

Wolfeboro Board of Selectmen  
Public Meeting Minutes-Unapproved  
October 17, 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, Police Chief Dean Rondeau, Libby Museum, Finance Director Deb Zabkar, Planning Director Matt Sullivan, Fire Chief James Pineo, Town Assessor Todd Haywood and Recording Secretary Michele Chamberlain

Chairman Murray opened the meeting at 6:00 PM.

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

Chairman Murray stated a non-public session is needed to discuss litigation.

**It was moved by Dave Bowers and seconded by Brad Harriman to enter into non-public session under RSA 91:3 II (e) to discuss 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 6:23 PM.

**Brad Harriman moved the Wolfeboro Board of Selectmen to seal the minutes of the October 17, 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.**

**Consideration of Minutes**

Chairman Murray asked for approval from the Board of the October 3, 2018 Regular Meeting Minutes.

**It was moved by Paul O'Brien and seconded by Dave Senecal to accept the minutes of October 3, 2018 with amendments to pages 5 and 19. Members voted and being none opposed, the motion passed.**

**Public Hearings**

**A. Community Development Block Grant Application**

Chairman Murray read the following Public Notice:

PUBLIC NOTICE  
TOWN OF WOLFEBORO

Public Hearing Notice  
Community Development Block Grant Application

The Town of Wolfeboro will hold three consecutive public hearings on Wednesday, October 17, 2018, 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:

\* A proposed planning grant application for \$12,000 in CDBG Feasibility Study funds to be used, less administration, to support the development of the G.A.L.A. Maker Space.

\*\* Review and adopt the Town of Wolfeboro Housing and Community Development Plan.

\*\*\* Adoption of the Town of Wolfeboro Anti-displacement and Relocation Plan for this project.

Interested persons are invited to attend and comment on the proposed application and planning documents. Please contact Becky Merrow, Esq. Town Manager the Town of Wolfeboro at (603) 569-8161 if you need assistance to attend or participate in the hearing. Anyone wishing to submit written comments should address them to Becky Merrow, Esq. Wolfeboro Town Manager, Town of Wolfeboro, 84 South Main Street, Wolfeboro, NH 03894. Published in Concord Monitor Oct. 6, 2018; October 11, 2018 Granite State News.

Posted in 3 public places

Chairman Murray stated: 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 low and moderate income persons. A community or county may apply for up to \$500,000.00 a year for public facility/housing rehabilitation, up to \$500,000.00 a year in emergency funds. Feasibility Study grants are available for up to \$12,000.00 per year. Up to \$750,000.00 is available for entities providing training and technical assistance to microenterprises.

A handout is available describing the proposed project.

Chairman Murray opened the public hearing #1 Grant Submission.

The proposal to be considered by the Commissioners is a CDBG Feasibility Study application for \$12,000.00. The funds, less administrative costs, will be sub-granted to Global Awareness Local Action (G.A.L.A) for the purposes of redeveloping a Community Maker space/Incubator at 23 Bay Street in Wolfeboro. The study will include development of a site plan and building needs assessment as funds allow.

Josh Arnold, Director of G.A.L.A, addressed the Board. He stated he wanted to clarify that it is not a maker space but a Market place.

Chairman Murray closed the public hearing.

**It was moved by Chairman Murray and seconded by Dave Senecal to approve to support submission of a CDBG Feasibility Study application for the G.A.L.A. Maker Space project 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.**

Chairman Murray opened the public hearing #2 Housing and Community Development Plan.

Chairman Murray stated: Shelley Hadfield explained that Housing and Community Development Plan must be reviewed and re-adopted every three years. The Housing and Community Development Plan was previously adopted July 25, 2012 and has been updated by town staff.

Chairman Murray closed the public hearing.

**It was moved by Chairman Murray and seconded by Dave Senecal to approve to re-adopt the Town of Wolfeboro Housing and Community Development Plan as presented. Paul O'Brien abstained. Members voted and the motion passed.**

Mr. O'Brien questioned if we received any input from the Economic Development Committee.

Ms. Merrow stated only the town staff has been involved so we should circle back at some point.

Mr. O'Brien questioned who town staff is.

Ms. Merrow stated the Planning Department with some input from various Planning members.

Ms. Merrow stated this is a re-adoption from what was in place from 2012.

Chairman Murray opened the public hearing #3 Anti-Displacement and Relocation Plan.

Chairman Murray opened the public hearing.

Chairman Murray stated: If any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or 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 County 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 not displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

Shelley Hatfield addressed the Board. She stated she will be writing the grant. There is no housing in this plan so there will be no displacement.

Mr. Bowers asked to have this in writing.

Ms. Hatfield stated this is not a public housing project.

Ms. Merrow stated this is not a construction project. It is for a Feasibility study.

Mr. O'Brien stated this displacement and certification that we are asking to be considered is exclusively for the G.A.L.A project then why are we voting on it.

Ms. Hatfield stated Federal regulations require it.

Mr. O'Brien stated this is only for the project located at 23 Bay Street.

Mr. Bowers stated this needs to be very clear.

Chairman Murray closed the public hearing.

**It was moved by Chairman Murray and seconded by Dave Bowers to approve 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.**

**B. Proposed Re-addressing of Tax Map Lot 147-006 currently addressed as 480 Center Street and proposed to be addressed as 65 Trotting Track Road. This property is currently owned by Everett S. Albee, II. The Public Hearing is noticed pursuant to RSA 231-133-a, Street Names and Markers.**

Chairman Murray read the following public notice:

The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, October 17, 2018 at 6:35 PM at the Wolfeboro Town Hall, Great Hall, 84 South Main Street, Wolfeboro, NH for the purpose of hearing public comment on the proposed re-addressing of Tax Map Lot 147-006, currently addressed as 480 Center Street and proposed to be addressed as 65 Trotting Track Road. This property is currently owned by Everett S. Albee II.

The Public Hearing is noticed pursuant to RSA 231-133-a, Street Names and Markers.

Ad Granite State News Issue of September 27, 2018

Posted Wolfeboro Town Hall	September 27, 2018
Posted Wolfeboro Public Library	September 27, 2018

Matt Sullivan, Director of Planning and Development, addressed the Board. He stated he was requesting that the Board of Selectmen approve the request to readdress 480 Center Street to 65 Trotting Track Road. The impetus for this request is the termination of the existing access easement over the Leipold property (148-011), as certified by the record of the Driveway Use Termination recorded at CCRD Book 3257 Page 0764. Emergency access is granted over the lot frontage on Trotting Track Road only. Numerous attempts have been made to contact the owner (presumed to be successors of the estate) to voluntarily approve the change. We have not received a response, but understand the complication of current ownership. The change has been discussed and recommended by the New Hampshire Department of Safety.

Mr. Bowers asked Mr. Sullivan if he recommended the change.

Mr. Sullivan stated yes.

**It was moved by Paul O'Brien and seconded by Brad Harriman to approve re-addressing Tax Map Lot 147-006, currently addressed as 480 Center Street and proposed to be addressed as 65 Trotting Track Road. This property is currently owned by Everett S. Albee II. The Public Hearing is noticed pursuant to RSA 231-133-a, Street Names and Markers. Members voted and being none opposed, the motion passed.**

Trisha Leipold, Resident of 478 Center Street, addressed the Board. She stated she bought this property in 1974 from Everett Albee with the driveway as part of their property. We entered into a driveway agreement at that time and it was set up that the agreement could be terminated at any time with at least a 45 day notice. We had an understanding that we would keep it open as long as his business was open. When he passed away we terminated the agreement in 2016. There has been no physical or legal access to his property on Center Street since 2016. This is a liability because it is addressed as 480 Center Street and we had a number of people coming up our driveway looking for 480 Center Street. If there is an emergency this could create a serious situation.

Chairman Murray thanked Ms. Leipold.

### **Bulk Vote**

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

August 29, 2018  
October 3, 2018  
October 10, 2018

#### **B. Permanent Application for Veteran Credit**

- |   |                    |
|---|--------------------|
| i. Sandra Black & William Sommers Trust | Tax Map 191 Lot 31 |
| ii. Louis Zabohonski                    | Tax Map 10 Lot 32  |

iii. June & Jonathan Long

Tax Map 177 Block 10  
Lot 12

**C. Intent to Cut**

i. John Sikich, All Road Club Lane

Tax Map 132 Lot 5-1

ii. Bruce & Cheryl Ann Heald, North Line Rd. Tax Map 67 Lot 4

**D. Abatement—Yield Tax**

i. Farm Wolfeboro Trust, Richard Totaro

Tax Map 267 Lot 3  
\$274.64

ii. Avery Heirs, LLC

Tax Map 255 Lot 4  
\$2,373.77

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

**New Business**

Chairman Murray stated she would like to add Monthly Expenditures as item F to the New Business section.

The Board agreed.

**A. Cyanobacterial Ad Hoc Committee**

Chairman Murray stated she wanted the public to know that on October 10, 2018 they met with the Budget Committee. We talked about the need for a warrant article to fund education and matching funds for 319 grants for Winter Harbor and Lake Wentworth, testing and sampling, a consultant for design and permitting of best management practices to stop runoff.

She would like the Board to establish a Committee with the following members: Planning Board Member, Kathy Barnard, Executive Director of the Chamber of Commerce, Mary DeVries, President, Anne Blodgett or Executive Director of the Wentworth Watershed Association, Board of Selectmen (Paul O'Brien or Linda Murray), Warren Muir, and someone from Public Works and Parks and Recreation.

**It was moved by Chairman Murray and seconded by Dave Senecal to approve setting up the Cyanobacterial Ad Hoc Committee with the members as noted above. Members voted and being none opposed, the motion passed.**

**B. Waiver of Great Hall Fee for Chamber of Commerce Event on October 30 from 5:30 PM to 7:30 PM for a “Candidates Forum”.**

Chairman Murray asked the Board if they would waive the Great Hall Fee for the Chamber of Commerce to hold the Candidates Forum on October 30<sup>th</sup>.

**It was moved by Chairman Murray and seconded by Dave Bowers to approve waiving the Great Hall Fee for the Chamber of Commerce Event on October 30th from 5:30 PM to 7:30 PM for a “Candidates Forum”. Members voted and being none opposed, the motion passed.**

### **C. Overall Comments on Budget Process**

Chairman Murray stated this item was placed on the agenda by Mr. Bowers.

Mr. Bowers stated for the last ten years the idea has been to have level funding. This means that the budget this year would be the same as last year except for salaries, health insurance and things that we can't change. Health benefits have gone up at least 15%. The infrastructure suffers. He felt the Budget Committee would do well to review the infrastructure such as equipment. There is a Parks and Recreation vehicle that is falling apart and some of the Police cruisers are in need of repair. We have vehicles that our citizens would not want to own but we are having our employees drive them. This involves public safety. Albee Beach needs to have their road repaired. The Budget Committee has three categories they put items in 1) desirable 2) necessary 3) urgent. The Board of Selectmen voted the other day to approve some worn out tires on a piece of equipment. A little kid was killed this year because a tire blew out on a vehicle. Mr. Bowers would like the Budget Committee to review some of the infrastructure with the Department Heads to see what infrastructure items are in the necessary but not urgent columns. He felt public safety would benefit from this.

Mr. Harriman agreed with Mr. Bowers concerns. The Department Heads are given a direction for level funding. The budget is broken up into two parts the discretionary and non-discretionary. If a Department Head asks for something that is necessary and they have back up material to prove why it is needed then the Board of Selectmen have made these adjustments to the budget. He stated he would hope that the Budget Committee would approve these items as well. He gave an example of having \$20,000.00 for gravel. If gravel prices continue to rise then every year the department would have less gravel to use. We need to look at these types of things.

Chairman Murray stated she agreed with level funding. If a department needs something then they should have back up materials to justify the item. The following budgets have been increased: Executive 3.84%, Zoning 12.84%, Town Clerk 9.6%, and Finance 12.38%. We ask for zero increases to the budget but she felt the Department Heads were very good at justifying items that were needed. She felt it was a good exercise for the Department Heads to sharpen their pencil and ask for what they really need. If they really need something this Board will vote for the change. We have a fine line we must balance between what the taxpayer can pay and what the Department Heads need. This is a very small range and we work very hard to balance the two. We usually send a budget that is larger and has more of an increase to the Budget Committee than the one that the Budget Committee sends to the voters. We all have to realize the job of the Budget Committee is to take another look at the budget and get it within the range. She felt the Department Heads have done an excellent job this year.

### **D. Request for Restoration of Funding – End 68 Hours of Hunger**

Chairman Murray stated this was added back into the budget on Monday, October 15<sup>th</sup>.

### **E. Chief Pineo, Emergency Operations Plan; Hazard Mitigation Plan**

Chief Pineo, Fire Chief, addressed the Board. He stated the Emergency Operations Plan has been adopted. All the materials are in his office in the file cabinet. The paperwork for the reimbursement was finalized today and will be mailed to the State tomorrow. We should be receiving the \$4,500.00 in reimbursement in the near future from the State. We have been working with the School District, Red Cross and Carrol County Coalition. On October 29<sup>th</sup> we will be having step 1 of a shelter training program. The shelter will be located at the Arts Center and we are working with the Red Cross to get it certified as a Red Cross Shelter. The advantage to a Red Cross shelter is that after the 72 hour mark they come in and take over. We should have no problems staffing the first 72 hours. We will also provide outside shelter for their pets. There is no cost for this training.

Mr. Bowers stated for many years the Red Cross has requested \$1,000.00 from the Town but they have never sent a representative to show up for this request. He felt they should be told to come to the meeting next year.

Chief Pineo stated he would express this concern to them.

Mr. Senecal questioned the time and date of the training.

Chief Pineo stated the training will be held on October 29<sup>th</sup> from 6:00 PM to 9:30 PM at Kingswood Art Center.

Chief Pineo stated phase 2 of the training will be to set up a shelter at the Arts Center.

### **Hazard Mitigation**

Chief Pineo stated we had a meeting with the Lakes Region Planning Commission and they will be starting that process. He questioned how this committee was going to be staffed. The tentative kick off date is November 13<sup>th</sup> from 10:00 AM until Noon. We hope to have the plan completed in March or April. We will have a meeting approximately every 3 weeks.

Mr. Harriman stated he is the representative of the Hazard Mitigation from the Board of Selectmen.

Chairman Murray stated the committee should be staffed with the different areas that need to know or that have the knowledge.

Chief Pineo stated he would make contact with a mix of people.

The Board agreed.

Chairman Murray stated we can't get some grants because this plan is not updated. She questioned the cycle.

Chief Pineo stated as long as we have a contract that states we have a document in place we can apply for the grant funding.

Ms. Merrow stated we can submit the letter of intent. She stated the Townsend Brook Dam might be a project for grant funding. She has been given direction on how to apply for this today.

Chairman Murray stated good.

## **F. Monthly Budget Expenditures and Revenue Report**

Chairman Murray read the following: The initial percentages expended-to-date as of the end of September 2018 are as follows: the General Fund is at 74%, the Water Fund is at 82%, the Electric Fund is at 72%, the Sewer Fund is at 84%, the Pop Whalen Fund is at 71% and the overall expended-to-date is at 74.73%.

Chairman Murray stated last year at this time we were at 72.87%. This year we have had large legal expenses, the Great Danes case and a woman that has continued to try to sue us. We had a lot of snow and those expenses. The budget is very close and she felt it was within range. She suggested keeping a close eye on it.

## **Old Business**

### **A. Rust Pond Survey**

Ms. Merrow stated we have two proposals. One is from Norway Plains Associates and the other is from White Mountain Survey & Engineering. She recommended using Norway Plains Associates because he has experience already with the right of way from the Route 28 Corridor Study.

Mr. Bowers stated he felt this was a waste of money. He felt they should just leave it alone.

Mr. O'Brien stated we need to have a clear set of meets and bounds for the property.

Mr. Bowers stated then that is all we need to have done. We should have a boundary survey done. He agreed to have that done.

**It was moved by Dave Senecal and seconded by Brad Harriman to approve hiring Norway Plains Associates. Members voted and being none opposed, the motion passed.**

### **B. Public Safety Building and Possible Need for Further Study**

Chairman Murray stated we received a quote to have this done for \$40,000.00.

Ms. Merrow stated it will be a Capital Outlay.

### **C. Media Policy – New Draft Under Discussion/Review**

Chairman Murray stated this is a reminder that we are working on this but it is on hold at this time.

### **D. Policy on Betterment Petitions: Ronald June Bug Furber & Hattie Roads-**

## **Written Response from Public Works Director; Set Hearing Date and Next Step**

Chairman Murray stated this is also on hold at this time.

Mr. Sullivan stated he has reviewed Betterment Assessment Policies around the State. He met with Planning Council and he is working on questions that need to be addressed. This draft should be ready for the Board's consideration in the coming weeks.

Chairman Murray questioned if it would be ready for the next agenda.

Mr. Sullivan stated the agenda after next month.

### **Other Business**

#### **Budget Discussions**

##### **A. Assessing**

Todd Haywood, Assessor, addressed the Board.

Chairman Murray questioned if the Town had a signed contract with him. We need to add this to another agenda.

##### **01-41503-620 Office Supplies**

Chairman Murray stated there is a note on this line to level fund this line item to \$1,000.00.

Ms. Zabkar stated she was not sure at this time.

Chairman Murray stated we will put this on the Revisit List.

Chairman Murray stated there is a budget reinstatement for a cellphone stipend.

Ms. Merrow stated this is for the Assessing Clerk to communicate with the Assessor.

**It was moved by Dave Bowers and seconded by Dave Senecal to approve adding a cellphone stipend for the Assessing Clerk. Members voted and being none opposed, the motion passed.**

##### **B. Police Department**

Chief Rondeau and Captain Livie addressed the Board.

Chief Rondeau read the following Executive Summary:

#### **FY 2019 Police Budget Executive Summary and Analysis**

As a brief overview:

This coming year, The Wolfeboro Police Department's budget is up overall for Fiscal Year 19 at present by a very modest 7.94 percent after Police Commission and Board of Selectmen adjustments. However, after subtracting out some, (not all) of our Police Department Revenues for specific programs or projects we can offset this increase significantly by 6.176 percent; or, another way of looking at it-we are up slightly by an increase of only 1.764 percent.

Though Non-discretionary spending is up at the time, I do not have a percent as certain Town COLA expenses and union contracts have yet to be set and or approved making those calculations impossible. All the Non-discretionary increases so far are due to items beyond my control. At present, of the twenty (20) discretionary line items, the PD is up in seven (7), while the remaining thirteen (13) remain level funded. Although, discretionary spending is up (31.84) percent, when we subtract out our revenue offsets from our discretionary requests, our discretionary spending is down. This just shows how much we can save and improve the PD if we reinvest our Police revenues back into the Police Department and its projects.

In Non-discretionary spending, the good news is that some of our cost increases were offset by the hourly wage line which although is up, it is only because of an added administrative position added from last year's budget meetings; and a corresponding Administrative Assistant's part-time line, and our summer salary line, have been zeroed out. Additionally, the hourly wages line is only up marginally from last year due to a recent new hire, and the retirement of one (1) Senior Officer, (SGT Moore).

Of significant importance this year is the request to add one (1) new Officer to the patrol ranks. The Wolfeboro Police Department has not added a new officer since 2011, or seven (7) years ago. Since that time, many things have occurred in our State and Town which require greater police resources to deal with, not chiefly of which is the Opioid and drug crisis which has taken New Hampshire into its icy grip. By adding an additional Officer to the Patrol ranks we improve Officer and citizen safety, gain better Town coverage and help to mitigate the riskiest point of time in our watch-the overnight shift. Adding an additional Officer helps the PD keep a supervisor out on the streets until 0200 hours. More importantly, revenues brought into the PD and the monies received from the SAU 49 portion of the SRO contract more than cover this request. Please see the attached revenue slide in your packets to examine the revenues brought into the Town by the Police Department from outside sources. Bottom Line-this personnel request is more than a wash due to these revenues, and this honorable committee should consider reinvesting some of those monies back into the Police Department. By reinvesting these revenues within the PD, we achieve a sure-fire way to have a positive impact on the tax base.

Additionally, a second request this year comes in the form of the need to replace two of our vehicles which are out of service due to safety issues-they simply cannot pass inspection (Please see the attached letter from our Acting Chief Mechanic). Patrol Vehicles are the basic means by which we respond to Calls for Service, crimes in progress, alarms, and other emergencies. Recently, I have had to place two of our police cruisers vehicles "out of service" due to severe safety concerns. Both these vehicles, Crown Victoria's, have well over 120,000 miles and are eight and ten year's old respectively at the time of this writing. They both have experienced significant rust throughout their frames, and have realized other mechanical issues making them a liability to be on the road.

When fully functional, all eleven (11) vehicles are assigned to duty and tasks. None are permanently assigned as take-home cruisers for the Patrol Officers. The cruisers are assigned as follows: SRO, Detective, K9 Officer, SGT's (On duty supervisor), Captain, and Chief. The remaining five vehicles are shared by the Patrol Division. With the loss of two Police Units, the remaining (four) vehicles in the patrol division must work harder than normal, and virtually have no down time. This will hasten their demise and eventual replacement. At present I am replacing police cars at the eight to nine-year mark, depending on wear, tear and rust concerns. Contrary to popular belief, no patrol officers have been assigned take home cruisers. Incidentally, cruisers are also used for training and administrative purposes, such as travel to and from court, DMV, and State Police Headquarters for evidence runs, meetings with Highway Safety, or down for scheduled maintenance. Occasionally, vehicles break or are subject to recalls which can take them out of the fleet for

extended periods of time. Having enough vehicles in the fleet is paramount. Please remember, that this PD is a twenty-four hour a day seven day a week operation. When you go home at night-our officers are still working-around the clock-patrolling!

Also, important this year is our desire to enter into a contract with Axon (formally known as Taser) for the purchase of new Taser devices for the Department. Our current model is no longer supported by Taser International and has been deemed obsolete. They no longer repair these devices, and more importantly, they will not represent the Town or the Police Department in any law suit brought by an aggrieved party should there be a civil tort filed after a use of force incident. I am sure we all can see the justification in the latter as a reason for supporting this request.

Earlier this year we were notified by New Hampshire Highway Safety that they and the NH State Police have decided to continue to fund the MDT grant program which was scheduled to end later this year. It is believed, but not yet confirmed, that we have been awarded a grant to offset the cost of three MDT's and the associated E-ticket system. Two of which have been included in the price of the two new cruisers requested, and the third has been submitted as a Capital Outlay request. These items are essentially State mandated in all but name only and are inseparable from each other-though they have been submitted as separate requests per order of the Town Office.

These new expenses reveal the ever-changing protocols in Law Enforcement operations, not just in Carroll County, but also in the State of New Hampshire. Indeed, with the State's adoption of the J-1 Communications platform, and the use of FIRST NET, communication protocols are changing; MDT's or Mobile Data Terminals will be required to transfer data and information-not just to the State DMV and Department of Safety, but also to the Courts.

As part of those changing protocols and new to the State's outlay for FY 19 is the E-Crash system which the State is moving towards. This system requires use of the MDT's and will greatly facilitate the completion and submission of crash reports directly from the field to DMV and Department of Safety Headquarters.

Unfortunately-this equipment is now a need, and not a want, and we must have these systems to remain relevant in Law Enforcement. This system has been in use by the State Police and most other agencies in the State for almost the past ten years-though E-crash is new this year and for FY 19.

In terms of the Dispatch Budget this year, there are no significant changes to report and no exceptional requests other than the proposed Capital Reserve for a new Dispatch console in 2022. Likewise, are no significant costs associated with the ACO budget?

**Expected Outcomes:** with the passage of this budget and its accompanying addendums, we expect to become more efficient, while providing better Police coverage to the Town of Wolfeboro; by adding one new position and retiring two aging police cruisers we hope to greatly enhance our operational effectiveness as well as to improve our efficiencies, reduce energy and fuel usage, lower operational costs and mitigate our liability concerns, for both the PD and the Town. The budgets before this Honorable Board reflect a great deal of hard work and a bit of anguish in trying to stay within the Town Manager's guidelines for FY 19-we take this task very seriously. The PD traditionally has not asked for much over the past twelve or, so years and we continue in that same tradition moving forward and into FY 19. However, failing to fund these requests hampers the PD's ability to execute its core tasks of providing general law enforcement protections to the Town, and providing a safe and secure environment for our citizens, visitors and guests.

We at the PD do realize that policing a Town costs taxpayers' money so that is why I have included a means to either offset or outright pay for these increased costs. Using what should become Warrant Article Two outright pays for the Axon Taser request, and some remaining monies in the Police Special Detail line could be used to greatly offset the costs associated with the purchasing and outfitting of the two new cruisers and their associated equipment; by the same token, the revenues paid back to the PD and the Town by the AG's Office, SAU 49, and the Courts are scheduled to bring in just over \$97, 000, which far offsets any costs associated with hiring a new Patrol Officer, while putting surplus revenue back into the Town's general fund. By reinvesting these monies year after year, back into the Town's Police Department-we lower the requested

tax burden on the citizens, and we gradually improve and maintain the Town's Police Department, resulting in better coverage, services, and outcomes.

Pending the Honorable Board's questions, that is all I have, now let's get into the budget!

Chairman Murray stated it is the Board of Selectmen that requested level funding not the Town Manager.

Chief Rondeau stated there have been no adjustments to salaries until we receive guidance from the Board.

Chairman Murray stated we do not have union contracts yet.

Chairman Murray stated she felt it was hard to comment on their budget because she felt it was governed by the Police Commission and the Board of Selectmen should go with what the Police Commission recommends.

Chief Rondeau stated he would never put forward a request to the Board of Selectmen unless it has been approved by the Police Commission. This budget has been approved by the Police Commission.

#### **01-42100-635 Gasoline & Oil**

Mr. O'Brien questioned where they are purchasing their gasoline.

Chief Rondeau stated it is purchased through the Highway Department.

#### **01-42100-760 Vehicles**

Chairman Murray suggested trying to purchase one vehicle a year instead of 4 at a time.

Captain Livie stated that is the plan moving forward unfortunately two vehicles dropped this year.

Chief Rondeau agreed.

Chief Rondeau stated Ms. Merrow and Ms. Zabkar have been extremely helpful. We have looked at all different purchase and lease options. It will be cheaper for the Town for the Police Department to purchase the vehicles.

### **C. Communications**

#### **01-42990-390 Other Purchase Services**

Chairman Murray questioned the increase of this line by \$9,934.00.

Chief Rondeau stated we are hoping when First Net comes on board that we will have some serious significant cost savings of all these utility poles.

Captain Livie stated Block 5 Technologies will drop next year.

Mr. O'Brien stated that is only \$1,200.00.

#### **D. Animal Control**

##### **01-44140-380 Outside Services**

Mr. Harriman stated only \$933.14 has been spent.

Captain Livie stated this will be spent. It covers his vacation.

#### **E. Police Capital Outlay**

##### **#1 Replacement of Cruisers outfitted**

Chairman Murray stated in the Department Priority List this item was filled out as necessary not urgent.

Chief Rondeau stated they will fix this.

Chief Rondeau stated the cruisers are fully outfitted and the equipment in the cruisers will be under warranty.

##### **#2 Taser Replacement**

Chief Rondeau stated the current Tasers are now obsolete and are no longer repairable. This purchase would be a contract with payments spread out over 5 years. The total replacement cost is \$34,692.00.

##### **#3 Mobile Data Terminals/E-Ticket**

Chief Rondeau stated Mobile Data Terminals and E-ticket systems are tied into the State's modernization of its existing communications system and are part of the "First Net" and "J-One" system of communications. These systems are used by the officers on the road to tie directly into the Criminal Justice System as well as DMV at near real time.

#### **F. Technology – Capital Outlay**

Deb Zabkar, Finance Director, and Keith Simpson, Technology Assistant, addressed the Board. She stated the servers at Town Hall are 7 years old and showing their age. Currently if the main server fails, a backup server kicks in. Moving back to the main server after a failure is a more difficult process and could potentially result in a complete halt of work for up to 1-2 days. With the server upgrade, there would be 2 servers that would each be able to function as the main server if necessary, with no down time if a failure occurs. In addition, the software updates/upgrades that are associated with this project would provide improved speed, reliability and overall increased usability for Town employees.

Mr. Simpson stated we have a temporary solution for the Billing Department. We are using another server provided by Harris. Harris is letting us use this server but we do not know how long this will be allowed to happen. The problem is we are going out into a cloud to get the server rather than having a server that we maintain ourselves. It is time to upgrade our servers and the equipment. The IT Committee has been talking about this for a year now.

Chairman Murray stated if one server went down it would be difficult reinstating the information that we have now so it sounds like we would be taking a risk with our data.

Ms. Zabkar stated we risk that Town employees will not be able to work.

Mr. Simpson stated he has experienced with redundancy systems and server software.

Mr. O'Brien stated the update sounds like a nice clean-up system but he suggested getting something for power so if we lose power for 10 seconds the system won't blow up.

Chairman Murray questioned if this would fit downstairs in the basement.

Mr. Simpson stated it would fit downstairs.

### **Committee Reports**

Paul O'Brien stated 7 or 8 people visited Sterling, Massachusetts Municipal Electric Power Company last week. They are about the same size as us. They have the same head count as us. They have a smaller Operating Budget than us and they use the same engineering firm as us. Their program was jump started with some State and Federal money. They have done some amazing things around the way in which they store energy and purchase power. He attended all the Budget Meetings this week as well.

Dave Senecal attended AFSCME and Police Union Meetings, a Conservation Commission Meeting and all the Budget Meetings this week.

Brad Harriman attended a Planning Board Meeting and all the Budget Meetings this week. Ms. Merrow and Mr. Harriman had a telephone conference call with Chris Williams regarding the Feasibility Study with the Libby Museum.

Chairman Murray attended two CIP Meetings. She stated she walked with Mr. Harriman and Ms. Barnard to see the pilot at the RIB site. It was very informative and it is coming along quite well. She attended the Chamber Executive Meeting, the Dedication of the Advocacy for the Bridge Falls Path for Foss Field, a Last Night in Wolfeboro Meeting and all the Budget Meetings.

Dave Bowers attended an EDC Meeting and all the Budget Meetings.

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

Ms. Merrow stated the following:

Center Street, Pine Street, Lehner Street and Grove Street will be paved tomorrow starting around 7:00 AM so we recommend that people use detours if possible.

We had a very windy evening this week that caused many power outages and trees that crossed roads and that were on power lines. It was a very trying week for the Municipal Electric Department.

We received proposals from Paychecks and ADP to process payroll. Paychecks gave a price of \$17, 000.00 and ADP was significantly more at \$80.000.00. ADP was offering to provide payroll and HR services as well. She would like to move forward with the Paychecks proposal.

Chairman Murray stated we will need to know the impact this will have on the Finance Budget.

Ms. Merrow stated these services are crucial since the person that provides that function will no longer be with us on Friday.

Mr. Bowers stated he would like to review the proposals.

The Board agreed.

Chairman Murray stated we need to know about the Temp position as well.

Ms. Merrow stated when the employee is out we will be receiving a portion of his check back which will be used to pay for the Temp position. The Temp is employed at the rate of \$25 per hour.

Chairman Murray stated she would like to know the impact on the budget.

Ms. Zabkar stated she would provide the impact on the budget using the service by Paychecks.

Mr. O'Brien stated he would like to know the services that Paychecks and ADP offer.

Ms. Zabkar stated she is familiar with the services that Paychecks and ADP offer and she agreed with Mr. O'Brien that they were not comparing apples to apples.

Mr. Senecal questioned the cost between bi-weekly and weekly.

Ms. Zabkar stated if we were to go to bi-weekly it would cut the cost in half.

Mr. Senecal questioned if there was a difference between cost of direct deposit and a regular check.

Ms. Zabkar stated she thought so but she would double check to see.

Ms. Merrow stated she received a resignation from an employee in the Town Manager's Office/Finance Department. We will need to put in a 10 week salary for a separation of service in the budget.

We received a check from our insurance company and it was put into the General Fund but the Department Head has a desire to spend the money by putting it into a Capital Reserve. If the Board supports that then we will need to write a warrant article.

Mr. O'Brien stated the employee wants to spend it in 2019.

Ms. Merrow stated correct.

Ms. Merrow stated we are reviewing our financial software.

We received a memo about utility pole taxation.

Mr. O'Brien questioned if other Towns were de-installing the software MuniSmart.

Ms. Merrow stated that is correct.

Mr. O'Brien questioned why Towns were not staying with MuniSmart.

Ms. Merrow stated Harris is no longer supporting all its systems. Our contract with Harris for the EnQuesta software stopped in 2016.

Ms. Zabkar stated the Finance Department uses the MuniSmart software and the Tax Department uses EnQuesta. Both of these systems are supported by Harris.

Ms. Merrow stated we will need to go into non-public to discuss a litigation situation.

Ms. Merrow stated the Budget Committee asked for name badges.

Chairman Murray stated if she could find the money it was okay.

### **Questions from the Press**

None

### **Public Input**

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

None

Chairman Murray stated we need to decide about the November 21<sup>st</sup> meeting.

The Board decided to have the meeting on Monday, November 26<sup>th</sup> at 6:30 PM and a non-public meeting on Wednesday, November 28<sup>th</sup> at 6:30 PM.

**It was moved by Dave Bowers and seconded by Brad Harriman to enter into non-public session under RSA 91:3 II (e) to discuss personnel. 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 9:49 PM.

**Brad Harriman moved the Wolfeboro Board of Selectmen to seal the minutes of the October 17, 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.**

**It was moved by Paul O’Brien and seconded by Brad Harriman to adjourn at 9:50 PM. Members voted and being none opposed, the motion passed.**

Respectfully Submitted,  
Michele Chamberlain