Wolfeboro Board of Selectmen

Public Meeting Minutes-Unapproved

September 4, 2019

**Members present:** Chairman Dave Senecal, Brad Harriman, Dave Bowers, Paul O’Brien and

Linda Murray

**Staff present:** Town Manager James Pineo, Police Captain Mark Livie and Recording

Secretary Michele Chamberlain

Chairman Senecal opened the meeting at 6:30 PM.

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

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

**Consideration of Minutes**

Chairman Senecal stated the Board already approved the August 7, 2019 Regular Meeting Minutes.

Chairman Senecal asked for approval from the Board of the August 14, 2019 Special Meeting Minutes (Work Session).

**It was moved by Linda Murray and seconded by Brad Harriman to accept the minutes of August 14, 2019 as amended. Members voted and being none opposed, the motion passed.**

Chairman Senecal asked for approval from the Board of the August 21, 2019 Regular Meeting Minutes.

**It was moved by Paul O’Brien and seconded by Linda Murray to accept the minutes of August 21, 2019 as amended. 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, September 4, 2019, at 6:30 PM at the Great Hall at Wolfeboro Town Hall, 84 South Main Street, Wolfeboro, NH 03894, to consider the application for an issuance of an Alcoholic Beverages Permit to the Friends of the Wolfeboro Library to host a fundraiser for on October 5, 2019 in the Great Hall from 4:00 to 6:00 PM that includes a wine tasting.**

Chairman Senecal opened the public hearing.

Andrea Dudley, Representative of the Friends of the Wolfeboro Library, addressed the Board. She stated she was the chairman of the event and joined by Nancy , President of the Friends of the Wolfeboro Library. The Friends of the Library provide extra financial support for the library such as computers for the public, summer reading programs and arts and craft programs. This event will be a fundraiser for the library furniture. Karen Baker, Owner of The Country Bookseller, suggested bringing 6 national book mystery authors to Wolfeboro. The event will take place on October 5th from 4:00 to 7:00 PM. We will serve wine and light refreshments and authors will be signing books. We have an assured the insurance requirements for the event.

Chairman Senecal closed the public hearing.

**It was moved by Dave Bowers and seconded by Linda Murray to approve an application for an issuance of an Alcoholic Beverages Permit to the Friends of the Wolfeboro Library to host a fundraiser for on October 5, 2019 in the Great Hall from 4:00 to 6:00 PM that includes a wine tasting. Members voted and being none opposed, the motion passed.**

**B. Temporary Event Permit**

**i. The NH Lakes Region Pickleball Club to host the 6th annual Pickleball Tournament at Foss Field September 11 -13 , 2020 from 7:00 AM to 6:00 PM. Permit # 1951**

Linda Murray asked to table this permit because there was no information in her packet so they would not be able to make a decision.

**It was moved by Linda Murray and seconded by Paul O’Brien to table the approval of a permit for The NH Lakes Region Pickleball Club to host the 6th annual Pickleball Tournament at Foss Field September 11 -13 , 2020 from 7:00 AM to 6:00 PM. Members voted and being none opposed, the motion passed.**

**Bulk Vote**

**A. Weekly Manifest**

**i.** August 23, 2019

**ii.** August 30, 2019

**B. Intent to Cut Wood or Timber**

**i**. Pine Hill Rd Tax Map 144 Lot 6

**C. Property Tax Credit/Exemption**

**i.** 24 Old Lake View Terrace Tax Map 202 Lot 53

**It was moved by Brad Harriman and seconded by Paul O’Brien to accept the Bulk Vote items A through C. Members voted and being none opposed, the motion passed.**

**Board Appointments**

None

**New Business**

**A. Cate Park – wedding request**

**S**andra Daniels, addressed the Board. She stated her finance, Dennis Cummings and her has fallen in love with the Town and is requesting the use of Cate Park for their wedding. My wedding date is September 28th 2019 with approximately 50 guests. The ceremony will be from 2:30 to 3:30 PM.

Mr. O’Brien questioned the time because it was different on his sheet.

Ms. Daniels stated the ceremony will start at 3:00 PM but she wanted the guests to be able to arrive early. We would like to do pictures at the park as well. Therefore, we are requesting the use of the park from 2:30 PM to 4:00 PM.

Mr. O’Brien stated the park will remain open and people will be walking around.

Ms. Daniels stated yes she understood the park would be open.

**It was moved by Linda Murray and seconded by Dave Bowers to approve a wedding in Cate Park for Sandra Daniels on September 28, 2019 with 50 guests from 2:30 PM to 4:00 PM. Members voted and being none opposed, the motion passed.**

**B. Masonic Temple - Assessing**

Chairman Senecal stated he received a letter from the Assessor today but has not had time to read it was he would like to table this until another meeting.

**It was moved by Chairman Senecal and seconded by Dave Bowers to table the discussion with the Masonic Temple members until the Board can talk with the Assessor. Members voted and being none opposed, the motion passed.**

**C. Policy revision Employee Evaluations**

Mr. Pineo stated during the Department head meetings it has been denied that it is extremely difficult to perform their employee evaluations during the month of September because it is during the same timeframe as budgets. They are not able to spend time with their employees to give a thorough evaluation. They would like to change the timeframe so it ties to the personal action report which is what implements an employee’s raise.

Ms. Murray questioned if it meant they would go 18 months without evaluations taking place.

Mr. Pineo stated that would be correct.

Chairman Senecal stated he was in favor of the change if it would help Department heads because they have a lot going on.

Mr. Harriman agreed.

Mr. Pineo stated the HR Coordinator is enrolled in some professional development which hopefully she will bring back a better document for the Department heads to work with.

Mr. O’Brien questioned the last sentence reading, “Further, the employee must sign the evaluation and indicate whether or not they challenge any portion of the evaluation.” He stated in his world the employee just acknowledges that they received the document.

Mr. Pineo stated that is probably correct.

Mr. O’Brien stated the employee may not agree with the document but they are acknowledging that they received the document.

Ms. Murray stated she felt 18 months was a long time to go without an evaluation. She had no problem changing the date and she understands the rational.

Chairman Senecal stated he did not disagree with that but if there is an issue with an employee it should be brought forward pretty quickly.

Mr. O’Brien stated he agreed with Ms. Murray.

Chairman Senecal stated he agreed so Mr. Pineo will have to watch for this.

Mr. Pineo agreed. They may be able to come up with an interim evaluation.

Mr. O’Brien agreed with getting the evaluations lined up with the correct timeframe was important. If there are performance issues then it should be dealt with quickly. He agreed with Ms. Murray that an annual evaluation was important.

**It was moved by Brad Harriman and seconded by Paul O’Brien to approve to revise the Town of Wolfeboro Personnel Policy: Section 4 Annual Evaluation as follows: 4. Annual Evaluation: Each employee in Town service shall, annually, have their job performance evaluated by their supervisor. This evaluation shall be completed no later than March 31st of each year and shall be on a form determined most appropriate for each department. A copy of the evaluation will be placed in the employee’s personnel file and shall be available for the employee’s inspection. The employee should sign the evaluation as acknowledgement of the document. Members voted and being none opposed, the motion passed.**

Mr. Pineo stated this probably will be revisited after we have additional or revised language for the document.

Ms. Murray questioned if there was a contract that would be violated.

Mr. Pineo stated there is no language that he has observed in the AFSCME contract that is relative to employee evaluations. The Police fall under the Police Commission.

**D. Employee Appreciation Day – September 27, 2019**

Chairman Senecal stated the Employee Appreciation Day will be September 27, 2019 from noon until 4:00 PM. It will be at Foss Field Pavilion.

Mr. Pineo stated the employees felt that a full day was a lot of work and it hindered some of our operations. We felt shutting down the offices at noon time for the employees to participate in a cookout would be appropriate. Employees could attend the cookout and then stay as long as they would like. The goal is to promote some networking between multiple departments.

**It was moved by Linda Murray and seconded by Paul O’Brien to close the Town Offices at noon on September 27, 2019 to celebrate Employee Appreciation Day. Members voted and being none opposed, the motion passed.**

**Other Business**

None

**Committee Reports**

Paul O’Brien attended the Master Plan Meeting and there will be another meeting on September 17th. He attended two Energy Committee Meetings and a CIP Committee. The Cyanobacteria Education Committee will be interviewing the two finalists and they will be preparing a budget for the web property that will be brought to the Cyanobacteria Committee and the Board of Selectmen.

Brad Harriman stated the Planning Board Meeting.

Chairman Senecal stated he did not attend any meetings.

Dave Bowers stated he worked with the Libby Museum but did not have any committee meetings.

Linda Murray attended the Master Plan Public Hearing Meeting and a CIP Meeting. She attended two Energy Committee Meetings and they are recommending net metering, distribution charges, grandfathering envisioning net metering. They will be coming to a Board of Selectmen with those policies written for our review and discussion.

**Town Manager’s Report**

Mr. Pineo stated the following:

We are working on CIP and Department budgets.

There is an interconnection between the Library and the Public Safety Building that needs to be built. It has been approved. We are working to do the construction. The Library budget is very tight. There is a warrant article that was established in 1998 that has $32,000.00 left in it. Mr. Pineo read Warrant Article #20 from 1998.

Ms. Murray agreed the funds could be used. The warrant article addresses the money could be used for a parking lot.

The Board agreed.

**Questions from the Press**

None

**Public Input**

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

None

**It was moved by Linda Murray and seconded by Dave Bowers to enter into non-public session under RSA 91-A: 3 II hiring and litigation. 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 7:29 PM.

**Dave Bowers moved the Wolfeboro Board of Selectmen to seal the minutes of the September 4, 2019 non-public meeting. Paul O’Brien 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 Dave Senecal and seconded by Paul O’Brien to adjourn at 7:30 PM. Members voted and being none opposed, the motion passed.**

Respectfully Submitted,

Michele Chamberlain