

Wolfeboro Board of Selectmen
Public Meeting Minutes-Approved
October 4, 2017

Members present: Brad Harriman, Linda Murray, Dave Bowers and Dave Senecal

Members absent: Chairman Luke Freudenberg

Staff present: Town Manager David W. Owen, Police Captain Mark Livie,
Public Works Director Dave Ford and Recording Secretary
Michele Chamberlain

Vice Chairman Murray opened the meeting at 6:30 PM.

Non-Public Session RSA 91-A:3, II

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

Consideration of Minutes

Vice Chairman Murray asked for approval from the Board of the September 20, 2017 Regular Meeting Minutes.

It was moved by Dave Bowers and seconded by Dave Senecal to accept the minutes of September 20, 2017 with an amendment to page 10. Members voted and being none opposed, the motion passed.

Bulk Vote

A. Weekly Manifests
September 29, 2017
October 6, 2017

B. Notices of Intent to Cut Wood or Timber

i. Stoneham Road Tax Map 155, Lot 6

C. Raffle Permit – Brewster Academy Family Weekend Raffle

It was moved by Dave Bowers and seconded by Dave Senecal to approve the items listed on the agenda in the Bulk Vote in A through C above. Members voted and being none opposed, the motion passed.

New Business

A. Water Rates

Dave Owen stated Underwood Engineers has provided us 3 new options (Options E, F, and G) for the water rates for 2018 and beyond. The new analysis takes into account that the Budget Committee set the hydrant fees (the general fund contribution to the water fund for fire protection) at 17.5% of the water budget which translates into about \$316,000. So it takes us more than a third of the way back to the \$345,000 funding level where the hydrant fees were before the Budget Committee reduced them to \$300,000, but still leaves a hole in the Water budgets. Option F which calls for a 4.5% increase in water rates in 2018, is the preferred option that Town staff recommends.

Dave Ford stated this is for water rates only and it is a percent increase that would affect both the fixed monthly fee and the gallon rate over 1500 gallons a month. We are trying to get a long term plan so we can begin to fund the Asset Management Plan with the 2.0% increase. The additional 2.5% increase will make up the difference of the gap between \$316,000 and \$345,000 for hydrant fees. Next year we will be looking at the Sewer System Rates which will have a similar increase of 2.0%. Mr. Ford stated there are a lot of options but we thought Option F was the best.

Vice Chairman Murray stated she had a hard time raising the water rates by 4.5% and raising the unit charge. She stated it will have a significant impact on the businesses, service agencies and local residents who use Town water. She stated Mr. Ford stated 2.0% is the operating maintenance cost and the additional 2.5% is to make up for the \$45,000 that had been removed. She wanted to make sure everyone understood that the hydrant fee is the amount of money placed in the fire department's budget that is paid for by the taxpayers. The hydrant fee pays the water enterprise fund for the cost of the larger tank and the pipes for fire protection purposes.

Mr. Ford stated yes. The American Water Works Association has a standard and it depends on the size of the community. Fire protection increases the amount. The percent should be somewhere between 20% and 30% and for the last ten years we have been at 20% so the reduction to 17.5% has a great impact.

Vice Chairman Murray stated she had another option. She stated she respects the Budget Committee and the hard job that they have trying to develop an operating budget which also provides for the residents and services we need while trying to keep the tax impact low. She suggested establishing a warrant article and ask the voters again how they would like to do it. In 2011, the amount was \$300,000 and we kept it there for 2 years, in 2013 it was \$325,000 for two years and in 2015 we went to \$345,000 and kept it there for a year and then it came tumbling down. She stated we have two different philosophies, the one of the Budget Committee and the one of the Board of Selectmen. Ms. Murray stated she would like the Board of Selectmen to create a warrant article that would ask to bring the hydrant fee up to 20% of the operation and maintenance of the water enterprise fund over two years. The warrant article would ask for an additional \$31,000 in hydrant fees in 2018 and another \$31,000 in 2019 to be added to the hydrant fee already in the

operating budget which would bring it back to the \$360,000. This would allow the Board to raise the fees by 2.0%. If the voters were positive about the warrant article it would go into the operating budget and if the feedback was negative then the Board would come back and raise the rate the second time in May of 2018 by 2.5%. Ms. Murray thought 4.5% was big hike.

Dave Bowers stated he was not disagreeing but thought voter education would be necessary because there are a lot of options. He stated explanations of all the options would be needed.

Brad Harriman asked Ms. Murray if her option would drop the rate increase from 4.5% to 2.0%.

Ms. Murray stated yes, but it would be based on if the warrant article passes or not. If the warrant article passes we are done. If it fails we have the option to come back in April or May of 2018 and add the 2.5% back into the water rates if the water enterprise needed it.

Mr. Ford stated the water fund is in the red every year but overall we are still in the black. We have an unreserved fund balance of \$1.5 million dollars. He felt having two rate increases in one year might be confusing so he suggested the additional 2.5% to be done in January of 2019.

Ms. Murray stated she was fine with that if he thought the water fund could handle to it.

Mr. Ford thought year to year would be better so business could include the increase into their budgets.

Ms. Murray stated it would be easier for the businesses to know about the rate increase ahead of time. She stated the Children's Center would not be able to handle a 4.5% increase to their budget.

Brad Harriman asked Mr. Ford if this would take away from any projects being done.

Mr. Ford stated we are trying to build the capital reserve account because in 2018 we are proposing two projects. The deficit we are talking about is around \$30,000 so it isn't a huge amount so we will have the money for the projects but we just need to make sure we continue to build the capital reserve account.

Dave Senecal agreed with Ms. Murray's option. He stated we can get the feedback from the public and then the Budget Committee will see that the level needs to be at 20% so that water rates will not have to be raised. Mr. Senecal stated 4.5% is a big increase.

Mr. Ford stated we have some of the highest water and sewer rates in the State because we have a complete system with a small user base.

Dave Bowers agreed.

It was moved by Linda Murray and seconded by Dave Senecal that the Board raise the water rates by 2.0% starting January 1, 2018 and it will be part of the billing cycle of February 1, 2018 so the monthly charge will go from \$20.00 to \$20.40 and the price per one thousand gallons would go to \$10.73 after the first 1500 gallons. Members voted and being none opposed, the motion passed.

B. Dockside Projects – Funding and Schedule

Mr. Ford stated \$40,000 should be put in a Capital Outlay budget request so the emergency repairs can be done. There are four significant projects at the Dockside Facility. They are: Dockside Public Restroom Upgrades, Dockside Docks and Retaining Wall Repairs, Expansion of Docks and Rebuild Dockside Parking Lot. We recommended to the CIP Committee to hold off on the parking lot. The Public Restrooms are very close to the wall on Smith River so a design was implemented to reinforce the wall. Also, it was recommended to the CIP Committee that in 2018 to begin the engineering for the extension of the docks so we can get cost estimates. Mr. Ford stated a lot of items are on the end of the use for life cycle. He stated things are still working but it puts up a warning signal that these things need to be looked at in the future. He suggested getting the engineering for the repairs at the same time as the engineering for the new projects. He stated the critical repairs need to get done first in 2018 and then in 2019 we can do the repair project or the expansion project or both. He suggested getting the estimates and the list of priorities so we can figure out how to fund the projects whether in cash or as a bond.

Ms. Murray suggested that these three projects (\$40,000 – immediate repairs, \$50,000 – Commercial and Residential/Dock and Retaining walls, \$25,000 Residential/Commercial docks) be considered as a warrant article. It gives the taxpayers some warning about what is coming their way.

Brad Harriman stated he liked the idea of the alternate funding without bonding. He stated to do the emergency repairs now and to start funding some of the projects that are out two or three years so we can avoid the bonding because we have some large bonds coming soon. He stated we might have to bond the \$420,000 – Docks and Retaining Wall project but to try to pay cash for the other smaller projects.

Dave Senecal stated he agreed with Mr. Harriman. He stated the restrooms need to be done this year.

Mr. Ford stated that is the one number priority and it will be cash.

Ms. Murray suggested asking for the \$115,000 for the above projects and making them into a warrant article. She asked Mr. Harriman if he wanted to fund the other projects out of the Capital Reserve Fund.

Mr. Harriman stated do the restrooms, lump the other three projects together and then start another Capital Reserve to start funding the last two projects (\$250,000 – Dockside Parking Lot and \$250,000 – Residential/Commercial Docks).

Ms. Murray stated there is a Capital Reserve Fund for the parking lot but you would like to see us add to it and then develop a Capital Reserve Fund for the Dock Expansion Project, correct.

Mr. Senecal stated that is what the Dock Committee was talking about as well. They wanted to start a Capital Reserve Fund for that this year.

Mr. Owen stated the CIP Committee is recommending that all projects be bonded in 2019.

Ms. Murray stated that is the way they see it, but if this Board sees it a different way then we have the ability to not bond it.

Mr. Owen stated then you will be asking for the warrant article and the \$150,000 for the restrooms and then you are asking for an additional amount to be set aside for a Capital Reserve Fund.

Mr. Senecal stated the three projects would be combined to be a warrant article for this year and the restrooms should have their own warrant article. He asked to see the bond schedule.

Mr. Owen stated it is in the back of your budget book.

Mr. Ford stated if we do the \$150,000 for the restrooms, the \$115,000 for the three projects and the \$50,000, then that is a total of \$315,000 for 2018. If you can hold the \$315,000 for 2019 and 2020 then it would be enough to fund the majority of the repairs and all of the dock expansion and you could do it all in cash. He stated he was not sure how this would affect the tax rate this year.

Ms. Murray stated we need to see the list of our warrant articles.

Mr. Senecal stated he did not want to see some of the projects get pushed out into 2020.

Mr. Bowers stated some of these things are tied together so we need to look at that as well.

Ms. Murray stated she likes the \$115,000 because we need to know what the cost is going to be.

Mr. Ford agreed the engineering needs to be done.

Mr. Senecal asked when the ramp is supposed to be started and completed.

Mr. Ford stated the ramp will be started in November and be done by Thanksgiving.

C. Town Manager Search Process Contract

Linda Murray stated she has a letter from Luke Freudenberg that she would like to read to the Board. The letter stated: To the Board of Selectmen and the Public, my apology for missing the meeting tonight. My term for Selectmen ends this coming March and after much consideration I have decided not to seek another term. That being said, with the search for the new Town Manager beginning I have decided to apply for the position. Moving forward, I will be stepping down from any discussion of the Town Manager's search or any item related to salary or any other items that would be a conflict of interest in my choice to apply for the Town Manager's position.

Linda Murray stated Alan Gould of MRI asked the Board to decide during the Town Manager's search process if somewhere in the process Luke didn't go forward, then would the Board want him to go back into the panel process and sit.

Ms. Murray stated she felt that if you step out and go through all of that, then you probably should stay out.

Dave Bowers stated he thought Luke should be let back in.

Dave Senecal stated he has mixed feelings. He stated Luke will not know what information we have on other candidates and then will we have to bring him up to date. Also, there will be five people voting instead of four. He stated it really does not matter one way or the other to him.

Brad Harriman stated he agreed with Ms. Murray. He felt it could be an awkward situation and would change the dynamics half way through the process.

Ms. Murray stated it makes it cleaner.

Mr. Senecal stated he was fine with that and Luke won't be running for Selectmen again anyways. Mr. Senecal stated he would agree with Ms. Murray and Mr. Harriman.

Ms. Murray asked if it needed to be a motion or a consensus.

The Board agreed to a consensus.

Ms. Murray stated MRI made the changes to the contract. She stated number #13 was changed to read: MRI will assist with development of terms and conditions of employment and preparation of a draft conditional offer of employment, which will be reviewed by the Town's attorney. MRI understands that the Town's attorney will be responsible for creating the employment contract. She stated number #11 was changed to read: We will facilitate two rounds of interviews. The first round will consist of three

separate interview panels, each facilitated by an MRI consultant. One panel will be comprised of 4 community members and 2 employees. Another panel will be comprised of 4 community members and 2 department heads. The third panel will be the Wolfeboro Board of Selectmen.

Ms. Murray stated MRI will review all the documents that we developed two years ago. We did a Candidates Profile and Challenge Statement, an Ad, and we came up with Town Manager questions. MRI will review that and if there are any significant changes they will send them to us. Ms. Murray stated the last time the ad was published we received 44 candidates with 16 candidates from New Hampshire, 17 candidates from Maine, 5 candidates from Massachusetts and 11 candidates from other states. It seems like they had a pretty wide response. MRI will take those resumes and cut it down to 12-15 candidates based on the candidates profile we developed and then MRI will send out to the 10-12 candidates the essay questions and they will do telephone interviews. This will check their oral and written skills. Then MRI will produce 6 finalists for the interview panels. The final interview will be done by the Board of Selectmen. MRI will guarantee to do another free search if the candidate does not work out based on a clear termination on performance or the candidate leaves.

Ms. Murray asked the Board what timeline they should use. She stated they should have someone here as soon as the budget season ends so they can work with Pete Chamberlin, Finance Director, before he retires in June. She suggested starting the first week in January and then we would have someone in place for the first week of May. She questioned if they should start in December but stated a lot happens in that month.

Dave Bowers asked what Mr. Owen thought.

Mr. Owen stated his previous understanding with the Board was he would be here until sometime between April 1st and June 30th.

Mr. Bowers stated then May 1st would be acceptable.

Mr. Owen stated yes.

Mr. Senecal stated we should start January 1st.

The Board agreed.

Ms. Murray stated the next question is the draft ad. Ms. Murray read the ad: The Wolfeboro Board of Selectmen seeks applications from community and business leaders. Town Department Heads and Town employees, and other interested residents who would be willing to participate in the selection process for choosing the Town's next Town Manager. These volunteers will serve on one of three interview panels that will interview candidates for the Town Manager position and will make recommendations will be advisory in nature, and the final decision regarding the selection of a new Town Manager rests with the Board of Selectmen. Persons interested in participating in this process are

urged to convey their interest to the Board of Selectmen, either by letter at Wolfeboro Board of Selectmen, P.O. Box 629, Wolfeboro, NH 03894 or by email to townmanager@wolfeboronh.us.

Ms. Murray stated Alan Gould thought that if we take too many people from the public and not use MRI that it would become too political.

Ms. Murray stated this was the process we used to get Mr. Owen and thought it worked well.

Mr. Bowers agreed.

It was moved by Linda Murray and seconded by Dave Senecal to approve and sign the contract with MRI for the Town Manager search process in the amount of \$8,000. Members voted and being none opposed, the motion passed.

D. Budget Hearing Dates in October

Mr. Owen stated the first day that the Board chose for budget hearings was October 9th which is Columbus Day, a holiday, so we cannot have budget hearings that evening. Peter Chamberlin has scheduled town departments' budget hearings on all the remaining dates. Mr. Owen stated one additional date may be needed and Mr. Senecal stated he could not be here on October 16th.

The Board discussed and decided the dates to be as follows: October 11th, 12th, 19th, 24th, and 26th and October 30th if needed.

Old Business

None

Other Business

None

Town Manager's Report

Mr. Owen stated the following:

The CIP Committee Report will be on the Board's next agenda and he anticipates the decision relative to the Class VI Road building permit application will be on the same meeting, October 18th.

Eleven architectural firms have requested full copies of the Request for Proposals for Space Needs Analysis and Master Planning Options for the Public Safety Building.

The Pain Clinic property next to the Town Hall is on the market again. He did not believe that the Town would have any interest but he did mention it to the regional school district because it abuts Carpenter School. Mr. Owen did not think the district had any interest either.

The Parks and Recreation Department had a change in staff last week. A probationary employee was let go and we hired one of the seasonal employees and made him full time.

Committee Reports

Brad Harriman stated he attended the annual meeting at the Libby Museum. There was a guest speaker from the Loon Center giving a presentation on loons. Last night, he attended a Planning Board Meeting. There was an appeal on the driveway permit on Stoneham Road but the Planning Board denied the appeal. It was just for the permit for the driveway that was being looked at. He attended a Wolfeboro Community Television Meeting as well.

Dave Senecal attended a Zoning Board of Adjustment Meeting and there were two variances and they were both granted. He gave hayrides at Abenaki last weekend.

Dave Bowers attended the Library Board of Trustees Meeting. He stated talk has been about the proposed new library.

Linda Murray attended two CIP Meetings. She stated the Special Events Committee Last Night in Wolfeboro has been meeting about entertainment. She attended this weekend the Cotton Valley Trail celebration and gold spike. It started in 1992 and it took 25 years for it to be completed. There were two key individuals, Paul DesMarais and Bruce Stuart. She attended the dedication to the Hope House today. They are hoping to start construction in December.

Dave Senecal stated a little over \$7,000 was raised for the Hope House at Abenaki.

Questions from the Press

Ms. Paquette asked if the Planning Board approved the driveway permit for the Simmons.

Mr. Harriman stated the Planning Board denied the appeal.

Public Input

Limited to 3 Minutes per resident, not to exceed 15 minutes in total

Josephine Amatucci addressed the Board. She stated: Recently I visited the Ossipee Court House and found that the former Police Chief Stuart Chase was working there as a security officer. I was appalled because Chase is a felon who committed serious crimes

against me and he was terminated as the Police Chief for those crimes. I went to see the sheriff and complained to him that he had no right to hire a felon in the courthouse. The sheriff told me that in his investigation in the Town files he found that no one filed criminal complaints against Chief Chase. Therefore, I am asking the Board of Selectmen to explain to me why the sheriff did not find my complaints in the Town Hall. Why did he not find all my complaints? My many, many complaints about Chief Chase. He said there was nothing. Where are they? Where are all of my letters?

Ms. Murray stated her one comment is: Chief Chase was not fired, he retired.

Ms. Amatucci stated he was fired, that is what you people do. That is what government does, they tell them retire or you will be prosecuted or you will be terminated.

Ms. Murray stated no.

Ms. Amatucci stated forget that, what about my issue here.

Ms. Murray stated she has no idea what the sheriff looked at.

Ms. Amatucci asked where are my complaints. I filed them to you, not the Commissioners. Where are my complaints?

Ms. Murray stated they are in the Town files.

Ms. Amatucci asked where are they and how come he couldn't find them.

Ms. Murray stated I don't know where he looked.

Ms. Amatucci stated you people took out my complaints so the point is you are going to give me those files/copies and I'm going to take them to the sheriff and the former Chief Chase is going to get prosecuted because that was what I was doing in the courthouse. I'm trying to get him prosecuted. Do you know what that means? I'm trying to get him in jail.

Ms. Amatucci left the microphone but continued talking.

Ms. Murray stated you are away from the microphone so you are done talking.

It was moved by Dave Senecal and seconded by Brad Harriman to enter into non-public session under RSA 91:3 II (d) to discuss personnel. Roll call vote, Vice Chairman Murray – yes, Brad Harriman – yes, Dave Senecal – yes, and Dave Bowers – yes. Being none opposed, the motion passed.

The Board re-entered public session at 8:10 PM.

Brad Harriman moved the Wolfeboro Board of Selectmen to seal the minutes of the September 20, 2017 non-public meeting. Dave Bowers seconded. Roll call vote, Vice Chairman Murray – yes, Brad Harriman – yes, Dave Senecal – yes, and Dave Bowers – yes. Being none opposed, the motion passed.

It was moved by Dave Bowers and seconded by Dave Senecal to adjourn at 8:11 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain