

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
October 23, 2019

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

Staff present: Town Manager Jim Pineo, Finance Director Troy Neff, Library Director Cindy Scott, Assessor Todd Haywood, MED Director Barry Mucci, Planning Director Matt Sullivan, Heritage Commission and Recording Secretary Michele Chamberlain

Chairman Senecal opened the meeting at 6:02 PM.

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

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

A. Adoption of Administrative Allocation

Mr. Pineo asked for the Board to approve the adoption of the Administrative Allocation.

It was moved by Linda Murray and seconded by Paul O'Brien to accept the adoption of the Administrative Allocation methodology that was presented to the Board on Thursday, October 19, 2019. Members voted and being none opposed, the motion passed.

2020 Proposed Budgets

B. Assessing

Mr. Pineo stated the Town is due for a reevaluation in 2020 which will have a significant impact on the proposed Assessing budget. There are a few different ways that we can handle the impact. It could be put in the Operating Budget or as a Warrant Article.

Chairman Senecal questioned if Mr. Pineo had a preference.

Mr. Pineo stated he was not sure how it was handled in the past. It will create a spike in the Assessing Budget as well as the overall Operating Budget. He thought the impact was around \$180,000.00.

Mr. O'Brien questioned the balance in the unrestricted fund.

Ms. Murray stated it will balance out either way. It has the same impact on the tax rate.

Mr. O'Brien stated it is a one-time expense. It is not capital but it is a one-time hit. If we up the Assessing Budget it creates a run rate expectation which we would have to fund from taxes. If we went into the bank account and pull the amount of funds and used that as a one-time event it might be a better way of doing it from an accounting point. Then we would leave the Assessing Budget as it is. It would be level funded.

Ms. Murray stated she would suggest going the other way. It is the same money. The last time we did it we put it in the Assessing Budget. We will have less money to lower the tax rate because it uses the unrestricted fund balance which can be applied to the tax rate. We have never done a warrant article.

Mr. Pineo stated if we keep it within the current Operating Budget we need to forecast it out so next year we know that the \$180,000.00, the associated cost will be brought down when we go to set the tax rate.

Mr. O'Brien questioned why we would need a warrant article.

Mr. Neff stated a warrant article is needed to get to the fund balance.

Mr. O'Brien questioned what would happen if the warrant article failed. Then we would not be able to do the assessing which is the wrong thing to do.

Mr. Pineo stated we just wanted it to be an option.

Ms. Murray stated her biggest concern is if we did a warrant article that it could be voted down. She stated she would like a break out. We used to have the number of hours and the contract so it could be reviewed. It would give the timeframe of the meetings. One time the meetings were late so they were scheduled after a lot of the summer residents left. We had a lot of complaints. She would like all this information written out.

Mr. O'Brien questioned the prior assessing. What is the dollar amount of the quantity of abatements? Up? Down? Net? We need to have a good process and a quality process so that we minimize the abatement activity. We need to understand all of this first.

Ms. Murray stated sometimes it has to do if we have one large sale in an area which pushes everyone up and then that area comes and asks for abatements. She stated there probably are a certain number of abatements that we get all the time.

Mr. O'Brien stated he would like that number.

Todd Haywood, Town Assessor, addressed the Board. He stated after the last reevaluation we gave back about 58 million in assessed value which is about \$700,000.00 in cash. This includes all the administrative abatements. The value of abatements was about 185.

Mr. O'Brien questioned if we had any on the bubble.

Mr. Haywood stated yes. We still have Kingswood Golf course. It could be quite a bit of money if it is 4 years affected.

Mr. O'Brien questioned the letter from May. Did Mr. Haywood get a response from the woman?

Mr. Haywood stated no. The letter was written for the Board.

Ms. Murray stated she did not receive the letter.

Mr. O'Brien questioned if we got back to the woman.

Mr. Haywood stated we got back to her. We dealt with her abatement request and we dealt with it in a timely manner.

Ms. Murray stated she did not pursue these questions any further.

Mr. O'Brien stated he wanted to make sure we got back to her about the questions she raised.

Mr. Haywood stated he thought it was closed. He met with the woman twice after she came before the Board.

Mr. Pineo stated he felt the 91 A request was handled.

Ms. Murray stated we meet with the person so we did response.

Mr. O'Brien stated okay.

Chairman Senecal stated so we will just leave the \$180,000.00 in the budget.

Mr. O'Brien stated we are putting it in the operating side.

Mr. Pineo stated we will make a note that we will utilize unrestricted funds.

Mr. O'Brien stated okay.

Ms. Murray questioned the increase in line 01-41503-140 Overtime. She thought they were bringing someone in to help which would explain the part-time wages. Why would we need so much overtime?

Mr. Pineo stated we calculated 30 hours of overtime over the 6 week period. This would be for the reassessing and allow for the ability to meet with citizens. The part-time person would be helping with the data entry process but the current staff would need time

to help the Assessor. We know there was an amount during the last evaluation but we are not sure of the amount.

Ms. Murray stated this goes back to what the \$180,000.00 would represent. The other Assessor brought in some of his own staff and took care of all of it.

Mr. Haywood stated the scope should be the same as last time. There will be about 6,000 new cards to enter so probably 200 cards a day. There will be about 250-300 sales over the year and a half to two years.

Ms. Murray stated the line 01-41503-117 Part Time Wages will be used for data entry.

Mr. Haywood stated yes.

Ms. Murray stated but you are also requesting \$1,131.00 under line 01-41503-140 Overtime. The current staff would need to work extra to deal with all the questions. Ms. Murray stated she would like to know what is included in the \$180,000.00.

Mr. O'Brien stated we need the work plan.

Mr. Haywood stated there is an itemized work plan. The contract is about 12 pages. It will be the same scope.

Ms. Murray stated the information would be the backup to the budget. Then we will all know exactly what we are paying \$180,000.00 for.

Mr. O'Brien stated the bill was generated for \$180,000.00. He questioned when the Board would see it.

Mr. Haywood stated he could provide the information to them right away. It could be used as a template for an RFP. We can use the same contract.

Ms. Murray questioned if it had just the one year reassessed on it.

Mr. Haywood stated no but he could fairly quickly produce it. He could bring it to the next meeting.

Ms. Murray stated it is good back up information so we are all on the same page.

Ms. Murray requested this be put on the Revisit List. We need a work plan for the \$180,000.00. We will need to discuss line 01-41503-140 Overtime and line 01-41503-117 Part Time Wages after the work plan is reviewed.

C. Library

Mr. Pineo stated the Library is in the process of the final stages of their addition. The current Library budget is up 2.28% or \$12,704.00. There is an increase in part time wages.

Cindy Scott, Library Director, addressed the Board. She stated the part time custodian was not in the budget for an entire year last year.

Mr. Pineo stated there is an increase in Energy by \$4,000.00. The new heating system is electric based but there will be a reduction in oil. There will be some net savings. We are not sure the insurance costs of the new building until the building is complete. We have put \$5,000.00 as a place holder for property and liability insurance.

Mr. O'Brien stated the energy has been reduced by \$4,000.00. This was the amount estimated to get panel power.

Ms. Scott stated correct because we do not have any real numbers yet.

Mr. O'Brien questioned if salaries were going to be looked at.

Ms. Scott stated we are restricting our salaries so raises are given on the 13th week like everyone else in the Town. It was something that was requested last year and it was adopted by the Trustees.

Ms. Murray questioned if the water and sewer was an estimate for the increase usage.

Ms. Scott stated yes.

Ms. Murray questioned line 01-45500-435 Building Maintenance.

Ms. Scott stated the amount is lower this year because most of the building will be under warranty.

Mr. O'Brien stated the \$30,000.00 increase in the budget has to do with salaries and benefits.

Ms. Scott stated it also has to do with having Block 5 for a full year.

Mr. O'Brien stated that is up 8%.

Ms. Scott stated that is a pretty big increase but most of the other increases are modest.

D. Economic Development

Matt Sullivan, Planning Director, addressed the Board. He stated there is relatively a zero percent change in this budget. The Chamber of Commerce requests the Town's continued contribution in the amount of \$6,000.00 toward the production and distribution

of Wolfeboro's Community Calendar of Events. We are lowering the Part Time Wages to \$920.00 based on the support required to take minutes. We have increased the Consultant line by \$500.00. We would like to conduct a visitor's study. We would like to have an accurate sense of our capability use within the Town particularly during peak season weekends. We need to understand the demand for lodging needs and for the infrastructure for the Town. We would like to develop an accurate number of our visitors.

Mr. O'Brien stated we will be spending \$500.00 to do all of that.

Mr. Sullivan stated the amount is small because the EDC believes it can encumber money from the existing 2019 budget to undertake this study. The remaining money would be funded from the 2020 budget.

Ms. Murray stated the spreadsheet and the backup information are different. Things do not seem to balance.

Mr. Sullivan stated that is an error on the spreadsheet so we should look at the backup material. The request is for \$3,000.00.

Mr. O'Brien stated line 01-46520-311 Consultants reads \$1,250.00 so what should the number be.

Mr. Sullivan stated the number should be \$3,000.00.

Mr. O'Brien questioned line 01-46520-562 Advertising. We do not have any information showing how we get to \$4,500.00.

Mr. Sullivan stated this is for advertising. The EDC is discussing digital advertising. It was suggested that this line be split between printing and digital format.

Ms. Murray stated the back-up shows the number for line 01-46520-562 Advertising at \$5,500.00. Which is correct? We need to proof this and then we should revisit it.

Ms. Murray stated she would like to add this to the Revisit List. We need a clean spreadsheet and back-up sheets.

Mr. O'Brien questioned the appropriation of the \$6,000.00 to the Chamber. We need a solid plan. Chronicle is having a special report on Wolfeboro tonight. Last summer we had over 4 million Facebook views of our Town. Mr. O'Brien did not think digital media was necessary. It is already being done for us. He is going to make a motion to reduce this budget. He questioned if this should be done when they revisit it.

Ms. Murray stated she would like this budget to be revisited and to have the Chairman of the EDC here as well. If we are going to reduce the Chamber budget she would like to have them here as well.

Mr. O'Brien stated they should have been here tonight.

Ms. Murray agreed.

The Board and Mr. Sullivan agreed the budget needed to be revisited.

E. Conservation Commission

Lenore Clark, Chairman of Conservation Commission, addressed the Board.

Ms. Murray questioned line 01-46110-320 Legal. It is up by \$500.00.

Ms. Clark stated our legal costs far exceeded the budget last year. We had to pull the funds from our land conservation fund.

Mr. Harriman stated it does not show the funds expended on our sheet.

Ms. Murray suggested putting a note in the explanation section before it goes to the Budget Committee.

Mr. Harriman asked to put this on the Revisit List.

Mr. Bowers wanted to list some concerns for the Conservation Commission. Ryefield Marsh – Does the Commission have any interest in maintaining this? The sign and parking lot have not been maintained for over 5 years.

Ms. Clark stated she was just down there the other day. They are interested in maintaining this area.

Mr. Bowers stated Mr. Melanson would like to deed Chipmunk Lane to the Town. There is an acre and a half of land and it could be adopted as a Town Park.

Ms. stated the Conservation Commission would look into it.

F. Heritage Commission

Maggie Stier and Suzanne Ryan, Members of the Heritage Commission, addressed the Board. Ms. Stier stated last year was the first year we had a budget. It was for \$500.00. The money was used to purchase printed materials to provide some resources for our group so they could learn a little bit more about administration of historical resources. We would like to work with the Planning Department to schedule Plan NH Charrette to deal with some of the Town owned Historical Buildings such as the Railroad Station, Freight House, the Municipal Electric Building and the old Fire Station. The money for the Charrette is in the Planning Budget. It is \$6,000.00. Our contribution would be getting inventory sheets completed for the Municipal Electric Building and the Railroad Station. Once the inventory form is completed and it is submitted to the State Office for

Preservation they will give the Town determined eligibility for the State Registrar. Mr. Simms received this for the Freight House which allowed him to apply for the LCHIP grant which he received. We will not be able to apply for any grant funding without the inventory forms completed from any Historic Preservation sources. We hope we could open up the door to get some additional funding to rehab those buildings if the Town chooses to do this. If the Town gives \$3,000.00 to hire a consultant then we might be able to do.

Ms. Murray stated we received a letter saying the Community Center and Railroad Station not the Municipal Electric Building.

Ms. Stier stated that was an error.

Ms. Murray stated we are talking about the Municipal Electric Building and the Railroad Station.

Ms. Stier stated yes. If the inventory forms are completed and we get the forms of eligibility then the Town would have the choice whether to list these buildings to the State Registrar or not. Then the Town could get some grant funding to look at the feasibility of rehabbing these buildings for some use. If the numbers come back that it is too expensive to rehab the buildings then we will still be able to make a better decision. If we have no basis for the cost of what it will be to rehab the buildings then we don't have much information to go on to make a decision. We know that these buildings are an important part of our Historic character of our Town.

Ms. Ryan stated there are two different paths here. One is the Plan NH Charrette and the other is to get these two buildings listed. The Heritage Commission is asking for \$3,000.00 and the Planning Department is asking for \$3,000.00 for the Plan NH Charrette program.

Ms. Murray stated \$6,000.00 was put under the Planning Department.

Mr. Sullivan stated the full amount has been budgeted in the Planning Department.

Chairman Senecal stated it looks like this will cost \$9,000.00. There was \$6,000.00 requested in the Planning Department and \$3,000.00 is being requested from the Heritage Commission. He suggested Revisiting this item.

Ms. Stier stated Plan NH Charrette costs \$6,000.00 and the inventory forms for the two buildings will cost \$3,000.00.

Mr. Sullivan stated Plan NH Charrette might consider the \$3,000.00 as match money so he is not sure if the whole \$6,000.00 will be needed. We may only need \$4,500.00.

Ms. Murray stated then we need to Revisit line 01-41305-380 Outside Services in the Planning Board in conjunction with making our decision on the \$3,000.00 to apply for

and submit applications on the Railroad Station and the Municipal Electric Building on the Historical National Registrar.

Ms. Stier stated it is not the National Registrar. It is really only a determination of eligibility.

Ms. Murray stated we need something that is written down that is very clear. We are confused and that means the Budget Committee will be confused as well.

Mr. O'Brien stated Mr. Sullivan told the Board that we needed to have a conversation about the Lehner Street Neighborhood. He agreed with Mr. Sullivan. We have vacant buildings, abandoned buildings and a lot of police activity. We have nasty stuff happening on Lehner Street. It is a fact. We need to get this all sorted out before we decide what we are going to do with any building on that street. We need to learn the possibilities of that neighborhood. We need to sort out the neighborhood before we sort out what to do with an individual building. The Railroad Station is separate and he agreed it should be considered. We need to get the Lehner Street Neighborhood fixed before we do anything to the buildings.

Ms. Ryan stated the Railroad Station is considered part of that neighborhood.

Ms. Murray agreed with Mr. O'Brien that the Railroad Station should be done but it is part of the Plan NH Charrette. She would consider doing the Municipal Electric Building after we have done the Plan NH Charrette so we would have a better understanding.

Ms. Stier stated from a preservation point of view and a historically point of view she felt it would be very helpful to have some information about the Municipal Electric Building on hand before we start looking at what we can do for that history. There is a lack of knowledge of what that building represents and the significance it has to the community. She would like this information written down on paper. It might play a role in our thinking about how we fix Lehner Street.

Ms. Ryan questioned the cost of just the Municipal Electric Building and the timeframe of getting the inventory forms completed.

Ms. Stier stated \$1,500.00.

Ms. Ryan questioned the timeframe.

Ms. Stier stated they view it in about six weeks.

Mr. O'Brien stated he was in support of Plan NH Charrette for the Planning Department and the Railroad Station. He would like to do the Municipal Electric Building at another time.

Chairman Senecal stated we should revisit this item.

Mr. Pineo stated he was in support of the Railroad Station. He felt the Municipal Electric Building had potential but the Town was in the process of evaluating the contamination in that area so he felt it might be best to wait a while.

Ms. Stier questioned if the contamination was inside or outside the building.

Ms. Murray stated both.

Ms. Stier stated the Heritage Commission might try to gather information themselves then on the Municipal Electric Building because she felt it was important for this process.

Ms. Ryan stated we need to come to an agreement on what we are asking for then.

Ms. Stier stated we would like to hire a consultant to do the inventory form to get the determination of the eligibility for the State Register for the Railroad Station.

Ms. Murray stated we need some written information so we need to revisit this. We need to decide where and what budget (Executive Budget or a separate budget). We need to think about this.

Mr. O'Brien completely agreed.

Ms. Stier stated she would send the information to Mr. Pineo.

The Board thanked Ms. Stier and Ms. Ryan.

G. Electric Department

Barry Muccio, MED Director, addressed the Board. He stated there is an increase in Consultants and Legal. When talking with the consultant it was advised it would be a good idea next year to do a blend and extend. Power right now is cheaper than the contract we had three years ago. We could save money by doing a blend and extend.

Mr. O'Brien questioned if the amount was less than 10.5.

Mr. Muccio stated yes but he was not sure yet the exact amount.

Mr. O'Brien questioned if the number is smaller then will green power be smaller.

Mr. Muccio states we talked about the next round of purchase power having a portfolio of a green power option. We will also look at green power with the blend and extend. The only stipulation is green power would have to be priced differently but we could provide the option to the percentage of the public that wanted it. He is not sure how much cheaper it will be. He felt it was worth exploring because we could save half a million dollars in just power at a cost of \$50,000.00.

Mr. O'Brien stated in the Master Plan we talked about our plan for green power in the next 10 years. We are way behind. He asked if Mr. Muccio could come up with a strategy where we can go to the voters and ask them how many would like to buy green power.

Mr. Muccio stated correct because he would need to know how much green power to prebuy. We do have some flexibility.

a. Administration

Ms. Murray questioned line 03-43410-382 Admin Cost Allocation. We have a new methodology for the Administration Cost Allocation.

Mr. Muccio questioned if it had been formally adopted.

Mr. O'Brien stated yes.

Mr. Muccio questioned the new number.

Mr. O'Brien stated \$97,000.00 net.

Ms. Murray stated the total is \$490,575.12.

Mr. Muccio stated there is no control over this. He questioned if this was the value he gets out of the Town.

Mr. O'Brien stated he agreed with the methodology of the Allocations but the total numbers probably need to get looked at. This is a different discussion but they should get looked at.

Ms. Murray questioned line 03-43410-430 Vehicle Maintenance.

Mr. Muccio stated the new truck will not arrive for at least 10 more months so we will be stuck with an old truck that has been troublesome.

Mr. O'Brien questioned if the Electric Bill was paid at retail price.

Mr. Muccio stated yes.

Mr. Muccio stated line 03-43410-820 Professional Development was increased. There is a lineman that would like to attend the Public Utility Management Program.

b. Distribution

Mr. Muccio stated line 03-43420-820 Professional Development has been lowered. We are graduating our apprentices which is good news. This program lasted four years and there will be a celebration.

Chairman Senecal stated they should be recognized.

Mr. O'Brien questioned where tree trimming was in his budget.

Mr. Muccio stated on line 03-43420-380 Outside Services.

Mr. O'Brien stated that is the 8% increase.

Mr. Muccio stated 2/3rds of our outage control is trees. He has been trying to increase this line a little each year.

Mr. O'Brien questioned the amount CCI contributes.

Mr. Muccio stated CCI will pay 25% for the cost of tree trimming on lines that will affect them. We bill them and then we get paid. It goes to the general account.

Ms. Murray stated we have lost the beautiful look of Main Street with the entire tree trimming.

Mr. Muccio stated it is a constant battle with the functional aspect versus the cosmetic aspect.

Ms. Murray stated the 900 series is where we see the first payment of interest on the 3.6 million.

Mr. Muccio stated yes. It is interest only for next year.

Mr. O'Brien questioned when Mr. Neff does the debt capability is Mr. Muccio's number in there.

Mr. Neff stated yes.

c. Generation

Mr. O'Brien questioned if we had any days that exceeds all time usage.

Mr. Muccio stated no. Our peak was in July.

Mr. O'Brien questioned if we still had 44 customers with solar panels.

Mr. Muccio stated yes. We have 2 new customers.

Mr. O'Brien stated we are not making a dent in net metering. Do we need a warrant article for the net metering policy change?

Mr. Muccio stated no.

Ms. Murray stated it is just a policy change so it does not need a warrant article.

Mr. Muccio stated he thought it was on the agenda for the next meeting.

Ms. Murray stated we need to make sure the Energy Committee will be there.

Mr. Muccio stated the meeting is November 6th.

Mr. Muccio stated he increased line 03-43430-610 Gen Operating Supplies.

Capital Outlay

Mr. Muccio stated he is requesting two Capital Outlays, Armory LED Lighting Conversion and Armory Solar.

Armory LED Lighting Conversion

Mr. Muccio stated we would convert the existing metal-halide shop lighting and fluorescent office lighting to LED lighting at the Electric Department's building (former Armory).

Armory Solar

Mr. Muccio stated this would be the installation of a 40kW Solar Photovoltaic System at the Electric Departments Building (Armory). This project is intended to continue the support of projects designed to lower the long term energy consumption and corresponding operational costs of the Electric Building. As a community service, excess kWh credits may potentially be utilized to establish a relief fund for qualifying customers in need.

Mr. O'Brien stated anything we can do to help people pay their bills that qualify for the assistance makes sense. It is smart.

Mr. Pineo stated it is the right thing to do.

Mr. Muccio stated we could ask the solar customers to provide their credits to the program as well. We should get a legal opinion first.

Mr. Muccio questioned his rent. Do any other departments paid rent? Could this be waived due to the new Administrative Cost Allocation?

Mr. Pineo stated it is a Town owned asset and we do not have any other departments paying rent.

Mr. O'Brien stated if we reduce his expenses then he over earns. He will then have to do one of two things, spend more money or give it back to the rate payers. If we reduce his rent to zero then someone else will have to pick up the cost.

Mr. Muccio stated there are 10% of our customers that are not Wolfeboro residents. They get no benefit from the relief on the tax rate.

Mr. Pineo stated there was a preliminary discussion on rent but no decisions have been made.

Other Business

Ms. Murray stated Last Night in Wolfeboro would like permission from the Board of Selectmen to hand out this flyer when passing out candy at the Town Hall and Fire Station.

The Board agreed it was a fantastic idea.

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 Paul O'Brien to adjourn at 7:40 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain