

**Wolfeboro Board of Selectmen  
Meeting Minutes  
Unapproved  
June 5, 2013**

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

**Members absent:** Brad Harriman

**Staff present:** Town Manager David W. Owen, Parks & Recreation Director Ethan Hipple, Finance Director Pete Chamberlin 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.

**Consideration of Minutes**

➤ 5/15/13

**Member Linda Murray moved the Wolfeboro Board of Selectmen to accept the minutes of May 15, 2013 as submitted. Dave Senecal seconded. Members voted, Dave Bowers abstained and being all others in favor, the motion passed.**

**Public Input**

Tom Bickford addressed the Board and provided a written statement of his concerns regarding the recent renewal of the ambulance services contract. He gave a brief overview of his background and training in Firefighting and that he feels the town would be best served to include paramedic services in the ambulance contract. He referred to his email dated June 5, 2013 (see attached). He noted that he has no problem with the quality of care Stewart's Ambulance is providing but is speaking more about the terms of the contract. He questioned when the contract was signed.

Mr. Owen replied a few weeks ago, but noted the Town was not looking to upgrade their services, only to continue to provide the same services that they have been satisfied with. He stated the contractor does have one Paramedic on staff and the other staff members are advanced EMT's.

Mr. Bickford questioned why the town did not want to improve the services.

Mr. Owen replied that increasing such would be in an increase in cost.

Chairman Silk stated that they have received no complaints about Stewart's Ambulances services.

## **Public Hearings**

### **Temporary Event Permits**

- i. **Wolfeboro Parks & Recreation Department to hold the Walker Brother Circus on July 17, 2013 with shows at 5:00 PM and 7:30 PM (set up 5:00 AM with close down at 9:00 PM with the circus leaving early AM on the 18<sup>th</sup>) at the Nick.**

Chairman Silk opened the public hearing.

Ethan Hipple addressed the Board and stated the event is a fundraiser for the Friends of Abenaki and the Nick and this is the 3<sup>rd</sup> year.

Being no others to speak for or against the request, Chairman Silk closed the public hearing.

**Member Dave Bowers moved the Wolfeboro Board of Selectmen to approve the issuance of a Temporary Event Permit for Wolfeboro Parks & Recreation Department to hold the Walker Brother Circus on July 17, 2013 with shows at 5:00 PM and 7:30 PM (set up 5:00 AM with close down at 9:00 PM with the circus leaving early AM on the 18<sup>th</sup>) at the Nick. Dave Senecal seconded. Members voted and being none opposed, the motion passed**

- ii. **Kingswood Youth Center to hold a Chili Challenge on August 17, 2013 at 11:30 AM – 2:30 PM (set up 7:00 AM, breakdown 5:00 PM) at Durgin Stables Green.**

Chairman Silk opened the public hearing.

Linda Matchett, Executive Director of the Kingswood Youth Center, addressed the Board and stated this is the 4<sup>th</sup> annual event and is a major fundraiser for the center. She stated they are adding a salsa category this year as well as a judge's panel.

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

**Member Linda Murray moved the Wolfeboro Board of Selectmen to approve the issuance of a Temporary Event Permit for the Kingswood Youth Center to hold a Chili Challenge on August 17, 2013 at 11:30 AM – 2:30 PM (set up 7:00 AM, breakdown 5:00 PM) at Durgin Stables Green. Dave Bowers seconded. Members voted and being none opposed, the motion passed.**

## **Bulk Vote**

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

1. Manifest dated May 24, 2013
2. Manifest dated May 31, 2013
3. Manifest dated June 7, 2013

### **B. Property Tax Abatements/Refunds**

#### Approvals

- |       |                          |                         |
|-------|--------------------------|-------------------------|
| i.    | Waumbeck Road            | Tax Map 159, Lot 17-2   |
| ii.   | Keewaydin Road (2010)    | Tax Map 172, Lot 54     |
| iii.  | Keewaydin Road (2011)    | Tax Map 172, Lot 54     |
| iv.   | Keewaydin Road (2012)    | Tax Map 172, Lot 54     |
| v.    | 76 Keewaydin Road (2010) | Tax Map 171, Lot 26     |
| vi.   | 76 Keewaydin Road (2011) | Tax Map 171, Lot 26     |
| vii.  | 76 Keewaydin Road (2012) | Tax Map 171, Lot 26     |
| viii. | 212 Forest Road (2010)   | Tax Map 228, Lot 47     |
| ix.   | 212 Forest Road (2011)   | Tax Map 228, Lot 47     |
| x.    | 212 Forest Road (2012)   | Tax Map 228, Lot 47     |
| xi.   | 18 Harvey Brook Road     | Tax Map 177, Lot 10-123 |
| xii.  | 15 Piper Lane            | Tax Map 158, Lot 25     |
| xiii. | 194 Beach Pond Road      | Tax Map 113, Lot 10     |
| xiv.  | 154 Waumbeck Road        | Tax Map 143, Lot 8      |
| xv.   | 458 Center Street        | Tax Map 148, Lot 12     |

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

##### Approval

- |    |                    |                     |
|----|--------------------|---------------------|
| i. | 15 Blackberry Lane | Tax Map 205, Lot 18 |
|----|--------------------|---------------------|

#### **D. Notice of Intent to Cut Wood or Timber**

- |      |               |                     |
|------|---------------|---------------------|
| i.   | Tibbets Road  | Tax Map 101, Lot 7  |
| ii.  | Wickers Drive | Tax Map 161, Lot 13 |
| iii. | Waumbeck Road | Tax Map 159, Lot 22 |

#### **E. Timber Tax Levy-\$4,240.03**

#### **F. Acceptance of Grants less than \$5,000**

- |    |   |
|----|---|
| i. | New Hampshire Charitable Foundation-\$2,500 for Milfoil Control Committee |
|----|---|

#### **G. Raffle Permits**

- |     |                                  |
|-----|----------------------------------|
| i.  | VNA Hospice-Home and Garden Tour |
| ii. | Kingswood Golf Club              |

It was moved by Linda Murray for the Wolfeboro Board of Selectmen to add the additional raffle request to item G ii for Kingswood Gold Club and to remove F Acceptance of Grants and vote on it separately. Dave Senecal seconded. Members voted and being none opposed, the motion passed.

It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to approve the Bulk Vote items as submitted (not including item F). Dave Bowers seconded. Members voted and being none opposed, the motion passed.

It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to approve the Bulk Vote item F. Dave Bowers seconded. Members voted, Linda Murray abstained and being none opposed, the motion passed.

## **Appointments**

### **A. Economic Development Committee**

Kathy Eaton addressed the Board and stated she is flattered she was recruited to this Committee.

**It was moved by Dave Bowers and seconded by Linda Murray to appoint Kathy Eaton to the Economic Development Committee for a 1-year term. Members voted and being none opposed, the motion passed.**

## **New Business**

### **A. Amendment to the Farmers Market License Agreement RE: 4<sup>th</sup> of July Holiday**

Sue Weeks addressed the Board and explained that after discussion with the Farmer's Market Board they would like to change the day of the weekly market to July 3<sup>rd</sup> due to the 4<sup>th</sup> of July holiday. She stated they are also requesting permission to put a sign on South Main Street in the area of Pleasant Valley Road to increase their visibility and let the public know where they are.

Mr. Owen stated that although there are other signs there they need to be sure to keep it out of the State's right-of-way. (This is 25 feet from the center line)

Mrs. Murray questioned if it would be permanent June to October or would they put it out each week.

Ms. Weeks replied they could put it out on the day of the market and then take it in.

Ethan Hipple stated he is fine with the size requested but would prefer it be put out on the day of the market then taken in.

Mr. Owen stated he would like to keep the size uniform with what is already there for signs and it would make it more portable if it needs to be moved for mowing.

**It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to approve and sign the amended License Agreement to allow the use of Clark Park for purposes of the Farmers Market on Wednesday, July 3, 2013. Linda Murray seconded. Being none opposed, the motion passed.**

**It was moved by Dave Senecal for the Wolfeboro Board of Selectmen to allow the Farmers Market to put a sign (12 sq. feet or less) on South Main Street (intersection of Pleasant Valley) on Wednesday to Thursday each week from June to October. Linda Murray seconded. Being none opposed, the motion passed.**

### **B. Designation of Economic Revitalization Zone-Center, Lehner and Pine Streets**

Mr. Owen stated that the Economic Development Committee is recommending a second revitalization zone in the area of Center Street to include a portion of Lehner and Pine Streets and he referred to these areas on a map provided. He stated this would include the area off Pine Street where a bank was going to be built and the two vacant buildings on Lehner Street.

Mrs. Murray stated the EDC felt this was a good plan to help bring business to Wolfeboro or for businesses to relocate and such would provide the business with a tax credit and create jobs.

Chairman Silk referred to the details on the FAQ sheet provided outlining how to qualify.

Mr. Owen noted that such is subject to State approval.

**It was moved by Sarah Silk and seconded by Dave Senecal to request the New Hampshire Department of Resources and Economic Development to approve the establishment of an Economic Revitalization Zone for Center Street, Lehner Street and Pine Street, consisting of the following properties: Tax Map 218, Lot 6; Tax Map 218, Lot 7; Tax Map 218, Lot 8; Tax Map 218, Lot 9; Tax Map 218, Lot 10; Tax Map 218, Lot 11; Tax Map 218, Lot 12; Tax Map 218, Lot 13; Tax Map 218, Lot 14; Tax Map 218, Lot 17-1; Tax Map 218, Lot 99; Tax Map 218, Lot 105; Tax Map 218, Lot 109; Tax Map 218, Lot 110; Tax Map 218, Lot 111; Tax Map 218, Lot 112, Tax Map 218, Lot 113, Tax Map 21, Lot 114; and Tax Map 218, Lot 115. Members voted and being none opposed, the motion passed.**

### **C. Monthly Budget Expenditures and Revenues Report**

Pete Chamberlin joined the Board stated that overall the budget is expended just shy of 38% and they are continuing to keep a close eye on the Welfare Budget.

Mrs. Murray stated with regards to the floors at the Libby Museum, that since those are not going to be done she would like to see those funds go to a major repair of the building as a lot needs to be done there.

Mr. Chamberlin replied he would discuss such with the Director of the Museum. He noted they have received the fuels bids and provided a copy of such and he is recommending CN Brown's fixed price and unleaded bid. He noted that the bid is lower than last year.

**It was moved by Linda Murray and seconded by Dave Senecal to accept the recommended fuels bids as presented by the Finance Director at this meeting with from CN Brown fixed and unleaded price. Members voted and being none opposed, the motion passed.**

### **D. Proposed new Town telephone system**

Pete Chamberlin addressed the Board on this item and explained that as discussed at a previous meeting, he was asked to gather more information for clarity. He explained that this issue has two points to it, one to change providers for a cost savings and two to upgrade equipment to provide a further cost savings in the future. He explained the upgraded equipment will give them the capability to reduce the number of hard wired lines at Brewster Memorial Hall (Town Hall) and to provide voicemail.



Mr. Owen stated by changing providers they will see a 60% cost savings right away and then the new equipment has the potential for more savings in the future by reducing the number of lines. He noted this same system is currently used by the School District and Huggins Hospital.

**It was moved by Dave Senecal and seconded by Linda Murray to approve the proposed change in the Town's telephone services provider by EarthLink to Bay Ring, and to authorize entering in to a lease/purchase agreement for the installation of a new Samsung telephone system with VOIP capabilities for the Town Hall and to transfer the following amounts to the Technology-Rental & Leases budget line item (01-41990-440) from Town departments' budgets to pay for this lease/purchase agreement in the remaining 6 months of this year:**

**01-41302-341 Town Manager-Telephone (1 Line) \$166.45**

**01-41401-341 Town Clerk-Telephone (2 Lines) \$332.90**

**01-41501-341 Finance-Telephone (2 Lines) \$332.90**

**01-41504-341 Tax Collector-Telephone (2 Lines) \$332.90**

**01-42400-341 Codes-Telephone (2 Lines) \$332.90**

**01-43110-341 DPW-Telephone (1 Line) \$166.45**

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

#### **E. Amendment to Fifth Estate Tower License Agreement**

Mr. Owen stated the new repeaters have been installed and no dead spots have been reported. He stated the last step in this project is to install a generator which requires a concrete pad and one LP tank. The license agreement needed to be amended to include such and has been forwarded for approval.

Chairman Silk questioned when they will receive the drawings they requested in October.

Pete Chamberlin replied that they are forthcoming.

**It was moved by Dave Senecal and seconded by Linda Murray to approve and authorize the Board's Chairman to sign the addendum to the License Agreement with Fifth Estate Tower; LLC dated July 25, 2012.**

Chairman Silk stated that she is pleased this project was done at a much lower cost to the taxpayers and keeps the emergency personnel safe.

Mrs. Murray stated she is pleased to have this project completed for the safety of the staff.

#### **F. Fairpoint Communications Request for an Easement**

Mr. Owen stated that he provided this information for discussion purposes. He stated that Fairpoint originally requested an easement in a Town-owned park to put a piece of their equipment to enhance the customers of Wolfeboro's service, but upon research he found such cannot be done at that location. He stated that another location was suggested at the Electric Department on Middleton Road, but the Director of the Department is reluctant to this agreement since Fairpoint currently owes the town money from their bankruptcy and they haven't removed the wires in Depot Square so that the Department can remove the poles.

The Board agreed they would entertain an easement if the staff's concerns are taken care of.

### **G. Town Employees Appreciation Day Event**

Mr. Owen stated this year's Town Employee Appreciation Day is scheduled for September 6<sup>th</sup>, 2013 and he provided a list of activities that would take place.

**It was moved by Sarah Silk and seconded by Dave Senecal to approve closing the Town Offices at 11:00 AM on Friday, September 6, 2013 for Town Employees Appreciation Day, and to authorize the expenditure of up to \$500 from the Board's miscellaneous operating expense account no. 01-41900-850.**

### **H. July Meeting Dates**

Mr. Owen stated that the Board may want to amend their meeting dates in July due to the 4<sup>th</sup> of July holiday.

**It was moved by Dave Senecal and seconded by Linda Murray to hold one meeting in July on the 17<sup>th</sup>. Members voted and being none opposed, the motion passed.**

### **Old Business**

Mrs. Murray noted they received a certificate of occupancy for Brewster Memorial Hall for the fire alarm system.

### **Any Other Business**

Chairman Silk noted the town is the recipient of the most tonnage recycled in their class for the 4<sup>th</sup> year in a row from NRRA. She stated the Department utilizes as many programs as it can and that cost savings is passed on to the taxpayer.

Mr. Owen stated that it was for the most tonnage recycled in the population in 5,000 to 10,000 category.

Mrs. Murray stated they really need to thank the public for their willingness to separate.

Chairman Silk noted the downtown trash cans are not for household trash and commend the Parks & Recreation Department for the kiosk for doggy waste and commended the public for using them.

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

Mr. Owen reported the following:

- GI Plastek's ground breaking is June 11<sup>th</sup> at 11:00 AM.
- State Legislature update: the funding for State Aid for Water has gone back to the house and the Gas Tax was thrown out.
- He provided a copy of a brief filed by the Town's Insurance Company against Josephine Amatucci and noted this brief summarizes her actions since 2005 with a total of 10.

- The Town Hall replacement windows are in, but it appears that some of the other windows need painting to be more uniform with the upgrade. The Board agreed to paint the windows.
- He stated they will have a preliminary review of Electric rates for next year at their meeting in July and he reports a possible decrease at three cents per kWh.
- He will be on vacation next week and will return on June 18<sup>th</sup>.

### **Committee Reports**

Linda Murray stated she attended the following:

- Chamber Social.
- Friends of Abenaki lodge design meeting.
- The NRRA award ceremony.
- She reported the Milfoil DASH unit is out in Back Bay hand pulling and they will need a chemical treatment in September.

Mr. Bowers attended the Library Trustees meeting.

Chairman Silk stated the following:

- She attended the NRRA Conference and award ceremony. She noted a light bulb program done in schools in conjunction with PSNH or NH Co-op and questioned if such could be done with our Municipal Department. The representative is interested in speaking with the town further on doing something.
- She attended the Police Commission meeting.
- She attended the Friends of Abenaki meeting and the lodge design meeting.

Mr. Senecal stated he attended the Friends of Abenaki lodge design meeting and the ZBA meeting.

### **Chamber of Commerce**

None.

### **Public Comment**

Tom Bickford stated he would like to follow up to his comments from the beginning of the meeting and feels that they may not receive complaints about a paramedic service as not everyone may know the difference and he is making a formal complaint that he would have liked to have a paramedic when he used the ambulance service. He questioned the exclusive use of two ambulances, as one is used for Huggins Hospital.

Tom Beeler clarified that Huggins Hospital is a third ambulance housed in Wolfeboro.

Mr. Bickford stated that if they already have a paramedic on staff why would it cost more, he is just concerned that Wolfeboro receives the best medical care.



Peter Pijoan stated that WCTV will be doing a new advertisement working with the Chamber of Commerce and making a DVDs about Wolfeboro for the tour buses.

### Questions from the Press

None.

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

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

The Board re-entered public session at 8:15 PM.

Chairman Silk stated the non-public session minutes of June 5, 2013 were sealed by a 2/3rds 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 8:16 PM. Member Linda Murray seconded. Being none opposed, the motion passed.**

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

**Tom and Delina Bickford**

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6-5-13  
BOS attached

**From:** Dave Owen <wolftwnmgr@metrocast.net>  
**Sent:** Wednesday, June 05, 2013 3:46 PM  
**To:** 'Tom and Delina Bickford'; 'Sarah M. Silk'; 'Linda T. Murray'; 'David A. Senecal'; 'Q. David Bowers'; bharriman@ossipee.org  
**Cc:** Philip Morrill  
**Subject:** RE: Ambulance Contract

Mr. Bickford: I want to acknowledge and thank you for comments and concerns about the ambulance services contract. However, I need to inform you that the contract has already been finalized and signed by the parties. We believe that the new ambulance services contract, which was reviewed by our legal counsel as well as by the Fire Chief and myself, has adequate safeguards to assure maintaining the same level of service and responsiveness to which the Town and its residents and visitors have become accustomed. Nevertheless, your willingness to share your ideas for improving the contract are appreciated. Dave Owen

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**From:** Tom and Delina Bickford [mailto:bickfords@metrocast.net]  
**Sent:** Tuesday, June 04, 2013 10:42 AM  
**To:** David Owen; 'Sarah M. Silk'; 'Linda T. Murray'; 'David A. Senecal'; 'Q. David Bowers'; bharriman@ossipee.org  
**Subject:** Ambulance Contract

Town Manager Owen and Honorable Board Members,

I would like to share two concerns that I have after reviewing the proposed contract for ambulance services.

My first concern is that the ambulance contract lacks any requirement that the ambulance service provide a paramedic level of care in Wolfeboro when needed. I urge you to add such a requirement given all the reasons that the Board of Selectmen gave for negotiating a sole source contract with Stewart's Ambulance to provide the exclusive use of two ambulances. If a Wolfeboro resident or visitor calls 911 for an ambulance and needs a paramedic level of care, the Town's ambulance contract should assure that a paramedic will arrive to provide them with that care.

My second concern is the contract's lack of a requirement for an ambulance to sign-on upon arrival at an incident within a reasonable time of being dispatched to it. I presume the purpose of requiring the second ambulance to sign on responding within four minutes of being dispatched is to assure that the second ambulance is actually manned. This was a question that arose with a past ambulance providers that had only two ambulances. However, a larger company like Stewart's has ambulances manned in Moultonborough and Meredith that could sign on within four minutes, so the time it takes to sign on responding is now irrelevant.

Under the present response time requirement if an ambulance signs on responding within four minutes of being dispatched, but it doesn't arrive on the scene until thirty minutes later, it has met the requirements of the response time of the contract. The time it takes for an ambulance to arrive on the scene is the important time to enforce. Not requiring an ambulance to arrive on the scene within a reasonable time of its being dispatched defeats the purpose of paying for the exclusive use of two ambulances rather than sharing the cost of two ambulances with the town of Tuftonboro.

Therefore, I urge you to change the response time provision to require that an ambulance arrive on the scene of the incident within a reasonable number of minutes of its being dispatched.