

Wolfeboro Board of Selectmen
Public Meeting Minutes-Approved
August 7, 2019

Members present: Chairman Dave Senecal, Brad Harriman, Dave Bowers, Paul O'Brien and Linda Murray

Staff present: Town Manager James Pineo, Finance Director Troy Neff, Libby Museum Director Alana Albee, Planning Director Matt Sullivan and Recording Secretary Michele Chamberlain

Chairman Senecal opened the meeting at 6:30 PM.

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

Mr. Pineo stated a non-public session is needed to discuss hiring and reputation.

Consideration of Minutes

Chairman Senecal asked for approval from the Board of the July 17, 2019 Regular Meeting Minutes.

Ms. Murray questioned if NHDOT got back to the Town about the analytical data that was requested on rumble strips and mumble strips. (Page 8)

Mr. Pineo stated we have not received any information.

Ms. Murray stated she would like to have that information before their work session.

It was moved by Dave Bowers and seconded by Brad Harriman to accept the minutes of July 17, 2019 with an amendment to page 1. Members voted and being none opposed, the motion passed.

Chairman Senecal asked for approval from the Board of the July 24, 2019 Regular Meeting Minutes.

It was moved by Paul O'Brien and seconded by Linda Murray to accept the minutes of July 24, 2019 with an amendment to page 1. Members voted and being none opposed, the motion passed.

Public Hearings

A. Public Hearing

- i. **The Town of Wolfeboro will hold a public hearing on Wednesday, August 7, 2019, at 6:30 PM at the Great Hall at Wolfeboro Town Hall, 84 South Main Street, Wolfeboro, NH 03894, to discuss the**

application of Wolfeboro Historical Society for a permit consumption of beer and wine at the Take Tea with Historical Figures on August 18, 2019 with two performances from 2:00 PM – 4:00 PM and 7:00 PM – 9:00 PM at the Clark Museum, pursuant to Town Code, Chapter 5 Alcoholic Beverages.

Chairman Senecal opened the public hearing.

Louise Horsken, President of the Wolfeboro Historical Society, addressed the Board. There will be two performances from 2:00 PM – 4:00 PM and 7:00 PM – 9:00 PM. Winnepesaukee Winery would like to have a wine tasting during the 20 minute intermissions.

Chairman Senecal closed the public hearing.

It was moved by Brad Harriman and seconded by Dave Senecal to approve a permit for the Wolfeboro Historical Society to consume beer and wine at the Take Tea with Historical Figures on August 18, 2019 with two performances from 2:00 PM – 4:00 PM and 7:00 PM – 9:00 PM at the Clark Museum, pursuant to Town Code, Chapter 5 Alcoholic Beverages. Members voted and being none opposed, the motion passed.

Bulk Vote

A. Weekly Manifest

- i. July 26, 2019
- ii. August 2, 2019

B. Intent to Cut Wood or Timber

- | | |
|-------------------------------|-------------------------|
| i. New Garden Road | Tax Map 254 Lot 1 |
| ii. Meadow Lane | Tax Map 151 Lot 32 |
| iii. Chick Road/Bickford Road | Tax Map 87 Lot 1, 3 & 4 |

It was moved by Brad Harriman and seconded by Dave Bowers to accept the Bulk Vote. Members voted and being none opposed, the motion passed.

New Business

A. Monthly Expenditure and Revenue Report

Troy Neff, Finance Director, addressed the Board. He will be discussing the June and July monthly expenditure and revenue reports. The following PowerPoint was discussed:



Town of Wolfeboro
www.wolfborough.us

*Board of Selectman Meeting
Presentation
August 7, 2019*

June 30, 2019 Financial Overview of Expenditures

Fund Name	Target Budget Funding Rate	Current Expense Rate	Variance
General Fund	50.000%	49.070%	.930%
Water Fund	50.000%	41.110%	8.890%
Electric Fund	50.000%	34.351%	15.649%
Sewer Fund	50.000%	61.197%	-11.197%
Pop Whalen Fund	50.000%	44.977%	5.023%
Overall Expend-To-Date Rate	50.000%	35.514%	6.1523%

July 31, 2019 Financial Overview of Expenditures

Fund Name	Target Budget Funding Rate	Current Expense Rate	Variance
General Fund	58.333%	65.387%	-7.054%
Water Fund	58.333%	66.664%	-8.331%
Electric Fund	58.333%	39.040%	19.293%
Sewer Fund	58.333%	69.419%	-11.086%
Pop Whalen Fund	58.333%	53.832%	4.501%
Overall Expend-To-Date Rate	58.333%	55.430%	2.903%

Finance Department Status Update

- Digital Document Retention – The town has been paying for almost two years \$150.00 per a month for a service that was established and the value was not realized. Keith Simpson and I met with the rep and will be trying out this cloud based solution.
- Debt Service Budget - The debt schedule that was used for 2019 incorrectly labeled the general ledger account where a \$68,441.50 principal payment which was posted in January and should have been posted to the water fund and not to the general fund. The remainder of \$26,451.62 is the result of the Betterment Bond through Meredith Village Savings Bank. This amount is recouped through the billing of residents which will be issued in September. Of note, the betterment bond should have been funded in October of 2018 as opposed to June of 2019. These two items are the reason why account 01-47110-980 is now over expended by \$94,963.12. An adjustment will be made to correct the miss posting.
- The Town's Dunn and Bradstreet number along with the SAM registration has been complete so the Town can receive Federal Grant \$.
- Completed the Economic forecast for the 2020 budget.

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- Completed the Economic forecast for the 2020 budget.

Finance Department Status Update

- Draft of the assumptions for the Administrative Allocation are documented. Next step is execute the assumptions and compare to the current allocation results.
- Interviews for the Finance Associate position are tomorrow August 8, 2019 we have four outside candidates.
- Long-Term Debt limits using a Debt Coverage Ratio metric or as a percentage of the budget is projected to be completed in the next 10 days.
- Attended the last Budget Committee meeting and was able answer questions and provide the committee with documents they have been requesting for a long time.
- August month end presentation will be at the second meeting in September.

Ms. Murray questioned the supervisor salaries on page 8 in the June statement. Why the social security payment so much less.

Mr. Neff stated the social security line is used to account for both Fica and Medicare. The part time wages are the only ones that receive the Fica deductions. The part time wages are only at 36.875% this accounts for the difference in the social security rate.

Ms. Murray questioned the rate of the Emergency Management. The salary was \$580.52 but nothing was taken out for social security.

Mr. Neff stated currently the Emergency Management Supervisor is the Fire Chief and that position does not have to pay Fica but the Medicare components still need to be paid. We should be accounting for \$8.45.

Ms. Murray questioned the Parks and Administration salary line and social security line.

Mr. Neff stated he reached out to Ms. Collins and further investigation is needed.

Ms. Murray stated the gasoline, diesel and propane in Park Maintenance were not used and it seems like some of the other departments are high. Are these correct?

Mr. Neff stated he is looking at the whole fuel and diesel adjustments in general. We currently use software called Phoenix. It is very in cumbersome. We need to evaluate the mapping that is occurring in the software for the general ledgers that are being hit for the different departments and to see if further breakdowns need to occur. We need to research this further.

Ms. Murray questioned the Capital Outlay rate of the upgrade to the server of the Town Hall. Is there an error in posting or are we really spending \$34,195.00?

Mr. Neff stated we are meeting with Block 5 next week to clarify this. We had originally thought the upgrade to the server was complete but Block 5 stated last week that it was not complete. He will get a final cost for the project.

Mr. Bowers thanked him for his report. The inflation report was very dynamic. The figures are half of what they were projected so this should be widely disseminated among anyone that proposes a CIP project.

Mr. Senecal stated all the department budgets are high in fuel, diesel and propane. There were some questions about how gasoline was being recorded.

Mr. Neff questioned if the 2019 assumptions for pricing was calculating correctly.

Mr. Pineo stated we have secured pricing for the 2019/2020 season and those prices are lower than what we were currently paying.

Mr. O'Brien questioned if this was a price issue or a quantity issue. Are we burning more fuel or is the price per unit not accurate. This probably depends on the building being discussed. Mr. O'Brien questioned if an audit would have picked up the posting issues.

Mr. Neff stated he would think so but these are 2019 entries and they have not been reviewed by our auditors yet. There were bond payments in January and July and we are looking into these entries.

B. 2020 Budget Preparation

Mr. Pineo stated there is an updated memo about the 2020 budget process and the Budget Committee's schedule. Mr. Neff has pointed out some concerns that could lead to a recession. We have a Library bond payment coming up in the fall of 2020 and reevaluation will be taking place which will be effective for the upcoming tax bill for 2020. As a result we feel it is prudent to have a zero percent increase in discretionary spending for the 2020 budget cycle. Although we are also providing the department heads with budget justification sheets that will help us and them make adjustments that are necessary.

Ms. Murray questioned if we have heard about the increase in health insurance or if there was going to be a decrease in retirement.

Mr. Pineo stated we will not have a firm number on the healthcare until November but they are advising us to consider a 10% increase in health insurance costs. The bill did not pass regarding the retirement system so the State will not be taking over any of the retirement costs. The retirement costs will remain the same.

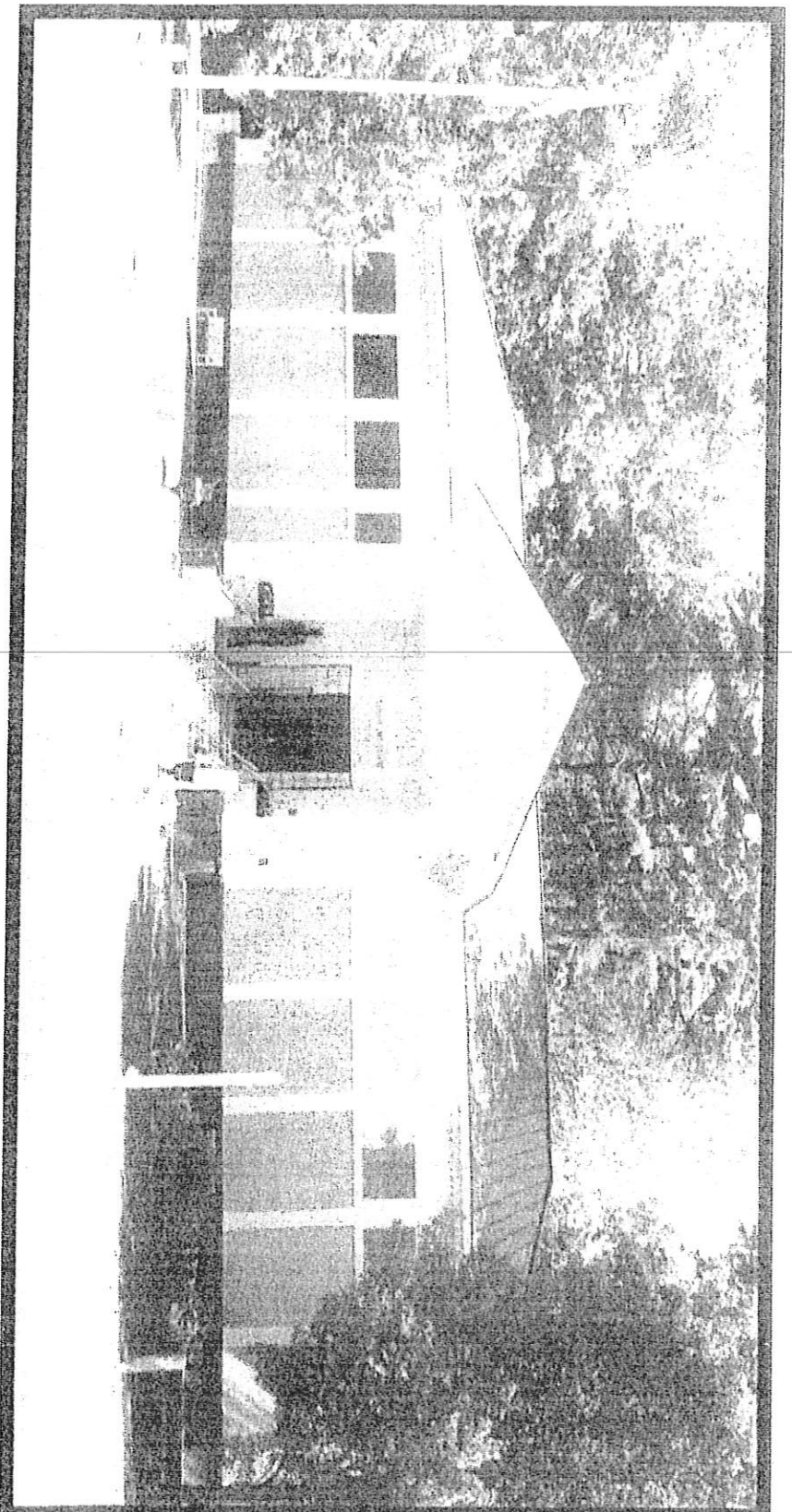
C. Libby Museum Restoration update

Mr. Pineo stated Stuart Anderson; the representative from Alba Architects is here tonight to give a presentation.

Mr. Anderson stated the Town retained our services to conduct existing conditions review, analysis, and assessment of the Libby Museum. The Libby Museum has been recognized on the National Register of Historic Places by the Department of Interior since June 29, 1998 under Criteria A for significance in education. The museum has operated since 1912 and it was placed under the governance of the Town of Wolfeboro in 1956.

Mr. Anderson gave the following PowerPoint presentation:

RENOVATIONS TO THE
LIBBY MUSEUM OF NATURAL HISTORY
WOLFEBORO, NEW HAMPSHIRE

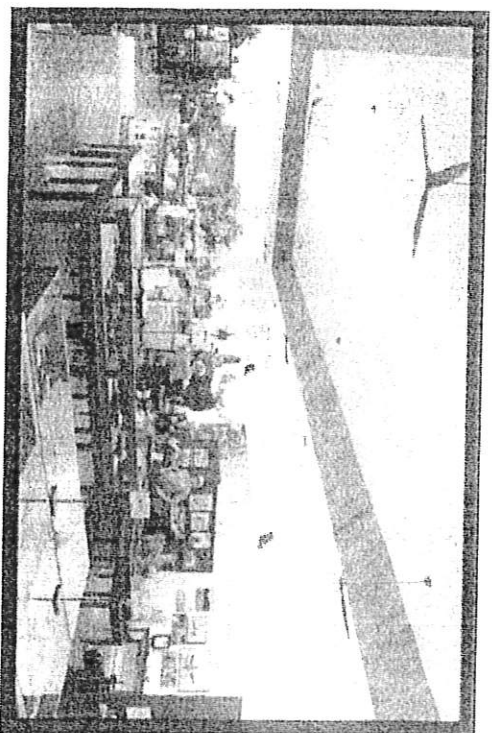
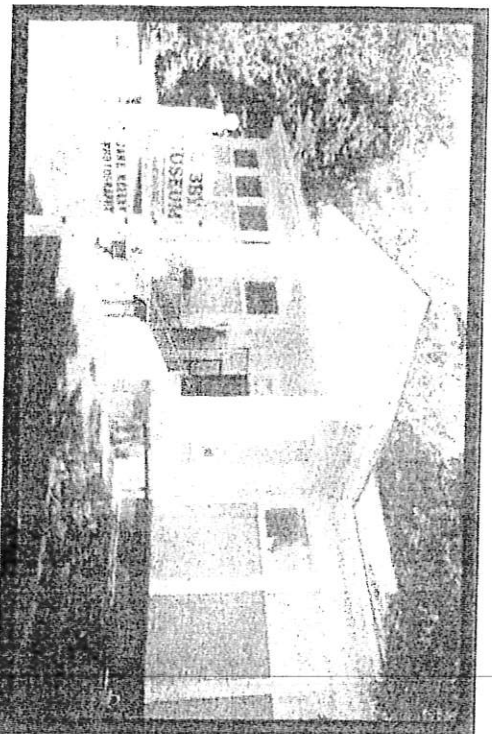


HISTORY & DEVELOPMENT OF PROPERTY

- The Libby Museum is on the National Register under Criterion A for significance in education.
- It is the only example of a locally-founded and operated New Hampshire museum devoted exclusively to the natural history of the region.
- It retains integrity of location, setting, design, materials, workmanship, feeling, and association for the period 1912-1948.
- The Libby is a museum of natural history with emphasis on the flora and fauna of New Hampshire.
- Since 1912, it attracts thousands of visitors and provides educational experiences to hundreds of youngsters.
- Dr. Libby maintained this museum for the 21 years he lived after the completion of the museum. He passed away in 1933 leaving the museum to family members. In August 7, 1956, when the Probate Court of Carroll County declared the Selectmen of Wolfeboro to be the Libby Museum's trustees.

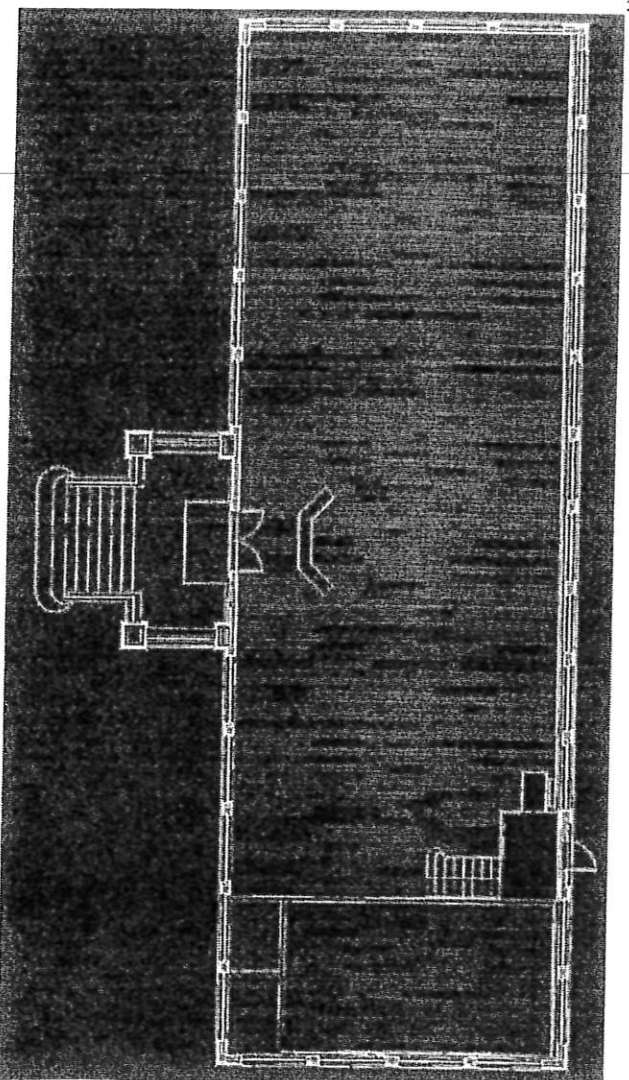
ARCHITECTURAL DESCRIPTION & BUILDING FABRIC

- Constructed in 1912, the Libby Museum is a single story, approximately 120' x 40'.
- The foundation of the Libby Museum is of cement and rises to about 4 feet above the ground.
- The outside walls are of 8" x 8" vertical posts, the walls being covered with stucco and rising to the height of the roof line approximately 20 feet above ground level.
- There is a one-bay portico on the (south) facade which covers the main entrance to the building.
- There are no interior posts but each post on the two long sides of the building are connected to each other by steel cables.
- The interior consists of one large room with a suspended ceiling 20' above the hardwood floor, and walls are of plaster.
- One ingenious feature of this building is an air circulation system.



SPATIAL ANALYSIS

- The Libby Museum has an exterior gross footprint of approximately 5,387 square feet.
- This is comprised of the main museum interior gross space, at approximately 40'-6" wide by 119'-10" long, the entry portico at approximately 24'-6" wide by 12'-3" deep.
- There is only crawl space and attic space in addition to the main interior floor space.
- The main interior floorspace is divided into four areas, separated only by partial height interior partitions.
- The breakdown of this space is as follows:
 - Main floor lobby and display.
 - Education area.
 - Staff break/kitchenette area.
 - ADA sized toilet.



ANTICIPATED USE

- The Libby Museum was built and continues to serve as a natural history museum, seasonally open to the general public.
- To increase potential revenue for improved long-term maintenance and repair, the operational 'season' is anticipated to increase, with the final goal to have the ability to open year-round.
- The purpose of the condition assessment plan is to facilitate the long-term maintenance and repair schedule to ensure the continued use and condition of the building, and to better serve the exhibit material. The proposed work will also upgrade the building's ability to provide a mechanically controlled environment, which has become a significant problem for the maintenance of both the building and its exhibit contents.

CHARACTER DEFINING / SIGNIFICANT FEATURES

- Prominent situation at lake-front location.
- Classical style of the early 20th century.
- Single-story above grade with rectangular, hip-roofed main block.
- Classical entry portico and columns with gable roof to main street/lake elevation.
- Prominent entry steps with flanking wood columns to portico.
- Double-leaf paneled entry doors with a wood architrave surround, and articulated steel 'gates'.
- Regular colonnaded elevations with transom-like glazed 'band' and rendered panels between pilasters.
- Shaped wood column bases and caps to each pilaster and portico columns, sitting on consistent concrete cap to foundation wall (back and east elevation cap sitting higher to accommodate grade change).
- Exterior wall panes of painted cementitious render between pilasters.
- Doors and hardware.
- Interior layout – central entry flanked by display area to both sides.
- Interior combed ceiling.
- Custom built display cases and display labels original to the museum's founding.
- Unique ventilation system.

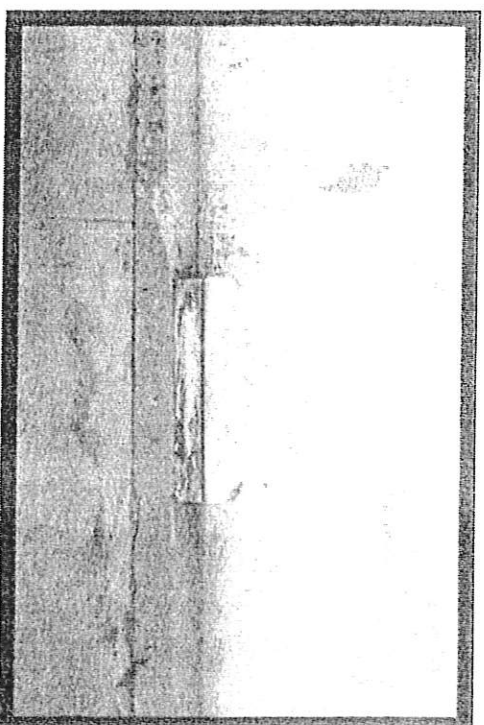
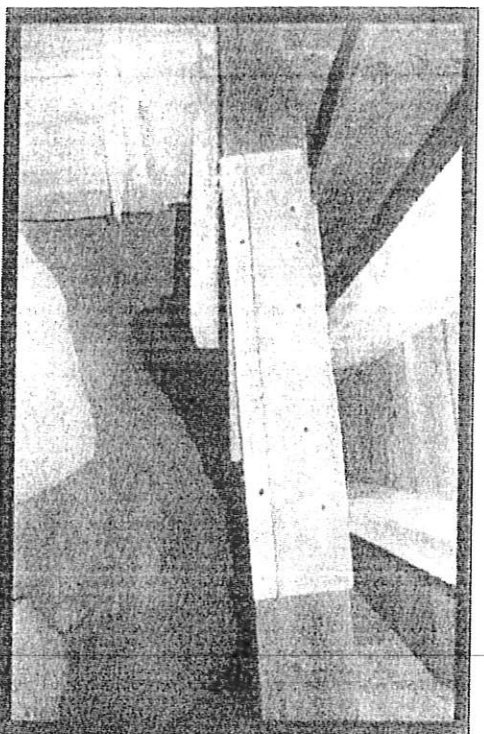
CONDITIONS ASSESSMENT - EXTERIOR

Foundation

- The foundation is a combination of concrete and stone rubble, with interior concrete piers formed in wooden barrels.
- There is a crawl space within the perimeter, which varies from 18" and 4'+.
- There is no moisture protection within crawl space.
- There are numerous issues with the floor structure.

Exterior Walls

- The exterior wood plaster treatment is consistently peeling and showing signs of moisture.
- Cement render walls are generally in good condition, though there are areas of cracking and paint peeling.
- Painted wood features will likely have lead paint on them which will need to be abated.



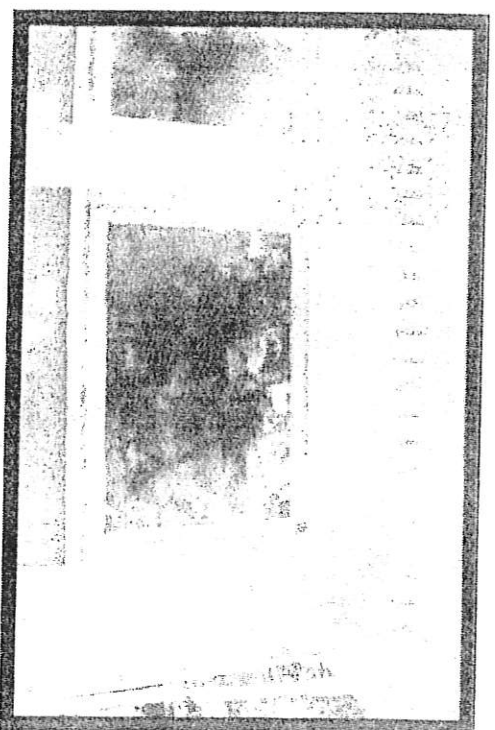
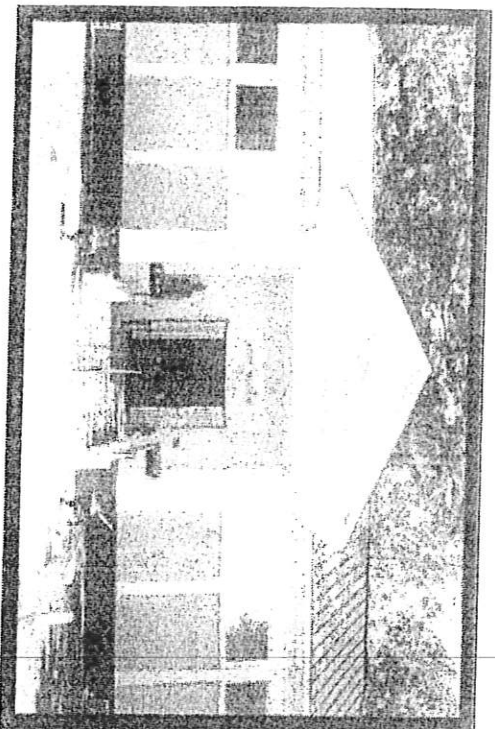
CONDITIONS ASSESSMENT - EXTERIOR

Exterior Doors

- The main door are 10' tall solid wood panels.
- The doors seem to be in good condition and are well protected by the entry portico.
- One other door located to the rear, north-east corner. This door is more utilitarian, providing ADA access from the back, parking lot.

Windows

- All windows are painted wood framed, direct/single glazed windows, offering very little insulation value.
- All have been fit with an interior film to reduce UV degradation of the exhibit pieces.
- Wood frames appear to be in good condition but will likely require refinishing, including lead abatement.



CONDITIONS ASSESSMENT - EXTERIOR

Roof

- The roof is a simple hipped form with the ridge line following the east-west longitudinal axis.
- The roofing material is a standing seam steel roof, which was installed over an asphalt roof. The asphalt is known to contain asbestos and will require abatement.
- The steel roof was installed in approximately 2007 and appears to be in good shape still, though there are areas of unevenness and will likely require repair or replacement.

CONDITIONS ASSESSMENT - INTERIOR

Floors

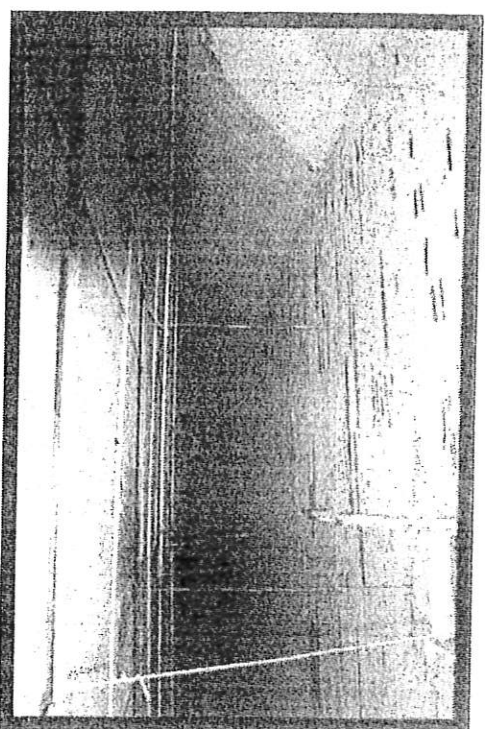
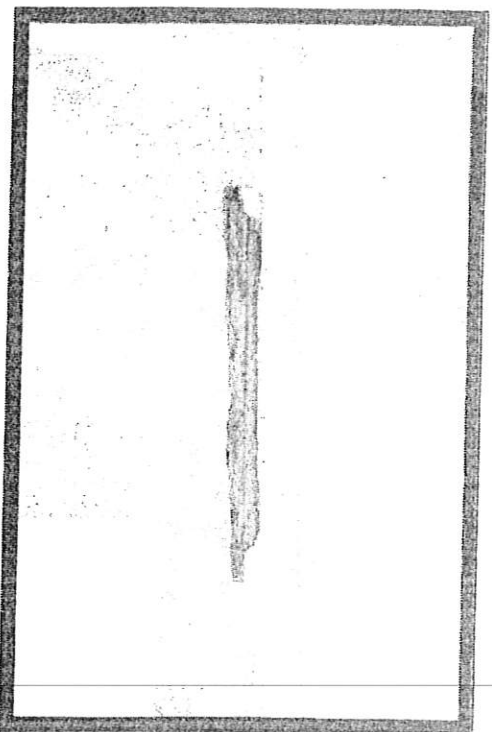
- The main floor is primarily a narrow plank wood floor. Generally they are in acceptable condition.
- However, there are areas of sagging and movement which will require upgrade to the floor structure.

Walls

- Interior walls are typically painted plaster on lath. There are significant areas of plaster coming away from the walls, believed to be a result of the high moisture content, and structural failure.

Ceilings

- There is a suspended flat ceiling system that is beyond its useful life.
- The original ceiling was a plaster ceiling.



STRUCTURE

In general, the wood framing appears to be in fairly good condition, however, it does not meet the current NH building code for floor or roof-snow loading.

- Cracks in the exterior walls and observed deflection indicate a lacking of adequate lateral bracing.
- Cracks in the foundation and the settling indicate that the building does not have proper frost protection.

Recommend that the following repair items should be done immediately so that the museum can be safely opened to the public for the summer:

- Install a temporary column or cribbing under the existing floor beams, at the southwest corner of the building where the pier is settling, and at locations where the beam span is significantly larger than 9-feet.
- Install shims between the floor beams and concrete supports as necessary
- Do not allow large groups of people to be in a single area of the floor at one time.
- Monitor the building for additional movement

Recommend that the following permanent repair items should be done as part of the future renovation project and before the museum can be opened to the public year-round:

- Reinforce the main floor beams to meet current floor load requirements.
- Insulate the foundation to prevent heaving and movement from frost.
- Install proper ventilation under the floors to avoid future moisture problems.
- Install shear walls or diagonal wall bracing to support lateral loads.
- Reinforce the roof framing to meet current snow load requirements

CONDITIONS ASSESSMENT - MECHANICAL, ELECTRICAL & PLUMBING

Heat & Ventilation

- There is no heating or cooling system within the building.
- There is also not a full mechanical ventilation system.
- Most of the ventilation is provided by the cross-building passive ventilation system, which is no longer achieving an adequate result, and is a contributor to the degradation of the building and contents, as it is suspected to be a major source of the elevated moisture content of the building.

Electrical

- Main utility power is provided to the building by overhead lines.
- The system is adequate but is becoming a limiting factor on the ability to achieve the goals of the facility.

Plumbing

- The building is served by an on-site seasonal water supply and septic tank and field, installed in 2010.

CONDITIONS ASSESSMENT - ENERGY EFFICIENCY

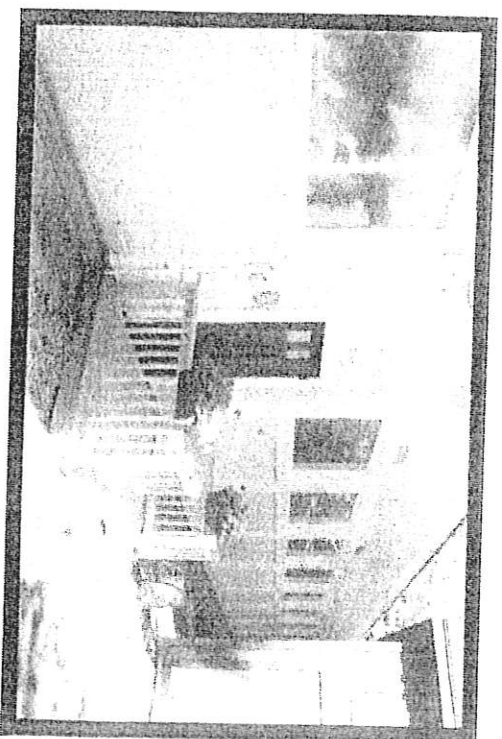
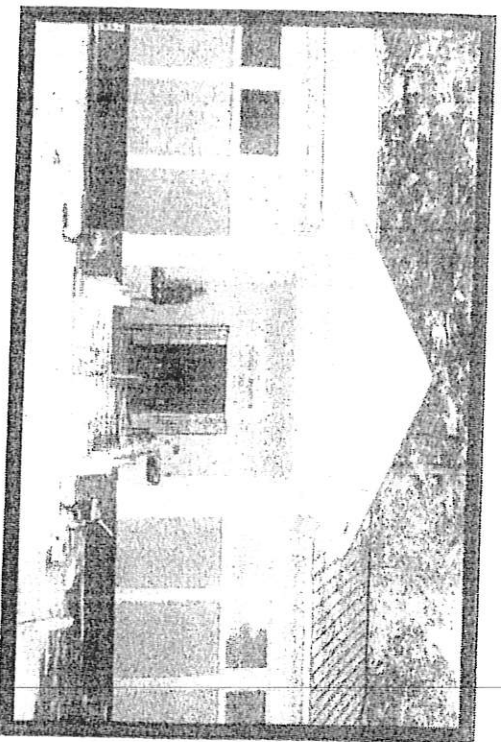
As the building has no significant HVAC systems, and is not presently utilized out-with the summer season, it is deemed to be a seasonal use building and does not require to comply with the energy code.

- A significant change in energy use is anticipated with the proposed new works, and electrical supply will likely require to be upgraded.

CONDITIONS ASSESSMENT - ACCESSIBILITY

Most buildings and their context were historically not designed to be readily accessible for people with disabilities. The challenges presented are then how to preserve historically significant properties while simultaneously making these properties more accessible to people with disabilities.

- The only accessible entry from the exterior into the building is via the back-parking lot and back door which enters the building at approximately 4'-6" above finish floor. A landing and stair come off this door, and a platform lift has been installed for wheelchair access.
- With respect to the interior, access to all public spaces is available, although minimum clearances and widths at doorways would need to meet current ADA requirements.



CONDITIONS ASSESSMENT - LIFE SAFETY

The Libby Museum is an existing building in current use and would therefore be subject to the existing building codes as currently adopted by the State of New Hampshire.

With the intended function to remain as a museum it would be classified as an Assembly (A-3) type occupancy.

Assembly occupancies are one of the most restrictive building occupancies serving as a public gathering space of persons not necessarily familiar with their surroundings.

The requirements of a type A-3 occupancy would provide the following restrictions:

- Maximum Occupant Load – 200 occupants (approximate based on IBC assembly/museum occupant load).
- Minimum Number of Exits – 2.
- Minimum Egress Width – Doors 29", Stairs 44".
- Maximum Travel Distance – 200'.
- Maximum Common Path of Travel – 20'.

RECOMMENDATIONS

In line with the understanding of the Libby Museum's historical significance and working within the guidelines for historical preservation as defined by the National Park Service and the Secretary of Interiors Standards, the review team would recommend the following items be addressed, subject to available funding. The intent of the recommendations hierarchy is in part sequential and as follows:

- Primary – Address failures of the building envelope, in particular areas permitting water / moisture ingress into the building fabric and interior spaces. Carry out deferred maintenance work on areas affected by moisture issues.
- Secondary – Address building surface drainage and surrounding grade drainage to eliminate build-up of grade moisture penetrating the building fabric.
- Tertiary – Upgrade external envelope to address interior environmental control requirements and minimize interior moisture levels to protect and maintain building fabric and interior finishes, and to maintain and preserve exhibit material; establish long term maintenance schedule to better insure regular repairs/upgrades to the building in the coming years.

RECOMMENDATIONS - PRIMARY

1. Foundation - Mold remediation of all wood structures within the crawl space will be required.
2. Foundation - confirm depth of foundation walls and provide the structure more frost protection.
3. Foundation - seal off openings to better control air movement through crawl space.
4. Foundation - seal inside face of foundation walls to improve moisture management.
5. Exterior Walls - Removal of interior finish and application of insulation to the wall voids. New plaster on lathe, or plaster on cementitious boards/fiberglass faced sheetrock is recommended.
6. Exterior Walls - Provide structural upgrades providing more lateral bracing for the building.
7. Roof - Asbestos remediation.
8. Roof - improve ventilation to attic space or insulate at roof level.
9. Roof - confirm integrity of roofing finish, address any concerns with water egress, trim/clear any tree branches overhanging roof and potential wind fall on roof.
10. Glazing - Replacement with double-glazed sealed units, with new UV inhibitor.
11. Exterior Grade/drainage apron - alter/repair drainage apron to insure proper run-off.
12. Perimeter Field Drains - Install perimeter field drains.
13. Ceiling - Remove existing suspended ceiling and all original plaster ceiling lathe work. Insulate attic space.
14. Life Safety - Ensure fire extinguishers are regularly maintained and are located appropriately. Periodically review alarm system detection and notification with local Fire Department.
15. Structural Upgrades - structural upgrades to floor beams and roof structure.

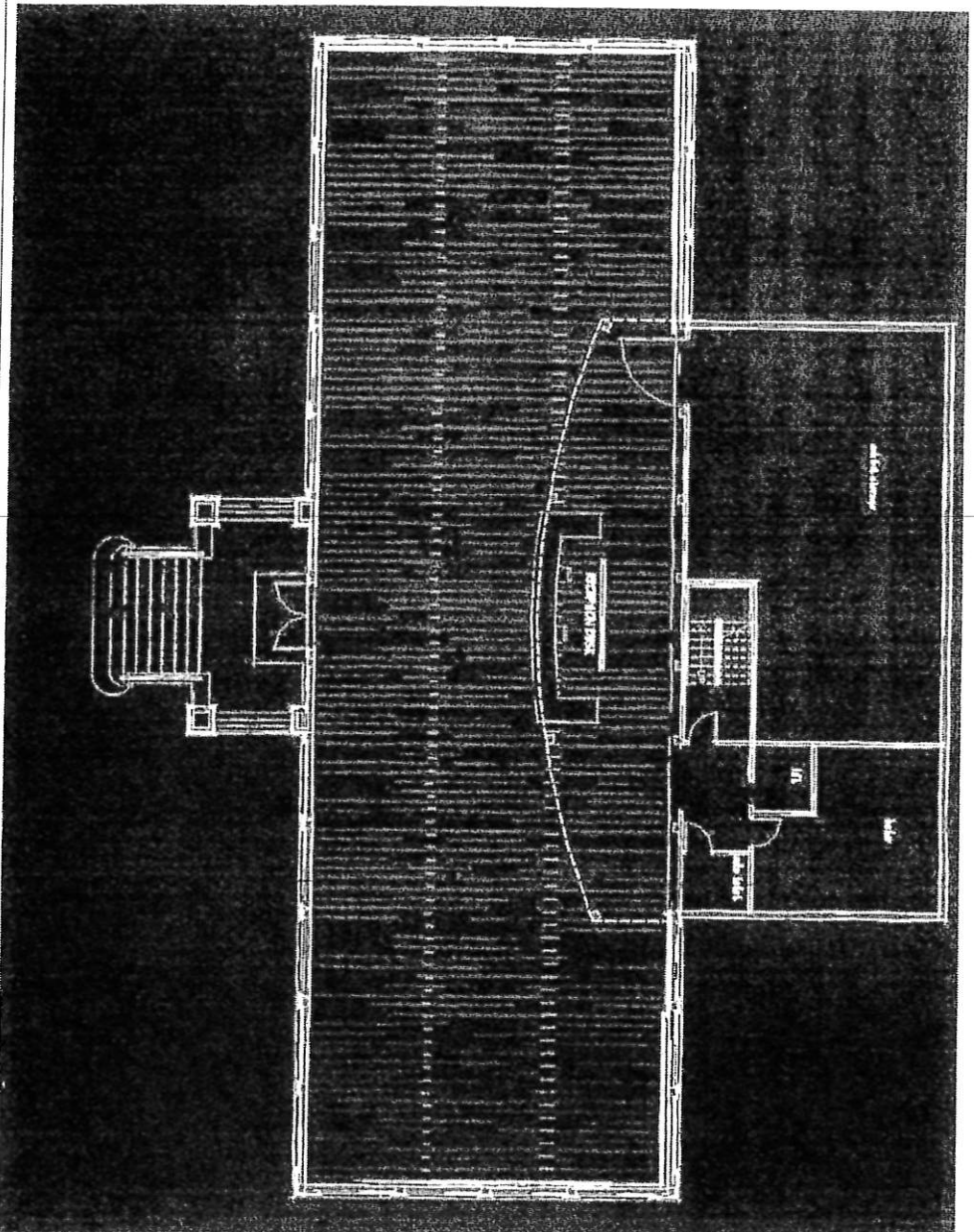
RECOMMENDATIONS - SECONDARY

1. New MEP systems- Install new mechanical, electrical and plumbing systems to meet code, at the minimum. New mechanical systems will include complete HVAC to achieve the required controlled interior environment necessary to both preserve the existing structure as well as the existing and new exhibit material (which is also a requirement of the new donations of exhibit material).
2. Main Entry Stairs - Remove paint finish to concrete entry stairs, replace with alternative finish. Further investigation to determine best options to be carried out.
3. Exterior Wall Finish- Patch/repair cracking in wall render, seal/prep for new paint finish. New painting to all cement render.
4. Exterior Woodwork- Strip/scrape all exterior wood finishes back to good substrate (includes lead abatement). Confirm no rot present, or address rot where needed (utilizing existing woodwork as much as feasible). Prepare all woodwork for new painting.

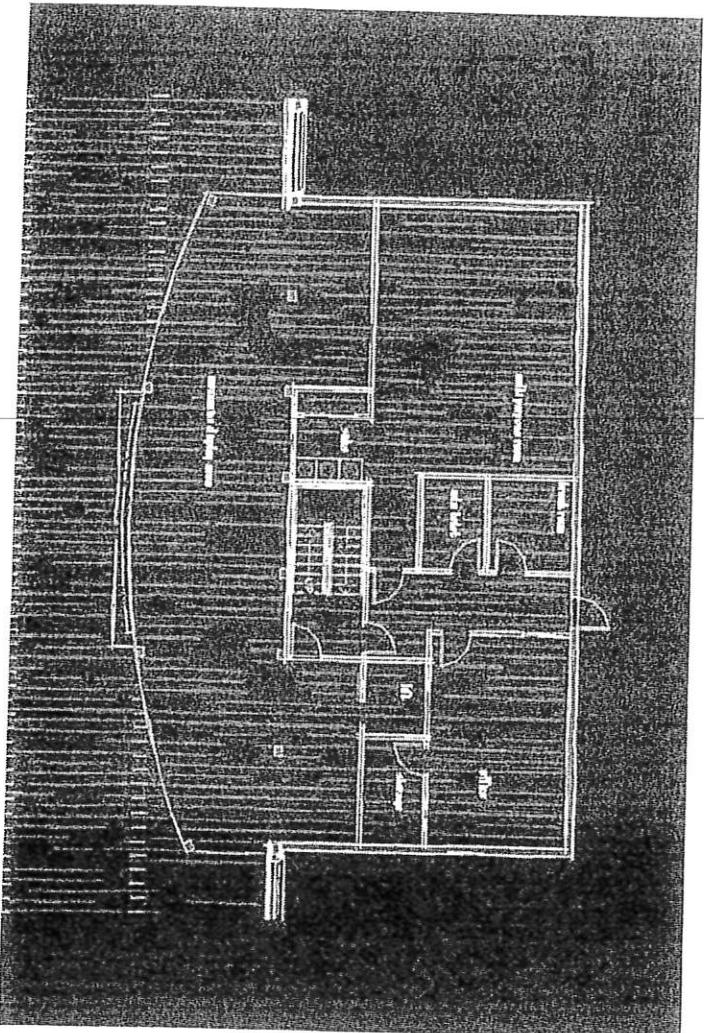
RECOMMENDATIONS - TERTIARY

1. Accessibility – Improved accessibility will be addressed in proposed new addition.
2. Improved Storage and Access for rotating exhibits- Proposed new addition to address .
3. Finishes – Implement routine / scheduled maintenance of all finishes. Create an itemized list of all finishes and their typical cycle for maintenance, cross reference with any existing maintenance logs or create new to establish continuity of information.

PROPOSED ADDITION - MAIN FLOOR



PROPOSED ADDITION - UPPER FLOOR



ESTIMATE OF PROBABLE COSTS

Description	Estimate
Recommendations Primary	\$611,750
Recommendation Secondary	\$348,237
Recommendations Tertiary	\$0
subtotal	\$959,857
New Addition	
Site Work / Landscaping	\$775,000
Utility Alterations	\$50,000
Water Service Upgrade	\$10,000
Museum Exhibit Storage During Construction	\$5,000
subtotal	\$890,000
Contingency @ 15%	
Contractor General Conditions	\$277,498
Contractor / CM Fee @ 6%	\$170,000
	\$110,999
Project Total	\$2,408,484

NEXT STEPS

1. Update laser measurements for further understanding of building movement, and therefore necessary structural upgrades.
2. Continued Design Development for proposed work.
3. Further development / refinement of estimate of probable costs.

THANK YOU FOR YOUR TIME & CONSIDERATION.
QUESTIONS?

Chairman Senecal questioned if the lift will be large enough to move some of the exhibits that need to be moved around. The lift looks small.

Mr. Anderson stated it basically is a storage holder because we have not decided how big the lift will be and most of the larger exhibits will be staying on the main level. We have not fully determined the size of the evaluator yet.

Chairman Senecal questioned if gutters would be considered because of the large amount of water that comes off of the roof.

Mr. Anderson stated gutters will be considered yes.

Chairman Senecal stated insulation will be important along with mechanicals as far as taking care of humidity. He was surprised that the walls were all 2 x 6.

Mr. Anderson agreed and stated it is all rough sawmill lumber given the timeframe when it was built. It is uncommon for a building of this vintage.

Chairman Senecal questioned if they were going to put corner bracing in to help stabilize the building. It will never be back to the original straight and plum shape.

Mr. Anderson stated yes it will be a challenge. We would like to put some good diagonal bracing in the building so it doesn't move.

Ms. Murray thanked Mr. Anderson for his report. It gave her a better understanding of the building. She questioned if he was tasked with giving them operational and maintenance costs as the building is moved from a seasonal to year round.

Mr. Anderson stated we normally include a life cycle costing estimate so we can understand it and it becomes part of our decision making process as in terms of material choices. The information would not be fine line detail it would be more conceptual so that we would be approaching the project properly.

Mr. O'Brien questioned if the addition will be by the shed and parking area.

Mr. Anderson stated correct.

Mr. O'Brien questioned if they would be looking at the parking because it is used a lot by boaters.. He questioned if they would be sizing new parking facilities and drainage.

Mr. Anderson stated yes to drainage. Parking has come up in our team discussions because if there are more visitors then probably more parking will be needed. The Town owns the parking lot behind the building and there is parking in front of the building. We will make suggestions based on our data for these types of facilities but it will not be one of our tasks.

Ms. Murray questioned if the new addition would take up some of the parking.

Mr. Anderson stated the new addition just marginally affects the parking. There are a lot of trees that will need to come down. The parking will not be significantly impacted.

Ms. Albee stated the LCHIP application for \$350,000.00 was submitted and we are hoping for the best. The Biber Foundation gave a pledge of \$350,000.00 and the Friends of the Libby Museum gave a \$20,000.00 pledge. We have submitted 15 grant applications for a value of \$1,254,360.00. We sent out 22 appeals and have 5 positive responses so far. We have set up a "Go Fund Me" page for online donations. We have 7 more grant applications to complete. There will be a public meeting at the Museum with the architects and the Friends of Libby Museum annual meeting. There will be a plant sale of "mums" during Labor Day weekend at the Museum for fundraising.

Mr. Harriman thanked Mr. Anderson and Mr. Bennett for all their hard work getting the information to Ms. Albee under the tight timeframe so she could apply for the LCHIP grant. The feasibility study is a work in progress so we will be making adjustments as we go.

Julie Jacobs, Member of the Friends of Libby Museum, addressed the Board. She suggested using a program called the DIP Jar to raise money for the Libby Museum. The box allows people to use a debit or credit card to make a donation electronically. She questioned if this could be put downstairs in the Town Hall. The box is mobile and has a little battery. It would be owned by the Friends of the Libby Museum and it would be connected to the restoration account. The box could be used for other things later. The Friends of the Libby Museum would purchase the DIP Jar. It is a different way of raising money and a lot of people that are on vacation do not carry a lot of cash. She questioned if the Selectmen would allow for the box to sit downstairs on a counter. She asked them to think about it and get back to her at a later date.

D. Recommendation from the Milfoil Committee re:chemical treatment

Ms. Murray stated we have been struggling with Milfoil since 2004. In the past we have done hand pulling and chemical treatments. In 2006 we wanted to do a chemical treatment but had some flooding so we weren't able to do it. In 2007 we did a full Bay treatment in June and had to do 1500 acres the following June. Then we did hand pulling for three years. In 2013 we did a chemical treatment in September because of water-skiers and paddle boarders using the Bay. In 2018 we used a new chemical called Procellacor. The treatment was done in September and it was believed that it would kill 95% of the Milfoil in Back Bay. It did not happen. Ms. Murray went out on a boat a week ago and could see the milfoil growing. NHDES has been here. Solitude, the company that used the chemical treatment was here. We also heard from the company that makes the chemical that they would retreat the 11.3 acres of Back Bay and the Frog Pond. We have in our budget to do a chemical treatment if it was needed in September. We thought we had gotten all the milfoil so a permit was not applied for the month of September. We will need to have this done in the spring of 2020. An advantage to this new chemical is that swimming is only restricted to 1 day and it leaves the water column in about 7 days. We had to put up signs before for 30 days which did not look very inviting for our summer guests. We feel with this new treatment we would put the signs up in the first or second week of June and have the signs down by the beginning of July. Since, we will not be spending the money in the 2019 budget and are changing the timing of the treatment we wanted to inform the Board. We would like to get the Board's approval for the treatment in June 2020. Ms. Murray questioned if the Board was okay with changing the treatment date to June 2020.

Chairman Senecal stated as long as we get the same result.

Ms. Murray stated she hopes the result is better and that the treatment works so they can go back to hand pulling for a few years. She thanked the Board for their support.

Chairman Senecal reminded Mr. O'Brien that when they get to the Budget Committee that they are just transferring the money from this year to next year.

E. Update on Wireless Communication Report

Mr. O'Brien stated he has 40 years' experience in telecommunications and the services in this Town are not what he is accustomed to. We have prolonged outage times and limited cellphone service. He presented the following PowerPoint:

WOLFEBORO TELECOM
INFRASTRUCTURE PROJECT

SCOPE OF PROJECT

-
- Wireless
 - Cable
 - Telephone
 - Public Safety Network
 - TBD, Town Government network.

8/2/2019

NH ranks #47 in Utility costs nationwide

WHAT WE HEAR FROM CITIZENS, VISITORS AND BUSINESS

Wolfeboro's telecom/cable/internet services
are costly, aged, unreliable and limited in
coverage

Need a plan to deal with choice, cost and
coverage.

<https://www.thrillist.com/news/nation/average-cost-of-utilities-in-us-mapped>

8/2/2019

BACKGROUND

Senator Shahheen visit to Wolfeboro late summer 2018

Senator arranges a diving catch effort to participate in FCC Mobility Challenge

Team effort with LRPC/Monadnock Region EDC/NH PUC and Wolfeboro Police

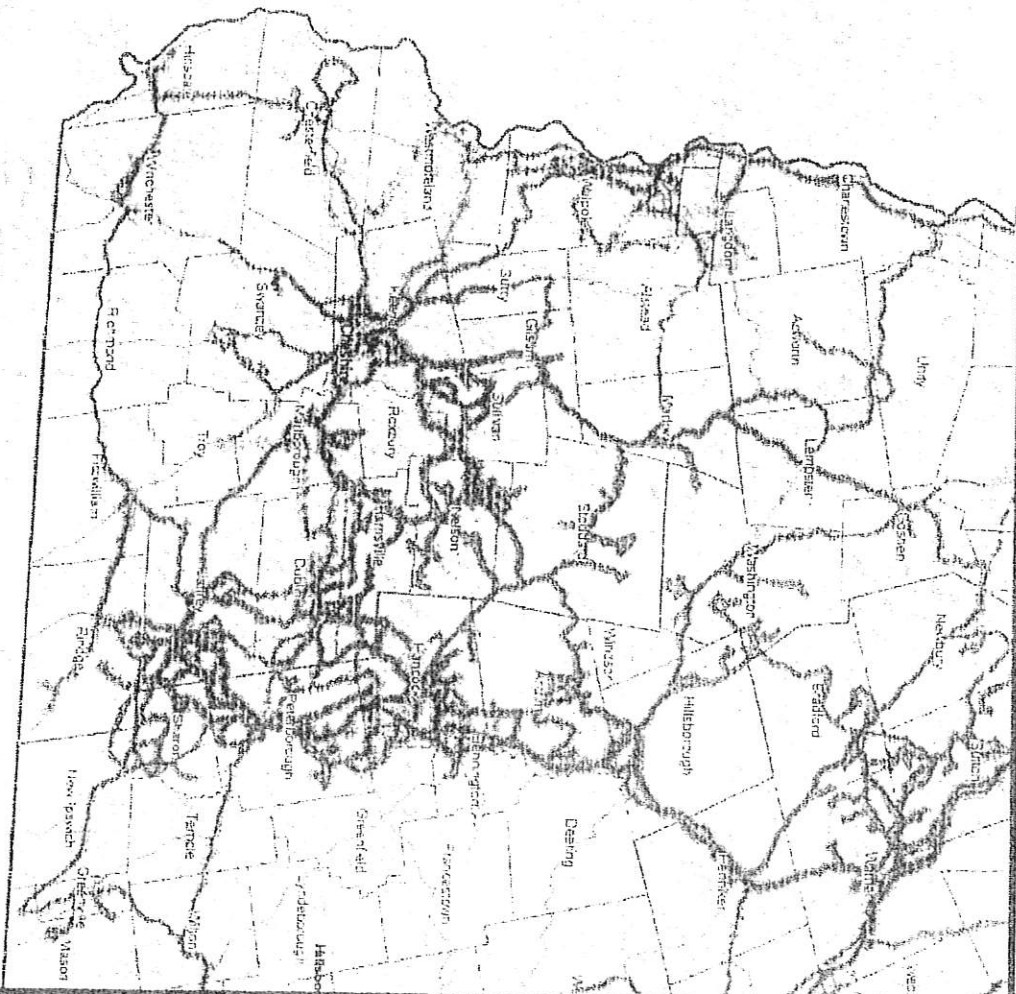
Study results of wireless coverage in rural NH and Wolfeboro confirm poor coverage

★ WHAT WE DISCOVERED

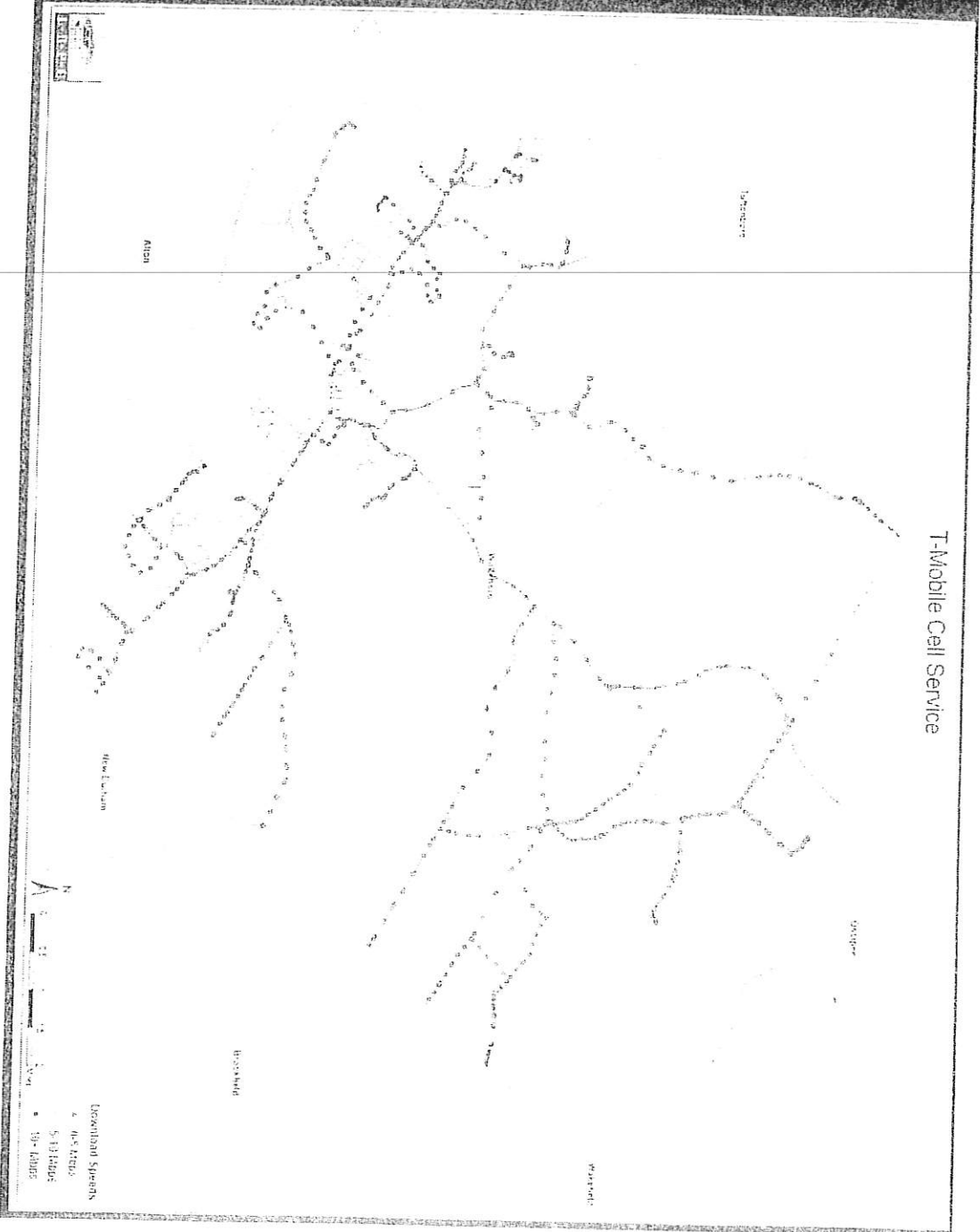
- <https://www.wolfboroughnh.us/information-systems-advisory-committee/pages/cell-phone-coverage-maps-town-wolfboro>
- <https://www.puc.nh.gov/Telecom/telecom-files/20181210-FCC-MFTI-Challenge-Final-Test-Data.pdf>

8/2/2019

WHAT WE DISCOVERED



WHAT WE DISCOVERED



AVAILABLE OPTIONS

- Build a competing Town owned network.... Seek FCC Grants *
- Join a nationwide effort to exert influence on carriers
- Challenge incumbents to disclose their investment plans for our Town
- Do nothing

*<https://arstechnica.com/tech-policy/2019/07/fcc-gives-5ps-another-563-million-to-build-rural-broadband-networks>

8/2/2019

TOWN MANAGER/ BOARD OF SELECTMEN ACTION

- April 2019, Letters sent to the CEOs of AT&T, Atlantic Broadband, Consolidated, T-Mobile and Verizon
- US Cellular reached out to us.
- Request:
 - We want to hear about your investment plans for Wolfeboro
 - We want the public to know

THE LETTER

April 10, 2014

David N. Levine

Our team has participated in the FCC security challenge. We have inspired our all-volunteer team with our focus on finding great training partner. We would appreciate you perspectives on how you plan to enhance your service to aging and special-needs community. You provide a valuable perspective that our clients will be sure to learn with you a great partner.

Specifically, public health can bring the "highest standards" to work in America. "We have a really strong culture of quality, voluntary, municipal public safety, and so on."

[illegible]

Environ. Sci. Technol. 1997, 31, 1002-1006

1. Introduction



8/2/2019

AT&T.. No response

Atlantic Broadband.. Local commercial sales team visited... no specific capital growth plans to disclose

Consolidated.. Local consumer representative visited.. no specific capital growth plans to disclose

US Cellular.. Local commercial sales team visited... no specific capital growth plans to disclose.. but checking with engineering

Verizon... regulatory attorney visited... no specific capital growth plans to disclose but will keep us posted if plans change

T-Mobile ... proposed investment to build 4G/5G service across our Town and parts of adjoining Towns.

RESULTS

8/2/2019

T-MOBILE 4G/5G PLAN

- Service area objective: Town wide
- Build out will require Planning Board review, as needed
- Project has been proposed for approval w/in T-Mobile
- Service offerings in phases
 - Town wide mobile, (voice/text)
 - Streaming for the majority of residences
 - Broadband alternative where signal strength is available

WOLFEBORO

CABLE AND TELCO

- Broad network coverage*
- Fixed
- Reliability concerns
- No published growth plans

WIRELESS CARRIERS

- Limited network coverage
- Mobile
- Very reliable when signal is strong
- Plan to add investment

NEXT STEPS

Ordinance research

A respectful community conversation

8/2/2019

Mr. O'Brien stated the next step is looking into our ordinance and having a respectful community conversation. He offered to talk to any groups or organizations that wanted more information.

Ms. Murray thanked Mr. O'Brien. We are very lucky to have someone with his knowledge base and his commitment. She suggested setting up a Committee with different members from the Chamber of Commerce, EDC and the Planning Board.

Mr. O'Brien stated he felt it was a great idea but it was a little early. We need to really understand the material first.

Ms. Murray stated she felt it was a good way to bring people together to build in their knowledge and talk to others.

Mr. O'Brien offered to talk with individuals or groups of people.

Chairman Senecal stated he felt the Planning Department needed to do some more research on the ordinances before we developed a Committee. We need some realistic options. He asked for the community to let them know what they wanted. He suggested if anyone wanted more information to get in touch with the Town Manager's office or Mr. O'Brien.

Mr. Harriman questioned if the T-Mobile 4G would affect Wolfeboro Community Television. The funding comes from the cable franchising and he wonders how this would relate. He suggested having Tim Goodwin, Representative of the Wolfeboro Community Television serving on the committee.

Mr. O'Brien stated he felt the Town would hear from more carriers in the near future. He would like Wolfeboro Community Television to have more choices and anyone else that lives in the Town to have more choices.

Ms. Murray stated we need the pros and cons so we can work our way through. It will be very helpful for the Town to have better service.

Mr. O'Brien stated AT & T made a commitment to the State of New Hampshire that they would provide first net service. There will be first net service in this Town but he is not sure when it will arrive. He felt the Town would hear from AT & T. We need to understand things quickly because it will happen fast.

Other Business

Ms. Murray stated there was an advisory posted for Mirror Lake for cyanobacteria. The Cyanobacteria Committee has been working on getting a lab and a process to get a reading back as quickly as possible when there is a cyanobacteria outbreak. We have 3 options. The first option is through NHDES and they hope to provide the results in a week but definitely in a month. Another option is a lab in East Booth Bay in Maine called Bigelow laboratory for Ocean Science. We would

bring the bottle to them and they thought the results could be available in a week or less. The third option is Green Water Laboratories in Florida. We would mail the bottle to them and they could give us results in a week. The Cyanobacteria Committee would like to get the results as soon as possible to know if it is toxic or not.

Mr. O'Brien stated if we used either of the two labs we would still direct the results to NHDES.

Ms. Murray stated correct and we would not have to wait a month for results.

Mr. Bowers stated for three years he has been trying to get somebody to do something about Ryefield Marsh which was given to the Town of Wolfeboro by Ellie Lundscott for Ellie's Lakeside Walk. The Marsh is a natural area and it is falling apart. Mr. Bowers offered to pay for it if someone would fix it. There used to be a sign for a public parking lot. It has been neglected. The Conservation Committee is in charge of it but it is a voluntary committee. He has recommended several times that it be turned over to Wolfeboro Parks and Recreation so it can be given some maintenance. It is a little Town owned park.

Committee Reports

Linda Murray stated she did a tour of Back Bay looking at all the milfoil. She attended a Milfoil Committee Meeting to discuss the steps they needed to take to deal with the milfoil. She attended a Budget Committee Meeting, a Master Plan Infrastructure and Transportation Meeting, a Cyanobacteria Meeting, a Sub-Committee Cyanobacteria Meeting and a CIP Meeting. She would like to remind the public of two important dates. The Master Plan Public Hearing is Tuesday, August 27th at 7:00 PM at the Great Hall and the Winnepesaukee Association is presenting Septic Sense on August 27th at 6:30 PM at the Tuftonboro Fire Station.

Dave Bowers stated he interviewed a number of Town employees to see how things are going and he received positive reports. He is spending time on Wolfeboro roads. The Saint-Gaudens National Historic Site in Cornish, Maine has been changed to the Saint-Gaudens National Park.

Chairman Senecal stated he attended a Zoning Board of Adjustment Meeting.

Brad Harriman attended a Planning Board Meeting, a Master Plan Infrastructure and Transportation Meeting, a Friends of Libby Museum meeting and a meeting with the Restoration Technical Committee for the Libby Museum. Last week he attended the Bay Street Sidewalk Meeting.

Paul O'Brien attended a Police Commission Meeting, the Bay Street Sidewalk Meeting and a Budget Committee Meeting. He stated yesterday we kicked off the Capital Improvement Program at Abenaki. Mr. Muccio did a good job explaining what he wants to do. Mr. O'Brien stated the Cyanobacteria Education Committee has an RFP out for a website. The RFP responses are due back this Friday. We purchased the domain name Wolfeboro Waters.

Town Manager's Report

Mr. Pineo stated the following:

He attended the Budget Committee Meeting, the CIP Meeting, the Libby Museum Meeting and the Bay Street Sidewalk Meeting.

Last week the Fire Chief's position was posted.

We are received requests to use the Great Hall from Presidential candidates. He asked the Board if they were going to allow the candidates to utilize the Great Hall for campaigning.

Chairman Senecal stated he did not have a problem with the idea as long as there are not any conflicts.

Mr. Pineo questioned the usage fee. Should it be the same or waived?

The Board agreed to keep the fee in place.

Mr. O'Brien suggested that the fees should be paid in advance.

Mr. Bowers stated there should be a time limit.

Mr. Pineo stated they will discuss if the time should be during business hours because of the disruption to the staff.

Mr. O'Brien stated a Police Detail should be required.

Mr. Pineo agreed.

Mr. Pineo stated the agenda for the Work Session (August 14) will be available tomorrow.

Agency Letters will be going out tomorrow for people requesting funds from the Town. The letters will be due September 9th. He questioned if the Board wanted a special meeting for this or should it happen at a regular meeting.

Chairman Senecal stated a regular meeting.

We have an individual willing to donate funds for the Clark Park Complex to be painted. The only request is that any rotted boards would be paid for by the Town and 10% of the cost which is \$1,840.00. He questioned if this was something the Board would like him to pursue. He stated this is a great opportunity to get some work done on some buildings that are really in need of maintenance.

Ms. Murray stated it is the gateway to the Town and is needed desperately. She supports paying the \$1,840.00.

Mr. O'Brien questioned the estimate amount at \$1,840.00.

Mr. Pineo stated that is correct. We will need to hold a public hearing to accept the funds at the next Board of Selectmen Meeting.

Ms. Murray suggested that the Presidential Candidates fill out a special form to use the Great Hall and part of the agreement should be that they are required to pay for a Police Detail.

Mr. Pineo and the Board agreed it was a good idea.

Questions from the Press

None

Public Input

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

Wes Smallidge, Town Employee, addressed the Board. He stated he would like to see safer work zones for employees. He would like to see Police Details in place in the work zones. When people see the police they slow down and it gets their attention. He did some research and the cost would be around \$136,896.00 a year. It is a lot but it needs to be done. He still has a lot of fear since his accident. He hopes it won't happen to anyone else but it could. He asked the Board to please consider his request for the safety of the Town workers and their loved ones.

The Board thanked Mr. Smallidge.

It was moved by Dave Bowers and seconded by Linda Murray to enter into non-public session under RSA 91-A: 3 II hiring and reputation. Roll call vote, Dave Bowers – yes, Linda Murray – yes, Brad Harriman – yes, Paul O'Brien – yes and Dave Senecal – yes. Being none opposed, the motion passed.

The Board re-entered public session at 9:56 PM.

Chairman Senecal moved the Wolfeboro Board of Selectmen to seal the minutes of the August 7, 2019 non-public meeting. Brad Harriman seconded. Roll call vote, Dave Bowers – yes, Linda Murray – yes, Brad Harriman – yes, Paul O'Brien – yes and Dave Senecal – yes. Being none opposed, the motion passed.

It was moved by Paul O'Brien and seconded by Dave Senecal to adjourn at 9:57 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain