

Wolfeboro Board of Selectmen  
Public Meeting Minutes-Approved  
November 7, 2018

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

**Staff present:** Town Manager Becky Merrow, Police Captain Mark Livie, Planning Director Matt Sullivan, Fire Chief James Pineo and Recording Secretary Michele Chamberlain

Chairman Murray opened the meeting at 6:30 PM.

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

Chairman Murray stated a non-public session is needed to discuss reputation, personnel and litigation.

Mr. Harriman asked to add to the agenda the topic of a new grader.

Ms. Merrow stated Mr. Ford has been extremely busy all week so it would be best to add to the next agenda.

**Consideration of Minutes**

Chairman Murray asked for approval from the Board of the October 9, 2018 Budget Hearing Meeting Minutes.

**It was moved by Dave Senecal and seconded by Paul O'Brien to accept the minutes of October 9, 2018 as written. Members voted and being none opposed, the motion passed.**

Chairman Murray asked for approval from the Board of the October 10, 2018 Budget Hearing Meeting Minutes.

**It was moved by Chairman Murray and seconded by Dave Senecal to accept the minutes of October 10, 2018 with amendments to pages 2, 6 and 11. Members voted and being none opposed, the motion passed.**

Chairman Murray asked for approval from the Board of the October 11, 2018 Budget Hearing Meeting Minutes.

**It was moved by Dave Bowers and seconded by Paul O'Brien to accept the minutes of October 11, 2018 with amendments to pages 1, 2, 3, and 12. Members voted and being none opposed, the motion passed.**

Chairman Murray asked for approval from the Board of the October 15, 2018 Budget Hearing Meeting Minutes.

**It was moved by Brad Harriman and seconded by Dave Bowers to accept the minutes of October 15, 2018 as written. Members voted and being none opposed, the motion passed.**

Chairman Murray asked for approval from the Board of the October 17, 2018 Regular Meeting Minutes.

**It was moved by Chairman Murray and seconded by Dave Senecal to accept the minutes of October 17, 2018 with an amendment to page 14. Members voted and being none opposed, the motion passed.**

Chairman Murray asked for approval from the Board of the October 18, 2018 Budget Hearing Meeting Minutes.

**It was moved by Brad Harriman and seconded by Chairman Murray to accept the minutes of October 18, 2018 as written. Members voted and being none opposed, the motion passed.**

Chairman Murray asked for approval from the Board of the October 24, 2018 Budget Hearing Meeting Minutes.

**It was moved by Paul O'Brien and seconded by Brad Harriman to accept the minutes of October 24, 2018 with amendments to pages 9 and 10. Dave Bowers abstained. Members voted and being none opposed, the motion passed.**

### **Public Hearings**

- A. The Board of Selectmen to consider accepting, pursuant to RSA 31:95e, the gift of the Barn at the Clark House Museum Complex with a value more than \$5,000.00.**

Chairman Murray read the following Public Notice:

Public Hearing Notice  
Town of Wolfeboro

The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, November 7<sup>th</sup>, 2018 at 6:35 PM at the Wolfeboro Town Hall Great Hall, 84 South Main Street, Wolfeboro, New Hampshire pursuant to RSA 31:95-e.

The Board of Selectmen to consider accepting the gift of the Barn at the Clark House Museum Complex with a value of more than \$5,000.00.

If there is anyone with a disability needing any modification and/or auxiliary aid to access the meeting, please notify Anne Marble, Secretary at 569-8161 at least 72 hours prior to the meeting date.

Granite State News Issue of November 1, 2018

Posted	Wolfeboro Town Library	October 31, 2018
	Wolfeboro Town Hall	October 31, 2018

Chairman Murray opened the public hearing.

Gene Denu, Director and Treasurer of the Wolfeboro Historical Society, addressed the Board. He stated several board members and our president, Louise Horsken are here tonight as well. We are here tonight to present our new old barn to the Town. He reviewed the last 100 years. He stated we have a 90 year relationship with the Town and wish to continue that relationship. Mr. Denu explained the history of the barn in detail. In 1926 the Wolfeboro Historical Society was formed for the sole purpose of creating a museum based around the Clark House. The museum opened in 1929. The buildings in the Clark Complex are owned by the Town but are managed by the Wolfeboro Historical Society. The contents of the buildings are owned by the Wolfeboro Historical Society although there are 4 pieces of equipment in the Fire House owned by the Town and Dave and Christine Bowers own two pieces of equipment that are on loan to the Town. The School House has an agreement with the Town (a 99 year lease) that ends in 2026. The Fire House does not have an agreement. In 2006, an 1824 barn from Hampton, NH was bought and moved to the Clark Museum complex. After twelve years of hard work, lots of volunteer hours and \$95,000.00 the barn is complete. We received our occupancy permit on July 3<sup>rd</sup> and the barn was opened on July 5<sup>th</sup>. We are here today to offer it to the Town in the same manner as the other buildings. The management of the complex involves many groups (DRA, Garden Club, Town and Historical Society). The barn has ADA accessible bathrooms in it. There is a full sprinkler system and an alarm system in the barn.

Mr. Bowers thanked Mr. Denu.

Suzanne Ryan, Resident of Wolfeboro, addressed the Board. She stated she remembers when the Town was first approached about acquiring the barn over in Hampton. She questioned if there were any conditions or stipulations that were made about accepting the barn.

Chairman Murray stated the only thing she remembers was it was supposed to go through the Planning Board.

Mr. Bowers stated they misfiled an application for the sprinkler system so that was the delay for all these years.

Ms. Ryan questioned if the Town had to accept the gift or if there were other options. She questioned if the Historical Society could still have it.

Mr. Bowers stated the Historical Society will still maintain it. He was in favor of the Town owning it.

Chairman Murray stated she thought the Town had agreed to own the barn once it was up but she would have to check the minutes to be sure.

Ms. Ryan stated the Town would take ownership of the building. The Town would maintain the exterior of the barn and the Historical Society would maintain and run the inside of the barn. She wanted to make sure everyone was clear on what was happening.

Chairman Murray stated that is her understanding. We will have the same relationship that we have with the Schoolhouse. She questioned if there would be a written agreement with the Historical Society.

Ms. Merrow stated yes and they would like to consolidate all of the leases at that complex into a single document if it is possible. Since the legal budget has been overburdened this year she thought she would wait until January 1<sup>st</sup>.

Chairman Murray stated she would like something in writing so we would all understand the perimeters.

Ms. Ryan suggested having a contract.

Mr. Denu stated the Historical Society did send a letter to the Selectmen asking that all four buildings be covered under one contract or letter of agreement. We currently have three different letters of agreement that will expire in 2026. We would like one new lease for all four buildings. The distinction between outside and inside maintenance is a little vague. The museum is under the jurisdiction of Parks and Recreation. We have been working with the Director to establish on a yearly basis the work that has to be done. It is not expensive when it is compared to the Libby Museum. The Town has major repairs and salaries to cover for the Libby Museum. We generally take care of small repairs ourselves and since the barn is newly constructed it should not have any major repairs.

Mr. Harriman stated he was in favor of this. He felt the complex should have one contract. He suggested having the Town and Historical Society write a new agreement next year making it one complex and changing the lease at the same time instead of waiting until 2026.

Mr. Bowers agreed.

Mr. O'Brien stated it was a great idea to bring everything together. He questioned what department will be responsible for the barn and what the ongoing expense would be.

Ms. Merrow stated Parks and Recreation is responsible and there is a minimal expense.

Mr. O'Brien would like to make sure the grounds, building and everything is as it should be whatever we want to define that to be. We want to keep it that way so it does not fall into disrepair. If there are expenses that the Town has to generate he would like to know what those costs are and if they are minimal then he agrees that they should move forward with one contract.

Mr. Denu stated we have worked with Parks and Recreation and they have been very helpful. They have a list of all the items that need to be repaired. The water will be turned off at the Clark House because it will no longer be needed.

Chairman Murray stated the exterior of the building will need to be painted and we received an estimate for \$6,500.00. We did not feel we could budget for it this year but we know that is one of the things that will need to be done. She questioned if there were any other larger items that needed to be done.

Mr. Denu stated Christine Collins has the list and it includes the siding on the Schoolhouse.

Chairman Murray stated we are talking about the barn.

Mr. Denu stated there are no other issues. We have been doing the items as they were needed.

Ms. Ryan stated Parks and Recreation is going to take care of the facility but she asked that the Board thinks about setting down some perimeters as to who takes care of what. The buildings are a valuable historic asset. Parks and Recreation may be in charge of the grounds but the Board of Selectmen should be in charge of the real estate. She would like a written agreement.

Charlie Horsken addressed the Board. He just attended a lecture that Louise Horsken had presented at the Wright House. It was very interesting to hear after the presentation that people were talking about the treasurers Wolfeboro has in terms of museums. It does bring a lot of people into Town. He stated the Historical Society has spent a lot of time and many hours on this and they really need the Town's support.

Chairman Murray closed the public hearing.

**It was moved by Dave Bowers and seconded by Paul O'Brien to accept the gift of the Barn at the Clark House Museum Complex subjected to the approval of the review and the wording in the review between the two parties. Members voted and being none opposed, the motion passed.**

#### **Bulk Vote**

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

October 24, 2018

October 31, 2018

November 7, 2018

##### **B. Property Tax Abatements/Refunds**

i. Abatement/Refund #4 (2018)

Tax Map 203, Lot 13

##### **C. Yield Tax Levy - \$3,160.95**

**It was moved by Dave Bowers and seconded by Brad Harriman to approve the Bulk Vote. Members voted and being none opposed, the motion passed.**

#### **New Business**

##### **A. Treasurer Succession Plan**

Ms. Merrow stated this is in regard to the impending retirement of the Town Treasurer. Mr. Burt has been working diligently for the Town of Wolfeboro for more than a decade. He works nearly every day. Mr. Burt does not want to run for election this year unless there is a continuance plan that might follow. If he did run then he would try to train someone between now and then and when

he felt that person was ready he would resign. We do not have a Deputy Treasurer and the person who is doing the Deputy functions is not a Town resident so they could not resume his duties if he were to become ill or incapacitated in any way. We need to work to resolve this.

Chairman Murry stated at the poles on Tuesday night she asked Gene Leone, a gentlemen who is retired if he would be interested in the position. He was not interested. Then she spoke with Scott Smith. Mr. Smith was a former Town Treasurer and he left office in 2006. He had at least one term on the Budget Committee and he stated he would be interested in running. Mr. Smith understands municipal law. He would be a wonderful replacement for Mr. Burt. Chairman Murray thought Mr. Burt might even appoint Mr. Smith as Deputy Treasurer. She stated she was very pleased to hear that Mr. Smith was interesting in running for Town Treasurer. She asked for the Board's opinion.

Mr. Senecal stated he would back him. He worked with Mr. Smith previously when he was the Finance Director here in Town. He lives on Port Wedeln Road. Mr. Senecal thought he was the Finance Director in Somersworth, NH.

Mr. Bowers stated he has not meet Mr. Smith but he has heard nice things about him. He would be happy to endorse him if Ms. Merrow and the rest of the Board want him. He would like to have Mr. Smith come talk to the Board first.

Chairman Murray stated Mr. Smith can run for office in March.

Mr. Bowers questioned if the position would be elected or appointed.

Chairman Murray stated Ms. Merrow had suggested that the position be appointed but that was because she was afraid we would not have any qualified candidates.

Mr. Bowers questioned how Ms. Merrow felt about it now.

Ms. Merrow stated if the person is a Finance Director in another town then they certainly understand what the Town Treasurer would need to do. The current Town Treasurer is not letting the Finance Director view financial statements online. She understands that it is a computer security issue but they would like to take over that responsibility. She would like someone who is cooperative because if the person is an elected official there is not much that can be done. We are not there now. We are in a very good situation except we need to have a succession plan. Ms. Merrow would support maintaining an elected position if this person of such quality and caliber is interested.

Mr. Harriman stated he thought it was a good idea. He met him when he was in office here before. It would be great if Mr. Smith could meet with Mr. Burt so there would be a smooth transition. He would like to keep the position an elected position.

Mr. O'Brien thanked Mr. Burt for a job well done. He stated there is a separation between the treasury and financial function in an organization. It is done for a good and proper purpose. There is a firewall there and it should be kept there. Mr. O'Brien felt that Mr. Burt had a duty to the Town to try to find a successor. He has never met Scott Smith but if we have a competent person who understands municipal government and understands treasury functions and works in Town then it sounds like a good person. He suggested asking Mr. Burt and Ms. Merrow for their ideas. Mr.

O'Brien stated there could be more people interested in the position so he asked the public if anyone is interested to contact them. He was pleased to hear that the position would remain an elected position. He thought they could appoint Mr. Smith as the Deputy Treasurer right away.

Chairman Murray agreed with Mr. O'Brien. She read the responsibilities of the Town Treasurer. She felt a good way to start would be to reach out to Scott Smith to see if he would be interested in being the Deputy Treasurer first. He is planning on running so it might be a good solution for us.

Mr. O'Brien stated we have had some conversations about working capital and about our cash flow. He felt these were good conversations that should be talked to with the Treasurer and Deputy Treasurer. He was glad that they had these conversations but would like these responsibilities to be with the Treasurer and/or Deputy Treasurer because that is their job.

Ms. Merrow stated this is a pleasant surprise to find a qualified individual.

### **B. Christmas Tree Sales at Clark Museum Complex**

Chairman Murray stated there was not a representative here to speak tonight but they did send a letter. This is one of their biggest fundraisers. They give out scholarships and help support The Nick, the Boy Scouts and other numerous local organizations. The trees will be delivered on November 20th or 21st, with sales beginning right after Thanksgiving until December 22nd or when they are sold out. The sales take place Thursdays through Sundays, 10:00 AM to 5:00 PM. There is festive lighting along the picket fence and a display banner facing Main Street will be installed as in prior years.

**It was moved by Paul O'Brien and seconded by Dave Senecal to approve the Rotary Club to sell Christmas Trees per their memo dated November 2, 2018. Members voted and being none opposed, the motion passed.**

### **C. Extension of contract with Granite Hill Municipal Services**

Ms. Merrow requested that the matter be tabled until the next meeting as the DRA has a review period that will take a couple of weeks.

**It was moved by Dave Bowers and Paul O'Brien to table the extension of the contract with Granite Hill Municipal Services. Members voted and being none opposed, the motion passed.**

### **D. 2019 Operating Budget**

Ms. Merrow stated the increase is significant. We are in an inflation economy. There was a time when the customary increase in salaries was 1% but inflation this year is over 2% and is closer to 3%. It is reflective in the whole budget. It will be a difficult budgeting year.

Chairman Murray stated it is the Board of Selectmen's responsibility to put forward a budget that addresses the needs of the government running and it is the job of the Budget Committee to take the budget and make it a budget that the taxpayer can afford. They have to balance the two parts. She would have liked to have gotten the budget lower. We spent a huge amount of time wrestling with

the budget this year and the final decision was to send it over as it is right now and let the Budget Committee wrestle with it.

**It was moved by Paul O'Brien and seconded by Brad Harriman to approve to send over the proposed 2019 Operating Budget to the Budget Committee. Members voted and being none opposed, the motion passed.**

Mr. Harriman suggested telling the voters the numbers.

Chairman Murray stated the General Fund is \$14,378,883.00 and the Enterprise Funds are \$13,934,191.00 for a total of \$27,349,249.00.

Mr. Harriman stated it is a 6.52% increase.

Mr. O'Brien stated union wages are not included.

### **Old Business**

None

### **Other Business**

Chairman Murray questioned which Board of Selectmen would be going to the Budget Committee meeting on November 27<sup>th</sup>. She stated she would go if no one else could go.

### **Town Manager's Report**

Ms. Merrow stated the following:

There have been some complications with getting Center Street paved. We have had a lot of rain and the first sunny day we had the plant was down. We need some good weather and some luck.

Chairman Murray questioned if the section of dirt road would remain on Center Street.

Ms. Merrow stated NH DOT will make a temporary patch pave but the quality will not be what it should be so we will have to resume paving in the spring.

Chairman Murray questioned if it would add expense to our project or if NH DOT will be covering the added expense.

Ms. Merrow stated it depends of what happens to the price of the ton between now and then.

Mr. Harriman stated if we have to go with the temporary paving it will probably be removed in the spring and then a final coat will be put down. It will get us through the winter so we won't have to ride over gravel. He didn't think the price of the project would go up.

### **Committee Reports**



Paul O'Brien stated he attended the Railroad Committee Meeting and a few Energy Committee Meetings. He visited the Superintendent of Kingswood and the leader of Lakes Region Vo-Tech. He attended all the Budget Meetings and will be attending all the budget meetings with the Budget Committee as well.

Dave Senecal attended Budget Meetings, the Elections, Master Plan Meetings, and AFSCME and Police Union Meetings.

Brad Harriman attended Budget Meetings, the Elections and a Wolfeboro Community Television Meeting.

Chairman Murray stated she and Ms. Merrow met with a consultant about the Railroad Station windows. She attended the Railroad Station Meeting, the Candidate's Forum and all the Budget Meetings. The CIP is finished. She attended the Elections.

Dave Bowers attended Budget Meetings and the Elections.

### **Questions from the Press**

None

### **Public Input**

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

Suzanne Ryan, Resident of Wolfeboro, addressed the Board. She questioned what was happening with the big slabs of granite from the Center Street project. She asked if the slabs belonged to the State or the Town. They are beautiful pieces of granite.

Mr. Harriman thought the leftover materials would probably belong to the Town.

Ms. Ryan thought the Town could have a use for the slabs. She suggested using the slabs down at the docks or Railroad Station. She did not want the contractor to take the slabs.

Mr. O'Brien agreed the slabs would be nice to reuse.

Ms. Merrow stated the contract will prevail.

**It was moved by Dave Bowers and seconded by Paul O'Brien to enter into non-public session under RSA 91:3 II (e) to discuss reputation, personnel and litigation. Roll call vote, Chairman Murray – yes, Dave Bowers – yes, Brad Harriman – yes, Dave Senecal – yes and Paul O'Brien – yes. Being none opposed, the motion passed.**

The Board re-entered public session at 8:29 PM.

**Dave Bowers moved the Wolfeboro Board of Selectmen to seal the minutes of the November 7, 2018 non-public meeting. Paul O'Brien seconded. Roll call vote, Chairman Murray – yes,**

**Dave Senecal – yes, Dave Bowers – yes, Paul O’Brien – yes and Brad Harriman – yes. Being none opposed, the motion passed.**

Mr. Harriman questioned if the Town had a resident engineer on staff full time or part time on the Center Street Project. We need to know this information moving forward.

Ms. Merrow stated she would check.

Ms. Merrow stated she was contacted by the Lottery Commission in regard to Keno. They would like to know if the Town would like to put it on our warrant article.

Mr. Bowers stated we need to have a public hearing on it.

Ms. Merrow stated it could have been done last year.

Chairman Murray stated we had one person express an interest after the deadline.

Mr. Bowers stated the public needs to decide.

The Board decided to put it on the next agenda.

**It was moved by Chairman Murray and seconded by Paul O’Brien to change the vote of the November 15, 2017 Board of Selectmen Public Meeting Minutes on establishing a water system capital reserve account to transfer only \$50,000.00. Members voted and being none opposed, the motion passed.**

**It was moved by Paul O’Brien and seconded by Dave Senecal to adjourn at 8:30 PM. Members voted and being none opposed, the motion passed.**

Respectfully Submitted,  
Michele Chamberlain