

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
COVID-19 Meeting- GoToMeeting
Budget Hearing
October 29, 2020

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

Staff present: Town Manager Jim Pineo, Police Chief Dean Rondeau, Town Clerk Pat Waterman, MED Director Barry Muccio, Interim Libby Museum Director Catriona Lennon, Public Works Director Dave Ford and Secretary Michele Chamberlain

Chairman Harriman opened the GoToMeeting at 6:00 PM.

Chairman Harriman read the following Preamble into the record:

MEETING PREAMBLE DURING COVID-19 EMERGENCY

Good Evening, as Chairman of the Wolfeboro Board of Selectmen, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will

be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

The Board Members gave a Roll call vote, Paul O'Brien – present and alone in his house, Dave Senecal - present and alone in his office in his house, Linda Murray– present and alone in a room in her house, Brad Harriman – present and alone in a room in his house and Dave Bowers – present and alone in a room in his house but his wife might walk through.

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

Mr. Pineo stated a non-public session is not needed.

New Business

- i. The Board of Selectmen, under RSA 21-P:43 vote to accept the grant funds from the NH Secretary of State – Elections Assistance CARES ACT GRANT and designate Patricia M. Waterman, Town Clerk, the signer of said grant.

Pat Waterman, Town Clerk, addressed the Board. This is a grant that is known as the Coronavirus Aid Relief and Economic Security Act. It is a sub grant from the State of New Hampshire Secretary's Office. The reimbursement to the towns are a fixed rate for each absentee ballot mailed and/or process for the September primary and the upcoming General Election. The required documents have been completed for the grant and she would like the Board to approve so she can submit the documents by the deadline tomorrow.

It was moved by Dave Senecal and seconded by Paul O'Brien to accept the grant funds from the NH Secretary of State – Elections Assistance CARES ACT GRANT and designate Patricia M. Waterman, Town Clerk, the signer of said grant. Roll call vote, Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Ms. Waterman stated there has been 1,853 ballots sent out and we received 1,717 back as of 4:00 PM today. We have 6,252 voters on our checklist. The Supervisors of the Checklist had 62 new voters last night.

Mr. Bowers joined the meeting.

2021 Proposed Budget Hearing Revisits

A. Town Clerk

01-41401-300 Elections

Chairman Harriman stated the amount has decreased because next year we will have less elections.

Ms. Waterman stated we had 5 elections this year and next year we will only have 2.

Mr. O'Brien questioned how many elections were in 2019.

Ms. Waterman stated we had 3.

Mr. O'Brien stated the costs are up.

Ms. Waterman stated there has been some increases on the general codes and ballot printing.

01-41401-434 Office Equipment Maintenance

Mr. Pineo stated this line was questioned before. Ms. Waterman and Ms. Capone-Muccio discussed and it is going back to \$200.00.

Ms. Waterman agreed.

01-41401-550 Printing

Chairman Harriman questioned if anything would be spent in this line by the end of the year.

Ms. Waterman stated it would get used.

01-41401-740 Machinery & Equipment

Ms. Murray questioned if more booths would be bought. She asked that it be noted.

Ms. Waterman stated she is replacing the older booths.

B. Electric Department – Capital Outlay

Mr. Muccio stated this is a request for a new Meter Reader Pick-Up Truck. The existing ME-7 vehicle is a 2011 and will have over 100,000 miles upon the delivery date of the new pick-up. My original request was for \$37,500.00 but the cost actual is \$35,000.00. We tried to get 10 years out of each vehicle.

Ms. Murray questioned the number of Meter Readers.

Mr. Muccio stated we have 2 part-time Meter Readers. This truck is for the Meter Reader Supervisor who is full-time.

It was moved by Linda Murray and seconded by Paul O'Brien to reduce the cost of the Capital Outlay to \$35,000.00 for the Meter Reader Pick-Up Truck. Roll call vote, Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

C. Police Department – vehicle purchase

Steve Wood, Police Commissioner, addressed the Board. He stated the Wolfeboro Police Commission recommends the purchase of a new cruiser to be included in the 2021 Budget. A motion was made to draft a Warrant Article, which would specify the outright purchase price of a police cruiser and to utilize any available monies in the Police Special Detail Revolving Account Fund. We need to have 11 cruisers to be fully functional and save on wear and tear. We are currently running 8 cruisers and will be getting our 9th cruiser in November. As we look to the future we will be asking to purchase a new cruiser every year so we will be on a rotation. We will be able to save on vehicle maintenance costs and gas. The newest model is a hybrid model. The vehicles are seeing a lot of use.

Mr. O'Brien stated he thought there were two letters. The first letter stated we need a cruiser and the Town needs to figure out how it will be paid for. The second letter was we need a cruiser and we want to do a warrant article.

Mr. Wood stated that is correct. The ultimate decision falls to the Board of Selectmen on how they wish to fund the purchase. We have looked at leases and the rates are not favorable at this time. We received a memo from the Town Manager advising us to have a recommendation ready for the Board.

Mr. O'Brien stated okay.

Chairman Harriman stated he thought it was a good idea to get on an annual rotation. The hit on the budget would then be steady every year. It makes sense to purchase out right each year.

Mr. Wood stated Ford is doing away with Tauris platform and they are moving towards Ford Explorers. We may see a reduction in cost with outfitting costs.

Ms. Murray stated she liked the idea of a warrant article and using the revolving account each year to supplement the cost. There does not look like there will be a lot in the revolving fund this year. She did not want to put it in the operating account.

Mr. Pineo stated the new Finance Director has done a preliminary look at the revolving fund and she will be reaching us to the Police Department in the coming days. She will verify with them the amount in the revolving account.

Chief Rondeau questioned if he knew the amount.

Mr. Pineo stated he was not sure but thought it was around \$15,000.00.

Chief Rondeau stated he thought they should keep \$3,500.00 to \$5,000.00 in the revolving account. He stated using \$5,000.00 to \$10,000.00 from the Police Detail Revolving Account is a good use of the money.

D. Fire Department

Mr. Pineo stated the Fire Department has requested to come in front of the Board on Monday, November 4, 2020.

E. Libby Museum

Catriona Lennon, Interim Libby Museum Director, addressed the Board. She stated Mr. Pineo asked her to talk about storage space for the winter. Currently, most of our very temperature sensitive items that are removed every season are at my house in storage. The plan is to move these items after Thanksgiving to somewhere a little more permanent. Julie Jacobs, owner of Blacksmith Printing has an office space that she can rent to us for \$350.00 per month. There is also a U-Haul with temperature control spaces in Rochester, NH. They have one unit left for the space that we would need. They cost would be around \$110.00 to \$114.00 per month. The only issue with this is the insurance there does not cover antiques if anything was to happen to the exhibits.

Mr. O'Brien questioned if her insurance for her house covered the antiques. We are moving priceless artifacts then we need to make sure we have insurance to cover them.

Ms. Lennon stated absolutely.

Ms. Murray questioned if they are our exhibits wouldn't they be covered by our insurance, Primex. We should ask our insurance company about this.

Mr. Pineo stated he would reach out to Primex to get verification on this.

Ms. Lennon stated she did not know a lot about the Town's insurance.

Mr. O'Brien questioned how the museum did this season. Number of visitors?

Ms. Lennon stated they made \$1,500.00 in admissions and the total number of guests was 740. This number did not include reservations and we about 15 reservations between Labor Day and Columbus Day. She did an analysis of this information. Since the season was cut in half and we were only opened 5 days instead of 6 and we did not have programs the number are consistent with previous years.

Ms. Murray questioned if the unit in Rochester was heated.

Ms. Lennon stated it is in a U-Haul Center.

Ms. Murray stated then we have to transport the items down and back.

Ms. Lennon stated we can rent a U-Haul for twenty dollars a day. We have a significant amount of this year's budget left so if we could use the money from this past year.

Ms. Murray stated no, it can not roll over unless we can encumber it.

Ms. Murray questioned if we can encumber for a lease.

Mr. Pineo stated he thinks the real question is if we can prepay for the rental of the unit.

Chairman Harriman stated they probably would love to get pay up front. It should not be a problem.

Mr. O'Brien stated it is a finance questioned if we can encumber the money. He agreed with Chairman Harriman. These are important artifacts and we are only storing the artifacts that belong to the Town. There are other artifacts that are going back to their owners. We need to treat the artifacts with importance. He questioned if someone should come and crate the items up for the Town or if we should find a storage unit. It is important that these items are crated, protected and insured. It is a lot of work to do between now and the end of the year.

Ms. Lennon questioned what items he wanted moved from the museum.

Mr. O'Brien stated anything that she possibly could move that is assessable to moisture and damage.

Ms. Lennon stated it is unrealistic to move everything. We moved the items that we move every year that are particularly at risk for temperature changes. All of the items are very valuable so everything could be packaged up. The question is if it is feasible to move everything. The older antiques such as the Mummy Hands can not be moved unless a trained professional moves them.

Mr. O'Brien stated he was not competent or capable of stating what should or should not be moved. We stated we wanted to have the artifacts protected. He thanked Ms. Lennon for all her hard work. He suggested calling Gentle Giants, a company in Portsmouth. They specialize in crating and storing important items. He thought they might be able to hire a moving company to be able to assess, crate, and store the items. We should just write out the check.

Ms. Lennon stated she would look into it.

Mr. O'Brien stated it would save from renting a U-Haul truck. He thought the Town should have a company to do this.

Chairman Harriman stated he thought Ms. Lennon, Ms. Albee and Ms. Hammond should assess what should be moved. He liked the idea of having someone professional to move the items.

Ms. Murray stated she agreed with Mr. O'Brien. She is concerned about the items being moved properly. She stated the rental for \$350.00 per month has someone in the building opposed to a storage unit. These items are valuable. We need to decide if we want the items in Town in a building where someone is there or if we want the items in a storage unit in Rochester. She stated if we pay to have someone crate the items and move the items then she is not as concerned. If we rent a U-Haul and we move the items it seems like things could get damaged.

Mr. O'Brien stated it is good to try to save money but it sounds like the Board wants to have it professional done. He sent the link for Gentle Giants.

Ms. Lennon stated the real issue is she is not trained on what items are the most valuable and the previous directors were not trained either. Our guess is as good as yours about what is super valuable and what will get damaged. She stated she does not have expertise in this. We will not know professional what items are at the greatest risk.

Chairman Harriman stated he would have more faith in their decisions than the Board deciding.

Ms. Murray questioned if there was any price range of what we would like to spend on this. How much are we willing to spend for storage? She questioned if Ms. Lennon should come back with a quote.

Ms. Lennon agreed then they could determine how many items can be taken out of the museum. There are a lot of things that can be taken out like the books.

Chairman Harriman stated he would feel comfortable letting Mr. Pineo and Ms. Lennon decide the amount as long as it comes in under budget and it seems reasonable that they make the decision.

Ms. Murray stated she would like to see the prices. We are going to need to promote this and if the warrant article comes forward we need to know what we are spending. Mr. Pineo and Ms. Lennon can make the decision but we need to know what it is.

Mr. O'Brien agreed. It is the right thing to do. It might be an eye opening cost but let the Board know and then we can decide from there.

01-45891-341 Telephone

Chairman Harriman stated there is a negative number here.

Mr. Pineo stated he thought this was a credit from resulting from the 2019 budget.

Ms. Murray stated it should be foot noted.

01-45891-380 Outside Services

Mr. O'Brien questioned this line. This was approved for \$2,214.00 in 2020 but we have spent \$7,911.39. Why?

Mr. Pineo stated this was a management decision. In 2019 there was a Capital Outlay for the amount of \$20,000.00 for the repair of the stonewall at the Libby. The only bid we received was for \$29,000.00. The Board of Selectmen authorized approximately \$9,000.00 to come out of the Betty Jane Schroth account but when they got into the work they found some expanded scope. Mr. Ford went down there and worked with Belknap County Landscape to finalize the scope of work. It had an anticipated cost of \$8,500.00 to \$14,000.00. The over expenditure was about \$5,000.00 and as a result the decision was made to take the money out of this line since it ties with this operation.

Mr. O'Brien stated this should be foot noted.

01-45891-435 Building Maintenance

Ms. Murray stated we have only spent approximately \$1,000.00. Will this be spent? Is there other maintenance that should be done? Is everything posted? If not then she would put the over expenditure in this line so the line is spent.

Mr. O'Brien questioned if there was maintenance that needed to be done.

Ms. Lennon stated the museum was only opened ½ a season and she is new so she did not take on many big projects. There is plenty that can be done. She was not sure how much she should be spending since the renovation is coming up soon. It is a balancing act. Next year something should be done about the wall where the paint is peeling.

Mr. O'Brien stated the wall by the front door should be fixed.

01-45891-630 Maintenance Supplies

Ms. Murray stated \$55.10 was spent in 2019 and we have only spent \$342.37 this year but we are still asking for \$1,000.00. She questioned if the Board of Selectmen should cut the line or let the Budget Committee cut it.

Mr. O'Brien questioned what was in the line. Is it cleaning supplies like mops and brooms?

Ms. Lennon stated most of our cleaning supplies this year were coded to line 01-45891-880 COVID-19 Related Expenses. She stated maintenance supplies were nails, bubble wrap and waste baskets.

Mr. O'Brien stated if we add the COVID-19 Expenses to this line then we are over \$1,000.00.

Chairman Harriman stated this should be foot noted.

Ms. Lennon agreed the maintenance line would have been higher if some of supplies were not coded to COVID-19.

The Board agreed to leave 01-45891-630 Maintenance Supplies as is.

01-45891-880 COVID-19 Related Expenses

Ms. Murray questioned the amount of \$3,300.00. Part time Wages and Social Security for \$2,500.00 are included here. She thought this should be included in the part time wage line.

Ms. Lennon stated we usually only have 2 staff members on at one time but this year we had 3 because we needed to have a cleaner to make sure we were within CDC guidelines. If COVID-19 is the same threat then we would need this.

Ms. Murray thought this should be included in the part time wages.

Mr. O'Brien agreed and it should be foot noted.

Chairman Harriman agreed. He stated there should also be a foot note for line 01-45891-630.

Ms. Murray stated we really did not cut anything in this budget we just moved things around a little.

F. Technology

Mr. Pineo stated last year there were several things that were asked for in this budget. One of the items was to transition a part time position into a full time position. We are asking for this again this year to transition a part time IT position into a full time IT position. We are seeing a significant need from departments and committees regarding technology. We have a significant technology contracts some are within the technology budget and some are within departments. The IT person we have now is doing a fantastic job and we are blessed to have her. It is time to move forward with this as a full time position.

01-41990-425 Computer Maintenance

Ms. Murray questioned if one of the contracts go up a lot or did all of them go up a little bit.

Mr. Pineo stated the big upgrade is to the server in the Enquesta Software used by the billing department. There is an increase to the First Light bill for the internet and phone lines coming into Town Hall. We are converting from 25 x 15 legacy service to 100MBPS symmetrical system.

Mr. O'Brien stated it costs about \$210,000.00 to maintain our existing IT infrastructure without putting on a human resource on the problem. We have cellphones all over the Town. We have different structures of telecom and internet access. We have only applied about \$10,000.00 on a part time basis for a person to oversee this infrastructure. This does not seem to make sense. We

have other budgets where 90% is head count and 10% is to provide a service. The suggestion here is to make a \$35,000.00 investment to oversee this infrastructure. Mr. O'Brien suggested letting the Budget Committee know that the Board of Selectmen think this is important.

Ms. Murray stated if they look at the website then they will see it is important. This is an example that they can see.

Mr. O'Brien stated we are not in the IT business to spend money we are trying to deliver a better service for our citizens. He thought the Board should express their support in a big way for this.

Mr. Pineo stated he can reach out to the various committees and get a motion of support from them. We are hearing all the time that we need more IT help so we are asking for this.

G. Public Works

Chairman Harriman apologized to Mr. Ford he missed him on the agenda.

Mr. Pineo stated we have a few revisit items. The backup for Household Hazardous Waste has been provided and the number matches what is in the budget. Ms. Chamberlain is working with Ben Berry, Chief Mechanic on the gasoline and fuel. We have a representative coming in that knows the Phoenix System to be able to work with us. We think part of this is that we received a really good price on fuel that the rack price is letting us save a lot of money on fuel. We will continue to update that Board on this. Attorney Puffer has reviewed the language on the Water Capital Reserve Fund which was provided to the Board in their packets. It outlines that the funds can be put into capital reserve funds simply with a vote by the Board of Selectmen as surplus funds. He questioned if the Board received the sheets from Mr. Ford on the Capital Reserve for the Water.

Ms. Murray stated no.

Mr. Pineo stated that was his mistake. He will send the information to the Board.

Mr. Pineo stated he had some conversations with Mr. Ford and a few of the Board members about the structure of the organization of Public Works. We looked at the original proposal from Tata & Howard. There are two models in the report. We believe at this point the best organization model is creating two distinct departments. Mr. Ford would be in charge of water/sewer and have a certain percentage of General Fund associated with capital projects. We would hire a new Public Works Director to be in charge of highway department, garage, solid waste, buildings and grounds which would be under the General Fund. We think this would be the best model. One of the problems we have identified is an issue with communications this will improve our communications going forward. It puts staff where their strengths are located which is important.

Mr. Ford stated we are straight out and the need is to do something more. We talked about this last year with this study. We have a \$3.5 million dollar project that is going out to bid which will

take a one year to year and a half. We have the sewer pump stations which will take a few years. We have a lot of water and sewer construction work. We have a lot going on. It deserves the full attention of someone. The operation side of Public Works is that we have a lot of staff and a lot of moving parts. My strength is not in equipment so we rely on our staff to look out for the equipment which they do a good job. It might strengthen the team to have a new Public Works Director to focus on that and snow removal. Scott Pike would stay as a primary operator and we would focus on the big projects as well as getting the asset management plan up and running. We think it is a good idea.

Ms. Murray questioned does it feel good as a solution to you.

Mr. Ford stated yes.

Ms. Murray stated it seems to be a good solution. It puts Mr. Ford in the areas where he has the expertise that we really need. We should be able to find a Public Works Director. It is an easier position to fill than someone that has knowledge in sewer and water.

Chairman Harriman agreed. It makes sense for Mr. Ford to concentrate on the capital projects and the RIB site. It would take a lot of pressure off of Mr. Ford.

Mr. Senecal questioned if we were going to try to fund it this year or next year.

Mr. Pineo stated we will have specific numbers for Monday night but this will be for the 2021 budget proposal.

Mr. Senecal stated okay.

Mr. Ford stated the new position will be introduced in July because of the time it takes to advertise. The idea would be only a 50% impact on the budget for 2021 and a full impact on the budget for 2022. We will have the numbers on the impact to the budgets for Monday night.

Mr. O'Brien stated we always want to put our best skill against your highest risk. If the RIB project goes in the wrong direction it could be costly. We are going to be spending \$3.1 million dollars on it.

Mr. Ford stated the budget for the RIB site is \$3.5 million dollars. It will go out to bid later this fall so we will know at town meeting.

Mr. O'Brien stated then we need to spend another \$3.5 million dollars on the pump stations.

Mr. Ford stated yes.

Mr. O'Brien stated these two projects will be over \$6 million dollars and if we get some of it wrong the down side risk gets to be 4 or 5 times that amount. We need to make sure we put the best people on the team and have the skills to manage it. We still need to take care of the other side of Public Works like spending \$850,000.00 on road maintenance and asset management

plans. If people are not paying attention to this then we will have problems on that side so we are doing the right thing. It makes sense. It is the right thing to do!

Ms. Murray stated it takes the pressure and the overburden job load off of Mr. Ford. He has carried this heavy load for 15 years.

Mr. Ford stated for 14 years.

Ms. Murray stated this makes sense. We will use Mr. Ford's skills and we will find someone else to take the load off of him. She would like to see this happen.

Mr. O'Brien stated some people will say we are growing town government but we are focusing and making good investments to focus on the resources of this town. This is a great thing to do.

Mr. Ford stated when he came to the town there was a Public Works Director and a Water and Sewer Director. We have moved the staff around but our head count is basically the same. He thanked the Board for their support. He will get the figures together so hopefully we can convince the Budget Committee it is a good thing for the Town.

Mr. O'Brien questioned if the Board of Selectmen should be showing their support to the Budget Committee for this proposal.

Mr. Pineo stated yes. This is the right plan and we need to publicize this in the right light through Wolfeboro Community and the press.

Ms. Murray suggested having all of the Board of Selectmen attend the Budget Committee Meeting for Public Works. We should go as a Board to show them that we support this and it is important for the running of the Town.

Mr. O'Brien questioned the schedule.

Ms. Murray stated Public Works will be on November 30th.

Mr. O'Brien questioned the date for Technology.

Ms. Murray stated it falls under General Government.

Mr. O'Brien stated he would ask Mr. MacDonald to have those two on the same night.

Ms. Murray stated General Government is on December 10th.

Mr. Pineo stated he would ask Mr. MacDonald.

The Board agreed this would be good.

Mr. Pineo stated the Revisit for Monday night is as follows: Public Works reorganization, Fire Department Budget, Healthcare, Long Term Debt Schedule, Administration Allocation costs and the Assessing Budget.

Ms. Murray stated we need to check the Assessing Budget to make sure Munismart and the back information matches. They do not agree.

Mr. Pineo stated he will be meeting with Linda Ridings to review the budget tomorrow.

Public Input

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

NA

Mr. O'Brien updated the Board. Atlantic Broadband is working so we can get the 23 homes completed by December 15th. There is a segment of our Town that has a residence that does not want to have cable across an existing easement. This project needs to move forward. Mr. Pineo has an email from Mr. Muccio from the resident and we will just confirm that the resident does not want the cable service and the adjoining neighbors will not get cable service. We will move on because we can not delay this because it will cost Atlantic Broadband several hundred thousand dollars. We are doing everything we can to accommodate the request of the resident. It will probably result in us serving 21 homes not 23. We will just have to go around this resident's property.

Ms. Murray stated she would like a copy of the email.

Mr. Senecal agreed.

Mr. O'Brien stated he sent the email to Mr. Pineo so he can forward it to the Board.

It was moved by Paul O'Brien and seconded by Linda Murray to adjourn at 7:29 PM. Roll call vote, Linda Murray – yes, Brad Harriman – yes, Dave Bowers – yes, and Dave Senecal – yes. Being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain