60% of the vote and she feels they should listen to the Committee's feedback.

Bill Swaffield questioned the threshold of the project to be un-bonded.

Mr. Owen replied generally around \$200,000.

Chairman Silk thanked them for the update.

## **Old Business**

### **➤ Information Booth Hours**

Mrs. Murray referred to an e-mail from the Chamber of Commerce Director Mary DeVries regarding the Information Booth Hours. She stated that the town contributes over \$7,000 per year for 785 hours and sometimes the staff stays until 3:00 PM or 5:00 PM and sometimes even until midnight depending on the activity going on. She stated they have continually requested additional hours but such has never been approved.

## **Town Manager's Report**

Mr. Owen reported the following:

- He provided the Budget Hearing schedule.
- He announced the Wright Museum will be holding a 9/11 Memorial Service at 5:30 on 9/11/13.
- A check in the amount of \$139,138.19 has been received from the HealthTrust and some of that will be for the employees and the balance will be to offset the tax rate.
- He has been informed that Jay Williams of Fifth Estate has signed the amended lease agreement for the Public Safety radio equipment added to his cell tower that includes the amendment to allow a generator at the location.
- They received \$1,000 back from a Josiah Brown Scholarship recipient who has decided not to attend school.
- The County Delegation subcommittee met to discuss the Carroll County dispatch services and he was pleased to see the subcommittee was receptive to making some changes county dispatch service is funded and a follow-up meeting was scheduled.
- High speed fiber optic internet was installed for the new online bill paying system at Town Hall.
- Carpenter School opening went smoothly and he provided a copy of the Press Release from the Police Department which assisted with the transition.

- He was served with a lawsuit from Fairpoint Communications with regards to the legislation that did away with the exemption from taxation on the poles and wires and forwarded it to town counsel.

### **Committee Reports**

Mr. Harriman stated that the Friends of the Libby are holding their annual meeting on 9/25/13 at 5:00 PM with a light supper and a presentation. He also attended the work session of the Planning Board which is continuing to discuss the C2 rezoning and decided to rezone the commercial properties and exclude the 6 residential properties.

Linda Murray stated she attended the following:

- Two CIP Committee meetings which have reviewed the Capital Improvement requests of the Municipal Electric Department, Library and Town Manager and will be continuing with the Public Works Department and Parks & Recreation.
- The Milfoil Committee will be doing a chemical treatment of Back Bay on September 10<sup>th</sup>; the signs are up and the Paddle Board Company, Boat Museum and dam operator have been notified.

Chairman Silk stated she attended the following:

- The Conservation Commission meeting.
- She will be attending the Agricultural Committee meeting tomorrow.

### **Chamber of Commerce**

None.

### **Public Comment**

Jim Collins of the American Legion addressed the Board with regards a notice they received for a tax exempt property that the Legion owns. He stated he went to discuss the letter with the Contract Assessor and discovered some issues with the tax card and suggests they contact these property owners.

Mrs. Murray noted the Legion is not on the list that was provided to the Board.

Chairman Silk stated that corrections to the tax card are addressed through the abatement process.

Mr. Collins replied he is aware of such and discussed the issues with the Assessing Clerk who advised how to get them corrected.

Mr. Owen stated that it appears Mr. Collins' discussion with the Contract Assessor satisfied his concerns as the Legion is not included on the list but the tax card issues should be discussed with the Contract Assessor as well.

### **Questions from the Press**



None.

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

**Member Dave Senecal moved the Wolfeboro Board of Selectmen to enter non-public session at 8:29 PM to discuss litigation, non-public minutes and personnel. Dave Bowers seconded. Roll call vote: Dave Senecal-yes, Brad Harriman-yes, Sarah Silk-yes, and Linda Murray-yes, the motion passed.**

The Board re-entered public session at 9:34 PM.

Chairman Silk stated the non-public session minutes of September 4, 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 9:35 PM. Member Brad Harriman seconded. Being none opposed, the motion passed.**

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