

**Wolfeboro Board of Selectmen  
Meeting Minutes  
Approved  
June 16, 2021**

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

**Staff present:** Town Manager, James S. Pineo, Wolfeboro Police Chief, Dean Rondeau, Director of Operations of Municipal Electric Department Barry Muccio, Planning and Development Director, Tavis Austin, Finance Director Kathryn Carpentier, Catriona Lennon Director of the Libby Museum and Recording Secretary, Amelia Capone-Muccio.

Chairman Murray opened the meeting at 6:30 PM.

**Non-Public Session RSA 91 A: 3 e**

Mr. Pineo stated a non-public session is needed to discuss pending litigation.

**1. Consideration of Minutes**

**June 2, 2021**

Mrs. Murray amended page three, under the first paragraph to clarify that 20% Town Planners salary "and benefits" should be included. She amended page seven, to add Luke Freudenberg reported to attend the Police Commission meeting.

Mr. Deshaies amended page six, second paragraph from the bottom to add the following to his statement "that he, Brian Deshaies, objected to the motion to approve the support of the Fireworks "only" for the date of July 2<sup>nd</sup>. He believed a better options was to support the Fireworks on any date.

**It was moved by Dave Senecal and seconded by Luke Freudenberg to accept the minutes of June 2, 2021 as amended. Being all in favor, the motion passed.**

**2. Public Hearings**

Chairman Murray noted there are two items they need to address before they do the public hearing on the parade parking ban. They are as follows:

***1. Board of Selectmen to approve the Independence Day Parade-American Legion Criteria***

Chairman Murray noted the American Legion Post 18 representatives are present this evening to present that the criteria has been met to hold the parade.

Tom Southern addressed the Board and provided a flyer they will be used to advertise the parade and other town activities and events happening in Wolfeboro. He explained that in January when they typically start discussing the permit for the parade; it was unknown if a parade would happen this year due to COVID 19. At that time a committee discussed having some options if a parade was not going to happen and out of that a Festival was created from many events that already happen and some new events. Since the parade and the fireworks will happen this year, the Festival will move forward as planned and continue into the future having many reasons beyond the parade and fireworks for folks to visit and have fun in Wolfeboro.

Paul Vivian of the American Legion addressed the Board and stated that when the Board of Selectmen approved the permit for the parade, it was contingent upon a set of guidelines and he provided the Board with the most recent data showing that 70% of NH with at least the first vaccine and New England over all at 69.5% with the first vaccine. He reviewed the data (see attached) He stated based on this data information they will be able to host the parade this year.

Chairman Murray questioned the time of the parade on the rain date of 7/5<sup>th</sup>.

Mr. Vivian replied since it is not a Sunday they will do the parade at the usual time of 10 AM.

**It was moved by Luke Freudenberg and seconded by Brian Deshaies to approve the American Legion Post 18 to hold the Independence Day Parade on July 4, 2021 at 1 PM (rain date 7/5 10 AM) based on the criteria previously set being met. Members voted being all in favor, the motion passed.**

Chairman Murray thanked the American Legion Post 18 for all their efforts on planning the parade.

***2. Board of Selectmen to approve expenditure of \$500 from Misc. Budget line to pay for the Molly the Trolley shuttle service or support a charge discount of half price.***

Chairman Murray the second topic relative to the parade is the public hearing on the parking ordinance similar to what was done in 2019 but this time expanding the length of the ban and adding a fine. She stated that Molly the Trolley (aka Wolfeboro Trolley Co.) has offered two options for a shuttle that date from Kingswood Regional High School parking lot as follow: \$500 paid by the Town of Wolfeboro to allow free ridership to those using the service or ½ price rider fee for the day. She stated she would support providing this service for the day but the Board should discuss what they want to do as a group.

Brad Harriman stated he thinks it would be nice thing to offer for people to use the shuttle for free that day and encourage parking at the High School.

**It was moved by Brad Harriman and seconded by Dave Senecal to approve the expenditure of \$500 from budget line 1+45831-830 to pay for the parade shuttle**

**service on 7/4 (rain date 7/5). Members voted being all in favor, the motion passed.**

Kathy Fairman of Wolfeboro Trolley Company addressed the Board and stated that they are very happy to be a part of this event. She will contact the school to make the arrangements for the parking. She stated the drop off/pick up locations will be at Town Hall, Durgan Stables and the Wolfeboro Inn, the last shuttle will finish at noon so Molly may be in the parade and will resume shuttle following the parade until 4 PM. She noted that folks may feel free to visit Wolfeboro after parade.

Chairman Murray questioned if this would be advertised on Facebook?

Ms. Fairman replied yes, many different media outlets will have the information including social media.

Chairman Murray asked if the Town Manager wanted to provide an update on the Fireworks before they move on.

Mr. Pineo stated that a private entity, Wolfeboro Jetski Rentals, has received a permit for a public fireworks display on July 2<sup>nd</sup> and from that the Town of Wolfeboro has offered to add to that display. He stated that Brewster Academy has offered to open the campus for viewing for that evening only and will return to a closed campus.

Chairman Murray thanked Wolfeboro Jetski Rentals, Brewster Academy, Molly the Trolley and the American Legion Post 18 for working with the town on these events.

*Temporary Parking Ban*

**i. The Wolfeboro Board of Selectmen will hold a public hearing on June 16, 2021 at 6:30 PM regarding limiting vehicular parking on July 4th, 2021 (rain date 7/5/2021) in downtown Wolfeboro from Clark Road to Old Lakeview Terrace from 11:00 AM to 3:00 PM for the purpose of the Independence Day Parade. Violators will be towed at the owner's expense and fined fifty dollars (\$50).**

Chairman Murray opened the public hearing.

Chief Rondeau stated that in 2019 pre-covid the Town implemented a parking ban on the day of the parade to reduce the congestion downtown and spoke about expanding that in future years. He stated this ban does increase the ban on vehicular parking the entire length of parade along with a fine if you do park in any of the area ban.

Mr. Senecal questioned if they have had issues that a fine would need to be implemented.

Chief Rondeau replied some in the downtown area mostly.

Mr. Senecal is not opposed to the ban in the downtown area, but beyond Sewall Road he does not see an issue with parking in that area.

Chief Rondeau replied he is willing to work with any option.

Mr. Deshaies stated he thought they discussed extending the ban to allow more area for crowds to spread out and he thinks it would be good to have that space.

Chief Rondeau replied yes that was the thought. It also allows a better line of sight for the parade.

Chairman Murray asked if anyone in the public wished to speak with regards to the proposed ban and being none she closed the public hearing.

**It was moved by Brad Harriman and seconded by Luke Freudenberg for the Wolfeboro Board of Selectmen to enact a temporary parking ban on July 4<sup>th</sup>, 2021 (rain date 7/5 7AM to NOON) to limit vehicular parking in downtown Wolfeboro from Clark Road to Old Lakeview Terrace from 11:00 AM to 3:00 PM for the purpose of the Independence Day Parade. Visitors will be towed at the owner's expense and fine fifty dollars (\$50). Members voted, Dave Senecal-opposed, being all others in favor, the motion passed.**

*Temporary Event Permit(s)*

- iii. **The Wolfeboro Board of Selectmen to hold a Public Hearing on Wednesday June 16, 2021 for the Libby Museum to hold live animal shows on Wednesday's from July 7<sup>th</sup>, 2021 to August 11<sup>th</sup>, 2021 from 2:00 PM to 3:00 PM at 755 North Main Street outside due to COVID 19. Permit # 2021-36.**

Chairman Murray opened the hearing up to discussion.

Catriona Lennon addressed the Board to state this program is funding by the Friends of the Libby Museum and usually inside the museum, but due to COVID they decided hold the event outside this year.

Mr. Harriman stated this is a very popular event sponsored by the Friends of the Libby Museum.

Being no others to speak for or against the permit, Chairman Murray closed the Public Hearing. Chairman Murray entertained a motion.

**It was moved by Brad Harriman and seconded by Dave Senecal to approve the issuance of a Temporary Event Permit to the Libby Museum to hold live animal shows on Wednesday's from July 7<sup>th</sup>, 2021 to August 11<sup>th</sup>, 2021 from 2:00 PM to 3:00 PM at 755 North Main Street outside due to COVID 19. Permit # 2021-36. Members voted, being none opposed, the motion passed.**

- iv. **The Wolfeboro Board of Selectmen to hold a Public Hearing on Wednesday, May 5, 2021 at 6:30 PM to consider a Temporary Event Permit for the Wolfeboro Lion's Club to host a car show at the Nick on July 3, 2021 from 11:00 AM to 2:00 PM as part of the 4<sup>th</sup> of July Festival. Permit #2021-37**

Chairman Murray opened the hearing up to discussion.

Gina Lessard addressed the Board and stated as part of the Fourth of July Festival the Wolfeboro Lion's club is putting on a car show at the Nick on July 3<sup>rd</sup> from 11 AM to 2 PM. This will be a free event in a large location to spread out and have plenty of parking.

Being no others to speak for or against the permit, Chairman Murray closed the Public Hearing. Chairman Murray entertained a motion.

**It was moved by Luke Freudenberg and seconded by Dave Senecal to approve a Temporary Event Permit for the Wolfeboro Lion's Club to host a car show at the Nick on July 3, 2021 from 11:00 AM to 2:00 PM as part of the 4<sup>th</sup> of July Festival. Member voted, being all in favor, the motion passed.**

- v. The Wolfeboro Board of Selectmen previously granted All Saints a Summer Fair permit on July 17, 2021 from 10:00 AM to 2:00 PM requesting to amend the time of this permit to 9:30 AM to 1:00 PM.**

Chairman Murray opened the hearing up to discussion.

None.

Being no others to speak for or against the permit, Chairman Murray closed the Public Hearing. Chairman Murray entertained a motion.

**It was moved by Dave Senecal and seconded by Brad Harriman to amend the time of the event, and grant a amended temporary event permit to All Saints a Summer Fair permit on July 17, 2021 from 9:30 AM to 1:00 PM. Members voted and being none opposed, the motion passed.**

- vi. Wolfeboro Children's Center of offer a Fairy Find walk along the Bridge Falls Path July 3<sup>rd</sup> from 9 AM to 11 AM .**

Chairman Murray stated that the Children's Center temporary event permit came in Monday for an event that will happen before their next meeting she questioned if they wanted to entertain it without noticing it as required or hold a special meeting next week to approve.

The Board agreed to hold a special meeting to approve the permit on 6/23 at 6 PM.

### **3. Public Comment**

N/A

### **4. Bulk Vote**

#### **A. Weekly Manifests**

- i. June 4, 2021 \$435,158.90
- ii. June 11, 2021 \$1,983,171.47



B. Property Tax Abatements

Approval

- i. 883 Center Street #P8

Tax Map 102 Lot 8-P8 \$71.00

C. Intent to Cut Wood or Timber

- i. Middleton Road  
ii. Middleton Road

Tax Map 268 Lot 35

Tax Map 268 Lot 36

D. Taxpayer's RSA 76:21 Probation Application to Municipality

- i. 7-9 Ryefield Terrace

Tax Map 167 Lot 10- 3 & 4

E. Raffle Permits

- i. American Legion Post 18 7/2/2021- 7/4/2021 4<sup>th</sup> Raffle  
ii. Wolfeboro Lions Club 7/3/2021 Car Show raffle

**It was moved Dave Senecal and seconded by Luke Fruedenber to accept the Bulk Vote as listed above A-E. Members voted being all in favor, the motion passed.**

**5. Appointments**

None

**New Business**

**A. Discussion: Richard Kourian-Net Metering Policy**

Richard Kourian addressed the Board to discuss his concerns with the Town of Wolfeboro Municipal Electric Department's Net Metering Policy, specifically to page 2, item B. See his attached talking points that he spoke to.

Chairman Murray thanked him for his comments and stated that Selectmen Deshaies is the representative of the Board of Selectmen to the Energy Committee and suggested this be something discuss before that committee.

Barry Muccio, Director of the MED, addressed the Board to speak to some of the points Mr. Kourian brought up and stated that it is not uncommon the Net Metering policy has restrictions that pertains to protection of the line workers by not having excess power sent back into system. He stated Mr. Kourian has a unique situation with his system as it is much larger than most and there are options available but they are not inexpensive.

**B. Discussion: Claude Roessiger-Utility lines at his residence**

Claude Roessiger addressed the Board to speak to a 7 year long discussion on the utility lines running across his field that are not aesthetically pleasing and intrusive to look at from his cottage. He stated he made a proposal 7 years ago for the lines across his field to be buried and then back overhead at his expense, but he was told it was technically impossible. He stated that the Doherty's and he questioned how that can be, and the story is quite complicated. He stated he has been working with Mr. Pineo for a year and has done his best effort to resolve, but it could be done. He stated he also provided a compromise to change the wire from insulated to uninsulated, but was told no as that was not recommended by the PUC.

He stated he has reached out to major contractors who have told him that this is not so. He would like the Board to instruct that the lines be changed to bare wire and if anyone wanted to hear more of the story he'd be happy to sit and talk with them, but he doesn't think that is necessary. He can provide all the technical back up if needed.

Chairman Murray stated the Board would discuss this with the Town Manager and get back to him.

#### **C. Approval: Boy Scout Troop 165 permission to sell water at the parade**

Chairman Murray stated they have granted permission for the troop to sell water along the route of the parade in the past.

**It was moved by Dave Senecal and seconded by Brad Harriman to approve a request of Boy Scout Troop #165 permission to sell water during the Independence Day Parade 7/4/2021 (rain date 7/5).**

#### **D. Discussion: McKinney Park- Request for Commercial Diving**

Mr. Pineo stated that in 2019 the Town had received notice of an influx in commercial diving lessons taking place at McKinney Park at that time the Board of Selectmen had implemented a ban on commercial scuba diving classes without approval by the Board of Selectmen and banning parking on the paved portions of Clark Road and private property. Since that time the signs have been installed. Recently the Board has been approached with a request for a business to hold commercial dive classes at this location and the town has also been made aware of information with regards to the estate of the late C. Edward McKinney and *that said Town shall make a forever keep the above premises in toto as a free public park with no business concessions of any kind*, based on this updated information he recommends the Board rescind the 2019 vote and update it.

Chairman Murray stated that it is very clear they should not be allowing commercial activities at this location.

**It was moved by Dave Senecal and seconded by Luke Freudenberg to rescind the previous motion made on 2/20/2019 with regard to McKinney Park and that no business concessions of any kind including commercial diving classes shall be authorized to take place at McKinney Park in compliance with the Estate of C. Edward McKinney, Jr. Carroll County Registry of Deeds Probate #15,382. Members voted, Brian Deshaies-abstained, all others in favor, the motion passed.**

#### **E. Discussion: Municipal Electric Department Capital Projects Update**

Barry Muccio, Director of Operations, address the Board and summarized his Capital Projects as follows:

##### **ME-2 Bucket Truck**

- RFP Issued for Bucket Truck, 12/4/21.
- Bids Due, 12/16/21.
- Chassis Bid Awarded to *Liberty International*.

- Body and Boom Bid Awarded to **James A. Kiley Company**.
- Anticipated Delivery date, November, 2021

### **Financial Overview Account 3.57790.100**

- Approved Capital Project Total- **(\$280,000)**.
- Purchase Orders Issued and Contractually Awarded/Encumbered- **(\$254,384.35)**.
- Actual Monies expended to date-**(\$1,048.35)**.
- Available Balance- **(\$25,615.65)**.

### **Substation #1- Glendon Street**

- **Geotechnical Services Inc.** performed test borings to evaluate subsurface soil conditions in order to determine foundation and piling requirements at Substation #1 Site, Glendon Street Parking Lot **(\$3,350)** 6/7/19.
- **HEB Engineers** was awarded 6/17/19 and completed the Substation #1 site survey bid **(\$4,500)**.
- **PLM Engineering** completed new substation engineering, design and equipment specification requirements.
- Substation Power Transformer bid package was issued, reviewed and awarded to **Pennsylvania Transformer (\$268,765)** 12/30/19.
- Substation Construction Contract bid package was issued 1/30/20.
- Substation Structures and Devices bid package was issued, reviewed and awarded to **Tatman Associates (\$233,580)** 2/6/20.
- Substation Construction Contractor Pre-Bid Meeting was held on site 2/12/20.
- Substation Construction Contract reviewed and awarded to **Power Line Contractors Inc. (\$623,326)** 3/24/20.
- Pre-construction Meeting with PLC, Colonial, Allan Rice and myself 5/6/20.
- Safety fence and equipment moved onto site by Colonial 6/22/20.
- Colonial excavating / setting pilings/ concrete 6/29-7/16/20.
- Construction Inspection with Allan Rice, PLC and myself 7/9/20.
- Substation Cooper Re-closer device delivered week of 7/9/20.
- Substation Air-Break switches delivered 7/17/20.
- Substation Steel Structures delivered week of 7/20-7/23/20.
- Forms being constructed for concrete equipment pads 7/27/20.
- Substation Power Transformer delivered from **Pennsylvania Transformer** 12/22/20.
- Substation Structures, Devices and Equipment completed by **Power Line Contractors**.
- Updated **EVERSOURCE** with new one-line diagram of WMED Substation/Switching devices 2/26/21.
- **United Power Group** contracted to complete programming, initial testing and startup of new substation.
- New Substation initially energized 3/8/21.
- Met with **Power Line Contractors** and sub-contractor **Colonial Construction** to review punch list items 3/24/21.
- **Cooper-Eaton** 34.5kV Re-closer problem discovered which doesn't allow for proper closing operation.
- Final payment Requisition from **Power Line Contractors** completed 5/12/21 for substation construction.

### **Substation Items Pending Completion:**

- Repair kit pending for fix of **Cooper-Eaton** re-closer, conversion of distribution delayed until fully operational.
- Proof of phasing and re-energize transformer for saturation.
- South Main circuit loaded onto new substation to accommodate North Main and Forest Road load swap to circuit 3-1.
- Landscape design at new Substation 1 site.
- Final Landscaping and Fence Screening to be completed.



### **Distribution Phase 5 - North Main up to and including Forest Road**

- *PLM Engineering* completed new distribution engineering, design and equipment specification requirements.
- Distribution Transformer & Capacitor bid packages issued.
- Distribution Construction Contract bid package was issued 2/27/20.
- Distribution Construction Pre-bid Conference was held 3/10/20.
- *WESCO (ERMCO)* awarded partial transformer bid **(\$24,628)** 3/13/20.
- *Graybar (COOPER/EATON)* awarded partial transformer bid **(\$110,200)** 3/13/20.
- *Graybar (GE)* awarded partial transformer bid **(\$33,963)** 3/13/20.
- *Power Sales Group Inc.* awarded Step-down transformer bid **(\$16,057)** 3/13/20.
- Distribution Construction Contract bid opening date delayed from 3/26/20 until 4/2/20 due to coronavirus supplier pricing delays. Addendum issued (3/17/20).
- Conversion 5-1 contract awarded to **Utility Service & Assistance (USA) (\$1,490,234.90)**.
- Distribution pole-mount transformers (80 Cooper) delivered from Graybar 6/4/20.
- Distribution pad-mount transformers delivered from WESCO.
- Pre-construction meeting with Tom Skeffington (USA), Allan Rice (PLM) and myself 6/17/20.
- **Lewis Tree Service** commenced trimming on Forest Road to accommodate conversion 7/8/20.
- Public Notices for USA Construction setting poles issued 7/10/2020.
- USA commenced pole setting on Forest Road, 7/20/20.
- Pole sets and anchor placements 75% complete, 10/1/20.
- New Underground system installed at Bayside Village to allow for voltage conversion, November 2020.
- New Hendrix circuit installed on No. Main from Friend Street to Forest Road, January 2021.
- Continued replacement of wires, transformers and insulators throughout conversion area.
- Voltage Conversion of the Bay, Mill and Varney Road areas completed 4/23/21.
- Voltage Conversion preparation of North Main - Forest Road to Carry Beach and surrounding areas ready upon new substation, 6/1/21.

Mr. Pineo stated he received a question on how long the old poles would be in place.

Mr. Muccio replied that when phone and cable move off to the new poles they will be removed, but the phone does take the longest to get moved, he believes they have up to a year to move them.

Mr. Senecal thought it was 4-5 months.

Mr. Muccio replied he would check into that.

Chairman Murray thanked him for the update.

### **F. Discussion: Parks and Recreation- Pop Whelan Rates**

Mr. Pineo requested to table this item to the next meeting.

### **G. Discussion: Finance Director-May Actual vs. Budget**

Kathryn Carpentier, Finance Director, addressed the Board and reviewed her month report, summarizing the following:

#### **General Fund Appropriations**

The attached document is a summary of Appropriations and Revenues for the month ended **May 31, 2021** for the 2021 approved budget. The General Fund operating budget is currently at **43.5%** which is

slightly above a **five month** average. We remain in a strong financial position. I am not aware of any areas of concern.

**Other Funds % Expended**

Water Fund 41.6%

Municipal Electric Fund 41.6%

Sewer Fund 77.9%

Pop Whalen Fund 56.5%

**General Fund Revenues**

The current General Fund Revenue is at **38%** after booking the first half of the tax bill with most revenues on target.

**Other Funds % Collected**

Water Fund 29%

Municipal Electric Fund 38%

Sewer Fund 34%

Pop Whalen Fund 56%

She also noted the tax bills have been sent out, the bond documents have been sent out, she has met with Block 5 on several pending projects and at this time does not have anything concerns.

**H. Discussion: Commercial Vessel Landing Permit Locations**

Mr. Pineo stated that they have received two applications for smaller crafts that wish to come into the docks, but these smaller crafts cannot easily access the commercial docks. He stated they have discussed some options to come to a solution to the problem of making an additional commercial space or is possible share the space with the Millie B.

Chairman Murray stated that in discussions with regards to the dock expansion/repair project, it was discussed that there is a need for additional 15 minute drop off space. She stated they could move the electric department boat over and add a drop off spot there for the smaller commercial boats.

Torin Stegemyer of Wake Winni addressed the Board to note he is one of the commercial vessel that applied for a permit this year and he appreciates the Board working solutions, but he questioned how the Millie B got the rights to their own exclusive dock and fairness of that to other businesses.

Mr. Senecal stated that he understands the need for the lower docking space and would be agreeable to moving the electric boat.

Chairman Murray stated that the Millie B agreement with the Town started in 1996, the only difference today is the Millie B is part of the non-profit NH Boat Museum.

Mr. Deshaies questioned if his boat could fit under the bridge.

Mr. Stegemyer replied that it will not, but the Millie B could and also owns a dock in Back Bay so they could move to that dock.

Mr. Harriman asked if they have had issues getting to the docks to pick up their groups.

Mr. Stegemyer replied they have not used the public dock for commercial onloading or offloading since it is not supposed to be done there. He know the 15 minute dock is in high demand and always is in use.

Chairman Murray noted that in the past they did have a smaller vessel use the commercial docks and they used a ladder for on loading and offloading, so when she voted to approve the permit she assumed this would have been the same situation. She stated now they are faced with needing an option to provide docking space.

Mr. Senecal suggested they move the electric boat down one, for this year only and look into upgrading the other side of the commercial dock to match the Millie B's dock since they will need to budget for that. He recalls that the upgrade for the Millie B was paid from private funds.

Mr. Freudenberg stated when he and Mr. Ford met with the engineer for the dock project they discussed that dock at the commercial space and the need to update it. He understands the concerns and would be agreeable to a solution for this season. He would be interested in reviewing the history of how the Millie B dock came about.

Mr. Pineo stated he can provide some information for the next meeting to address providing an additional spot for loading/unloading on the recreational docks.

Chairman Murray stated for the record she is not in favor of taking more recreational spaces for commercial use, but will consider getting creative for a solution for this year. She noted that within dock discussions they have been made aware there is not enough island drop of docks, so they need to have a discussion and right now all these spaces are identified in the ordinance and any changes would be a change to the town ordinance and require a public hearing. She stated they can look into the history of how the Millie B came to have the spot.

Mr. Deshaies noted that the Board should take a field trip to the docks.

#### **G. Approval: Class VI Road Intermunicipal Agreement**

Mr. Pineo stated that there is a road in Wolfeboro, North Wakefield Road that is accessed from Wakefield then a portion, which is the Class VI road that is in Brookfield, then goes back to a Class V road. It was recently discussed with Brookfield to enter into an agreement to plow Brookfield's portion of the road. He stated that this is a contracted service since the accessibility to it is difficult from Wolfeboro. He stated this agreement has been reviewed by Town Council and Brookfield has signed it.

Mr. Senecal questioned the bridge capacity.

Mr. Pineo replied that is unknown he would look into it.

Chairman Murray questioned if Wakefield plows their portion or will they be part of the agreement.

Mr. Pineo replied that Wakefield plows their section since it is easily accessible to their department.

Mr. Harriman replied that this is a win for both towns and a sensible solution.

**It was moved by Linda Murray and seconded by Dave Senecal to enter into a Clas VI Road Intermunicipal Agreement with the Town of Brookfield for North Wakefield Road and Pleasant Valley Road and to authorize the Town Manager to sign the agreement. Members voted, all in favor, the motion passed.**

#### **H. Discussion: CIP Guidelines**

Mr. Pineo stated that the Board has been provided with the recommended CIP Guidelines to be approved and sent to the Planning Board. (See attached)

Mr. Austin addressed the Board and noted a number 12 will be added at the suggestion of Chairman Murray and referred to the proposed schedule subject to change.

Chairman Murray noted that on the list it refers to the budget committee but they are not part of this process since they are not responsible for writing the warrant articles. She stated this is planning tool to help stay focused on the projects the town needs to do.

Mr. Austin replied he would share that feedback.

Mr. Senecal stated isn't there a budget committee representative already on the CIP committee.

Chairman Murray replied there is, and a Board member and three Planning Board members plus members of the public. She stated the process is a wonderful planning tool and the document is advisory only and a moving document.

Mr. Austin stated that the CIP is an involved process, and in general, the department budgets are void of projects.

Chairman Murray replied the CIP process is for projects over \$100,000.

Mr. Austin replied he would share the feedback.

Mr. Pineo noted that the representative to the Budget Committee on the CIP is heavily involved in the process, but when the CIP is adopted by the Board of Selectmen they could host a joint meeting with the Budget Committee.

Chairman Murray stated she sees it as two separate meetings.

#### **I. Discussion: Beach Forum update**

Chairman Murray stated the Board was provided with a draft public notice announcing the Beach Forum on July 27 at 6 PM (rain date 7/29) she questioned if the Board has any revisions or corrections. Being none, the notice will go out to the public in the newspaper, on the website, town hall, library and social media.

## **7. Other Business**

None

## **8. Committee Reports**

Mr. Deshaies stated he attended the Energy Committee meeting, Cable Franchise meeting working on the updated Franchise Agreement, Milfoil Committee meeting where milfoil removal is underway, and the EDC meeting.

Mr. Freudenberg stated he attended a Chamber meeting, a Wolfeboro Waters meeting and Heritage Commission.

Mr. Senecal stated he had a Conservation Commission meeting.

Mr. Harriman stated he had a Planning Board meeting, a WCTV committee meeting, and a Friends of the Libby Museum.

Chairman Murray attended the following; Chamber quarterly meeting, Wolfeboro Waters' subcommittee, Friends of Town Hall meeting, Wolfeboro Waters meeting (non sub), Library Trustees meeting and an EDC meeting.

Mr. Pineo stated the Pop Whalen meeting was a good meeting to get some guaranteed actual pricing, they should have those rough numbers by August or September for the CIP process and ready for a Warrant Article in October/ November time frame.

## **9. Town Manager's Report**

Mr. Pineo stated that the Board will need to schedule a Libby Trustees Meeting to discuss the direction of the CIP for 2022 and suggested they do this at the July 7<sup>th</sup> meeting.

## **10. Questions from the Press**

None

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

None.

## **12. Non-Public Session RSA 91-A**

*Being no further business before the Board, Chairman Murray entertained a motion to enter non-public session to discuss pending litigation.*

**Dave Senecal moved the Wolfeboro Board of Selectmen to enter non-public session RSA 91 A: 3 to discuss pending litigation with the Town Manager at 8:55 PM. Brad**



Harriman seconded. Roll call vote: Linda Murray- yes, Brian Deshaies-yes, Brad Harriman-yes, Dave Senecal-yes and Luke Freudenberg-yes, the motion passed.

The Board re-entered public session at 9:03 PM.

It was moved by Dave Senecal and seconded by Luke Freudenberg to seal the minutes of June 16, 2021. Roll call vote; Linda Murray-yes, Dave Senecal-yes, Brad Harriman-yes, Brian Deshaies-yes and Luke Freudenberg-yes, the motion passed.

*Being no further business before the Commission, Chairman Murray entertained a motion to adjourn.*

Brad Harriman moved the Wolfeboro Board of Selectmen to adjourn at 9:05 PM. Dave Senecal seconded. Being none opposed, the motion passed.

Respectfully submitted,  
**Amelia Capone-Muccio**



## RECOMMENDED CIP GUIDELINE MEMORANDUM

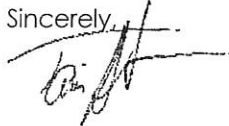
**DATE:** June 10, 2021  
**TO:** Board of Selectmen  
Town Manager  
**FROM:** Tavis J. Austin, AICP, Director of Planning and Development  
**SUBJECT:** Recommended 2022-2031 Capital Improvements Program (CIP) Guidelines

Dear Board Members:

Below are the recommended guidelines that, if approved by the Selectmen, will be forwarded to the Planning Board and then used as the guidelines for Department Heads for the 2022-2031 Capital Improvement Program process:

1. To have all departments spread their projects over 10 years, and where asset management plans are available, to base project requests on them.
2. New general fund and sewer fund capital projects requiring bonding should, whenever possible, be programmed into the 'out' years of the CIP, following the Public Safety Building in 2023.
3. To phase large projects into smaller, more fiscally manageable programs, that will be completed in a high quality and timely manner while giving consideration to natural division points in a project and cost differences between a phased and un-phased projects.
4. To continue the use of capital reserve accounts as a method to spread the cost of capital projects over multiple years.
5. To propose no more than one bonded general fund project per year.
6. To maintain funding for Town road infrastructure upgrades based on the Road Asset Evaluation and Management Plan.
7. To focus on building maintenance and repairs of Town facilities based on asset management plans whenever possible, while continuing to ensure that they are ADA compliant.
8. To incorporate energy efficiencies into capital project submissions, where applicable.
9. To consider prioritizing projects that include funding from state revolving fund and/or other grant funding sources or those projects that may be identified as shovel-ready for stimulus funding.
10. To promote stormwater and other infrastructure planning activities and projects that protect water quality.
11. Department Heads will, in a timely manner, complete CIP forms and supporting documentation completely and with signed authorization from the Town Manager.

Please let me know if you any questions in advance of the meeting.

Sincerely,  


Tavis J. Austin, AICP  
Director of Planning and Development

## **DRAFT 2021 CIP Committee Meeting Schedule (Subject to Adjustment)**

### **July 28 – 8AM – Abenaki Lodge**

Approval of Minutes; September 17 & 25, 2020 and October 1, 2020

Process Overview

Meeting Schedule

BOS Goal Review –Invite Budget Committee?

### **July 30 – 8AM – Great Hall**

Approval of Minutes

Municipal Electric Department

### **August 6 – 8AM – Great Hall**

Approval of Minutes

Public Works; Water & Sewer

### **August 13 – 8AM – Great Hall**

Approval of Minutes

Public Works; Highway

### **August 20 – 8AM – Great Hall**

Approval of Minutes

Fire Department

Police Department

SAU 49

### **August 25 – 8AM – Great Hall**

Approval of Minutes

Parks & Recreation

PopWhaler

Public Works; Highway and/or Water & Sewer (if necessary)

### **August 27 – 8AM – Great Hall**

Approval of Minutes

Public Safety Building

### **September 3 – 8AM – Great Hall**

Approval of Minutes

Libby Museum

SAU 49

### **September 10 – 8AM – Great Hall**

Approval of Minutes

Review Other Projects As Necessary

Review Narrative

Review Draft Spreadsheet

### **September 17 – 8AM – Great Hall**

Approval of Minutes

Review Narrative

Review Draft Spreadsheet

**September 24 – 8AM – Great Hall**

Approval of Minutes

Adopt 2022-2031 CIP

***Planning Board CIP Public Hearing; 10/5/21***

***CIP Presentation to BOS; 10/6/21 CIP Presentation to BudCom; \*\*/\*\*/21***