

Wolfeboro Board of Selectmen  
Public Meeting Minutes-Approved  
October 19, 2016

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

**Staff present:** Town Manager David W. Owen, Finance Director Pete Chamberlin, Captain Dean Rondeau, Fire Chief James Pineo, Tax Collector Brenda Lapointe, Welfare Director Amy Capone-Muccio and Recording Secretary Michele Chamberlain

Chairman Harriman opened the meeting at 6:30 PM.

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

Mr. Owen stated a non-public session is needed.

**Consideration of Minutes**

Chairman Harriman asked for approval from the Board of the October 5, 2016 Regular Meeting Minutes.

**It was moved by Dave Bowers and seconded by Luke Freudenberg to accept the minutes of the October 5, 2016 Regular Meeting as written. Dave Senecal abstained. Members voted and being none opposed, the motion passed.**

**Bulk Vote**

**A. Weekly Manifests**

October 14, 2016

October 23, 2016

**B. Raffle Permits**

i. Wolfeboro Lions Club-25<sup>th</sup> Annual Turkey Trot

ii. Brewster Academy-Family Weekend

**It was moved by Linda Murray and seconded by Dave Senecal to approve the Bulk Vote items A-B. Members voted and being none opposed, the motion passed.**

**New Business**

**A. Monthly Budget Expenditures and Revenues Report**

Pete Chamberlin, Finance Director, addressed the Board.

He stated the expended-to-date as of the end of September is as follows: General Fund 72%, Water Fund 81%, Electric Fund 68%, Sewer Fund 84%, Pop Whalen Fund 65% and the Overall expended-to-date is 72%.

Linda Murray stated there are a lot of buildings with building maintenance that have not taken place yet and she hopes to see that will take place before the end of the year. Also, she stated there are some Capital Outlay projects as well.

Mr. Chamberlin stated he had discussed this with Christine, Director of Parks and Recreational Department, and she is working on getting those items done.

### **B. Moose Mountain Regional Greenways' Strategic Conservation Plan**

Patti Connaughton-Burns , Executive Director, Moose Mountain Regional Greenways, addressed the Board. She stated they hired two planners, Steve Whitman and Dan Sundquist, this year to create a conservation action plan for the region that covers Brookfield, Farmington, Middleton, Milton, New Durham, Wolfeboro, and Wakefield.

Steve Whitman, Resilience Planning & Design, addressed the Board. He stated the purpose of this meeting is to inform the Selectmen of a brief overview of the conservation planning effort, anticipated products and the timeline of the project. Mr. Whitman stated he had looked on the Town website and knows that Wolfeboro has a Master Plan. He asked if there were any on-going municipal conservation projects right now or anything that is pending that they should be aware of.

Dave Bowers stated the Town has a Conservation Commission that keeps an eye on parks, green spaces and wildlife.

Mr. Whitman asked if the Commission was working on anything.

Mr. Bowers stated the whole Town is very conservation oriented to preserving the integrity of our roads and mountains.

Chairman Harriman stated Mr. Ford is working on some projects on stormwater management.

Linda Murray stated there are a couple projects on Lake Wentworth.

Mr. Whitman asked for the contact person.

Linda Murray stated either Dave Ford or the Lake Wentworth Association.

Mr. Whitman asked about the public water supply.

Chairman Harriman stated it is on Upper Beach Pond.

Mr. Whitman asked if the water system was going to be expanded.

Mr. Owen stated nothing specific.

Mr. Whitman asked about any other surface water or stormwater management issues.

Linda Murray stated she thought there was a watershed project for Russ Pond, Lake Wentworth and working on one for Winter Harbor.

Dave Senecal asked if Mr. Whitman was aware that FEMA was doing a Winnepesaukee Basin Study.

Mr. Whitman stated he was not aware of it.

Mr. Senecal stated it started three weeks ago. He stated they had a meeting in Gilford.

Mr. Whitman asked if the focus was on flooding.

Mr. Senecal stated tributaries, drainage and it is not just for flood plane.

Mr. Whitman asked about any local clubs or organizations that are enveloped in trail development.

Dave Senecal stated the Wolfeboro Snowmobile Club.

Linda Murray stated the Pathways of Wolfeboro.

Mr. Owen stated the TRAC Committee which changed its name to the Cotton Mountain Valley Trail.

Ms. Murray stated we have several cross-country ski trails.

Mr. Whitman asked about any farms or farm stands they should contact.

Mr. Owen stated the Agricultural Commission.

Mr. Bowers stated we have a Farmers' Market.

Linda Murray stated Top of the Hill Farm and there are a lot of small farms throughout Town.

Mr. Whitman asked about any recent development in Wolfeboro.

Mr. Bowers stated all of the news is in the Granite State News.

Linda Murray stated there is a house that is being redeveloped into an inn or bed and breakfast. She stated we have some tax incentives for redevelopment.

Mr. Whitman stated the other planner; Dan Sundquist will be working on the map of the MMRG Conservation Action Plan.

Mr. Whitman thanked the Board for the information.

### **C. Capital Improvement Plan 2017-2026**

Kathy Barnard, Chairman of the CIP Committee, addressed the Board.

Kathy Barnard stated the Capital Improvement Plan is a ten year Capital Plan that forecasts major Town expenditures. The program, when adopted and fully utilized, serves to ensure that the necessary services and facilities meet the community's needs while being provided in accordance with the Town's financial capabilities. It prioritized Capital spending. The Department Heads have submitted project requests for 2017 to 2026 Capital Improvements. CIP is complete for use in the 2017 budget cycle.

Pete Chamberlin gave a powerpoint presentation on the Capital Improvement Program. The projects discussed were Parks & Recreation – Replacement of Foss Field Building \$100,000.00, Sewer Enterprise Fund – Effluent Disposal Study \$400,000.00, Public Works Department – Replace HD-4 \$200,000.00, Municipal Electric Department Enterprise Fund – 390 Line Survey & Engineering \$145,000.00, Annual Road Maintenance Projects- \$175,000.00 Oakwood Road, College Road, Port Wedeln Road, Winter Haven Road, Spruce Road, and Tips Cove Road, Public Works Department – Center Street Reconstruction – Additional Authorization \$800,000.00, Public Works Department – Mast Landing Parking Lot Upgrades \$170,000.00 and Public Works Department – Dockside Parking Lot Upgrades \$100,000.00.

**It was moved by Dave Senecal and seconded by Linda Murray to concur with the adoption of the 2016-2026 Capital Improvement Plan. Members voted and being none opposed, the motion passed.**

### **D. Extension of Lease Agreement for Dockside Restaurant**

Removed – It will be discussed at a later date.

### **E. Sawmill Marina Boating Club-Consent to 12.5 Foot Setback**

Linda Murray stepped down.

Mary Pinkham-Langer, Treasurer of Sawmill Marina, addressed the Board.

Ms. Langer requested the consent of the Board of Selectmen for a 12.5 Foot Setback.

**It was moved by Luke Freudenberg and seconded by Dave Senecal to approve and sign the Consent of the Town of Wolfeboro to a 12.5 foot setback with the Sawmill Marina Boat Club. Linda Murray stepped down. Members voted and being none opposed, the motion passed.**

## **F. Budget Hearings**

### **i. Tax Collector**

Brenda LaPointe addressed the Board. She stated there will be no changes or increases this year. She stated her department is working closely with the electric department on the new AMR project. She stated they are also working on some changes on online services for people such as interactive voice response and bills by text message. Interactive voice response allows people to call and make a payment by phone.

Ms. LaPointe stated line 01-41504-341 Telephone increased due to their line usage.

Chairman Harriman questioned line 01-41504-550 Printing.

Ms. LaPointe stated they still have tax bills that need to be printed and it is a significant amount to our printing and postage budgets.

Ms. LaPointe stated line 01-41504-740 Machinery & Equipment did not have any money in the budget but last year a new cash receipt printer was needed since it broke.

### **ii. Welfare**

Amy Capone-Muccio addressed the Board. She stated there are no significant changes in her budget this year.

Chairman Harriman questioned line 01-44410-620 Office Supplies. He stated the last two years we have been over so do you still think \$500.00 is enough.

Ms. Muccio stated yes because in the last couple of years she got a software program which has now been moved to technology, a new printer and a new email address so new stationary was purchased.

Linda Murray questioned line 01-44410-845 Direct Assist-Rent. She stated the report that Ms. Muccio had given the Board of Selectmen showed a significant increase in assisting in new housing and she asked if Ms. Muccio knew why.

Ms. Muccio stated her homeless population has tripled and with the closing of Palmer's Motel she has seen an increase for housing.

Dave Bowers asked about good residents helping out.

Ms. Muccio stated Carroll County does not have a shelter but when the family shelter comes here it will help a lot.

Linda Murray questioned if \$50,000.00 would be enough.

Ms. Muccio stated she read her report today and she was at \$43,712.00 already.

**It was moved by Linda Murray and seconded by Dave Senecal to increase line 01-44410-845 Direct Assist-Rent from \$50,000.00 where the Town Manager had taken it to back to \$60,000.00 that the department had requested. Members voted and being none opposed, the motion passed.**

**iii. Health**

Mr. Owen addressed the Board. There were no changes.

**iv. Economic Development**

Kathy Eaton addressed the Board.

Linda Murray questioned line 01-46520-810 Travel & Meetings.

Ms. Eaton stated we have spent \$479.23 this year that had to do with the big meeting we had with the Business Retention & Expansion Program and we won't be having that this year. Therefore, we are only requesting the original amount of \$150.00.

Ms. Eaton stated we requested an addition of \$500.00 to line 01-46520-562 Advertising to help our businesses with their workforce needs.

**v. Finance**

Pete Chamberlin addressed the Board.

Linda Murray questioned the 300 series.

Mr. Chamberlin stated there was an increase but he was redistributing it between his budget and the library.

Ms. Murray stated the general operating budget is paying more and the library is paying less.

**vi. Technology**

Pete Chamberlin addressed the Board.

Mr. Chamberlin felt the technology budget had a major change.

Linda Murray questioned line 01-41990-380 Website Maintenance/Hosting.

Mr. Chamberlin stated the service will be billed in December.

Mr. Chamberlin stated there have been changes made to the general maintenance which was \$78,578.00 to \$35,000.00 per year.

Mr. Chamberlin asked the Board to look at line 01-41990-440 Rentals & Leases. He stated we are proposing an upgrade to the Police/Communication Departments' IMC software application to allow the Fire Department to integrate their data storage and manipulation needs with the Police/Communication department system. The Fire Chief has determined that the present FireHouse software application is not sufficient to meet the needs of his department into the future. In order to accomplish this upgrade, we will add a new server that will be used to house the IMC application. He stated the cost of the upgrade will be \$10,000.00 for the purchase of a new server as well as installation costs and \$25,000.00 for the upgrade of the IMC application. Mr. Chamberlin is proposing a lease-purchase for a period of four years and the total request for 2017 is \$10,500.00.

The Board agreed.

Mr. Chamberlin stated the request for line 01-41990-655 Computer Software was for zero dollars.

Mr. Chamberlin stated line 01-41990-725 Computer Hardware provides for the purchase and replacement of the Towns personal computers, servers and printers for the year.

Linda Murray asked for the cost of a laptop for backup.

Mr. Chamberlin stated he will have three prices.

Chairman Harriman asked about Mr. Chamberlin's budget reinstatement/addition list.

Mr. Owen stated this section relates to hiring a part-time employee whose purpose would be to assist organizations using the Great Hall with their audio-visual needs at a cost of \$25 per hour. Also, the person could assist with the Town website.

The Board discussed and put this item on the Revisit List.

Linda Murray stated part of the attraction to use the Great Hall is because it is not expensive.

### **Old Business**

None

### **Other Business**

None

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

Mr. Owen stated the following:

A new Planning Director has been hired and will start in a few weeks.

The Code Enforcement Officer has resigned and accepted a job in Dover. We have posted this vacancy on the Town's website and on the websites of the NH Municipal Association and the NH Building Officials Organization. Dave Senecal has agreed to provide interim building inspection services on Mondays, Wednesdays and Fridays until we hire someone to fill the position.

The Administrative Assistant will help in the zoning area during the interim period.

We are still looking for a Director for the Libby Museum.

The Town was given an award by School Care in recognition of the Town of Wolfeboro participating employees achieving 100% completion of Health Assessment during the 2015/2016 plan year.

Dave Bowers asked if this is a state organization.

Mr. Owen stated it is our health insurance provider.

### **Committee Reports**

Dave Bowers stated he had helped with interviews of participants of NH Public TV and with the library.

Chairman Harriman stated we have been meeting for budget hearings for the last couple of weeks. Mr. Harriman helped with the interviews for the new Town Planner.

Linda Murray attended the EDC Meeting, a Special Events Committee Meeting for the Business Retention and Expansion, the Chamber Board Meeting, the Friends of the Town Hall Meeting, and the Dock Committee Meeting. She stated she would like the public to know that they are pulling milfoil from Backbay starting today and will be there for a few days.

Dave Senecal stated Carroll County Coalition Public Health had two flu clinics which were at Carpenter and Crescent Lake Schools. He stated there will be a clinic at the High School on Friday and there will be a drive-thru flu clinic at the hospital next Tuesday. He attended the Annual State Health Officers' Meeting, the Library's Open House and Budget Meetings.

Luke Freudenberg stated he has attended the Budget Meetings as well.



### **Questions from the Press**

Mr. Beeler suggested the Town check with Tuftonboro about finding a technology person.

### **Public Input**

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

None

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

The Board re-entered public session at 8:14 PM.

**Dave Bowers moved the Wolfeboro Board of Selectmen to seal the minutes of the October 19, 2016 non-public meeting. Linda Murray seconded. Roll call vote, Chairman Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Dave Bowers – yes. Being none opposed, the motion passed.**

**It was moved by Dave Senecal and seconded by Luke Freudenberg to adjourn at 8:15 PM. Members voted and being none opposed, the motion passed.**

Respectfully Submitted,  
Michele Chamberlain