

**Wolfeboro Board of Selectmen
Meeting minutes
Approved
September 7, 2011**

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

Members absent: None.

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

Chairman Silk opened the meeting at 6:30 PM.

Non-Public Session RSA 91-A: 3II

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

Consideration of Minutes

➤ **August 17, 2011**

Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the minutes of August 17, 2011 as written. Dave Senecal seconded. Members voted and being none opposed the motion passed.

➤ **August 29, 2011**

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve the minutes of August 29, 2011 as written. Dave Senecal seconded. Members voted and being none opposed the motion passed.

Public Input

None.

Bulk Vote

A. Notices of Intent to Cut Wood or Timber

- i. Middleton Road Tax Map 273 Lots 21 and 23
- ii. Route 109-A Tax Map 127 Lot 1
- iii. Route 109-A Tax Map 127 Lot 4

B. MS-1 Summary Inventory of Valuation for 2011

C. Raffle Permit-The Village Players

Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the Bulk Vote items listed above. Dave Senecal seconded. Members voted and being none opposed the motion passed.

New Business

A. Independent Auditors Vachon Clukay-2010 Financial Statements and Auditor's report

Robert Vachon, Managing partner of Vachon Clukay, introduced Jarad Vartanian to present the report for the 2010 Financial Statements of the Town of Wolfeboro.

Mr. Vartanian joined the Board for discussion and reviewed the Independent Auditor's report dated December 31, 2010 and reported that in their opinion the financial statements of the Town of Wolfeboro are fairly presented with the generally accepted accounting principles of the United States of America.

Mrs. Murray questioned if the Sewer Fund or an Enterprise Fund can retain cash surplus and set those funds aside for future capital items or do they have to set up a capital reserve fund.

Mr. Vartanian replied that such could be done either way they both have the same goal.

Mr. Vachon stated that GAAP principles with regards to fund balance reporting are forthcoming and they will provide a free conference to discuss such changes on November 15, 2011 and the town will need to adopt those changes.

The Board thanked them for their report.

Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the Financial Statements dated December 31, 2010 and Independent Auditor's Report as presented. Dave Senecal seconded. Members voted and being none opposed the motion passed.

B. 100th Celebration of the Libby Museum

Pat Smith joined the Board to discuss the status of the plans for the 100th Anniversary Celebration of the Libby Museum as follows:

- 2011 4th of July Float
- DVD for sale highlighting the first 100 years of the Libby
- Peter Ferber poster to come out next year
- 2012 4th of July Float
- 2012 Family Day sponsored by the Friends of the Libby
- August 12, 2012 end of Celebration GALA at the Wolfeboro Inn
- August 2012 Quilt Exhibit
- Hampshire Pewter ornament for sale

Ms. Silk thanked the group for working hard on this celebration.

C. Amendment to Memorandum of Understanding with Friends of Abenaki, Inc.

Mr. Owen stated as previously discussed at the August 17th meeting and since approved by the Friends of Abenaki is an amendment that is somewhat after the fact.

Chairman Silk noted that the amendment is changing the wet wells from 6 feet to 8 feet diameter to allow two pumps at an additional cost of \$3,500.

Member Chuck Storm moved the Wolfeboro Board of Selectmen to approve the amendment to the memorandum of understanding with Friends of Abenaki, Inc. Dave Senecal seconded. Members voted and being none opposed, the motion passed.

D. Update on Flag Pole Project

Jeff Adjutant joined the Board for discussion and stated he has met with the Public Works Director and the Director of operations of the Municipal Electric Department to discuss replacing the pole in front of Town Hall. He stated such will be done between 9/15 and 10/1 during a project already scheduled at that location. He noted the pole is removable if they need to relocate it and that it is projected to cost \$1,700, which does not require a public hearing to accept this gift.

The Board thanked him for this gift.

E. Memorial Service for 9/11

Chairman Silk read an announcement that on Sunday, September 11, 2011, there will be a memorial service held at the Wright Museum on Center Street starting at 12:00 Noon to commemorate the 10th anniversary of the terrorist attacks in New York, Washington and Pennsylvania. Any and all are invited to attend. It is noted this is not a protest, and no political statements will be made or allowed. This service is in honor of the civilians, fire, police, and military personal lost in this tragedy.

F. Department of Agriculture Pesticide Control Report

Chairman Silk stated the Board received a summary of the NH Pesticide Disposal Program dated June 2010 recognizing the efforts of the Lakes Region Household Hazardous Product Facility for the Towns of Alton and Wolfeboro. She noted they held the first statewide Pesticide disposal in 20 years which had a huge turnout due to the fact this was fully funded.

G. NCA Architects-Town Hall Phasing Options project

John and Holly Grosvenor joined the Board for discussion.

Mr. Grosvenor stated they are here to respond to the Board's request for phasing the Town Hall project and he explained in discussions with CCI (the project management company) there is no significant reduction in construction costs prices since their last estimates. He noted that anytime a project is phased it does increase the overall expense of the project in the long run. He stated they will discuss the options and pros and cons of phasing this project.

Ms. Grosvenor presented the floor plan options for phasing the project starting with the most inclusive project and shedding it down each phase. They reviewed the four phased options (See attached presentation) and the costs of such. The four options are:

- 1st floor and 2nd floor with exterior @ \$ 3,363,971.23
- 1st floor with exterior @ \$ 2,894,046.97
- 1st floor only @ \$ 2,000,267.11
- 1st floor only without annex @ \$ 1,857,161.64

Mrs. Murray questioned in regards to not doing the annex portion and if the electrical issues in that section would still be addressed.

Mr. Grosvenor replied the infrastructure would still be done. He recommends if they plan to keep the majority of the staff in that building he recommends doing the first floor including the annex with the exterior.

Ms. Grosvenor agreed and that if they are looking for a usable space and including the annex makes this a viable space. She stated they can hold off on exterior repairs, but you can only do that for so long.

Mr. Grosvenor stated it seems as though the majority of the voters is in favor of restoring the Town Hall, but it appears as though they would like to keep it under \$ 3 million dollars. He discussed the penalty portion of phasing a project and how you will pay additional funds to do such. (See attachment) He stated they could live without doing the second floor and roof for a while, but the building is deteriorating and such will need to be addressed at some point. He stated the total cost to do the entire project today is approximately \$ 3.4 million dollars.

Mr. Bowers stated that 39% of the voters are against Town Hall and 60% are in favor of it. He feels this is an excellent study and is well done. He would like to do the first floor with the annex at this point in time as we are in a recession. He stated that the Chamber of Commerce is support of this project as housing the town offices in town brings business to the downtown. He stated he will support what the majority wants.

Mrs. Murray stated her issue with the annex is it will become meeting space and she would like to do the front part of the building and exterior and feels the annex and the second floor could be done at a later time.

Mr. Grosvenor pointed out the cost to do the annex is \$ 200,000. He also addressed a change to the entrance of the building to the side (in the area of Carpenter School and the Town Clerks Office) in order to make the ADA access easier and provide a cost savings of about \$ 50,000 to \$ 80,000. He noted that it is problematic to break out the code compliance.

Ms. Grosvenor noted they also need to address the energy efficiency and if such is not upgraded they are losing a lot of money on the daily use of the building.

Mr. Owen questioned if the Code Compliance costs are based on the relocation of the entrance.

Ms. Grosvenor replied it is.

Mrs. Murray questioned if cost estimates were reviewed by CCI and are in line with last year.

Mr. Grosvenor referred to CCI and replied yes.

Chairman Silk questioned if any members of the public had any questions.

Bucky Melanson stated he feels the Board is missing the boat on this issue and that the taxpayers would like to see some private funds used for this building.

Mr. Bowers replied the majority wanted it.

Mr. Melanson replied the project has failed three times, they public doesn't like the plan and if they want to keep they need to get some private funds.

Suzanne Ryan stated she served on several of the committees for the proposals and questioned their plan regarding the roof, the front dormer and if the chimney would be used for the heating.

Mr. Grosvenor replied that they are using the same structural engineer that was used by McGinley Kalsow & Associates and explained that the cost saving is based on a different program of the building, but the structural issues are the same.

Ms. Grosvenor replied the dormer would be rebuilt.

Mr. Grosvenor explained the difference in a construction management project to allow the ability to watch the cost of the project in order keep it from exceeding the voted amount. He pointed out there is an 8 % contingency to help with unforeseen issues that happen with older buildings. He stated CCI has done an admirable job.

Mrs. Ryan questioned using the chimney for the heating.

Mr. Grosvenor replied it is a design build project and such final specs have not been determined.

Mr. Bowers stated he respects Mr. Melanson's opinion and referred to a comment previously made by the Editor of the paper that money needs to be put up as a public/ private effort and the Friends are trying to do that.

Chairman Silk pointed out the Friends have raised \$ 45,000 and paid for the new plans.

Mr. Bowers stated the Friends could look towards generating income with naming rights.

Bob Lemaire stated that if they only do the first floor it will be a long time before anything else gets done on the building, he questioned the air barrier between the first and second floor.

Ms. Grosvenor replied such was discussed with CCI and it will be insulated with spray foam.

Mr. Lemaire pointed out that soft foam is a good sound barrier as well.

Mr. Senecal questioned if they would still have the air barrier even without doing the exterior.

Ms. Grosvenor replied yes.

Jerome Holden questioned the rumors this project would not be bonded.

Mrs. Murray replied this project is too large not to be bonded and bonding is similar to having a mortgage where you pay for the project over time. Not bonding this project would increase the tax rate dramatically all at once.

Mr. Bowers pointed out interest rates for such are at an all-time low.

Mrs. Murray stated she has done a lot of thinking about this project and about how the voters stepped up to preserve the 1872 Railroad Station building. They put the money into upgrades and the building looks great and they could have the same with the Town Hall. She stated she needs to review the options received before she can make a decision.

Chairman Silk agreed she would need to review these options more and they would discuss it at their next meeting.

Allan Kasiewicz stated the scale factor between the RR Station and the Town Hall is a magnitude greater and they did have issues with the RR Station project. He suggested the Friends change their name from the Friends of Town Hall to Brewster Hall. He stated they are asking the taxpayers to spend lot money for a small focus of employees. He suggested if they refocus the project to a Community Center that they could receive a greater number of receptive voters and serve more of Wolfeboro.

Mrs. Murray clarified the RR Station was done with no architectural drawings.

Mr. Kasiwiez noted the High School project is another example as they had to postpone the opening of school.

Chairman Silk stated the entire building could be multi-use and that is the Friends' focus. She stated they have done a lot of studies on the building, but the economy has been detrimental to the project. She noted on the other hand the interest rates are at all-time lows and this building houses their town functions and serves a lot of people on a daily basis.

Mr. Melanson stated that an employee wrote a letter in the Town Report regarding the health issues of being in that building and was asking to be moved out. He questioned why that has not been addressed and why haven't the employees been moved.

Mr. Lemaire thanked NCA architects for their efforts, even though his heart is not in the project. He noted this is a technical presentation and they should stick to that and leave the politics out of it.

Mr. Bowers replied he feels the study is good and hopes they all can agree on a common goal.

Mrs. Ryan questioned if they have discussed the idea of coming in the side door and having windows similar to bank teller windows for the Assessing, Town Clerk and Tax officers.

Mr. Grosvenor replied those are good points.

Any Other Business

➤ Planning Board-Route 28

Mr. Storm stated it was discussed at last night's Planning Board meeting that there are four different speed limit changes in the area along Center Street out to 7-Eleven and it seems to be the desire of the residents to make one uniform speed.

Mr. Ford replied they could petition the State for such.

➤ 2013-2020 Transportation Improvement Plans

Chairman Silk noted questioned if staff would be attending the scheduled hearings for State Transportation Improvement Plans.

Mr. Ford replied that he would be attending the Laconia meeting but noted they should express their concerns in writing as well.

Mrs. Murray questioned the impact of the State's changes in plowing this winter.

Mr. Ford replied that at this point it will mostly affect the evening hours, but his biggest concern is the pre-treating of the roads.

➤ **RIB Site**

Mr. Ford updated the Board on a letter to the Tuftonboro Board of Selectmen and Conservation Commission. He reports that phosphorous in the groundwater seepage on this site is .007 milligrams per liter, which is at background levels. He stated they have had some problems with sink holes and erosion and have reported such to NH DES and will continue to keep them up to date.

Mrs. Murray pointed out that this is part of the reason they spent money on making upgrades to the plant.

Mr. Ford agreed and that updates were made reducing the levels of nitrogen.

Town Manager's Report

Mr. Owen reported the following:

- Hurricane Irene update: Wolfeboro fared well in the storm with approximately 400 people out of power, but all power including the islands was restored by Wednesday. He stated Public Works, Police, Fire and the Electric Department were at the top of their game and overall the town had very little damage.
- Carroll County will be holding the ribbon cutting ceremony for the new Nursing Home on Saturday September 10th.

Mr. Ford noted that they received 4" of rain during Hurricane Irene and roads that had been repaired in the past with Hazard Mitigation funds held up well. He thanked all the Departments for their excellent work during this storm.

Committee Reports

Mr. Storm stated the Planning Board is continuing to work on zoning changes.

Chairman Silk questioned the Lake Wentworth watershed plans.

Mr. Storm replied they designed it to include any changes made by the State. He noted the Planning Board also reviewed the tree trimming for Pleasant Valley Road as it is a scenic road.

Mrs. Murray stated that the proposed zoning changes to Route 28 from 109 to 7/11 will be reviewed by the consultant for the Lake Wentworth watershed plan prior to submittal.

Mr. Bowers reported that the Chamber Commerce had a good summer overall and is working with the EDC to entice businesses to Wolfeboro. The Library Committee reports an increase in circulation and is working towards a data base for newspaper circulation.

Mrs. Murray reported the following:

- The CIP Committee met and needs more time for review and will be meeting again on the 19th.
- The Milfoil Committee has started the second round of suction harvesting
- She attended the Asset Management Committee meeting.
- She attended the Chamber's quarterly meeting.
- The EDC and Chamber of Commerce are holding an open house October 19th show casing the available commercial property in Wolfeboro.

Allan Kasiewicz questioned what is done with the suctioned Milfoil.

Mrs. Murray replied Spider Web Gardens uses it for fertilizer.

Chairman Silk stated the following:

- The Asset Management Committee has received the RFQ's for plans and is in the processing of reviewing them.
- The Household Hazardous Waste Collection is in Alton this Saturday with a Medicine Collection. She reported they have collected 77 gallons of medicine this year not including the two, 42 gallons collected by the Police Department.
- She referred to an article in the Foster's in reference to the synthetic drugs being sold as "bath salts" and incidents reported at Portsmouth Hospital and it seems this is a growing concern.

Mr. Senecal reported that the Budget Committee is starting soon and Carroll County Transit is reporting a lot of use of the on-call buses.

Questions from the Press

None.

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

Member Linda Murray moved the Wolfeboro Board of Selectmen to enter non-public session at 8:55 PM to discuss litigation. Chuck Storm seconded. Roll call vote: Sarah Silk-yes, Dave Senecal-yes, Dave Bowers-yes and Linda Murray-yes, the motion passed.

The Board re-entered public session at 9:43 PM.

Chairman Silk stated the non-public session minutes of September 7, 2011 were sealed by a 2/3rd's vote as required by law.

Member Dave Senecal moved the Wolfeboro Board of Selectmen to adjourn at 9:44 PM. Member Linda Murray seconded. Being none opposed, the motion passed.

Respectfully submitted,

Amelia Capone-Muccio

Recording Secretary