

**Wolfeboro Board of Selectmen
Meeting Minutes-Unapproved
January 21, 2015**

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

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

Chairman Murray opened the meeting at 6:30 PM.

Non-Public Session

Mr. Owen stated a non-public session is not needed.

Consideration of Minutes

➤ **1/7/15 Meeting**

Member Sarah Silk moved the Wolfeboro Board of Selectmen approve the minutes of the January 7, 2015 as submitted. Linda Murray seconded. Members voted and being all others in favor, the motion passed.

Public Input

None.

Public Hearings

Temporary Event Permits

A. Hospital Aid Association, Inc. to hold a Street Fair on August 7-8, 2015 (set up to start August 1st with breakdown on August 10th) from 10:00 AM to 10:00 PM at Monument Field.

Chairman Murray opened the public hearing.

Ms. Silk stepped down from the Board to present the request on behalf of the Hospital Aid Association. She stated this is the 78th year of the event and it will run as in years past. She stated the insurance will expire in May, but a new certificate will be submitted when received.

Being no one to speak for or against the request, Chairman Murray closed the public hearing.

It was moved by Dave Bowers and seconded by Brad Harriman to issue a Temporary Event Permit to the Hospital Aid Association, Inc. to hold a Street Fair on August 7-8,

2015 (set up to start August 1st with breakdown on August 10th) from 10:00 AM to 10:00 PM at Monument Field. Members voted (Sarah Silk stepped down) and being all in favor the motion passed.

Bulk Vote

A. Weekly Manifests:

1. Manifest dated January 16, 2015
2. Manifest dated January 23, 2015

B. Property Tax Refunds/ Abatements

- i. Abatement/ refund #30 (2014) Tax Map 252, Lot 32

C. Property Tax Credits/Exemptions

- i. 840 Center Street Tax Map 101, Lots 8

D. Notices of Intent to Cut Wood or Timber

- i. Chipmunk Lane Tax Map 215, Lot 28
- ii. Cotton Valley Road Tax Map 136, Lot 9

E. Raffle Permit-Hospital Aid Association

Ms. Silk stated she had question on one of the elderly exemptions and seek clarity by the Assessing Office. She also requested to vote on item E separately as she has a conflict of interest.

It was moved by Sarah Silk and seconded by Brad Harriman to remove item C from the Bulk Vote. Members voted and being none opposed, the motion passed.

It was moved by Sarah Silk and seconded by Linda Murray to remove item E and vote on it separately. Members voted and being none opposed, the motion passed.

It was moved by Dave Bowers and seconded by Sarah Silk to accept the remainder of Bulk Vote items A-D (excluding item C & E). Members voted and being none opposed, the motion passed.

It was moved by Brad Harriman and seconded by Dave Bowers to accept Bulk Vote item E. Members voted, Sarah Silk-abstained, all others in favor, the motion passed.

New Business

A. Conference-State Legislative Delegation

State Senator Jeb Bradley, State Representative Steve Schmidt and State Representative Harold Parker addressed the Board for discussion.

Chairman Murray stated the State froze State Aid Grant in which the Town lost \$600,000, but it was reinstated in 2014. It appears that there may be plans to make cuts to this funding again

and by doing this the Town of Wolfeboro will lose out on \$2.5 million dollars in grant funding which is a significant loss.

Mr. Owen stated that the Town worked with the Delegation in the past to get the funding restored and understands the funding is vulnerable again and is seeking the support of the Delegation because if the funding is not received the cost will be on the Town taxpayers.

Senator Bradley questioned if the project was on the list of completed projects.

Mr. Owen replied yes and they did receive \$144,877.58 in 2014 and is scheduled to receive another payment in 2015.

Senator Bradley stated that they are working on legislation to fund the SAG grants for those projects completed when the moratorium was implemented in 2008. He stated this is very important funding to a lot of water and sewer projects and hopes it will be a priority.

Ms. Silk stated this project was completed and she can understand if it was not. She noted that the voters supported the project based on getting 30% in grant funding.

Chairman Murray stated another item they wish to discuss with the Delegation is RSA 91 A: 3, The Right to Know Law, in which it does not have the word "by" for clarity and in the recent lawsuit the Town had with Wright-Pierce engineers this was a problem as the Town could not discuss its lawsuit in public session.

Senator Bradley questioned if this is the first instance this has been an issue and is the NH Municipal Association aware.

Chairman Murray replied she does not know if this was the first instance and NHMA agreed.

Senator Bradley requested that the Town send him the exact wording for that amendment and noted a representative from the Town would need to testify.

Chairman Murray stated another issue they wish to discuss is that as noted in the recent Town and City magazine, the Town of Wolfeboro is not in favor of downshifting costs to the Municipalities. She also noted a change in the Right to Know Law of the ability to discuss a letter from the Town Attorney in nonpublic session as having the Town Attorney attend meetings can be costly. And lastly she stated the Town is in support of revenues for road projects noting the Town has recently done Municipally Managed project in conjunction with the State.

Mr. Owen stated HB 208 regarding the State's participation in the Regional Greenhouse Gas Initiative (RGGI) has provided the Town with \$66,845 in 2014 that was returned to electric utility customers and the Town is not in support of withdrawing this program.

Senator Bradley stated they are always looking for ways to reduce electricity costs and Wolfeboro is lucky to have their own Electric Department as they are not experiencing the increases in cost likes other utilities are.

Ms. Silk questioned the vehicle registration pilot program by the dealerships, that has been a concern of the Town Clerk and the Town is not in favor of this program.

Senator Bradley replied that it was his understanding the pilot program did not work very well and did not believe this program was continuing.

The Board thanked the Delegation for attending.

B. Monthly Budget Expenditures and Revenues Report

Pete Chamberlin addressed the Board and stated he has provided the expense and revenues report as of the end of the year. He noted he is still working on the year-end carry overs and will have a list at one of the next meetings.

Chairman Murray questioned the \$2,600 in the Code Enforcement consultant line.

Mr. Owen replied that those funds are for the asbestos review.

Chairman Murray questioned the funds left in the Capital Outlay for Parks and Recreation.

Mr. Chamberlin replied that was for a defibulator that was paid for recently.

C. Further Adjustment of Temporary Electric Rate Adjustment

Mr. Owen stated that the Town received another \$16,446.17 from the RGGI funds which will allow the Municipal Electric Department to extend the temporary rate reduction through February.

It was moved by Sarah Silk and seconded by Brad Harriman to approve the continuation of the temporary adjustment to the electric rates by reducing the rates from \$.0938/kwh to \$.0917/kwh across all rate classifications through the month of February, 2015. Members voted and being none opposed, the motion passed.

D. Access to Lake Winnepesaukee for Snowmobiles

Mary DeVries, Executive Director of the Chamber of Commerce and Cecile Chase, Chamber President, addressed the Board.

Ms. Chase stated they are again making a request to the Town to allow a drop curtain at the last dock at the Town Docks for access to Cate Park for snowmobiles as it was a successful program last year.

Mr. Ford stated he had some concerns about the transition from the lake to the park as snow is needed but is willing to work with them.

Mr. Bowers noted the curtain was not lifted in a timely manner last year, but he is in support of the program and offered the use of his property to help make a smooth transition from the lake to the park.

It was moved by Sarah Silk and seconded by Dave Bowers to approve the request of the Chamber of Commerce to allow a curtain on the last dock of Dockside to provide access to Cate Park for snowmobiles. Members voted and being none opposed, the motion passed

E. Capital Projects Update

Dave Ford addressed the Board to review his Capital Project Update dated January 16, 2015. (See attached) He noted he has received a report to address the spray area and a proposal to continue to use the spray fields. He stated he is currently reviewing this report and once complete he will forward to the Board and NH DES for review. He also provided an update on the water main leak on Center Street causing a detour and such should be completely repaired this evening.

Mr. Harriman questioned the utility pole relocation for Center Street project and how such would be done.

Mr. Ford replied that the Municipal Electric Department would move the poles and the phone company and cable company will be responsible for moving their utilities.

Mr. Owen reviewed the supplemental Capital Project Update. (See attached)

F. I/I Study

Mr. Ford stated the purpose of this review was not only to review the public portion of the system but also the private portion of the system. He stated the private portion is more difficult to determine, but he is working with Underwood Engineers on a cost effective way to address areas of concern. He stated they do plan to work with homeowners who have leaks by notifying them in writing.

Ms. Silk questioned if the private homeowners would be responsible for the repair of the leak.

Mr. Ford replied yes, but the Town will be willing to work with the homeowners.

Ms. Silk questioned if it would be betterment assessments.

Mr. Ford replied that is an excellent idea and a potential way to go as it is important to reduce the I/I in the system.

G. Revision of Mileage & Expense Reimbursement Policy

Mr. Owen noted that the IRS has amended their policy for mileage reimbursement and questioned if the Board would like to amend the Town's policy as they have followed the IRS reimbursement rate in the past.

Chairman Murray questioned if they should just leave it as is since the gas price is down.

Ms. Silk stated she feels they should stay consistent with their past practice in following the IRS Policy.

The rest of the members agreed to leave the policy as is.

It was moved by Brad Harriman and seconded by Dave Bowers to leave the Mileage and Expense Reimbursement Policy as is at fifty six cents per mile and amend it in June if the gas prices go back up. Members voted, Sarah Silk-opposed, all others in favor, the motion passed.

H. 2015 Town Warrant

Mr. Owen stated the 2015 Town Warrant is ready for the Board's approval. He noted the Budget Committee supported the Operating Budget Warrant Article 9 in which Mr. Burt abstained from, making it a 7-0-1 vote.

It was moved by Sarah Silk and seconded by Dave Bowers to approve and sign the 2015 Town Warrant. Members voted and being none opposed, the motion passed.

Any Other Business

Chairman Murray stated the following:

- The Board of Selectmen's presentation on Warrant Articles will air on Community TV on January 22nd and 23rd at 1:00 AM, 7:00 AM, 1:00 PM, 6:00 PM and will run again over the weekend.
- Candidates for Town Office is open until January 30th at 5:00 PM.
- February 3, 2015 at 7:00 PM at the Kingswood Art Center is the Deliberative Session.
- March 10th, 2015 from 8:00 AM to 7:00 PM is voting at All Saint's Episcopal Church.

Ms. Silk provided a sample of the magnet that will go out in a mailing to the Municipal Electric Department customers that indicates the numbers to call in an outage. She is currently waiting on prices, but showed an example of the mailing. She also stated the Abenaki Ski-a-thon is coming up this weekend raised \$20,000 in one hour last year. And lastly she noted the Friends of Abenaki Pancake Breakfast fundraiser is Saturday February 28th at Garwood's.

Town Manager's Report

Mr. Owen stated the following:

- He reported that in Monday's storm the Fire Department Utility truck slid off the road into a ditch on the way to an emergency call. This resulted in some damage to the vehicle but is scheduled to be replaced in a year.
- He noted the Town of Wolfeboro received an award from School Care for having the highest percentage of employees completing the health assessment.
- He provided an update on the Town Hall project; Guiguerre Electric is the Electrical Contractor and it was able to reduce the estimate electrical cost by \$12,500 but unfortunately that cost will be absorbed in the cost to wire the generator. The work for the generator was not planned and it has to be done prior to knowing if the Town will receive the grant for the generator and it is a significant cost. He stated that they will be meeting with the window vendors tomorrow as well as the structural engineer and architect.

- He will be away the second Board meeting in February as he will be on vacation from February 11th to February 24th and Town Planner Rob Houseman will be Acting Town Manager.

Ms. Silk questioned the status of the Electric Budget as of the year end.

Mr. Owen replied such was included in the Finance Director's report. He noted that they closed out the year with \$49,000 left in the purchase power budget.

Ms. Silk thanked Wolfeboro Community TV for hosting the taping of the Warrant Articles.

Committee Reports

Mr. Harriman stated he attended the Planning Board meeting which supported a change in downtown commercial district setbacks. They also held a way- finding sign forum that was well attended with a great discussion.

Mr. Bowers attended the EDC meeting which continues to discuss the business retention plan.

Chairman Murray attended the EDC meeting, the EDC Task Force meeting on the business expansion and retention plan and noted they are looking for volunteers, the Chamber Executive Board meeting, the Town Hall Construction meeting, the Milfoil Committee meeting and the Planning Board meeting for the EDC.

Ms. Silk attended a Household Hazardous Waste meeting, NH DES Household Hazardous Waste Training and the Friends of Abenaki meeting.

Public Comment

None.

Questions from the Press

None.

Being no further business before the Board, Chairman Murray entertained a motion to adjourn.

Member Dave Bowers moved the Wolfeboro Board of Selectmen to adjourn at 8:20 PM. Member Brad Harriman seconded. Being none opposed, the motion passed.

Respectfully submitted,
Amelia Capone-Muccio
Recording Secretary

YR	Art #	Project	Budget	Spent	Encumbered	Balance	Comments
2007	7	WWTP - RIB/Clean up/Facility plan #07-57400-100	\$ 6,358,000	\$ 6,350,245	\$ 17,000	\$ 755	Underwood Engineers Inc. (UEI) assisting Town w/ negotiated Administrative Order by Consent (AOC) with NHDES. UEI completing Phase 1 analysis of Spray Area for Drip Dispersal disposal.
2010	12	Water Line Upgrades	\$ 600,000.00	\$ 503,288	\$ -	\$ 96,712	Replace 900 feet of waterline on Leher St., Center to Town parking lot entrance.
2010	24	Rt 28 Study	\$ 99,000.00	\$ 81,037	\$ 14,239	\$ 3,724	Steering Committee screened segment 5 alternatives, BOS approved recommendation, Stantec submitted report to NHDOT. Need to Set up field trip to view Round-a-Bouts, then steering committee will screen alternatives for segment 4.
2010	24	#01-57700-150					Design to be completed with no stop sign, construction drawings completed by end of spring.
2011	24	Design of Pine Street/Crescent Lake Ave	\$ 95,000.00	\$ 31,045	\$ 41,000	\$ 22,955.00	
2012	14	#01-57750-170					
2012	14	Downtown Streets Upgrade - Phase 3	\$ 750,000	\$ 659,357		\$ 90,643	"ditch" = drainage swale behind Foss Field
2012	14	1-57760-115					Stantec Consultant - Project in final design stage, but will be placed on hold until next year per NHDOT. Will be working on Utility Pole relocations and easements this winter/spring
2013	5	Center Street Reconstruction	\$ 2,100,000	\$ 87,105	\$ 21,102	\$ 1,991,793	
2013	6	01-57770-100					
2013	6	Sewer Collection Upgrades	\$ 400,000	\$ 151,612	\$ 52,990	\$ 195,398	Sewer line and manhole repairs Bids received 1-16-15, work to be completed by this spring. Additional sewer work included in Center St. project.
2013	6	04-57770-100					
2013	12	Town Hall Parking Lot Upgrades to ADA Stds.	\$ 100,000	\$ 77,739	\$ -	\$ 22,261	Parking lot project substantially complete. Paving, sidewalks and curbing completed, 5 Elm Trees planted.
2013	12	01-57770-130					Lights in front on hold due to Town Hall construction.
2013	15	Libby Museum Building Study	\$ 71,462	\$ 71,462	\$ 9,729		Continuing with environmental monitoring and analysis of ventilation issues. Site inspections with architect, engineering and construction specialist in old buildings has lead to a design/build structural fix. The solution to be implemented this spring if WA approved.
2013	15	01-57770-135					
2013	15	Library HVAC Upgrades	\$ 18,809	\$ 18,809			HVAC system still remains a challenge however upgrades have been effective at improving control of system, until building is upgraded
2013	15	01-57770-135					
2013	15	TOTAL	\$ 100,000	\$ 90,271	\$ 9,729	\$ -	
2014	6	MIDDLETON ROAD CONSTRUCTION	\$ 1,350,000	\$ 270,129	\$ 997,537	\$ 82,334	GW Brooks from Freedom was the successful low bid, started work Sept. 15, focus on Drainage this Fall, sub. Completion date of June 15, 2015
2014	8	01-57780-100					
2014	8	PUBLIC WORKS GARAGE FACILITY UPGRADE	\$ 160,000	\$ 8,519	\$ 14,886	\$ 136,595	Electrical and heating system work has begun on PW Garage. Salt Shed and Hangers construction delayed until Spring, working on design, bidding and budget issues.
2014	10	01-57780-110					
2014	10	TOWN ROAD UPGRADES	\$ 625,000	\$ 617,424		\$ 7,576	Stoneham Road and Jenness Farm pavement overlays completed. Forest, Birch, Libby and Cross Roads completed. Sand Seal on Beach Pond Road, completed. Balance for guard rail on Cross road
2014	11	01-57780-120					
2014	11	SEWALK UPGRADES	\$ 100,000	\$ 9,297	\$ 2,106	\$ 88,597	UEI completed drawings, submitted for NHDOT approval, work to be done in Spring.
2014	15	01-57780-130					Scope includes: Rebuild sidewalk and curb from Treadwell Lane to HS entrance.
2014	15	WASTEWATER TREATMENT PLANT CAPITAL RESERV	\$ 125,000	\$ 125,000		\$ -	UEI developing engineering SOW for sludge pumps, sludge building and sitework. Also applied for generator replacement thru Homeland Security
2014	15	01-57780-150					
		CAPITAL OUTLAY PROJECTS					
2014		RAILROAD STATION PARKING LOT	\$ 50,000	\$ 1,865	\$ 33,385	\$ 14,750	Staff to develop detailed plan, electrical, paving and curb contracts in place. Construction early Spring
2014		01-49613-732					
2014		BMPs LAKE WENTWORTH	\$ 10,000	\$ 1,242	\$ 8,758	\$ -	UEI working with staff on design/build improvements on Rt 109 and concept plan for S. Main St.
2014		01-49613-736					
2014		LIBBY MUSEUM BOAT RAMP	\$ 20,000	\$ 20,012		\$ (12)	Dock and Boat Ramp replaced in Nov/Dec, project complete
2014		01-49613-737					
2014		LIBBY & LAKE STREET WATER MAIN REPLACEMENT	\$ 90,000	\$ 46,240	\$ 25,080	\$ 18,680	Libby Street Completed in conjunction with road and drainage work
2014		02-49613-730					Lake Street scheduled to be done in Spring of 2015

Supplemental Capital Projects Summary

Prepared By: Peter Chamberlin

YR	Art #	Project	Budget	Spent	Encumbered	Balance	Comments
2012	19	Town Hall Repairs & Improvements 01-57760-130	\$ 200,000	200,000.00	\$ -	\$ -	
		Fire Alarm	15,000.00	21,000.00	-	(6,000.00)	Start Date 07/09/12 Completion Date 07/28/12 Project complete
		Commercial Dehumidification Of Basement	19,668.00	33,816.00	-	(14,148.00)	Start Date 11/06/12 Completion Date 01/30/13 Low bid was Knight Security. Project complete.
		Foundation Dampproofing	20,000.00	9,560.00	-	10,740.00	Completion Date 07/01/13. Successful bidder was Idea Temp HVAC Project complete.
		Heating - Upgrade heating unit where needed	2,200.00	-	-	2,200.00	Project deferred to a later date.
		Replace Carpeting	10,000.00	9,235.05	-	764.95	Completion Date 05/31/13 Ongoing. R.B. Electric was contractor. Project complete.
		Repair & replace Existing Windows - 1st Floor	27,000.00	19,150.00	-	7,850.00	Completion Date 12/03/12 Heckman Flooring was contractor. Project complete
		First Floor - New DH Clad Windows. Douglas Fir	50,000.00	61,350.65	-	(11,350.65)	Northeast Collaborative Architects developed bid specifications and bid windows.
		Int. (approx 25 windows)	21,000.00	522.05	-	20,477.95	Start Date 05/06/13 Completion Date 06/30/13 Pella Corp was contractor. Project complete.
		Engineering	21,942.00	13,287.67	-	8,654.33	Engineering provided by Acadia Engineers & Constructors and SFC Engineering for various components of project.
		8% Contingency	13,190.00	3,400.00	-	9,790.00	Asbestos Removal & Clock Repairs
2013	9	Middleton Road Cemetery 01-49606-710	\$ 42,199	\$ 29,432	\$ -	\$ 12,767	Project closed as of December 31, 2014. Balance of appropriation transferred to Reduced Scope Brewster Hall Project and included in below-noted Brewster Hall totals.
							Net appropriation as of the end of 2013 was \$ 42,199.40. Plans and specifications completed in 2012. As bid specifications were being prepared, drainage issues surfaced. Hired surveyor to resurvey and engineer to prepare drainage plan. Drainage and road construction put out to bid; contract awarded December 2013 with construction in spring of 2014.
2013	8	Construct Parks Maintenance Building 01-57770-115 (Originally Voted) Reclassified From Other Parks Budget Accounts Encumbered At Year-End 2013	\$ 203,000	\$ 233,177	\$ -	\$ -	Bid Contract awarded to Gillum Construction in the amount of \$ 29,420. Finished and paid. Project deferred to a later date.
		Net Adjusted Budget	\$ 233,177				\$ 13,627 in expenses were transferred to other accounts in 2013 per request of Parks Director Hippie. An additional \$ 16,550 was encumbered at year-end 2013 bringing the balance available for the project to \$ 233,177.
2013	9	Abenaki Ski Lodge Design 01-49611-733	\$ 22,135	\$ 21,194	\$ 941	\$ -	Project is closed as of December 31, 2014
							Parks Director working with building committee and Vaune Duggan. Architect on design. Soil testing is complete.
2014	7	Renovations Of Wolfeboro Town Hall	\$ 4,028,979	\$ 705,037	\$ 3,256,413	\$ 67,529	Current balances on purchase orders are as follows: for design services Vaune Dugan \$ 941.00 Please see separate report on this project. These totals are as of January 15, 2015.
2014	9	Abenaki Ski Lodge Engineering 01-49613-721	\$ 30,000	\$ 9,900	\$ 20,100	\$ -	Results of Request For Engineering Services awarded to Casco Bay Engineering. Project is almost complete.
							Outstanding purchase order is for Casco Bay Engineering for \$ 20,100.00
2014	9	Cate Park Bandstand Repairs 01-49613-734	\$ 9,500	\$ 7,523	\$ -	\$ 1,977	Agreement was negotiated with John Lovering to perform repairs. He provided materials but did not charge for any labor.
							Project Is Complete
2014	12	Interim Town Offices	\$ 50,000	\$ 50,000	\$ -	\$ -	Offices have been moved. Project is completed as of December 31, 2014