

Wolfeboro Board of Selectmen
Public Meeting Minutes-APPROVED
COVID-19 Meeting- GoToMeeting
March 17, 2021

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

Staff present: Finance Director Kathryn Carpentier, Director of Parks and Rec Christine Collins, Executive Assistant Amy Capone Muccio and Recording Secretary Christine Doherty

Chairman Harriman opened the GoToMeeting at 6:33 PM.

Chairman Harriman read the following Preamble into the record:

MEETING PREAMBLE DURING COVID-19 EMERGENCY

Good Evening, as Chairman of the Wolfeboro Board of Selectmen, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let's start the meeting by taking a Roll Call attendance. When each member states their name please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

The Board Members gave a Roll call vote, Luke Freudenberg – present and alone in his office, Dave Senecal - present and alone in a room in his house, Linda Murray– present and alone in a room in her house, Brad Harriman – present and alone in a room in his house and Brian Deshaies – present and alone in a room in his house.

Chairman Harriman: Would like to welcome Luke and Brian to the Board.

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

Ms. Carpentier stated a non-public session is not needed.

1. Consideration of Minutes

- i. February 17, 2021

It was moved by Linda Murray and seconded by Dave Senecal to accept the minutes of February 17, 2021 as presented. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – abstain, Dave Senecal – yes, and Brian Deshaies —abstain. With two abstentions, the motion passed.

2. Public Hearings

Temporary Events Permit(s)

- i. The Wolfeboro Board of Selectmen to consider a Temporary Event permit for the First Congregational Church of Wolfeboro to host a Memorial Service at Cate Park on April 24, 2021 from 10:00 AM to 12:00 PM. Permit #2021-24

Amy Capone Muccio: Had a longtime parishioner pass away and have put in a permit for Cate Park for a memorial. Application is complete and insurance is in place.

Harriman Opens Public Hearing

Nothing – Public Hearing closed

Ms. Murray: The Task Force met and one thing we were going to have done is how many people can be in the park 3 feet apart. We will eventually get to regulation and can let the church know what that will be.

It was moved by Linda Murray and seconded by Dave Senecal to approve a Temporary Event permit for the First Congregational Church of Wolfeboro to host a Memorial Service at Cate Park on April 24, 2021 from 10:00 AM to 12:00 PM following any COVID guidelines at that time. Permit #2021-24. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.

- ii. The Wolfeboro Board of Selectmen to consider a Temporary Event permit for the NH Boat Museum to host weekly Model Sailboat regattas from March 30, 2021 to November 4, 2021 from 11:00 AM to 4:00 PM. Permit #2021-25.

Mark Whitehead, from the NH Boat Museum: This will be year #13. Last year we limited the boats in the water and followed COVID guidelines. It was a very successful season.

Harriman Opens Public Hearing

Nothing – Public Hearing closed

It was moved by Linda Murray and seconded by Luke Freudenberg to approve a Temporary Event permit for the NH Boat Museum to host weekly Model Sailboat regattas from March 30, 2021 to November 4, 2021 from 11:00 AM to 4:00 PM following any COVID guidelines at that time. Permit #2021-25. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies – yes. Being none opposed, the motion passed.

- iii. The Wolfeboro Board of Selectmen to consider a Temporary Event permit for the NH Boat Museum to a Model Sailboat regatta on June 19, 2021 from 8:00 AM to 5:00 PM. Permit #2021-26.

Mr. Whitehead: This is a very small event. It was cancelled last year but we feel we can safely operate it this year.

Harriman Opens Public Hearing

Nothing – Public Hearing closed

It was moved by Luke Freudenberg and seconded by Brian Deshaies to approve a Temporary Event permit for the NH Boat Museum to a Model Sailboat regatta on June 19, 2021 from 8:00 AM to 5:00 PM following any COVID guidelines at that time. Permit #2021-26. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies – yes. Being none opposed, the motion passed.

Unanticipated Funds

- i. The Wolfeboro Board of Selectmen to hold a Public Hearing on Wednesday, March 17, 2021 at 6:30 PM virtually for the acceptance of unanticipated funds in excess of \$10,000 in accordance with RSA 31 :95-b III (a) for the following:
 - 1. Relative to the Wolfeboro Police Department as sub recipient, shall receive a subgrant from the NH Department of Justice (DOJ) for expenses incurred and services provided to the Attorney General's Drug Task Force.
 - 2. Relative to an anonymous donation in excess of \$10,000 to the Town of Wolfeboro to be used for Wolfeboro Public Safety.

Chief Rondeau: DOJ grant is for investigated purposes and is a bi-annual grant and the second grant is additional money added to public safety.

Amy Capone Muccio: We can just do the DOJ at this time. The second request will have to be at the next meeting.

Harriman Opens Public Hearing

Nothing – Public Hearing closed

It was moved by Linda Murray and seconded by Brian Deshaies approve the New Hampshire Department of Justice Grant for \$130,000. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies – yes. Being none opposed, the motion passed.

Steve Wood, Chairman of the Police Commission: Concerning the anonymous donation. The sum of \$66,500 is being donated and would be placed in the Wolfeboro Police Department budget under the outside service vehicle maintenance line. It will be used to purchase and equip a Tesla SUV vehicle to be assigned to Captain Libby. They require very little maintenance and no gas.

Ms. Carpentier: I did not see any backup that it was advertised in the paper yet so we will have to advertise the amount and purpose. We need to make a motion to accept it as a donation and then another motion to spend it out the account.

Mr. Wood: We did advertise but it was kind of vague. I needed time to get all the information together.

Ms. Carpentier: For full disclosure we need to advertise the specifics to give the people a chance to speak on it.

Ms. Murray: I absolutely agree with Ms. Carpentier. I am also thrilled for the donation and the fact that we are using it for an electric car. We do need to give notice to the public.

Mr. Deshaies: I agree with Ms. Carpentier but I also think we need to look at a few things. We can only have so many electric cars in the fleet. If it needs work it or is in an accident it could take months to get parts and to get fixed. Mr. Wood needs to check with the mileage. Teslas usually have very aggressive mileage on their reports as it is a lot less in the winter or driven aggressively. And you can't leave a car idling to stay warm during the cold season. We need to look at things if we decide to turn the fleet over to more and more electric cars.

Mr. Wood: The climate is correct, but it will give us a chance to track how it works for the Police Department.

Linda Murray moved that we table the anonymous donation of \$66,500 until we have it properly noticed and it was seconded by Brian Deshaies. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.

- i. The Wolfeboro Board of Selectmen to hold a Public Hearing on Wednesday, March 17, 2021 at 6:30 PM virtually for acceptance of unanticipated funds for an amount awarded that is less than \$5,000 in accordance RSA 31 :95-b, relative to grant monies not to exceed \$2,666 to the Town of Wolfeboro to be used for the Lakes Region Household Hazardous Product Facility hazardous waste collections.

Sarah Silk: This is the annual grant from Environmental Services. They have capped this at \$2,666 regardless of what the towns' population is. The Board of Selectmen has to accept this grant with a specific motion and then the packet will need to be filled out.

Harriman Opens Public Hearing

Nothing – Public Hearing closed

Linda Murray made a motion and it was seconded by Dave Senecal to accept the grant in the amount of \$2,666 and to enter into a contract with NHDES and to authorize Jim Pineo, Town Manager, to execute any documents which may be necessary for this grant contract. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.

3. Public Input (Limited to 3 Minutes per resident, not to exceed 15 minutes in total)
N/A

4. Bulk Vote

A. Weekly Manifests

- i. March 5, 2021 \$100,211.09
- ii. March 12, 2021 \$89,661.44

B. Property Tax Refund/Abatement(s)

- i. 2020-#20 40 Orchard Rd Tax Map 248 Lot 6 \$136.76
- ii. 2020#35 184 Springfield Point Rd Tax Map 259 Lot 8 \$524.24

C. Intent to Cut Wood or Timber

- i. Browns Ridge Rd Tax Map 49 Lot 4
- ii. North Wakefield Rd Tax Map 93 Lot 4

D. Current Use Application

- i. 323 Haines Hill Rd Tax Map 45 Lot 4

E. Property Tax Credits/Exemptions

- i. 182 Center St Tax Map 190 Lot 79
- ii. Treadwell Ln Tax Map 232 Lot 18
- iii. Robin Acres Dr Tax Map 126 lot 54

F. Return of Planning Board Survey Funds \$2,398.28 plus interest for Wolfeboro Camp School

Mr. Harriman: This was for a project at the Wolfeboro Camp School that isn't going to be moving forward. This was for an engineer to oversee the project.

It was moved by Luke Freudenberg and seconded by Dave Senecal to approve the Bulk Vote items A-F as submitted. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.

5. Board/Committee Appointments

N/A

6. New Business

A. Approval: Reorganization of the Board of Selectmen – Chair & Vice Chair

It was moved by Brad Harriman and seconded by Dave Senecal to appoint Linda Murray for the Chair for the Board of Selectmen. Roll call vote Brad Harriman – yes, Linda

Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.

It was moved by Linda Murray and seconded by Luke Freudenberg to appoint Dave Senecal for the Vice Chair for the Board of Selectmen. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.

B. Discussion: Back Bay Skippers Memorial Plaque – Bridge Falls Path

Robert Brennan: I submitted a report and a couple of photographs showing the location and a rendition of what the plaque would look like.

Ms. Amy Capone Muccio: I wasn't able to print the pictures for the packet but I can forward the pictures via email.

Ms. Collins: I did look at the information and just made sure it was in a good position.

It was moved by Linda Murray and seconded by Dave Senecal to approve the Back Bay Skippers to work with Parks and Rec to place the plaque as discussed. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.

C. Approval: Hawkers & Peddlers Permits – Location #4

Mr. Harriman: We have an app for location #4 and I understand that Amy and Linda went out to look at spots.

Ms. Murray: We looked at a few locations, one is the crosswalk by Winni Paws and the other spot would be where we put the Christmas tree. The only issue might be if the product that is being sold conflicts with another business within 100 feet. I think we need to keep it south of the crosswalk by Winni Paws because we would have to change the ordinance. We can look at it for next year.

Ms. Capone Muccio: We had two other requests for applications but they were never submitted.

Mr. Harriman: We have an application from Allie Cooper.

Allie Cooper, Owner of Allie Caps: I primarily sell hats online and at events. I have built out a cap cruiser which is behind a bike and I can provide pictures. Nobody in Wolfeboro sells my hats. I see this as an opportunity to see people and build my business.

Linda Murray made a motion and it was seconded by Dave Senecal to approve the application from Allie Cooper, Owner of Allie Caps, for the Hawkers & Peddlers Permits Location #4 contingent upon all licenses and fees. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.

D. Discussion: Commercial Vessel Landing Permit – Wake Winni 1

Torin & Jenny Stegemery, Owners of Wake Winni: Our business is a charter for lake activities. We teach them to water ski, wakeboard, tubing and also lake cruises. We can show people placers to go and how to do things safely and comfortably on the water.

Ms. Murray: My understanding is they are asking the ability to dock and land and pick up from the commercial docks. We usually ask for a schedule so their boat doesn't interfere with the Winni Belle or Mt. Washington. The insurance certificate says Dive Winni so we would need one with Town of Wolfeboro as co-insurer. I think it is a great idea. If you put a sign up there it is another part of the application for the design of the sign and where you will place it.

Mr. Stegemery: I know the Millie B did not operate last year. They set up a vending site to sell tickets so I am wondering if they will be operating this year. We would like to take their parking space if it is available.

Mr. Deshaies: Is there a parking limit time in the lot by dockside?

Ms. Murray: 2 hours

Mr. Deshaies: How long will you be out on the boat with customers?

Mr. Stegemery: The shortest is an hour but we always suggest they park in Municipal Parking. And our average size group is 4 or 5 people and we cap at 9 people for COVID regulations.

Mr. Harriman: You will just need to adjust times per the schedule of the other boats.

Mr. Stegemery: We try to be out of there half hour after they show up and a half hour after they leave.

Ms. Capone Muccio: We have not received anything from the Winni Belle but I can reach out to the Boat Museum to find out. They all have to send their schedules to me.

Brenda Jorett: It says the Millie B will be open for the 2021 season on their website and a schedule.

Mr. Harriman: Do we have a deadline for commercial vessel landing permits?

Ms. Capone Muccio: No, we do not but I will reach out to the Boat Museum.

A motion was made by Luke Freudenberg to approve the comm vessel landing permit for Wake Winni 1 and it was seconded by Dave Senecal contingent on insurance, signage and schedules of the Mt Washington and Winnie Belle. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies – yes. Being none opposed, the motion passed.

E. Approval: Memorandum of Understanding with FEMA COVID 19

KC: The Chief sent a memo to the board for reimbursement of any vaccination programs. This is up to 10 million and is a first come first serve basis. Reimburse us for salary, wages, stipends and is retroactive from Jan. 15th. If we have any first responders we can get reimbursed through this program. We are looking for the Board to authorize the town manager to sign this MOU.

Brad Harriman made a motion and it was seconded by Brian Deshaies to authorize the Town Manager to sign the MOU for COVID vaccination reimbursement. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies – yes. Being none opposed, the motion passed.

F. Discussion: Finance – Actual vs Budget Report February 2021

Ms. Carpentier: I intend on presenting this report on a monthly basis but if you would prefer a quarterly report, we can do that as well.

Ms. Murray: I think we should get it monthly. I just find the first 3 months at the end of the quarter you have a better feel of how the budget is going.

G. Discussion: Warrant Article 35 – Brewster Beach Petition Committee

Ms. Murray: I have had some people ask to be on the committee. There are a huge number of people that would like to be on it. Before we create the committee maybe we should hold a public hearing to get the main concerns to the committee once it is established.

Mr. Freudenberg: That is a sound way to go about the process as I too have had many requests to sit on that committee as well.

Ms. Murray: I would also like to see us run the beaches this year at full capacity which will give us a better idea if we still have the issues on Clark Road.

H. Discussion: Committee Chair Guide / Code of Conduct

Mr. Harriman: We received a document here to have some guidelines to go by and procedures. Including ethics and conduct. (see attached)

Ms. Murray: I have a few suggestions for the Guide:

First addition: added this sentence in Board of Selectmen procedures

1. Section II number 6 and section 4 D Members shall listen and respect the views of the other members and shall use appropriate and respectful language

Second addition Section 4 D: CONFLICT OF INTEREST

Members need to fully disclose, at the earliest opportunity, an actual or perceived conflict of interest. A conflict of interest is defined in RSA 21-G:21 II as "conflict of interest means a situation, circumstance or financial interest which has the potential to cause a private interest to interfere with the proper exercise of a public duty". NH Municipal Association 2019 Knowing the Territory defines a conflict of interest as a direct personal or pecuniary (financial) interest in the outcome.

To Committee and Commissions:

Section 2 A # 3 - Members shall listen and respect the views of the other members and shall use appropriate and respectful language and to section 4 D.

Second addition Section 4 F: CONFLICT OF INTEREST

Members need to fully disclose, at the earliest opportunity, an actual or perceived conflict of interest. A conflict of interest is defined in RSA 21-G:21 II as "conflict of interest means a situation, circumstance or financial interest which has the potential to cause a private interest to interfere with the proper exercise of a public duty". NH Municipal Association 2019 Knowing the Territory defines a conflict of interest as a direct personal or pecuniary (financial) interest in the outcome.

These are just possible suggestions on how we should word it.

We can make a motion but we can't vote on a motion until the next meeting.

Ms. Capone Muccio: I need to send these out to the committee so everyone has a copy. It is great timing as we will be voting on the new memberships.

Linda Murray made a motion to approve the Rules and Procedures for the Board of Selectmen as amended and for the Commissions and Committees and it was seconded by Luke Freudenberg.

Mr. Harriman: We will vote on the motion next meeting then.

7. Other Business

Mr. Murray: I want to update the Board. Dave Senecal and I have been working with the Friend of the Libby per the Boards' request to work on clarifying the MOU that was presented to the board at a previous meeting. We thought it would be a good idea if the Trustees of the Libby should meet and bring Luke and Brian up to speed and allow Friends of the Libby to ask any questions. I was thinking March 31st at 6:30. It will just be an information and discussion meeting for the Board. It should be hybrid so others can attend. Mr. Harriman: That would be a good way to do that. We will have an extra meeting on the 31st.

Ms. Murray: I do an analysis of the percentage of Warrant Articles that have pass each year. It's a way to see what the voters are saying to us:

Five Warrant Articles passed by 80%

Twelve passed by 70%

Six passed by 60%

3 by 50% yes

1. Police Commission Stipend 2. Library generator 3. Operating budget

2 failed with the dock extension at 35.4% and reorganization of the Public Works Department at 41.8%

Operating budget passed as follows:

2017 passed by 79.1%

2018 passed by 74%

2019 passed by 56.6%

2020 passed by 64.5%

2021 passed by 58.3%

8. Committee Reports

Ms. Murray: Chamber Exec Meeting, Friend of the Libby, Assessing Sub-Committee of Wolfeboro Waters, Economic Development Committee, Task Force on Programs

Mr. Harriman: WCTV, Friends of Libby, Task Force Meeting about the Fourth of July, Sub-Committee of Planning Board for lighting and storm regulations

9. Town Manager's Report

Ms. Carpentier: The audit is coming at the end of April for yearend 2020.

10. Questions From the Press

N/A

11. Public Input (Limited to 3 minutes per resident, not to exceed 15 minutes in total)

Suzanne Ryan, a resident of Wolfeboro: I would like to ask Linda if she could clarify about the beach ordinance. The parking lots will be open?

Ms. Murray: Last year they were at 50% and this year, with COVID space changing it should be at 100%

12. Non-Public Session RSA 91-A

N/A

It was moved by Dave Senecal and seconded by Brian Deshaies to adjourn at 8:18 PM. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.

Respectfully Submitted,
Christine Metcalfe Doherty

RULES OF PROCEDURE
BOARD OF SELECTMEN
WOLFEBORO, NH

SECTION I: PURPOSE:

These Rules of Procedure describe the duties and methods of operation of the Wolfeboro Board of Selectmen.

SECTION II: ORGANIZATION:

A.) RESPONSIBILITIES OF MEMBERS:

1. All members shall make every effort to attend each scheduled meeting. The Chair should be notified by Board members of an impending absence prior to the meeting.
2. Members of the Board have authority only when acting as a Board legally in session. One Selectmen has no authority and can not speak for the Board except when representing the voted position of the Board. Members of the Board have authority only when all actions are voted on by the majority of the board at a public meeting that complies with the Right to Know Law RSA 91-A. The Board shall not be bound by any action or statement of an individual Board member, except when such statement or action is pursuant to instructions voted on by the Board.
3. Members are expected to sign various paperwork and the weekly manifest (which is generally printed on Wednesdays) in a timely manner, unless impending absence has been noted.
4. Members are expected to come prepared to meetings with the understanding that the minimum requirement is to read the meeting packet.
5. Members are expected to attend assigned committee and cross-over board Meeting. When unable to attend members should notify the chair (in time to arrange alternate coverage if possible) and in the case of the Planning Board, notify their alternate as well.
6. *Members shall listen and respect the views of the other members and shall use appropriate and respectful language.*

B.) OFFICERS

1. ELECTION - A chairperson shall be elected at the first regularly scheduled meeting following the swearing in of members elected at the annual Town Meeting. Election shall be by a majority vote of those present.
2. DUTIES - The chairperson shall preside at all meetings of the Board, and perform all duties required by law.
3. ELECTION - Vice Chairman shall be elected at the first regularly scheduled meeting following the swearing in of members. Election shall be by a majority vote of those present.
4. DUTIES – The vice-chairman shall preside at all meetings that the Chairman is unable to attend.

- C.) COMMITTEES: The Board, by vote, may delegate members of the Board to investigate Town matters, to serve on committees, and to perform other duties.

SECTION III: OPERATION

A.) MEETINGS:

1. ORGANIZATIONAL MEETINGS - An organizational meeting to elect officers shall be held in accordance with II, B, 1. The Board may adopt the previous Board's policies and procedures, subject to amendment as provided in these Rules of Procedure. The Board shall establish a schedule for the upcoming year for the first and third Wednesday, with additional meetings and work sessions as needed.
2. REGULAR MEETINGS - A more formalized meeting of the Board generally conducted in accordance with the order of the "Agenda" contained herein.
3. WORK SESSION MEETINGS - A less formalized meeting of the Board, generally conducted for the purpose of providing Board members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth.
4. NON-PUBLIC MEETINGS - A meeting of the Board held for town legal and personnel issues in accordance with RSA 91-A:3.
5. SPECIAL MEETINGS - May be called by the Chair in accordance with RSA 91-A:2, II; upon demand of three (3) members of the Board; or at the request of the Town Manager to the Chair.

- B.) SCHEDULE OF MEETINGS: The Board shall meet the first and third Wednesday evening in a regular meeting. Each meeting shall be posted in accordance with RSA 91-A. The weeks in which the Board is not scheduled to meet shall be reserved for workshop sessions as called by the Chair.

- C.) REPORTS OF COMMITTEES: Written reports from committees received by the Board shall be filed with the Town Clerk. Oral reports will be at regular meetings with the Town Manager's report.

SECTION IV: RULES OF ORDER

- A.) QUORUM - A quorum shall consist of three (3) members of the Board.

- B.) AGENDA - Shall be published with meeting notice, and included in the minutes. A suggested agenda is provided below. It may be changed by the Chair or by a vote of the Board at the meeting, as in a motion to strike or table an item from the agenda. Items may also be brought up under New Business at a meeting.

1. Non-Public(s), if necessary.
2. Approve minutes
3. Public Input-Limited to 3 minutes per person-not to exceed 15 minutes total
4. Public Hearings
5. Bulk Vote
6. Appointments
7. New Business

8. Old Business/Tabled and Pending.
9. Any Other Business
9. Town Manager's Report
10. Committee Reports
11. Questions from the Press
12. Public Input (limited to 3 minutes per resident and 15 minutes in total)
13. Non-public(s), if necessary
14. Adjournment

Persons, including Selectmen, wishing to place an item on the agenda must notify Town Manager or his secretary before the agenda setting deadline which is 12:00 Noon on the Wednesday preceding the meeting (except in the case of weekly or special meetings). If the person is going to make a presentation, s/he must provide a copy of all presentation material and documentation to be included in each Selectman's packet which shall be available no later than 4:00 PM on the Friday preceding the meeting.

Only bonafide emergencies may be placed on the agenda for discussion at the meeting after the agenda setting deadline has passed.

The Chair and the Town Manager shall decide if a Temporary Event application is complete before scheduling a public hearing.

C.) ROLE OF THE CHAIRPERSON: The Chairperson's duties are as follows:

1. To open the session at the time at which the Board is to meet by calling the members to order.
2. To announce the business before the Board in the order in which it is to be acted upon.
3. To recognize members entitled to the floor. After a presentation, questions accepted from the public shall be addressed through the Chair after they identify themselves.
4. To state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings, and to announce the result of the vote.
5. To protect the Board from annoyance.
6. To assist in expediting all business in every way compatible with the rights of the members by:
 - a) Allowing remarks when non-debatable motions are pending.
 - b) Calling a recess to permit restoration of order or clarification of an obscure point if s/he thinks it advisable.
 - c) Guiding the members when engaged in a debate to stay within the rules of order.
 - d) Ensuring on all occasions the observance of order and decorum among the members.
 - e) Deciding all questions of order (subject to an appeal by any two (2) members) unless s/he prefers to submit the question for the decision of the Board.
 - f) Informing the Board on a point of order, or practice pertinent to pending business.

g) Recognizing Board member's requests for disqualification from issues where a conflict of interest may occur, as well as abstentions from voting.

7. To authenticate by his/her signature, when necessary, all acts, orders, and proceedings as directed by vote of the Board.
8. The Chairperson shall vote as a member of the Board, and may offer a motion or second a motion when necessary and appropriate.
9. Discussions which are not addressing the business before the Board, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The Chairperson shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.
10. Correspondence shall be directed to the Chair of the Board, Communications from the Board shall be signed by the Chair or designee. An Annual Report shall be prepared by the Chair and submitted to the Annual Report of the Town.

D.) CONDUCT OF MEETINGS: Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, Robert Rules of Order shall serve as a guideline with a vote of the Board being the final deciding authority. *Members shall listen and respect the views of the other members and shall use appropriate and respectful language.*

E.) RECORDING OF VOTES: Votes shall be by voice, show of hands, or by a roll call. The vote of each member present shall be recorded.

F.) REQUESTS FOR INFORMATION: Should it become apparent to the Chairperson or an individual Board member, in the interim between meetings, that additional information relative to a specific item may be needed for Board use at the next regularly scheduled meeting, a request for this information may be submitted to the Town Manager.

Any information provided to any individual Selectman shall be provided to the rest of the Board and shall note the origin of the request.

G. CONFLICT OF INTEREST: Members need to fully disclose, at the earliest opportunity, an actual or perceived conflict of interest. A conflict of interest is defined in RSA 21-G:21 II as "conflict of interest means a situation, circumstance of financial interest which has the potential to cause a private interest to interfere with the proper exercise of a public duty." NH Municipal Association 2019 Knowing The Territory defines a conflict of interest as a direct personal or pecuniary (financial) interest in the outcome.

SECTION V: EMPLOYEES.

A.) DUTIES: The Board's secretary, or his/her designee, shall be responsible for recording the minutes of the Board's meetings (to conserve paper, two-sided printing

is encouraged), and an official copy of the records is to be filed in the Town Clerk's Office and on the Town's web site open to inspection by any person at reasonable times. The secretary shall record the essentials, called "the minutes" of the proceedings as follows:

1. The kind of meeting - regular, special, work session, or recessed.
2. Time and place of meeting.
3. The presence/absence of Board members.
4. Whether the minutes of the previous meeting were approved or amended.
5. A brief, written report of the general topics discussed.
6. All main motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
7. Record of any votes by the Board, including names of those Board members opposed if not unanimous.
8. The hour of adjournment.

SECTION VI: APPOINTMENT TO BOARDS AND COMMISSIONS:

- A.) The Chair shall request from members their choices of committees, boards, and commissions they wish to serve on as Selectmen's Representative.
- B.) The term of all appointments of Selectmen Representatives, including the terms of any ex-officio members of the Board of Selectmen serving on local land use boards (i.e. Planning Board, Conservation Commission, and Historic District Commission) shall be for one (1) year, or until replaced.

SECTION VII: AMENDMENT PROCEDURE

An amendment to these Rules of Procedure may be moved at a Board meeting, but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later. A copy of any amendment shall then be certified and submitted to the Administrator's secretary for inclusion in the Selectmen's records.

SECTION VIII: EFFECTIVE DATE

These Rules of Procedure shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Adopted by the Board of Selectmen on:	July 19, 2006
Amended by the Board of Selectmen on:	March 21, 2007
Amended by the Board of Selectmen on:	June 20, 2007
Amended by the Board of Selectmen on:	April 2, 2008
Amended by the Board of Selectmen on:	August 20, 2008
Amended by the Board of Selectmen on:	September 17, 2008
Affirmed by the Board of Selectmen on:	April 1, 2009
Amended by the Board of Selectmen on:	September 15, 2010
Affirmed by the Board of Selectmen on:	April 6, 2011
Affirmed by the Board of Selectmen on:	April 4, 2012

Affirmed by the Board of Selectmen on:	March 20, 2013
Amended by the Board of Selectmen on:	April 23, 2014
Amended by the Board of Selectmen on:	April 1, 2015
Amended by the Board of Selectmen on:	April 6, 2016
Amended by the Board of Selectmen on:	July 20, 2016
Affirmed by the Board of Selectmen on	March 22, 2017
Affirmed by the Board of Selectmen on	April 4, 2018
Affirmed by the Board of Selectmen on	March 20, 2019
Amended by the Board of Selectmen on	April 15, 2020

Brad Harriman, Chairman

Paul O'Brien, Vice Chairman

Q. David Bowers

Dave Senecal

Linda T. Murray

RULES OF PROCEDURE
FOR BOARD OF SELECTMEN
SUBCOMMITTEE AND COMMISSIONS

SECTION I: PURPOSE:

These Rules of Procedure describe the duties and methods of operation of the Town Committees

SECTION II: ORGANIZATION:

A.) RESPONSIBILITIES OF MEMBERS:

1. All members shall make every effort to attend each scheduled meeting. The Chair should be notified by Committee members of an impending absence prior to the meeting.
2. Members of the Committee have authority only when acting as a Committee legally in session. One member has no authority and can not speak for the Committee except when representing the voted position of the Committee. Members of the Committee have authority only when all actions are voted on by the majority of the Committee at a public meeting that complies with the Right to Know Law RSA 91-A. The Committee shall not be bound by any action or statement of an individual Committee member, except when such statement or action is pursuant to instructions voted on by the Committee.
3. Members shall listen and respect the views of the other members and shall use appropriate and respectful language.
4. Members are expected to come prepared to meetings.

B.) OFFICERS

1. ELECTION - A chairperson shall be elected at the first regularly scheduled meeting following the swearing in of members. Election shall be by a majority vote of those present.
2. DUTIES - The chairperson shall preside at all meetings of the Committee, and perform all duties required by law.
3. ELECTION - Vice Chairman shall be elected at the first regularly scheduled meeting following the swearing in of members. Election shall be by a majority vote of those present.
4. DUTIES - The vice-chairman shall preside at all meetings that the Chairman is unable to attend.

SECTION III: OPERATION

A.) MEETINGS:

1. ORGANIZATIONAL MEETINGS - An organizational meeting to elect officers shall be held in accordance with II, B, 1. The Committee may adopt the previous Committee's policies and procedures, subject to amendments. The Committee shall establish a meeting schedule for the upcoming year

2. REGULAR MEETINGS - A more formalized meeting of the Committee generally conducted in accordance with the order of the "Agenda" contained herein.
3. WORK SESSION MEETINGS A less formalized meeting of the Committee, generally conducted for the purpose of providing Committee members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth.

B.) SCHEDULE OF MEETINGS: Each meeting shall be posted in accordance with RSA 91-A.

SECTION IV: RULES OF ORDER

- A.) QUORUM - A quorum shall consist of majority members of the Committee.
- B.) AGENDA - Shall be published with meeting notice, and included in the minutes. A suggested agenda is provided below. It may be changed by the Chair or by a vote of the Committee at the meeting, as in a motion to strike or table an item from the agenda. Items may also be brought up under New Business at a meeting.
1. Call to order
 2. Approve minutes
 3. New Business
 4. Old Business/Tabled and Pending.
 5. Any Other Business
 - 6.. Adjournment
- D.) CONDUCT OF MEETINGS: Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, Robert Rules of Order shall serve as a guideline with a vote of the Committee being the final deciding authority. Members shall listen and respect the views of the other members and shall use appropriate and respectful language.
- E.) RECORDING OF VOTES: Votes shall be by voice, show of hands, or by a roll call. The vote of each member present shall be recorded.
- F.) CONFLICT OF INTEREST: Members need to fully disclose, at the earliest opportunity, an actual or perceived conflict of interest. A conflict of interest is defined in RSA 21-G:21 II as "conflict of interest means a situation, circumstance or financial interest which has the potential to cause a private interest to interfere with the proper exercise of a public duty". NH Municipal Association 2019 Knowing the Territory defines a conflict of interest as a direct personal or pecuniary (financial) interest in the outcome.

Suggest Changes to the Code of Ethics for the Town of Wolfeboro

Here are my suggested changes:

Goal: To establish a set of principles and practices for the Wolfeboro Board of Selectmen and its sub-committees that will set parameters and provide guidance and direction for members' conduct and decision-making.

Code: Members of the Wolfeboro Board of Selectmen and its sub-committees are committed to observing and promoting the highest standards of ethical conduct in the performance of their duties.

Accountability

1. Faithfully abide by the Rules of Procedure for your committee, board or commission
2. Exercise reasonable care, good faith and due diligence in organization affairs
3. Fully disclose, at the earliest opportunity an actual or perceived conflict of interest. A conflict of interest is defined as: a direct personal or pecuniary (financial) interest in the outcome. That interest must be immediate, definite and capable of demonstration, not remote, uncertain, contingent or speculative *NH Municipal 2019 Knowing the Territory page 246-247 or RSA 21-G:21 II* "conflict of interest means a situation, circumstance, or financial interest which has the potential to cause a private interest to interfere with the proper exercise of a public duty".

Professional Excellence

4. Maintain a professional level of courtesy, respect and objectivity in all activities.
5. Listen and respect the views of the other members and use appropriate and respectful language and behavior.
6. Strive to uphold those practices and assist members to uphold the highest standard of conduct.

Equal Opportunity

7. Ensure the rights of all members without discrimination on the basis of geography, political, religious or socio-economical characteristics.