

Wolfeboro Board of Selectmen
Public Meeting Minutes-Approved
February 21, 2018

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

Staff present: Town Manager David W. Owen, Public Works Director Dave Ford, Police Captain Mark Livie, Fire Chief James Pineo, Finance Director Pete Chamberlin 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 February 7, 2018 Regular Meeting Minutes.

It was moved by Linda Murray and seconded by Brad Harriman to accept the minutes of February 7, 2018 with amendments to pages 10 and 11. Dave Bowers abstained. Members voted and being none opposed, the motion passed.

Public Hearings

A. Temporary Outdoor Event Permit Applications

- i. **Daniel Webster Council, Boy Scouts of America to hold a Fishing Derby Weigh Station on May 18-20, 2018 from 8:00 AM – 9:00 PM on Friday and Saturday and from 8:00 AM – 12:00 Noon on Sunday at the Town Docks, Cate Park and 3 parking spaces closest to the Wolfeboro Community Bandstand.**

Dylan Croston, Representative of the Daniel Webster Council, Boy Scouts of America, addressed the Board. He stated last year was the first year the Daniel Webster Council offered this event and it was a very successful event. There were two weigh stations available, one was in Laconia and the other was in Wolfeboro at the Town Docks. We would like to do the same thing we did last year which was to set up the weigh station by the gazebo. We had three parking spaces. One parking space was for NH Fish and Game and the other two were volunteers.

Chairman Freudenberg opened the public hearing.

Chairman Freudenberg closed the public hearing.

Linda Murray stated the insurance policy will expire on March 1, 2018. She asked for an updated copy when they receive the new insurance policy.

Mr. Croston stated he would provide the new binder as soon as it is available.

It was moved by Chairman Freudenberg and seconded by Dave Bowers to approve the issuance of a Temporary Outdoor Event Permit to the Daniel Webster Council, Boy Scouts of America to hold a Fishing Derby Weigh Station on May 18-20, 2018 from 8:00 AM – 9:00 PM on Friday and Saturday and from 8:00 AM – 12:00 Noon on Sunday at the Town Docks, Cate Park and 3 parking spaces closest to the Wolfeboro Community Bandstand. Members voted and being none opposed, the motion passed.

- ii. **NH Boat Museum to hold Model Yacht Regattas from April 3 – November 6, 2018, Tuesdays and Thursdays only, from 12:00 Noon – 4:00 PM at 95 Glendon Street.**

Mark Whitehead, Member of the NH Boat Museum, addressed the Board. He stated this is the tenth year for this program. We are building six more boats this year.

Chairman Freudenberg opened the public hearing.

Chairman Freudenberg closed the public hearing.

Linda Murray stated your insurance policy will expire in June.

Mr. Whitehead stated he would provide an updated copy.

It was moved by Dave Bowers and seconded by Linda Murray to approve the issuance of a Temporary Outdoor Event Permit to the New Hampshire Boat Museum to hold Model Yacht Regattas from April 3 – November 6, 2018 (Tuesdays and Thursdays only) from 12:00 Noon – 4:00 PM at 95 Glendon Street. Members voted and being none opposed, the motion passed.

- iii. **Brewster Academy to hold On the Green 1 Arts and Crafts Festival on July 6 – 8, 2018 from 10:00 AM – 5:00 PM on July 6 & 7 and from 10:00 AM – 4:00 PM on July 8 on Memorial Field.**

Christine Brown, Representative of Brewster Academy, addressed the Board. She stated this is an Arts and Crafts Festival with some snacks being sold. The event is to raise

money for day student scholarships. She will provide a new insurance policy binder as soon as it is available.

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 Brewster Academy to hold On the Green 1 Arts and Crafts Festival on July 6 – 8, 2018 from 10:00 AM – 5:00 PM on July 6 & 7 and from 10:00 AM – 4:00 PM on July 8 on Memorial Field. Members voted and being none opposed, the motion passed.

- iv. **Brewster Academy to hold On the Green 2 Arts and Crafts Festival on August 10 -12, 2018 from 10:00 AM – 5:00 PM on August 10 & 11 and from 10:00 AM – 4:00 PM on August 12 on Memorial Field.**

Christine Brown, Representative from Brewster Academy, addressed the Board. She stated this is the same event as last year.

Chairman Freudenberg opened the public hearing.

Chairman Freudenberg closed the public hearing

It was moved by Dave Senecal and seconded by Brad Harriman to approve the issuance of a Temporary Outdoor Event Permit to Brewster Academy to hold On the Green 2 Arts and Crafts Festival on August 10 -12, 2018 from 10:00 AM – 5:00 PM on August 10 & 11 and from 10:00 AM – 4:00 PM on August 12 on Memorial Field. Members voted and being none opposed, the motion passed.

- v. **Hospital and Community Aid Association, Inc. to hold a Street Fair on August 3-4, 2018 from 10:00 AM – 10:00 PM at Monument Field.**

Sarah Silk, Representative of the Hospital and Community Aid Association, addressed the Board. She stated the tents will be put up on July 27th and they will be taken down on August 6th. We will have a new insurance binder that will be sent to Anne Marble in May and the parking plan is on file. The event is the same as always with items being donated and the proceeds buy equipment for Huggins Hospital for patient care and Back Bay Rehab.

Chairman Freudenberg opened the public hearing.

Chairman Freudenberg closed the public hearing

It was moved by Linda Murray and seconded by Dave Senecal to approve the issuance of a Temporary Outdoor Event Permit to the Hospital and Community Aid Association, Inc. to hold a Street Fair on August 3-4, 2018 from 10:00 AM – 10:00 PM at Monument Field. Members voted and being none opposed, the motion passed.

- vi. **Wolfeboro Lions Club to hold the 44th Annual Great Smith River Canoe and Kayak Race on May 19, 2018 from 9:00 AM – 4:00 PM beginning at Albee Beach and ending at Dockside.**

Linda Murray stepped down.

Rogers Murray, Member of the Wolfeboro Lions Club, addressed the Board. He stated the race begins at the Allen Albee Beach, crosses Lake Wentworth to Smith River, passes through Smith River to Crescent Lake, portages around the dam, down Smith River to the Excelsior Mill portage and then into Back Bay with the finish line at the Wolfeboro Town Docks. We will have course workers stationed at the Crescent Lake Dam portage, the rapids and the Excelsior Mill. There will be a rescue boat in Lake Wentworth. The registration for the race will be from 10:00 AM until 12:45 PM and registration sheets can be picked up at his office, the Chamber of Commerce and the Parks and Recreation Center. There are nineteen classes to accommodate different ability levels.

Chairman Freudenberg opened the public hearing.

Chairman Freudenberg closed the public hearing

It was moved by Chairman Freudenberg and seconded by Brad Harriman to approve the issuance of a Temporary Outdoor Event Permit to the Wolfeboro Lions Club to hold the 44th Annual Great Smith River Canoe and Kayak Race on May 19, 2018 from 9:00 AM – 4:00 PM beginning at Albee Beach and ending at Dockside. Linda Murray abstained. Members voted and being none opposed, the motion passed.

Bulk Vote

A. Weekly Manifests

February 16, 2018

February 23, 2018

B. Property Tax Abatements/Refunds

Approvals:

- i. Abatement/Refund #20 (2017) Tax Map 41, Lot 4

C. Property Tax Credits/Exemptions

Approvals:

- | | | |
|------|--------------------|------------------------|
| i. | 4 Granite Lane | Tax Map 177, Lot 10-24 |
| ii. | 44 Friar Tuck Way | Tax Map 278, Lot 21 |
| iii. | 75 North Line Road | Tax Map 115, Lot 4 |

D. Notice of Intent to Cut Wood or Timber

- | | | |
|----|----------------------------|--------------------|
| i. | Governor Wentworth Highway | Tax Map 167, Lot 6 |
|----|----------------------------|--------------------|

E. Yield Tax Levy - \$1,688.29

F. Raffle Permits – Hospital and Community Aid Association and Rotary Club

Linda Murray questioned item C1 since it was for 2019. She stated we can approve it but it will not go into effect until 2019.

Mr. Owen stated that is correct.

Mr. Owen stated there is an additional Bulk Item. The Wolfeboro Rotary Club would like permission to sell raffle tickets to win a trip for two to Ireland at their Irish Spring Dinner Event on March 16th.

It was moved by Dave Bowers and seconded by Brad Harriman to approve the items listed on the agenda in items A through F. Members voted and being none opposed, the motion passed.

New Business

A. Monthly Budget Expenditures and Revenue Report

Pete Chamberlin, Finance Director, addressed the Board. He stated this is the first month of the year and not a lot is going on. He stated on average we should have spent 8.3% of our budget at this time. The initial percentages expended-to-date as of the end of January 2018 are as follows: the General Fund is at 7.984%, the Water Fund is at 18.785%, the Electric Fund is at 4.188%, the Sewer Fund is at 11.811%, the Pop Whalen Fund is at 11.560% and the overall expended-to-date is at 7.5%. The Electric Fund is a little low because there is a payable from the prior year.

B. Commercial Vessel Landing Permit – Millie B.

Chip Bierweiler, Manager of the Millie B, addressed the Board. He stated he is here tonight to request their commercial vessel permit so they can continue offering scenic boat rides. He will provide a copy of their new insurance binder in June.

Linda Murray asked if the landing fee will be paid in full or in three payments.

Mr. Bierweiler stated they will be paying in full.

It was moved by Chairman Freudenberg and seconded by Linda Murray to approve the issuance of a Commercial Vessel Landing Permit to the New Hampshire Boat Museum for the Millie B to operate from the commercial docks at Dockside in 2018. Members voted and being none opposed, the motion passed.

C. Renewal of Payment-In-Lieu-of-Taxes Agreement with NH Boat Museum

Mr. Owen stated Joe DeChairo pointed out that the current agreement will expire on March 31st. The agreement has been updated with the current tax rates and the valuations of the properties have not changed.

It was moved by Linda Murray and seconded by Brad Harriman to approve and sign the Payment-In-Lieu-of-Taxes Agreement with the New Hampshire Boat Museum for 2018. Members voted and being none opposed, the motion passed.

D. Hawkers & Peddlers Location for From Scratch Baking Co.

Mr. Owen stated all four of our pushcart permittees from last year re-applied for Hawkers & Peddlers permits this year. Three of them applied for the same locations that they were assigned to last year and they have been approved. However, one of the applicants, From Scratch Baking Co., wants a different location than that to which they were assigned previously. Last year, this permittee did not like their assigned location, and the Town agreed to relocate them to a spot on the corner near Black's Paper Store on a trial basis. This year they applied for a location at Dockside. This does not conform to the Town's ordinance so the Town Ordinance may need to be revised or a waive needs to be given which the Selectmen have the authority to do if they choose since they adopted the ordinance.

Katie Johnson, Owner of From Scratch Baking Company, addressed the Board. She stated she set up last year where she was told to according to the Town Ordinance and then was told she had to move because this spot was within 100 feet from the Downtown Grille. She then moved to a spot further up the road which did not work. Then she moved to the spot by Black's Paper Store but felt this spot was dangerous for her high school employees. She stated last year she was given the option to try the spot by Dockside so that is why she is asking for this spot this year.

Linda Murray stated when the original spot was granted Downtown Grille was not there. It was a drugstore.

Ms. Johnson agreed.

Ms. Murray stated it was a good spot at the time but now we have conflicts. The owner of the Downtown Grille pointed out that based on the Town Ordinance that Ms. Johnson was too close to his business. This is why the Board started moving Ms. Johnson to different locations. Ms. Murray stated the Board needs to look at the Town's policy but she felt they should find a spot for Ms. Johnson this year. Ms. Murray stated we need to decide if we should have only 3 locations or continue with 4 locations. We need to decide where that fourth space should be located because we do not want to compete with the businesses that are here all year round that already pay taxes. Ms. Murray stated she would feel comfortable giving her a trial basis for this year for the spot by Dockside.

Brad Harriman questioned if there would be a conflict with Ms. Johnson by the Dockside Restaurant or if their items were different enough that they would not be competing for sales.

Ms. Johnson stated last year the restaurant gave their permission and she only sells bakery items.

Mr. Owen stated last year we talked to Mr. Roark but suggested asking him again to make sure he was okay with it this year.

Mr. Bowers stated we need to protect the year round businesses.

Ms. Murray stated she agreed the Board should check with the owner of Dockside and to make that a condition of approving the motion or Ms. Johnson could be allowed back in front of Black's Paper Store if she wanted.

Mr. Senecal stated he had a problem with Ms. Johnson being allowed down at Dockside. He stated it is a really busy area in the summertime and there is not a lot of space between the tree and the Dockside Restaurant. He would like more information about how big a space Ms. Johnson wants and where she wants her pushcart before he makes any decisions. Mr. Senecal stated the people that had the spaces previously had no objection and just because Ms. Johnson does not like the spot it is too bad. These are the spots that are available and he did not want to make more spots available. He stated he is against allowing Ms. Johnson a spot by Dockside.

Ms. Johnson stated she is not saying it is because she doesn't like the spot. She felt the spaces that they were put in were not safe for her employees because they were in the street.

Mr. Senecal stated some of the other pushcart spaces are in the street as well.

Ms. Johnson said okay.

Mr. Senecal stated he did not want to keep changing everything to accommodate one person.

Ms. Johnson stated she had not initially asked to set this in motion. The only reason she asked to move was because she was told that the space she was originally put in was not allowed because it was too close to the Downtown Grille. She is asking for the Selectmen to work with her.

Mr. Senecal stated he was not in favor of the idea. He stated there is nothing in the paperwork to say exactly where her pushcart would be located, how much space she is going to use or when her pushcart would be there.

Ms. Johnson stated she was not aware that these were requirements. She stated these items were not on the application.

Mr. Senecal stated he would like to know this information because they have boats coming and going in this area.

Ms. Johnson stated she would be happy to give him the information if it was on the application but it was not on the application so she did not know the information was needed.

Mr. Senecal stated he would like to have the information. There is too much going on down in that area and it is a narrow area. He stated he needs more information before he can make a decision.

Ms. Murray stated we have a problem because if we read Town Code Chapter 73, Section 7-F it states no vendor shall be within a 100 feet of an established business or offer for sale any like items offered by any other established business within that distance. She stated this is the problem that we have here. Ms. Johnson was within the distance of the Downtown Grille. Ms. Murray stated the Board of Selectmen made that mistake last year when we granted Ms. Johnson the original space. Ms. Murray questioned if Mr. Senecal was saying that the Board should not grant the fourth space.

Mr. Senecal stated we could give her another waiver to use the space by Black's Paper Store.

Ms. Murray stated she just wanted to understand which direction Mr. Senecal was going in.

Mr. Senecal stated he did not have a problem with allowing Ms. Johnson to use the space by Black's Paper Store. He stated he had a problem with loading up the dock area and he did not know the area in where she was going to be set up.

Ms. Johnson stated she did not know this was going to be a problem because the option was given to her last year by the Board. She stated she was under the assumption that it was okay because it was already given to her as an option last year.

Mr. Senecal questioned whether Dockside was an option last year.

Ms. Johnson stated yes.

Mr. Owen stated it was discussed last year he thought by Selectmen Murray, himself and Ms. Johnson.

Ms. Johnson stated it is in the minutes from last year.

Mr. Owen stated he did not think it was ever brought before the whole Board.

Ms. Johnson stated she can print out the notes and the agenda from the last meeting. She stated she was given those two options last year so that is the only reason she is here tonight. She thought it was already an option because it was given to her as an option last year.

Mr. Senecal stated he did not remember that option.

Ms. Murray read from the July 19, 2017 minutes included in the Board of Selectmen's packet. "Ms. Murray made several inquiries about different locations for From Scratch Bakery. Two locations were the v shaped space in front of Black's and at the Town Docks by Dockside."

Ms. Murray stated that was in the Regular Meeting minutes from July 19, 2017. Ms. Murray stated Ms. Johnson picked the option by Black's Paper Store. Ms. Murray stated the Board could table this until the next meeting so Ms. Johnson could get together the information that Mr. Senecal is requesting or the Board could give her a waiver again for the spot by Black's Paper Store.

Brad Harriman stated we made a mistake last year with the original space we offered Ms. Johnson last year so we offered her those two options so he felt the Board should allow Ms. Johnson the option to try the Dockside area as a trial period for one year. Although Mr. Harriman would like for Ms. Johnson to provide the information of the space she would like in square footage to the Board.

Chairman Freudenberg stated so if Mr. Roark agrees to allow Ms. Johnson the space by Dockside and Ms. Johnson provides a detailed drawing then the Board will review her request at the next meeting.

Ms. Murray stated she thinks that makes sense.

It was moved by Linda Murray and seconded by Brad Harriman to table the decision to let Ms. Johnson have the space by Dockside until the next meeting. Members voted and being none opposed, the motion passed.

Dave Bowers stated if Mr. Roark and the other vendor at Dockside were okay with the idea then he was fine with allowing Ms. Johnson to use the space by Dockside.

Mr. Senecal stated the other vendors could be upset if we allow her the spot since it was not offered before to anyone. Mr. Senecal stated the other vendors might ask why they were not allowed to apply for that particular location. He stated we are opening up a lot of problems in his opinion.

Ms. Murray stated the Board needs to look at the Ordinance and decide whether we want to allow 3 or 4 spots. She felt this was an issue because they were hunting for a spot.

Mr. Senecal stated this will be her third spot. He felt this was not right. He suggested eliminating the spot.

Ms. Murray stated she would agree to either way but felt the Board had to do something about the problem. She stated it was a change of business that created this problem.

Mr. Senecal stated then we should have only 3 spaces.

Ms. Murray stated she could agree to that as well.

Mr. Senecal stated we are moving the space all around because someone does not like the space and he did not feel it was fair.

Ms. Johnson stated it is not because she doesn't like the space. It has nothing to do with her not liking the spot. She would like Mr. Senecal to understand that the reason she is coming to the Board to ask for this is because she has high school students who are her summer employees who sit or stand practically in the street. She stated cars don't look and are not paying attention and she feels it is a safety issue. She is not comfortable with high school students in the street and that is the only reason she came back to talk to the Board about the second option that was given to her last year. Ms. Johnson stated she is not trying to be difficult. She is just asking for what she thought was an option. She stated if the Board does not want it as an option then just let her know and they can just have 3 spaces. She stated she is not trying to be difficult and wanted that to be very clear.

Mr. Senecal stated Mr. DeVlyder has high school students working for him.

Ms. Johnson stated they are on the sidewalk at that spot. The space is set up differently and they are on the other side of the street. She stated she is not comfortable with high school students being in the street.

Chairman Freudenberg stated the motion was made to table this until the next meeting pending Mr. Roark's okay and that Ms. Johnson provide a detailed drawing.

Chairman Freudenberg asked for the Board's approval.

All members voted yes except Mr. Senecal stated no, as per the previous motion.

E. Wastewater Collection System Asset Management Plan

Mr. Ford stated tonight we will be talking about the Wastewater Collection System Asset Management Plan but he would like to mention two other items first. He stated at the last meeting we discussed how the weather impacts things. The trial snowmobile trail was good for two weekends but now we had to shut it down because the weather is too warm. Also, we may need to post the roads before the Board's next meeting. The weather is very warm so we may need to post the roads by March 1st or 2nd unless the weather gets cold again and then we could probably wait until March 7th or 8th. He stated the gravel roads are starting to get muddy. Mr. Ford stated if the roads are posted early he would work with the contractors.

Ms. Murray stated she would abstain from this discussion because she has a logging operation taking place on her property.

Brad Harriman stated the Town of Ossipee was looking at the roads today as well. He stated he hates to shut the roads down early but they need to protect the roads. Mr. Harriman explained if the nights were cold then they could allow the contractors to make runs early in the morning.

Ms. Murray stated then they could get waivers from Mr. Ford and the loggers could make runs in the early morning.

Mr. Ford stated yes.

It was moved by Brad Harriman and seconded by Dave Senecal that the Board allows Mr. Ford to post the roads as necessary without waiting for the next Board Meeting. Linda Murray abstained. Members voted and being none opposed, the motion passed.

Mr. Ford stated Margaret Blank from Underwood Engineers will present a PowerPoint presentation for the asset management plan for the Town's Wastewater Collection System. (See attached PowerPoint presentation)

Mr. Ford stated all the data collected will now be available on tablets. The software being used is Utility Cloud.

Ms. Murray questioned if the software, Utility Cloud, was part of the grant or if it was coming out of Mr. Ford's budget.

Mr. Ford stated it is a program that we rent that has a yearly service charge.

Ms. Murray stated the material that she read stated we have an Asset Management Plan for the Wastewater Treatment Plant Facility which we do not have we have a Wastewater Maintenance Plan. We may need more than \$460,000.00 for the plant and the RIBs. We need to know the total figure at some point.

Mr. Ford stated Woodard and Curran are also working on a 100 year treatment plant plan. This particular grant is for the collection system and the pump station.

Ms. Murray stated we need the whole cost of our sewer system. The figure is going to be more than \$460,000.00.

Mr. Ford agreed.

Ms. Murray questioned if they were going to do one capital reserve for the whole system or more than one capital reserve for the different sections.

Mr. Ford agreed that was something they would need to discuss.

Ms. Murray stated the estimated funding for the next ten years starts in 2017/2018 so the chart will need to be adjusted.

Mr. Ford stated we will have to revisit that. He stated there will be a sewer rate increase next year and it will probably be a 2% increase.

Ms. Murray asked for a copy of the PowerPoint presentation.

F. 2018 Voters Guide

Mr. Owen stated the draft Voters Guide has been reviewed and is ready to be sent to the Granite State News unless the Board has any revisions.

Ms. Murray made a correction to page 7. She suggested putting the words Railroad Avenue in brackets. She stated on page 9 she would like it to state: NHDES 2015 administrative order by consent which is the same language used on Warrant Article #19. Ms. Murray stated Mr. Owen did a very good job.

Mr. Owen stated the 2018 Voters Guide will appear in the Granite State News on Thursday, and it will be published in the March 1st edition of the newspaper.

It was moved by Chairman Freudenberg and seconded by Dave Bowers to approve the 2018 Voters Guide for publishing in the March 1st edition of the Granite State

News with Ms. Murray's corrections. Members voted and being none opposed, the motion passed.

G. Revise Mileage & Expense Reimbursement Policy

Mr. Owen stated the IRS has revised its standard mileage reimbursement rate for 2018 to 54.5 cents per mile. This is up one penny from the 2017 rate of 53.5 cents per mile.

Chairman Freudenberg read the Mileage & Expense Reimbursement Policy.

It was moved by Chairman Freudenberg and seconded by Linda Murray to amend the Town's Mileage & Expense Reimbursement Policy by changing the mileage reimbursement rate to 54.5 cents per mile, so that it reads as follows:

Mileage & Expense Reimbursement Policy **Town of Wolfeboro**

I. Purpose

The purpose of this policy is to fairly compensate town employees for the cost of business and professional development expenses, as well as the use of their private vehicles on approved town business.

II. Reimbursement

- a. Mileage expenses will be reimbursed at the rate of 54.5 cents per mile effective February 22, 2018. This rate may be revised by the Board during the year as may be necessary.
- b. Other approved expenses will be reimbursed upon submission of valid receipts showing the actual payment by the individual.
- c. Said requests for mileage and other expenses shall be submitted upon forms provided by the Finance Office and must be approved by the Department Head and/or the Town Manager.

III. Insurance

In order for a town employee to qualify for mileage reimbursement for the use of his/her private vehicle for Town-related business under this policy, the employee shall provide the Town with a copy of the declaration section of a valid personal or business auto policy with himself or herself indicated as the named insured for the vehicle in use, to show limits of liability with a minimum of \$100,000 per person and \$300,000 per accident for bodily injury to others, \$100,000 property damage to others, \$100,000/\$300,000 uninsured motorists bodily injury, and \$5,000 medical insurance payments coverage; or the policy shall show a minimum of \$300,000 Combined Single Limits for liability protection.

Members voted and being none opposed, the motion passed.

H. Town Manager Selection Process

Chairman Freudenberg stepped down.

Ms. Murray read the letter from Alan Gould, MRI to the Board. (See attached letter)

Ms. Murray stated there is one candidate who can not make the March 14th interview date. These resumes are being ranked and the essay questions were mailed out on February 15th and they are due back on February 26th. The essay responses will be reviewed by MRI and we will begin our preliminary background work for our preparation for phone interviews.

Ms. Murray suggested that the candidate that could not make the March 14th interview date be interviewed on March 16th if the Board did not feel they had two good semi-finalists.

The Board agreed.

Ms. Murray stated the Wolfeboro Inn had three suites available on the third floor. They will rent the rooms for \$250.00 plus 9% Sales Tax which comes to \$272.50. They will have coffee/tea/water stations available for \$8 per person. There are 26 individuals so it will cost about \$226.72. The choices for lunch for 26 individuals will cost \$708.50 for a grand total of about \$1, 210.00.

Ms. Murray stated Brewster Academy will rent three rooms for \$150.00. We will have to get our own drinks, snacks and order in lunch because they are on vacation so there is no food service available.

Ms. Murray stated there is a difference of about \$400.00 to \$500.00.

Brad Harriman stated the cost of Brewster does not include the food.

Dave Senecal asked if we had funding for this.

Ms. Murray stated Mr. Owen felt it could be arranged.

The Board decided to use the Wolfeboro Inn.

Ms. Murray reviewed the choices for the different panels. (See attached sheet)

Dave Bowers suggested having more Town employees.

The Board agreed with the panel choices.

Ms. Murray read the panel choices. (See attached sheet)

Old Business

Ms. Murray stated Fisherville has been cancelled due to the weather. The Route 28 Corridor Steering Committee will have a public forum on March 15th at the Great Hall. There will be a public forum on March 5th at the Library and on February 27th at the Great Hall is the Master Plan Kickoff Event.

Other Business

Sarah Silk, Lakes Region Household Hazardous Product Facility Coordinator, addressed the Board. She stated the first mid-winter collection was very successful. She thanked Sara Connelly, Rite Aid Pharmacist, for donating her time. There were 42 gallons of medicine collected which is a significant amount. She stated we have 4 medication collections a year with three of them in Wolfeboro and one in Alton. Ms. Silk stated controlled substances can be put in the drop box at the police station at any time. Ms. Silk thanked the newspapers for providing coverage about the event.

Town Manager's Report

Mr. Owen stated the following:

The 2017 Annual Town Reports are now available. They are out for distribution in all the Town offices.

The Fire Department is in the process of hiring two new Call Firefighters. They are both residents of Wolfeboro and have previous experience.

The Public Works Department has hired Steve Petsche, a new Equipment Operator to replace an employee that recently left us. He is also a Wolfeboro resident.

A check for \$21,200.95 was received from Primex for the vehicle that was totaled last December.

The official ballot for the March 13th Town Elections is ready and it can be reviewed at the Town Clerk's office.

Mr. Senecal, the Fire Chief, the Police Chief and Mr. Owen met today with the architect for the Public Safety Building Space Needs Study. This is an ongoing process and at some point they will be coming before the Board to make a presentation.

Committee Reports

Brad Harriman attended a Planning Board Meeting. There was a public hearing about the Yum Yum Shop and their site review was approved for their small addition and renovations. He stated on February 27th at 6:30 will be the Master Plan Kickoff Event.

Dave Senecal attended a Conservation Commission Meeting and a Public Safety Meeting.

Linda Murray attended an EDC Meeting as an alternate. She attended the Route 28 Corridor Committee Meeting last Thursday. The next forum will be about South Main Street. She attended a Chamber Social and it was suggested that the warrant articles be advertised on the radio.

The Board agreed.

Dave Bowers attended an EDC Meeting and he is helping people write books about Wolfeboro. He has been campaigning for people to vote for him.

Ms. Murray stated she will call the radio station and get some dates.

Questions from the Press

None

Public Input

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

None

It was moved by Dave Senecal and seconded by Brad Harriman 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, Dave Bowers – yes and Dave Senecal – yes. Being none opposed, the motion passed.

The Board re-entered public session at 8:04 PM.

Linda Murray moved the Wolfeboro Board of Selectmen to seal the minutes of the February 21, 2018 non-public meeting. Dave Senecal seconded. Roll call vote, Chairman Freudenberg – yes, Linda Murray – yes, Dave Bowers – 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 8:34 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain



MEMORANDUM

To: Linda Murray
From: Alan Gould
Subject: Recruitment Update
Date: February 13, 2018

We have received resumes from 33 candidates. These resumes were received from candidates in 16 states, including 10 from New Hampshire. Additionally, there were 5 candidates from ME, 3 from MA, 2 each from OH and OK; and 1 each from PA, FL, SC, VA, CO, MO, AZ, RI, NY, CT and IL. Of these candidates, 4 hold Juris Doctor and Bachelor's degrees, 15 have Master's degrees, 10 candidates have Bachelor's degrees and the remaining 4 did not disclose having a college degree. One candidate has withdrawn since submitting his resume, citing that the salary is lower than his current one.

These resumes are now being ranked and essay questions will be distributed to the top tier of candidates. The essay responses will be reviewed by the MRI team and we will then begin our preliminary background work in preparation for our phone interviews.

Please don't hesitate to contact me with questions.

PANELS	1	2	Alternates	Not picked	
	Jeff U	Pat W	William Connors	Anne Marble	
	Marie D	Matt S	Alan Harding	Paul O'Brien	
	Ann B H	Mike C	Peter Colcord	Susan Ryan	
	Kathy B	Peter Cooke		Steve Johnson	
	Katie Johnson	Susan H		Mike Hodder	
	Aaron M	Sarah S		Terry Tavares	
				Vaune Dugan	
Here are my choices					
It is a starting point for discussion.					
Marie D. I picked because she is the only one from PWD and is an Administrative Assistant					
Jeff Urquhart represents Finance and Human Relations					
Ann Blodgett Hoberton represents the Heritage Commission and a number of non-profits					
Kathy Barnard represents the Planning Board.					
Katie Johnson is from a younger generation, grew up in Town and is a business owner					
Aaron Morrissey is the Chamber's Vice Chairman and owns his own business					
Pat Waterman and Matt Sullivan are the only two department heads.					
Mike Cooper is the former head of Brewster Academy, is a local consultant and is a Trustee of the Children's Center					
Peter Cooke is on the Wolfeboro EDC and is starting a local business					
Susan Harrington is also from a younger generation, grew up locally and works for the Wolfeboro School Camp					
Sarah Silk is on the ZBA, Conservation Commission and the head of Household Hazard Waste Collections/Drug Collection in Town					
I picked only one from Planning Board and one from the ZBA. I picked only one of the Administrative Ass.					
I tried to include as many representatives from different Town Boards					

Town of Wolfeboro, NH Wastewater Collection System Asset Management Plan

February 21, 2018



Overview

- Introductions
- DES Asset Management Loan Forgiveness
 - \$30,000 CWSRF loan from DES
 - Town reimbursed \$30,000
- What is Asset Management?
 - Decision-making tool
 - Provides desired level of service at lowest cost



Components

- Level of Service
- Asset Inventory
- Identify Critical Assets
- Life-cycle Costing
- Long-term Funding Strategy



Level of Service

- Meeting customers' needs and expectations
- Regulatory compliance
 - Mapping private sewer systems
 - Tracking Infiltration and Inflow
- Availability
 - Serve as many customers as possible
 - Avoid backups and overflows



Asset Inventory

- Nine sanitary sewer pumping stations.
 - Two largest pumping stations were originally built in the late 1930's
 - Mill Street pumping station relays nearly all wastewater collected to wastewater treatment facility.
 - Both Lehner and Mill Street pumping stations serve busy commercial areas.



Asset Inventory

- Nearly 85,000 feet of Town-owned sanitary sewer (16 miles).
- Nearly 21,000 feet of privately-owned sanitary sewer which ties into the Town system.
- A total of 342 Town-owned sanitary sewer structures.
 - 325 manholes
 - 17 force main clean outs or air release valves



Critical Assets

- Those that have system-wide impact
 - The Mill Street pumping station
 - Transmission main from Mill Street pumping station to wastewater treatment facility.
- Those that potentially impact a large number of customers
 - Lehner Street pumping station
- Sewer Mains that...
 - Would have a significant impact in the event of failure
 - Siphons – potential overflow to surface water
 - Serve hospital or school



Critical Assets

- Track ongoing performance or level of service
 - Inspections performed on nearly every manhole in the system.
 - CCTV inspections performed on nearly half of the gravity mains in the system.
 - Condition assessments and Operation and Maintenance Manuals for each pumping station.



Life Cycle Cost

- How much will it cost to maintain the system?
 - \$45.8 million over the next 100 years.
 - Approximately \$460,000 per year.
- Need for next ten years is approximately \$2.5 million.



Long-Term Funding Strategy

- Revenues
 - Sewer user charges
 - System development charges
- Capital reserve funds
 - Budget reserves
 - Set aside surpluses
- Debt/Loans
- Grants



Demonstration



Questions??

