

Wolfeboro Board of Selectmen
Public Meeting Minutes-Approved
February 7, 2018

Members present: Chairman Luke Freudenberg, Linda Murray, Brad Harriman and Dave Senecal

Members absent: Dave Bowers

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

Chairman Freudenberg 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 real estate.

Consideration of Minutes

Chairman Freudenberg asked for approval from the Board of the January 16, 2018 Special Meeting Minutes.

It was moved by Linda Murray and seconded by Dave Senecal to accept the minutes of January 16, 2018 as amended. Members voted and being none opposed, the motion passed.

Chairman Freudenberg asked for approval from the Board of the January 17, 2018 Regular Meeting Minutes.

It was moved by Dave Senecal and seconded by Brad Harriman to accept the minutes of January 17, 2018 as written. Members voted and being none opposed, the motion passed.

Chairman Freudenberg asked for approval from the Board of the January 24, 2018 Special Meeting Minutes.

It was moved by Brad Harriman and seconded by Chairman Freudenberg to accept the minutes of January 24, 2018 as amended. Dave Senecal abstained. Members voted and being none opposed, the motion passed.

Public Hearings

A. Temporary Outdoor Event Permit Applications

- i. First Congregational Church Wolfeboro-UCC to hold Easter Sunrise Service on April 1, 2018 from 6:00 AM – 9:30 AM at Albee Beach.**

Mike Turner, Representative for the First Congregational Church, addressed the Board. He stated they would like to hold an Easter Sunrise Service on Sunday, April 1st from 6:00 AM to 9:30 AM at Albee Beach.

Chairman Freudenberg opened the public hearing.

Chairman Freudenberg closed the public hearing.

It was moved by Brad Harriman and seconded by Dave Senecal to approve the issuance of a Temporary Outdoor Event Permit to the First Congregational Church Wolfeboro-UCC to hold Easter Sunrise Service on April 1, 2018 from 6:00 AM – 9:30 AM at Albee Beach. Members voted and being none opposed, the motion passed.

- ii. First Congregational Church Wolfeboro-UCC to hold Morning Worship Services (Sundays only) beginning June 3 through September 30, 2018 from 7:30 AM – 8:15 AM at Cate and Town Parks and the Wolfeboro Community Bandstand.**

Mike Turner, Representative for the First Congregational Church, addressed the Board. He stated they would like to hold Sunday Worship Services from June 3rd to September 30th from 7:30 AM to 8:15 AM.

Chairman Freudenberg opened the public hearing.

Chairman Freudenberg closed the public hearing.

It was moved by Dave Senecal and seconded by Linda Murray to approve the issuance of a Temporary Outdoor Event Permit to the First Congregational Church Wolfeboro-UCC to hold Morning Worship Services (Sundays only) beginning June 3, 2018 through September 30, 2018 from 7:30 AM – 8:15 AM at Cate and Town Parks and the Wolfeboro Community Bandstand. Members voted and being none opposed, the motion passed.

- iii. Governor Wentworth Arts Council to hold an Art Show on August 15, 2018 from 8:00 AM – 5:00 PM at Cate and Town Parks and the Wolfeboro Community Bandstand.**

Mr. Owen stated due to the weather tonight the representative for the Governor Wentworth Arts Council will not be to attend tonight. The representative asked if the matter could be approved by the Board or she could attend the next meeting.

Chairman Freudenberg opened the public hearing.

Chairman Freudenberg closed the public hearing

Linda Murray stated the representative has come every year and it is the same event so she did not have a problem approving the permit. Ms. Murray stated the tents need to meet fire code flame resistance requirements as listed on the permit.

The Board agreed.

It was moved by Linda Murray and seconded by Dave Senecal to approve the issuance of a Temporary Outdoor Event Permit to the Governor Wentworth Arts Council to hold an Art Show on August 15, 2018 from 8:00 AM – 5:00 PM at Cate and Town Parks and the Wolfeboro Community Bandstand. Members voted and being none opposed, the motion passed.

Bulk Vote

A. Weekly Manifests

January 26, 2018
February 2, 2018
February 9, 2018

B. Property Tax Abatements/Refunds Approvals:

- | | | |
|------|-----------------------------|---------------------|
| i. | Abatement/Refund #10 (2017) | Tax Map 259, Lot 26 |
| ii. | Abatement Refund #16 (2017) | Tax Map 190, Lot 92 |
| iii. | Abatement Refund #17 (2017) | Tax Map 190, Lot 91 |

C. Property Tax Credits/Exemptions Approvals:

- | | | |
|------|-----------------------|--------------------|
| i. | 173 North Line Road | Tax Map 100, Lot 7 |
| ii. | 239 North Main Street | Tax Map 202, Lot 3 |
| iii. | 104 North Main Street | Tax Map 142, Lot 8 |

D. Notice of Intent to Cut Wood or Timber

- i. Brackett Road Tax Map 255, Lots 6 & 7
- ii. North Wakefield Road Tax Map 256, Lots 1 & 2

Linda Murray stated she needed to step down from Bulk Vote Item D1.

It was moved by Linda Murray and seconded by Chairman Freudenberg to remove Item D1 from the Bulk Vote. Members voted and being none opposed, the motion passed.

It was moved by Linda Murray and seconded by Brad Harriman to approve the items listed on the agenda in items A through D with D1 being removed. Members voted and being none opposed, the motion passed.

It was moved by Brad Harriman and seconded by Dave Senecal to approve the item D1 in the Bulk Vote. Linda Murray abstained. Members voted and being none opposed, the motion passed.

Appointments

A. Emergency Operations Planning Committee

Mr. Owen stated the Fire Chief asked him to reorganize the Emergency Operations Planning Committee. The Fire Chief received a grant that will fund a consultant which will assist us with this process. All of the members that served on the Old Emergency Operations Planning Committee have been contacted to see if they were willing to be re-appointed to the Committee. Also, Brewster Academy, the Governor Wentworth Regional School District, and Huggins Hospital, were contacted to arrange for representatives from their institutions to participate on the Committee. Mr. Owen stated unless the Board has other candidates to propose, he suggested the following list of candidates be presented for appointment to the Committee. The term period would be a little over a year with the ending date of April 30, 2019.

The list is as follows:

- **James Pineo, Fire Chief**
- **Dean Rondeau, Police Chief**
- **David Ford, DPW Director**
- **Linda Murray, Selectman**
- **Dave Senecal, Selectman and Health Inspector**
- **Kathy Barnard, Chairman, Planning Board**
- **Sarah Silk, Coordinator, LRHHPF**
- **Barry Muccio, Director of Operations, MED**
- **Lisa Braiterman, Chief Financial & Operations Officer, Brewster Academy**

- **Janet Williamson, Huggins Hospital**
- **Robert Ness, Lakes Region Repeater Association**
- **Ben Ladd, Citizen Representative**
- **Mary Patry, Governor Wentworth Regional School District**
- **Bret Barnett, Brewster Academy (Alternate Member)**

Mr. Owen stated Matt Sullivan, Planning Director asked to be on the Committee. Therefore, the Board may wish to consider adding Mr. Sullivan to the list.

Brad Harriman stated he would be an asset to the Committee.

Linda Murray stated she did not have a problem with adding him to the Committee but questioned if he would have enough time. She stated the Master Plan will take up a lot of Mr. Sullivan's time.

Mr. Owen agreed.

Brad Harriman stated we are using a consultant for the Master Plan to relieve Mr. Sullivan of some of the responsibilities.

James Pineo, Fire Chief, addressed the Board. He stated the more people we have involved in planning the Emergency Operations the easier it will be to implement the Plan when it is needed. Mr. Pineo stated based on some of the planning skills that Mr. Sullivan has performed for the Town he felt Mr. Sullivan would be a key component for the Emergency Operations should the plan need to be implemented in the event of an emergency.

Mr. Harriman questioned if all the people Mr. Owen contacted agreed to be re-appointed.

Mr. Owen stated yes.

It was moved by Brad Harriman and seconded by Chairman Freudenberg to appoint the following persons (see list above) to the Emergency Operations Planning Committee for a term through April 30, 2019 as well as adding Matt Sullivan to the list. Members voted and being none opposed, the motion passed.

New Business

A. Boat Agent Agreement

Chairman Freudenberg stated the Goodhue Hawkins Navy Yard seeks to be designated as a Boat Agent for the Town.

Mr. Owen stated this is an annual renewal of the agreement. It has been a very remunerative agreement for the Town so he would recommend its approval. The Boat Agent is here tonight if the Board has any questions.

Linda Murray stated she wanted the public to be aware that last year they collected \$36,496.00 in boat taxes for the Town.

Mr. Owen stated that figure is between what the Town Clerk brings in and what Goodhue and Hawkins bring in.

It was moved by Dave Senecal and seconded by Linda Murray to approve and sign the Boat Agent Agreement for 2018 with Goodhue Hawkins Navy Yard. Members voted and being none opposed, the motion passed.

B. License Agreement-Wolfeboro Area Farmers Market

Mr. Owen stated this is an annual renewal and he discussed with Mr. Martin the agreement. Mr. Owen recommended the agreement for approval.

Linda Murray stated the parking map should be attached to the agreement. She gave copies of the map to Mr. Owen and the members of the Board.

Fred Martin, President of Wolfeboro Area Farmers Market, addressed the Board. He stated he is only requesting one change. The Farmers Market usually runs from June until the end of October but we have had requests from many of our vendors to have the first market on May 31st.

Mr. Owen stated the agreement will need to be redone to include the additional date.

The Board agreed to allow the market to start on May 31st.

It was moved by Linda Murray and seconded by Brad Harriman to approve and sign the License Agreement with the Wolfeboro Area Farmers Market, Inc. for the use of Clark Park in 2018 and that the start date be changed to May 31st and that included in the agreement be the sketch of the parking. Members voted and being none opposed, the motion passed.

C. Lease Agreement with Wolfeboro Area Chamber of Commerce

Mr. Owen stated this is a three year agreement and inadvertently the lease agreement was allowed to lapse, it expired on December 31, 2017. The new lease agreement has all of the same terms except for the changes in the dates for the term of the lease and also the rent has increased \$10 a month for the final two years of the lease. The rent was kept level for the first year of the lease agreement which is the same pattern that we have used for the last two times when we renewed their lease.

Brad Harriman questioned if Ms. DeVries was okay with the change.

Mary DeVries, Executive Director of the Chamber of Commerce, addressed the Board. She stated they were looking forward to the new three year lease. Ms. DeVries stated they enjoy the space and their visitors do as well. We are committed to the lease agreement for the next three years. This year we added a \$1,500.00 investment of new blinds for the windows which are very similar to the blinds in the Great Hall.

It was moved by Chairman Freudenberg and seconded by Dave Senecal to approve and sign the Lease Agreement with the Wolfeboro Area Chamber of Commerce, Inc. for the space it rents from the Town at the Wolfeboro Train Depot for a term from January 1, 2018 – December 31, 2020. Members voted and being none opposed, the motion passed.

D. Grant Agreement with NH Dept. of Environmental Services – Milfoil Control

Chairman Freudenberg stated Ms. Barnard was not able to be here tonight.

Mr. Owen stated this is the annual renewal of a grant from NHDES to support the Town's milfoil control efforts. It is only a portion of the cost but it helps offset the Town's costs for combatting the growth of milfoil in 2018. The grant amount will not exceed \$9,232.00.

Linda Murray stated an herbicide treatment will be done and \$6,232.00 will go towards that treatment and \$3,000.00 will be used to treat the Dash Unit.

It was moved by Linda Murray and seconded Dave Senecal to accept DES funds and to enter in a contract with the Department of Environmental Services, and further to authorize the Town Manager to execute any documents which may be necessary for this contract. Members voted and being none opposed, the motion passed.

E. Petition for Conditional Layout of Roads in Winnepesaukee Estates Subdivision

Mr. Owen stated this was a matter that was petitioned to the Board by the residents of Winnepesaukee Drive. Mr. Quinn, Representative of Winnepesaukee was told this would be on the agenda tonight. The Board needs to consider if they want to hold a Public Hearing to consider the layout of the road, Winnepesaukee Drive. Town Counsel has given some advice on this matter.

It was moved by Linda Murray and seconded by Dave Senecal that the Board does not conduct a public hearing to determine the necessity of laying out Winnepesaukee Drive and Knights Pond Lane at this time. Members voted and being none opposed, the motion passed.

F. Capital Projects Update Report

Dave Ford, Public Works Director, addressed the Board. He updated the Board on the Capital Projects Update Report.

Water Line Upgrades

Mr. Ford stated work will be performed in coordination with the Center Street Project this spring and summer which will use up the rest of the money.

Rt. 28 Study

Mr. Ford stated the money has been spent for the project. The Route 28 Steering Committee has been meeting every other Thursday to go over the different alternatives. The next stakeholder meeting will be March 15th. Mr. Ford stated they are hoping NHDOT will provide some information about the different alternatives.

Design of Pine Street/ Crescent Lake Ave

Mr. Ford stated the design is done but we are waiting to go out to bid. We are hoping to get the waterline done on the warrant article so the project can be done in 2019.

Downtown Street Upgrade – Phase 3

Mr. Ford stated we are using the balance of the money for the drainage upgrades in the Municipal lot behind Harvest Market this spring and summer.

Center Street Reconstruction

Mr. Ford stated \$702,000.00 has been spent with \$1,721,380.00 encumbered. The project is on hold but will remobilize as soon as spring allows. It is scheduled for completion in November of 2018.

Sewer Collection Upgrades

Mr. Ford stated most of the funds are tied to the Center Street Project. The sewer work will be done when we are repairing the roads.

Libby Repairs

Mr. Ford stated the oversized fans have arrived and will be installed shortly.

Ms. Murray questioned if it was too late to install the fans. She thought they were supposed to be installed in the fall.

Mr. Ford stated they were a few issues because of the temperature being below freezing in the museum on whether the fans should be installed. The project was delayed.

Ms. Murray questioned if there were problems in the fall at the museum because the air circulation was not taken care of.

Mr. Ford stated yes, there is still moisture there. The problem did not go away. We were supposed to put box fans in but he was not sure if this was done by Mr. Tasker.

Sidewalk Upgrades

Mr. Ford stated work will be completed in the spring.

Dockside Parking Lot Design

Mr. Ford stated the design has been completed but the project has been put on hold for three years.

Town Asset Management Plan

Mr. Ford stated we are waiting for the latest inventory report from December for the buildings that have been done. The Town buildings have all been inventoried.

Linda Murray asked Mr. Ford where the money was for the Town Hall.

Mr. Ford stated part of the encumbered money is here because the Town Hall was part of the work that was done in December.

Ms. Murray questioned if the Town Hall had been inventoried.

Mr. Ford stated it had been inventoried along with the Dockside Restaurant and the Abenaki Ski Lodge.

Ms. Murray asked if there was any money for this for this year.

Mr. Ford stated there is \$10,000.00 in consultants under Building and Grounds and \$15,000.00 in the Water Department's consultant's line item.

Ms. Murray questioned if the \$10,000.00 in Buildings and Grounds would be allotted for these buildings.

Mr. Ford stated that is correct.

Ms. Murray questioned if by the end of the year we should have these three buildings completed.

Mr. Ford stated yes and a few more should be completed.

Ms. Murray stated okay and thank you.

Pleasant Valley Road Bridge Design

Mr. Ford stated the design has been completed and submitted to NHDOT. The only thing we have to do is obtain easements and to finalize the wetland permitting. He had hoped to get the project moved up but he did not hear from NHDOT with approval until last week so he did not have the warrant placed this year. There is 80% funding but we still need 20% of \$200,000.00. The project is in the CIP schedule but not until 2026. There have been some emergencies repairs made to the wall but Mr. Ford is not sure how long the repairs will hold. Mr. Ford hopes this will be able to be funded in 2019 and that NHDOT will agree. He hopes to get a bid in 2018 so he would have a solid price.

Solid Waste Building Expansion Design

Mr. Ford stated the building design has been completed and the project construction is placed on hold.

WWTP Cap Reserve

Mr. Ford stated the sludge storage project has been delayed because of the weather. The repairs should be completed this spring. During the repairs we discovered that a lot of our air piping was corroded so as a result all of the air piping will need to be replaced. This will be more expensive than originally thought. An Energy Evaluation was done at the Wastewater Treatment Facility through a grant that was received from NHCOOP. The suggested projects will have a capital cost of about \$90,000.00 and the savings would be over \$20,000.00 the first year. We are working with NHCOOP so that we can be qualified for these projects.

Effluent Disposal

Mr. Ford stated we submitted projects to the State in December and we received approval so we are waiting for the schedule. We asked for an additional pilot for engineering and permitting in 2019 and then for the construction in 2020. We will be shutting down the RIBs shortly so the site will dry up so we can get in there and do the pilot. The problem with this is then the pond will fill up.

Ms. Murray questioned how long the RIBs will be turned off.

Mr. Ford stated we will turn the RIBs off February through August. There will be no affluent of water for 6 months.

Ms. Murray stated hopefully we don't have a rainy spell.

Mr. Ford stated it could have an impact.

Ms. Murray stated if it is really rainy then that will determine how much we can spray.

Mr. Ford agreed and stated that is the risk we will take.

Wastewater Collection System Asset Management Plan

Mr. Ford stated in two weeks Underwood Engineering will give a presentation and we should be getting our \$30,000.00 back.

Road Upgrades

Mr. Ford stated all the roads for 2017 have been completed and there is a balance of \$15,939.00. Port Wedeln Road and Winterhaven Road have been completed except shoulder gravel needs to be done and the drainage outlet project needs to be completed. Oakwood Road, Spruce Road and Tips Cove Roads have been completed and the RSMA study is going. Next year, we will take all this information and prioritize the road repairs and try to develop a long term plan.

Ms. Murray questioned if it was being done on Excel Spreadsheets or is there a program.

Mr. Ford stated everything is being done on Excel Spreadsheets but we are working with Woodard & Curran on a program called Utility Cloud, which is an asset management program, so we will be using that for the Water Department. The workers will have tablets that they will be using to input work orders and parts and the information will be tracked moving forward.

Mast Landing Parking Lot

Mr. Ford stated the project is completed except for the educational signage that needs to be completed this spring.

Dockside Boat Ramp

Mr. Ford stated the work started a little bit late. The project has been delayed by ice and unanticipated problems but we are making progress and hope to have it completed by spring.

Renovations of Old Railroad Freight Building

Mr. Ford stated technically the project is on hold since we are not spending any money. We are working with John Simms and he is securing an LCHIP grant. He had money donated to match the grant. Mr. Simms is working with Aaron Sturgis. Mr. Sturgis is pricing the renovations needed to restore the building.

North Wolfeboro Road Rebuild

Mr. Ford stated the work will be done as soon as weather conditions allow it.

Mr. Owen stated there were a few non-capital projects to discuss. There is an encumbered balance of \$89,378.61 in the 2017 Foss Field Replacement Building.

Mr. Ford stated the rough plumbing and electrical have been completed and the next phase is to insulate. This spring when the ground thaws we will complete the sidewalks and ground work. The building is looking really nice and hopefully we will have a grand opening in May.

Mr. Owen stated there is a balance of \$30,000.00 in the 390 Line Survey and Engineering Project that has been completed. The funds will be returned to the electric fund. The Middleton Road Cemetery Construction Project has been completed and there is a small balance of \$2,121.70. The Building Maintenance Capital Reserve Fund had \$63,966.12 expended and we have recently spent an additional amount for hardware for the front doors for the Tower entrance to the Town Hall. The Electric Meter Upgrades are on-going and there is an encumbered balance of \$100,031.00. They expect the project to be finished by the end of March. The Sewall Road Voltage Conversion Project has been completed and it has a balance of \$97,803.18.

G. Mid-Winter Prescription Drugs Collection Program

Sarah Silk, Lakes Region Household Hazardous Product Facility Coordinator, addressed the Board. She stated there will be a medicine collection on Saturday, February 17th at All Saints Episcopal Church from 8:30 AM to noon. Free passes will be given out at the collection site on the day of the collection. There is now have a collection box at the Police Station. This is a new program that we implemented because we have had a lot of requests for medicine collections during the winter. Flyers have been posted at all the pharmacies in Town, the Town Hall and the Police Department. We will ask Harvest Market and Hunter's Shop 'N Save to pass the flyers out as well. This program is only for prescription drugs so we will not be collecting any hazardous wastes. Sarah Connelly will be the pharmacist at the event.

Old Business

None

Other Business

Ms. Murray stated the Deliberative Session was well attended and she was pleased to see the number of people in the audience.

Town Manager's Report

Mr. Owen stated the following:

The Master Plan Kickoff Forum has been rescheduled for February 27th at 6:30 PM at the Town Hall.

The Fire Chief has informed the Town that FEMA has approved our application to receive some money from the March 2017 blizzard storm.

Committee Reports

Dave Senecal attended a ZBA Meeting and the Deliberative Session last night.

Linda Murray attended the Route 28 Corridor Steering Meetings and went on vacation.

Brad Harriman stated both of his meetings, the Master Plan Kickoff and the Annual Wolfeboro Television Meeting, were postponed due to inclement weather.

Chairman Freudenberg stated he had no meetings but he started dragging some of the icehouses out for Fisherville. The Trolley, the Tavern and the Town Hall icehouses are out there.

Questions from the Press

None

Public Input

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

Sarah Silk, Secretary of the Friends of Abenaki, addressed the Board. She wanted to remind everyone that on Saturday, March 3rd at 7:00 AM is the annual Pancake Breakfast at Abenaki.

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

The Board re-entered public session at 7:40 PM.

Linda Murray moved the Wolfeboro Board of Selectmen to seal the minutes of the February 7, 2018 non-public meeting. Dave Senecal seconded. Roll call vote, Chairman Freudenberg – yes, Linda Murray – yes, Dave Senecal – yes and Brad Harriman – yes. Being none opposed, the motion passed.

It was moved by Dave Senecal and seconded by Brad Harriman to adjourn at 7:41 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain