

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
COVID-19 Meeting- GoToMeeting
Budget Hearing
October 28, 2020

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

Staff present: Town Manager Jim Pineo, Parks and Recreation Director Christine Collins and Secretary Michele Chamberlain

Chairman Harriman opened the GoToMeeting at 6:00 PM.

Chairman Harriman read the following Preamble into the record:

MEETING PREAMBLE DURING COVID-19 EMERGENCY

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

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

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

The Board Members gave a Roll call vote, Dave Senecal - present and alone in his office in his house, Linda Murray– present and alone in a room in her house, Brad Harriman – present and alone in a room in his house and Dave Bowers – present and alone in a room in his house but his wife might walk through.

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

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

Old Business

A. Pop Whalen Ice Arena Update

Christine Collins, Parks and Recreation Director, addressed the Board. She updated the Board about the new Governor's orders pertaining to opening the hockey rink. The proposal in front of you is similar to what we have been discussing the only additions are the testing protocol which changed slightly based on the Governor's orders and the masks on the ice. Governor's orders are suggesting that masks should be worn when practicing we had in our proposal (number 10) must wear masks. She would like clarification from the Board on the direction they would like to go in. We added shields versus just masks which was an option that was added. Everything is already in line with the Governor's orders.

Mr. O'Brien questions the difference about testing.

Ms. Collins stated the question came about the requirement about having a test prior to November 6th. The question was anyone starting after November 6th would they be required to have a test. We received clarification if they had not been already playing prior to October 30th then you would not be required to have a test in order to come into the building.

Mr. O'Brien questioned are there any organizations that we have that will be required to have a test.

Ms. Collins stated one team of Back Bay Youth Hockey was playing prior to October 30th. However that team has already been tested because of the COVID-19 incident. She stated she thought they were all set now.

Mr. O'Brien questioned if they would have to demonstrate some type of certificate that they have been tested.

Ms. Collins stated yes. They would have to show their testing certificate based on the Governor's orders pertaining to programs. We are the owners of the programs so we are requiring them to sign off on a letter that states they have received negative COVID-19 tests. The only exception was if an individual had COVID-19 prior to the last 3 months then they were not required to get testing.

Mr. O'Brien questioned if Brewster had to get tested.

Ms. Collins stated yes. However, they are already do testing. All users have been sent the protocols.

Mr. O'Brien stated people will be calling to ask if they need to be tested. He suggested sending information out about who needs to be tested so there is not a lot of confusion.

Ms. Collins stated ok, she understands.

Ms. Murray stated the question Ms. Collins is asking is if we want the language to be should wear masks or must wear masks.

Mr. O'Brien stated he would like it to be **must** wear masks.

Ms. Murray stated she would like it to be **must** wear masks.

Mr. O'Brien stated he was okay with must wear shields or masks.

Ms. Murray stated it should read must in #11 as well.

Chairman Harriman agreed. The language should be the same in both #10 and #11. Masks or Face Shields must be worn.

Ms. Murray agreed.

Ms. Collins asked for clarity on #11. The Board wants them to wear masks even if they can social distance.

Chairman Harriman agreed.

Mr. Senecal agreed.

Mr. Pineo stated it makes sense. We need to remember that these orders are ever changing which makes it challenging for Ms. Collins and the teams trying to play. He felt there probably would be more changes in the future and he commended Ms. Collins for keeping on top of this.

Chairman Harriman questioned if they should put that in the beginning of the document that it is a living document and can change at any time depending on the Governor's orders.

Mr. Senecal agreed it should be part of the protocol. It just changed today.

Mr. Chaffee stated it is written in the document on the first page.

Ms. Collins agreed.

Ms. Murray thanked Ms. Collins and her staff for all the hard work putting the document together.

Ms. Collins thanked Ms. Murray and stated she has a great team.

Mr. O'Brien thanked Ms. Collins. We are trying to do the right thing for the children and adults in our Town. This is a lot of crazy stuff happening because everyone wants to get back to normal but this is not normal. It is up to the Board and the Town Manager to help Ms. Collins and her staff square this up. He agrees the language needs to be must wear masks and they will be social distancing when sitting on the benches. Masks should be worn during practices! It only takes two people to spread the virus. The individual that has it and the individual that gets it. We are doing the right thing. It is tough but we are doing the right thing for everyone concerned.

It was moved by Paul O'Brien and seconded by Dave Senecal to adopt the policy set forth tonight by Christine Collins with the amendments discussed to #10 and #11. Roll call vote, Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

New Business

Ms. Murray questioned if the Assessing Budget was on the agenda tonight.

Mr. Pineo stated we are not doing the Assessing Budget tonight. The contract that needs to be approved is on the agenda for November 4th so we will do the budget review that night.

Ms. Murray stated she has some discrepancies with the backup information.

Mr. Pineo stated he will look at it.

A. Parks and Recreation – Revisit

Capital Outlay- Abenaki Motor House Plans

Ms. Collins stated she changed this request from necessary to urgent.

Mr. Pineo stated we are working on getting the figures for what was not spent because of COVID-19 and not having all her programs for the Budget Committee.

Mr. Senecal stated it is needed.

Clark House Program Budget

Ms. Collins stated there is a letter from the Historical Society.

Ms. Collins stated the American Legion submits a request every year and this year she asked for the Historical Society to do the same. They requested the same amount for 2021. The Clark House was not opened this year because of COVID-19. It was not clear to the Historical Society that since the Clark House was not open that they should have not spent the money. She stated moving forward she would like clear guidelines. We give one lump sum to them. She suggested having them give the bills to the Parks and Recreation Department and then she submits the bills for payment on her manifest. The American Legion is very detailed on what they are getting. She questioned the Board's thoughts but stated she felt the guidelines should be clearer so we are doing things the same for everyone.

Chairman Harriman stated he agreed it should come through Parks and Recreation because then it will be tracked better.

Ms. Murray agreed. We should have consistency. We should ask the same of both organizations.

Ms. Collins stated she would let both organizations know.

Pop Whalen Revenues

Ms. Collins stated she reviewed her ice time. Unfortunately, with COVID-19 it is making people not want to participate or there is limited participation. She stated the projected revenues for ice rental right now that is booked would be \$42,475.00 but it could change with the new guidelines that have been put in place. She did not count season passes or daily skate times since we are still working on this. We had training this week on switching over our system to an online portal called Rec Desk. It has the capability of completing memberships and reservations. This would provide a safe online system for our patrons for Abenaki and Pop Whalen. We having training over the next couple of weeks and hope to have it up and running by November 25th. We can still use our current system for the ice arena and skating but we will be switching over completely by December 31st to Rec Desk. She hopes to be on the new system by November 25th.

Mr. O'Brien questioned Mr. Pineo if there would be an Enterprise review of Pop Whalen before they put an \$850,000.00 warrant article before the voters.

Mr. Pineo stated he did not think it could occur based on timing.

Ms. Murray stated we received two sheets and there is a large discrepancy on miscellaneous rink fees. We need to figure out what is happening there. She wondered if when the audit comes back if there will be something here. Maybe some of the money in 2020 belongs back in 2019. Something is not right on how we are allocating. She would like to look into this further.

Ms. Collins stated typically we bill in the end of January and it needs to go into the following year. The finance department does need to switch it over and she thought it had been completed. The auditors have a list of what was provided in 2020 that belongs in 2019.

Ms. Murray stated it may come as an audit adjustment. We talked about having a better system to see what is allocated to which year. We still need to work on this it seems.

B. Health Officer -Revisit

Mr. Pineo stated Ms. Rondeau has requested an increase in her salary. There is a letter in your packets. She would \$45 a week for 52 weeks which represents a total of \$2,340.00.

Mr. O'Brien questioned how much of the work activity was driven by the pandemic. He questioned if this is what caused her hours to go up.

Shelley Rondeau, Health Officer, addressed the Board. She stated the pandemic has increased her hours but over the last five years her hours have given to climb. She stated she has a lot of work behind the scenes. She spends a lot of time on webinars and gathering information for the State. This requires a lot of time from her regular job to do this job. Fortunately a lot of webinars are at night so it does not interfere too much. She stated she feels she spends a lot more time and does not see this going away. She does not feel being back to normal will happen very soon.

Mr. O'Brien stated it seems like Ms. Rondeau is saying that normal will be at a higher working rate.

Ms. Rondeau stated she is an RN with a Bachelor's degree with Public Health knowledge. The Town of Wolfeboro has an advantage that most towns do not have so for that she feels she needs to be reimbursed.

Ms. Murray agreed with Ms. Rondeau. She was surprised to learn the Town was only paying her \$19.63 a week last year. She should be reimbursed for her skills and background. She felt \$45 a week was a deal. We are lucky to have someone with the knowledge and skill set that Ms. Rondeau has.

Chairman Harriman agreed.

C. EDC

Kathy Eaton, Chairman of the EDC, addressed the Board. She stated this has been an unusual year and we have not spent all of our money. We did not do early advertising because it made sense not to this year but that does not mean we will not expend it next year.

01-46520-117 Part Time Wages

Ms. Eaton stated this is because we did not have a secretary but we hope to have that position filled for next year.

Ms. Murray stated she would like this noted for the Budget Committee.

Mr. O'Brien agreed.

01-46520-311 Consultants

Ms. Eaton stated we were hoping to do a visitors' survey but it did not happen this year. Mr. Sullivan told the EDC that \$1,599 was not a realistic figure to get a proper survey to help with applications for grants not just of the Libby but for anything else. It is a tool we should have in our box when we are looking at economic growth. The Committee has asked that we move the money to advertising. We are asking to go with a request for a proposal to see the cost so we might be able to bring it forward in 2022.

Mr. O'Brien suggested contacting Taylor Caswell, the Economic Leader of the State for help with this. Jeb Bradley and John MacDonald might be able to help as well.

Ms. Eaton suggested getting a car count during the different seasons. This is information the Town should have. She agreed those are great resources and they are hoping the new Planner could help them as well.

01-46520-380 Outside Services

Mr. O'Brien questioned where an individual could get a copy of the Community Calendar. He would like a copy attached to the meeting minutes.

Ms. Eaton stated the Chamber of Commerce could provide this information.

Ms. DeVries stated she could provide this information in a hard copy as well as electronically.

Ms. Murray stated it should be included in the Budget book.

Mr. O'Brien stated \$6,000.00 is a big number so the Budget Committee should see what a terrific resource it is.

Ms. DeVries stated she would provide this information to Amy Capone-Muccio.

01-46520-560 Dues & Subscriptions

Ms. Eaton stated the membership for Lakes Region Tourism Association was paid twice. Last year the EDC made a mistake in cancelling this membership since the Parks and Recreation received this material so we have asked to have it added back into the budget. The total is \$381.00.

01-46520-562 Advertising

Ms. Eaton stated the \$1,599.00 was added to this line. The EDC feels the pandemic might affect the economic development of the Town so we might need these funds to help. Second we need to expand our social media platforms. Our IT needs for the Town need to be expanded. We call this line advertising but it really is marketing.

Mr. O'Brien questioned appropriation amount for 2021. Is it \$4,500.00 or \$6,099.00?

Ms. Eaton stated the amount is \$6,099.00.

Mr. Pineo stated they will fix the document.

D. Conservation Commission

Lenore Clark, Chairman of the Conservation Commission, addressed the Board. The Commission is requesting the establishment of a new line in 2021 budget titled "Invasive Species Management". The new line is **01-46110-491 Invasive Species Management**. She gave a PowerPoint presentation to explain this to the Board.

Ms. Murray stated this is similar to Milfoil in our waters. It is easier to get it under control in the beginning. She agreed they needed a quote for the consultant.

Mr. O'Brien stated he would like to see the outcomes that would get completed by spending the \$10,000.00. He would like to see things happen not plan to see things happen. We need to do something not plan something.

Ms. Clark agreed. We are not asking for the \$10,000.00 for planning. It is for doing. We have some money left in our consultant's line that we could use for this for the gentlemen to walk the property. The Commission has already spent \$15,000.00 on removal of Invasive Species. It will be an ongoing issue unfortunately.

The Board agreed to let the Budget Committee decided about the \$10,000.00 for Invasive Species.

Ms. Murray stated the quote needs to be included for the Budget Committee.

E. Executive

01-41301-117 Part-time Positions

Ms. DeVries stated she submitted a letter to the Board. We were under budget because of COVID-19 this year.

Mr. O'Brien stated the request is for \$17,000.00. Last year the budget was approved for \$10,710.00 so the request is for an extra \$6,500.00.

Ms. DeVries stated this is nothing new. Every year we try to strive for an equitable balance between the Town and the Chamber of Commerce. We understand the Town made not have the money in the budget to accommodate the full request but it gives us the opportunity to show the show the investment offered by the Chamber of Commerce. The Information Center is open 6 days sometimes 7 days a week year-round.

Mr. O'Brien questioned the outcome we are getting for the additional funds.

Ms. Murray stated usually we take \$1,000.00 and add it to the request from last year so we are slowly working our way up to covering more of the hours.

It was moved by Linda Murray and seconded by Paul O'Brien to add \$1,000.00 to line 01-41301-117 bringing the total of the line to \$11,710.00. Roll call vote, Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

01-41301-130 Elected Officials

Mr. O'Brien asked for a breakdown of this line.

Ms. Murray stated the information is in the backup.

Mr. O'Brien stated it should be included in the line.

Mr. Pineo stated he would include the information.

01-41301-320 Legal

Ms. Murray stated we have only spent \$48,000.00. We have union negotiations but we still probably will not spend all the money. The Budget Committee will be looking to cut so we should get all expenses up to date on this line. In 2021, we have the negotiations for the Police contract.

Mr. Pineo stated he thought that was in 2022.

Mr. O'Brien and Mr. Senecal agreed.

Mr. O'Brien agreed the expenses should be up to date for the Budget Committee.

01-41301-381 Cable Channel

Mr. O'Brien added with the merger our franchise fee was 4% but it was an error occurred on their end and we were only paid 3%. They owe us some money from 2018-2019. The franchise fee will be 4%. Wolfeboro Television does not have a 501-3c status. What should we do about appropriating money to them?

Ms. DeVries stated she is a member of the Board of the Wolfeboro Community Television. She suggested moving forward with the franchise fee request because they will have time.

Mr. O'Brien stated he was not suggesting holding the process up but he wanted clarity on how to proceed.

Chairman Harriman stated Timothy Sullivan is working on getting the paperwork corrected to fix this. He agreed with Ms. DeVries that they should continue with the request.

Ms. Murray agreed with Mr. O'Brien. We need to clarify how we are doing this. The process can continue but we need a clear written opinion on how we handle it.

01-41301-480 Insurance

Mr. O'Brien asked for backup information for this line.

Mr. Pineo stated he sent out the Property & Liability and Worker's Compensation documents that came from Primex. The information is in the front of the book but he will try to get it included in the back up information.

Mr. O'Brien stated it is a big number and it is going up 9%.

Ms. Murray stated we are spending a lot of time trying to find out what information we have and what we don't have. If the information is emailed it would be nice to get it in hard copy as well so we can put it in our books.

Mr. O'Brien stated if we can't explain it then the Budget committee is going to cut it.

Ms. Murray stated she had no problem with the way the information was explained in the back. The Budget Committee should not have a problem. It is nicely done. This has been far better than the last two budget process. We are doing better.

Mr. Pineo stated one of the challenges we identified today is version control. Since we are not seeing everyone on a regular basis it is hard to see what version everyone is reading compared to what version we have. The insurance was set on October 15th and these budgets were originally printed September 22nd. He understood their concern and they will correct it for the Budget Committee process.

Chairman Harriman agreed with Ms. Murray.

01-41301-550 Printing

Ms. Murray stated the cost for printing has increased by \$2,100.00.

Chairman Harriman stated the justification includes the Town Report, Voter's Guide cost and stationary, outside coping and any other printing.

Ms. Murray questioned what is causing the increase. It is the larger book for the Town Report?

Mr. Pineo stated he thought that was why but he would get clarification from Ms. Capone-Muccio.

Ms. Murray stated then we should put a note here the cost went up because of the larger Town Report.

Ms. Capone-Muccio stated the extra cost is for the larger Town Report. The letter in this year's report was a little bigger and readable so it is up to the Board if they want to change it. The bigger report will cost \$2,000.00 more.

Ms. Murray stated we need to label the extra cost is for the larger book.

Ms. Capone-Muccio questioned if the Board wanted to go with the larger book.

Ms. Capone-Muccio stated they did not get as many complaints and she thought this was because people could view it online as a PDF.

The Board agreed they would like to go with the larger book.

01-41301-872 Wolfeboro Waters

Ms. Murray suggested including that this amount was in last year's warrant article and it has been moved to a line item. This way they know they have already paid for it.

Ms. Barnard stated they did not spend any mitigation money this year but we will this coming year.

Mr. O'Brien stated he and Ms. Murray can defend this to the Budget Committee.

01-41301-870 Milfoil

Ms. Murray stated the reason we have not spent is the treatment of Back Bay with ProcellaCor appears to have been successful. There is no way to predict what the situation will be next summer so we must be prepared to respond to whatever we find.

Finance

Mr. Pineo stated the new Finance Director started on Monday. Her focus is making sure we land the 2020 budget in good shape so we can get an audit completed in a reasonable amount of time next year. Also, she will be streamlining some of our processes within MuniSmart. She is fitting in well with the team and will be at the next Board meeting on November 4th for introduction. He would be happy to answer any questions that the Board has on this budget.

Mr. Bowers stated for quite a few years he and his wife have sponsored a Christmas party for the Town. He questioned if this will happen this year.

Mr. Pineo stated he is having some unique discussions with the management team right now on how to proceed with creative solutions.

01-41501-301 Audit Services

Ms. Murray stated we have already spent this line item and we are not finished. Is this because we had more work for the auditors to complete than usual?

Mr. Pineo stated he was not sure but he would check with the auditors and the finance department. We did receive the quote from the auditors for 2021. The Finance Director and he discussed getting together an RSP for potentially having a different auditor going forward.

Mr. O'Brien stated we thought there was an extra audit in the beginning of the year.

Ms. Murray stated the library has an audit and she hopes the figure was not stuck here.

Mr. Pineo stated the library audit is for \$1,000.00.

Mr. O'Brien questioned the length of time we have had this auditor.

Mr. Pineo stated approximately seven years.

Mr. O'Brien stated it is probably time for a change then.

01-41501-625 Postage

Ms. Murray stated this has gone up a lot.

Mr. Pineo stated because of COVID-19 we have had some issues because of the number of people that need to utility the machine. We decided to purchase a second postage machine. He will put a note about this in the line.

F. Agencies Follow up

Mr. Pineo stated the only item he had to follow up on agencies was End 68 Hours of Hunger. There was a request for their checking account balance. Is there anything else?

Ms. Murray stated she asked for this information. She questioned if the Board wanted to cut one of the requests #4 Common Action. They have a surplus without any money from the Town or other towns. She felt they should agree to level funding of \$9,000.00.

Ms. Capone-Muccio stated she felt was of the increase might be going to their Homeless Outreach Program which she has used recently.

The Board discussed in detail. (My internet and video cut out)

It was moved by Linda Murray and seconded by Paul O'Brien to cut Common Action to \$9,000.00 which is the same amount that was given last year. Roll call vote, Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

G. Revisit List

Planning

Mr. Pineo stated the Planning Board's and the Zoning Board's postage was inactive in MuniSmart so we reactivated it and there is now \$400.00. The corrections have been made.

Ms. Barnard stated two additional things were questioned. The advertising line was up due to costs. In 2019 it was \$201.00 for Planning Board agenda and in 2020 it went up to \$241.00. The cost increased. The other question was about the Planning Department. The Lakes Region Planning Commission dues increased from \$9,800.00 to \$12,554.00.

Mr. Pineo stated he spoke with Mr. Sullivan and Jeff from the Lakes Region Planning Commission and the costs have not gone up. The cost is level funding.

Ms. Murray stated the cost is the same. It is \$9,800.00?

Ms. Barnard stated the cost is \$9,802.00.

Mr. Pineo stated when they meet tomorrow at 1:00 PM they can discuss.

Mr. Pineo stated the Charrette funds have been encumbered.

Other Business

Mr. Pineo stated tomorrow evening they will revisit the Town Clerk Budget, the Electric Department Budget, Police Department Budget, Fire Department Budget and the Public Works Budget. We will have our first review of the Libby Museum Budget and the Technology Budget.

Ms. Murray questioned Debt Service.

Mr. Pineo stated Mr. Chamberlin and Ms. Carpentier will be reviewing this week.

Ms. Murray questioned if they would get a sheet on Sewer transfers.

Mr. Pineo stated he was talking to Mr. Chamberlin about this and they would receive the final administration allocations as well. Mr. Pineo stated the Board would be receive one document relative to Healthcare.

Public Input

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

NA

It was moved by Dave Senecal and seconded by Paul O'Brien to adjourn at 7:55 PM. Roll call vote, Linda Murray – yes, Paul O'Brien – yes, Brad Harriman – yes, Dave Bowers – yes, and Dave Senecal - yes. Being none opposed, the motion passed.