

Wolfeboro Board of Selectmen  
Public Meeting Minutes-APPROVED  
In-Person at the Great Hall, 9 Union St. Wolfeboro  
October 6, 2021

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

**Staff present:** Town Manager Jim Pineo, Director of Operations Electric Department Barry Muccio, Director of Public Works Dave Ford, Finance Director Kathy Carpentier and Recording Secretary Christine Doherty

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.

**1. Consideration of Minutes**

i. September 15, 2021 – Regular Meeting

Ms. Murray: Page 2 the last sentence in 3<sup>rd</sup> paragraph. I would not support the MOU use “with” instead of “unless”

Page 3 FOL Member Tom Goodwin and second one is John Wilkins

The first motion I was opposed.

Last motion on the page, second sentence, I voted no.

Last page, questions from Elissa.

Mr. Harriman: Page 3 first motion for the roll call vote, I voted yes on that. There is a few more in there that I am missing from so I need to be added with a vote of yes.

**It was moved by Dave Senecal and seconded by Brad Harriman to approve the minutes of September 15, 2021 as amended. Roll call vote Linda Murray—yes, Luke Freudenberg—yes, Brad Harriman – yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

ii. September 22, 2021 Special/Budget Meeting

**It was moved by Brian Deshaies and seconded by Luke Freudenberg to table the minutes of September 22, 2021. Roll call vote Linda Murray—yes, Luke Freudenberg—yes, Brad Harriman – yes, Dave Senecal—yes, and Brian Deshaies—yes. Being none opposed, the motion passed.**

## 2. Public Hearings

### *Temporary Event Permits*

- i. The Wolfeboro Board of Selectmen to consider a Temporary Event Permit for the Wolfeboro Parks and Recreation to co-host with the Wolfeboro Lions Club the Annual Turkey Trot 5K on November 20, 2021 from 8:00 AM to 2:00 PM at RailRoad Ave and Depot Street. Permit # 2021-49.

Chairman Murray opened up the public hearing

No other comments

Closed public hearing

**A motion was made by Dave Senecal and seconded by Brad Harriman to approve a Temporary Permit for the Wolfeboro Parks and Recreation to co-host with the Wolfeboro Lions Club the Annual Turkey Trot 5K on November 20, 2021 from 8:00 AM to 2:00 PM at RailRoad Ave and Depot Street. Permit # 2021-49. Roll call vote Linda Murray – yes, Luke Freudenberg – yes, Brad Harriman – yes, Dave Senecal – yes, and Brian Deshaies – yes. Being none opposed, the motion passed.**

- ii. The Wolfeboro Board of Selectmen to consider a Temporary Event Permit for the Wolfeboro Chamber of Commerce to host a Community Event called Christmas in Wolfeboro from November 27, 2021- December 25, 2021 in downtown Wolfeboro. Permit # 2021-50.

Mary Devries, Chamber of Commerce: We are looking forward to bringing back the Christmas in Wolfeboro Parade. It starts with the lighting of the Christmas tree after the parade, by Santa and then he will head up to Santa's Hut. Parade will start at 3:00. The second Saturday in December we will be doing the Christmas Spirit Open House. This helps to raise money for Life Ministries Food Pantry and Wolfeboro Children's Christmas Fund. The tree wouldn't happen if it wasn't for the Municipal Electric Department so I would like to mention them.

Chairman Murray opened up the public hearing

No other comments

Closed public hearing

**A motion was made by Brian Deshaies and seconded by Luke Freudenberg to approve a Temporary Permit for the Wolfeboro Chamber of Commerce to host a Community Event called Christmas in Wolfeboro from November 27, 2021- December 25, 2021 in downtown Wolfeboro. Permit # 2021-50. Roll call vote Linda Murray – yes, Luke Freudenberg – yes, Brad Harriman – yes, Dave Senecal – yes, and Brian Deshaies – yes. Being none opposed, the motion passed.**

- iii. The Wolfeboro Board of Selectmen to consider a Temporary Event Permit for the NH Lakes Region Pickleball Club to host the 8th annual Pickleball Tournament at Foss Field/Lehner Street courts from September 8, 2022-September 11, 2022 from 9AM to 7 PM daily. Permit # 2022-1.

Joe Santoro, Pickle Ball Club: This year we had 300 players with additional visitors. Bringing over 500 people to our town for the event.

Chairman Murray opened up the public hearing

No other comments

Closed public hearing

Chair noted that this includes the basketball courts.

**A motion was made by Brad Harrimnan and seconded by Dave Senecal to approve a Temporary Permit for the NH Lakes Region Pickleball Club to host the 8th annual Pickleball Tournament at Foss Field/Lehner Street courts from September 8, 2022-September 11, 2022 from 9AM to 7 PM daily. Permit # 2022-1. Roll call vote Linda Murray – yes, Luke Freudenberg – yes, Brad Harriman – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.**

- iv. The Wolfeboro Board of Selectmen considered a Temporary Event Permit for the Wolfeboro Historical Society to host a Halloween Trick or Treat event at the Clark Museum Complex on October 31st, 2021 from 3:00 PM to 8:00 PM. Permit #2021-51.

Louise Horsken, President of Wolfeboro Historical Society, & Libby Shannon, coordinator: Parents were interested in going through last year it was such a success. We would like to sponsor this. The Garden Club wants to help out with lights in the gardens and displays. You have our insurance. Last year we kept everyone 6 feet apart and everyone was very respectful of it.

Miss Shannon: Our application says 3-8:00 PM for the time and we would like to just do it from 5-7:00 PM so the permit can be for 4-8:00 PM giving plenty of time for set up and clean up.

Chairman Murray opened up the public hearing

Bob Tougher, and John Burt, residents of Clark Road: We are the plaintiffs in a recent legal action and we came to an agreement with the town on Clark Park which resulted in the relocation of the Farmer's Market. (reads letter – see attached) We ask the Board to deny the application for the Temporary Event Permit for the Wolfeboro Historical Society.

Ms. Horsken: The event is on the Clark Museum Complex not Clark Park.

No other comments

Closed public hearing

Mr. Freudenberg: My thought is this, we dealt with the issue of the Farmers Market, we are 25 days away from Halloween, I feel we should approve the permit for this year as the issues just came up this summer with the park. I would

Mr. Deshaies: Kids aren't vaccinated, so this does give an outlet for parents who would prefer a more structured event.

**A motion was made by Dave Senecal and seconded by Luke Freudenberg to approve a Temporary Permit for Wolfeboro Historical Society to host a Halloween Trick or Treat event at the Clark Museum Complex on October 31st, 2021 from 3:00 PM to 8:00 PM. Permit #2021-5. Roll call vote Linda Murray – yes, Luke Freudenberg – yes, Brad Harriman – 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)  
N/A

**4. Bulk Vote**

**A. Weekly Manifests**

i.	September 17, 2021	\$195,836.05
ii.	September 24, 2021	\$114,181.99
iii.	October 1, 2021	\$1,068,759.04

**5. Board/Committee Appointments**

N/A

**6. New Business**

**A. Appointment: Claude Roessiger – Powerline Request**

Barry Muccio, Director of Operations Electric Dept: There were some options offered to Mr. Roessiger over the years to participate in the cost of the electric line and has been an ongoing request. I thought we had come to an agreement of burying the complete line. That didn't pan out and based on that Mr. Roessiger came back with some other requests. One had to do with decreasing the size of the wire through the field and the aesthetics. It has never been my recommendation that projects that don't offer an operational or financial key to the electrical department not be funded by the town. And that will continue to be my opinion on that. To decrease the wire size, we reached out to an engineering firm that gave us the info on what that would mean. In essence #2 wire is the smallest wire you could use which is only a 20% reduction in size and we are trying to make all wire sizes uniform. If the project were to be undertaken it should be solely funded by Mr. Roessiger.

Ms. Murray: There are three options which are stated in your Memo Barry. Does that answer your questions Mr. Roessiger or do you have anything you would like to add?

Mr. Roessiger: What Mr. Muccio told you is false. I gave you a written memo on June 16 and it seems he did not read it. I suggested I would take on the entire cost and he refused the permit. This arose because he forgot about it and some years later it says it is now okay to bury part of the line. The town did that on Cowper Rd and I asked Muccio what was the difference? He said it was a town road and the town has easier access to it. We will either reach a reasonable conclusion or we shall meet again. And that meeting will not be agreeable to you. I have reason to believe that this is deliberate. Did the town bear the cost of burying the wire on Cooper Road?

Mr. Muccio: It was \$56k, our portion was about \$20k.

Mr. Roessiger: So, the owner did not have to pay for any of it. Why am I being treated differently? As soon as the electric dept gets around to replacing the dangerous forest line (I was told it was happening this summer) the feed we are talking about is going to feed two houses. Right now, it feeds eight or nine. I've been at this for seven years and that is too long for a simple issue like this.

**B. Appointment: Josephine Amatucci - Terminate Employees Question**

Unable to be here, moved to next meeting

**C. Approval: Recommendation to revise estimated revenues for 2021-Finance**

Kathy Carpentier, Finance Director: These are non-taxed revenues. I ask that you increase it \$163,774 which is a savings of seven cents on the Town tax rate which is approximately a \$20 savings for the average single-family homeowner.

**Luke Freudenberg made a motion and it was seconded by Dave Senecal to approve the revised estimated revenues for 2021 in the amount of \$26,812,733 by the Finance Director. Roll call vote Linda Murray – yes, Luke Freudenberg – yes, Brad Harriman – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.**

**D.**

**E. Discussion: Draft Contract Wastewater Treatment Operations & Management**

**F.**

Dave Ford, Director of Public Works: (see attached)

Ms. Murray: Is the increase because of asset management?

Mr. Ford: The big part is the asset management portion

Mr. Pineo: This has been through legal review

Mr. Ford: We have a long relationship with them and it has been a positive one. We have substantial completion of the RIB site. Meeting with the state next week.

Mr. Pineo: It will come back for final review; this is a draft.

Mr. Ford: RIB site used the funds we have from the lawsuit and we will have funds moving forward

**Dave Senecal made a motion and it was seconded by Brad Harriman to authorize the Town Manager to sign the Operations and Maintenance Agreement between the Town of Wolfeboro and Woodard & Curran, dated September 9, 2021 as submitted and reviewed by Town Council. Roll call vote Linda Murray – yes, Luke Freudenberg – yes, Brad Harriman – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.**

#### **G. Approval: Recreation Dock Upgrades - Public Works**

Mr. Freudenberg removed himself from the discussion and motion.

Mr. Ford: Over the winter we will complete the rest of the recreational docks. This is to replace the pavers that have been in place for over 20 years. All of the bricks will have to be removed, put in electrical conduit, and put in the stamped concrete to match the other side with a row of brick.

Mr. Harriman: Does this include removal of all the brick and base work?

Mr. Ford: Chesterfield is doing the removal and Matrix will be doing the rebar and concrete.

Mr. Senecal: How much to replace the brick with brick?

Mr. Ford: It would be manpower intensive. If we put the bricks back, we should do a concrete pad underneath.

Mr. Senecal: All the bricks being taken up where will they go?

Mr. Ford: They will be stored for future town projects.

Mr. Senecal: There will be lights at the end of the docks now?

Mr. Ford: There will be an emergency light and a locked electrical outlet.

Mr. Deshaies: What Chesterfield is doing, is that part of their scope of work from the beginning? Or is this additional?

Mr. Ford: This was within their scope but it included putting back the brick.

**Brian Deshaies moved and it was seconded by Brad Harriman to authorize Matrix Concrete to do the recreation dock upgrades project as discussed and recommended at this meeting by the Public Works Director in the amount of \$39,925 from the Recreational Dock Account #1-57791-101. Roll call vote Linda Murray – yes, Brad Harriman – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.**

#### **H. Approval: Seasonal Water Line Upgrade - Public Works**

Mr. Ford: Approval is not needed from the board but it is important that the Board knows about it. We were going to rent a machine and do all the work ourselves. Unfortunately, we have been down a worker this year. Dawson Excavation gave us a price based on the cost we had. This is a good alternative.

**Brad Harriman made a motion and it was seconded by Dave Senecal to move into Libby Trustee Meeting. Roll call vote Linda Murray – yes, Luke Freudenberg – yes, Brad Harriman – yes, Dave Senecal – yes, and Brian Deshaies - yes. Being none opposed, the motion passed.**

### *Libby Trustees Meeting*

#### **I. Discussion: Strategic Partnership with Friends of Libby Museum Letter Revised**

Mr. Harriman: Brian Deshaies and I got together and worked on some of the details. We added in the motions we made at our meeting on September 15, 2021 along with the amendment that Brian had put out on the MOU called Annex #2. The benchmarks still need to be filled in. There was some concern on the motion about the Business Plan and Economic Study.

Mr. Deshaies: If we are going to have a new \$3 million museum we need to know what the end game is. When the building is done, how will it operate? Will they need more staff? Will they be open more? Will there be more cost? I think the Business Plan needs to be done by the Libby. We need to know what their plans are. The Economic Study should be done after they have a Business Plan in place.

Mr. Harriman: Some of the FOL would like to work with us in developing these types of plans. They feel it is a partnership between the Town and the FOL. We need to discuss that and what the actual intent is. Is the expansion one agreement and the updating another?

Mr. Deshaies: Who amongst us or the Town knows how to create a Business Plan for a museum? The FOL are doing the lion's share of fundraising for this. They are going to be the Trustees. When do they plan on taking over? What are their intentions? What do we have to add to their Business Plan if we are passing it on?

Ms. Murray: I think both the Business Plan and Economic Study are important for the voters to see what will be happening. The suggestion of the endowment was when I met with Tom and John of the FOL.

Alana Albee, Chairman of the FOL: We are not in disagreement on how the museum will run after the restoration is done. The Board is the Trustees of the Museum now and how we transit it is quite complicated. It was voted on in 1956. You may need to go back to the voters again but probate court will decide that. I don't think we need to go back on the plans we have in place. We need to form a team and work it out. To decide on the Business Plan and Economic Study.

Decisions have not been taken that we will take over the Museum once the restoration is done. Let's not have that delay, the signing of the MOU, that will affect fundraising.

Ms. Murray: The endowment was made on behalf of the FOL and did not include the Board. Tom Goodwin, FOL: I think making the studies the sole responsibility of the Friends without feedback and input from the Town, is folly. It has got to be a joint effort.

Mr. Deshaies: The Train Museum is doing on their own. They are coming to us with questions and opinions but they are doing it.

Mr. Senecal: I agree with Tom that it should involve the Trustees.

Mr. Freudenberg: With both studies, I didn't want that to be the criteria in order for the project to move forward.

Ms. Murray: I believe we should try to get the studies done and I agree with Tom it should be done together. How we are going to pay for it will be another question.

Mr. Harriman: I think we need to work with the FOL on these. And maybe we need a motion to amend Annex #2?

Mr. Harriman: I don't think we should tie the whole MOU down on dates and just agree that we want to work together to get these plans together, so let's get the MOU signed.

Luke Freudenberg made a motion and it was seconded by Brian Deshaies to come out of

### *Back to Regular Meeting*

#### **J. Approval: Friends of the Libby Strategic Partnership MOU**

Mr. Senecal: It is my understanding that a Business Plan and Economic Study will be done and some paid for by the town and some paid for by the FOL. Maybe we need to add to Annex #2 that we will help with the study and the cost.

Mr. Freudenberg: We could word it: Prior to the 2023 Warrant Article the Trustees of the Libby and the FOL will put together a Business Plan and conduct an Economic Viability Study with a shared expense.

Mr. Pineo: I think we need to create a sub-committee. Come back on the 20<sup>th</sup> and get the MOU signed.

Ms. Murray: Brad and Brian will hammer this out and get back to us on the 20<sup>th</sup>.

#### **K. Discussion: Master Plan Recommendation to the BOS**



Ms. Murray: Hand these back to Amy once you have marked 1-3 years, 3-5 years or 5-10 years.

## **7. Other Business**

Mr. Harriman: The Planning Board and Zoning Board has no secretary. Possible agency or hiring a full-time person to do all the minutes.

Mr. Deshaies: Maybe contact the high school for kids from the vocational center.

## **8. Committee Reports**

Mr. Harriman: Planning Board

Mr. Senecal: Zoning Board discussed policies

Ms. Murray: CIP meeting, 2 Special Event meetings to raise money, Trustees Libby Search Committee for a new Director, we have received 19 applications.

Mr. Freudenberg: Nothing to report

Mr. Deshaies: EV chargers are going in.

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

Mr. Pineo: Abenaki snowmaking project has run into an issue. Everything is on site or in transit. We had to change contractors. Integrity Earthworks is the new contractor. We have worked with legal counsel to terminate the previous agreement.

Tomorrow night budget meeting starts. I will not be here but I have a brief intro of the Budget to present to you this evening. (see attached)

On the homepage of the Town, you can download the 2022 Town Manager Proposed Budget. It is also searchable.

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

No questions at this time

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

Mary DeVries: Pertaining to the docks upgrade specifically the stamped concrete, what color?

Ms. Murray: It will match the grey color on the other side.

**Dave Senecal made a motion to move into non-public hearing at 9:00 and it was seconded by Luke Freudenberg. 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.**

**Luke Freudenberg made a motion to seal the minutes at 9:21 PM and it was seconded by Brian Deshaies. 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 9:22 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

**To: James Pineo, Town Manager, Wolfeboro New Hampshire**

**From: Bob Tougher, John Burt**

**October 1, 2021**

**Subject: Halloween Display, Clark Park Museum Complex**

**Hi Jim,**

**Thank you, and Amy, for the recent notification regarding the Halloween Display at the Clark Museum Complex.**

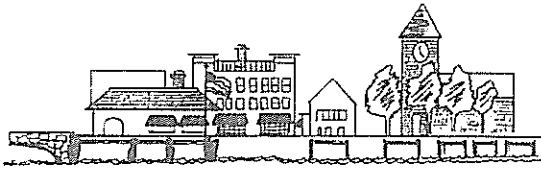
**John and I oppose this activity because we feel it was very hectic and dangerous with traffic and pedestrians mingling, and is a violation of the Greenleaf Clark Grant, namely Clark Park is “to be used solely as a public park of ornamental and quiet character for restful purposes.”**

**Also, we see the Historical Society is holding a “flea market” on Saturday, October 9, 2021. This letter is to inform you that per our agreement with the Selectboard, dated September 8, 2021, Clark Park is not to be used for a Farmer’s Market and similar type activities after 2021. We consider an Historical Society Flea Market to be a similar type activity as a Farmer’s Market and a violation of our agreement (after 2021)**

**Sincerely,**

**Bob Tougher**

**John Burt**



ELECTRIC DEPARTMENT  
DIRECTOR OF OPERATIONS  
Barry A. Muccio

*Town of  
Wolfeboro*

\* MEMO\*

To: James Pineo, Town Manager

From: Barry Muccio, Director of Operations, Electric Department

*BM*

Subject: Roessiger Project Options

Date: September 29, 2021

The continued request from Mr. Roessiger regarding the burying of a 1,100 ft. section of the electric line which traverses his property has once again initiated a response for clarification. Mr. Roessiger's recent stance is that since an underground project undertaken on Cowper Road was funded by the Electric Department it has somehow set a precedent that would qualify his proposed project to be funded by the Department as well.

To understand the disparity in the two projects the following information is offered. The project to install underground utilities along Cowper Road (depicted in green on attached map) provides a *link* to the upper and lower sections of electric utilities which are currently segregated (shown on attached map in blue). The upper section of Cowper Road is currently fed via a 2,400 ft. section of *off-road* poles and wires fed through the woods from Stoddard Road which is inaccessible with standard vehicles and equipment. This section is depicted in yellow on the attached map. This pole line is in excess of 60 years old and third-party testing by Osmose has proven that the poles are in poor condition and ultimately require a complete reconstruction. The construction costs at today's rates represent a \$60,000 investment by the Electric Department. The lower section of Cowper was constructed within the past 10 years as an 11-pole overhead line extension along the road to accommodate a new home constructed by the Eastmans. Although the 2,500 ft. off-road section is currently fed via the line traversing Mr. Roessiger's property, the two projects are independent of each other.

We were able to work with an abutting landowner to receive permission to install a 900 ft. underground conduit system to link the sections of Cowper Road which would allow us to decommission the 2,400 ft. off-road. The total cost for this project was \$55,000 of which the cable provider, Atlantic Broadband contributed a buy-in cost of 25% (\$13,500) to provide Cowper Road residents with broadband access. As part of the design negotiations, the phone provider, Consolidated Communications also agreed to compensate the Electric Department 50% (\$20,750) of the remaining construction costs balance. The ultimate out of pocket expense to the Electric Department is \$20,750 which represents a 65% savings vs. reconstructing the off-road pole line.

*133 Middleton Road Post Office Box 777 Wolfeboro, New Hampshire 03894*

*Office: (603) 569-6975*

*Website: wolfeboronh.us*





ELECTRIC POWER ENGINEERING

46 LIZOTTE DRIVE, STE 201, MARLBOROUGH, MA 01752 TEL: (508) 435-0200 WWW.PLMNET.COM

Project 9181-0

September 27, 2021

Mr. James Pineo  
Wolfeboro Town Manager  
PO Box 777  
Wolfeboro, NH 03894

Dear James:

SUBJECT: Replacement of Overhead Conductor on easement off Stoddard Rd.

A resident of Stoddard Rd. has inquired about the feasibility of replacing up to four spans of overhead conductor (wire) that crosses his property. The resident asked if the Wolfeboro Municipal Electric Department (WMED) could install smaller conductor with the intent of reducing the visibility. The distance between the wood poles is in the range of 300 ft. (somewhat greater than present standards). It has not been proposed to alter the pole locations or the height of the conductors.

Two existing conductors are present on the poles. The phase conductor (energized, located at the top of the pole) is 1/0 AWG (American Wire Gauge) type ACSR (Aluminum conductor Steel Reinforced) with a black polyethylene covering that is designed to prevent short circuits (and associated service interruptions) due to tree or animal contact. The grounded neutral conductor (lower on the pole) is typically a bare 1/0 AWG ACSR or bare #2 AWG ACSR. The 1/0 and #2 AWG ACSR conductor sizes are and have been standard on the Wolfeboro system for at least 25 years. The WMED is familiar with their installation requirements, stocks spare conductor, connectors and splices, and has the tools and equipment needed to install and maintain these particular conductor sizes.

It has previously been determined that the #2 AWG ACSR is the smallest conductor size that should be in use for new construction on the WMED system in order to comply with the minimum conductor breaking strength requirements per the current edition of the National Electric Safety Code. As older portions of the Wolfeboro system are upgraded for 12.5 kV voltage conversion, existing older, smaller conductors such as #4 AWG ACSR, #4 AWG copper and #6 AWG copper conductors that were once used are always replaced due to their inadequate breaking strength. New small-diameter conductors such as these should not be installed on the system.

It is worth noting that the present conductor of choice for branch circuit applications such as this location is 1/0 AWG ACSR "tree wire," which has an enhanced (thicker) polyethylene coating relative to the older covered conductors such as that which is presently installed.

At this location, the 300 ft. +/- length of the conductor spans requires that the conductor be installed under sufficient tension to prevent excessive sag when there is ice on the conductor due to a winter storm. This existing condition also precludes the use of a conductor that is smaller than #2 AWG ACSR because it would not have the necessary rated breaking strength when adequately tensioned.

The funding of underground projects by the Electric Department must provide **financial** and **operational** value to be considered viable expenditures for the department and ultimately the ratepayers.

Mr. Roessiger's request to bury sections of the line which crosses his property represents neither an operational or financial benefit. This section of line (depicted in red on attached map) was reconstructed in 2007 and is in good condition. Burying sections of it without year-round access actually hinders power restoration and troubleshooting efforts. He has since made a request to re-conductor the pole line with smaller wire to diminish visibility as an alternative (see attached letter from PLM). Neither of Mr. Roessiger's proposed projects provide financial advantage vs. leaving the line as it exists. These projects are for aesthetic purposes only and costs for projects of this nature need to be funded entirely by the customer receiving the benefits thereof.

My summation is that Mr. Roessiger has three defined options from which to choose in order to remain consistent with policies concerning construction projects of this Department:

1. Fully fund the underground project per the scope and original conditions which were agreed and asserted to. This ensures a continuous underground with accessible riser pole locations from Stoddard Road to the Calvert's property.
2. Fully fund the re-conductor project to the lowest permissible ACSR size of #2. (Note that additional anchoring will be required on the property to accommodate the transition of wire sizes at poles).
3. Leave the overhead poles and wires in their existing configuration.

If Mr. Roessiger determines to pursue either of the construction options I would request updated easements defining the specific properties being worked upon as well as the scope of responsibilities to avoid further misunderstandings.

cc: Board of Selectmen  
BAM 9/29/2021

The characteristics of the above-referenced conductors are listed in Table 1.

Table 1 – Conductor Data

Conductor Size	Covering	Diameter (inches)	Rated Breaking Strength (pounds)	Used As
1/0 AWG ACSR	Polyethylene	0.518	4380	Phase
#2 AWG ACSR	Polyethylene	0.406	2850	Phase
1/0 AWG ACSR "Tree Wire"	Polyethylene (multiple layers)	0.728	4380	Phase
1/0 AWG ACSR	none	0.398	4380	Neutral
#2 AWG ACSR	none	0.316	2850	Neutral

Replacing the existing 1/0 AWG ACSR covered phase conductor with #2 AWG ACSR covered conductor would reduce the diameter by approximately 20%. As such, the change in visual impact would be fairly small. Most if not all utilities in New England are now using covered conductors for the phase wires on branch circuits. In keeping with current practice, it is not recommended that a bare conductor be used for the phase.

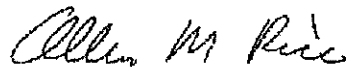
If the bare neutral conductor is 1/0 AWG ACSR, replacing it with a #2 AWG ACSR would also reduce the diameter by approximately 20%. If the existing neutral conductor is already #2 AWG ACSR bare conductor, no further size reduction is possible.

Each type of conductor is installed under a specific tension, which varies by conductor diameter and weight. Replacing less than all four of the existing spans with #2 AWG ACSR would necessitate that a guy and anchor to be installed at the conductor size transition point to offset the uneven forces at the top of the pole that would otherwise result.

With respect to cost responsibility, it is typical utility practice that cost of physical modifications to the system that are requested by a customer, particularly when no other work is occurring or otherwise required at the location, is the responsibility of the customer making the request and not the WMED ratepayers. Other examples of work that a customer would be asked to pay for include relocation of a pole or anchor, relocating overhead or underground lines or placing overhead lines underground.

Please feel free to contact me if you have any questions or comments regarding this correspondence.

Sincerely,







Allan M. Rice  
Principal Engineer

Cc: Mr. Barry Muccio, WMED

# 1/Cowper Road

tion for your map.

## Legend

-  Cowper Road Unli
-  New Cowper Road
-  Old Off-Road Pole
-  Roessiger Pole Li





# COPY

## INVOICE

### MUNICIPAL ELECTRIC DEPARTMENT

Physical Address : 133 Middleton Road, Wolfeboro, NH 03894

Contact us at: Phone: 603-569-6975 Email address: medassistant@wolfeboronh.us

#### REMITTANCE ADDRESS:

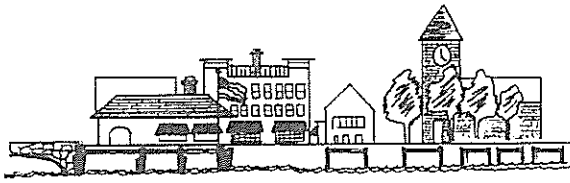
PO BOX 777  
WOLFEBORO, NH 03894-0777

#### INVOICE TO:

Mr. Howard Deuso  
MetroCast Cablevision  
9 Apple Road  
Belmont, NH 03220


DATE	WO#	LOCATION	TELCO#	MED#	INVOICE NO.	
12/17/20	4484	Cowper Rd. URD			2020-79	
	LT #	TELCO #	POLE	ANCHOR	EACH	AMOUNT
2	40-3 Poles - #6J/16J, #6J/16K				\$ 1,100.00	\$ 2,200.00
1	45-2 Pole - 6J/16L				\$ 1,274.00	\$ 1,274.00
5	Pole Anchors 1"				\$ 303.00	\$ 1,515.00
Labor	Edmunds & Sons LLC - ditching conduit install, labor backfilling foaming and seeding					\$ 33,967.95
43	Yards Concrete, Coleman Concrete - encasing conduits where ledge was encountered				\$ 132.75	\$ 5,708.25
3,000	Ft. 4" Schedule 80 Electrical Grade Conduit (10 ft with bell end)				\$ 2.40	\$ 7,200.00
12	4" Rigid galvanized steel sweeps (36" radius)				\$ 113.63	\$ 1,363.56
24	4" Schedule 40/80 Electrical Grade Female PVC Conduit to steel adapter				\$ 1.84	\$ 44.16
12	4" Schedule 40 Conduit Cap				\$ 8.08	\$ 96.96
945	Feet, #6 Solid Copper Grounding Conductor				\$ 0.33	\$ 311.85
12	Aluma-form 24" Stand-off brackets				\$ 23.52	\$ 282.24
48	Aluma-form 4" conduit bracket clamps				\$ 4.81	\$ 230.88
	Atlantic Broadband (Buy-in)				25%	\$ 13,548.71
					TOTAL DUE:	\$ 54,194.85

Paid 3/16/21  
ck 284314  
AC



*Town of  
Wolfboro*

**To:** James Pineo, Town Manager

**From:** Kathy Carpentier, Finance Director 

**Date:** September 29, 2021

**Subject:** Recommendation to Revise Estimated Revenues for 2021

*Please accept this request to be put on the Board of Selectmen's next agenda.*

The Department of Revenue Administration (DRA) form MS-434 Revised Estimated Revenues is due to DRA in September. Therefore, at this time I would like to recommend an increase to the estimated revenues in the amount of \$163,774. This increase is a savings of seven (7) cents on the Town tax rate which is approximately a \$20 savings for the average single-family homeowner. The recommended increases are based on current revenues received.

**Motion:**

To approve the Revised Estimated Revenues for 2021 in the amount of \$26,812,733 as recommended by the Finance Director.



New Hampshire  
Department of  
Revenue Administration

2021  
**MS-434**

**Revised Estimated Revenues  
Wolfeboro**

(RSA 21-J:34)

For the period beginning January 1, 2021 and ending December 31, 2021

**PREPARER'S CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name

Pr

Signature

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:  
<https://www.proptax.org/>

For assistance please contact:  
NH DRA Municipal and Property Division  
(603) 230-5090  
<http://www.revenue.nh.gov/mun-prop/>



Revised Estimated Revenues

Account	Source	Article	Estimated Revenue
<b>Taxes</b>			
3120	Land Use Change Tax - General Fund		\$0
3180	Resident Tax		\$0
3185	Yield Tax	12	\$16,000
3186	Payment in Lieu of Taxes	12	\$29,796
3187	Excavation Tax		\$0
3189	Other Taxes	12	\$22,000
3190	Interest and Penalties on Delinquent Taxes	12	\$41,000
9991	Inventory Penalties		\$0
Taxes Subtotal			\$108,796
<b>Licenses, Permits, and Fees</b>			
3210	Business Licenses and Permits	12	\$3,000
3220	Motor Vehicle Permit Fees	12	\$1,600,000
3230	Building Permits	12	\$91,000
3290	Other Licenses, Permits, and Fees	12	\$165,679
3311-3319	From Federal Government		\$0
Licenses, Permits, and Fees Subtotal			\$1,859,679
<b>State Sources</b>			
3351	Municipal Aid/Shared Revenues	12	\$85,502
3352	Meals and Rooms Tax Distribution	12	\$320,000
3353	Highway Block Grant	12	\$179,764
3354	Water Pollution Grant	12	\$125,349
3355	Housing and Community Development		\$0
3356	State and Federal Forest Land Reimbursement	12	\$50
3357	Flood Control Reimbursement		\$0
3359	Other (Including Railroad Tax)	12	\$112,121
3379	From Other Governments		\$0
State Sources Subtotal			\$822,786
<b>Charges for Services</b>			
3401-3406	Income from Departments	12	\$304,030
3409	Other Charges	12	\$102,812
Charges for Services Subtotal			\$406,842
<b>Miscellaneous Revenues</b>			
3501	Sale of Municipal Property		\$7,000
3502	Interest on Investments	12	\$75,000
3503-3509	Other	12,25	\$1,125,211
Miscellaneous Revenues Subtotal			\$1,207,211



Revised Estimated Revenues

Account	Source	Article	Estimated Revenue
Interfund Operating Transfers In			
3912	From Special Revenue Funds	,23	\$17,000
3913	From Capital Projects Funds		\$0
3914A	From Enterprise Funds: Airport (Offset)		\$0
3914E	From Enterprise Funds: Electric (Offset)	12	\$10,131,580
3914O	From Enterprise Funds: Other (Offset)	12	\$225,901
3914S	From Enterprise Funds: Sewer (Offset)	12	\$1,597,564
3914W	From Enterprise Funds: Water (Offset)	12,19	\$2,175,374
3915	From Capital Reserve Funds	,17	\$900,000
3916	From Trust and Fiduciary Funds		\$0
3917	From Conservation Funds		\$0
Interfund Operating Transfers In Subtotal			\$15,047,419
Other Financing Sources			
3934	Proceeds from Long Term Bonds and Notes	,08,09,10,07	\$6,230,000
Other Financing Sources Subtotal			\$6,230,000
Total Revised Estimated Revenues and Credits			\$25,682,733



*New Hampshire*  
*Department of*  
*Revenue Administration*

**2021**  
**MS-434**

**Revised Estimated Revenues Summary**

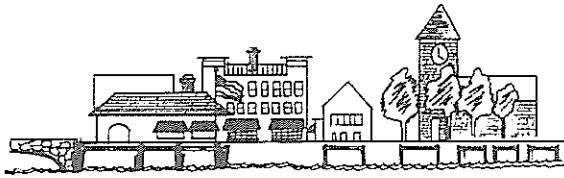
<b>Subtotal of Revenues</b>		<b>\$25,682,733</b>
Unassigned Fund Balance (Unreserved)	\$4,717,611	
(Less) Emergency Appropriations (RSA 32:11)	\$0	
(Less) Voted from Fund Balance	\$1,130,000	
(Less) Fund Balance to Reduce Taxes	\$0	
Fund Balance Retained	\$3,587,611	
<b>Total Revenues and Credits</b>		<b>\$26,812,733</b>
 Requested Overlay	 \$100,000	

**Town of Wolfeboro, NH**  
**2021 Estimated Revenues**

		2021	9/24/2021		2021		
		Estimated	Actual	Per	REVISED	PROPOSED	
Account #	Description	Revenues	Revenues	MS-7	Revenues	MS-4	Change
01-31100-095	PROPERTY TAX	12,645,191	6,222,231	12,645,191	12,645,191	12,645,191	-
01-31190-100	OVERLAY	(100,000)	(403)	(100,000)	(100,000)	(100,000)	-
01-31200-200	LU CHANGE TAX - PRIOR	15,000	-	15,000	-	-	15,000
01-31850-100	YIELD TAX REVENUE CURRENT	16,000	20,738	16,000	16,000	16,000	-
01-31860-100	PAYMENT IN LIEU OF TAXES	29,796	27	29,796	29,796	29,796	-
01-31890-900	BOAT TAX - TAX COLLECTOR	-	22,093	-	22,000	22,000	(22,000)
01-31900-108	2008 PT INTEREST	500	-	-	-	-	-
01-31900-113	2013 PT INTEREST	100	-	-	-	-	-
01-31900-114	2014 PT INTEREST	100	-	-	-	-	-
01-31900-115	2015 PT INTEREST	2,000	329	-	500	-	-
01-31900-116	2016 PT INTEREST	20,000	-	-	1,000	-	-
01-31900-117	2017 PT INTEREST	25,000	566	-	1,000	-	-
01-31900-118	2018 PT INTEREST	1,000	8,955	-	9,000	-	-
01-31900-119	2019 PT INTEREST	1,000	3,085	-	3,000	-	-
01-31900-120	2020 Prop Tax Interest	-	24,270	-	24,000	-	-
01-31900-121	2021 Prop Tax Interest	-	2,581	-	2,500	-	-
01-31900-900	YIELD TAX INTEREST - CURRENT	-	49	49,700	-	41,000	8,700
01-32100-202	HAWKERS & PEDLARS	1,000	850	-	1,000	-	-
01-32100-400	U.C.C. FILINGS	2,000	1,410	3,000	2,000	3,000	-
01-32200-300	MOTOR VEHICLE REGISTRATIONS	1,600,000	1,286,464	1,600,000	1,600,000	1,600,000	-
01-32300-100	BUILDING PERMIT FEES	90,000	64,890	-	90,000	-	-
01-32300-901	COMMERCIAL VESSEL FEES	1,000	436	91,000	1,000	91,000	-
01-32900-100	DOG LICENSES (POLICE)	5,000	6,222	-	6,200	-	-
01-32900-200	DOG LICENSE FINES (POLICE)	500	375	-	500	-	-
01-32900-400	MARRIAGE LICENSE FEES	500	322	-	500	-	-
01-32900-500	CERTIFICATE BIRTH/DEATH	10,000	6,944	-	10,000	-	-
01-32900-900	FORM 23 FEES - TITLES	3,500	2,906	-	3,500	-	-
01-32900-901	AQUA THERM FEES	100	56	-	100	-	-
01-32900-902	BOAT TAX - TOWN CLERK	10,000	12,428	-	12,400	-	-
01-32900-911	BRD OF ADJ APPEAL FEES	2,500	1,950	-	2,500	-	-
01-32900-912	ZONING REGULATION FEES	250	20	-	250	-	-
01-32900-913	PLANNING BOARD FEES	7,000	2,788	-	7,000	-	-
01-32900-914	CABLE TV FRANCHISE FEE	125,000	122,729	164,350	122,729	165,679	(1,329)
01-33510-100	MUNICIPAL AID/SHARED REVENUE	85,502	-	85,502	85,502	85,502	-
01-33520-100	STATE OF NH - ROOMS & MEALS	320,000	-	320,000	320,000	320,000	-
01-33530-100	HIGHWAY BLOCK GRANT	179,764	122,862	179,764	179,764	179,764	-
01-33540-100	WATER POLLUTION GRANT C-724	135,000	125,349	135,000	125,349	125,349	9,651
01-33560-100	STATE & FEDERAL FOREST	50	-	50	50	50	-
01-33590-100	GRANTS - MISC	-	749,060	-	-	-	-
01-33590-200	GRANTS - RAILROAD	90	121	-	121	-	-
01-33590-300	GRANTS - COVID REIMBURSEMENT	-	62,058	-	62,000	-	-
01-33590-421	GRANTS - POLICE	-	49,672	-	50,000	-	-
01-33590-500	GRANTS - FEDERAL	-	335,949	90	-	112,121	(112,031)
01-33790-300	COURT ORDERED FEES (Police)	-	18,683	-	18,683	-	-
01-34010-100	INCOME - PWG	75,000	1,756	-	2,000	-	-
01-34010-400	INCOME - PARKS & REC	60,000	13,602	-	20,000	-	-
01-34010-500	INCOME - POLICE	40,000	31,145	-	35,000	-	-
01-34010-600	INCOME - LIBBY MUSEUM	2,000	3,844	-	4,000	-	-
01-34010-800	INCOME - LIBRARY	-	4,664	-	4,500	-	-
01-34040-100	SOLID WASTE PERMITS	40,000	24,699	-	40,000	-	-
01-34040-300	SOLID WASTE USER FEES	90,000	75,366	-	90,000	-	-
01-34040-870	MILFOIL ERADICATION	-	2,647	-	2,647	-	-
01-34040-900	SALE SCRAP METAL	25,000	26,685	-	28,000	-	-

01-34040-901	SALE CARDBOARD	18,000	27,225		30,000		-
01-34040-903	SALE ALUMINUM CANS	15,000	-		20,000		-
01-34040-905	SALE PAPER	-	256		500		-
01-34040-909	BRUSH DUMP	4,000	3,983		4,000		-
01-34040-910	HOUSEHOLD HAZARDOUS WASTE	200	118		200		-
01-34040-915	STATE MILFOIL PROJECT GRANT	-	4,478	369,200	4,500	304,030	65,170
01-35010-100	SALE OF TOWN PROPERTY	-	7,040		7,000	7,000	(7,000)
01-35020-120	INTEREST ON INVESTMENTS	75,000	114	75,000	75,000	75,000	-
01-35030-150	RENT - GREAT HALL	-	50		-		-
01-35030-160	RENT - CATE PARK	-	50		-		-
01-35030-200	RENT - RAILROAD STATION	3,000	2,508		3,000		-
01-35030-201	RENT - DOCKSIDE	40,528	27,098		40,528		-
01-35030-202	WATER TOWER LEASE/ARMORY RENT	180,373	103,496		180,373		-
01-35040-100	DISTRICT COURT FINES (POLICE)	1,000	1,695		1,800		-
01-35060-100	INSURANCE REIMBURSEMENT	-	31,300		-		-
01-35060-200	REFUND OF SURPLUS - HEALTH INSURANCE	-	170,561		-		-
01-35060-300	RETURN OF SURPLUS - PRIMEX INSUR	-	91,765		91,765		-
01-35060-400	REIMBURSE - RETIREE HEALTH INSURANCE	-	4,102		5,607		-
01-35060-600	REIMBURSE - OTHER	53,921	19,005		53,921		-
01-35060-700	REIMBURSE - NHRS	2,777	2,845		2,777		-
01-35080-100	Recreation Intermunicipal Revenue	-	6,263		6,263		-
01-35080-150	Donations - Misc	-	137,128		-		-
01-35080-421	Donations - Police	-	66,500		-		-
01-35090-900	SALE - PHOTOCOPIES	500	254		500		-
01-35090-903	SALE - COMPUTER DOC	400	300		400		-
01-35090-904	SALE - VOTER REG CARDS	-	10		-		-
01-35090-920	REIMBURSE - BAD CHECKS	3,000	3,076		3,000		-
01-35090-923	REIMBURSE - WELFARE	15,000	8,326		15,000		-
01-35090-925	REIMBURSE - POSTAGE	-	65		-		-
01-35090-950	INCOME - MISCELLANEOUS	42,000	4,523		42,000		-
01-39110-100	ADMINISTRATIVE ALLOCATION	678,277	507,523	1,020,776	678,277	1,125,211	(104,435)
01-39120-100	OPERATING TRANSFERS IN	1,500	117,316	1,500	17,000	17,000	(15,500)
01-39150-100	FROM CAPITAL RESERVE FUNDS	900,000	900,000	900,000	900,000	900,000	-
01-39160-200	TRANS IN - TRUST FUNDS	-	1,274	-	-	-	-
01-39340-100	BOND PROCEEDS	4,380,000	-	4,380,000	4,380,000	4,380,000	-
01-33790-200	P.I.L.O.T. - MED	65,308	48,981		65,308		-
01-39340-200	STONEHENDGE ROAD BETTERMENT ASSESSMENT	10,750	-		10,750		-
01-39340-300	WESTWOOD DRIVE BETTERMENT ASSESSMENT	26,754	-	102,812	26,754	102,812	-
01-99980-000	VOTED FROM FUND BALANCE	1,130,000	-	1,130,000	1,130,000	1,130,000	-
							<b>Increase</b>
	General Fund	23,213,731		23,213,731	23,377,505	23,377,505	<b>163,774</b>
	Electric Fund	10,131,580		10,131,580	10,131,580	10,131,580	
	EF Bond	1,850,000		1,850,000	1,850,000	1,850,000	
	Pop Whalen Fund	225,901		225,901	225,901	225,901	
	Sewer Fund	1,597,564		1,597,564	1,597,564	1,597,564	
	Water Fund	2,175,374		2,175,374	2,175,374	2,175,374	
	<b>Estimated Totals</b>	<b>39,194,150</b>		<b>39,194,150</b>	<b>39,357,924</b>	<b>39,357,924</b>	
		<b>per Munismart</b>		<b>per MS-232</b>	<b>proposed</b>	<b>per MS-232</b>	
	General Fund	23,213,731			23,377,505	-	
	Less Property Tax	(12,645,191)			(12,645,191)		
	Less Overlay	100,000			100,000		
	Add Other Funds	15,980,419			15,980,419		
	<b>Proposed Non-Tax Revenue Total</b>	<b>26,648,959</b>			<b>26,812,733</b>		





PUBLIC WORKS DEPARTMENT

*Town of  
Wolfeboro*

Memorandum

**Date:** 9-30-2021  
**To:** James Pineo  
**From:** David Ford *DW Ford*  
**Subject:** Request for PO Approval  
Recreational Dock Upgrades  
Matrix Concrete

The Town has under contract the upgrade of Recreational Docks with Chesterfield Associates, the interface between docks and Cate Park is not covered by contract and we need to install new electrical conduit under the existing brick pavers. These pavers have been in for over 20 years and have some differential settling and it would be very difficult and more expensive to reset bricks. The attached PO to Matrix Concrete is for the design and construction of Stamped Concrete that ties into existing concrete bulkhead and matches other stamped concrete in area. The PO is for \$39,925<sup>✓</sup> and from the Recreational Dock account, which has an unencumbered balance of over \$81,000.✓

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

*(603) 569-8176*



# PURCHASE ORDER

**TOWN OF WOLFEBORO**  
P.O. BOX 629  
WOLFEBORO, NEW HAMPSHIRE 03894  
Telephone (603) 569-8176

28092

Date 9/21/21  
Vendor Number 377  
Account Number 1-57791-10 ✓

TO  
L *Matrix Concrete*  
*83 Central St.*  
*Farmington, NH 03835*

SHIP TO

*8021 WA#9*  
*Recreational Dock*  
*Upgrades + Repairs*

DATE REQUIRED	SHIP VIA	F.O.B.
---------------	----------	--------

QUANTITY ORDERED	QUANTITY RECEIVED	ITEMS	UNIT	PRICE
		<i>Stamped Concrete</i> <i>see attached proposal</i>  <i>Replace buck walkway</i> <i>along docks A-D</i>  <i>Sole Source</i> <i>Used for previous work</i> <i>at Dockside</i>		   <i>\$39,925</i> ✓

**IMPORTANT**  
OUR ORDER NUMBER MUST APPEAR ON INVOICES, PACKAGES, AND CORRESPONDENCE  
ACKNOWLEDGE IF UNABLE TO DELIVER BY DATE REQUIRED.  
TRANSPORTATION MUST BE PREPAID AND, IF CHARGEABLE INCLUDED IN BILL

BY

*Maie Dugan*

WHITE COPY-VENDOR

CANARY COPY-FINANCE

PINK COPY-DEPARTMENT HEAD



# Proposal

Proposal # 4316

Date 9/21/2021

Proposal Submitted To

Town of Wolfeboro  
Fax 569-8178  
Attn: Dave Ford

Project

Dock Side Renovations Phase 2

We hereby submit specifications and estimate for

Description of work to be performed

## STAMPED CONCRETE

aprox 110' x 14' stamped concrete  
Stamped Border brick soldier coarse  
2 rows #4 rebar wrapped perimeter  
form monolithic edge 18" tall  
caulking of joints and seal

**Total**

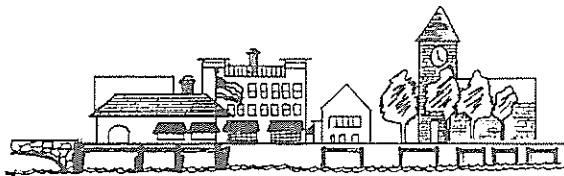
**\$39,925.00**

Matrix Concrete Inc. is not responsible for:

Improper sub grades that result in extra costs in labor and concrete; Compaction; Concrete testing; Cracking; Frost protection

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. This proposal

Signature



DEPARTMENT OF  
WATER AND SEWER UTILITIES

*Town of  
Wolfeboro*

Memorandum

**Date:** 9-28-2021  
**To:** James Pineo  
**From:** David Ford *DFord*  
**Subject:** Request for PO Approval  
Seasonal Water Line Upgrades  
Dawson Excavation

The Wolfeboro Water Department has planned on upgrading seasonal water lines in the 2021 Capital Outlay Budget. Smith River Road was selected as the first sub area to be upgraded. The Town has Dawson Excavating under contract for road and water work on the Park and High Street project. Propose to use Dawson Excavation to perform this work under existing contract terms. The attached PO for \$33,890 covers the cost for this seasonal water line upgrade. There is an unencumbered balance of over \$39,000 in this account.

---

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

*(603) 569-8176*



# PURCHASE ORDER

**TOWN OF WOLFEBORO**  
P.O. BOX 629  
WOLFEBORO, NEW HAMPSHIRE 03894  
Telephone (603) 569- 8176

28091

Date 9/21/21  
Vendor Number 5428  
Account Number 02-49621-300 ✓

TO Dawson's Excavation  
P.O. Box 36  
Moultonborough, NH  
03254

2021 Seasonal  
Water Line  
Conversions

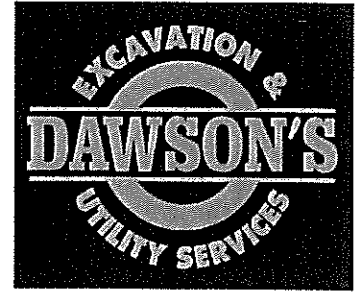
DATE REQUIRED	SHIP VIA	F.O.B.
---------------	----------	--------

QUANTITY ORDERED	QUANTITY RECEIVED	ITEMS	UNIT	PRICE
		<u>Smith River Road</u> <u>Install 2" water line</u> <u>for permanent water</u>		<u>\$33,890</u> ✓

**IMPORTANT**  
OUR ORDER NUMBER MUST APPEAR ON INVOICES, PACKAGES, AND CORRESPONDENCE  
ACKNOWLEDGE IF UNABLE TO DELIVER BY DATE REQUIRED  
TRANSPORTATION MUST BE PREPAID AND, IF CHARGEABLE INCLUDED IN BILL

BY Marie Duggan

Dawson's Excavation and Utility Services LLC  
P.O. Box 36  
Moultonborough, NH 03254  
(603) 253-5209  
dawsonsexcavation@gmail.com



## Estimate

### ADDRESS

84 South Main Street  
Wolfeboro, NH

ESTIMATE # 1533

DATE 09/20/2021

ACTIVITY	DATE	QTY	RATE	AMOUNT
<b>Excavation</b> Excavate existing water main on Whitten Neck, saddle for new connection and valve. Includes; traffic control, labor, equipment, compaction, dust control, paving, aggregates and backfilling.		1	8,800.00	8,800.00
<b>Water Line</b> Install 2" water line with sand bedding, marking tape and roadway restoration.		630	23.00	14,490.00
<b>Services</b> Installation of crubstop to be connected to service lines by others.		4	1,700.00	6,800.00
<b>Blow-off Hydrant</b> Provide and install a blow off hydrant.		1	3,800.00	3,800.00

Smith River Road Waterline

TOTAL

\$33,890.00 ✓

Any ledge removal or rock breaking will be at additional charge. A separate contract will define any ledge work. Ledge is considered any surface not able to be excavated with conventional methods. Any rock larger than 1.5 yards will be considered a large rock and require breaking.

Accepted By

Accepted Date

## **PROPOSED STRATEGIC PARTNERSHIP-MEMORANDUM OF UNDERSTANDING**

### **Goals of Partnership**

The Friends of the Libby Museum (FOLM) and Museum Trustees (Town) seek to work together to restore the Libby to an up-to-date facility to sustain and advance the vision of Dr. Libby when he established the Museum in 1912. The Libby is considered a jewel to the Town which welcomes visitors coming from the North with the first expansive view of Lake Winnepesaukee. In 2019, Alba Architects presented a project estimated to cost \$2.9 million for the restoration and a modest expansion of the Libby Museum. This project will preserve the current collection and enable additional natural history items to be added to enrich the experience for current and future generations. This Memorandum of Understanding is not a contract and creates no binding rights or obligations on the part of either the Selectmen as Trustees of the Libby Museum or the Friends of the Libby Museum. Consideration to cost escalation from the 2019 estimated price of \$2.9 million have not been considered for this MOU.

### **Responsibilities and goals of The Town.**

The Town, which since 1956, has provided the principal funding for the annual operating costs of the Libby will continue in that role in the near/intermediate term while welcoming the FOLM as a financial partner for the planned restoration and expansion. The Town, contingent on FOLM raising 70% of the total project cost, intend to produce warrant articles asking the voters to consider appropriating 30% of the project cost. The Town welcomes FOLM as a contributing partner to the long-term sustainability and enhancement of the Libby, and approves of FOLM aspiring to raise a permanent endowment of some \$1,000,000 over the next five years which will generate income for enhanced activities. The Town has many financial obligations on a long-term basis and welcomes the growing support it will be receiving from FOLM to sustain and enhance the Libby. Benchmarking progress (Annex 1) provides a means of monitor progress

### **Responsibilities and goals of FOLM**

The FOLM are committed to the long-term success of the Libby and in that regard join in a financial partnership with The Town as noted above. The FOLM will engage in a fund-raising campaign to raise and contribute 70% to the planned restoration and expansion, utilizing the benchmarking framework outlined (Annex 1). FOLM also agree to develop a strategic business plan and an economic viability study as referred to in the September 15, 2021 minutes of the Libby Trustees on page three (Annex 2). While the near-term goal is the restoration/expansion project, FOLM also envisions a Libby which will be a broad-based community and regional teaching center for natural history including the surrounding ecosystem and lake environment from which natural history has evolved. The FOLM will aspire to build a growing endowment over the years (aiming for \$1 million in five years) to fund expanding activities and costs. As the role of the FOLM increases in this Strategic Partnership, thereby enabling the Libby to become more of a self-sustaining entity, representation by the FOLM on the Libby governing board in an appropriate time frame and manner is envisioned.

**Approved by the Libby Board of Trustee**

\_\_\_\_\_, Chairperson

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**Approved by President and Board Chair, Friends of the Libby Museum**

\_\_\_\_\_

Date \_\_\_\_\_



## ANNEX 1: Benchmarking

In the process of negotiating this Strategic Partnership, benchmarking has been suggested as a way of monitoring progress towards the funding goal of this project (estimated \$2.9m, at 2019 prices).

The following outlines timeframes and funding goals for both The Town and the FoLM.

### BENCHMARKING:

	30% (Town)	% of Town Target (Cumulative)	70% (FoLM)	% of FoLM Target (Cumulative)	
September 2021	\$300,000	33%	\$1,150,000*	57.5%	
By Dec 2022	+ Warrant Article 2022 \$ TBD – prior to signature	TBD %	+ \$425,000	78.75%	
By Dec 2023	+ Warrant Article 2023 \$ TBD – prior to signature	TBD %	+ \$425,000	100%	
By Dec 2024	+ Warrant Article 2024 \$ TBD – prior to signature	100%		100%	
Total	\$900,000		\$2,000,000		\$2,900,000

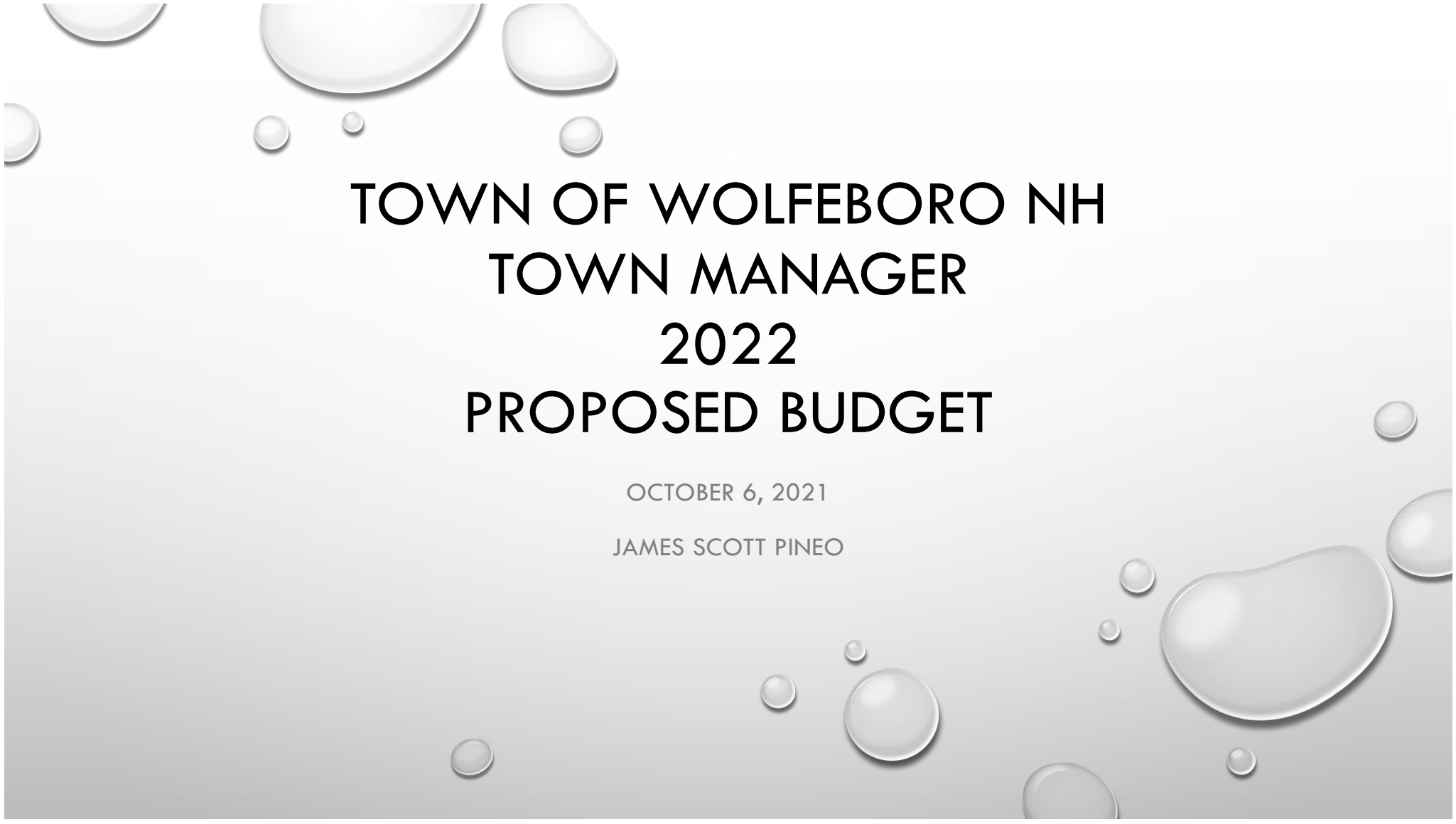
\* Includes \$1 million pledge currently in a JP Morgan Charitable Fund, to be transferred to the FoLM as terms of the MoU are met.

NOTE: If FoLM falls short of their fundraising goals, future Town Warrant Articles may be adjusted downward accordingly.

### ANNEX 2:

September 15, 2021 Board and Selectmen and Libby Trustees Minutes page three, second motion from the bottom that reads as follows:

Brian Deshaies made a motion to amend to include developing a Business Plan that would be accepted by a financial institution and an Economic Viability Study Plan to know the final feasibility of the Libby and its continued growth and development. It was seconded by Luke Freudenberq. Roll call vote Linda Murray – abstain, Luke Freudenberq – yes, Dave Senecal – yes, and Brian Deshaies - yes. With one abstention, the motion passed.

The background of the slide is a light gray gradient. It is decorated with numerous realistic water droplets of various sizes. Some droplets are at the top left, some are in the middle, and a large cluster of droplets is on the right side. The droplets have highlights and shadows, giving them a three-dimensional appearance.

# **TOWN OF WOLFEBORO NH TOWN MANAGER 2022 PROPOSED BUDGET**

OCTOBER 6, 2021

JAMES SCOTT PINEO

## 2022 BUDGET BOOKS BUDGET NOTES

- NOTE PAGES OUTLINE CHANGES IN THE 2022 PROPOSED BUDGET BOOK FORMAT COMPARED TO PREVIOUS YEARS. CHANGES INCLUDE:
  - NEW MUNISMART REPORT
  - NEW DEPARTMENT LABOR & OPERATING WORKSHEETS
  - IMPROVED ASSIGNMENT OF FUNDS TO ACCOUNTS
    - PHONE STIPENDS/INSURANCES/LEGAL
  - GASOLINE & DIESEL
    - PREVIOUSLY DOUBLE BOOKS AS PUBLIC WORKS GARAGE EXPENSE & TO INDIVIDUAL DEPARTMENTS WITH OFF SETTING REVENUE

# 2022 BUDGET BOOKS SUMMARIES

- COVER PAGE
  - GROSS APPROPRIATION BY FUND
  - CAPITAL OUTLAY WITH ESTIMATED TAX RATE IMPACT
  - OPERATING BUDGET TOTAL
- PERCENTAGE CHANGE REPORT 2021 TO 2022
  - LABOR & BENEFITS
  - OPERATING EXPENSES
  - TOWN MANAGER PROPOSED BUDGET TOTALS
  - TOTALS BY FUND & GROSS OF ALL FUNDS
- BUDGET PRESENTER
  - IDENTIFIES ACCOUNT NUMBER
  - TAB WITHIN BOOK

# 2022 BUDGET BOOKS MUNISMART REPORT

Run: 9/30/21  
9:53AM

## 2022 TOWN MANAGER PROPOSED BUDGET

Prepared by: J. Carpentier  
Report: Budget MF

		1	2	3	4	5	6	7
		2018	2019	2020	2021	2021 YTD	2022 DEPT	2022 TOWN
		ACTUALS	ACTUALS	ACTUALS	BUDGET	ACTUALS	REQUEST	MGR BUDGET
		As of Year End	As of Year End	As of Year End	As of DECEMBER	As of SEPTEMBER		
<b>41302 Town Manager</b>								
01-41302-112	CLERICAL SALARIES	49,630.36	51,842.93	42,265.74	42,396.00	29,352.31	42,600.00	42,600.00
01-41302-113	SUPERVISORY SALARIES	121,954.70	79,022.35	99,324.93	107,500.00	77,150.15	110,183.00	110,183.00
01-41302-117	PART TIME WAGES	1,195.31	0.00	0.00	0.00	0.00		
01-41302-133	PHONE STIPEND	0.00	0.00	0.00	0.00	960.00	840.00	840.00
01-41302-215	LIFE INSURANCE	369.00	270.00	444.00	450.00	360.00		
01-41302-218	DISABILITY	997.28	502.45	893.96	1,527.00	752.20		
01-41302-220	SOCIAL SECURITY	12,885.16	9,700.32	14,205.19	11,467.00	8,890.68	11,752.00	11,752.00
01-41302-230	RETIREMENT	18,492.34	10,786.08	5,151.24	5,348.00	3,922.42	5,990.00	5,990.00
01-41302-231	ICMA RETIREMENT	0.00	1,306.11	10,928.33	13,597.00	9,783.94	15,492.00	15,492.00
01-41302-250	UNEMPLOYMENT COMP.	50.89	52.50	34.33	70.00	34.33		
01-41302-260	WORKERS COMPENSATION	338.00	280.00	269.88	311.00	269.88		
01-41302-311	CONSULTANTS	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	1,000.00
01-41302-341	TELEPHONE	1,007.48	1,310.00	1,479.86	1,073.00	544.92	1,073.00	1,073.00
01-41302-431	EQUIPMENT MAINTENANCE	0.00	50.00	0.00	0.00	0.00		
01-41302-550	PRINTING	400.50	676.57	870.00	200.00	0.00	200.00	200.00
01-41302-560	DUES AND SUBSCRIPTIONS	860.00	1,100.00	100.00	1,100.00	110.00	1,100.00	1,100.00
01-41302-562	ADVERTISING	0.00	1,901.54	0.00	0.00	240.00		
01-41302-620	OFFICE SUPPLIES	1,077.66	762.12	1,102.53	500.00	358.78	500.00	500.00
01-41302-625	POSTAGE	31.43	108.80	71.30	100.00	15.27	100.00	100.00
01-41302-810	TRAVEL AND MEETINGS	1,514.24	2,851.92	0.00	2,500.00	0.00	2,500.00	2,500.00
01-41302-820	PROFESSIONAL DEVELOPMENT	35.00	1,500.00	130.00	1,000.00	55.00	1,000.00	1,000.00
01-41302-880	COVID-19 RELATED EXPENSES	0.00	0.00	1,459.88	0.00	0.00		
<b>Town Manager Total</b>		<b>210,839.35</b>	<b>165,023.69</b>	<b>178,731.17</b>	<b>190,139.00</b>	<b>132,799.88</b>	<b>194,330.00</b>	<b>194,330.00</b>

# 2022 BUDGET BOOKS DETAIL

	41302 Town Manager	Cost	Qty	Subtotal	2021	2022	\$ Change	% Change
	Salary and Benefits less Insurance				182,666	186,856		
311	Consultants				1,000	1,000	-	0.0%
341	Telephone				1,073	1,073	-	0.0%
550	Printing				200	200	-	0.0%
560	Dues and Subscriptions				1,100	1,100	-	0.0%
620	Office Supplies				500	500	-	0.0%
625	Postage				100	100	-	0.0%
810	Travel and Meetings				2,500	2,500	-	0.0%
820	Professional Development				1,000	1,000	-	0.0%
	Summary							
	Salary and Benefits less Insurance				182,666	186,856	4,190	2.3%
	Operating Budget				7,473	7,473	-	0.0%
	Total				190,139	194,329	4,190	2.2%

**Town of Wolfeboro, NH  
Employee Wage & Benefit Detail  
2022 Budget  
Department 41302 Town Manager**

Employee Name/ Employee Title	Rate	Hours	Weeks	Annual Wages	Phone Stipend		FICA/ Medicare	Retirement	Health Insurance	Dental Insurance	Life & Disability Insurance	Unemp & WC Insurance	Total Wage & Benefits
0.0%													
<b>Clerical Salaries</b>					133		220	230	41302-210	41302-219	41302-215	41302-260	
Capone-Muccio, Amelia	\$ 22.72	35	13	\$ 10,338									
Town Manager Executive Assistant	\$ 22.72	35	39	\$ 31,013									
				Length of Service Stipend \$ 1,250									
				\$ 42,600	\$ 180	\$ -	\$3,273	\$5,990			\$553	\$64	\$52,660
<b>Total Clerical Salaries</b>	<b>112</b>			<b>\$42,600</b>	<b>\$180</b>	<b>\$0</b>	<b>\$3,273</b>	<b>\$5,990</b>	<b>\$0</b>	<b>\$0</b>	<b>\$553</b>	<b>\$64</b>	<b>\$52,660</b>
<b>Supervisory Salaries</b>													
Pineo, James	\$ 60.43	35	13	\$ 27,496									
Town Manager	\$ 60.43	35	39	\$ 82,487									
				Length of Service Stipend \$ 200									
				\$ 110,183	\$ 660	\$ -	\$8,479	\$15,492	\$26,694	\$880	\$781	\$165	\$163,334
<b>Total Supervisory Salaries</b>	<b>113</b>			<b>\$110,183</b>	<b>\$660</b>	<b>\$0</b>	<b>\$8,479</b>	<b>\$15,492</b>	<b>\$26,694</b>	<b>\$880</b>	<b>\$781</b>	<b>\$165</b>	<b>\$163,334</b>
<b>Part-time Wages</b>													
	\$ -	0.0	52	\$ -									
				\$ -	\$ -	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Part-time Wages</b>	<b>117</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>				<b>\$152,783</b>	<b>\$840</b>	<b>\$0</b>	<b>\$11,752</b>	<b>\$21,481</b>	<b>\$26,694</b>	<b>\$880</b>	<b>\$1,334</b>	<b>\$229</b>	<b>\$215,994</b>
<b>Salary and Benefits less Insurance</b>													<b>\$ 186,856</b>

# 2022 BUDGET

## 2022 Proposed Budget Total All Funds

Fund	2022 Proposed Budget	2021 Actual Budget	Dollar Increase	Percentage Increase
General Fund	\$ 15,734,593	\$ 14,793,383	\$ 941,210	6.362%
Water Fund	\$ 1,593,847	\$ 1,680,374	\$ (86,527)	-5.149%
Electric Fund	\$ 10,341,466	\$ 10,096,580	\$ 244,886	2.425%
Sewer Fund	\$ 1,687,253	\$ 1,597,564	\$ 89,689	5.614%
Pop Whalen Fund	\$ 236,540	\$ 225,901	\$ 10,639	4.710%
Total	\$ 29,581,819	\$ 28,393,802	\$ 1,188,017	4.184%
NOTE: Does not include Capital Outlay				
General Fund	\$230,409			



# 2022 BUDGET

## SUMMARY OF KNOWN GENERAL FUND INCREASES

### • **LABOR & BENEFITS**

**7.4%**

- PROPOSED INCREASED STAFFING IN FIRE DEPARTMENT (1)
- FULL YEAR OF:
  - TECHNOLOGY SERVICES POSITION (FT)
  - JUVENILE SERVICES OFFICER (PT)
- LAST YEAR OF POLICE CONTRACT (4%)
- NEW HAMPSHIRE RETIREMENT SYSTEM – FULL YEAR OF INCREASE
  - GROUP I 13.75% TO 14.06%
  - POLICE 30.67% TO 33.88%
  - FIRE 29.78% TO 32.99%
- HEALTH INSURANCE (10% PLACEHOLDER)

### • **OPERATING EXPENSES**

**4.5%**

- AGENCIES
- FUEL & HEATING
- SOLID WASTE TIPPING FEES
- INCREASED DEBT SERVICE
- CAPITAL OUTLAY