

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
October 30, 2019

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

Staff present: Town Manager Jim Pineo, Finance Director Troy Neff, Planning Director Matt Sullivan, Recreation Director Christine Collins and Recording

Secretary

Michele Chamberlain

Chairman Senecal opened the meeting at 6:00 PM.

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

Mr. Pineo stated a non-public session is needed to discuss personnel.

2020 Proposed Budgets

A. EDC & Chamber of Commerce

Matt Sullivan, Planning Director, addressed the Board. He stated the EDC reduced some of their lines items but moved these reductions into the Consulting line. There is an overall zero percent increase in the budget. Ms. Eaton provided a written justification of the budget for the Board's review. This information discussed the issues that were addressed on Monday, October 28th.

Mr. O'Brien stated this clarified things for him. He questioned the amount for Last Night.

Ms. Murray stated \$500.00.

Mr. O'Brien questioned why the amount was so small. Is it lack of funds or lack of people?

Ms. Murray stated it was both. First Night required a lot of volunteers. We had to pay for entertainment up front which was around \$30,000.00.

Mr. Pineo stated he talked with Mary DeVries this morning. The Chamber of Commerce is having a hard time raising the funds for the fireworks for Last Night in Wolfeboro.

Ms. DeVries stated First Night was an event that lasted for about 30 years. It was organized by the Governor Wentworth Arts Council and the Chamber of Commerce. It was a huge event. We had to hire entertainment ahead of time and the cost was around \$30,000.00. Eventually the Arts Council chose to pull out of the event and the Chamber ran the event for some time. The Chamber of Commerce is a membership organization and the members decided they did not

want to participate anymore. The Chamber did not want to abandon the Community so they offered to sponsor fireworks on New Year's Eve. The cost is \$5,000.00. This is something that we have to raise each year and it is getting harder to do each year. We have raised \$2,500.00 so far this year. The Chamber signed a contract in February of 2019 for the fireworks for December 31, 2019.

Mr. Bowers stated First Night was a very popular event. There were all kinds of activities and lots of volunteers.

Ms. DeVries stated over time the volunteers diminished and to present a successful event a budget is required. The cost of entertainment is needed along with the donation of people. The Chamber raises money for Last Night activities but the bulk of the money is going towards the fireworks. This is becoming a challenge. She stated the goal is the same. The Chamber and Town want to have something for the greater community and our visitors on New Year's Eve. She thanked the Town for also respecting that the Chamber is a membership based organization so we have obligations because of that as well.

Mr. Pineo stated the Chamber is having difficulty being able to maintain the fireworks display for New Year's Eve because they are struggling to raise the funds. We may need to help with this program.

Ms. Murray stated last year we put the money in Parks and Recreation budget but it was cut by the Budget Committee. We could try again.

B. Revisit Conservation Commission

Ms. Lenore Clark stated there is an increase of \$500.00 to line 01-46110-320 Legal. The Commission has spent \$5,536 to date in legal expenses and they are waiting for a final invoice that is associated with the Heath Brook Conservation Easement. The outstanding invoice will be paid out of the operating budget. The expenses that were associated with the acquisition of the Heath Brook Conservation Easement and the Marchand/Bridger Wildlife Conservation Easement were paid out of the Land Conservation Fund because the operating budget does not support the amount of legal fees that incurred.

Mr. O'Brien stated the budget is up \$200.00. He was fine with it.

C. Revisit Heritage Commission

Ms. Stier addressed the Board. She presented her budget request in writing. (see sheet)

Ms. Murray stated the request is for three line items totaling \$2,577.00.

Chairman Senecal thanked Ms. Stier for the explanation.

D. Parks and Recreation

Christine Collins, Parks and Recreation Director, addressed the Board. She stated she reduced line 01-45202-140 Overtime to \$6356.00. She changed the hours worked to 60 hours.

Ms. Collins stated she was checking about line 01-45202-380 Outside Services. She called the company to find out if the fertilizer they use is low or no phosphorus. She believes it is, but they are waiting for confirmation.

Ms. Murray and Mr. O'Brien agreed it should be confirmed just to double check.

Ms. Collins stated \$1500.00 was added to line 01-45202-435 Building Maintenance to study to evaluate the Maintenance Building for sloping and drainage issues.

Ms. Collins stated she is checking into line 05-45890-433 Machinery Maintenance at Pop Whalen. We have a call into the company on what a fix would cost for a breakdown and how much it would be to replace the chiller. We are waiting to hear back from them.

Ms. Murray stated she had a figure from Victor Drouin. The chiller conversion to a new refrigerant was \$45,000.00 and the expansion was \$9,500.00. He thought the whole thing could be done for about \$60,000.00.

Mr. Pineo questioned if there would be a reduction in electricity costs. We are hoping to have more information for the Board by next Wednesday.

Ms. Murray questioned if a Capital Reserve Fund could be created.

Mr. Pineo stated we need to sit down with legal counsel to strategize this moving forward.

Mr. O'Brien stated he did not understand her question.

Ms. Murray stated by changing the Administration Allocations there is now a \$40,000.00 savings so could we save the amount till next year as cash for the project instead of borrowing. We don't have \$60,000.00 to spend this year.

Mr. O'Brien questioned if the \$40,000.00 was real cash.

Mr. Neff stated it really is non-cash item.

Mr. O'Brien stated we need to find the hard numbers and put them into a bank account.

Ms. Murray stated if we have less expenses and more money coming in then we should have more money coming in.

Mr. O'Brien stated assuming there is a surplus.

Mr. Pineo stated in 2020 there will be the last payment of \$10,000.00 on the technology upgrade on the police and fire upgrades from 2017. In 2022 the last \$20,000.00 payment will be made on updating the fire protection. There is some long term debt that will be falling off.

Mr. O'Brien stated that is real cash.

Ms. Murray stated yes but the chiller might break down sooner.

Mr. Pineo stated we need a good strong estimate. We might want to do a warrant article.

Ms. Murray stated we will revisit this line 05-45890-433 Machinery Maintenance on Wednesday night.

Chairman Senecal questioned how quick can the chiller be fixed if it breaks down.

Ms. Collins stated she would check.

E. Fire Department

Mr. Pineo stated the check has been posted to line 01-42200-430 Vehicle Maintenance.

Mr. Pineo stated line 01-42200-117 Firefighter Salaries was proposed last year to be increased by \$30,851.51.

It was moved by Linda Murray and seconded by Paul O'Brien to add \$30, 851.51 to line 01-42200-114 Hourly Wages. Members voted and being none opposed, the motion passed.

F. Executive

Mr. Pineo stated Ms. Capone-Muccio checked the price for the larger Town Report and \$2,250 would need to be added to line 01-41301-550 Printing.

Mr. O'Brien stated that is a lot of money for large print.

Ms. Murray stated we should wait another year.

Mr. O'Brien questioned if we could cut back on the number of books printed.

Ms. Murray stated she believed the price included cutting 100 books.

Mr. Bowers suggested cutting down the margins and making the text larger in the current book.

Mr. Pineo stated we can look at the same size book with larger size print.

Mr. Pineo stated the Perambulation with Tuftonboro will not have a cost. Tuftonboro wishes to have both representatives from each Town walk the line together to save the cost of a surveyor.

The Board agreed to have Mr. Sullivan and Ms. Murray walk the line with Tuftonboro.

Mr. Pineo stated he felt the legal line 01-41301-320 was fine. He talked with the attorney.

Mr. O'Brien stated Ms. DeVries asked for additional money for part time help for the Visitor's Center. The Board raised the amount by \$1,000.00. He questioned this.

Ms. Murray stated she made a motion to increase the line by \$1,000.00. The milfoil budget is down significantly which is also in the Executive Budget. Those are our employees that are at the Visitor's Center.

Mr. O'Brien questioned if they were our employees. It is a 10 % increase in that line.

G. Technology

Mr. Neff stated he is still working on the cost savings to add that full time position.

Mr. O'Brien stated this is the highest growth in all the departments and felt the Budget Committee would cut the line.

H. Town Manager

Mr. Pineo stated the study for the reorganization of Public Works will cost between \$20,000.00 and \$25,000.00.

It was moved by Linda Murray and seconded by Paul O'Brien to add \$25,000.00 to line 01-41301-380 Outside Services. Members voted and being none opposed, the motion passed.

Mr. O'Brien questioned what will we get for the \$25,000.00. There will be clarity on the job description of the Buildings & Grounds position.

I. Planning Board

Matt Sullivan, Planning Director, addressed the Board. He stated based on the discussions with the Board of Selectmen and the Heritage Commission he is proposing to reduce line 01-41305-380 Outside Services by \$6,000.00 and transfer \$6,000.00 to the Planning Department line 01-41911-380 Outside Services. This is the required match figure for the Plan/NH Charette Program. The general consensus is that this project is best submitted as a Planning staff project with all stakeholder groups being part of the project planning team and participating as part of the larger community conversation for the charrette area.

Mr. O'Brien stated Mr. Sullivan wants to create another account. There would be no change to the bottom line of the Town.

Mr. Sullivan stated correct.

Ms. Murray stated if it is moved we need a good explanation to the Budget Committee showing one line was increased but the other was decreased.

Mr. Sullivan agreed and he was very sensitive to the issue.

Mr. Sullivan stated he added examples to the Brewster Building Maintenance line 01-41941-435.

- Men's room bathroom repair
- Bat Removal due to infestation
- Town Hall rekeying
- Bathroom/Plumbing repairs in Town Clerk due to freezing vulnerability

Mr. Sullivan stated in reference to the Codes Department Capital Outlay he spoke with the Town Manager. We discussed a municipal lease option and based on expected interest payment and the estimated cost, we decided to proceed with the outright cash purchase price of \$26,054.00 in the 2020 year in accordance with the previously submitted Capital Outlay.

Mr. O'Brien stated this is a source of some controversy with the Budget Committee. They don't want to have Capital Outlays because they want to have leases. Mr. O'Brien suggested that Mr. Neff be ready to speak about this.

Ms. Murray stated we need to have figures that show this information.

Chairman Senecal stated it needs to be made clear that the vehicle is not just for the Codes Officer.

Ms. Murray suggested showing a breakdown of the percentage of the usage of the vehicle. For example: Codes – 75% / Other Staff – 25%.

Mr. Sullivan stated he did not feel the cameras were urgent.

It was moved by Linda Murray and seconded by Brad Harriman to remove the cameras from the budget. Members voted and being none opposed, the motion passed.

J. Libby Museum

Mr. Pineo stated we corrected the summary sheet. Line 01-45891-117 Part Time Wages should read \$10,064.00.

K. Debt Service

Mr. Neff stated when we were calculating the Debt Service for 2020 we found a mistake with 2019 so those changes have been reconciled. Mr. Neff reviewed the Debt Service sheets. (See Attached Sheets)

Mr. O'Brien questioned if the data was coming from CIP.

Mr. Neff stated the numbers are coming from our current bond schedule. Barry's bonds and the Library bond are included in these sheets.

Ms. Murray questioned the Sewer Fund. She questioned if it was in the General Fund figure.

Mr. Neff stated no.

Ms. Murray stated it should be in there.

Mr. Neff stated the Sewer Fund the taxpayers as a whole have paid for the debt payment.

Mr. O'Brien stated that is what Ms. Murray is stating.

Ms. Murray stated the impact is to the General Fund.

Mr. O'Brien stated he did not understand.

Mr. O'Brien questioned if the money was showing up as revenue in the Sewer Fund.

Mr. Neff stated he did not believe so.

Mr. O'Brien stated he did not understand the transaction.

Ms. Murray stated there is a percentage paid for by the State.

Mr. Neff stated correct.

Ms. Murray questioned if that was calculated.

Mr. Neff stated no because we kept the same presentation. We kept it consistent with the format that was used in prior years.

Mr. Neff stated the total payment for 2020 will be \$860,263.00.

Mr. O'Brien questioned if this was the Debt Carrying Capacity. What are the denominator and numerator?

Mr. Neff stated he did not calculate the Debt Capacity.

Mr. O'Brien questioned if it would be out of the General Fund. It should be 10 or 11 percent.

Mr. Neff stated it should be less than that.

Mr. O'Brien stated we should have this figured out.

L. Warrant Articles

Mr. Pineo stated he and Mr. Sullivan put together a list of draft warrant articles for the 2020 budget. He read the list of warrant articles to the Board. (See Attached Sheet)

Ms. Murray suggested using the letter of the alphabet instead of numbers until they get to the final stage. This minimizes the confusion.

Other Business

Mr. Pineo stated the current Assessing contractor would like to withdraw his proposal for the 2020 Reevaluation.

Ms. Murray stated the timing is really bad.

Mr. Pineo agreed.

Mr. Bowers questioned if this needed to be done.

Mr. Pineo stated it has to be completed.

Mr. O'Brien questioned if we had an employee agreement or a contract with the Assessor.

Mr. Pineo stated no. There are some things that have occurred and as a result the Assessor has requested to withdrawn his proposal.

Mr. Bowers questioned why.

Mr. Pineo stated it should be discussed in non-public.

Ms. Murray questioned if he would still continue as our Assessor.

Mr. Pineo stated he would continue as the Assessor but he does not want to do the Reevaluation.

Chairman Senecal stated we can discuss this on another night in non-public session.

Questions from the Press

None

Public Input

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

Suzanne Ryan, Resident of Wolfeboro, addressed the Board. She stated she is asking the Board to reconsider painting the Railroad Station Building. The Heritage Commission did a site walk today and the building looks excellent. The paint is not cracking, scraping or chipping. She would like that building to wait for a year or two because the Clark Complex needs work. Those buildings are a shame. She showed the Board a few pictures of the Clark Complex.

Ms. Murray stated the Railroad Station was painted last week so we already spent the money.

Ms. Ryan suggested a warrant article to address those buildings. She asked the Board to please figure out a way.

Mr. Pineo stated there was a 2019 Capital Outlay Request to paint the Clark Complex but it was removed by the Budget Committee. There is a proposal to have this done in the Spring of 2020.

Ms. Ryan questioned the amount it would cost.

Mr. Pineo showed her the figure.

Ms. Ryan stated that is a steal.

The Board agreed it needed to be done.

Ms. Ryan stated she would show the pictures to the Budget Committee.

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

The Board re-entered public session at 8:23 PM.

Brad Harriman moved the Wolfeboro Board of Selectmen to seal the minutes of the October 30, 2019 non-public meeting. Paul O'Brien 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 Brad Harriman and seconded by Linda Murray to adjourn at 8:24 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain

Heritage Commission 2020 Budget

Introduction

the Heritage Commission assists and advises the selectmen and other town boards and commissions in matters relating to historic preservation and planning. The town's historic character is an essential component of our 'brand' and identity.

Objectives:

- Enhance the functioning of our commission
- Improve the training and expertise of our members
- Provide concrete data and possible funding sources to aid the decision-making process for the town-owned RR station

Account Justification

Account Number: *To Be Created*

Account Name: Consultants

2020 Request Appropriation: \$2577.08

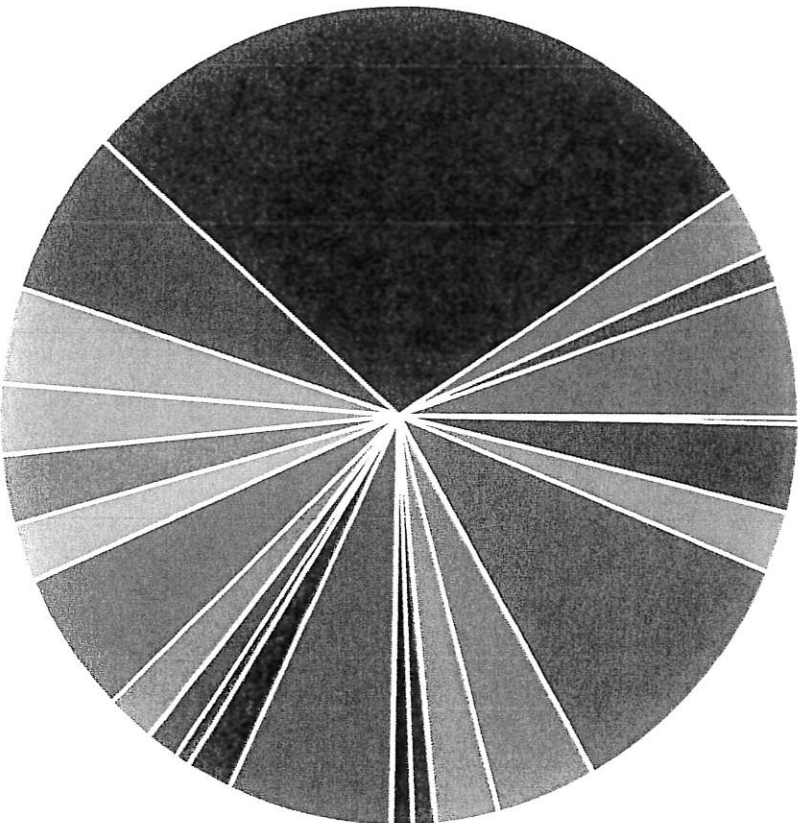
Justification:

We wish to hire consultant Mae Williams, of Unlocking History in Center Harbor NH, to research and document the history of the railroad station, including form, materials, setting, location, workmanship and alterations, and to assess its overall historic integrity and significance. Her cost is \$1500. With this documentation in hand, the town may choose to request listing on the State Register of Historic Places, but there are no restrictions with such listing. With eligibility for the state register, certain grants may be obtained, and then there are obligations to follow the Secretary of the Interior's Standards for the Treatment of Historic Properties.

We have not had a recording secretary for several years and are requesting that assistance now. Cost estimate is 12 months x 3 hours (1 1/2 hr meeting and 1 1/2 hour to transcribe) for a total of 36 hours. 36 hours x 16.03 = 577.08

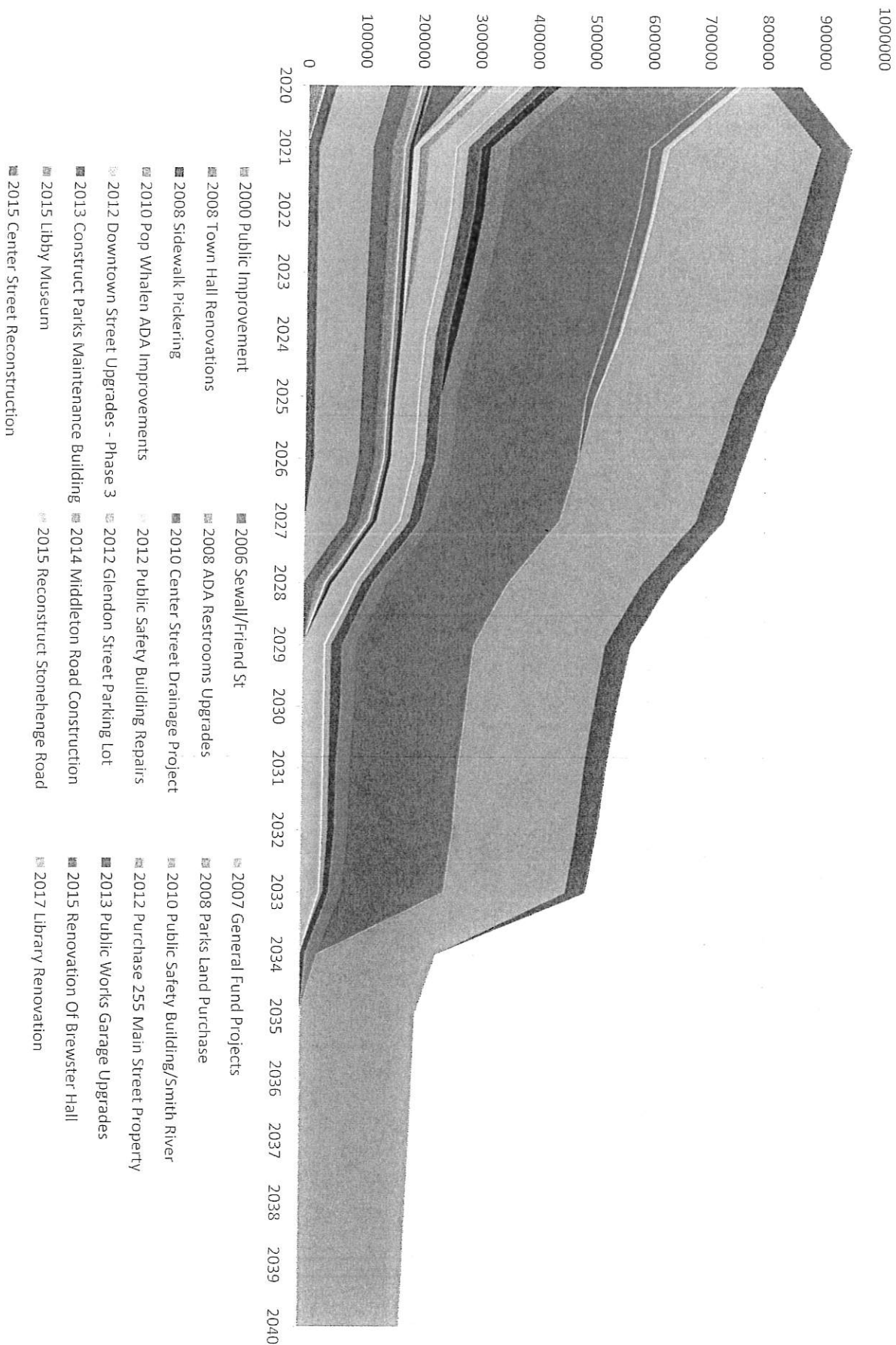
Finally, our commission members are eager and engaged but wish to be better equipped with knowledge of preservation tools and strategies. Funding of \$500 would allow us to attend trainings from the NH Preservation Alliance or other entities, and would also cover expenses such as hosting training sessions here.

Total Debt Composition

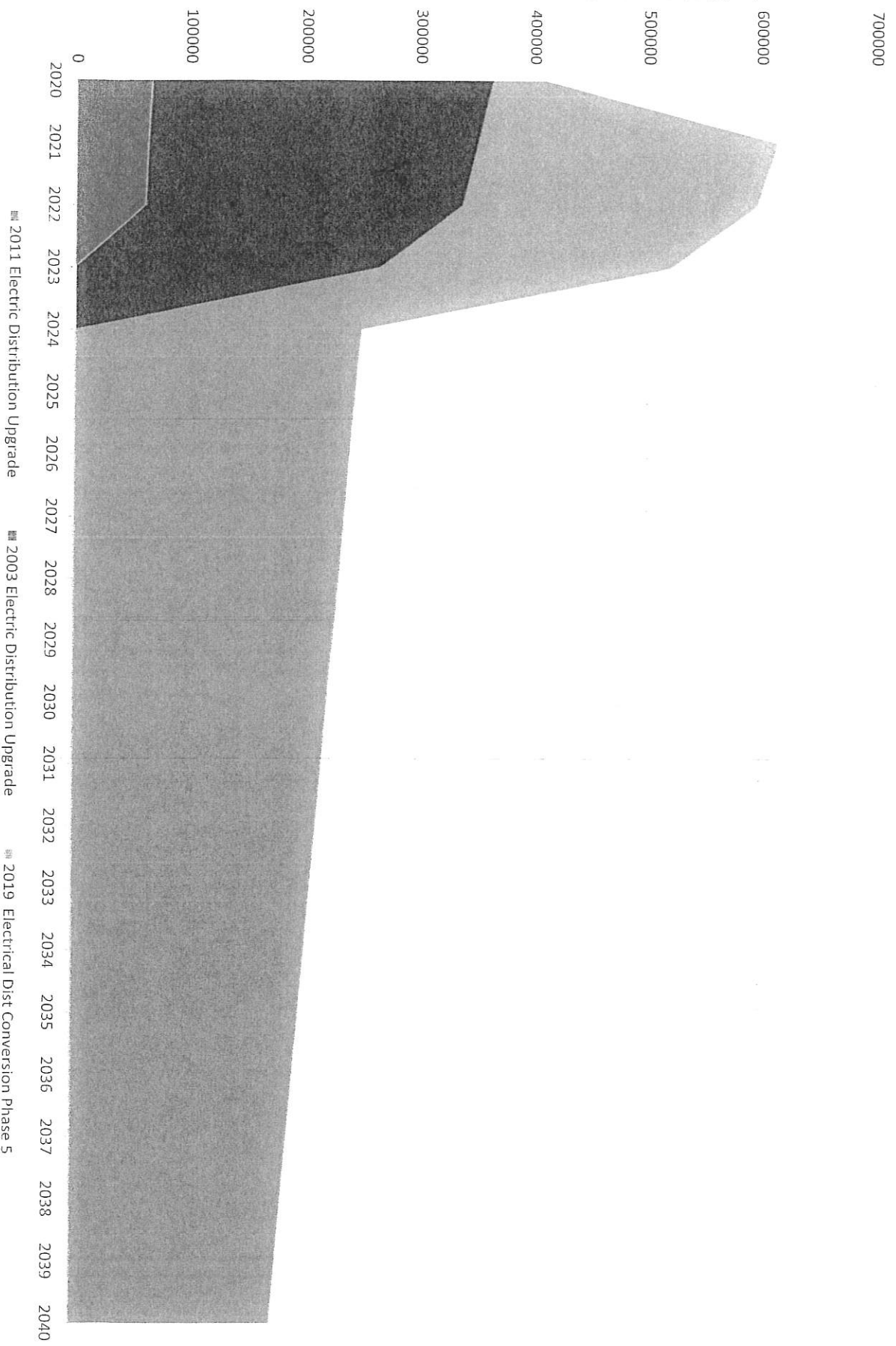


- General Fund - Public Projects
- 2007 General Fund Projects
- 2008 Parks Land Purchase
- 2010 Public Safety Building/Smith River
- 2012 Purchase 255 Main Street Property
- 2013 Public Works Garage Upgrades
- 2015 Center Street Reconstruction
- 2015 Reconstruct Stonehenge Road
- 2000 Public Improvement
- 2008 Town Hall Renovations
- 2008 Sidewalk Pickering
- 2010 Pop Whalen ADA Improvements
- 2012 Downtown Street Upgrades - Phase 3
- 2013 Construct Parks Maintenance Building
- 2015 Renovation Of Brewster Hall
- 2017 Library Renovation
- 2006 Sewall/Friend St
- 2008 ADA Restrooms Upgrades
- 2010 Center Street Drainage Project
- 2012 Public Safety Building Repairs
- 2012 Glendon Street Parking Lot
- 2014 Middleton Road Construction
- 2015 Libby Museum

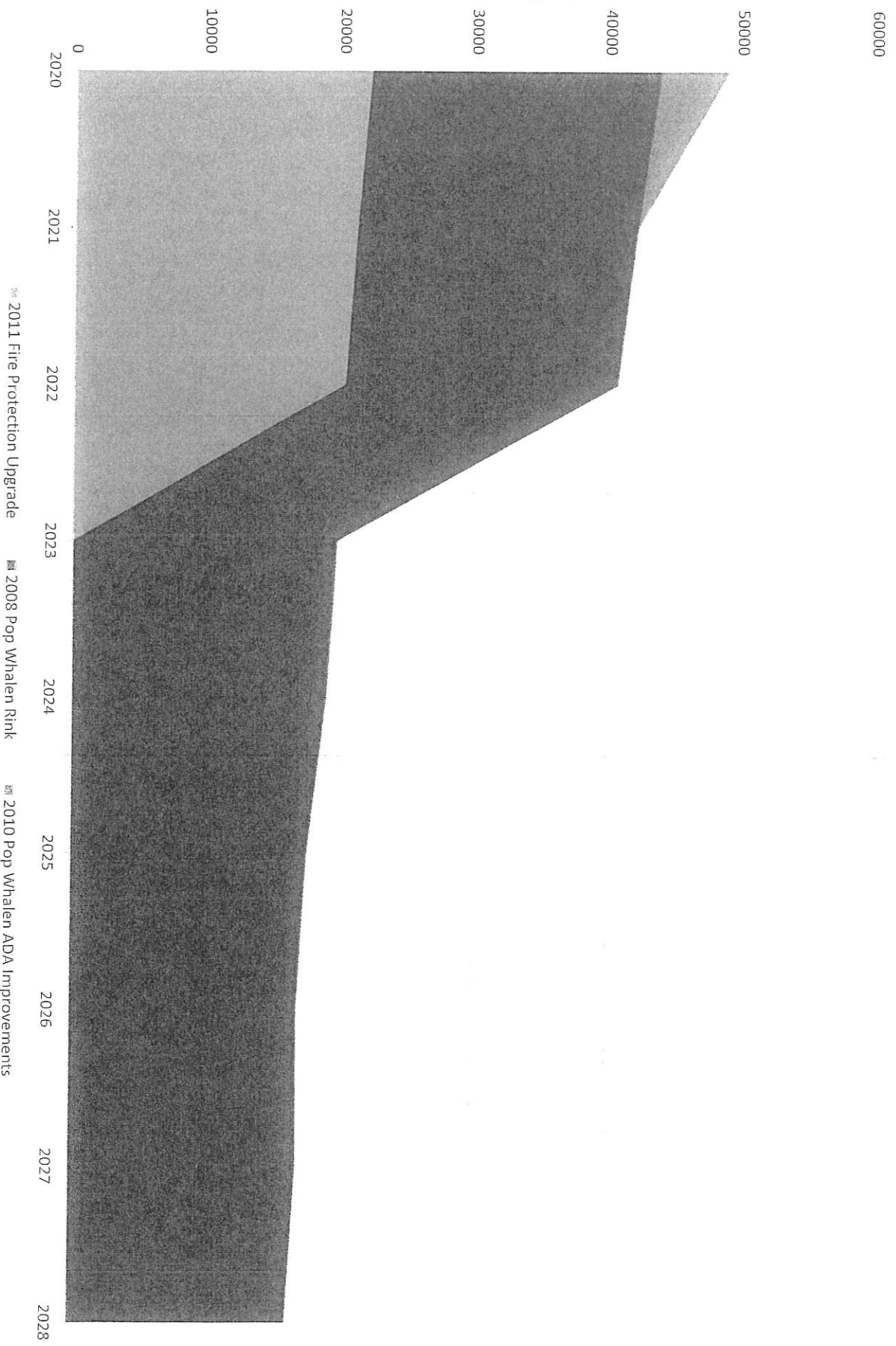
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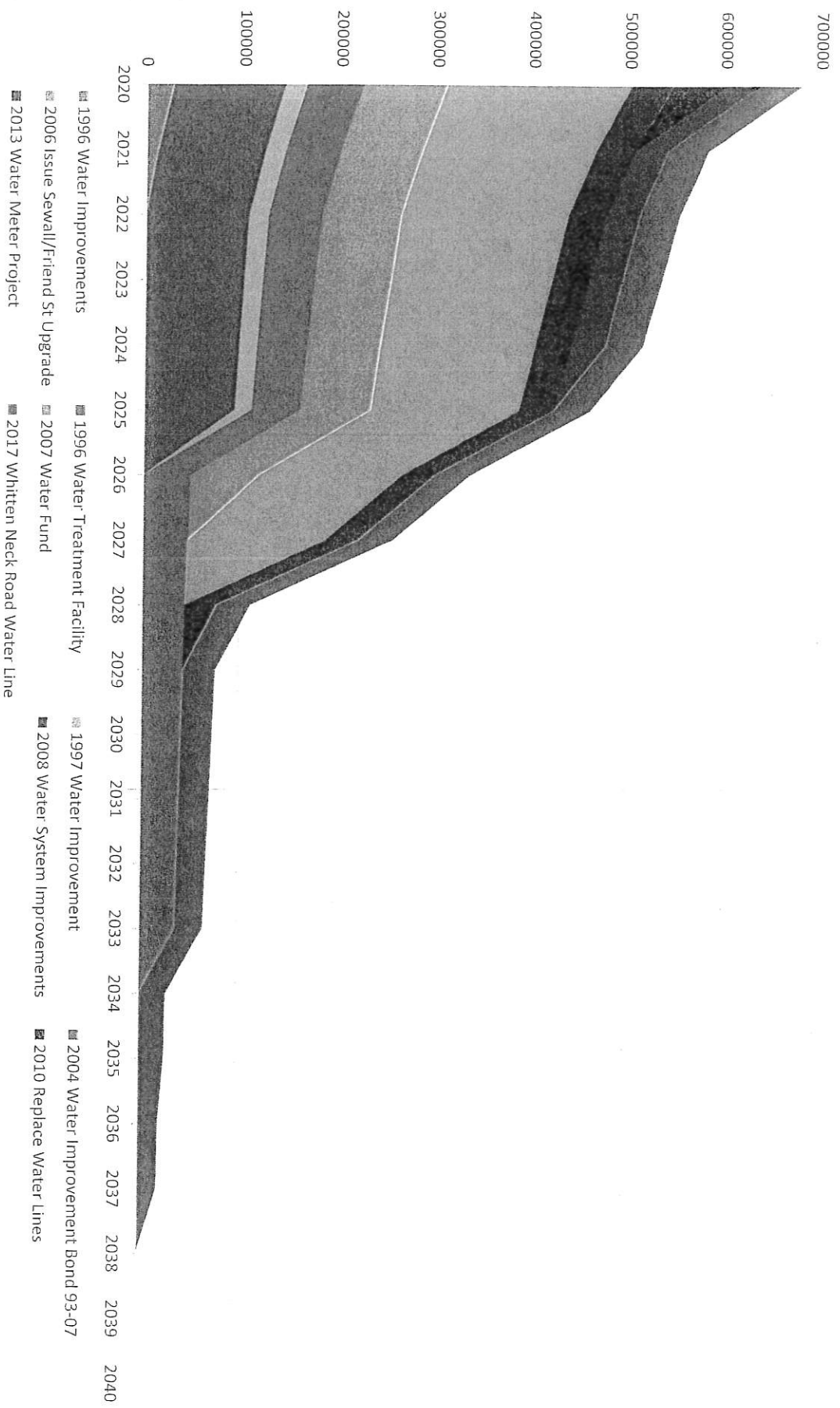
Electric



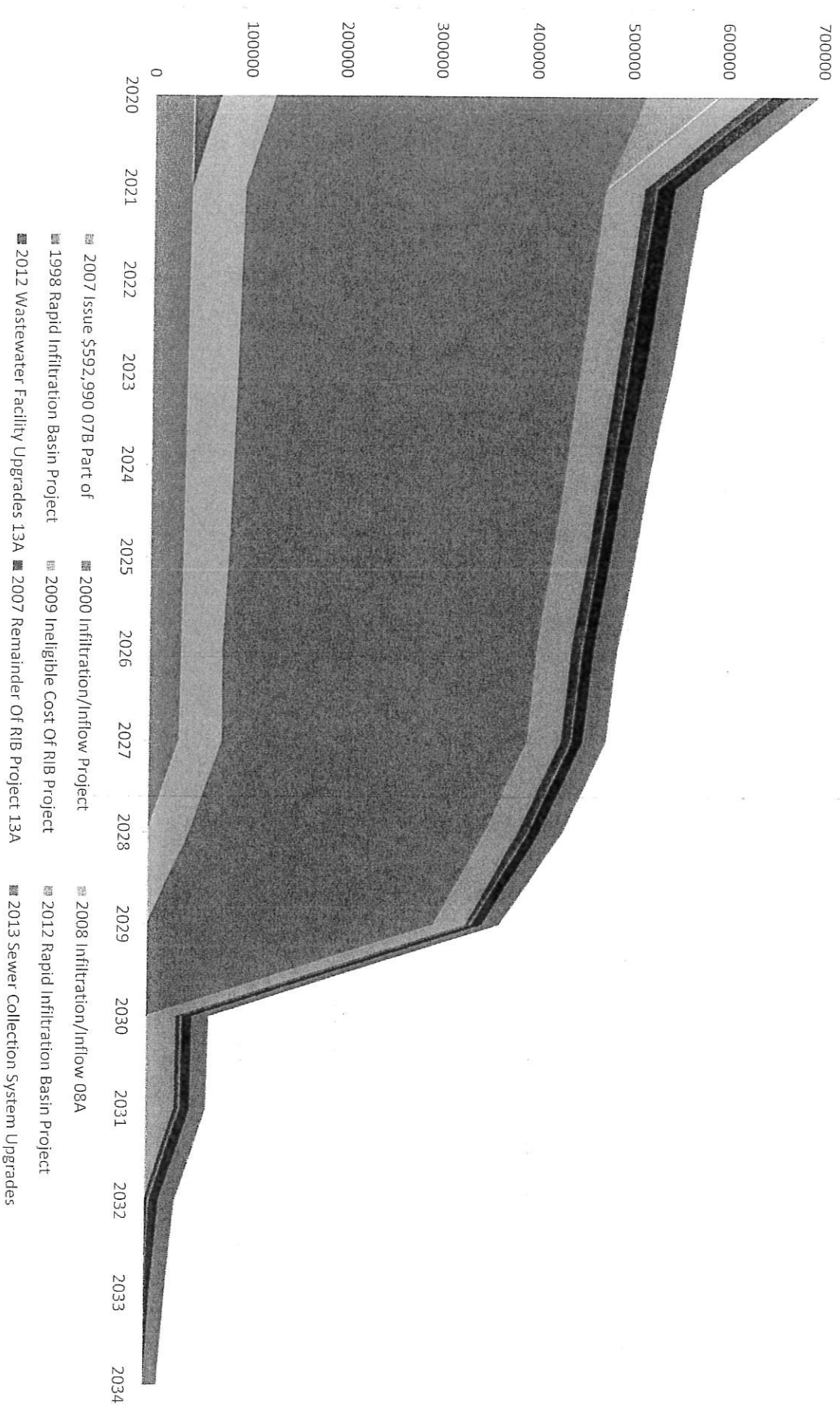
Pop Whalen



80000



80000



2020 WARRANT ARTICLE LIST (AMENDED 10/28/2019)

- ARTICLE X: ME-2 BUCKET TRUCK PURCHASE - \$280,000 – ELECTRIC FUND – NO TAX IMPACT
- ARTICLE X: TOWN ROAD UPGRADES - \$900,000 – GENERAL FUND
- ARTICLE X: 2020 OPERATING BUDGET – AMOUNT TBD – GENERAL FUND
- ARTICLE X: PUBLIC WORKS VEHICLES AND EQUIPMENT CAPITAL RESERVE FUND - \$175,000 – GENERAL FUND
- ARTICLE X: WASTEWATER TREATMENT PLANT CAPITAL RESERVE FUND - \$125,000 – GENERAL FUND
- ARTICLE X: FIRE TRUCKS AND APPARATUS REPLACEMENT CAPITAL RESERVE FUND - \$196,000 – GENERAL FUND
- ARTICLE X: DISPATCH EQUIPMENT CAPITAL RESERVE FUND - \$102,000 – GENERAL FUND
- ARTICLE X: DOCKSIDE PARKING LOT CAPITAL RESERVE FUND - \$50,000 – GENERAL FUND
- ARTICLE X: CARRY BEACH PARKING LOT AND BEACH STORMWATER IMPROVEMENTS - \$450,000 – GENERAL FUND
- ARTICLE X: BUILDING MAINTENANCE CAPITAL RESERVE FUND - \$50,000 – GENERAL FUND
- ARTICLE X: ABENAKI SKI AREA CAPITAL RESERVE FUND - \$16,750 – GENERAL FUND
- ARTICLE X: PUBLIC SAFETY BUILDING CAPITAL RESERVE FUND - \$150,000 – GENERAL FUND
- ARTICLE X: WATER QUALITY IMPROVEMENTS - \$75,000 – GENERAL FUND
- ARTICLE X: AFSCME CONTRACT AGREEMENT – AMOUNT TBD – GENERAL FUND
- ARTICLE X: ESTABLISH AND FUND LIBRARY SOLAR CAPITAL RESERVE FUND - \$50,000 – GENERAL FUND
- ARTICLE X: CONSERVATION COMMISSION WHITEFACE ARTICLE – NO TAX IMPACT
- ARTICLE X: 'RECREATIONAL' DOCK REPAIR - \$400,000 – GENERAL FUND/CAP RESERVE/GRANT
- ARTICLE X: LIBBY MUSEUM RENOVATION AND EXPANSION - \$2,400,000 – GENERAL FUND
- ARTICLE X: BRIDGE FALLS PATH LIGHTING CAPITAL RESERVE CONTRIBUTION AND ESTABLISHMENT - \$50,000 – GENERAL FUND
- ARTICLE X: BAY STREET SIDEWALK ENGINEERING AND SURVEY - \$55,000 – GENERAL FUND
- ARTICLE X: WATER DEPARTMENT BACKHOE - \$120,000 – WATER FUND - NO TAX IMPACT