

Wolfeboro Board of Selectmen  
Public Meeting Minutes-APPROVED  
In-Person at the Great Hall, 9 Union St. Wolfeboro  
July 21, 2021

**Board Members present:** Chairman Linda Murray, Brad Harriman, Dave Senecal, Linda Murray, Luke Freudenberg, and Brian Deshaies

**Staff present:** Town Manager Jim Pineo, Finance Director Kathryn Carpentier, Director of Public Works Dave Ford

Chairman Murray opened the meeting at 6:30 PM.

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

Mr. Pineo stated a non-public session is needed pending litigation.

**1. Consideration of Minutes**

i. June 9, 2021

**It was moved by Dave Senecal and seconded by Luke Freudenberg to approve the minutes of June 9, 2021. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

ii. June 23, 2021

Linda: Page 3: the motion, it should say “new beach ordinance” instead of each.

**It was moved by Luke Freudenberg and seconded by Dave Senecal to approve the minutes of June 23, 2021, as amended. Roll call vote Brad Harriman—abstain, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed and one abstention, the motion passed.**

iii. July 7, 2021

Linda: first page, after Chairman Murray opened the meeting... I did not do a roll call  
Page 2, “Mr. Pineo we do have a bond for our \$1,500” then down to the 3<sup>rd</sup> sentence. It says we have 4 boats, but I think we have 5.

Mr. Pineo says he will rewrite that part.

Page 6: Approval Josiah Brown Award, I would like the first sentence removed and this put in its place. “We have \$43,000 in the bank.”

Page 7: Motion “Brad made the motion to rescind the vote” were we doing the \$100k or the \$2.3 million dollar project? – It was the \$2.3 million dollar project.

**It was moved by Dave Senecal and seconded by Luke Freudenberg to approve the minutes of July 7, 2021, as amended. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

## **2. Public Hearings**

### *Unanticipated Funds*

- i. The Town of Wolfeboro to hold a Public Hearing on Wednesday, July 21, 2021, at 6:30 PM for the acceptance of unanticipated funds in excess of \$10,000 in accordance with RSA 31 :95-b III (a), relative to a donation of \$14,000 for the Town Wolfeboro to install an EV Charging location at 61 Railroad Ave Parking lot. Location of the Municipal Electric Boat

Mr. Deshaies: The Energy Committee has been working for about a year to get some destination chargers. We found one that has a dual port. They will be installed at the end of the old freight building. I would like to thank the donors: Maxfield Real Estate c/o Randy Parker, Goodhue Boat Company c/o Jeremiah Burke, Pickering House Inn, Avery Insurance c/o Vicki O'Dowd, Yum Yum Shop c/o Spencer Samuelian, Wolfeboro Car Wash & Executive Detail c/o Andrew Swenson and Law Offices of Marbury and Marbury c/o Ellie Casoni. They will be fully funded for 5 years.

Chairman Murray opened up for public hearing

No comments

Public hearing closed

Mr. Senecal: In the public hearing statement, it says install charging station, I got that it was one charging station. But I wanted to make sure people understood it has two ports

Mr. Deshaies: The town has the ability to limit the time of charging as well.

Mr. Harriman: Are the spaces going to be reserved just for that use?

Mr. Deshaies: Yes, that is correct. And there will be signage as well.

Chairman Murray thanked the sponsors and requested the Board write thank you notes to the donors.

**It was moved by Brian Deshaies and seconded by Dave Senecal to accept a donation in the amount \$14,000 for the EV chargers. To be used in part for the charging station project to install two electric vehicle chargers at 61 Railroad Avenue parking lot. The donation will be booked to Donations-Misc. The purchase of this equipment will be charged to a new account Executive, Energy Committee account which will be funded by this donation. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.**

*Temporary Events Permit(s)*

- i. Amended-The Wolfeboro Board of Selectmen considered a Temporary Event Permit for The Church United (BE Free Church, Calvary Wolfeboro, Melvin Village Community Church, First Congregational of Ossipee, Wolfeboro Bible Church to host a concert in Cate Park on August 6, 2021, from 5:30 PM to 8:30 PM. Permit #2021-43

The event has been amended to just hold a concert.

Chairman Murray opened up the public hearing

Justin Marbury representing the Church United: I think the application is pretty straight forward. We initially requested to grill and have a section for games, and now we are just looking to use the gazebo.

No other comments

Closed public hearing

**It was moved by Luke Freudenberg and seconded by Dave Senecal to approve a Temporary Event Permit for The Church United (BE Free Church, Calvary Wolfeboro, Melvin Village Community Church, First Congregational of Ossipee, Wolfeboro Bible Church to host a concert in Cate Park on August 6, 2021, from 5:30 PM to 8:30 PM. Permit #2021-43. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.**

### **3. Public Input** (Limited to 3 Minutes per resident, not to exceed 15 minutes in total)

Eddie Demaris, Wolfeboro Resident: I am her to request reconsidering the no parking signs on Clark Rd. I live a few hundred yards up the road and the cars never got that far. It causes problems for us. We have family over and we need more parking from time to time. We have short driveways on Clark Rd.

### **4. Bulk Vote**

**Chairman Murray made a motion to amend the bulk vote to include C. Intent to Cut and it was seconded by Brad Harriman. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.**

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

- i. July 9, 2021 \$56,643.11
- ii. July 16, 2021 \$481,637.13

#### **B. 2021 Bond Issue – Electric Conversion Project & Dock Repairs**

- i. Bond Sale documents for authorization

#### **C. Intent to Cut**

- i. Northline Rd Tax Map 115 Lot 8

**It was moved by Brad Harriman and seconded by Dave Senecal to approve the Bulk Vote items A and B and the added C item for Intent to Cut. Roll call vote Brad Harriman – yes, Linda Murray – yes, Luke Freudenberg – yes, Dave Senecal – yes, and Brian Deshaies – yes. Being none opposed, the motion passed.**

## **5. Board/Committee Appointments**

### *Economic Development Committee*

- i. Alan Albee – resignation – Alternate
- ii. Domenic Endicott – Alternate term expires March 2022

**It was moved by Dave Senecal and seconded by Luke Freudenberg to appoint Domenic Endicott as an alternate member of the EDC for a term to expire March 2022. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

### *Board of Library Trustees*

- ii. Deborah Long-Smith – Alternate term expires July 2022
- iii. Steve Farley – Alternate term expires July 2022
- iv. Nancy J. Bell – Alternate term expires July 2022

**It was moved by Luke Freudenberg and seconded by Dave Senecal to accept the alternates to the Board of Library Trustees Deborah Long-Smith, Steve Farley and Nancy J. Bell for a term to expire July 2022. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed**

## **6. New Business**

### **A. Discussion: Finance Director – June actual vs. budgets**

The Finance Director reported that the General Fund operating budget is at 51.6 % as of June 30, 2021. The operating budget remains in a strong financial position. The General Funds revenue is at 40% with most revenue on target.

### **B. Approval: WWTP Capital Reserve Fund – request to spend**

The Board reviewed Dave Ford's memorandum of July 7, 2021 requesting funds from the Building Capital Reserve Fund. The Public Works Garage Facilities includes the Fuel Depot. The fuel depot facility has two issues one, a software update and second, a chain link fence around the fuel storage tank. (See Dave Ford's memo of 7-7-2021 attached)

Chairman Murray: On the chain link fence, the PO is a different amount.

Mr. Ford: I tend to round up for contingencies.

Chairman Murray: Does anyone have any comments or questions?

Mr. Senecal: The conduits will not have to be moved again once the bigger upgrade starts?

Mr. Ford: That is correct



Mr. Senecal: On the quote, it says “please note, no electrical included on this quote” So is that not included at all?

Mr. Ford: I don’t think any electrical is needed and is on site. And it is just a software upgrade.

Chairman Murray: It says the quote is good until 7/1/21 for the chain link fence. Hopefully it won’t increase.

**It was moved by Brad Harriman and seconded by Dave Senecal to authorize the expenditure of \$14,328.25 for Phoenix Software upgrades and \$7,500 for a chain link fence enclosure of the fuel depot. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

The Board reviewed Dave Fords memorandum of July 14, 2021 regarding his request to spend from the Wastewater Treatment Capital Reserve Fund \$141,984.00 (see Dave Ford’s memo of 7-14-2021 attached).

**It was moved by Luke Freudenberg and seconded by Dave Senecal to authorize the expenditure of \$99,984 for electrical and site lighting upgrades and \$42,000 for upgrading Sludge Haul Road and Sludge Compost area from the WWTP Capital Reserve Fund. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

Dave Ford requested that the Board address the catwalk failure at the effluent storage pond. (picture attached).

**Linda Murray made a motion and it was seconded by Luke Freudenberg to authorize emergency use of money from the WWTP Capital Reserve to address the catwalk at the storage pond. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

### **C. Discussion: No Parking Clark Road signs**

Chairman Murray: I did drive down Clark Road and the signs are spotty; some are on one side and a long distance before another sign. Christine Collins said there has been no problem at Brewster Beach. Maybe what we should do here is put them up as seasonal signs from about June 20<sup>th</sup> to September 1<sup>st</sup> from 9 AM to 4 PM so people that are having evening parties won’t be affected.

Mr. Deshaies: I think the signs do go too far away from the beach. Maybe the signs can just say no summer parking during certain times.

Mr. Senecal: I’d like to take a ride down there and take a look at it before we make a decision.

Mr. Freudenberg: Could we exempt residents of Clark Rd from the parking signs. They could get in touch with the PD to advise them ahead of time if they were having a function.

Chief Rondeau: The only guy that can give that permission is the Town Manager. They would have to contact him and then we would let us know.

Mr. Harriman: The only way to do it is the seasonal option with the dates.

Chairman Murray: Until we get it straightened out, people will just need to get in touch with the Town Manager. We will put this on the next meeting's agenda.

**It was moved by Dave Senecal and seconded by Luke Freudenberg to table the discussion on the Clark Road no parking signs until the next meeting. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

#### **D. Approval: Request for use of Railroad station space**

Chairman Murray: Brewster Academy is going to have an exhibit and they are asking if the town would allow them to use the Railroad Station. It does not conflict with the Garden Club. They also requested about putting some of the exhibit in the Great Hall which would be fine if they used easels. They would have to reserve the room and fill out an event permit to do so.

Mr. Deshaies: It would have been nice to have a representative here.

**It was moved by Luke Freudenberg and seconded by Brian Deshaies to table this for further discussion. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

#### **E. Appointment: Short Term Rentals – Planning Board Update**

Chairman Murray: The head of the Planning Board has asked us to table this so they may go to the Police Commission first.

**It was moved by Dave Senecal and seconded by Brad Harriman to table the Short-Term Rentals. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

#### **F. Approval: 2022 Budget Guidelines (see attached)**

Chairman Murray: I thought this was well put together. The Budget Committee is asking for a 0% increase and that is going to be an interesting exercise. Do we need to set the date of September 22<sup>nd</sup> for our first budget meeting?

Mr. Pineo: Do you want the budget books and agencies presented to you on a normal meeting night or a separate one? We could either do the 22<sup>nd</sup> or 29<sup>th</sup>.

Chairman Murray: Do we want to do it at 6 or 6:30 and we have to agree that we are going to use GoToMeeting for the agencies. Does anyone have an issue with that?

It was decided to do it at 6:00 on September 22, 2021.

### **G. Discussion: Beach Forum Updates**

Chairman Murray: How long do we want to let each person speak? Do we want to control the time? And are we all in agreement to let everyone talk before someone else could speak again?

It was decided to limit each person to 3 minutes and to let everyone speak first before someone comes up for the second time.

Will we allow written comments? We have allowed some people to send in emails.

It was agreed to include any written comments to the record.

Chairman Murray: I looked back on whether or not we need to form a committee. Or do we want public input to drive that decision?

Mr. Deshaies: Can we wait until after the forum to decide if we need a committee?

Mr. Freudenberg: We may need at least a committee of five.

Mr. Harriman: The only problem with the committee is keeping it unbiased.

Chairman Murray: It's going to be very hard. Take all the public input and do a work session and have another public meeting and get more input.

Mr. Senecal: We can ask at the public forum if people want a committee.

It was agreed to take a consensus at the public forum to see if people want a committee.

### **7. Other Business**

Mr. Deshaies: It was brought to my attention by a constituent who was looking for all the members of the ZBA, Budget Committee and so forth that they could not find them easily on the website. They thought the public should have the right to know who is on the board.

Mr. Pineo: He makes a good point. We have a new IT person on board and will address this.

Mr. Deshaies: I have a question for Chief Rondeau, McKinney Park, is it a place that is visited from time to time?

Chief Rondeau: You mean by the general public, yes?

Mr. Deshaies: And by the police? There were some things going on there that were not in the rules.

### **8. Committee Reports**

Mr. Harriman: Planning Board, WCTV

Mr. Senecal: Conservation Commission

Ms. Murray: Chamber Board Meeting, Friends of Pop Whalen, EDC

Mr. Freudenberg: Police Commission, Zoning Board

Mr. Deshaies: EDC

### **9. Town Manager's Report**

Mr. Pineo: Attended the meeting regarding Route 28.

Kickoff meeting for restoration work and expansion of Pop Whalen.

The bond that was discussed (\$850,000) for the docks is at a rate of .95%

Met with Pat Tarpey from Winnepesaukee Watershed

State of NH has a mobile vaccination unit and has asked about bringing that to the library

Christine has had a lot of requests for park benches. We are going to repurpose those people to the lighting for the Bridge Falls path and would include plaques on the light posts.

A few meetings ago we had a presentation from Mr. Rosenger concerning the lighting and was wondering where we are going with that.

Chairman Murray: I think we need to respond to him. Should we put it on a meeting? September 22<sup>nd</sup>.

It was agreed to add this to the September 22<sup>nd</sup> agenda.

#### **10. Questions From the Press**

N/A

#### **11. Public Input** (Limited to 3 minutes per resident, not to exceed 15 minutes in total)

Suzanne Ryan, resident of Wolfeboro: I am wondering what we can do about the acoustics in the town hall for our meetings. It is very difficult to hear one another. Maybe lapel mikes might be a solution and dividers behind the board.

Chairman Murray: Only thing I can tell you is the Friends of Music are going to do a study on acoustics on this space so there is some movement on that front.

#### **12. Non-Public Session RSA 91-A**

**It was moved by Dave Senecal and seconded by Brad Harriman to move into non-public session. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

**It was moved by Brad Harriman and seconded by Dave Senecal to come out of non-public session at 9:16 PM. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

**It was moved by Luke Freudenberg and seconded by Brian Deshaies to seal the minutes. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

**It was moved by Dave Senecal and seconded by Brad Harriman to adjourn at 9:18 PM. Roll call vote Brad Harriman—yes, Linda Murray—yes, Luke Freudenberg—yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

Respectfully Submitted,  
Christine Metcalfe Doherty

Town of Wolfeboro NH  
2022 Budget Guideline  
July 21, 2021

## **BUDGET PROCESS SCHEDULE**

The 2022 Budget process shall begin with an adoption of the Budget Guidelines by the Wolfeboro Board of Selectmen scheduled for July 23, 2021.

Budget Guidelines shall be distributed to department heads on July 24, 2021. Draft budgets shall be due to the Executive Assistant to the Town Manager by department heads on or before August 27, 2021 at 4:00PM. At which time the 2022 Proposed Budget Module within Munismart will be locked to department heads.

During the week of August 25, 2021 the Executive Assistant to the Town Manager will be scheduling the "Town Managers Budget Review". This review shall be complete by September 24, 2021 permitting the Executive Assistant to the Town Manager time to print Budget Books for the "Board of Selectman Budget Review". It is recommended that a Board of Selectmen meeting be scheduled for September 22, 2021 for the Town Managers presentation of the 2022 Proposed Budget to the Board of Selectmen. At this meeting agencies will be asked to provide a presentation no longer than 5 minutes to the Board of Selectmen outlining their request for funding. (See Exhibit I for letter to agencies). We recommend the Board of Selectmen consider authorizing agency presentations via Goto meeting.

Our intent is to have the Board of Selectman Budget Review complete on or before November 3, 2021 as the Wolfeboro Budget Committee is scheduled to convene their first review of the 2022 Proposed Budget on November 9, 2021. (See Exhibit II for Budget Schedule)

## **WARRANT ARTICLES**

The Wolfeboro Board of Selectmen shall begin a review of Warrant Articles on or before November 17, 2021 with the goal of completion to be December 15, 2021.

## **CRITICAL DATES**

January 7, 2022

Final Date for Petitioned Warrant Articles bond over \$100,000

January 11, 2022

Final date to notice budget hearing  
Final date to notice of bond hearing  
Final date for petition warrant articles  
Final date for Collective Bargaining Agreements

January 18, 2022

Final date to hold Bond Hearing  
Final date to hold Budget Hearing

January 27, 2022

Last day Budget Committee can deliver copies of the final budget and recommendations to the Board of Selectmen

January 31, 2022

Budget, Warrant, and Default Budget(s) must be posted

February 8, 2022

Deliberative Session

March 8, 2022

Town Meeting Day

## **BUDGET DOCUMENTS**

The Town Manager with the Director of Finance will create a single page “Budget Overview” which will be the coversheet for each budget. The Budget Overview will offer a single page assessment of 2021 approved vs 2022 Proposed Budget vs Year to Date balance. This document will also provide the number of full-time, part-time, and shared employees. This document shall be printed in the landscape view.

Department heads or designee shall enter data into the Munismart module. Department Heads or designee shall be entering data into the Munismart module under “2022 Proposed Budget”. We ask that information be as concise as possible. When not able to keep information concise Department Heads should note within Munismart “See Back-up Information”. All back-up information should be placed on the attached “Word” document. This “Word” document is formatted in the landscape view, and provides two columns per page. The purpose of this is ease of navigating through the budget book. Excel documents may be provided however should be formatted in the landscape view. See Exhibit III

Requests for Capital Outlay shall be a stand-alone section of the budget book. Requests for Capital Outlay shall be submitted to the Executive Assistant to the Town Manager at the same time as proposed budgets. Please keep the Capital Outlay Request form formatted to the single page Excel document provided. You are encouraged to provide back-up information. Requests for Capital Outlay submitted after the August 24, 2021 @ 4:00 PM deadline will be rejected by the Town Manager. See Exhibit IV

## **2022 BUDGET**

Traditional Budget Guidelines have directed department heads to present a budget having a zero (0) percent increase in discretionary spending.

At the June 21, 2021 Wolfeboro Budget Committee meeting and recorded in said minutes “The Budget Committee requests the 2022 Budget remain at the 2021 Budget level or lower, excluding contract agreements, wages, health insurance, dental insurance, retirement and debt service.” (p 5. para 1.)

At this time the 2022 proposed budget will contain the following known increases in New Hampshire Retirement System, Health Insurance (10% placeholder), raises for Police Union employees (4%), raises for non-union staff, and debt service.

According to U.S. Bureau of Labor Statistics the Northeast Region Consumer Price Index shows a 12 month increase of 4.6%. Based on this information, combined with known and assumed increases the Town Managers goal is to submit the 2022 Proposed Budget to the Board of Selectmen for the General Fund with an increase over the 2021 approved budget not greater than 5%.

Consumer Price Index, Northeast Region – June 2021 : Mid-Atlantic Information Office : U.S. Bureau of Labor Statistics (bls.gov)

## **SALARIES AND WAGES – 100 SERIES**

Individuals departments shall calculate salaries and wages and enter them into the Munismart Module using the traditional 13/39 week model.

### **AFSCME**

Wages for the AFSME unit shall be calculated using the 2021 Collective Bargening Agreement. The Town Manager and AFSME Union are scheduled to enter negotiations during the month of August 2021. Any agreement reached will to be part of a warrant article and the appropriation line items will be adjusted if the contract is passed by voters at Town Meeting. (Note: Full-time fire department operations employees are now part of the AFSME Collective bargening Agreement)

### **NEPBBA**

Wages for the NEPBBA unit shall be calculated using the terms listed in the fourth year of the current four year agreement.

### **NON-UNION WAGES**

Wages shall be recommended to the the Board of Selectman, by the Town Manager.

EXCEPTION: Non-Union wages associated with the Wolfeboro Police Department shall be set by the Wolfeboro Police Commision per NHRSA

## **WAGE RELATED BENEFITS – 200 SERIES**

### **GROUP HEALTH INSURANCE (210)**

A 10% increase shall be used as a place holder per SchoolCare. The new rate will be available in November at which time this budget will be adjusted to reflect such. Calculated by Town Manager.

### **GROUP LIFE INSURANCE (215)**

The current rates are: \$225.00 Per Full-Time Employee.

### **DISABILITY (218)**

Shall be calculated by Finance Director.

### **SOCIAL SECURITY & MEDICARE (220)**

Town Employees – Including Communications	0.0765 x Total Wages
Police & Firefighters	0.0145 x Total Wages
Call Firefighters	0.0765 x Total Wages

**NOTE; Overtime must be factored into this calculation.**



## **NH RETIREMENT SYSTEM (230)**

The New Hampshire Retirement System experienced a rate adjustment which took effect on July 1, 2021. Based on this mandated increase the NHRS expenses will be a significant driver for the 2022 budget.

Departments should calculate NHRS expenses for 2022 at the contribuiton rate outlined below.

### **Employer Rates for Fiscal Years 2022 and 2023**

Political Subdivision Employer Contribution Rates for July 1, 2021 - June 30, 2023

*The rates below apply to counties, cities and towns, school districts and all other participating political subdivisions except the State of New Hampshire.*

	Pension Percentage	Medical Subsidy Percentage	Total Employer Percentage
<b>GROUP I</b>			
Employees	13.75%	0.31%	<b>14.06%</b>
Teachers	19.48%	1.54%	<b>21.02%</b>
<b>GROUP II</b>			
Police	30.67%	3.21%	<b>33.88%</b>
Fire	29.78%	3.21%	<b>32.99%</b>

All Full-Time Group I Employees - Total NHRS Earnable Comp x .1406

Full-Time Group II Police Employees – Total NHRS Earnable Comp x .3388

Full-Time Group I II Fire Employees – Total NHRS Earnable Comp x .3299

**NOTE: Overtime must be factored into this calculation.**

## **DENTAL INSURANCE (219)**

A 10% increase shall be used as a place holder per SchoolCare. The new rate will be available in November at which time budgets will be adjusted to reflect such. Calculated by Town Manager

## **UNEMPLOYMENT COMPENSATION (250)**

The lesser of \$14,000 or total employee wage x .0025.

## **WORKERS' COMPENSATION (260)**

Workers' Compensation shall be calculated by the Town Manager and Finance Director upon rates being set by Primex.

## **300 SERIES**

### **AUDIT SERVICES (301)**

An RFP shall be developed for audit services. Upon receipt data sets will be provided to department heads

### **TELEPHONE (341)**

The telephone budgets will be calculated by the **Finance Office for 2022**.  
Department Heads are responsible for calculating cellular phone stipends.

### **ADMINISTRATIVE ALLOCATION (382)**

The Administrative Allocation will be calculated by the Town Manager and Finance Director. Departments that are assessed an Administrative Allocation will be provided data sets during the Town Manager/Department Head budget review.

### **400 SERIES**

#### **ELECTRICITY (410)**

Electric rates will be sent to department heads when they are published.

#### **HEAT & OIL (411)**

CN Brown Heating Oil has been awarded the contract for heating oil which runs from July 1, 2021-June 30, 2022. Please calculate a 5 year average usage to determine this budget, and round to the nearest dollar.

##### **#2 HEATING FUEL**

- \$2.339 per gallon
- Calculation example:  $\$2.339 \times 1000 \text{ gallons} = \$2,339.00$

##### **OUTSIDE MIX & #1 MIX**

- \$2.659 per gallon
- Calculation example:  $\$2.659 \times 1000 \text{ gallons} = \$2,659.00$

#### **WATER (412) and SEWER (413)**

Please calculate a 5 year average to determine budget and round to the nearest dollar.

#### **RENTALS & LEASES (440)**

(PHOTOCOPIERS)

The Executive Assistant to the Town Manager shall work with department heads to calculate copier lease expenses.

#### **PROPERTY AND LIABILITY INSURANCE (480)**

To be calculated and entered by the Finance Department

### **500 SERIES**

Determined by department needs.

## **600 SERIES**

### **OFFICE SUPPLIES (620)**

Central Dispatch, Fire-Rescue, and the Police Department shall determine copier paper needs which will be charged to the Public Safety Building Account.

Town Hall and Annex copier paper will be charged to the Brewster Building Account to be calculated by the Executive Assistant to the Town Manager.

Parks and Recreation purchases will be charged under the Parks Administration Account.

### **POSTAGE (625)**

Please utilize the 5-year average of expenditures when evaluating the level required for postage.

### **GASOLINE & OIL (635)**

CN Brown has been awarded the contract for gasoline which runs from July 1, 2021 - June 30, 2022. Gasoline pricing is set at the time of delivery. Please calculate a 5 year average usage to determine this budget, and round to the nearest dollar.

Unleaded Gasoline

- \$3.222per gallon
- Calculation example:  $\$3.22 \times 1,000 \text{ gallons} = \$3,220.00$

### **DIESEL FUEL (636)**

CN Brown has been awarded the contract for diesel fuel which runs from July 1, 2021 – June 30, 2022. Please calculate a 5 year average of usage to determine this budget, and round to the nearest dollar.

- \$2.43 (price per gallon)
- Calculation example:  $\$2.43 \times 1,500 \text{ gallons} = \$3,645.00$

### **PROPANE (638)**

Irving has been awarded the contract for propane which runs from July 1, 2021 – June 30, 2022. Please calculate a 5 year average of usage to determine this budget, and round to the nearest dollar.

- \$1.318 (price per gallon)
- Calculation example:  $\$1.318 \times 500 \text{ gallons} = \$659.00$

### **TRAVEL & MEETING (810)**

Milage reimbursement should be calculated at \$0.56 per mile. (To be adjusted when IRS sets new rate)

### **DEBT SERVICE**

To be entered by the Finance Department.

END OF DOCUMENT: Questions should be directed to the Town Manager.

## MEMORANDUM

**TO:** Wolfeboro Social Services Grantees and Applicants  
**FROM:** James S. Pineo, Town Manager  
**DATE:** July 17, 2021  
**RE:** 2022 Funding Requests

The Wolfeboro Board of Selectmen will hear the requests for funding in the 2022 Town Budget of the various social service agencies serving Wolfeboro at their meeting on **September 22<sup>nd</sup>, 2021**. Again this year the Board of Selectmen has established the 2021 Budget Guidelines for an overall 0% increase in the discretionary line items of Town's Operating Budget for the coming year.

Please submit a cover letter outlining your request along with the following:

- Organization's mission statement (if any)
- A statement of the organization's current-year income and expenditures
- Recent proof of your agency's non-profit status
- Information about the number of Wolfeboro residents served by the agency and any other municipalities that support your agency with the dollar amounts of that funding.
- A copy of your balance sheet

Please submit all funding requests and related documentation to the Town Manager's office no later than **Friday, September 3, 2021**.

A representative of your agency should plan to attend the Selectmen's meeting on September 22<sup>nd</sup> to present and discuss your agency's initial funding request. The meeting begins at 6:30 PM and it is most likely that the Board will still be doing meetings via GoToMeeting platform. Please provide us with a phone number and email to be notified of the meeting agenda.

If there are any questions about this process, please feel free to call me.

**TOWN OF WOLFEBORO  
BUDGET COMMITTEE  
2021-2022 Meeting Schedule**

---

<b>Tuesday, November 9, 2021 ~ 6:30PM</b> Wolfeboro Public Library Patriotic Purposes Parks & Recreation Pop Whalen Community Center Clark House	<b>Thursday, December 16, 2021 ~ 6PM</b> Wolfeboro Public Library Animal Control Communications Police Department Re-visit Items
<b>Wednesday, November 10, 2021 ~ 6PM</b> Wolfeboro Public Library Library Agencies	<b>Monday, December 20, 2021 ~ 6PM</b> Wolfeboro Public Library Libby Museum Assessing Re-visit Items
<b>Monday, November 15, 2021 ~ 6PM</b> Wolfeboro Public Library Fire/Rescue Department Emergency Management Public Safety Building Consideration of Minutes	<b>Monday, December 27, 2021 ~ 6PM</b> Wolfeboro Public Library Default Budget Estimated Revenues Warrant Articles
<b>Tuesday, November 16, 2021 ~ 6PM</b> Wolfeboro Public Library Public Works Department Public Works Department Capital Outlay	<b>Tuesday, December 28, 2021 ~ 6PM</b> Wolfeboro Public Library Warrant Articles
<b>Monday, November 29, 2021 ~ 6PM</b> Wolfeboro Public Library Electric Department Consideration of Minutes	<b>Monday, January 3, 2022 ~ 6PM</b> Wolfeboro Public Library Warrant Articles (if necessary) Final Budget Review
<b>Tuesday, November 30, 2021 ~ 6PM</b> Wolfeboro Public Library General Government (Town Clerk, ZBA, Planning Board, Planning Department, Building, Tax Collector, Code Enforcement, Finance, Town Manager, Miscellaneous, Executive, Technology)	<b>Tuesday, January 4, 2022 ~ 6PM</b> Wolfeboro Public Library OPEN DATE
<b>Monday, December 6, 2021 ~ 6PM</b> Wolfeboro Public Library Water & Sewer Department Water & Sewer Department Capital Outlay	<b>Tuesday, January 11, 2022 ~ 6PM</b> Wolfeboro Public Library OPEN DATE
<b>Thursday, December 9, 2021 ~ 6PM</b> Wolfeboro Public Library Economic Development Conservation Commission Welfare Health Consideration of Minutes	<b>Thursday, January 13, 2022 ~ 7PM</b> Great Hall Public Hearing
	<b>Monday, January 17, 2022 ~ 7PM</b> Great Hall Public Hearing (if necessary)

Account Number:

Account Name:

2022 Request Appropriation: \$

**Justification:** [Write your reason for the request in detail, you can copy and paste from Excel or another Word document.]

Account Number:

Account Name:

2022 Request Appropriation: \$

**Justification:** [Write your reason for the request in detail, you can copy and paste from Excel or another Word document.]

Account Number:

Account Name:

2022 Request Appropriation: \$

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Account Number:

Account Name:

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Account Name:

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Account Number:

Account Name:

2022 Request Appropriation: \$

**Justification:** [Write your reason for the request in detail, you can copy and paste from Excel or another Word document.]

<b>FUND:</b>  <div style="text-align: center;"> <b>TOWN OF WOLFEBORO</b>  <b>REQUEST FOR CAPITAL OUTLAY</b>  <b><u>2022 BUDGET YEAR</u></b> </div>		<b>RANKING:</b>  <b>DEPARTMENT:</b>  <b>ACTIVITY/DIVISION:</b>  <b>PROPOSED START (FY):</b>  <b>ACCOUNT NUMBER:</b>	
<b>PROJECT TITLE:</b>		<b>PREPARED BY:</b>	
<b>PURPOSE OF REQUEST:</b> <input type="checkbox"/> Add a Project <input type="checkbox"/> Delete a Project <input type="checkbox"/> Modify a Project <input type="checkbox"/> Consolidate Projects	<b>DEPARTMENT PRIORITY:</b> <div style="text-align: center;"> <input type="checkbox"/> Urgent  <input type="checkbox"/> Necessary  <input type="checkbox"/> Desirable         </div>	<b>SUBMITTING AUTHORITY:</b> SUBMITTED BY: _____ DEPARTMENT HEAD: _____ DATE: _____ TOWN MANAGER: _____	
<b>DESCRIPTION/LOCATION:</b>			
<b>JUSTIFICATION:</b>          			
<b>RATIONALE:</b> <input type="checkbox"/> Urgent Need <input type="checkbox"/> Removes imminent threat to public health/safety <input type="checkbox"/> Alleviates substandard conditions or deficiencies <input type="checkbox"/> Responds to federal or state mandatory requirement <input type="checkbox"/> Improves the quality of existing services <input type="checkbox"/> Provides added capacity to serve growth <input type="checkbox"/> Reduces long-term operating costs <input type="checkbox"/> Provides incentive to economic development <input type="checkbox"/> Eligible for matching funds available for limited time <input type="checkbox"/> Needed to meet ADA compliance		<b>IMPACT ON OPERATING COSTS OR PERSONNEL REQUIREMENTS:</b>  <input type="checkbox"/> Add Personnel <input type="checkbox"/> Increased O&M Cost <input type="checkbox"/> Reduces Personnel <input type="checkbox"/> Decreased O&M Cost  Dollar Cost of Impacts if Known: _____ <div style="text-align: right;">Annually</div>	
<b>RELATED PROJECTS:</b>			
<b>COST ESTIMATE:</b> Planning/Feasibility Analysis Architecture & Engineering Real Estate/Land Acquisition Equipment/Materials/Furnishings Vehicles & Capital Equipment Site Preparation Construction Other	<b>AMOUNT</b> _____ _____ _____ _____ _____ _____ _____ _____ _____	<b>SOURCES OF FUNDING:</b> Grants From: _____ Loans From: _____ Donations/Bequest/Private _____ User Fees & Charges _____ Capital Reserve Withdrawal _____ Current Revenue _____ General Obligation Bond _____ Special Assessment _____	
<b>TOTAL PROJECT ESTIMATE:</b>	<b>\$</b> _____ <b>-</b>	<b>TOTAL PROJECT COST: \$</b> _____ <b>-</b>	
<b>SOURCE OF ESTIMATES:</b>			
<b>COMMENTS &amp; ADDITIONAL INFORMATION:</b>			
<b>REVIEWERS' NOTES:</b>			



PUBLIC WORKS DEPARTMENT

# *Town of Wolfeboro*

## Memorandum

**Date:** July 7, 2021  
**To:** James Pineo  
**From:** David Ford *WWFud*  
**Subject:** Buildings Capital Reserve Fund  
Request to Spend  
Fuel Depot Required Upgrades

Request to spend monies from the Building Capital Reserve Fund set up for repairs and maintenance of Town Building Facilities. The Public Works Garage Facilities includes the Fuel Depot which provides fuel for all town vehicles and equipment. The current fuel depot has 2 issues that require attention:

- 1- Software Updates for fuel delivery for all Town vehicles. See attached PO #28086 to Hall Trask Equipment Co, (Original supplier and sole source vendor) for \$14,328.25.
- 2- Chain Link Fence around both 7,000 gallon fuel storage tanks. Required to keep children from entering and possible getting trapped in this enclosure. See attached PO #28085 to McGuirk Fence Company for \$7,500.

---

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

*(603) 569-8176*





## Estimate

HALL TRASK EQUIPMENT COMPANY  
105 ROC SAM PARK ROAD  
BRAINTREE, MA 02184  
(781) 380-8700

Order Number: 0150781  
Order Date: 6/22/2020

Salesperson: 0007  
Customer Number: WOLF1

## Sold To:

TOWN OF WOLFBORO DPW  
47 PINE HILL ROAD  
P.O. BOX 629  
Wolfeboro, NH 03894

## Confirm To:

## Ship To:

TOWN OF WOLFBORO DPW  
47 PINE HILL ROAD  
P.O. BOX 629  
Wolfeboro, NH 03894

Customer P.O.	Ship VIA	F.O.B.	Terms			
Estimate Update	REPAIR		NET 30			
Item Number	Unit	Ordered	Shipped	Back Order	Price	Amount
	Amy,					
	Note: Complete upgrade with replacement of existing K800 FIT to PV200 FIT. This option does not include an electrical in the items below. We are assuming an electrical estimate of \$2,000 but cannot quote it without a site visit.					
*SALE	EACH	1.00	0.00	0.00	11,723.25	11,723.25
PV PRO BASE SYSTEM						
	PV Pro Base system comes with 1 PV200 Fuel Island Terminal (FIT), External Fuel Site Controller (FSC), and SQL Lite PC Based software come with 5 Site licenses, and Factory Direct Startup Fee. (System can have only 1 FIT, and a Max of 4 hoses). The PRO System package is limited to 1000 cards and 500 Transaction memory level. System does not support Alpha Key Pad Entry.					
/FRT						105.00
INCOMING FREIGHT						
TO BE DETERMINED AFTER SHIPPING						
/LABOR	HOUR	1.00	0.00	0.00	2,500.00	2,500.00
LABOR & TRAINING 20hrs						
***** PLEASE NOTE: NO ELECTRICAL INCLUDED IN THIS QUOTE. ELECTRICAL ESTIMATE IS \$2,000 UNTIL WE SPEAK TO AN ELECTRICIAN. *****						
2-4 WEEK LEAD TIME FROM DATE OF ORDER						

Thank you for the opportunity to quote you on your Petrovend upgrade needs. This quote is only for the materials and labor mentioned above and does not include welding, electrical, incoming freight, or any additional materials not listed above. This quote is good for thirty days from receipt of the quote

Sincerely,

Mike Trask Hall Trask Equipment Co. 105 Rocsam Park Rd. Braintree, MA 02184

Net Order:	14,328.25
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
<b>Order Total:</b>	<b>14,328.25</b>

E-mail: [mcguirkfence@gmail.com](mailto:mcguirkfence@gmail.com)

REVISÉD

We are pleased to submit the following bid:

\$7,350.00

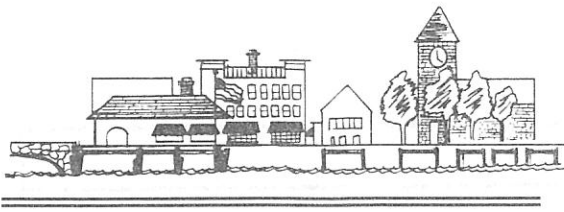
QUOTE GOOD UNTIL: 7/1/2021

BALANCE DUE UPON COMPLETION

\$7,350.00

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_


Thank you for your business!



DEPARTMENT OF  
WATER AND SEWER UTILITIES

*Town of  
Wolfboro*

**Memorandum**

**Date:** 7-14-2021  
**To:** James Pineo  
**From:** David Ford   
**Subject:** WWTP Capital Reserve Fund  
Request to Spend  
Electrical, Site Lighting and Sludge Truck Haul Road

Request to expend monies from the 2014 Wastewater Treatment Capital Reserve Fund, which was established in 2014 with Board of Selectmen as Agents to expend. The estimated balance after encumbering \$98,187 for HDR to prepare Master Plan earlier this year is of over \$160,000. Note, this estimated amount does not include income generated by Trustees for these funds. I am requesting expenditure of \$141,984 detailed as follows:

- 1- Electrical and Site Lighting Upgrades: Includes all new underground conduit, wires, poles and bases for the site. See attached PO #86673 to Woodard & Curran for \$99,984.
- 2- Upgrade Sludge Haul Road and Sludge Compost area, see PO #86673 to W & C for \$42,000.

This will leave a balance of more than \$18,241, as my numbers do not include income gained by Trustees. Please note that both of these projects are safety related and should be done, other projects on the work list have been placed on hold and included in the major Wastewater Treatment Facility Upgrade being proposed this year.



**Updated 7-14-2021**

**8-YEAR CAPITAL IMPROVEMENTS PLAN  
FOR WASTEWATER TREATMENT FACILITY**

Item	2020	2021	Comments
Sludge Holding Tanks building			
Insurance claim check			
Engineering - UEI - (\$54,500)			
<b>Upgrade electrical wiring &amp; Systems</b>		<b>\$99,984</b>	Includes security lighting
Engineering- W & C - Electrical	<b>\$68,078</b>		
New Generator allowance			
NH Dept. of Safety Homeland Security Grant			
Sludge bldg. Fix valves and piping problems (pending)			
Aeration basin diffuser & support system replacement			
NHEC Energy Incentive Rebate			
NEW- Emergency - Replace Aeration Piping			
<b>Effluent Pump upgrades - Eng</b>			Include in Major Upgrade Project
Sludge & Effluent Pump Replacement ; Project placed on hold due to lack of funding			
Drying Beds			
Influent Channel/flow meter rebuild			
<b>Wastewater Facility Master Plan</b>		<b>\$98,187</b>	On Going
<b>Replace weir gates for D-Box 1 &amp; 2</b>		<b>\$0</b>	Include in Major Upgrade Project
<b>Upgrade Outside Facility Lighting</b>			See above
<b>Upgrade sludge haul road</b>		<b>\$42,000</b>	Includes Compost Area/Lot
<b>Clean up Compost area/parking lot</b>			
Control Building Upgrades			
Restore Paved Area/ replace buried valves/drainage			
Administration Office			
Concrete Tank Restoration			
Upgrade Drying beds/PS dump			
<b>Annual Total =</b>	<b>\$68,078</b>	<b>\$240,171</b>	<b>\$906,759</b>
<b>Annual Appropriation</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$925,000</b>
<b>Capital Reserve Fund Balance</b>	<b>\$83,412</b>	<b>\$18,241</b>	

**Projects proposed in 2021**



July 8, 2021

Mr. David Ford, P.E.  
Town of Wolfeboro, New Hampshire  
Department of Public Works, Director  
P.O. Box 629, 9 Union Street  
Wolfeboro, NH 03894

**Re: Site Lighting and Security Upgrades for the Wastewater Treatment Facility**

Dear Mr. Ford:

Woodard & Curran is pleased to present this proposal and purchase order request for performing the procurement, subcontracting and oversight for the installation of equipment to upgrade the site lighting and improve overall safety and security at the Wastewater Treatment Facility. Copies of contractor estimates, and an overview of the lighting project is included as an appendix to this purchase order request.

**1.0 SCOPE OF WORK**

Woodard & Curran will work in conjunction with the Town of Wolfeboro to perform the lighting upgrade work at the WWTF. Woodard & Curran proposes to have a site kick-off meeting with the Owner and Operators to gather existing equipment information, review existing plans, discuss project goals, schedule, project risks, and future plans.

**Project Objectives/SOW:**

1. Perform an evaluation of the lighting and develop plan to improve (completed).
2. Solicit preliminary pricing to implement the lighting upgrades.
3. Solicit contractors to perform both electrical work and site work (trenching to install electrical lines and set bases for lighting poles). Work with selected contractors to provide/procure the lighting systems and poles. Contractors identified as Electrical Installations Inc (EII) and Evans Brothers.
4. Woodard & Curran will review contractor submittals and approve prior to shipping to the site (lighting, poles, and pole bases).
5. Contractor's EII and Evans will procure and install the lighting fixtures, poles, bases and connect electrical.
6. Woodard & Curran will provide a photo log and summary letter of the completed work.

**2.0 PROJECT SCHEDULE**

Woodard & Curran is prepared to commence the above scope of work within one (1) week of authorization to proceed by the Town of Wolfeboro.



### 3.0 BUDGET

The estimated fee for this project is **\$99,984**. The budget breakdown is based on the following cost estimates:

- Lighting, poles, and electrical work – EII Quote (see attached) \$56,411
- Trenching, conduit install and backfilling – Evans Quote (see attached) \$33,551
  - Subtotal \$89,962
- W&C (Mark-up @ 10% and 6 hours labor bidding and PM) \$ 8,996
- W&C Labor 6 hours (bidding and PM) \$ 1,026
  - **Total Project estimate** **\$99,984**

If additional services are requested, a contract amendment will be issued for authorization of the additionally requested work. If this agreement is acceptable, please issue a purchase order in the amount highlighted in the above Budget section of this proposal along with a copy of this document. This work will be completed under the existing O&M agreement with the Town of Wolfeboro as noted in Article 1.11.

Woodard & Curran appreciates the opportunity to work with the Town of Wolfeboro and we are committed to providing services that continually improve the overall safety, efficiency, and reliability of the WWTF. Please feel free to contact me with any questions.

Sincerely,

WOODARD & CURRAN INC.

David Dedian  
Senior Principal / Senior Area Manager

217070.XX

cc: Russ Howe (W&C)



Fixture Summary			
Symbol	Label	Qty	Part #
	A1	2	PFLXW86LEDs (QTY-2)
	A2	3	WM5L45K
	A3	5	SLPM18LT245K
	A4	1	SLPM18LFT45K (2@90)
	A5	1	SLPM18LFT45K

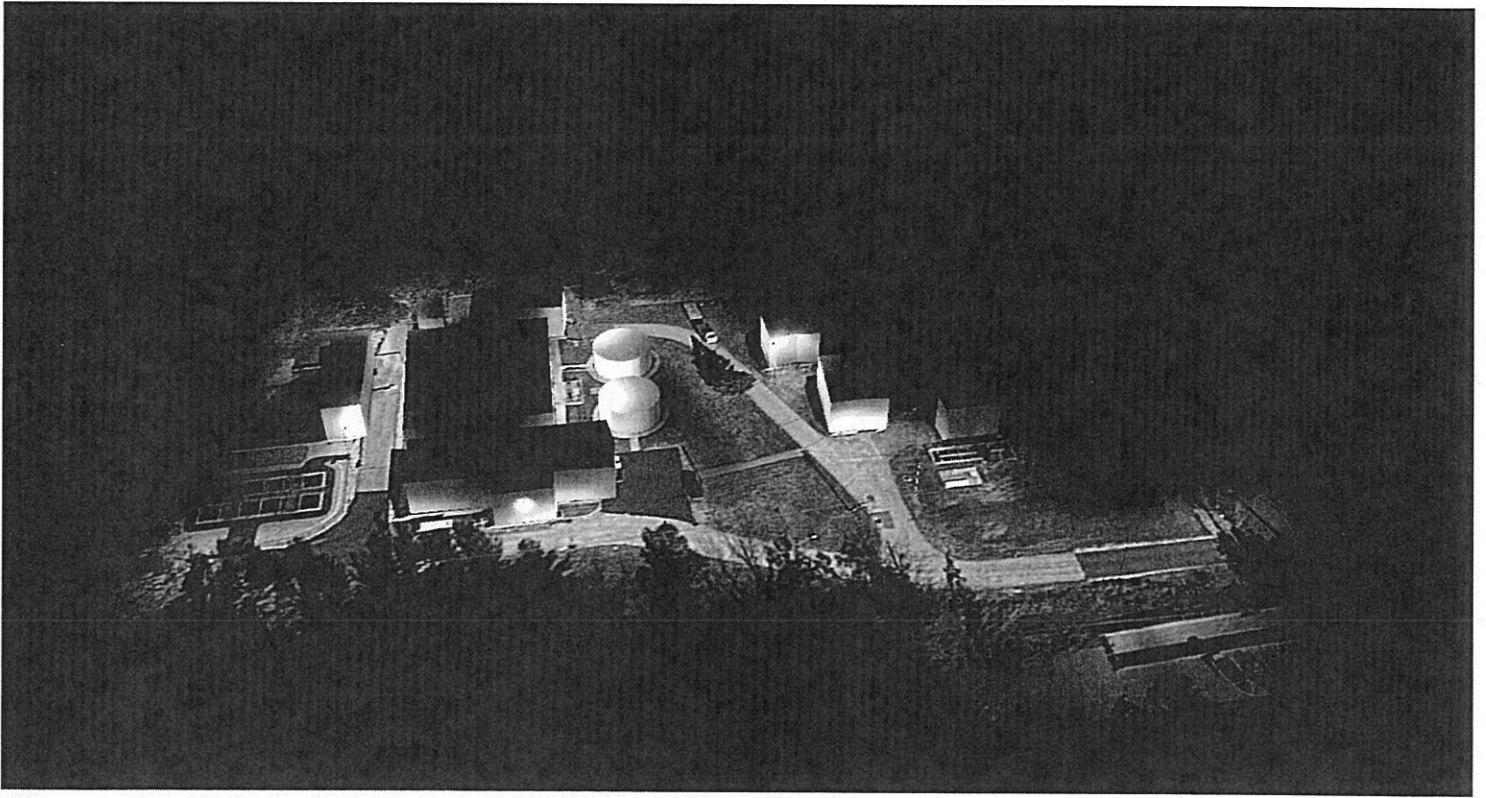
Calculation Summary				
Label	Avg	Max	Min	Height
Area	3.22	14.1	0.1	0



Note: Layout is based on information provided and should not be used as an as-built construction document. A Professional Architect, Engineer, or Contractor must determine if layout will work with current or future site conditions. Illumination levels can vary due to unforeseen site conditions such as major light obstructions (i.e.- Trees, Indoor racking, etc.) Part #'s shown on this layout are standard and may not include additional options (i.e - voltage, color, photocell, etc.) or mounting bracketry, those items should be addressed via quote before a order is placed.



## 3D Contrast Render







☒ MAIN OFFICE

397 Whittier Highway  
Moultonboro, NH 03254  
603-253-4525  
FAX 603-253-6284

☐ BRANCH OFFICE

930B American Legion Hwy  
Westport, MA 02790  
508-636-8600  
FAX 508-636-8650

VT License EM-2667

ME License 7905

NH License 46C

MA License 221MR

April 20, 2021

EI Proposal – Q21-29

RE: Misc Lighting Replacements – Wolfeboro, NH

Attn: Russ Howe

On behalf of Electrical Installations, Inc., I am pleased to offer our quotation for the above referenced project. Scope as follows:

- **Type A1 – Two Lamp Pole Fixture**
  - 20 ft Pole
  - 24" Round X 72" Tall Precast Base
  - Reconnect existing UG Electrical

2 locations: \$7,536 or \$3,768 each

Labor \$2,248.00  
Material \$1,520.00
- **Type A2 – Wall Pack Fixture**
  - Surface Mount
  - Wiring to nearest available circuit

3 locations: \$6,747 or \$2,249 each

Labor \$1,811.00  
Material \$438.00
- **Type A3 – One Lamp Pole Fixture**
  - 20 ft Pole
  - 24" Round X 96" Tall Precast Base
  - Reconnect existing UG Electrical

5 locations: \$27,990 or \$5,598 each

Labor \$2,748.00  
Material \$2,850.00
- **Type A4 – Two Lamp Pole Fixture**
  - 20 ft Pole
  - 24" Round X 96" Tall Precast Base
  - Reconnect existing UG Electrical

1 location: \$6,288

Labor \$2,748.00  
Material \$3,540.00
- **Type A5 – One Lamp Pole Fixture**
  - 20 ft Pole
  - 24" Round X 96" Tall Precast Base
  - Reconnect existing UG Electrical

1 location: \$5,738

Labor \$2,748.00  
Material \$2,990.00
- **LED Strip Replacements (per fixture)**
  - Magnetic Strip LEDs
  - Power Supply
  - Reconnect existing electrical

12 locations: \$2,112 or \$186 each

Labor \$110.00  
Material \$76.00

Design layout indicates:

(2) A1, (3) A2, (5) A3, (1) A4, (1) A5

NOTE: Electrical Installations, Inc. is a UL listed manufacturer of industrial control panels.

Excluded from our pricing is:

- Equipment not specifically listed above

Project Total estimated at \$56,411

- Excavation, backfill, restoration

We look forward to working with you on this project. If you have any questions, please contact me.



James P Fritz  
Vice President

Please sign and return upon approval

P.O. Number \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**EVANS BROTHERS LLC  
PO BOX 1721  
WOLFEBORO, NH. 03894  
603-569-5054**

June 28, 2021

Wolfeboro Waste Water Treatment Plant  
PO Box 629  
Wolfeboro, NH. 03894

We propose the following:

Supply and install materials and labor to complete project as specified.

4 - 18" x 7' posts

3 - 18" x 6' posts

2 - 18 x 4' posts

Conduit to be laid in sand and backfilled with sand. Buried electric tape to be installed over all conduit.

500' - 1 1/2" conduit installed up and down driveway.

300' - 1 1/2" conduit installed (gate operator)

50' - 1 1/2" conduit installed (behind main building)

50' - 1 1/2" conduit installed (far side of press building)

250' - 1 1/2" conduit installed (aerator area)

2 - Pavement crossings

**\$31,301.00**

Additional pavement crossing by pull box  
(If needed).

**\$ 2,250.00**

Price included post bases, conduit and all labor to install.

Light poles, wire pulling and hookup by others.

We would be able to begin this project the week of 7/12/2021.

Thank you for the opportunity to bid on this work.

Ronald J. Evans  
Evans Brothers LLC



## Dual Deal Pole Combo

2nd Generation LED Site Lighter & Pole Combo



### Project Information

Job Name

Fixture Type Dual Deal Pole Combo

Catalog Number

Approved by

### EAGLE SPECIFICATIONS:

#### Construction:

Designed for commercial and industrial applications, providing cooler operating temperatures, brighter light and longer LED life. The die cast aluminum housing utilizes external airflow fins allow for greater heat dissipation. The easy access driver compartment is a thermally independent compartment, separate from LED generated heat, for cooler operation and longer driver life.

#### Optics:

Atlas Site Lighter Pro fixtures utilize precision engineered individual lenses for maximum light intensity. The lens is made of optical grade polycarbonate. Advanced one piece optic board engineered for maximum light intensity. Types III, V and Forward Throw distributions are available.

#### Mounting:

The easy mount bracket makes installation to any style pole quick and easy. Tenon and other mounting accessories also available.

#### Thermal Management:

Atlas Site Lighter Pro fixtures are designed as a complete system to optimize LED life and light output. The thermal stacking heat removal technology extracts heat from within the housing moving it away from LEDs and components. The lower temperatures result in long LED life (200,000+ hrs<sup>1</sup>) and component life and also allows for higher light output.

#### AC Input:

120/208/240/277 V

#### Driver:

Constant current, 120-277 VAC, 50-60 Hz

High Efficiency – min. 88%

Off-State Power: 0 Watts

0-10V Dimming

#### LEDs:

Available in 4000K, 4500K and 5000K, CCT

Epoxy Guard™ protective conformal coated boards

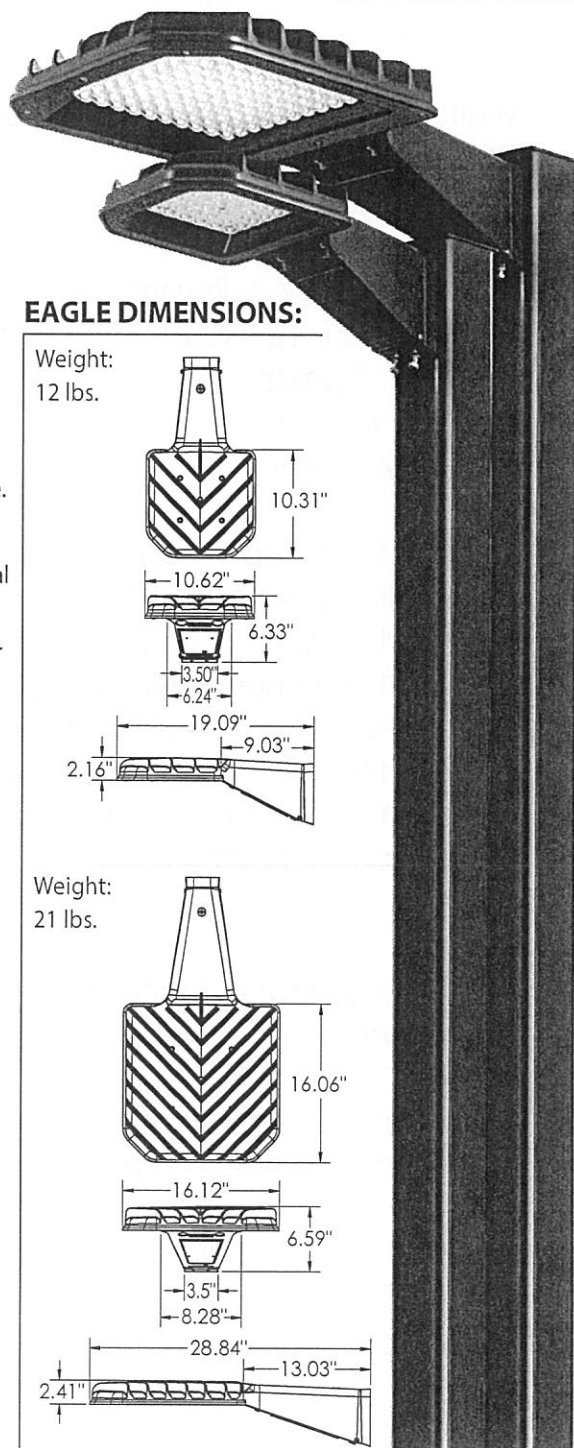
#### Reduced Glare:

Positioning of the LED modules within the housing result in light directed to desired locations and reduces offensive light.

#### Testing:

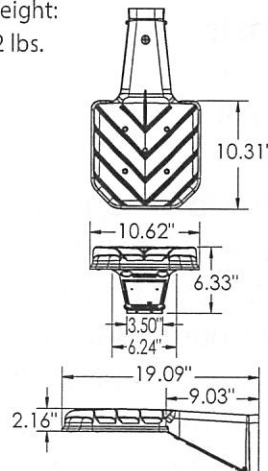
Atlas LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79 & LM-80.

**Warranty:** Five-year limited warranty

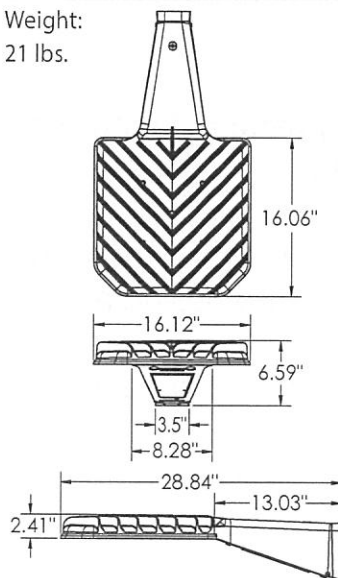


### EAGLE DIMENSIONS:

Weight:  
12 lbs.



Weight:  
21 lbs.



**Rebates and Incentives are available in many areas.  
Contact an Atlas Representative for more information.**

<sup>1</sup>LED Life Span Based Upon LM-80 Test Results

### ATLAS LIGHTING PRODUCTS, INC.

PO BOX 2348 | BURLINGTON, NC 27216

800-849-8485 | FAX: 1-855-847-2794 | [www.atlasled.com](http://www.atlasled.com)

\*The majority of Atlas Lighting Products are assembled in USA facilities by an American Workforce utilizing both Domestic and Foreign components. Meets Buy American requirements within the ARRA.



# Dual Deal Pole Combo

2nd Generation LED Site Lighter & Pole Combo

## 2nd Generation LED Site Lighter & Pole Combo



### POLE SPECIFICATIONS:

#### Pole Shaft

- Straight pole is 4" square.
- Pole shaft is electro-welded ASTM-A500 Grade C steel tubing with a minimum yield strength of 50,000 psi.

#### Hand-Hole

- Standard hand-hole location is 12" above pole base.
- 12' pole has a 2" x 4" non-reinforced hand-hole.
- 15' pole has a 2" x 4" reinforced hand-hole.
- 20' pole has a 2" x 4" non-reinforced hand-hole.
- 25' pole has a 3" x 6" reinforced hand-hole.

#### Base

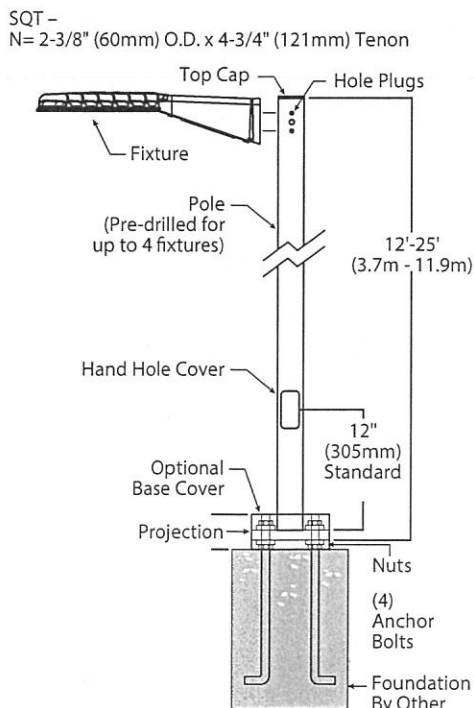
- Pole base is ASTM-A36 hot-rolled steel plate with a minimum yield strength of 36,000 psi.
- Two-piece square base cover is optional.

#### Anchor Bolts

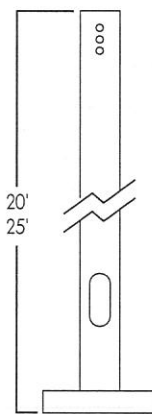
- Poles are furnished with anchor bolts featuring zinc-plated double nuts and washers. Galvanized anchor bolts are optional.
- Anchor bolts conform to ASTM F 1554-07a Grade 55 with a minimum yield strength of 55,000 psi.

#### Ground Lug

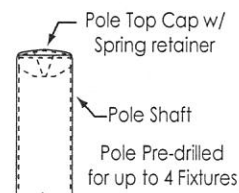
- Ground lug is standard.



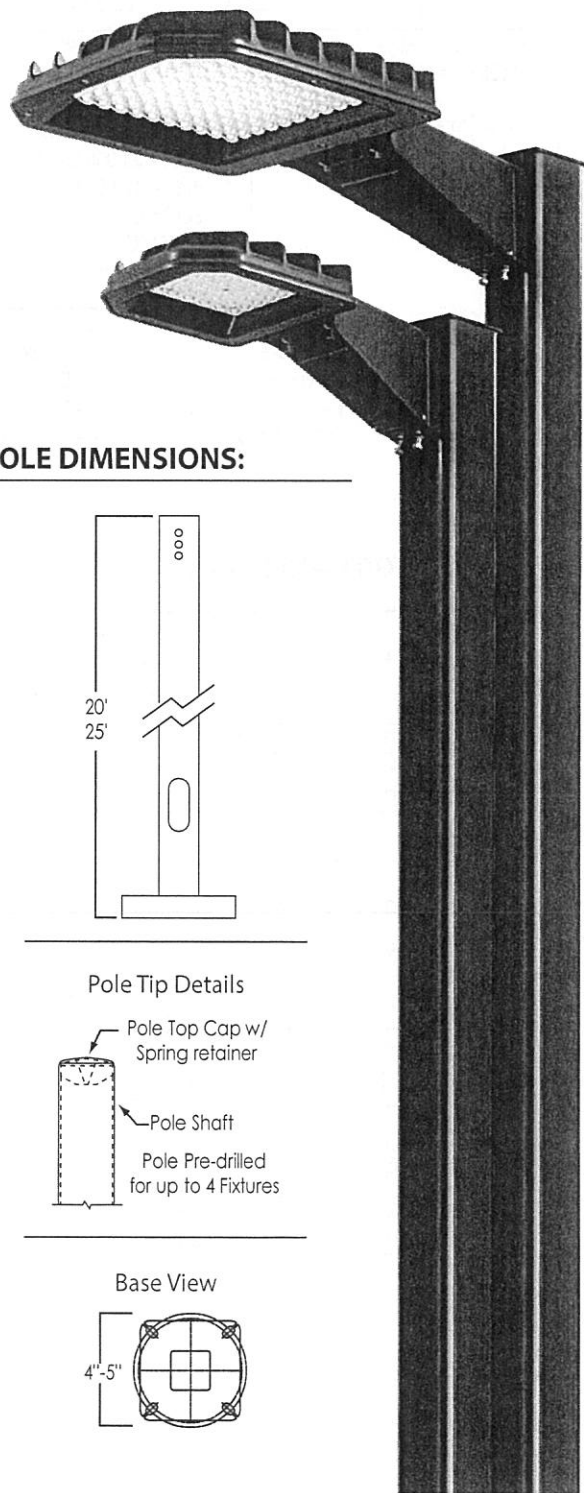
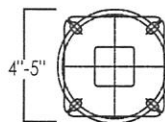
### POLE DIMENSIONS:



#### Pole Tip Details



#### Base View



**Rebates and Incentives are available in many areas.  
Contact an Atlas Representative for more information.**

## ATLAS LIGHTING PRODUCTS, INC.

PO BOX 2348 | BURLINGTON, NC 27216

800-849-8485 | FAX: 1-855-847-2794 | [www.atlasled.com](http://www.atlasled.com)

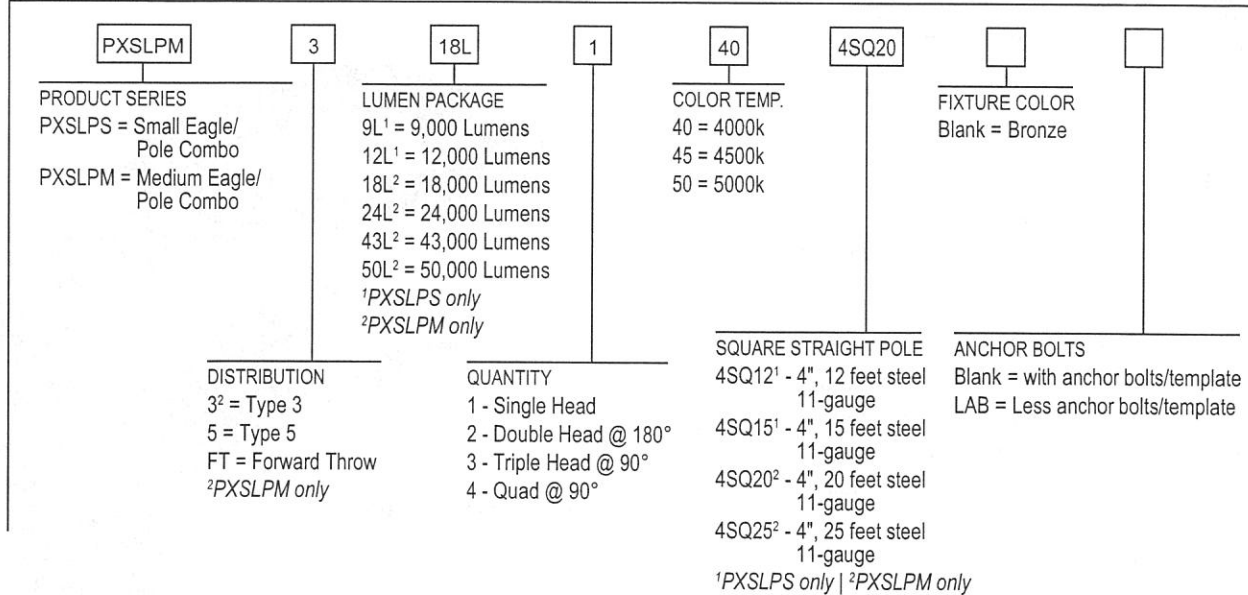
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# Dual Deal Pole Combo

2nd Generation LED Site Lighter & Pole Combo

## ORDERING INFORMATION



## EAGLE PERFORMANCE DATA PXSLPS

LUMEN PACKAGE	DISTRIBUTION	CRI	4000K CCT		4500K CCT		5000K CCT		WATTAGE
			DELIVERED LUMENS	EFFICACY (LPW)	DELIVERED LUMENS	EFFICACY (LPW)	DELIVERED LUMENS	EFFICACY (LPW)	
9L	FT	70	62.8	8541	136.0	62.8	8541	136.0	62.8
	T5	70	62.5	8465	134.8	62.8	8465	134.8	62.8
12L	FT	70	88.6	11222	126.7	88.6	11222	126.7	88.6
	T5	70	88.7	11380	128.9	88.3	11380	128.9	88.3

## PXSLPM

LUMEN PACKAGE	DISTRIBUTION	CRI	4000K CCT		4500K CCT		5000K CCT		WATTAGE
			DELIVERED LUMENS	EFFICACY (LPW)	DELIVERED LUMENS	EFFICACY (LPW)	DELIVERED LUMENS	EFFICACY (LPW)	
18L	T3	70	18289	159	18367	160	18546	161	115
	FT	70	17806	155	17883	156	18056	157	
	T5	70	18299	159	18378	160	18556	161	
24L	T3	70	24255	152	24359	153	24596	154	160
	FT	70	23650	148	23751	149	23981	150	
	T5	70	24296	152	24401	153	24637	154	
43L	T3	70	43068	124	43253	124	43672	125	348
	FT	70	42411	122	42593	122	43006	123	
	T5	70	43099	124	43284	124	43703	125	
50L	T3	70	49190	148	48324	145	48324	145	333
	FT	70	47891	144	47048	142	47048	142	
	T5	70	49524	149	48652	146	48652	146	

## POLE DATA

MOUNTING HEIGHT LENGTH (FT)	CATALOG NUMBER	SHAFT			POLE BASE			MAXIMUM LOADING									
		BASE O.D. (IN)	WALL THK. (GA)	GROSS WEIGHT (LBS)	BOLT CIRCLE RANGE	PLATE WIDTH (IN)	PLATE THICK (IN)	110 MPH	115 MPH	120 MPH	130 MPH	140 MPH	150 MPH	160 MPH	170 MPH	180 MPH	
								EPA (FT²)	EPA (FT²)	EPA (FT²)	EPA (FT²)	EPA (FT²)	EPA (FT²)	EPA (FT²)	EPA (FT²)		
12	SSS12411BZ	4	11	90	8" - 11"	8	0.75	13.9	12.5	11.3	9.2	7.6	6.3	5.2	4.3	3.6	
15	SSS15411BZ	4	11	113	8" - 11"	8	0.75	8.2	7.2	6.4	4.9	3.8	2.9	2.1	1.5	1.0	
20	SSS20411BZ	4	11	150	8" - 11"	8	0.75	4.6	3.9	3.2	2.1	1.2	0.6	n/a	n/a	n/a	
25	SSS25411BZ	4	11	188	8" - 11"	8	0.75	4.6	3.7	3	1.7	0.7	n/a	n/a	n/a	n/a	

## ATLAS LIGHTING PRODUCTS, INC.

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# Dual Deal Pole Combo

2nd Generation LED Site Lighter & Pole Combo

## BOLT CIRCLE

4" (102mm) square  
10-1/8" (257mm) sq.



11" (279mm) Dia. Bolt Circle

Bolt Circle Designator	B
Bolt Circle	Slotted 8"-11" (203mm-279mm)
Anchor Bolt Size	3/4" x 30" (19mm x 762mm)
Anchor Bolt Projection	3-1/4" (83mm)
Base Plate Opening for Wireway Entry	3-5/8" (92mm)
Base Plate Dimensions	10-1/8" sq. x 3/4" thk. (257mm x 19mm)
Pole Gauge	11

Note: Base plate illustrations may change without notice. Do not use for setting anchor bolts. Consult factory for the appropriate anchor bolt template.

## EPA

Figure 1	Configuration	EPA
	Single	0.6
	2 @ 180°	0.7
	3 @ 90°	2.1
	4 @ 90°	2.1

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CATALOG NUMBER: 500-011BZ

JOB NAME:

CUSTOMER NAME:

NOTES:

TYPE:

DATE:

## FEATURES AND SPECIFICATIONS

## SITE LIGHTING

## ACCESSORIES

## BULLHORN FLOOD LIGHTING BRACKET

## Construction:

Steel

## Mounting:

Pole Top

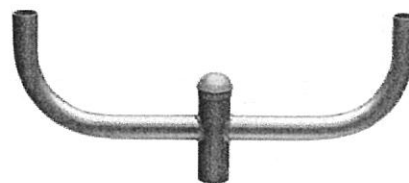
Available in 2 in Line, 3 in Line,  
3 @ 120° and 4 @ 90° ConfigurationsAllows Fixtures to be Adjusted  
Vertically and Horizontally

Fits 2 3/8" Tenon

## Specifications:

Overall Length: 36" (91.44 cm)

Weight: 20 lbs. / 9.07 kg.

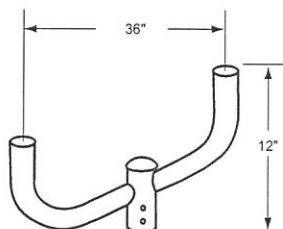


## ORDERING INFORMATION

CATALOG #	DESCRIPTION	FINISH	# TENONS	TENON SIZE	WT./ LBS.
500-011BZ	2 In Line Bullhorn	Bronze	2 In Line	2 3/8"	20

## DIMENSIONS

## EPA RATING



vertical mount

CONFIGURATION	EPA	WEIGHT
DOUBLE	1.35	20 lbs.
TRIPLE @ 120°	2.0	33 lbs.
TRIPLE	2.5	31 lbs.
QUAD @ 90°	1.79	43 lbs.

Actual performance can vary depending on operating conditions. Specifications are subject to change without notice.

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# Extra-Wide Flood

## PFLXW86LED 86 Watt LED Extra-Wide Flood Light



### SPECIFICATIONS:

3000K or warmer  
CCTs only

	PFLXW86LED3K	PFLXW86LED4K	PFLXW86LED	PFLXW86LED5K
<b>Lumens:</b>	10730	10730	10730	11140
<b>Watts:</b>	88.93	88.93	88.93	88.64
<b>Lumens/Watt:</b>	120.66	120.66	120.66	125.68
<b>CRI:</b>	80	80	80	80
<b>CCT:</b>	3000	4000	4500	5000
<b>DLC Prod. ID:</b>	PY9G8JQL	PVCDO4DN	PWRTYJ4S	P08F9ES8

### Construction:

Designed for commercial and industrial applications, providing cooler operating temperatures, brighter light and longer LED life. Apertures for field or factory installed photocontrol. Heavy duty knuckle with 90° adjustment.

### Extra Wide Distribution Pattern:

Designed to provide maximum light spread for short set backs when lighting signs and washing walls.

### Thermal Management:

Atlas Extra-Wide Flood Lights are designed as a complete system to optimize LED life and light output. The Patent Pending thermal stacking heat removal technology extracts heat from within the housing moving it away from LEDs and components. The lower temperatures result in long LED life (200,000+ hrs) and component life and also allows for higher light output.

### Listings:

Luminaire is certified to UL/cUL Standards for Wet Locations  
DesignLights Consortium Premium qualified luminaire, eligible for rebates from DLC member utilities.

### AC Input:

120/208/240/277 V

### Driver:

Constant current, Class 2, 120-277 VAC, 50-60 Hz  
High Efficiency – min. 88%  
Off-State Power: 0 Watts  
0-10 V Dimming

### LEDs:

3000K, 4000K, 4500K, 5000K CCT  
Epoxy Guard™ protective conformal coated boards

Atlas LEDs provide higher lumen output, greater energy efficiency and more reliable fixture performance.

### Reduced Glare:

Positioning of the LED modules within the housing result in light directed to desired locations and reduces offensive light.

### Testing:

Atlas LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79 & LM-80.

### Warranty:

Five-year limited warranty

### Options:

Photo Control - For factory installed 120V button photo control add suffix PC to part number.  
480 Volt - For 480V add suffix 4 to part number.

### Project Information

Job Name

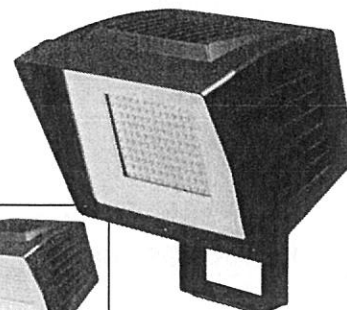
Fixture Type 86 Watt LED Extra-Wide Flood Light

Catalog Number PFLXW86LED

Approved by

## Alpha Series LED

PROFESSIONAL GRADE



PFLXW86LED Design  
is Protected by  
US Patent D740,997

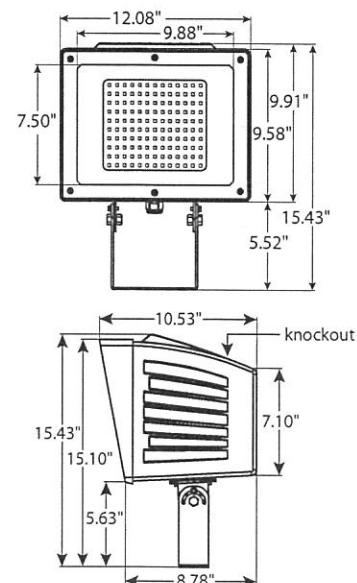


Optional Factory  
Installed Slipfitter  
PFLXW86LEDs

### DIMENSIONS:

Weight: (with Trunion) 20 lbs.  
(with Slipfitter) 21 lbs.

EPA: 1.00



<sup>1</sup>LED Life Span Based Upon LM-80 Test Results

Rebates and Incentives are available in many areas.  
Contact an Atlas Representative for more information.

## ATLAS LIGHTING PRODUCTS, INC.

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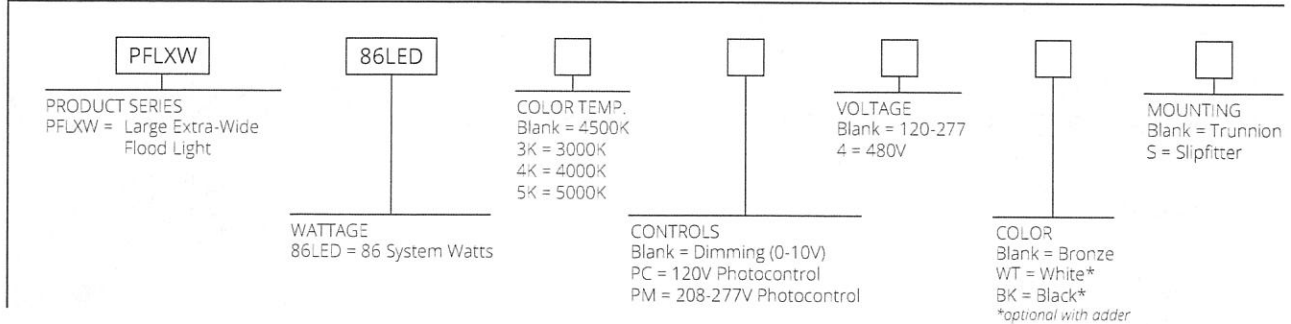


# Extra-Wide Flood

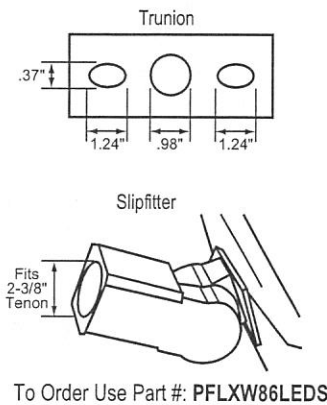
**PFLXW86LED**

86 Watt LED Extra-Wide Flood Light

## ORDERING FORMAT



## MOUNTING DETAIL



## ENERGY SAVINGS

LED		HID			ANNUAL SAVINGS
WATTAGE	ANNUAL COST	SOURCE WATTAGE	TOTAL WATTAGE USED	ANNUAL COST	
86	\$38	200	232	\$128	\$90
86	\$38	250	285	\$150	\$112
86	\$38	400	458	\$226	\$188

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## INDEPENDENCE SERIES Wall Light

LED Medium Die Cast Wall Light



### SPECIFICATIONS:

#### Construction:

Rugged Traditional aluminum die cast housing provides proven environmental protection for LED modules. Traditional fixture designs provide a familiar look and standard installation requirements. Retaining this look allows the ability to upgrade fixtures gradually, while retaining the same overall fixture appearance throughout a facility.

#### Glare Reduction Lens:

Positioning of the LED modules combined with the unique design of the lens assembly results in light being directed to desired locations and reduces offensive light.

Borosilicate glass lens assembly is designed to provide high efficiency and to target the light where needed to satisfy outdoor lighting requirements.

#### Thermal Management:

Atlas Independence Wall Lights are designed as a complete system to optimize LED life and light output. The thermal stacking heat removal technology extracts heat from within the housing moving it away from LEDs and components. The lower temperatures result in long LED life (200,000+ hrs) and component life and also allows for higher light output.

#### Listings:

Luminaire is certified to UL/cUL Standards for Wet Locations DesignLights Consortium qualified luminaire, eligible for rebates from DLC member utilities. <sup>2</sup>See chart on other next page for qualifying products.

#### AC Input:

120/208/240/277 V

#### Driver:

Constant current, Class 2, 120-277 VAC, 50-60 Hz  
High Efficiency – min. 88%  
0-10 V Dimming

#### LEDs:

3000K | 4000K | 4500K | 5000K CCT

Epoxy Guard™ protective conformal coated boards

Atlas LEDs provide higher lumen output, greater energy efficiency and more reliable fixture performance. They are tested and binned at 700mA which is the actual operating current used in Atlas LED luminaires, giving a better representation of actual performance.

**Warranty:** Five-year limited warranty

**Testing:** Atlas LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79 & LM-80.

**Installation:** Fixture retains the same knock-out sizes and positions as previous models, reducing wiring costs.

**Photo Control:** For factory installed 120V button photo control add suffix PC to part number.

**Emergency Back-up:** For factory installed Emergency Back-Up add suffix EB to part number.

**480 Volt:** For 480V add suffix 4 to part number.

**Weight:** 9.25 lbs.

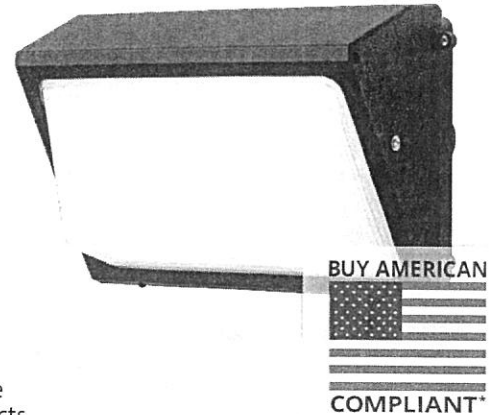
### Project Information

Job Name

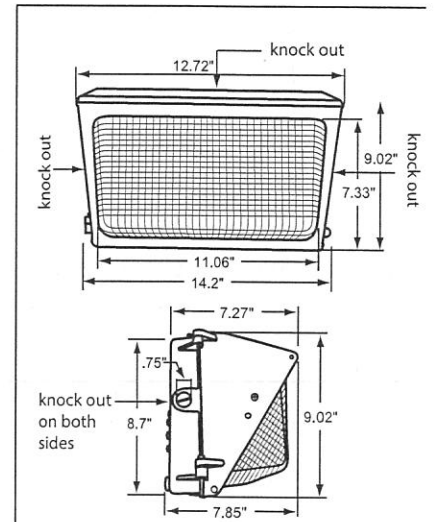
Fixture Type LED Medium Die Cast Wall Light

Catalog Number WM

Approved by



### DIMENSIONS:



<sup>1</sup>LED Life Span Based Upon LM-80 Test Results

## ATLAS LIGHTING PRODUCTS, INC.

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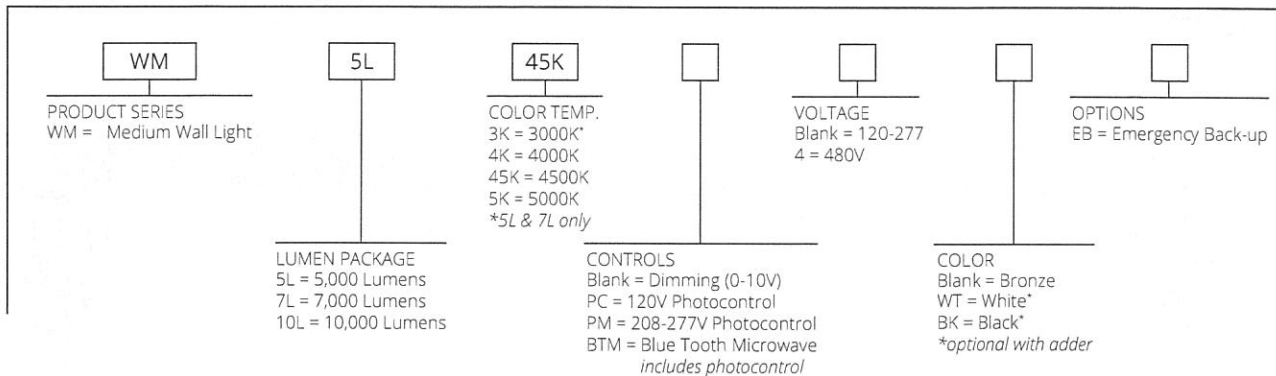
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## INDEPENDENCE SERIES Wall Light

LED Medium Die Cast Wall Light

### ORDERING FORMAT



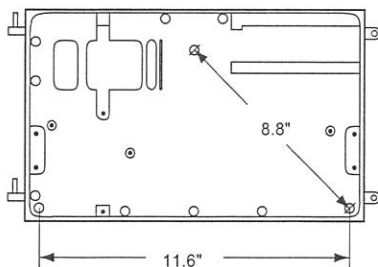
### PERFORMANCE DATA

UNIT	CRI	3000K CCT		4000K CCT		4500K CCT		5000K CCT		WATTAGE
		Delivered Lumens	Efficacy (LPW)	Delivered Lumens	Efficacy (LPW)	Delivered Lumens	Efficacy (LPW)	Delivered Lumens	Efficacy (LPW)	
WM5L	80	4900	127.65	5036	131.87	4900	127.65	5071	132.04	38.39
WM7L	80	7051	116.91	7229	120.62	7229	120.62	7349	121.61	60.31
WM10L	80	n/a	n/a	10500	135.17	10500	134.65	10520	134.91	77.98

### DLC PRODUCT INFORMATION:

UNIT	3000K CCT		4000K CCT		4500K CCT		5000K CCT	
	DLC Product ID	Classification	DLC Product ID	Classification	DLC Product ID	Classification	DLC Product ID	Classification
WM5L	PF6CGY8T	Standard	PVLA4PI8	Standard	POOGUS1I	Standard	P1JVJASQ	Standard
WM7L	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
WM10L	n/a	n/a	PCZII8GQ	Standard	P8TZU94Q	Standard	PFUF8OXL	Standard

### MOUNTING DETAIL



### ATLAS LIGHTING PRODUCTS, INC.

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July 8, 2021

Mr. David Ford, P.E.  
Town of Wolfeboro, New Hampshire  
Department of Public Works, Director  
P.O. Box 629, 9 Union Street  
Wolfeboro, NH 03894

**Re: Upgrades to Road for Biosolids (Sludge) Truck Access and Hauling from the Wastewater Treatment Facility**

Dear Mr. Ford:

Woodard & Curran is pleased to present this proposal and purchase order request for performing the procurement, subcontracting and oversight for the installation of a haul road that will tie in the plant access road to the compost area to allow sludge hauling traffic to pull straight through and avoid the need to back down the wastewater plant access road when at full capacity. This work is intended to improve safety and reduce potential for environmental concerns that could result from a release from a sludge hauling vehicle.

### **1.0 SCOPE OF WORK**

Woodard & Curran will work in conjunction with the Town of Wolfeboro to perform contracting and oversight of Evans Brothers who will perform the scope of work on the attached quotation. Woodard & Curran proposes to have a site kick-off meeting with the Town and contractor review the site and discuss the plan for clearing and grubbing some trees and shrubs and to discuss road layout, project goals, schedule, project risks, and plans.

#### **Project Objectives/SOW:**

1. Woodard & Curran will contract with Evans Brothers to perform all work (with Evan's Brothers potentially subcontracting some paving work, if determined needed).
2. The work will include the use of heavy equipment (excavators and trucks) to cut and fill areas to bring the access road to the desired grade.
3. Grading of the road will be done to improve drainage and a culvert is planned to be installed in the vicinity of the sludge / septic storage tanks
4. Base and finish gravel will be installed and compacted prior to the optional paving work.

Assumptions are being made that this work can be completed based on Town approval and no permitting is required from the Town or State to complete the work. The contractor will be required to minimize the footprint of the work completed and cleared trees and brush/stumps will be removed by the contractor.

### **2.0 PROJECT SCHEDULE**

Woodard & Curran is prepared to commence the above scope of work within two (2) weeks of authorization to proceed by the Town of Wolfeboro. The work is planned to be completed by December 15, 2021, with hydroseeding completed in the early fall (by mid-October).



### 3.0 BUDGET

The estimated fee for this project is **\$42,000**. The budget breakdown is based on the following cost estimates:

• Evans Brothers Quote for the Truck Turn Around - Road	\$38,700
• W&C (Mark-up @ 5%)	\$ 1,935
• W&C Labor 8 hours (Project Management)	<u>\$ 1,365</u>
○ <b>Total Project estimate</b>	<b>\$42,000</b>
• Optional costs (paving base)	\$12,500
• Optional costs (paving wear course)	\$ 7,000

If additional services are requested, a contract amendment will be issued for authorization of the additionally requested work. If this agreement is acceptable, please issue a purchase order in the amount highlighted in the above Budget section of this proposal along with a copy of this document. This work will be completed under the existing O&M agreement with the Town of Wolfeboro as noted in Article 1.11.

Woodard & Curran appreciates the opportunity to work with the Town of Wolfeboro and we are committed to providing services that continually improve the overall safety, efficiency, and reliability of the WWTF. Please feel free to contact me with any questions.

Sincerely,

WOODARD & CURRAN INC.

David Dedian  
Senior Principal / Senior Area Manager

217070.XX

cc: Russ Howe (W&C)

**EVANS BROTHERS LLC  
PO BOX 1721  
WOLFEBORO, NH 03894  
603-569-5054**

Wolfeboro Waste Water  
PO Box 629  
Wolfeboro, NH 03894

**RE: Truck Turn Around**

We propose the following:

Supply and install materials and labor to complete project as specified.

Cut trees, remove stumps and brush  
Remove excess fill to stockpile 2,000 yards  
Remove pavement  
Install culvert  
Install 350 yards base gravel  
Install 175 yards 1 1/2" crushed gravel  
Fine grade  
Create ditch line 400' on high side  
Create shoulder 400' on low side  
Loam shoulders and ditch line  
Hydroseed

**\$38,700.00**

Base pave 2 1/2" compacted to 2"	\$12,500.00
Wear course 1 1/2" compacted to 1"	\$. 7,000.00

Any ledge work will be at additional charge.

Thank you for the opportunity to bid on this work.

Ronald J. Evans  
Evans Brothers LLC