

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
COVID-19 Meeting- GoToMeeting
July 15, 2020

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

Staff present: Town Manager Jim Pineo, Public Works Director Dave Ford, Interim Libby Museum Director Catriona Lennon and Recording Secretary Michele Chamberlain

Chairman Harriman opened the GoToMeeting at 6:30 PM.

Chairman Harriman read the following Preamble into the record:

MEETING PREAMBLE DURING COVID-19 EMERGENCY

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

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

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

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

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

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

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

Consideration of Minutes

Chairman Harriman asked for approval from the Board of the June 24, 2020 GoToMeeting Minutes.

It was moved by Dave Senecal and seconded by Dave Bowers to accept the minutes of June 24, 2020 as amended. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Chairman Harriman asked for approval from the Board of the July 1, 2020 GoToMeeting Minutes.

It was moved by Linda Murray and seconded by Paul O'Brien to accept the minutes of July 1, 2020 as amended. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Public Hearing

NA

Public Input

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

John Sandeen, Representative of the Wolfeboro Library Foundation, addressed the Board. He stated the Foundation is pleased to present to the Town Manager and the Finance Director the final check for our participation in the renovations to the expansion of the library. The check is in the amount for \$111,975.00 which brings the total of the

Foundation donations to \$1,361,975.00. The original Library Foundation warrant article was for \$1.3 million so now that the fundraising has ended as of June 30, 2020 for this year we have taken in donations of over commitment of \$61,975.00. The Library Foundation has contribution \$1,361.975.00 to the renovation and expansion of the Wolfeboro Public Library. We will continue our efforts to support the library and follow up on two other funds, the Energy Fund and landscaping fund.

Chairman Harriman thanked Mr. Sandeen and the Wolfeboro Library Foundation for their donation to the Town. Our citizens greatly appreciated it.

Mr. Sandeen stated as patrons enter the library on the left-hand side is a plaque with the names of every person or business that has donated to the library for the renovation and expansion project.

Chairman Harriman questioned Mr. Pineo if a public hearing was needed to accept the funds or if this was already completed.

Mr. Pineo stated he believed this was part of the original warrant article therefore a public hearing is not needed. He would get clarification since the amount of the money is higher than was anticipated to be sure this week.

Bulk Vote

A. Weekly Manifests

- i. July 3, 2020
- ii. July 10, 2020

B. Exemption Request- Wright Museum

C. Intent to Cut Wood/Timber

Approvals

- i. Browns Ridge Road Tax Map 49 Lot 2 & 3

Yield Tax Warrant

- i. Northline Road \$257.16 Tax Map 53 Lot 3
- ii. Northline Road \$285.78 Tax Map 155 Lot 6

D. Property Tax Credits/Exemptions

Approvals

- i. 108 Center Street Tax Map 217 Lot 195

Linda Murray stated the exemption for the Wright Museum should be removed because the assessor wants it to be denied. We received some letters so this should be discussed.

Chairman Harriman agreed.

It was moved by Linda Murray and seconded by Chairman Harriman to remove Item B (exemption for the Wright Museum) from the Bulk Vote. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O’Brien - yes. Being none opposed, the motion passed.

It was moved by Dave Senecal and seconded by Dave Bowers to approve the Bulk Vote Items A-D except for Item B. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O’Brien - abstained. Being none opposed, the motion passed.

Chairman Harriman stated the Assessor sent a letter denying the request for the Wright Museum exemption.

Dave Bowers stated he would like it clear to the public that it is not the Wright Museum itself. It is a piece of property on Trotting Track Road that is associated with the museum.

Mr. O’Brien stated the museum bought the property.

Chairman Harriman stated the museum bought the property to store vehicles.

Ms. Murray stated the Assessor thinks it should not be granted because it is not being used for a museum activity. We received a letter from the museum and it sounds like they have moved some of their vehicles because they are doing some work on their building. She suggested hearing from some of the members. Ms. Murray thought they would qualify for the exemption based on that information.

Anne Blodget, Chairman of the Wright Museum, addressed the Board. She stated she would like Andy Mako to speak about this because he is the coordinator of the letter.

Andy Mako addressed the Board. He stated they have moved equipment to this site not vehicles because they need to be able to be charged and there is no electricity at this time. We are probably a month away from getting electricity to the building.

Chairman Harriman stated they have taken occupancy of the building. Correct?

Mr. Mako stated yes.

Paul O’Brien stated we should grant the waiver.

It was moved by Paul O’Brien and seconded by Dave Senecal to grant a waiver for the exemption for the Wright Museum. Roll call vote Brad Harriman – yes, Linda

Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

New Business

A. Pleasant Valley/Brackett Rd & Warren Sands Caution Sign request

Mr. Pineo stated the individual who had put in the request did withdraw but he felt it should be addressed because of the safety concerns. He did not have time to go to the area but felt Mr. Ford could address the issue.

Mr. Ford stated a lot of our roads are windy and the town speed limit is 30 mph. It is a long dead end road which people go very fast on. The lady remembers a while ago that there was a sign at the intersection before. Mr. Ford stated that Ms. Murray suggested that this was when there was an operating gravel pit on the road. He felt the intersection was dangerous like a lot of areas in Town. This is a Scenic Road and Dead End Road and he thought the Selectmen should be involved in this decision. The lady is looking to have a sign stating Caution dangerous intersection ahead and maybe having a cautionary speed limit through that area. Mr. Ford stated if they suggest having a cautionary speed then it might need to be in several areas of the road.

Mr. Senecal stated by the pictures it did not look like the line of sight was bad in that area. He stated he was fine with putting up a couple of speed limit signs.

Mr. Ford stated it would be a cautionary speed limit sign. The speed limit is 30 mph in that area. We could put up a few more 30 mph speed limit signs or we could put up a yellow 25 mph sign or leave it as it is.

Ms. Murray stated she provided the pictures so the Board could see the area. The sign that went down in the 1990's was because of the sand pit. She felt the intersection was not dangerous but enforcement was needed of the speed limit. People are driving 55 or 60 mph up and down the road. The lady walks her dog and other people are walking in the road so maybe the sign should be Caution pedestrians walking in the road. People are walking in the road all the time as if it is a windy country road. There is a 30 mph speed limit sign going into town on Brackett Road. She did not feel that another sign for 25 mph will prevent people from driving 55 mph because it is an enforcement issue. We want to caution driving that people will be walking on Pleasant Valley Road. She felt there was full visibility going out of Bracket Road. The Town has been good about cutting the brush. She did not think it was an intersection problem. It is a speed problem. People need to be able to feel comfortable walking in the road.

Mr. Ford suggested a sign stating share the road.

Ms. Murray stated she was fine with that if they did not put up too many signs because it is a scenic road. There are sections of the road that should be shared like the section by DeVyllder's Farm. She felt one or two signs would be appropriate.

Mr. O'Brien stated he liked Mr. Ford's suggestion. If speed is an issue then we should have the Police Department monitor the area. Speed is an issue on Sewall Road and all of our roads. He liked the idea of a sign stating share the road.

Mr. Bowers questioned the cost of the sign on North Main Street because it seems to be quite effective. He felt maybe one or two more of these signs could be put in high speed areas.

Mr. O'Brien stated the sign is \$3,000.00.

Mr. Ford stated they are kind of expensive and we are planning on putting some in the budget next year but it should be discussed. The cost might be more than \$3,000.00. We will look into it for next year.

Mr. Bowers questioned the cost.

Mr. O'Brien stated it could be more than \$3,000.00 because of the electronics.

Ms. Murray stated there is not just one place to put the speed sign on Pleasant Valley Road. We could go crazy putting up speed signs. Pleasant Valley Road is narrow if there is a big truck and a school bus is coming down then it would be hard for them to both pass in the area by DeVyllder's Farm.

Mr. Ford stated it is a 21 foot wide road. It is not as narrow as North Wolfeboro Road as 19 feet wide. It is a narrow road and people need to slow down. Traffic calming is needed. He felt a sign for sharing the road would be appropriate.

Mr. Bowers stated he and his wife gave the Town money a few years ago and they could use this if they wanted.

Chairman Harriman agreed with the idea of share the road signs and thought the Police Department should follow up with having a presence in the area.

Mr. Senecal agreed with the share the road signs.

Ms. Murray agreed.

B. Public Works Capital Projects Update

Dave Ford, Public Works Director, addressed the Board. He reviewed the following spreadsheet with the Board. (See attachment)

Carry Beach Parking

Mr. O'Brien questioned the ADA ramp area on the side of the beach for kayak accesses. This is in this project, correct?

Mr. Ford stated we are not going to publicize. We are going to repair the area so people can use it but it does not meet the standards. We should not call it a kayak launch. We are going to repair the erosion in the area and we will have an ADA ramp for a fat tire wheelchair. There will be ADA accessible port-a-johns.

Mr. O'Brien questioned if they would be dealing with the run off from Forest Road in the unofficial access area. This is not just for a new parking lot. We are getting a lot done on this beach that is going to mitigate run off. It will allow for people with disabilities access to get onto the beach and into the water.

Mr. Ford stated it is going to be nice.

Mr. Pineo stated he was advised today that the bond interest rate is going to be .57 percent. We had anticipated the bond interest rate to be at 2.5%.

Mr. Bowers questioned if the bond was from Newbury Port Bank like the bond from the library.

Mr. Pineo stated it was with NH Municipal Bond Counsel.

Mr. Ford stated that is great news!

Town Road Upgrades - 2020

Mr. Ford stated Pine Street and Lerner Street will be paved tomorrow. We are working on the drainage of Bryant and Allen Roads. We had intended to put this out to bid but will be doing the work in-house. Railroad Ave upgrades are on hold. We should be able to finish all these roads and start the engineering of Stoneham Road for work next year. This spring there was an issue with the Port Wedeln Association beach. It blew out again. It is the third time in 13 years that they have had significant rainfall issues. Our new drainage system which ties into their drainage system. Their system is a 12 inch that tends to over plug. This is in Winter Harbor and is a significant issue. He meet with the Port Wedeln Association and they are looking into grant funding and some type of creative financing. He is hoping the Port Wedeln Association and the Town could work together on this project.

Chairman Harriman questioned if the drainage system that plugged was owned by the Town or the Port Wedeln Association.

Mr. Ford stated it was both. There were three different basins that were plugged.

Town Road Upgrades – 2019

Mr. Ford stated the Partridge Road BMPs are going well and will be completed this summer. We might be able to get the road paved. We will be getting a quote for this work.

Recreational Dock Repairs

Mr. Ford stated the application for the BIG grant is moving forward and we hope to hear in September that we will receive the \$130,000.00. We can not award the contract until we hear back from them. We will begin the work in October if we receive the grant.

Ms. Murray questioned if he received clarification about what the enforcement will need to be for the big boats. This was a question we had last time this was brought forward.

Mr. Ford stated the Public Works Department will be responsible for monitoring this situation. The intent will be to give verbal warnings. We will have signs. We do not have to have Police presence or them writing tickets. We just have to monitor the area.

Ms. Murray stated we were not sure of the requirements before. She suggested if Mr. Ford spoke to them about not having to have strict Police enforcement.

Mr. Ford stated correct. We do not have to have Police enforcement or need to give out tickets. We will be giving verbal warnings. Wolfeboro has a friendly way of doing business and if we have complaints then we will investigate them. He felt it would work out fine.

Mr. O'Brien stated we like to understand the rules before we do business. It would not be a bad idea to double check the rules.

Mr. Ford stated the language will be coming in shortly and he will get it to the Board as soon as he receives it.

Mr. O'Brien thanked Mr. Ford.

Water Quality Improvements - 2020

Mr. Sullivan is overseeing this. There are no expenditures at this time.

Public Works Vehicle/Equipment Capital – 2020

Mr. Ford stated a new sidewalk plow was purchased. The one ton truck was purchased and we hope to have it before snow season. Ben Berry and Chris Raymond rebuilt two of our trucks. They did an excellent job! The account balance will be around \$17,000.00 after all expenses have been paid.

Building Maintenance Capital Reserve – 2020

Mr. Ford stated we added \$50,000.00 to this fund this year. We will be painting Clark Complex Building.

Ms. Murray stated this is finished.

Mr. Ford stated we replaced the roof at Dockside Restaurant before they opened and we will be replacing the Highway Garage Doors which are on order. Mr. Tasker is making a list of all projects for each of the town buildings.

Water Department Backhoe – 2020

Mr. Ford stated the backhoe has been delivered.

Electrical Generation Building Study - 2020

Mr. Ford stated this is on hold. We hope to look into this project in the fall.

Pleasant Valley Road Bridge - 2019

Mr. Ford stated the project is completed and we came in under budget. It looks fantastic.

Dockside Public Restroom Upgrades - 2019

Mr. Ford stated the project is completed. We will be adding electronic locks with timers to the bathrooms so they open automatically in the morning and lock at night. This is similar to Albee Beach bathrooms.

Effluent Disposal Study - 2019

Mr. Ford stated this project is ongoing and we are working with Underwood Engineers on the final design and wetland permitting. We will be correcting some of our programs with our pilots and putting in flow control man hole so we can measure the flow. We will be constructing a landing area so we can meet on site with the contractors due to COVID-19. We hope to go out to bid in the late fall and have construction start in 2021. We will be applying for SRF loan/grant/stimulus monies. This will be a shovel ready project.

Ms. Murray questioned the amount of gallons he was sending to the RFB site. She stated she thought he was going to shut it down this year.

Mr. Ford stated correct. We are at 350,000 gallons a day right now. He hopes to shut it off by early August. It depends on the pond level. He hopes to have it shut off from September 1, 2020 to July 2021.

Water Quality Improvements – 2019

Mr. Ford stated a lot of this project was underspent due to the work of Mr. Muir. It was a one year appropriation so this will go away.

Ms. Murray stated some of the money was to be encumbered for the testing of 2020.

Mr. Ford stated \$18,000.000 was encumbered for the committee. He felt this should be an ongoing warrant article and we might want to consider a capital reserve fund.

Sewer Infiltration Reduction – 2018

Mr. Ford stated this is on hold. We will not be going to construction and most of the major work will be done in 2022 or 2023.

Bay Street Sidewalks – 2018

Mr. Ford stated the ROW survey was completed. We need to discuss moving forward with the construction plans or if we want to put them on hold. We are looking to modify the plan to get the cost down.

Miscellaneous

Mr. Ford stated NHDOT will be paving tonight into Center Street and then tomorrow night they will be paving from Pickering Corner to Alton. There will be paving on Lehner and Pine Street tomorrow.

Chairman Harriman questioned the crosswalk in front of Brewster. He questioned is there a reason why NH DOT shifted the sidewalk up towards the top of the crosswalk.

Mr. Ford stated it has to do with ADA compliance. There has to be certain elevations and a certain grade. Brewster Academy has received approval to put in a flashing beacon which probably will be installed in the fall.

Chairman Harriman thanked Mr. Ford.

C. Lakes Region Model Railroad Museum Construction Lease Agreement

Mr. Pineo stated he has been in correspondence with Primex, legal counsel and Mr. Simms. We are at a point where we can come to an agreement. Mr. Pineo apologized to Mr. Simms for the premature email he sent out this morning. Mr. Pineo stated he feels like the document is ready. Primex called and stated these were blanket documents used for larger projects so we can reduce these down.

Mr. Senecal stated he was surprised to see the document from Primex. He felt they had already reached an agreement. This project is not big enough to warrant some of things they are talking about. This is a small home grown agreement. We have come to a good agreement.

Ms. Murray agreed. The information was similar to the library project. She was glad to see Mr. Pineo got it straightened out with Primex. We worked very well with the museum and

we each did some give and take. She is excited and looking forward to see the project moving forward. It will be an exciting addition to the community. We were not able to get a performance bond. We retained \$25,000.00 which we will keep for six months in case there are any maintenance issues that happen. We will release \$17,000.00 at that time and hold \$8,000.00 while they finish the bathrooms and the ADA ramp. This was a nice compromise. They were willing to let us put in all the Planning Board and ZBA conditions as attached to this contract. She thinks the contract covers everything.

Chairman Harriman questioned if a motion is needed.

Mr. Pineo stated yes. Is Mr. Simms happy?

Mr. Simms thanked Mr. Pineo for his apology. He stated he felt they had a good agreement. Mr. Simms asked to confirm paragraph 10. It has two sections Part A and Part B. He would like the Board to confirm that there are two sections A and B.

Mr. Pineo stated Part A is the general liability section to carry insurance for \$1,000,000.00 per person and \$2,000,000.00 per incident. Part B is the builder's risk coverage. Is this correct?

Mr. Simms stated correct.

Mr. Senecal moved to sign the lease agreement.

Mr. Simms asked that the agreement be called the Construction Lease Agreement not a lease agreement.

It was moved by Dave Senecal and seconded by Linda Murray to sign the Lakes Region Model Railroad Museum Construction Lease Agreement between the Town and the Lakes Region Model Railroad Museum. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien – yes. Being none opposed, the motion passed.

D. Finance Director Revenue/Expenditure Report – June

Chairman Harriman stated this item will be tabled until our next meeting.

E. 2021 Budget Guidelines

Mr. Pineo stated this document will be used as the template for the 2021 budget process. We may have some short falls due to the pandemic. However, we do not have a good understanding what those consequences are going to be yet. We do not know how it will affect our lives in 6 months. He recommended that department heads work diligently to create an operating budget that meets 2020 levels. The document has time benchmarks. We will be using the MuniSmart model for the raw data entry and the backup information will be in a templated word document.

As we discussed the healthcare and dental will have a stand-alone budget line under General Government. We will not know the rate of the New Hampshire Retirement System until September for rates effective for July 2021. We are working on finalizing an RFP for audit services for 2021. We received very attractive fuel pricing, heating, gasoline, diesel and propane through June 30, 2021.

Ms. Murray thanked Mr. Pineo. It was very well done. She suggested a few minor word changes and she liked the fact that they were going back to using a word document for getting into MuniSmart. There are good exhibits and she thanked him for an excellent job.

It was moved by Dave Bowers and seconded by Paul O'Brien to approve the 2021 Budget Guidelines as recommended by the Town Manager. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

F. Letter from the Town of Effingham regarding School Board

Chairman Harriman stated we received a letter from the Town of Effingham.

Mr. Pineo stated the question being asked is relative to the school budget and due to the pandemic the latter part of the school year the schools were closed. They are looking for a reduction in the 2019-2020 school tax burdens.

Mr. O'Brien thanked Mr. Pineo and Ms. Capone-Muccio for reaching out to the Superintendent's office. We received a letter from Kathy Cuddy-Egbert stating there was some surplus in the budget. They are in the process of closing their books and will have a meeting with their auditors to figure out the surplus amount and then they will be re-appropriating the money back to the towns.

Ms. Murray stated this is something the school district always does if there is a surplus. It is not any different as we as a town would do if we had extra revenue or a surplus. The letter from Ms. Cuddy-Egbert stated they thought the surplus was around \$2.5 million dollars and around \$1 million dollars would be left over. When they go to set the tax rate they will take the surplus and it will offset the tax rate for this year for the towns. She thanked the School Board, Jack Widmer and Ms. Cuddy-Egbert for the letter explaining what they plan to do. It was prompted by the letter from the Town of Effingham.

Chairman Harriman thanked the School Board and Ms. Cuddy-Egbert for their letter. He agreed they should wait to see how things are handled but felt things have been handled well in the past with surpluses so he thought it would be fine.

Acting as Trustees of the Libby Museum

Chairman Harriman turned the meeting over to Paul O'Brien since he is the chairman for the Trustees of the Libby Museum.

Chairman O'Brien called the meeting to order. There are two items to be discussed as follows: Opening of the Libby Museum for the season and the scope of the work of repairs for the Libby Museum.

A. Opening of the Libby Museum for the season

Chairman O'Brien stated we will be discussing the COVID-19 procedures for the Libby Museum. A few weeks ago we talked about mold in and under the building. We need to figure out if mold is in the walls.

Catriona Lennon, Interim Director of the Libby Museum, addressed the Board. Ms. Lennon stated today was our opening day. It was exciting we had 60 guests. As an incentive for coming on opening day we offered free admission and we received over \$100.00 in donations as well as a pledge to our restoration project. We have taken COVID-19 very seriously. All staff have been trained and we are requiring masks to be worn by all employees and visitors. We have a table set up that has hand sanitizer, paper towels, tissues, and masks for visitors that need them. It is requested that each guest use hand sanitizer before entering the building. There is one way traffic throughout the museum which is illustrated by cute little bear paw prints. We set up a new system for clocking in to work. It is a website called Home based. There is a mobile app that the staff is using to clock in. It allows the staff to be asked a series of questions that were provided by the Governor to screen for symptoms before they can start work. We have a non-contact thermometer to use for our employees. We are only allowing 20 visitors in the building at a time. There is a sign outside and it gives patrons ideas of what to do if there are too many people already inside. Some suggestions are taking a walk on the nature trail, visiting Libby Park, looking at the butterfly display or looking for prints on our walkway. Today was easy as far as cash transactions were concerned because we were only taking donations and patrons such put the cash in the donation box. Tomorrow we will request that the patrons put the cash down on the table and then the employees will pick it up so this will avoid contact with touching hands. Our scavenger hunt that is popular among our young children will still be happening but we are letting them keep the pencils and clipboards are disinfected. We hired a new position this year for one staff member who is dedicated to disinfecting the museum during their entire shift which we call the COVID cleaner. The cleaner is required to disinfect high hit surfaces at least every two hours. The front door is our entrance and our back door is our exit.

Chairman O'Brien questioned if there were any problems with masks by the guests.

Ms. Lennon stated no, not at all.

Chairman O'Brien stated the guidelines that Ms. Lennon published were from the State. The Wright Museum is using similar guidelines and on item #7 where it states guests should wear masks they changed it to **guest will wear masks**. Mr. O'Brien questioned if Ms. Lennon felt masks should be worn at the Libby as well.

Ms. Lennon stated the Libby is requiring that masks be worn. This is partial due to COVID as well as the question of mold being in the building. We originally were going to recommend masks but when we saw the second resurgence in COVID cases we decided it would be best to require masks to be worn.

Ms. Murray stated there was a nice write up in the newspaper about the Libby Museum that outlined all the guidelines. It was well done and she was pleased to see it before the museum opened.

Ms. Lennon stated absolutely.

Mr. Pineo thanked Ms. Lennon for getting the museum ready to open, for the COVID-19 guidelines in place by Governor and for getting the staff ready to open. It was a fantastic job.

Ms. Lennon thanked Mr. Pineo.

Chairman O'Brien questioned if they could have cashless transactions.

Ms. Lennon stated the internet connection is fine and we have the square. We do not have an account that we can set it up for. The square system needs to be set up to a bank. It would be wonderful to have a credit card system because a lot of people do not carry cash.

Chairman O'Brien stated it would be a great opportunity for donations.

Ms. Lennon agreed. In the past Ms. Albee had the square system set up to her personal account and then she divided up the amounts. The real issue is that our admissions, donations and store all go to different accounts. It would be hard to divide this up with one system. It would be great if a bank account could be set up so that everything could be managed and divided up into the correct accounts. We are using the square system to track our daily reports which gives detailed reports about customer traffic, time of day and weather which gives a more accurate report.

Chairman O'Brien stated it tracks when guests come and how long they stay.

Ms. Lennon stated absolutely.

Chairman O'Brien stated excellent. He asked to modify section #7 so it states guests will wear masks with a motion.

It was moved by Linda Murray that guests will wear masks because it is the Libby Museum's policy already.

Chairman O'Brien stated he wanted it moved from should to will.

Mr. Pineo stated to clarify the document Mr. O'Brien is reading from is the Safer at Home which is part of the Governor's orders. Ms. Lennon provided another document later this afternoon and it is the same except for under section #7 it states **guest shall wear masks.**

Chairman O'Brien stated we have not seen that document yet. He was glad to hear about the change because it is hard to get children to stay 6 feet apart when they are excited.

It was moved by Linda Murray and seconded by Paul O'Brien to accept the document from Ms. Lennon that was provided to Mr. Pineo. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien – yes. Being none opposed, the motion passed.

B. Scope of work of repairs for the Libby Museum

Chairman O'Brien stated a few weeks ago we talked about two distinct possibilities for the Libby. The first possibility is a restoration of the Libby Museum with air quality improvements such as air conditioning. The other option is a complete expansion of the Libby Museum which we know to cost roughly \$2.9 million dollars. The question that we did not have was we need to know option A before we can compare option A and option B. We asked Mr. Pineo to check with the architects.

Mr. Pineo stated he had a few meeting with Philip Bennett and then we developed a scope of work. We reached out to Mr. Bennett to discuss the expense of tasks 1 - 4 knowing that idea #5 is the construction drawings. The cost of tasks 1 – 4 are approximately \$35,300.00. We have a balance with them of \$16,000.00 so the work would be around \$18,000.00.

Chairman O'Brien questioned Mr. Bennett about the cost to restore the Libby Museum with the appropriate air environment.

Ms. Murray stated we want museum quality air.

Chairman O'Brien questioned Mr. Bennett if the price to do this would not exceed \$35,300.00? We would use the balance of \$16,000.00 the final price would not exceed \$18,000.000. Is this correct?

Philip Bennett, Representative of Alba Architects, addressed the Board. He stated that is correct but the price was based on prior to further developing of the scope. There still seems to be some question about the scope of the work. The fees should not go up but there is a potential for them to go down if the scope of the work is either related to what we have down or smaller in general. This price is kind of like a not to exceed necessary to satisfy the code requirement and the condition state requirement. We need the Trustees to clarify a few items such as the overall goals and logic for creating the scope. Are we looking at the absolute minimum and the work will be completed for the foreseeable future or are we looking at it like let's get done what we need to do know and for the future a possibility of an expansion? Could the Trustees share their thoughts on this? The next question is what are the approximate budget goals for the construction costs? We can finalize the program

and the anticipated schedule and we can firm up that number for the work for the construction drawings. Mr. Bennett stated he wanted to clarify that item #4 is for the creation of construction drawings and item #5 was going out to bid and assistance for the Town to get it on the warrant. Items 1 – 4 would give a complete set of construction documents that could go out to bid. Are we going on last year's work? Or have the Trustees decided that we are going with this much reduced scope and create a set of construction drawings? This was something that Mr. Pineo did not discuss but he suggested that we were giving the Trustees a number for doing construction drawings for a much smaller scope. It sounds like there is still some consideration for wanted to compare the two options. Is that correct?

Mr. Senecal and Mr. Harriman stated yes.

Mr. Senecal stated the issue is we need have nothing to compare other than a complete new addition that was done originally. We would like to know if we stabilize the museum and put an addition on for p/c and electrical what would that cost without the whole addition that was originally talked about for \$2.9 million dollars. What will it cost to stabilize the existing building compared to the whole addition? We need to know the approximate number.

Chairman O'Brien agreed.

Ms. Murray stated we did talk about restoration. She stated she thought Mr. Senecal mentioned upgrading all new wires so it is for a renovation of the existing building.

Mr. Senecal stated exactly. In order to do this we probably will need an addition because we will have to put in new electrical, HVAC and new equipment. We need to stabilize the floor system. Some of these items probably already have costs associated with them. We need to sort that out and restore the building so it will be safe and stable.

Ms. Murray agreed.

Chairman O'Brien stated we talked about just fixing it up but decided that really isn't the right thing to do. We are not satisfied with that because in 3 to 5 years from now we will have to redo. The word restoration did come up. He feels the building should be code compliant and it should look exactly how Doctor Libby built it. The foundation should be 21st century, walls and structures and installation, and with all the environmental controls so we can keep the artifacts safe, keep the mold out and keep the building cool and dry. We do not know what this will cost us. We know the cost of the big addition for \$2.9 million dollars. The question about what our budget is something we probably can not answer. We need to know the cost of what we just described versus the cost of expansion for \$2.9 million dollars. We need to look at those two numbers and decide if we want to be in the museum business with the voters supporting to pay for it.

Mr. Bennett stated it clarifies a lot. He might have misunderstood the goal of the mini-contract. We do not have to have construction drawings to get the number the Trustees are

looking for so we will update that figure based on this conversation. Mr. Senecal stated there will have to be some degree of an addition which Mr. Bennett agreed. Mr. Bennett stated the addition will be needed for the mechanical and electrical. This makes sense to minimum the size of the addition but to be able to get everything into the addition that best benefits not being in the existing building. This would be the mechanical, electrical and plumbing if we were to move the bathrooms into the addition. It sounds like there still should be a lift elevator for access from the parking lot for ADA so it would seem that this should be added to the addition as well. He suggested that there be a back door that is an airlock type entry. He suggested moving the septic tank and the water service out to the back so that could be connected to where the plumbing would be located. The size of the addition to contain all these items would probably be around 400 square feet. The original version had a floor plan size of 2600 square feet.

Chairman O'Brien questioned if the 2600 square foot addition included the extension.

Mr. Bennett stated the 2600 square foot space was the addition. He could probably tighten up the scope to an 800 square foot addition with two floors or maybe a bit less. It would depend on how many bathrooms. A lot of the information that is needed to provide an updated price we can get from the previous project we should not need to get into the degree of development that our previous numbers suggested.

Ms. Murray questioned how long it would take to get the figure? We are starting the budget process and this is what we got caught up in last time. We will need to make a decision soon so it would be nice to have the figure so we can make a comparison. How long will it take?

Mr. Bennett stated he could have it completed by the end of August.

Mr. Senecal stated that works.

Chairman O'Brien stated we are going to hold you to that date.

Mr. Bennett stated he could follow up with a few more questions by email. Mr. Bennett stated that Mr. Pineo mentioned that the Trustees would not be going for an LCHIP grant or any other historical funding. We want to do a good job for the renovations but we don't have to apply to the Secretary of Interior Standards which offers some potential savings without in his opinion reducing the quality. He questioned if the Trustees agreed.

The Trustees stated correct.

Chairman O'Brien stated the effort we put into the building and the money we are asking from the taxpayers should result in a significantly high quality wow factor of a building. He stated he did not know enough about LCHIP to comment. It is hard to image a monstrous parking lot and exhibits being rotated. We just want to give a pleasurable experience that is mindful of the quality that Doctor Libby put there. How we get there and how much we spend is the question that we need to decide.

Ms. Murray stated she is not looking for a historical renovation of this building. We want a quality museum.

Chairman O'Brien stated that is the difference between an LCHIP grant and what we want to do. Correct?

Ms. Murray stated yes.

Mr. Bennett stated the LCHIP grant sets a higher standard as far as historical preservation is concerned.

Chairman O'Brien stated the visitor experience should be extremely creditable. This is the goal he would like to see.

Mr. Bennett questioned if he could send a list of questions to the Board. Like questions about the parking lot or the layout.

Chairman O'Brien asked Mr. Pineo to be the lead person on this.

Mr. Pineo stated absolutely if Mr. Bennett sends the questions to him then he will get them to the Board.

Chairman O'Brien stated then we should get a price by the end of August. The Trustees should be able to ask simple questions by email unless it involves policies issues then we would have to get together as Trustees.

Chairman O'Brien stated the meeting for the Trustees of the Libby Museum has ended. He turned the meeting back over to Chairman Harriman.

Other Business

NA

Committee Reports

Ms. Murray stated she attended three events. The Special Events Committee of the EDC met and Last Night in Wolfeboro will be held virtually because of the pandemic. There will be two in person events, the scavenger hunt around Town and fireworks. We will be meeting monthly soon and have enough money in our account to put the event on. We may have to do some fundraising depending on the summer business. She attended a Budget Meeting as an alternate member. She attended the Chamber Executive Board Meeting and gave a report on what the Board of Selectmen have done over the last month.

Mr. O'Brien stated the Broadband bid was submitted last Friday at 4:00 PM and we should hear back by Thursday or Friday. They said we would hear back by the middle of the

month. He attended the Wolfeboro Community Television Meeting this morning and they are working on their budget. There was a conversation with Town Counsel about the Franchise Agreement with Spectrum. We will provide more information about this as it becomes available. We will be equal in our treatment of Atlantic Broadband and Spectrum because it is a requirement. The terms and conditions will be equal and identical. The Budget Committee Meeting was the kick off of the season and Chairman John MacDonald did appointments of budget committee members to the various departments. There were no changes. If the Budget Committee have any questions for the Department Heads these will be funneled through Jim Pineo.

Mr. Senecal stated he did not attend any meetings but there is a Police Commission Meeting tomorrow.

Mr. Bowers stated he did not attend any meetings.

Chairman Harriman stated he attended a hybrid Planning Board meeting last Tuesday in the Great Hall. One member attended virtually by the GoToMeeting. The Great Hall had table spread out and masks were worn by all members. There was a computer screen at each table so all members could be seen. The chairs were all spaced out for the audience. We had one hearing to approval the expansion of the hospital parking lot. It seemed to work very well. He attended a Friend's of the Libby Museum Meeting. The Friends would like to meet with the Trustees of the Libby Museum shortly. They would like to discuss fundraising.

Town Manager Report

Mr. Pineo stated the following:

The Billing and Collections Office as well as the Town Clerk's Office opened this week. We have a greeter that is greeting people as they come into the building. It seems to be working at this point. The greeter is tracking the number of people coming into the building. This information will be forth coming.

The Planning Department and Public Works Department are still only taking appointments at this time. This is because most of those appointments are lengthy in nature so they need to be scheduled.

The hybrid meeting for the Budget Committee worked well. This is something that we may have to do with the budget season.

We received the interest rate on the bond for .57 %. This is excellent news.

Tax Revenues are excellent.

We have reengaged the architect for the Public Safety Building. We had a preliminary conversion with the architect. We have to get the Fire Chief up to speed with where we are.

We are trying to encourage people to social distance and please, please wear a mask.

Questions from the Press

Ms. Paquette questioned if there was a definite location for the Police and Fire Departments.

Mr. Pineo stated no. This was a preliminary meeting and it is still a long ways out.

Public Input

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

NA

Mr. Bowers stated he would like to pay tribute to Suzanne Ryan because her husband passed away this week. She has attended most of the Selectmen Meetings over the last couple of years. Mr. Bowers offers her and her family their condolences.

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

The Board re-entered public session at 8:28 PM.

Paul O'Brien moved the Wolfeboro Board of Selectmen to seal the minutes of the July 15, 2020 non-public meeting. Linda Murray seconded. Roll call vote, Linda Murray – yes, Brad Harriman – yes, Dave Bowers – yes, Dave Senecal - yes and Paul O'Brien – yes. Being none opposed, the motion passed.

It was moved by Dave Senecal and seconded by Brad Harriman to adjourn at 8:29 PM. Roll call vote, Linda Murray – yes, Brad Harriman – yes, Dave Bowers – yes, Dave Senecal - yes and Paul O'Brien – yes. Being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain

Capital Projects Update Report

7/15/20

YR	Art #	Project	Budget	Spent	Encumbered	Balance	Comments
2020	11	Carry Beach Parking 01-57790-100	\$ 450,000	\$ 5,543	\$ 22,423	\$ 422,034	UEI finalizing Engineering for Construction Documents, Shoreline Permit & Wetlands applications submitted. Need to address Private Failed septic System adjacent to Beach and Removal of Town Septic System , replaced by upscale Port a Jon's. Bid advertisement 7-22-20 , bid opening 8-19-2020; start construction late Sept.
2020	15	Town Road Upgrades 01-57790-104	\$ 850,000	\$ 144,950	\$ 342,830	\$ 362,220	See attached 2nd revised 2020 Road Upgrades: Overlays done for N. Wolfeboro Rd., Martin Hill Rd and Stoddard hills. Waiting on Pine St. & Lehner St w/ overlays. Town crews to install drainage for Bryant and Allen Road, contract our Grind & Pave. Railroad Ave upgrades on HOLD. Install drainage and utilities to RR Storage Building. late Summer? New: Conceptual Eng. for Port Wedeln. Need to start Stoneham road Eng., survey and permit work.
2020	17	Recreational Dock Repairs 01-57790-105	\$ 170,000		\$ 36,400	\$ 133,600	Working with Duncan Mellor formerly W/ T & B, now the Civilworks on Permitting, BIG grant Application and final design of Dock Upgrade project. Application for BIG grant moving forward, hope to hear in September that we will receive \$130,000 (net). Ice Damage of Docks has been repaired as well as temporary repairs to concrete bulkhead. Need to plan for permanent repairs and layout of docks, bulkhead and parking lot.
2020	18	Water Quality Improvements 01-57790-106	\$ 55,000			\$ 55,000	
2020	20	Pub Works Vehicle/Equip Cap 01-57790-108	\$ 175,000			\$ 175,000	Note this authorization adds to the current CRF and provided a balance of \$90,735 providing a total of \$265,739. Have purchased sidewalk plow for \$150,200 and 1 ton truck for \$99,520, leaving a balance of \$16,016.
2020	22	Building Maint Capital Reserve 01-57790-110	\$ 50,000			\$ 50,000	2020 Work includes: Planning on Painting Clark Complex Buildings (\$20,000),Replacing Highway Garage Doors (\$10,000) and replacing roof at Dockside Restaurant (\$20,000). Balance with 2020 Authorization is \$173,563, but before 2020 expenditures.
2020	27	Water Dept. Backhoe 02-57790-100	\$ 120,000		\$ 117,500	\$ 2,500	Backhoe has been delivered
2020	35	Electrical Generation Bldg. Study 01-57790-115	\$ 25,000			\$ 25,000	Bergeron Technical Services has approached Town and would like to assist with this project. PW available to help with Project Management and this phase of project.
2019	12	Pleasant Valley Road Bridge #01-57789-135	\$ 1,240,000	\$ 995,963	\$ 28,250	\$ 215,787	RM Piper, from Plymouth, NH, successful low bid of \$882,631. Quantum Construction Engineering Contract of \$126,764. Project has been completed and will come in under budget as we did not have to use contingency
2019	13	Town Road Upgrades #01-57789-130	\$ 800,000	\$ 782,000	\$ 12,245	\$ 5,755	Balance of budget for Partridge Road BMPs, on going, to be completed this summer.
2019	15	Dockside Public Restroom Upgrades #01-57789-145	\$ 150,000	\$ 122,000	\$ 7,500	\$ 20,500	Project Completed. Note, adding electronic locks with timers
2019	16	Effluent Disposal Study #04-57789-100	\$ 500,000	\$ 129,412	\$ 201,007	\$ 169,581	UEI working on final design and permitting; meeting with Tuftonboro ConCom/Plg Board/BOS on July 23, 2020 to explain upgrades and wetlands restoration in Tuftonboro. Project to go out to bid late fall, construction in 2021. Applying for SRF loan/grant/stimulus monies.
2019	26	Water Quality Improvements #01-57789-100	\$ 50,000	\$ 21,741	\$ 18,400	\$ 9,859	PO Issued to Lake Winnepesaukee Association for more detailed work in Wolfeboro on the Watershed Management Plan Over 100 Surface water samples taken and tested, building data base. Purchased some equipment for sampling. Communication sub committee of CBC has procure Web design.
2018	19	Sewer Infiltration reduction 04-57788-125	\$ 50,000	\$ 4,200	\$ 27,322	\$ 18,478	Sewer lines cleaned and CTV. Emergency I/I repairs. Developing plans for next sewer Infiltration reduction project. PO issued for design UEI working on plan - construction delayed beyond 2021
2018	22	Bay Street Sidewalks 01-57788-150	\$ 45,000	\$ 43,500	\$ 1,500	\$ -	ROW survey complete. Need to discuss moving forward with Construction plans or do we place project on Hold ?

	2020 Road Upgrades	Revised Budget 4-10-2020	2nd Revision 7-15-2020	Additional Work	Description
1	Bryant Rd	\$ 500,000	\$ 320,000	\$ 121,000	Town perform Drainage, grading, compaction and gravel; base pave
2	Pine Street	\$ 27,000	\$ 45,000		Eng. and overlay. Additional Landscaping/back Curb
3	Lehner Street	\$ 38,000	\$ 38,000		Grind and overlay
4	North Wolfeboro Road	\$ 50,000	\$ 58,000		Overlay (done)
5	Martin Hill Road	\$ 12,000	\$ 16,000		Overlay (done)
6	Railroad Avenue Extension	\$ 70,000	\$ 12,000		Hold on Road rebuild, install drainage, services to RR Storage Building
7	Allen Rd	\$ 110,000	\$ 72,000	\$ 30,000	Town perform Drainage, gravel; Base pave
New	Stoddard Hills		\$ 55,000		Heavy Shim overlay (done)
8	Engineering Stoneham Rd	\$ 15,000		\$ 25,000	Hold: Survey & Permitting
New	Engineering -Port Wedeln Drainage		\$ 10,000		Critical Water Quality Issues/Conceptual Eng./Mtgs
9	Gravel for Beach Pd Rd	\$ 20,000	\$ 30,000		O & M budget Cut ; Need to rebuild Gravel Roads
10	Contingency	\$ 8,000	\$ 18,000		
	Total	\$ 850,000	\$ 674,000	\$ 176,000	
			Total:	\$ 850,000	