Wolfeboro Board of Selectmen

Public Meeting Minutes-Unapproved

July 10, 2019

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

Linda Murray

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

 Public Works Director Dave Ford, Finance Director Troy Neff, Planning

 Director Matt Sullivan and Recording Secretary Michele Chamberlain

Chairman Senecal opened the meeting at 6:30 PM.

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

Chairman Senecal stated a non-public session is needed.

Mr. Pineo stated we need to discuss real estate.

Ms. Murray stated we need to discuss public employee hiring.

**Consideration of Minutes**

Chairman Senecal asked to table the consideration of the June 19, 2019 Regular Meeting Minutes.

**It was moved by Linda Murray and seconded by Dave Bowers to table the consideration of the minutes of June 19, 2019. Members voted and being none opposed, the motion passed.**

**Public Hearings**

**A. Temporary Event Permits**

**i. Kingswood Youth Center to host a Chili Cooking Contest (Fundraiser) on September 14, 2019 at 15 N. Main Street from 11:30 AM to 2:30 PM. Permit #1945**

Chairman Senecal opened the public hearing.

Ms. Murray stated the representative was at our last meeting and will not be here tonight.

Chairman Senecal closed the public hearing.

**It was moved by Brad Harriman and seconded by Paul O’Brien to approve a Temporary Event Permit for Kingswood Youth Center to host a Chili Cooking Contest (Fundraiser) on September 14, 2019 at 15 N. Main Street from 11:30 AM to 2:30 PM. Permit #1945. Members voted and being none opposed, the motion passed.**

 **ii. Beveridge Craft Beer & Soap Co. to host a Beer Festival for**

 **Camp Sunshine at 391 Pine Hill Rd-Abenaki Ski Area on July 27,**

 **2019 from 12:00 PM to 4:00 PM. Permit #1946**

Chairman Senecal opened the public hearing.

The representative was not present.

Ms. Murray stated we do not have a site map and we need to hold a public hearing because they are going to serve alcohol. The public hearing will need to be done on July 24th and we should make it contingent with receiving an insurance certificate and alcohol permit.

Chairman Senecal closed the public hearing.

**It was moved by Linda Murray and seconded by Paul O’Brien to approve the Temporary Event Permit for Beveridge Craft Beer & Soap Co. to host a Beer Festival for Camp Sunshine at 391 Pine Hill Rd-Abenaki Ski Area on July 27, 2019 contingent upon receiving an insurance certificate and alcohol permit. Members voted and being none opposed, the motion passed.**

 **B. Public Hearings**

1. **The Town of Wolfeboro will hold two consecutive public hearings on Wednesday, July 10, 2019, at 6:30 PM at the Great Hall at Wolfeboro Town Hall, 84 South Main Street, Wolfeboro, NH 03894, to hear public comment on a proposed Community Development Block Grant (CDBG) application to the NH Community Development Finance Authority (CDFA), and related planning documents. Up to $500,000 annually is available to communities or counties on a competitive basis for housing and public facilities, economic development and emergency activities that directly benefit low and moderate income persons. Up to $12,000 is available for feasibility study grants. The proposal to be heard includes:**

**1. A Public Hearing for the purpose of receiving public input and taking action on a**

**proposed Housing and Public Facilities grant application for up to $500,000 in CDBG**

**funds (to be sub-granted to G.A.L.A.) for the renovation of GALA Maker Space and**

**Business Incubator; and to authorize the Town Manager to sign, submit, and execute**

**any documents which may be necessary to effectuate the CDBG Application.**

**2. A Public Hearing for the purpose of receiving public input and taking action to adopt the Town of Wolfeboro Anti-displacement and Relocation Plan for this project.**

Chairman Senecal opened the public hearing.

Chairman Senecal read the public notice as follows:

The Town of Wolfeboro will hold two consecutive public hearings on Wednesday, July 10, 2019, at 6:30 PM at the Great Hall at Wolfeboro Town Hall, 84 South Main Street, Wolfeboro, NH 03894, to hear public comment on a proposed Community Development Block Grant (CDBG) application to the NH Community Development Finance Authority (CDFA), and related planning documents. Up to $500,000 annually is available to communities or counties on a competitive basis for housing and public facilities, economic development and emergency activities that directly benefit low and moderate income persons. Up to $12,000 is available for feasibility study grants. The proposal to be heard includes:

1. A Public Hearing for the purpose of receiving public input and taking action on a

proposed Housing and Public Facilities grant application for up to $500,000 in CDBG

funds (to be sub-granted to G.A.L.A.) for the renovation of GALA Maker Space and

Business Incubator; and to authorize the Town Manager to sign, submit, and execute

any documents which may be necessary to effectuate the CDBG Application.

2. A Public Hearing for the purpose of receiving public input and taking action to adopt the Town of Wolfeboro Anti-displacement and Relocation Plan for this project.

Mr. Sullivan read the following script:

**2019 Town of Wolfeboro, G.A.L.A. Community Maker Space/Incubator CDBG Feasibility Study**

The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act. CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing rehabilitation, public facilities, and economic development which primarily benefit to low and moderate income persons. A community or county may apply for up to $500,000 a year for public facility/housing rehabilitation, up to $500,000 a year for economic development projects, as well as up to $500,000 a year in emergency funds. Feasibility Study grants are available for up to $12,000 per year. Up to $750,000 is available for entities providing training and technical assistance to microenterprises.

A handout is available describing the proposed project.

**Public hearing # 1 – Grant Submission**

Chairman Senecal opened the public hearing #1- Grant Submission.

Mr. Sullivan stated the proposal to be considered by the Commissioners is a CDBG Housing and Public Facilities application for $500,000 to support the rehabilitation of the building located at 23 Bay Street in Wolfeboro for the purposes of developing a Community Makerspace. The funds, less administrative costs, will be subgranted to Global Awareness Local Action (G.A.L.A).

Chairman Senecal asked for public comment.

There was no public comment.

Chairman Senecal closed the public hearing #1- Grant Submission.

**Public Hearing # 2 - Adoption of the Anti-Displacement and Relocation Plan for this project.**

Chairman Senecal opened the public hearing #2 - Adoption of the Anti-Displacement and Relocation Plan for this project.

Mr. Sullivan read the following script:

If any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced householdor business in a project using any federal funds must be found comparable housing or place of business in a comparable neighborhood at a comparable price. Under the certification section of the application, the Town will certify that the Residential Anti-displacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

There will be no displacement as a result of this project.

Discussion

Chairman Senecal asked for public comment.

There was no public comment.

Chairman Senecal closed the public hearing # 2 - Adoption of the Anti-Displacement and Relocation Plan for this project.

**It was moved by Dave Bowers and seconded by Paul O’Brien to support submission of a CDBG Housing and Public Facilities application for $500,000 on behalf of the G.A.L.A. Maker Space project at 23 Bay Street in Wolfeboro and to authorize the Town Manager to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract. Members voted and being none opposed, the motion passed.**

**It was moved by Linda Murray and seconded by Dave Bowers to adopt the Town of Wolfeboro Anti-displacement and Relocation Assistance Plan for the G.A.L.A Maker Space Project. Members voted and being none opposed, the motion passed.**

**Bulk Vote**

**A. Weekly Manifests**

 **i.** June 21, 2019

 **ii.** June 28, 2019

 **iii.** July 5, 2019

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

1. Pleasant Valley Road Tax Map 235-1,2, &3

**ii.** Trotting Track Road Tax Map 147-3

**C. Property Tax Refund/Abatement**

**i.**    2018 #21 27 Partridge Dr. Tax Map 201-58

**ii.** 2018 #20 23 Viewpoint Dr. Tax Map 258-26

**iii.** 2019 #1 Pork Hill Rd Tax Map 8-1-3 & 8-1-4

**D. Exemptions/Credits**

**i.** 673 South Main Street Tax Map 260-5

**It was moved by Linda Murray and seconded by Brad Harriman to accept the Bulk Vote. Members voted and being none opposed, the motion passed.**

**Board Appointments**

**i.** Wolfeboro Economic Development Committee Alternate Member – Robyn Masteller

**It was moved by Dave Bowers and seconded by Brad Harriman to appoint Robyn Masteller as an alternate member of the Wolfeboro Economic Development Committee for a 3 year term expiring March 2021. Members voted and being none opposed, the motion passed.**

**ii.** Resignation from Conservation and Milfoil Committee-Member - Robert A. Pierpont

**It was moved by Linda Murray and seconded by Dave Bowers to approve the resignation of Robert A. Pierpont from the Conservation and Milfoil Committee. Members voted and being none opposed, the motion passed.**

**iii.** Lakes Region Planning Commission Transportation Advisory Committee (TAC) member - Dave Ford

**It was moved by Linda Murray and seconded by Paul O’Brien to appoint Dave Ford as a member of the Lakes Region Planning Commission Transportation Advisory Committee for a 1 year term expiring July 2020. Members voted and being none opposed, the motion passed.**

**iv.** Lakes Region Planning Commission Transportation Advisory Committee (TAC) alternate - Matthew Sullivan

**It was moved by Linda Murray and seconded by Paul O’Brien to appoint Matt Sullivan as an alternate member of the Lakes Region Planning Commission Transportation Advisory Committee for a 1 year term expiring July 2020. Members voted and being none opposed, the motion passed.**

**New Business**

 **A. Technology Update**

Troy Neff, Finance Director, addressed the Board. He discussed the following:



Ms. Murray stated under the last administration the Board was told that the MuniSmart program would no longer be supported by MuniSmart. She questioned if they were able to give us support or are we going to have to update the program.

Mr. Neff stated MuniSmart is owned by Harris Technology and they are no longer adding additional functions to MuniSmart. However, they are tools that can maximize the software and we are discovering in review of the software that there are functions we are not utilizing. He felt it was a little early to be discussing purchasing new software.

Ms. Murray stated then support is still available.

Mr. Neff stated yes but there are no updates available.

Mr. Bowers questioned the cost of new software if MuniSmart was not available.

Mr. Neff stated there are a lot of vendors available but for this size Town probably Accufund sold by Blue Shapiro would be the best. It would cost approximately $100,000.00.

The Board thanked Mr. Neff for his presentation and for the clarity.

**B. Cyanobacteria Beach Closure Procedure**

Dave Ford, Public Works Director, addressed the Board. He stated at our last meeting we had a discussion on the protocol for cyanobacteria identification and reporting. The committee is developing a flow chart showing decision tree and notifications. During our discussions the question came up, what does the Town do when NHDES issues an “Advisory”; will the Town close the beach if the blooms are within the Town Beach swimming areas? He questioned what the protocol would be – close the beach or issue an advisory?

Ms. Murray stated if there is an advisory at the beach she would support closing the beach. She questioned the distance of the outbreak. She stated we need to decide on a distance from where the break out is and that would govern whether we close the beach or not.

Mr. Ford stated we can only close Town property.

Ms. Murray questioned if we would close Albee Beach if the break out was at the other end of the lake.

Mr. Ford stated no.

Ms. Murray stated we need to define what the distance is. She questioned how far away the cyanobacteria outbreak from the beach would be when they decide to close the beach.

Mr. Ford stated that is an excellent question. We could have an advisory in Winter Harbor that may not have reached the beach. He stated he was talking specifically about the swimming area of the outbreak.

Chairman Senecal suggested checking with Jack Parcel (Tuftonboro Health Officer) because there have been a lot of blooms in Mirror Lake. He might have something is his regulations.

Mr. Bowers stated any cyanobacteria present in the broads will end up at Carrie Beach because of the wind. He suggested looking at each situation separately.

Mr. Ford stated he was talking specifically about the swimming area. He stated some people enjoy the beach but do not go into the water.

Ms. Murray stated the beach should be closed in her opinion. We are talking about public safety.

Mr. Ford agreed.

Mr. Senecal stated he liked the diagram.

Mr. Ford stated the flow chart is a draft and it will be discussed with the committee.

Mr. Ford questioned if the beach should be closed.

Chairman Senecal agreed with Ms. Murray about closing the beach.

Mr. O’Brien stated there were 80-90 people trained on cyanobacteria. He stated maybe the “testers” that were near the area could test the area. He agreed with Ms. Murray that the beach should be closed because it is a public safety issue. He stated on the committee he is involved with they are trying to map out where the testers live so they have all areas covered. He suggested that the testers that live in that area could test the adjacent areas. He stated if we have to close the beach we will because it is a public safety issue.

Mr. Ford stated the committee will be meeting the first Monday of August to finalize.

Ms. Murray stated if there is an outbreak before the committee meets again and the State issues an advisory the Board should vote to give the authority to the Town Manager and his staff to close the beach.

Mr. Harriman agreed the beaches should be closed. He stated the Town Manager or Health Officer should be able to act immediately to close the beach if necessary.

**It was moved by Linda Murray and seconded by Paul O’Brien to give the Town Manager and his staff the authority to close the beach if there is an advisory issued by the State. Members voted and being none opposed, the motion passed.**

Anne Blodgett, Lake Wentworth Watershed Association, addressed the Board. She stated she attended the session and it was not testing training it was observing training.

Ms. Murray stated correct.

Ms. Blodgett stated the 80-90 are observers not testers.

Ms. Murray stated the testers are getting water samples.

Ms. Blodgett stated they are not cyanobacteria testers.

Ms. Murray stated it is going to come into the hub and we are going to have it tested by someone certified.

Ms. Blodgett stated she wanted to clarify the understanding.

Mr. O’Brien thanked Ms. Blodgett. He stated the 80-90 people are not physically testing. They are collecting a sample and dropping it off.

Ms. Murray stated the session was teaching people about observing the water and how to tell if it is cyanobacteria.

Ms. Blodgett stated Mr. Muir has been training people to test the water. The cyanobacteria training were observatory. These are two separate things.

Ms. Blodgett stated if Mr. Muir’s water testers see cyanobacteria then Mr. Muir will go with them to look at it. It is fairly technical. The training that was offered was not technical.

Mr. O’Brien stated there are two types of people – the observers and sample collectors.

Ms. Blodgett stated the 80-90 people are the observers. There are people that will do general water testing. Lake Wentworth has always been testing its water but not for cyanobacteria. We will now have different people testing for cyanobacteria because it is technical.

Mr. O’Brien questioned the number of water testers they have for Lake Wentworth.

Ms. Blodgett stated approximately a team of fifteen. They have been doing testing for over 25 years but not for cyanobacteria. We are going to buy a kit and do cyanobacteria testing. Lake Winnipesaukee has not been doing water testing. She wanted everyone to be aware that once the bloom is gone it can still be toxic. Therefore, just because it looks good does not mean it is good. She suggested further testing after a bloom is seen.

Ms. Murray agreed and stated it was part of the procedure.

Mr. Ford stated the water quality testing is being down at all locations and it is being done frequently. The 80-90 people were trained to determine if there was a cyanobacteria bloom present in the water. We only have a handful of actual testers. The cards that we had printed also give instructions on how to tell if a bloom is present. If there is any confusion people should call the hotline. The water sample will be examined by qualified testers (NHDES or certified people).

Mr. O’Brien stated sorry for the confusion and thanked Mr. Ford for the clarity.

**C. Bay Street Sidewalk Stakeholder Meeting Update**

Dave Ford, Public Works Director, addressed the Board. He stated at the last meeting people addressed their concerns and questions. We would like to hold another meeting addressing these concerns offering alterative solutions. The meeting would be on Monday, July 29th at 6:30 PM at the Great Hall.

**Other Business**

Ms. Murray stated on July 17th at 6:30 PM we will be holding a public hearing with NHDES on the expansion of rumble strips and the elimination of two crosswalks.

Suzanne Ryan, Resident of Wolfeboro, addressed the Board. She stated the State painted the yellow line and added the rumble strip by the 1810 barn.

Mr. Harriman stated the rumble strip was added a while ago.

Ms. Ryan questioned if NHDES were still willing to listen.

Mr. Ford stated they are going to be doing a new overlay. This is the time the rumble strips can be taken out or decide to do something different.

Ms. Murray questioned if there was a map available.

Mr. Ford stated he would get in touch with NHDES.

 **Committee Reports**

Linda Murray attended the Bay Street Sidewalk Public Hearing, Cyanobacteria Training and a Milfoil Joint Board Meeting. The Dash Unit will not go in the water this year and the committee is going to discuss the future for the Dash Boat. Most of the contractors that pull milfoil have their own boats. She attended an Infrastructure Transportation Master Plan Meeting and they discussed docks, parks, boats, sidewalks, trees, dams and bridges. She attended a Cyanobacteria Committee Meeting and an Energy Committee Meeting.

Dave Bowers stated he has been working with several people on history projects. Brewster Academy will be celebrating their 200th anniversary next year and he will be helping them.

Chairman Senecal attended a ZBA Meeting, Cyanobacteria Committee Meeting, the Bay Street Sidewalk Public Hearing and a Net Metering Meeting.

Brad Harriman attended a Planning Board Meeting, an Infrastructure Transportation Master Plan Meeting and a Friends of Libby Museum.

Paul O’Brien attended the Bay Street Sidewalk Public Hearing, a Dockside Meeting, a Cyanobacteria Training, and a Net Metering Meeting. He suggested the Town needed to pay close attention to Net Metering because it is very important for our Town. We will be visited by US Cellular and T-Mobile next week. We want better coverage, more capabilities and lower prices.

**Town Manager’s Report**

Mr. Pineo stated the following:

He thanked the staff for all their hard work while he was gone on his vacation.

He visited the General Wolfe statue.

Pat Waterman has been recognized by the Municipal Clerk’s Honor Roll. This is a nationwide recognition. She has received a pin that recognizes her as an outstanding and dedicated servant.

The HR/Finance Officer position has been filled by Michele Chamberlain.

**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 Paul O’Brien and seconded by Dave Bowers to enter into non-public session under RSA 91-A:3 II. 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 8:05 PM.

**Linda Murray moved the Wolfeboro Board of Selectmen to seal the minutes of the July 10, 2019 non-public meeting. Dave Bowers 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.**

Mr. Harriman asked the Board if they were willing to discuss Agreement on Management of Libby Museum Restoration Funds.

The Board agreed.

Alana Albee had provided Mr. Harriman with this agreement.

The Board requested that Town Manager, James Pineo discuss this document with Alana Albee and get back to the Board with a recommendation on how to move forward.

**It was moved by Brad Harriman and seconded by Dave Senecal to adjourn at 8:20 PM. Members voted and being none opposed, the motion passed.**

Respectfully Submitted,

Michele Chamberlain