

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
COVID-19 Meeting- GoToMeeting
Budget Hearing
October 15, 2020

Board Members present: Vice Chairman Paul O'Brien, Dave Senecal, Dave Bowers and Linda Murray

Board Members absent: Chairman Brad Harriman

Staff present: Town Manager Jim Pineo, Library Director Cindy Scott, Fire Chief Norman Skantze and Secretary Michele Chamberlain

Vice Chairman O'Brien 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, Dave Senecal - present and alone in his office in his house, Linda Murray– present and alone in a room in her house, Dave Bowers – present and alone in a room in his house but his wife might walk through and Paul O'Brien –present and alone in a room in his house.

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

Mr. Pineo stated a non-public session is not needed.

Public Hearing-Temporary Event Permit

- i. Elizabeth and James Shannon to host a Halloween Trick or Treat event on October 31, 20220 from 5:00 PM to 7:00 PM at Clark Museum Complex. Permit #2028

It was moved by Linda Murray and seconded by Paul O'Brien to table this discussion until the next week meeting on Monday, October 15th. Roll call vote, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Old Business- Pop Whalen Update

Christine Collins, Parks and Recreation Director, addressed the Board. She stated Linda Murray, Paul O'Brien, Justin Chaffee, Aaron House (Back Bay Representative/Kingswood High School Representative), Chuck Smith (Back Bay Representative) and herself all went through a walk-through at Pop Whalen. We looked at all the issues we were having and marked everything out so we have a good game plan. We have to change a few things in the document such as 12 and under should be 10 years old and under. They are reviewing the document and they will get back to us. However, this afternoon the Governor announced all New Hampshire ice rinks are to be closed for the next two weeks. This gives us some time to do all the things that we discussed so we are being as safe as possible. We will work closely with the Hockey Rink Associations to make sure all rosters are in place and it will give us more time to make sure everything is all buttoned up. She will send the final document to the Board once all changes have been made.

Vice Chairman O'Brien opened the public hearing.

Ms. Murray stated the representatives from Back Bay came ready to find a solution and it was a very pleasant meeting. We talked about the different options and tossed ideas around and we were able to come to an agreement. It was an excellent meeting with all parties working together.

Vice Chairman O'Brien agreed. The meeting was very professional and everyone is trying to keep the kids and adults safe. The Governor shut down the ice rinks in New Hampshire for two weeks. Brewster has been great.

Ms. Collins stated there might be more restrictions in place from the Governor. We are waiting to hear what those guidelines could be. This will always be a working document.

Vice Chairman O'Brien stated there may be some additional requirements so we will need to see these guidelines before we open up the rink.

Ms. Murray agreed. We need to have a consensus. It makes it cleaner if we approve the document.

Vice Chairman O'Brien asked Ms. Collins to have the item put back on the agenda in two weeks.

Vice Chairman O'Brien closed the public hearing.

Old Business – Halloween Document

Mr. Pineo showed the Board and Public the rules and procedures for Halloween. He read the following document:



Town of Wolfeboro
Trick or Treat Safety Guidelines

Saturday, October 31st, 2020

Hours: 5:00 PM to 7:00 PM

In an effort to maintain Trick or Treat in the safest way possible during the pandemic, the Town of Wolfeboro is offering the following safety guidelines:

Homes who are participating in Trick or Treat should...

- ✓ Only give out wrapped items
- ✓ Give out items outside, on a table, keeping a 6 ft. distance, or behind a storm door and replace treats before each visitor or group
- ✓ Do not hand treats directly to children
- ✓ Put out hand sanitizer
- ✓ Create one way traffic flow
- ✓ If you do not wish to participate in giving of treats, you may simple dim or turn out your lights

Trick or Treaters who are participating should...

- ✓ Trick or Treat in small groups, preferably with family members only, and within your own neighborhood
- ✓ Avoid large groups and going inside any homes
- ✓ Carry hand sanitizer as gloves are not recommended
- ✓ Wear protective masks. *A costume mask is not a substitute for a cloth mask. A costume mask should not be used unless it is made of two or more layers of breathable fabric that covers the mouth and nose and doesn't leave gaps around the face.*
- ✓ *Wear flame retardant costumes, carry flashlights or stop by the Public Safety Building and get a Glow Stick!*

These guidelines may be adjusted at any time based on updated recommendations from the CDC and/or State. Last updated October 14, 2020

Vice Chairman O'Brien asked everyone to be safe and respectful of others.

It was moved by Dave Senecal and seconded by Linda Murray to approve the above document for rules and procedures for Halloween. Roll call vote, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O’Brien - yes. Being none opposed, the motion passed.

A. Library

Cindy Scott, Library Director, addressed the Board. She stated things are going well although we are done a little bit because of COVID-19. People are still using the library but in different ways. People are coming in to get stacks of books and they are coming in less often. We have people coming in to use the high speed internet because they are taking online classes. We have some small meeting areas being used by home schoolers. She is learning the new heating system!

Mr. Pineo stated he met with Ms. Scott and the Trustees of the Library in September to review her budget. Their budget request is for \$488,066.97 which is an increase of \$7,070.95 or 1.47%. There is one Capital Outlay Request.

Vice Chairman O’Brien questioned if the budgets were on the Town website.

Mr. Pineo stated not right now but they will be available soon.

01-45500-411 Heat & Oil

Ms. Murray questioned if the Library had all electric heat.

Ms. Scott stated yes. It is all electric.

01-45500-410 Electricity

Ms. Scott stated this is up 57% because previously we had oil heat but now it is all electric. We do not have normal numbers yet for electricity.

Vice Chairman O’Brien stated the utility bills have been different because of construction and the unknowns. Their budget has only increased by 1%.

Ms. Scott stated a lot of the increase is because before things were under warranty and now we have service contracts for all the new systems.

01-45500-412 Water / 01-45500-413 Sewer

Ms. Murray questioned these lines. They are zero. Have we not gotten a bill?

Ms. Scott stated this is an issue with Munismart because it only tracks our payroll, benefits, telephone and insurance. This has been an ongoing problem for years and hopefully it can be

addressed with the new Finance Director. We have spent \$549.00 in water and \$241.00 in sewer so far this year.

Ms. Murray questioned if the water and sewer costs were on the contractor for a while.

Ms. Scott stated they were required to pay for their usage during construction but we are beyond that now.

Capital Outlay

Ms. Scott stated this is to replace our website. It has become very critical since we are doing some many virtual services. It has been seven years since we have updated this. We are planning on using private money not public money for this update. We would like the permission to spend the money we have on this.

Ms. Murray stated it sounds good. The public will enjoy an updated website.

B. Fire/Rescue Department

Mr. Pineo stated the Fire Department budget is up \$100,824.00 or 6.29%. Some of the reasons are the NHRS costs have gone from 30.09%. To 32.99% and the costs for vehicle maintenance and professional development are higher. There are 11 full time firefighters and 1 full time executive assistant. Chief Skantze has 5 call fire fighters and will be hiring a few more.

Chief Skantze stated it has been an interesting year and all of our fire fighters are well trained. We have some deficiencies in personnel which we are trying to improve. We are in the process of hiring 4 new call fire fighters. The staff is very dedicated and well trained.

01-42200-112 Clerical Salaries

Ms. Murray questioned this line. Why an increase of 8.07%?

Chief Skantze stated it was funded at a full year of full time not part time. It was a part time position for half the year before.

Ms. Murray stated the position was under 30 hours and now it is 35, correct?

Chief Skantze stated correct. It now has its own line and it is not part of line 01-42200-113 Supervisory Salaries.

01-42200-150 Other Compensation

Chief Skantze stated this has been added to other departments so he would let the Town Manager explain.

Mr. Pineo stated Holiday Pay, Overtime and Length of Service Stipends were all part of the hourly wage lines. We are trying to be more accurate because some of these costs are related to NHRS and some are not. We broke out Holiday Pay and Length of Service Stipends.

Ms. Murray stated then we took funds that were already in this budget and moved them into one category. She stated she can not see the increases when she looks at it. The hourly line is only down 9% and this is up by \$50,874.33.

Mr. O'Brien stated if things were moved around then the budget for the 100 series would be flat and it is not.

Mr. Pineo stated the backup information should explain some of this. The holiday pay would have been in the overtime line so there is a reduction there. The Holiday pay and LOSS costs equal \$50,000.00 but there is a corresponding increase the Chief is requesting for overtime in line 01-42200-140.

Chief Skantze stated line 01-42200-140 Overtime covers three areas (leave time replacement, incident call back time, and training). We are requesting a significant amount of money for training. We need the funds to pay the overtime for training and for the cost of the training itself. He is requesting the BOS to support this.

Ms. Murray stated we have no control over the 200 series in regards to increases in the budget but this increase is over by \$60,000.00 and we asked for a zero percent increase this year. We need to cut something but she is struggling on what should be cut.

Chief Skantze stated some of these items are plannable and some are not. We can not predict call back wages.

The Board agreed to **Revisit lines 01-42200-140 overtime and 01-42200-150 other compensation.**

Ms. Murray questioned line 01-42200-351 Medical Services. Stewart Ambulance was included before and it looks like this needs to be included.

Mr. Pineo stated we need to figure out how to update this information in Munismart.

Chief Skantze stated this is all for physical costs and it has always been in the budget. He could provide an excel document of these costs if needed.

01-42200-430 Vehicle Maintenance

Chief Skantze stated this year he asked the mechanical division leader to create a budget for each of the department's primary pieces of fire apparatus. This line has been increased to reflect the actual anticipated and unanticipated expenses leading to longevity of equipment. If the Board would like to reduce this line then it should be for the number of times each item is required for

regular maintenance. The line is up but it is worth supporting because the fleet needs to be ready.

Vice Chairman O'Brien stated this is a big increase.

Ms. Murray agreed but the vehicles need to be taken care of. It makes sense and hopefully it means they will last longer and we will have less repairs. This is a big increase.

01-42200-435 Building Maintenance

Ms. Murray stated she would remove \$3,000.00 for the renovation of the existing spaces at Central Station so the line cost would be \$1,740.00 instead of \$4,740.00.

Chief Skantze stated maybe he should not have used the word renovation. We are really talking about nails and paint. We are trying to make our office space a more useable space. We are moving out eventually but we need to take care of the space we have now. We have completed some of these things already.

Ms. Murray stated this is something we can live with instead of cutting vehicle maintenance.

Chief Skantze agreed.

It was moved by Linda Murray and seconded by Dave Bowers to remove \$3,000 from line 01-42200-435 Building Maintenance. Roll call vote, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

01-42200-635 Gasoline & Oil

Ms. Murray questioned the calculations of this line. She stated she thought the total should be \$1,310.68.

Chief Skantze stated we rounded so the amount should be \$1,311.00.

The Board agreed.

01-42200-680 Safety Equipment

Ms. Murray questioned line 01-42200-680 Safety Equipment. Why is it up \$4,000.00?

Mr. Pineo stated the big change is from 3 sets of personal protective gear to 4 sets of personal protective gear.

Ms. Murray questioned if he could live with 3 sets instead of 4.

Chief Skantze stated we want our employees to have the right equipment to go on calls. He felt this was important to leave intact.

Ms. Murray stated we are increasing this in a year when we are trying to keep increases at zero.

Chief Skantze stated this includes uniforms, forestry equipment and water rescue equipment. It is not just for the four sets of personal protective gear.

Ms. Murray stated then let's at least take out the cost of the 4th set of protective gear. What would the figure be then?

Chief Skantze stated he understood taking out the gear but he questioned how that would help him with hiring 4 new call firefighters.

Ms. Murray stated then maybe we can not afford 4 new employees.

Chief Skantze stated he can not afford not to hire them. This has to be a priority. He understands she is trying to compromise.

Ms. Murray stated we can't have a budget go up this high so maybe we will just have to cut it at the end. She questioned if this should be added to the Revisit List.

Mr. Senecal stated if the Chief has the ability to hire more call firefighters then he should because we have tried for years to hire more call firefighters. We need to provide them with this equipment. This is not an area that he would cut. He is not in favor of deleting anything in this line.

Vice Chairman O'Brien stated this is a big increase. He stated he does not know how to run a Fire Station but he is questioning if there is a way to decrease the number because the budget has increased by 7.5% to 8.0%.

Mr. Senecal stated he was fine with revisiting the line but call firefighters are hard to find. We should not cut this line. He was fine with revisiting the other lines.

Chief Skantze stated he understands they are trying to have a zero increase but almost \$70,000.00 he does not have any control over like NHRS. Rather than cutting protective gear or call firefighters maybe we could cut carrying bags but he was not sure. He felt it was important to have consistency in how our equipment is carried and it looks professional when we are on calls. We need to be able to carry all of our equipment when we go on calls. The professional development piece falls right into this. It might cost more in professional development but we are getting some excitement going about training. He agreed Ms. Murray was not wrong but questioned the direction that he should be going in. These numbers are effecting building maintenance, call firefighters and the protective equipment. It can be changed and he is willing to work with the Board but we have a good opportunity to hire these people. The 4 call firefighters recruits were the hires for 2020 and we had a goal of hiring more in 2021. He stated he needs direction on whether this should be pursued. He agreed there was added costs to hiring new people.

Ms. Murray stated she would like to revisit this budget. This is in the beginning of the process and we will need to come to a bottom line. This is a very large increase and it is not just one line. We need to look at this closely. She questioned where he would make cuts. The Equipment? This would give all of us time to think about where we could make some cuts.

Mr. Senecal stated he did not have a problem with revisiting this budget but there are some areas that he did not want to cut.

Mr. Bowers agreed with Mr. Senecal.

Vice Chairman O'Brien stated Chief Skantze was wise to ask for his items because if you don't ask you don't get. This will tell you not to go first. He asked Mr. Pineo to reschedule this budget.

Chief Skantze stated he would be happy to work with them. He offered to meet with the Board individually or together.

Mr. Pineo stated he would add this to the schedule for revisiting.

Vice Chairman O'Brien stated it is permissible as long as there isn't a quorum of the Board. It is always helpful to listen and learn from each other.

C. Public Safety Building

01-42901-435 Building Maintenance

Ms. Murray questioned why this line was higher. What are the items that made this go higher? The specific things?

Chief Skantze stated he was not sure the exact line items that went up. We looked at the building to see what needed to be done and then got quotes. We increased cleaning because of the pandemic. We are trying to make the dispatch center more secure so we added things like an awning and security door. We asked for some funds to paint the white trim on the building and for a garage door motor. He felt that planning projects was why the line went up.

Vice Chairman O'Brien stated \$7,000.00 is a lot for projects so can more detail be provided.

Mr. Senecal stated it sounds like some of the stuff has been done. Could he tell us what has been done?

Vice Chairman O'Brien questioned if this should be a revisit item.

Mr. Senecal stated yes. He can provide a list of items that have been completed.

Ms. Murray stated when he is reviewing the budgets maybe he can see some things that he can let go until another year. This budget is up 8.92%.

01-42901-638 Propane Gas

Vice Chairman O'Brien stated we are down 22% in propane usage.

Chief Skantze stated this is based on the price for this year that was given to us.

D. Emergency Management

No Changes

Capital Outlay

Mr. Pineo stated Chief Skantze has requested 3 Capital Outlays. One has been denied. One has been asked for in previous years and the other request is new.

Refurbishment of Boat 1

Chief Skantze stated the largest request is for the Refurbishment of Boat 1. It was purchased in 2006 for about 76,000.00 and a current replacement for that boat would be over \$250,000.00 for an Eastern Fire/Rescue Boat. It meets the Towns needs for fire protection and water rescue. The boat committee reviewed the current conditions of the Fire Boat and addressed structural issues and improvements needed to prolong the life span of the boat. The immediate need is the replacement of the twin outboard motors for \$34,169.00. Requests were made in 2018 and 2019 for needed repairs and did not make it through the budget process. The current condition of the boat motors will require major repairs this year, as the fuel pumps and fuel lines are in need of replacement. The original hull of the Fire boat was designed to be aluminum and a lifetime hull. A fiberglass hull was purchased to save money at the time. The plan was to make repairs and a half-life refurbishment (at 15 years 2021) in order to make the boat last the 30 years. Chief Skantze reviewed the repairs and pricing needed for the refurbishment. We received a lot of rescue calls and we were out on the boat a lot this summer.

Mr. Senecal questioned why the engines needed to be repaired.

Chief Skantze stated it is an upgrade of those motors. They are already aged motors and it is the recommended time to replace them. They would probably be replaced with Mercury outboard motors.

Mr. Senecal stated that was his next question, type of engine.

Vice Chairman O'Brien questioned if they were seeing problems with the engines.

Chief Skantze stated there is a fuel pump issue and it is the age of the engines. We do not want to have the boats only in service for so many months out of the year. We want the reliability of the boat to be number one. We do not want to have maintenance problems. This is a normal replacement and the alternative is if we do not replacement them are costly repairs.

Ms. Murray questioned if this could be divided into two projects. The motor one year and the boat the other year. The Budget Committee usually cuts things like this when there are big numbers. This budget has gone up a lot and there are big capital outlays. They are going to cut something. She thought it would be a good idea to have an option #1 and an option #2. She felt they could leave this for the Budget Committee to decide.

Vice Chairman O'Brien agreed with Ms. Murray. The boat has low engine hours and it does not sound like there are engine issues. He suggested going with two options because if he doesn't then he could run the risk of the Budget Committee cutting everything.

Mr. Senecal suggested asking John MacDonald. He has experience with this and he will ask about the engine hours. The hull of the boat seems more important to him.

Chief Skantze stated it isn't illogical to split up the project but the idea was to get this done. The biggest thing is we want the boat serviced in the summer.

Mr. Senecal agreed with Ms. Murray because the Budget Committee will be looking to cut things.

The Board agreed to let the Budget Committee decide on this.

Cardiac Monitor-Defibrillator

Chief Skantze stated the Wolfeboro Fire Rescue answers approximately 858 medical and rescue calls annually. As a front line EMS first responder the department is required by state rules and through the state's EMS patient care protocols to assess each patient in a thorough and systematic manner. Assessment of patients requires the use of diagnostic equipment including 12 Lead EKG/Cardiac Monitor and vital sign diagnostic equipment. The manufacturer sets limits on how long this type of equipment will remain in service by declaring the equipment obsolete and no longer supporting software and hardware for the device. We are at a crossroad and seek funding to replace the existing Cardiac Monitor/Defibrillator.

Vice Chairman O'Brien questioned if this could be covered by grant money. He questioned if an individual needed to be trained to use this piece of equipment.

Chief Skantze stated there is a training element to it and he is not aware of any grant money.

Vice Chairman O'Brien suggested reaching out to John MacDonald because he seems to know about the availability of grant money.

Ms. Murray stated that sounds like a great idea!

Replacement Car 1 – Staff Car

Denied by the Town Manager

Public Input

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

NA

Meetings

Vice Chairman O'Brien questioned the meeting dates for the budgets.

Ms. Murray stated we were only supposed to have two meetings per week. These are the dates but we should decide if we need to change anything.

- October 19, 2020 6 PM Budget Meeting
- October 21, 2020 6:30 PM Regular Meeting
- October 22, 2020 6 PM Budget Meeting
- October 26, 2020 6 PM Budget Meeting
- October 28, 2020 6 PM Budget Meeting
- October 29, 2020 6 PM Budget Meeting

Mr. Senecal stated he could not attend the meeting on October 26, 2020.

The Board decided to cancel the meeting on October 26, 2020 but keep the 3 meetings next week. The agendas will shift with the new dates.

The dates are as follows:

- October 19, 2020 6 PM Budget Meeting
- October 21, 2020 6:30 PM Regular Meeting
- October 22, 2020 6 PM Budget Meeting
- October 28, 2020 6 PM Budget Meeting
- October 29, 2020 6 PM Budget Meeting
- November 2, 2020 6 PM Budget Meeting – if needed

It was moved by Dave Senecal and seconded by Linda Murray to adjourn at 7:40 PM. Roll call vote, Linda Murray – yes, He Dave Bowers – yes, Dave Senecal - yes and Paul O'Brien – yes. Being none opposed, the motion passed.