

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
October 2, 2019

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

Staff present: Town Manager Jim Pineo, Parks and Recreation Director Christine Collins, Planning Director Matt Sullivan, Chief Dean Rondeau, Finance Director Troy Neff, Public Works Director, Fire Department Executive Assistant Cathy LaPierre and Recording Secretary Michele Chamberlain

Chairman Senecal opened the meeting at 6:30 PM.

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

Mr. Sullivan stated a non-public session is needed to discuss litigation.

Consideration of Minutes

Chairman Senecal asked for approval from the Board of the September 18, 2019 Regular Meeting Minutes.

It was moved by Dave Bowers and seconded by Brad Harriman to accept the minutes of September 18, 2019 as amended. Members voted and being none opposed, the motion passed.

Public Hearings

A. Temporary Event Permit

- i. **The Hospital & Community Aid Association, Inc. to hold Fall Fundraisers on Oct. 4-5, Oct. 11-12, Oct. 18-19, Oct. 25-26, Nov. 8-9, Nov. 15-16, Nov 22-23, Dec. 6-7, Dec. 13-14, 2019. Permit #1952.**

Chairman Senecal opened the public hearing.

Jane Wass, Representative of the Hospital & Community Aid Association, addressed the Board. She stated we would like to hold the Fall Fundraiser to fund money for equipment for patient care for Huggins Hospital. She stated 90 % of the equipment at Back Bay Rehab has been donated by the Street Fair. All medical equipment is free to everyone.

Chairman Senecal stated this will take place at Pine Hill Road.

Ms. Wass stated correct.

Chairman Senecal closed the public hearing.

It was moved by Paul O'Brien and seconded by Linda Murray to approve The Hospital & Community Aid Association, Inc. to hold Fall Fundraisers on Oct. 4-5, Oct. 11-12, Oct. 18-19, Oct. 25-26, Nov. 8-9, Nov. 15-16, Nov 22-23, Dec. 6-7, Dec. 13-14, 2019. Members voted and being none opposed, the motion passed.

B. Public Hearing

- i. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, October 2, 2019 at 6:30 PM at the Great Hall Town Hall, 84 South Main Street, Wolfeboro, New Hampshire for the acceptance of unanticipated funds for an amount awarded that is less than \$10,000 in accordance with RSA 31:95-b II (a), relative to a donation for One additional walk in gate at Pickle ball Court and One additional 4x4 gate to exterior fence for a Total Cost of \$2,170.00 from the NH Lakes Region Pickleball Club.

Chairman Senecal opened the public hearing.

Joe Santoro, Board Member of the NH Lakes Region Pickleball Club, addressed the Board. He stated the NH Lakes Region Pickleball Club has offered to pay for these gates. The gates are now in place and we would like to know how to make out the check.

Chairman Senecal stated the check can be made out to the Town of Wolfeboro.

Chairman Senecal closed the public hearing.

It was moved by Linda Murray and seconded by Dave Bowers to approve the acceptance of \$2,170.00 for the gate to the Pickleball Courts from the NH Lakes Region Pickleball Club. Members voted and being none opposed, the motion passed.

Bulk Vote

A. Weekly Manifest

- i. September 20, 2019
- ii. September 27, 2019

B. Raffle-Permit-Friends of the Wolfeboro Public Library

It was moved by Brad Harriman and seconded by Dave Bowers to accept the Bulk Vote items A through B. Members voted and being none opposed, the motion passed.

Board Appointments

None

New Business

A. August Expenditure/Revenue Report

Mr. Neff stated the current expended to date as of August 31st percentage should be at 66.667%. The expended to date totals are as follows:

General Fund: 72.994%
Water Fund: 75.487%
Electric Fund: 40.476%
Sewer Fund: 70.787%
Pop Whalen Fund: 55.353%

Overall Expended to date: 60.257%

The August financials were impacted by the September NH Schoolcare bill posted in August as opposed to September. The check was for \$182,077.50 and this amount was subtracted out of the expenditures. The bond payment that was miss posted has been adjusted. It was in the General Fund and it belonged in the Water Fund. The payroll adjustments in the Police Department from the summer salaries line to the part time wage line has been corrected. Five hours of time for the Fire Department has been adjusted to the Emergence Management line. Mr. Neff stated he was happy the department was fully staffed within the 90 day goal period although he had been out of the office due to unavoidable circumstances. The bid price that we had for 2018 fuel from January to June was for \$1.96 a gallon and then it changed in July through December to \$2.52 a gallon. In 2019 the January to June price per gallon was \$2.52 and the July through December price per gallon is \$2.14. Our cost per unit for the second half of the year will be down however we have a usage situation. We seem to be using more heating oil for some of the buildings this year than in prior years. Another factor that needs to be compared is if the wood pellet pricing should be posted to this line. We need to look at how things are being posted to the propane lines. Mr. Neff stated he contacted the auditor and the draft audit should be available tomorrow.

Ms. Murray stated she had sent 6 questions to Mr. Neff a while ago. She stated the Brewster Building is significantly overspent and she questioned how it will be addressed in that budget. She questioned if the shoreline repair for the Libby Museum, a Capital Outlay project was happening.

Mr. Pineo stated it went out to bid this past week.

Ms. Murray stated Mr. Neff's reports do not seem like they have the full amounts. She gave an example of the Library report. She questioned when the Board would have the next Capital Outlay Project Report. It gave us the comparison of what was appropriated and what was spent-to-date when projects go over two years. She stated she thinks this is what is happening here.

Mr. Neff stated correct. He will try to get the Board that report by the October 16th meeting.

Ms. Murray stated line 04-43263-392 Contract Services in the Wastewater Treatment Plant is over spent by \$15,000.00. She questioned if this was a posting error.

Mr. Neff stated he would have to look at it.

Mr. Harriman questioned the revenue report on page #2. There is not an amount for the sale of aluminum cans.

Mr. Neff stated we are working on getting that posted in the system.

Mr. O'Brien stated welcome back Troy. I'm glad you are feeling better. He asked if the check for retirement contributions was made.

Mr. Neff stated the check to ICMA has been made.

Mr. O'Brien stated we need to look at what the rational is that drives the overhead allocations. We need to understand the changes. Mr. Sullivan did a good job trying to explain the debt capability but we still need to look at this again. He stated he had the same question about when the audit would be completed. He questioned if Mr. Neff had seen any lapsing of any appropriations. He questioned the projects that would lapse.

Mr. Neff stated as the end of year approaches the department heads will be asked to look ahead and will be reminded to use the encumbrance process.

Mr. O'Brien stated we need to know what projects will not be done.

Mr. Neff stated we are working on the debt schedule. We are having a little trouble reconciling the 2018 Town Report. We are also laying in the proposed bonding totals for the Library and Electric Fund.

Mr. O'Brien thanked Mr. Neff.

B. Annual Concurrence of 2018 Emergency Operations Plan

Mr. Pineo stated this is an annual process. Cathy LaPierre, Fire Department Executive Assistant has conducted a review of the 2018 Emergency Operations Plan. The plan, alert, and inventory lists have been reviewed and are current. She is requesting that the Chairman of the Board of Selectmen sign the Annual Concurrence of Approval. Some of the accomplishments since the plan was adopted in 2018 are as follows:

- 1) Recouped \$24, 345.54 from the Public Assistance Grant Program for disaster recovery resulting from a winter storm
- 2) Held seminars on shelter training
- 3) Held classroom/practical session on shelter training
 - a) pet sheltering discussions
- 4) Conducted walkthrough of locations for potential shelters
- 5) Hazard Mitigation Plan update/adoption
- 6) Met with numerous facilities in coordination of their individual Emergency Plans

The following are goals for the upcoming year as they relate to Emergency Management:

- 1) Appoint New Emergency Management Director
- 2) Research grant funding
 - a) Disaster recovery
 - b) Training
 - c) Resources
- 3) Continued coordination with State and local stakeholders
 - a) Emergency plans
 - b) Sheltering
 - c) Potential table top exercise
 - d) Implementation of Code Red System

The key to Emergency Management is preparedness. Preparedness is best accomplished through: public education, responder training, and overall awareness.

It was moved by Brad Harriman and seconded by Paul O'Brien to authorize the Chairman of the Board of Selectmen to sign the annual concurrence of the 2018 Emergency Operations Plan. All other members voted yes and the motion passed.

C. 2020-2029 Capital Improvement Plan Presentation

Kathy Barnard, Chairman of the Planning Board, addressed the Board. She stated this is an advisory plan that is prepared yearly to provide a guide to the Board of Selectmen and Budget Committee for budget discussions. It is a ten year plan for Capital Improvement Projects. All of these have been recommended by the Town Manager. The plan spreads out the projects to lessen the burden on the taxpayers while taking into account the departmental needs. The plan is developed by the CIP Committee which is appointed by the Planning Board.

The members are as follows: Paul O'Brien, Board of Selectmen Representative, Linda Murray, Board of Selectmen (Alternate), Robert Loughman, Budget Committee Representative, Tim Cronin, Member-at-Large, Paul Whalen, Member-at-Large, Charles Sumner, Member-at-Large, Suzanne Ryan, Member-at-Large, Mike Hodder, Planning Board Representative and Kathy Barnard, Chairman, Planning Board Representative. The CIP Committee met with the department heads and reviewed all of their projects. The CIP Plan includes a brief project description of all the 2020 proposed projects and the Capital Reserve Accounts contributions proposed for this year. New this year is the inclusion of the Governor Wentworth Regional School District Annual Building Capital Maintenance Proposal. She thanked all the individuals involved in completing the development of the CIP Plan. She hopes it will be a useful guide.

Matt Sullivan, Planning Director, addressed the Board. He presented the following Power Point Presentation: (See Attachment)

He questioned if the Board had any questions.

Chairman Senecal stated Mr. Sullivan provided us with a lot of information and he felt it would be discussed during the budget season. He stated some of these will be warrant articles.

Mr. Bowers stated he wanted the public to know that very few people have approved the idea of the 11 million dollar public safety building. There are many alternatives that will be looked at.

Mr. Sullivan stated there are some adjustments that will be made to insure that the project has a smaller impact than proposed today.

D. Rt. 28 Advisory Committee appointment

Matt Sullivan, Planning Director, addressed the Board. NHDOT has begun its process for Route 28 Improvement Plan. We need to establish a Project Advisory Committee that will work directly with the project lead team which is composed of NHDOT and the Town of Wolfeboro staff. Mr. Sullivan recommends maintaining the same membership that existed for the Steering Committee with a few minor adjustments.

Chairman Senecal questioned if letters should be sent out to the individuals to make sure they are still interested.

Mr. Sullivan agreed.

Mr. O'Brien questioned if the residents on the road would be involved.

Mr. Sullivan stated Brewster Academy is involved.

Mr. O'Brien stated that is a business entity. He questioned if there were individual residents.

Chairman Senecal stated the meetings were well attended and a lot of stakeholders were there. There has been a lot of interaction with people that live on the road.

Ms. Murray stated we did some contact sensitive solution meetings which helped to put together the design. There were a lot of people that lived on the road that gave us very positive suggestions. One suggestion was having a Stop sign. There has been a lot of public input on the design that we have right now.

Mr. Sullivan suggested advertising for the Citizen-At-Large positions.

Chairman Senecal suggested sending out letters to the people listed already to see if they still wanted to be members and to go from there. He did not want to expand the number of people.

Ms. Murray agreed with Chairman Senecal.

Mr. Sullivan stated if one of the Citizens-At-Large is not interested then we will advertise for that position.

The Board agreed.

Mr. O'Brien agreed but felt that some of the people that live on the road might want to be part of the committee. He agreed the number of people should not be expanded.

Mr. Bowers stated it would be more useful if the stakeholders lived on Route 28.

Mr. Sullivan questioned if the Board was comfortable with the membership.

Chairman Senecal stated yes.

E. Project Delays-Public Works Director

Dave Ford, Public Works Director, addressed the Board.

Carry Beach Parking Lot

He stated the Carry Beach Parking Lot analysis and design has been delayed due to the Engineer and Surveyor schedules. Mr. Ford stated he met with the Engineer and Parks & Recreation staff to discuss conceptual plans and scope of work. The concept plan submitted to the CIP will be changed significantly. The 2020 proposed Warrant Article will be for upgrades to control stormwater runoff and other associated improvements. It does not include any upgrades to the Bath House or septic system. He would like to have a meeting with the Board of Selectmen to discuss the design. We need to discuss how to limit the traffic and how far we should go with the amenities. It will be very costly to put in a system with little or zero impact to the lake. Any type of leach field will have some impact on the lake since it is that close. We might want to consider porter-a-potty's instead of flushing toilets and limit the parking lot. We could keep it as a local's only beach. Some people come to our beaches because of the amenities. He suggested reducing some of the scope and saving some of the money for other BMP's.

Mr. O'Brien questioned if the Bath House and the septic system were part of the scope of this project.

Mr. Ford stated his memo is not correct. Cyanobacteria issues result from Phosphorus in runoff and the Bath House Septic System is a source of the problem.

Mr. O'Brien stated this is not what we were told at the CIP meeting. He questioned if the \$40,000.00 is spent next year will be have to spend more money to fix the Bath House.

Mr. Ford stated he will bring to them a list of options.

Mr. O'Brien stated he would like a full view of the options.

Mr. Ford stated he apologized he was focusing on stormwater. We should omit the project and make sure we are spending money the right way. We need to remove phosphorus.

Ms. Murray questioned if the tests pits on the septic would be done in a couple weeks.

Mr. Ford stated yes. We are scheduling it now.

Ms. Murray stated we will have clear data.

Mr. Ford stated we will have water quality testing of the lake as well.

Ms. Murray stated this is a big shift.

Mr. Ford agreed.

Partridge Drive BMP's

Mr. Ford stated in response to the Cyanobacteria outbreak last summer the Public Works Department proposed to implement Stormwater Treatment Best Management Practices (BMP's) along Partridge Drive and Forest Road. The intent was to have Town Crews construct these 3 BMP's for \$50,000.00. We submitted for a grant but we did not get it. The Town's consultant submitted wetland permits twice and both have been rejected. We have found some mistakes with the plan and need to delay the plan.

Park & High Street Upgrades

Mr. Ford stated we had delays with the Surveyor schedules. The design of this project will continue, but the construction has been delayed until at least 2021.

Mr. Ford stated he is working on the Capital Projects Report and hopefully it will be ready by the next meeting.

F. Access to Albee Beach

Chairman Senecal stated there are a lot of people here tonight. This is for discussion only so nothing will be decided tonight. Mr. Ford will talk first and then residents will be allowed to address the Board.

Mr. Ford read the letter. (See Attached Sheet)

Mr. Ford suggested having a work session to discuss this in more detail. We could invite the stakeholders. We need to look at the safety issue and work with Paul Ford, owner of Inn, about the access issues.

Chairman Senecal stated we should sit down with Christine Collins and discuss this further. Mr. Ford stated he is suggesting a work session with the Parks and Recreation Department, the Public Works Department and the Board of Selectmen.

Chairman Senecal stated yes but we start budget sessions for the next three weeks so it will have to be after.

Mr. Ford stated okay.

Chairman Senecal stated there are some residents here tonight from Moose Point Road. A letter was sent from some of the residents. We will be happy to hear from them but nothing will be decided tonight.

Richard Masse, Resident of 74 Moose Point Road, addressed the Board. He stated he was one of the signers of the letter (see attached letter). The point of the letter is not to criticize the Town for what it has done with the issues around the beach but rather to express some concern that there has been no attempt to reach the full range of stakeholders. We hope that in the coming discussions they will be notified. He suggested reaching out to the Town attorney to see what the Town can or can't do. When the Town is ready to begin discussions we would like to be informed so we have people available and ready to discuss these issues.

Chairman Senecal stated suggested giving some names, addresses and emails to Mr. Pineo so the Town can notify people directly. He suggested that people check the Town website as well. He agreed that Town counsel needs to get involved right away before we get started. He thought the stakeholders should be given the information from the attorney after the Board approves it.

Mr. Masse stated he would provide the information to Mr. Pineo.

Ms. Murray stated she has a few comments. The owners of the Wentworth Inn have made the renovations very attractive and she hopes they do well. They are an asset to the Town and an economic driver but on the other hand we also have an asset, the beach. In our August 14th work session we discussed the Albee Beach access road. It was her understanding we were going to try to do a context sensitive solution here. We were going to bring in all the stakeholders. After that meeting she asked for the deeds and the site plan from the Town. She has not received any of the information. She asked again this week and she did not hear back. She went to the Carroll County Registry of Deeds website and looked up the deeds and site plan. In the 1980's there was a proposal to rezone the Allen A property to allow a 400 site RV Park and that zoning ordinance proposal was defeated at least twice. Later the voters approved the Town purchasing the Albee Beach property with two rights of way in July 20, 1989.

Mr. Bowers stated he proposed the purchase.

Ms. Murray stated she acknowledged that Mr. Bowers made the motion for that purchase. In the deed the Camp Road (Moose Point) was reserved as a possible Fish and Game boat access road. The information was found in book 1342 on page 553. The right of way on the motel side was established by the Planning Board in 1977. She is providing to the Board a site map of the right of ways that was recorded in book 102 on page 56. The plan shows the one access into the Albee Beach. It was recorded in the Registry of Deeds on December 16, 1989. This was how the Board had decided to use the right of way into the Albee Beach lot. The deed does read that the primary access is on the Moose Point Road. In the deed it said Camp Road which is Moose Point Road. The Town bought it from Barbara and Alvin White. The Town has been using this right of way for over 20 years and closer to 30 years. She believes that by prescribed right this has become the primary access to the beach. She stated a legal opinion is needed because she is not an attorney. It is important to see when we recorded a site plan it shows the motel side as the prime access into the

beach. She has no problem making Albee Beach a resident only beach if that would help solve the problem. She has no problems with standard speed bumps to slow people down. She does not think it is a good idea to pick this right of way and move it to someplace else because the problems will just move to the new spot. She felt they had already discussed this in a work session. She felt they had a lot of meetings coming up as well.

Chairman Senecal stated he felt there are some new issues since they had the last work session. He felt they should look at this after they were through with budgets.

Ms. Murray stated unless we want to put out a warrant article for making it a Town beach. She was fine with waiting.

Mr. O'Brien thanked Ms. Murray for the information. He stated we do not want neighbors against neighbors. It is a dumb thing to do. He felt what the Inn and the signatories to the letter have done the right thing. They are "teeing" up an issue and it is the right thing to do. This goes back a long time. He stated he uses Albee Beach and he has seen the traffic and he has bottomed out his car on the road. He has seen the parking lot jammed up and we all heard from Maggie Stier about her not being available to get into the beach to bring her mother. It is time. We started with the buses but we have not done enough. He felt after budget season was over that they needed to have a respectful conversation. He felt something could be done.

Mr. Bowers agreed with Ms. Murray that they should not move the problem to Moose Point Road. We have used that existing road for 30 years. It is a problem but we need to work with the owner of the Inn. He suggested having some more regulations but not change the right of way.

Chairman Senecal stated we will be in touch with the stakeholders about the next time this is discussed.

G. PW/WS Proposed Department management change

Mr. Pineo stated he and Mr. Ford have had numerous conversations with regards to all of the entities that he oversees. We have had discussions about succession planning, work load and not being able to complete projects. We need to find a more proficient model moving forward. Mr. Ford is the expert within his department so he is here tonight to discuss this change that we would like to bring into the 2020 budget cycle to try to improve the product that we are giving to our citizens.

Dave Ford, Public Works Director, addressed the Board. He stated before he was hired there were two department heads but when he was hired they created it as one position. He stated he felt he has done an adequate job managing both departments but the Capital Projects are getting bigger. He spends most of his time managing projects and he felt it was time to bring in a new director to be responsible for the five divisions under the general government of highway, public works garage, solid waste, buildings and grounds and the administration. He would manage the Water & Sewer Department as well as manage the capital projects. Scott Pike would become Superintendent of Water & Sewer and Asset Management Plan coordinator to Public Works. The plan would be to hire a new person on July 1, 2020. Mr. Ford would give up the Public Works Director position but retain the position of Water & Sewer Director. The big issue is where the revenue would come

from to pay Mr. Ford his salary. He explained the percentage on how he felt it could be accomplished. (See attached letter with explanation)

Ms. Murray questioned page 2, Proposed Budget Changes (\$461,973.00). She questioned if this was the cost for these changes.

Mr. Ford stated that is a typo. It should say the proposed budget with no changes.

Ms. Murray thanked Mr. Ford for the clarification. Ms. Murray questioned the cost to the taxpayer for the new position.

Mr. Ford stated we need to make sure there are not any RSA's saying that we can not appropriate warrant article money to pay for a staff person.

Ms. Murray stated the figure for engineering costs in warrant articles would be partly for Mr. Ford's salary.

Mr. Ford stated yes. He wanted to show the Board that this accounting solution would work. It would be a way not to spike the Operating Budget or have a critical impact on the Capital budget. He would be doing more engineering and less department managing.

Ms. Murray stated she liked the concept. We have spread you out very thin over the years that you have been here. We have gotten a lot accomplished but it seems to make sense to look at dividing this up. Her only concern is how much in one year and what will be the impact to the tax rate. We need to get a handle on this.

Mr. O'Brien agreed with Ms. Murray but also wanted to know what gets better. What gets better by doing this? He thinks he understands but wants more texture. What gets better if we split the role and concentrate? He stated he thinks it is obvious but he would like to hear it when we hear the final proposal.

Mr. Ford stated if everyone is okay with the concept then he will go forward with submitting the budgets this way.

Ms. Murray stated she was fine with it.

Mr. Pineo stated Mr. Ford, Mr. Neff and himself spent 6 hours or more going over his budgets. We are going to finalize his budgets Monday morning.

Mr. Ford thanked the Board.

H. Dockside Beautification

Mr. Ford stated he received a letter from Mr. Roark. For the last three years we have been working together to help with the functionality and beautification of the Dockside area. The proposed Garden expansion will provide a welcoming space to the Dockside area which will provide many brightly colored flowers, seasonal bushes, a center shade tree and benches. The space needed for this Garden expansion will require eliminating 3 parking spaces behind Emma Taylors. We will be

putting in a new sewer and water line for the new bathrooms. We might be able to put some motorcycle parking spaces in.

Mr. O'Brien questioned if any rain water would get harvesting. Would any runoff water be harvested?

Mr. Ford stated it was an excellent idea. He had not thought of it.

Mr. O'Brien stated we are concerned with throwing things in the lake so we should try to get runoff water from going into the lake.

Mr. Ford stated he thought he was trying to get the rain water to water the flowers.

Mr. O'Brien stated he was concerned with runoff and thought they would build something to control the amount of stuff that might go into the lake.

Mr. Ford stated this is not a BMP. It is more for a pedestrian space.

Mr. O'Brien questioned what will happen to this area when we do the parking lot.

Mr. Ford stated this will fit in with the parking lot design.

Ms. Murray stated she thought at the two contact sensitive solution meetings they decide they did not want to have a lot of green space.

Mr. Ford stated he thought one meeting was positive and the other meeting was negative for the green space.

Mr. O'Brien questioned who the stakeholders were.

Mr. Ford stated a person in the office space in the yellow building did not want any trees blocking their view.

Ms. Murray stated we had those meetings and she would hate to see something else done. She agreed with Mr. O'Brien that they should see about water quality. She was concerned with losing parking spaces. She suggested having a parking committee to decide where in this Town they were going to add some parking. She would like to lose all the parking spaces just before the crosswalks. We need a parking plan that makes sense. She stated having parking meters would need a warrant article. It is a community decision.

Mr. Harriman stated the contact sensitive solution meetings were about Wolfeboro Bay area and this is on the side of the Smith River. He did not think this area would be a controversial.

Mr. O'Brien agreed with Mr. Harriman. We did not want to block views where people sit to eat ice cream. He was okay with losing three parking spaces but he agreed a parking plan was needed for the future.

Ms. Murray stated one of the three designs did have a green space area.

Chairman Senecal stated the three spaces that are going to be lost are spaces that are very narrow and short. They are not our standard spaces so we are probably only really losing two spaces. In the early 1950's that area had a building on it.

Mr. Ford stated we could hit a foundation.

Chairman Senecal stated in the Tighe & Bond report the curbing needs to be replaced.

Mr. Ford stated we are not replacing it. We are reinforcing it with rift rap.

Chairman Senecal stated then none of the sidewalks or railings are going to be torn up. It needs to be done at the correct time.

Mr. Ford stated we are to do the green space now. We do not want to dig this area up again.

Chairman Senecal stated okay.

Mr. Ford stated he would reconfirm it with Tighe & Bond.

Ms. Murray questioned if we had the money to take care of this.

Mr. Ford stated yes.

Mr. Pineo stated before Mr. Ford leaves he would like to tell the Board about something. We received a letter from Senator, Maggie Hasson in regard to an award that Mr. Ford received. It was for an environmental merit award.

Mr. Ford stated this award was a surprise. We were one of the first in the State to do a Stormwater Asset Management Plan. We were nominated by NHDES. The award was presented in Faneuil Hall in Boston. He stated he accepted the award on behalf of the Town. It was a community project.

Other Business

None

Committee Reports

Paul O'Brien attended the CIP Meeting and a Police Commission Meeting. The Police Commission has reviewed the Police Chief's budget. He attended Employee Appreciation Day. He attended the Carroll County Broadband Committee Meeting. The Cyanobacteria conversations about the website were finished and he will brief the Cyanobacteria Committee. Last night he spent some time with the Lakes Region Newcomers Club talking about the Telecommunications. There are a fair amount of people questioning the current contract we have with our cable provider. The contract is do for renewal in 2021.

Brad Harriman attended the Planning Board Meeting last night. He attended a CIP Meeting at Abenaki last week and Employee Appreciation Day at Foss Field.

Dave Bowers attended Employee Appreciation Day at Foss Field. He has been helping people with historical projects.

Linda Murray attended the Friends of the Libby Museum Annual Meeting where Mr. Harriman gave a nice presentation. She attended a number of CIP Meetings with Mr. O'Brien. It was a very good process this year. She attended the Milfoil Joint Board Meeting and we are starting to investigate possibilities for passing the Dash Unit on to another entity. New Hampshire Lakes is going to try to help us with it. She attended Employee Appreciation Day, a meeting for the Friends of the Libby Museum and a meeting for the Friends of Pop Whalen.

Town Manager's Report

Mr. Pineo stated the following:

We buttoned up CIP. It was a big process and there was a lot of learning. He enjoyed the process and is looking forward to it next year.

We are working on budgets with the department heads.

Questions from the Press

None

Public Input

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

None

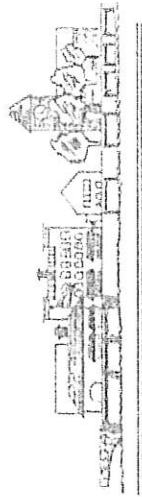
It was moved by Dave Bowers and seconded by Paul O'Brien to enter into non-public session under RSA 91-A: 3 II litigation. Roll call vote, Dave Bowers – yes, Linda Murray – yes, Brad Harriman – yes, Paul O'Brien – yes and Dave Senecal – yes. Being none opposed, the motion passed.

The Board re-entered public session at 9:13 PM.

Linda Murray moved the Wolfeboro Board of Selectmen to seal the minutes of the October 2, 2019 non-public meeting. Brad Harriman 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.

It was moved by Chairman Senecal and seconded by Paul O'Brien to adjourn at 9:14 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain



TOWN OF WOLFBORO

2020-2029 CAPITAL IMPROVEMENT PROGRAM (CIP)

OCTOBER 2019

CAPITAL IMPROVEMENTS PROGRAM (CIP) COMMITTEE:

Kathy Barnard, Chairman, Planning Board Representative

Tim Cronin, Member-at-Large

Mike Hodder, Planning Board Representative

Robert Loughman, Budget Committee Representative

Linda Murray, Board of Selectmen Representative Alternate

Paul O'Brien, Board of Selectmen Representative

Suzanne Ryan, Member-at-Large

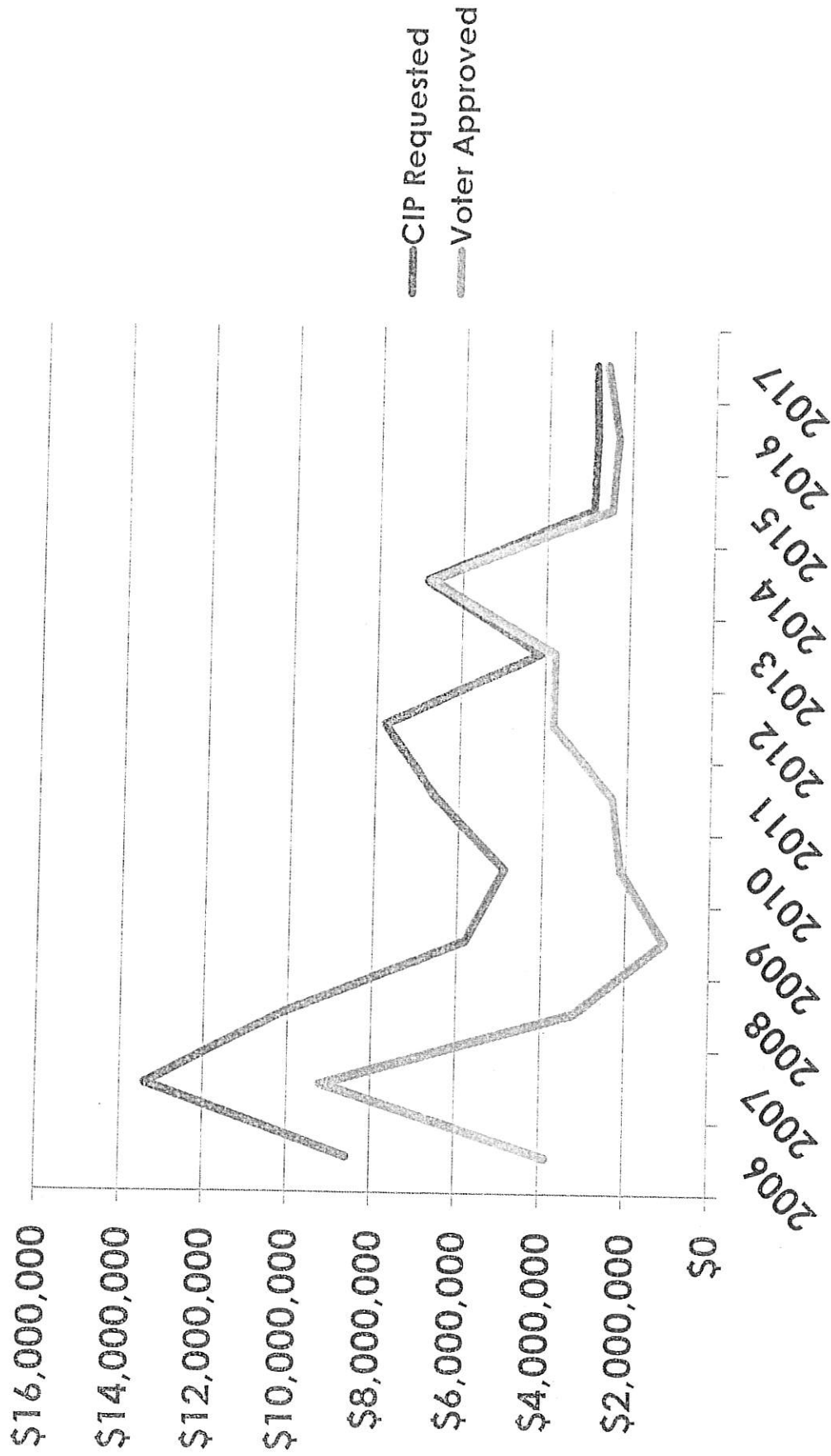
Charles Sumner, Member-at-Large

Paul Whalen, Member-at-Large

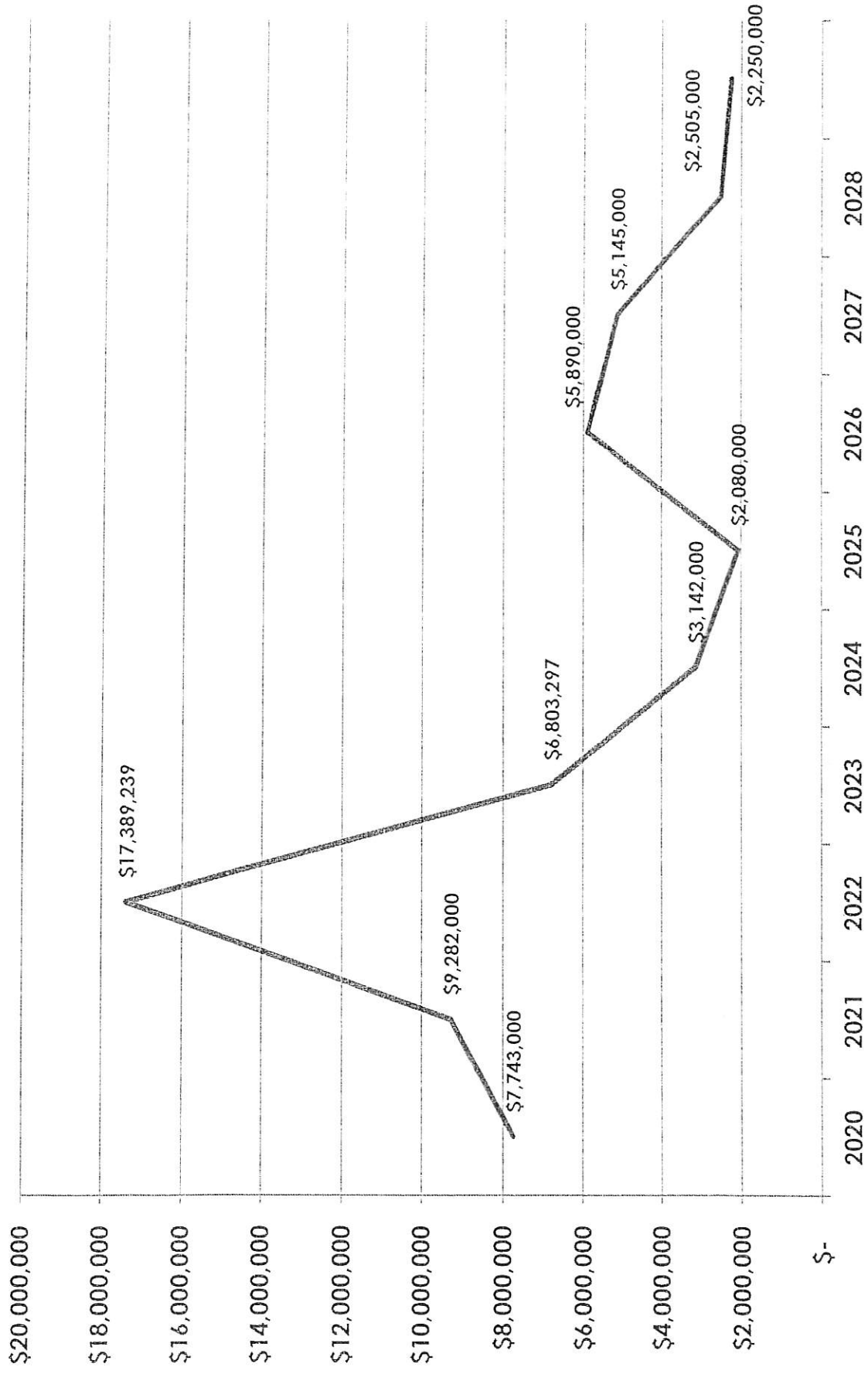
CAPITAL IMPROVEMENT PLAN BACKGROUND

- Authorized by voters in 1987
- Prioritize capital projects in context of Master Plan
- 10 Year advisory planning tool of major (capital) Town expenditures
- Projects submitted by Department Heads
- Reviewed by CIP Committee
- Completion of Draft CIP and Supporting Documentation for Review by Planning Board
- Participation by School District
- Will be formally adopted by PB on 10/22/2019

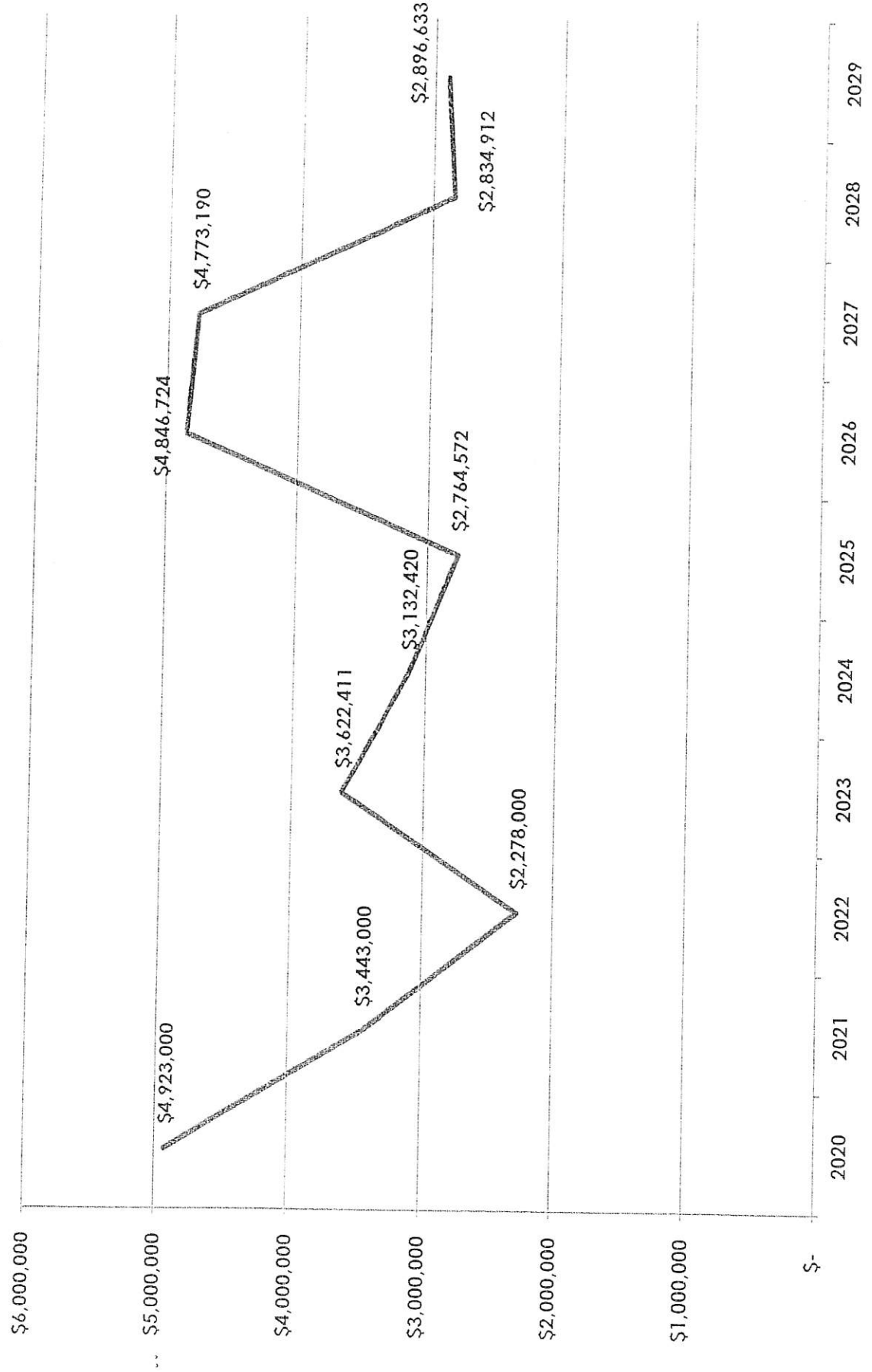
HISTORICAL REQUESTED VS. APPROVED CIP AMOUNTS



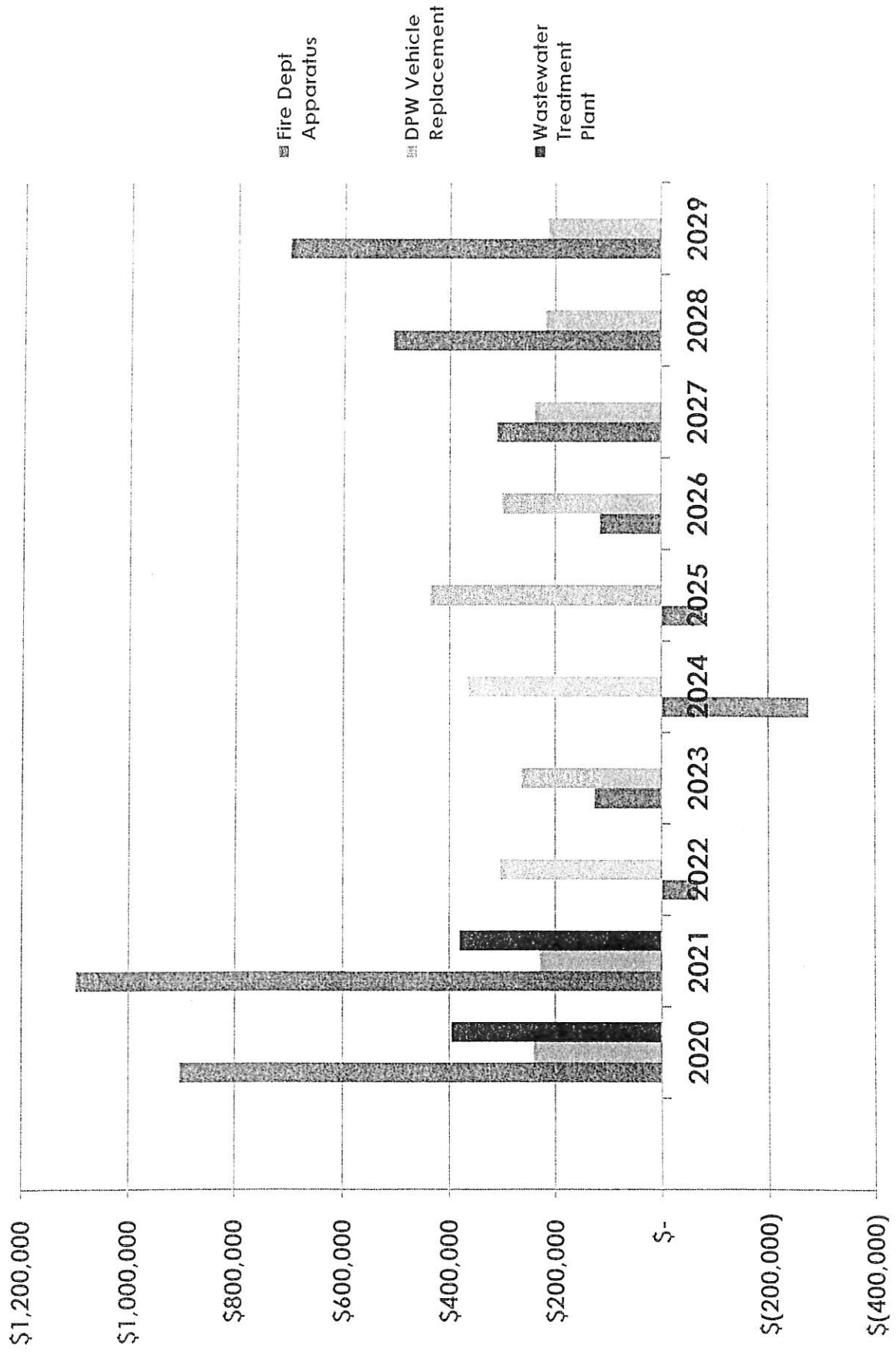
TOTAL CIP PROJECT EXPENDITURES



TOTAL CIP PROJECT TAX IMPACT



PROJECTED CAPITAL RESERVE ACCOUNT BALANCES



2020 PROPOSED PROJECTS

ELECTRIC DEPARTMENT

ME-2 Bucket Truck: \$280,000

Used daily to perform new construction projects, maintenance and response to emergency power restoration calls. This truck will be eleven (11) years old upon delivery of a new truck in 2020.

CIP Committee Recommendation: 2020, Bond, Enterprise Fund

Phase #5 Voltage Conversion Substation #4/Forest Road Conversion: \$1,130,000 / \$1,126,000

- This project is the next phase of the Phase #5 Voltage Conversion
- 4-year phased project, which began following the reconstruction of the 390 Line approved in 2018
- Conversion of Wolfeboro's entire electric distribution system from 4.16kV to 12.47kV.

CIP Committee Recommendation: 2020, Bond, Enterprise Fund

PUBLIC WORKS DEPARTMENT

Public Works Vehicle Capital Reserve Purchases: \$307,000

- Based on Department of Public Works Replacement Schedule and Equipment Index
- 2020 - HD-2, a full-size dump truck the replacement of HD-10, a 1.5-ton truck, and the replacement of HD-14, a sidewalk plow

CIP Committee Recommendation: 2020, Current Revenue, Capital Reserve Account (\$175,000 Annual Contribution)

Annual Road Rebuilds/Upgrade/Maintenance: \$900,000

- Rebuild Allen Road
- Overlay of North Wolfeboro Road
- Overlay on Pine Street and small section of Lehner
- Reconstruction of Bryant Road
- Engineering and permitting costs for Stoneham Road

CIP Committee Recommendation: 2020, Current Revenue, General Fund

PUBLIC WORKS DEPARTMENT

‘Recreational’ Dock Repair – Docks A-D: \$400,000

- Based on 2017 Tighe & Bond through the Assessment and Asset Management Study
- 3 Phase Project 2020-2022
- 2020: Replace and upgrade Finger docks A-D (Replace and upgrade, decking, pile caps, stringers and fender piles)
 - \$100,000 CRA Payment
 - \$170,000 Cash Request from Voters
 - \$130,000 BIG Tier 1 Grant
- 2021: Dock Expansion via BIG Tier 2 Funding
- 2021: Repairs to Docks E-G
- 2022: Seawall repairs along Smith River

CIP Committee Recommendation: 2020, Current Revenue, Grant, CRA, General Fund

PUBLIC WORKS DEPARTMENT

Dockside Parking Lot

- No 2020 Capital Projects are proposed for the Dockside Parking Lot
- Capital Reserve Account contribution of \$50,000 is proposed in 2020
- Public Works Department will continue to evaluate the ability to provide stormwater treatment and mitigation, providing greenspace, while limiting the removal of parking spaces
- Funding schedule:
 - \$50,000 to the existing CRA in 2020 and 2021
 - \$75,000 for 2022 and 2023
 - Construction occurring in 2023 at total cost of \$400,000

CIP Committee Recommendation: 2020, Current Revenue, General Fund

PUBLIC WORKS DEPARTMENT

Carry Beach Parking Lot and Beach Stormwater Improvements: \$450,000

- Next Phase of 2019 Appropriation for Design/Engineering
- Project includes the construction of a gravel, paved, grass, and permeable surface which will allow stormwater to infiltrate into a stone base under the proposed parking area
- Project also includes an ADA access mat, outdoor shower, paved pathways, kayak launching area, and a location for portable toilets

CIP Committee Recommendation: 2020, General Fund, Bond

Building Maintenance Capital Reserve: \$50,000 Capital Reserve Account Contribution

- \$50,000 Contribution (Deferral will cause greater impact to taxpayer)
- Needs for Building Maintenance exist despite structured plans for all facilities
- Currently Developing Asset Management Plan Template for Facilities through Utility Cloud

CIP Committee Recommendation: 2020, Current Revenue, General Fund

WATER/SEWER DEPARTMENTS

Water Department Backhoe: \$120,000

- Useful life remaining
- Must be retired out of intense work duty and transferred to light duty at SW Facility
- This is a replacement of an existing WS-6 John Deere

CIP Committee Recommendation: 2020, Current Revenue, General Fund

Wastewater Treatment Plant Upgrades: \$125,000 Annual Capital Reserve Account Contribution

- Annual \$125,000 to fund capital projects as listed on the facility inventory.
- New plan will be developed for 2022
- 2020 project of \$256,490 requests upgrades to electric system
- Expected to reduce energy consumption by approximately 5%

CIP Committee Recommendation: 2020, Current Revenue, Capital Reserve Account

Fire Department Equipment Capital Reserve Account Contribution: \$196,000

- 2020 Capital Projects are not proposed by the Fire Department
- Request of increase in the Capital Reserve \$196,000 from the existing \$186,000
- Increases of cost 3-5% annually
- Trade in Engine 3 as part of the package to replace Ladder I in 2022
- Replacement of Engine 4 would be accelerated from 2029 to 2024

CIP Committee Recommendation: 2020, Current Revenue, General Fund

Communication Capital Reserve Account Establishment and Contribution: \$102,000

- Will recur annually until the 2022 purchase of a new Dispatch Console system.

CIP Committee Recommendation: 2020, Current Revenue, General Fund

Public Safety Building Capital Reserve Account Contribution: \$150,000

- 2019 the Town will review multiple sites for a standalone Police Department, standalone Fire Department, and combined Public Safety Building
- After completion, Board of Selectmen will set a course for how to proceed with the current budget and space needs
- Proposed 2020 and 2021 CRA Appropriations: Preliminary Architecture and Engineering and refinement of costs

CIP Committee Recommendation: 2020, Current Revenue, General Fund

PARKS AND RECREATION

Bridge Falls Path Lighting Project Capital Reserve Account Contribution: \$50,000

- Address deficiencies with old and outdated electrical boxes along Bridge Falls Path from Railroad Station to Center Street
- Temporary repairs made in 2019
- 2020 recommendation is to establish a Capital Reserve Account for this project and appropriate \$50,000 in 2020, 2021, and 2022

CIP Committee Recommendation: 2020, Current Revenue, General Fund

GOVERNOR WENTWORTH REGIONAL SCHOOL DISTRICT

Annual Building Capital Maintenance Proposal: \$200,000

- 10-year plan that guides capital investments in existing buildings, particularly roof improvements
- Current funding plan dedicates \$150,000 annually to this program
- Part of School Warrant Articles
- 2020 funding level was increased to \$200,000 in 2020

CIP Committee Recommendation: 2020, Current, General Fund

LIBRARY SOLAR PROJECT

Library Solar Project Capital Reserve Account Creation/Contribution: \$50,000

- Installation of a 75 kW rooftop solar system on the southeast and south sides of the library building at \$141,000
- Project will bring building closer to goal of being a net zero facility if installed
- CIPC has recommended that a Capital Reserve Account be established with a \$50,000 contribution in 2020 and 2021
- remaining funds to be raised via private donation.

CIP Committee Recommendation: 2020, Current, General Fund

LIBBY MUSEUM

Building Renovation and Expansion Project: \$2,400,000

- Project includes improvements to the existing building AND the addition of a space to house a museum exhibit gift
- Documented history of structural/system issues with building
 - Some have been addressed
- Existing agreement with the Biber Foundation pledges 2/3 of total construction cost through a private donation
 - Further clarification is needed on pledge scope
- Application for several competitive grants that will reduce the tax impact of the project
- CIP has recommended the project in 2020 as a placeholder conditional upon refinement of total costs and private pledges to the project

CIP Committee Recommendation: 2020, Bond, General Fund

2021 HORIZON PROJECTS

- Phase #5 Voltage Conversion – North Main Street Conversion: \$1,333,000 (No Tax Impact)
- Reconstruction of Turtle Island Tap: \$175,000 (No Tax Impact)
- Crescent Lake Ave. and Pine Street Sidewalks: \$50,000
- Bay Street Sidewalk Construction: \$650,000
- Road Upgrades: \$950,000
- Solid Waste Building Expansion \$140,000
- Main Street-Pickering Corner-Forest Road Upgrades: \$100,000
- Dockside Docks Phase 2: \$250,000
- Water Treatment Plant Upgrades: \$150,000
- Water Main Upgrades – North and South Main Street: \$100,000

2021 HORIZON PROJECTS

- Sewer Infiltration Reduction: \$250,000
- Sewer Pump Station: \$50,000
- Sewer line Upgrade - South & North Main Street: \$100,000
- Capital Reserve for Wastewater Treatment Plan Upgrades: \$125,000
- Effluent Disposal Long Term Upgrades- Pilot testing /Engineering/Infiltration Repairs: \$3,000,000 (No Tax Impact)
- High Street Sewer Upgrade: \$50,000
- Fire Apparatus Capital Reserve Contribution: \$196,000
- Police Communications Capital Reserve Contribution: \$102,000
- Library Solar Project Capital Reserve Contribution: \$50,000
- Pop Whalen Mechanical, Electrical, Roofing, Insulation Upgrades: \$1,068,000

'OUT' YEAR PROJECTS

YEAR	PROJECT NAME	DEPARTMENT	COST
2022	Melody/Kenniston/Barn Door Island Reconstruction	Electric	\$825,000
2022	South Main Street Sidewalks	Public Works	\$100,000
2022	Crescent Lake/Pine Street Sidewalks	Public Works	\$150,000
2022	North Main Street Sidewalks	Public Works	\$50,000
2022	Dockside Dock Repairs Phase III	Public Works	\$250,000
2022	Sewer Pump Station Improvements	Sewer	\$1,000,000
2022	Replace Ladder 1	Fire	\$1,365,000
2022	Public Safety Building	Police/Fire	\$11,599,198
2023	Substation #2 Decommission	Electric	\$66,000
2023	North Main Street Sidewalks	Public Works	\$150,000
2023	South Main Street Sidewalks	Public Works	\$100,000
2023	Main Street/Forest Road Upgrades	Public Works	\$200,000
2023	Dockside Dock Repairs Phase IV	Public Works	\$250,000
2023	Water Main Upgrades (South and North Main Street)	Water	\$100,000

OUT YEAR PROJECTS

YEAR	PROJECT NAME	DEPARTMENT	COST
2023	Sewer Pump Station Improvements	Sewer	\$1,000,000
2023	Sewer Line Upgrade (South and North Main Street)	Sewer	\$100,000
2023	Pop Whalen Facility Expansion	Parks and Recreation	\$2,707,297
2023	Dockside Parking Lot Construction	Public Works	\$250,000
2024	ME-3 Bucket Truck	Electric	\$300,000
2024	Center Street Sidewalks	Public Works	\$100,000
2024	South Main Street Sidewalks	Public Works	\$100,000
2024	Replace Engine 4	Fire	\$598,000
2025	Sewer Line Upgrade (South and North Main Street)	Sewer	\$250,000
2026	Main Street/Forest Road Upgrades	Public Works	\$1,000,000
2026	Sewer Line Upgrade (South and North Main Street)	Sewer	\$250,000
2027	Main Street/Forest Road Upgrades	Public Works	\$1,000,000
2028	ME-4 Digger	Electric	\$320,000
2028	Community Center	Town Manager	Placeholder
2028	MED Generation Building Reuse	Town Manager	Placeholder

THANK YOU!

**MATT SULLIVAN, DIRECTOR OF PLANNING OF DEVELOPMENT
PLANNINGDIRECTOR@WOLFEBORONH.US/603.569.5970**



PUBLIC WORKS DEPARTMENT

*Town of
Wolfeboro*

Memorandum

Date: September 25, 2019
To: Jim Pineo and BOS
From: David Ford *DW Ford*
Subject: Succession Planning
Proposed Changes to PW/WS Department Management

Per our discussion on succession planning I am recommending a significant change and the addition of a new staff person in July of 2020. I was hired in December of 2006 as Director of Public Works and of the Water and Sewer Utilities Department. Prior to my arrival there were 2 separate department heads. I am proposing the following changes:

- 1- I will give up the PW Director Position as of 7-1-20 (or until we find an acceptable candidate), billing the department 20% of my overhead costs in 2020.
- 2- I will retain the position of WS Director and bill 20% of my cost to water and 20% to sewer.
- 3- Scott Pike would become Superintendent of Water & Sewer (80%) and Asset Management Plan coordinator to PW (20%)
- 4- Jeannine Gillum will become Primary Operator/Chief Water Operator (100%)
- 5- Create a new Department for Capital Projects and position, which would be Capital Projects Manager. Propose to charge 40% of my overhead costs in 2020 to Capital Projects.
- 6- Fund Capital Projects Manager with 5% of total costs authorized for Capital Projects.

The use of Capital Appropriations raised by Warrant Articles to fund Town staff costs should be vetted through our attorney to assure compliance with RSAs. Below is a worksheet showing costs of the reorganization and how it would impact budgets in 2020.

84 South Main Street Post Office Box 629 Wolfeboro, New Hampshire 03894

1603/ 569-8176



Department	Proposed Budget Changes	Budget Impact vs No Change
Public Works	\$ 141,826	\$ (8,575)
Water	\$ 186,971	\$ 13,426
Sewer	\$ 61,075	\$ 299
Capital Projects	\$ 72,100	\$ 72,100
	\$ 461,973	\$ 77,250

I propose to fund the new position by taking 5% of total authorization from Capital Projects that I would manage, this would have generated more than enough revenue to fund the new position in 2019, see chart below:

Capital Projects Update Report 2019

YR	Art #	Project	Budget
2019	12	Pleasant Valley Road Bridge	\$ 1,240,000
2019	13	Town Road Upgrades	\$ 800,000
2019	15	Dockside Public Restroom Upgrades	\$ 150,000
2019	16	Effluent Dis[posal Study	\$ 500,000
2019	19	Highway & Solid Waste Vehicle/Equip	\$ 170,000
2019	20	WWTP Capital Reserve Fund (CRF)	\$ 125,000
2019	22	Carry Beach - Water Quality Study	\$ 50,000
2019	23	Municipal Building Maintenance CRF	\$ 50,000
2019	26	Water Quality Improvements	\$ 50,000
Total Value of Capital Projects			\$ 1,895,000
% charge for Capital Project Management			0.05
Projected cost to fund new position			\$ 94,750

The funding formula for funding Capital Project Manager and which projects these funds would come from would be discussed and approved at the TM/BOS level each year during the capital project budget discussions.

The new Public Works Director would be scheduled to start by July 1, 2020 and in combination with other changes would have a positive impact on the PW budget in 2020 by reducing it by \$8,750. In 2021, cost impact would be about \$32,000 depending on salary and health insurance of selected candidate.

I have submitted my 2020 budgets with this plan in mind. I will prepare a specific Capital Project Management Budget for 100 and 200 series cost for 2020. The new PW Director would be located at the Highway Garage office, where Scott Pike's office is now and report directly to the Town Manager. Scott Pike will move to Water Treatment Plant. I would be a mentor and a resource for new PW Director going forward.

I have attached an existing and proposed reorganization chart for you information.

Existing Public Works and Water/Sewer Utilities Department Organization Chart

Town of Wolfeboro - Public Works and Water/Sewer Department Organization Chart			9/25/19
David Ford - Director			
Scott Pike - Assistant Director of Public Works			Marie Durgan - Admin Assistant 01-43110
<div> <div>Janine Gillum - Superintendent/Primary Operator Water/Sewer</div> <div> <div>Water Treatment 02-43350</div> <div> <div>Chief Operator - Vacant</div> <div>Randy Lampron - 1st Operator</div> <div>Josh Thomas - 50% Maintenance/Water Operator</div> </div> </div> <div> <div>Water Distribution 02-43320</div> <div> <div>Sewer Collection 04-43260</div> <div>Rod Dempsey - Foreman</div> <div>Jeremy Santulli - Crew Leader</div> <div>Josh Thomas - 50% Maintenance/Water Operator</div> <div>John Donnelly - Sewer Maintenance</div> <div>Christopher Mains - Maintenance</div> </div> </div> </div>			
<div> <div>WWTP 04-43263</div> <div> <div>Russ Howe - Proj. Manager</div> <div>Steve Mancini - Chief Operator</div> <div>John Crague - Operator</div> <div>Dave Dedian, Area Manager (PT)</div> <div>Dusty Perrin, Technician (PT)</div> </div> </div>			
Highway 01-43120.	PW Garage 01-43191	Solid Waste 01-43240.	Building & Grounds 01-43192
Tony Guilbault - Foreman	Benjamin Berry - Chief Mechanic	Steve Steadman - Chief Operator	
	Randy Tuttle - Mechanic	Vacant - Lead Operator	
		Steve Champagne - Operator	
Bruce Marinel - B & G Crew Leader	Jim Aponas - Crew Leader	Rob Maloney - Operator	
Chris Raymond - Heavy Operator Op.	Scott Vacarro - Hvy. Equipment Op.	Vacant - Part Time - Summer	
Steve Pelsche - Operator	Doug Lemery - Hvy. Equipment	Jerry York - Barrel Attendant - seasonal	
Josh Nason - Operator	Wes Smallidge - Operator (Workers Comp)	Jacob Marinel - Barrel Attendant - seasonal	
	Equipment Op. (VACANT)	Mark Henry - Brush Attendant seasonal	
Adam Tasker - PW Operations Manager			

Proposed Reorganization of Public Works and Water/Sewer Utilities Departments Updated 9-26-19

David Ford - Director of Water & Sewer Utilities	Marie Durgan - Admin Assistant 01-43110	New - Director of Public Works
-----------------------------------------------------	-----------------------------------------	--------------------------------

Primary Operator - Janine Gillum		Scott Pike - Supt.	
Water Treatment 43359 - Vacant	02- 43320 Water Distribution Rod Dempsey Foreman	Sewer Collection 43260	04- WWTP 4326 Russ Louise Proj Manager
Chief Operator - 1st Operator	Jeremy Santilli - Crew Leader	John Donnelly - Sewer Maintenance	Steve Mancini - Chief Operator
Josh Thomas - 50% Maintenance/Water Operator	Christopher Blains - Maintenance	Propose to create position: sewer mechanic Grade 7	John Crague - Operator Dave DeHann Area Manager (PT)
		Dusty Perrin, Technician (PT)	

Highway 01-43120		PW Garage 01-43191		Solid Waste 01-43240		Adam Tasker - Operations Manager	
Tony Gullaudi - Foreman		Benjamin Berry - Chief Mechanic		Steve Stradlman - Chief Operator		Building & Grounds 01-43192	
Bruce Mairmel - Crew Leader		Randy Tuttle - Mechanic		Vacant - Lead Operator			
Chris Raymond - Heavy Operator Op.		Scott Vaccaro - Hvy. Equipment Op.		Steve Champagne - Operator			
Steve Petsche - Operator		David Lemay - Hvy. Equipment Op.		Rita Mahoney - Operator			
Josh Hason - Operator		Wes Swadledge - Operator (Workers Comp)		Part Time - Summer			
		- Equipment Op. (VACANT)		Barrel Attendant - seasonal			
				Barrel Attendant - seasonal			
				Black Berry - Brush Attendant - seasonal			

David Ford - Capital Project Manager and Town Engineer		Scott Pike - Supt.	
Responsible for developing, coordinating, presenting town wide capital projects and overseeing construction contracts and contractors		Capital Project Construction	
		Asset Management	

October 1, 2019

To the Board of Selectmen:

It has come to our attention that the Town has encountered resistance, from the owners of the Lake Wentworth Inn, to the use of the Albee Beach Road for access to the municipal beach on the lake. That resistance has taken the form of interruption of Town efforts to maintain the road as well as complaints about high volumes of traffic and speed in the area of the motel.

In response to the complaints, the Town has apparently desisted from maintenance efforts on the road and provided Paul Ford, one of the motel owners, with access to the Director of Public Works, the Town Planner, and the Director of Parks and Recreation. The outcome of those discussions, captured in a letter from DPW Director David Ford, includes consideration of a number of proposals, including the use of Moose Point Road as an alternate access route to the Albee Beach.

Even more surprising than having the Town entertain such an unworkable proposal is the failure to involve the families living on the road, as well as the New Hampshire Boat Museum and the Wentworth Watershed Association – a property owner along the road – in these discussions.

The owners of the Lake Wentworth Inn no doubt want a hearing about traffic, and it's commendable that the town has provided significant time and personnel resources to accommodate those concerns, but the recent investments in the motel in no way argue that its ownership should be the dominant, much less the only, voice heard in these discussions.

Users of Moose Point Road also have a claim to the Town's attention and consideration. The families living on the road have, in most cases, owned homes there for 90 years or more. If the Town wants to calculate investments, it should acknowledge that those 90 years represent a significant contribution in terms of taxes and involvement with the community.

From the perspective of safety, using Moose Point Road for access to Albee Beach would put regular users of the road, especially the families there, in jeopardy on a daily basis. If drivers speed on the current beach road, what encourages anyone to believe that they will show better judgment on Moose Point?

Beyond the Cotton Valley Rail Trail, Moose Point Road is as wide as a single car and includes a sharp blind curve. The entry to the beach parking lot is a gate recessed into the roadside brush. At the Route 28 end, the entrance to the boat museum is scarcely 50 feet from the top of the road, and short sight lines to the east invite close calls with every exit from the road.

These conditions would provide a recurring invitation to accidents were the road subjected to constant traffic.

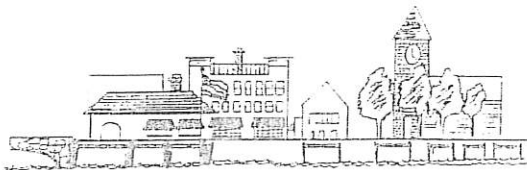
It should also be noted that most of the traffic accessing Albee Beach along the Cotton Valley Rail Trail does so from the town side, requiring a crossing of Moose Point Road both coming in and going out. On a summer day, the trail traffic is persistent - something that those of us who live on the road need to constantly take into account. Those unfamiliar with these conditions would be unlikely to do the same.

In the end, any number of changes in the use of the beach and the configuration of the beach road are available to address the issues that have arisen. None of those changes should include shifting the motel's problems onto those who live on or otherwise use Moose Point Road.

No one lives closer to Albee Beach than the families on Moose Point. The problems at the beach are there for them to see and hear - and sometimes experience on their own properties - on a recurring basis. Going forward, they and other stakeholders on the road, including the museum, the watershed association, and the rail trail organization, should be invited to participate in a broad discussion of the issues surrounding use of Albee Beach so that it can remain the valuable community resource that we all want it to be.

Respectfully,

<i>Quinn Moore</i>	<i>74 Moose Point Road</i>
<i>Andrea Dudley</i>	<i>74 Moose Point Road</i>
<i>Cynthia Spive</i>	<i>60 Moose Point Rd</i>
<i>Michael Spive</i>	<i>60 Moose Point Road</i>
<i>Hugh J. Crawford</i>	<i>62 Moose Point Road</i>
<i>Margaret H Crawford</i>	<i>62 Moose Point Road</i>
<i>Daniel & Deborah Denby</i>	<i>71 Moose Point Road</i>



PUBLIC WORKS DEPARTMENT

*Town of
Wolfeboro*

Memorandum

Date: September 25, 2019
To: Jim Pineo & BOS
From: David Ford *DFord*
Subject: Access to Albee Beach

This year the paved access road to Albee Beach, which runs along the backside of the Lake Wentworth Inn going towards the Cotton Valley trail, degraded to point that cars were bottoming out because of rutting in pavement. The highway crew was requested to pave in ruts and started to do so, when the owner of the Inn, Mr. Paul Ford stopped the process. He called me and said we had no right to improve the road. I immediately stopped work and met with Mr. Ford on site and agreed to a follow-up meeting with him and Town staff. His concerns were safety and that beach users (many from out of state) were speeding in and out of this access road.

On September 16, 2019 the Town Staff (Matt Sullivan, Christine Collins and myself) met with the Owner of the Lake Wentworth Inn, Paul Ford. Mr. Ford expressed his concern about the safety of his guests and public that is accessing Albee Beach. because of speeds and the only thing slowing them down is the poor conditions of this paved section. He also noted other dangerous traffic, from motorists cutting thru his main entrance towards beach access road and entering and exiting from Rt. 28.

Mr. Ford has invested a lot of money into the renovation of the Inn and will have more activity next year and has demanded the Town do something or he will install his own speed pumps to slow traffic down. He contends that, while the Town has a right to cross his property we do not have a right to upgrade or maintain this ROW without his permission nor do we have a right to create a safety issue within ROW.

In talking to Christine, Albee has become our most popular Beach, with this summer headcount nearing an estimated 16,000 visitors. The new public restroom and shower facilities and increase use of Cotton Valley Trail have made this a very popular spot. Also, the word has gotten out via social media that Albee Beach has free parking, free beach access and free public restroom. This has increased traffic and created traffic jams



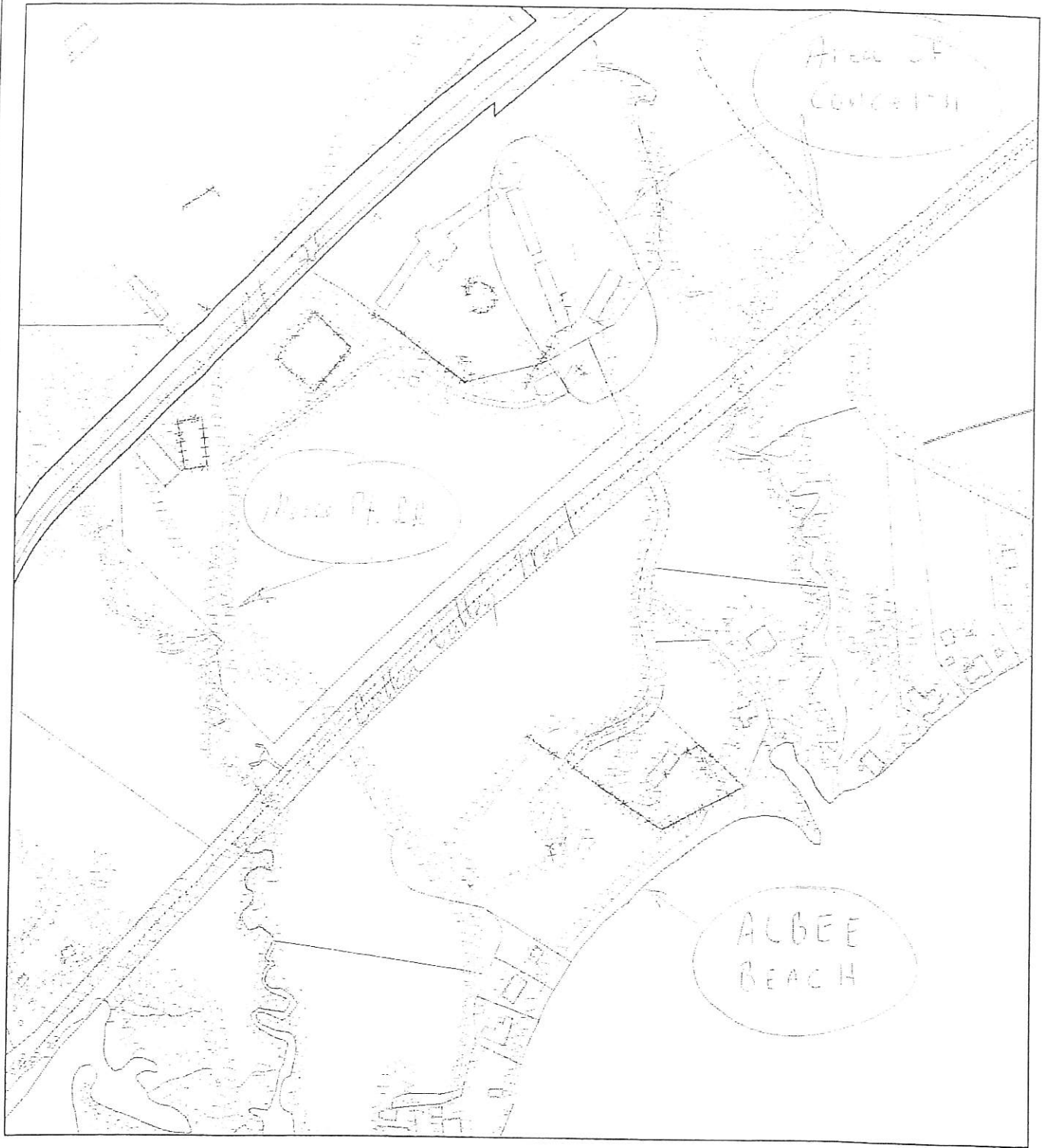
and full parking lot on peak weekends. Many of our visitors our from out of state and Mr. Ford stated travel at very high speeds coming and going to beach, only slowing down where pavement is bad, then they step on gas.

I believe the BOS need to discuss the Albee Beach access road traffic and safety issue prior to next summer and develop a policy and propose changes to address safety concerns or we will have a the owner of the ROW take matters into his own hands.

I recommend the BOS have a work session with Parks & Recreation to discuss two issues:

- 1- Safety
 - a. How do we slow down traffic or separate beach traffic from Inn parking
 - b. Consider using the Towns other ROW on Moose Point Road
 - c. Installation of radar showing speed limit
- 2- Overcrowding of Beaches and Beach Services
 - a. Limited to residents only?
 - b. Charge a fee for beach or/and parking, annual passes?
 - c. Should we consider doing away with lifeguards and hire parking lot attendants?
 - d. Should we consider all beaches be carry in carry out facility?

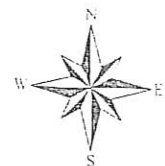
I have attached a map of area so that you can see the access road, its proximity to the Inn and parking areas and the second Town ROW on Moose Point Road.



Albee Beach Access
Wolfeboro



9/25/2019



Selectmen, Town of Wolfeboro

Wolfeboro, NH 03894

September 26, 2019

Dear Selectmen,

I have been working with Dave Ford for the last three years to help with the functionality and beautification of the Dockside area here in Wolfeboro. Garwoods and the Town did a major renovation of the Dockside Grille and Dairy Bar Restaurant in the winter/spring of 2016/2017. We are very grateful for this upgrade which has provided a more healthy and functional area in which to prepare our food. We are presently in the 15th year of leasing the building and have provided the town with over \$450000 in lease payments while caring for the interior upkeep of the building. We hope to continue as lessees of the building into the future.

In the fall of 2016, I had my architect, Tony Fallon, work with myself and Mr Ford to design a year round restroom space on the Smith River side of the Dockside Building which is now under construction. When I made the presentation for the new restrooms, I also suggested that if the garden behind Emma Taylors, which Garwoods presently maintains, could be expanded, Garwoods would be glad to help establish and maintain this new space. We have taken past beautification suggestions from master planning efforts and the town's landscape architect and the culmination of that work is shown on the attached plan. The proposed Garden expansion will provide a welcoming space to the Dockside area which will provide many brightly colored flowers, seasonal bushes, a center shade tree, and benches. We have agreed to donate up to \$10000 for these improvements. As electric and sewer work is being done in conjunction with the construction of the restrooms, Mr Ford has suggested that the Town would do the prep work for this area and we would finish off the landscaping.

The space needed for this Garden expansion will require eliminating 3 parking spaces behind Emma Taylors. Parking a car in these three spaces is difficult at best—trying to maneuver a car in this very busy pedestrian area. When the handicap ramps were designed by Bergeron, the town's engineering firm, cement bollards were installed to protect the ramp and pedestrians in this area, however, they also contribute to difficult parking. It is a very congested area in the summer and can be unsafe for pedestrians. As these spaces are rarely used by visitors, they have become a somewhat private parking spot for employees of Main Street retailers. I have talked with a few abutting area retailers and none have felt that losing these there spaces would have a negative impact on their business.

We hope you will approve the proposed Garden space.

While reviewing the electrical and sewer work which is to be completed by the summer of 2020, Mr Ford has suggested a way to rid the Dockside parking area of unsightly telephone poles, wires, and transformers. Many of these wires give electricity to the building housing Emma Taylor and Wolfeboro Casuals. The electric services to this building would need to be relocated to allow for this improvement.

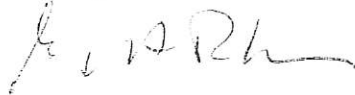
As owner of this building, I have agreed to pay for the move of these service entrances as suggested by Mr Muccio of the electric department for this beautification effort.

Parking at Dockside

I have served on many parking committees in Wolfeboro since 1973. Convincing employers and employees to park in out of the way areas and thereby leaving the best and most convenient parking spaces available for paying customers has been a constant battle. I think it would be prudent for the Town to study the possibility of having one or two parking kiosks in the Dockside parking area and charge for parking. Paying for parking would rid employees cars from the area and perhaps provide income for improvements and upkeep for the Dockside area. To plan for this possibility, underground conduit could be installed while the infrastructure improvements are being completed this coming spring. Electric power and cable could then be easily installed if the town chooses to install them. Visitors pay for parking in quaint , busy , tourist areas such as Perkins Cove, Maine; medium size cities such as Concord, and of course larger cities. The Dockside area is a logical place to test this technology and income provider for Wolfeboro. We hope you will look favorably on installing the conduit and studying the possibility of installing parking kiosks in the Dockside area.

Thank you for your considerations.

Sincerely,

A handwritten signature in dark ink, appearing to read 'G. A. Roark', with a stylized, flowing script.

Gregory A Roark

PO Box 210, Wolfeboro, NH



Subject Index

160515091

LANDSCAPE ARCHITECTURE
103 Kent Place, Newmarket, New Hampshire Phone 603-882-1848

