

## MINUTES

### Wolfeboro Board of Selectmen Meeting

August 16, 2023, 6:30 p.m.

In-Person Session at the Great Hall 2nd Floor, 9 Union St., Wolfeboro

6:30 PM-Regular Session

**BoS members Present: Mr. Harriman, David Senecal, Linda Murray, Luke Freudenberg, Brian Deshaies**

**Staff present: James Pineo, Kathryn Carpentier, Captain Mark Livie, Wolfeboro Police Department, Chief Tom Zotti, Wolfeboro Fire Department; Fire Deputy Chief Nichols.**

6:30 PM-Regular Session

Non-Public Session RSA 91-A: 3

**Chairman Brad Harriman** calls meeting to order. Need for non-public?

**Mr. Pineo: Yes** - Non-Public Session RSA 91-A: 3:II, real estate.

#### 1. Consideration of Minutes

i. August 2, 2023, Regular Meeting

**Mr. Senecal:** Some BoS members did not have Aug. 2 minutes in their packet.

**MOTION Mr. Senecal to table consideration of minutes; Second Mrs. Murray. APPROVED 5-**

**0.**

#### 2. Public Hearing(s)

##### ***Unanticipated Funds/Donation***

i. The Wolfeboro Board of Selectmen will hold a public hearing on Wednesday, August 16, 2023, at 6:30 PM at the Wolfeboro Town Hall Great Room, 84 South Main Street, Wolfeboro, New Hampshire as per RSA Chapter 31, Section 95-b to consider accepting the unanticipated funds from an LCHIP grant in the amount of \$37,500, to be deposited into the Conservation Fund for the purchase of Tax Maps 37-7 and 37-8.

**Lenore Clark, chair, Wolfeboro Conservation Commission [WCC]:** Fourth public hearing on this project that started in 2020. Project acquiring nearly 9 acres in north Wolfeboro; provides permanent parking area space and trailhead access to Whiteface hiking trail. Property acquired with BoS approval 2021; WCC agreed to pursue private fundraising through donors or grants. Successful in getting the \$37,500 LCHIP grant. Now we accept these grant funds at this hearing; funds approximately a third of the total project. One-third funded by Land Bank Wolfeboro-Tuftonboro; final third funded by ourselves.

**Mr. Harriman:** opens public hearing for questions/comments. None. Closed public hearing. Board members – a motion to accept this?

**MOTION Mr. Senecal to accept the unanticipated funds from an LCHIP grant in the amount of \$37,500, to be deposited into the Conservation Fund for the purchase of Tax Maps 37-7 and 37-8. SECOND Mr. Deshaies. APPROVED 5-0.**

***Unanticipated Funds/Donation***

ii. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, August 16, 2023, at 6:30 PM in the Great Hall of Wolfeboro Town Hall for the acceptance of unanticipated funds less than \$10,000 in accordance with RSA 31:95-b III, relative to a donation from WEDCO in the amount of \$833.34 to be designated for the work of the Wolfeboro Energy Committee.

**Mr. Deshaies** speaking on behalf of Wolfeboro Energy Committee: committee had some events; received donations which went into a WEDCO account. WEDCO cleaning up smaller accounts. Wants to have donations transferred into the energy committee for use for future projects and committee needs.

**Mr. Harriman:** Opens public hearing; closed hearing. Board members?

**Mrs. Murray:** Are funds going into a donation account? [unable to determine who indicated 'yes' to the question] OK; thank you.

**MOTION Mr. Freudenberg to accept unanticipated funds less than \$10,000 in accordance with RSA 31:95-b III, relative to a donation from WEDCO in the amount of \$833.34 to be designated for the work of the Wolfeboro Energy Committee. SECOND Mr. Deshaies. APPROVED 5-0.**

***Temporary Event Permit(s)***

i. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, August 16, 2023 at approximately 6:30 PM in the Great Hall of Wolfeboro Town Hall to consider a Temporary Event Permit for the Wolfeboro Area Chamber of Commerce to host Wolfeboro's Summer Street Fair and annual sidewalk sale days. This event is located at various locations in downtown including Cate Park and Foss Field from 6 PM to 9 PM on August 25-27, 2023. Permit #2023-56.

**Mary DeVries**, executive director, Wolfeboro Area Chamber of Commerce, new to annual community events; incorporates the sidewalk sale days + incorporated activities and events/concerts other groups have planned Aug. 25-27. Creates larger opportunity to draw more people – residents and visitors. Includes yard games; hands out posters for event. Aug 26 – asking for use of a portion of Railroad Ave for events. Will not interfere with access to Central Ave., Glendon St. parking lot into Depot St. and around to Central Ave.

**Mr. Harriman:** opens public hearing for questions/comments. None. Closed hearing.

**Mrs. Murray:** Assuming you'll ask for parking spaces on the Back Bay side of Railroad Ave.?

**Mrs. Devries:** Yes, that one section.

**Mrs. Murray:** What time will you need to have that area shut down? People will be parking there.

**Mrs. Devries:** Activities should be setup by 6 p.m. Don't need a lot of time; Perhaps 5:30 p.m.? We can make 6 p.m. work. Didn't want to ask for an earlier time; I work in that area – observing over the years – that's the least impact. Closing off the area will make it safe for family games. We have volunteers from chamber who will be there to assist with closing down.

**Mrs. Murray:** We'll have a lot going on; we'll have a movie in the park; this event; community band stand program; it would be good to have signage to inform people on where to park – if the chamber can help with that would be nice; we'll have a lot of activity. When we close down dockside, people need help finding where to park.

**Mrs. Devries:** we'll do that. Have yard signs to plug them in to different locations. We'll have people power, too.

**Mrs. Murray:** thank you.

**Mr. Deshaies:** What if there are cars in the location you want to close down when you're trying to set up for the activities in the area.

**Mrs. Devries:** this is first-time event. Have discussed this in team meetings; We don't think a car or two or three will be a problem. And if they want to leave during the event, we can work around that.

Mr. Harriman: Other questions from the board? None. Motion?

**MOTION Mrs. Murray to issue a Temporary Event Permit for the Wolfeboro Area Chamber of Commerce to host Wolfeboro's Summer Street Fair and annual sidewalk sale days. This event is located at various locations in downtown including Cate Park and Foss Field from 6 PM to 9 PM on August 25-27, 2023. Permit #2023-56. SECOND Mr. Freudenberg. APPROVED 5-0.**

ii. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, August 16, 2023, at approximately 6:30 PM in the Great Hall of Wolfeboro Town Hall to consider a Temporary Event Permit for the Wolfeboro Parks and Recreation Department to host a Movie in the Park on August 26, 2023 from dusk to 11 PM in the soccer field of Foss Field. Permit #2023-57.

**Mr. Deshaies:** Isn't that covered through the previous temporary permit?

**Mrs. Murray:** This is through parks and recreation. This event is in conjunction with the chamber event; but this one is by parks and rec.

Mr. Harriman: This is the Movie in the Park program at Foss Field; held annually for a while. This is the same weekend as the previous event (this event Sat., Aug. 26). Opens public hearing. None. Hearing closed. Board questions/comments? Motion?

**MOTION Mr. Freudenberg to issue a Temporary Event Permit for the Wolfeboro Parks and Recreation Department to host a Movie in the Park on August 26, 2023, from dusk to 11 PM in the soccer field of Foss Field. Permit #2023-57. SECOND Mr. Deshaies. APPROVED 5-0.**

iii. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, August 16, 2023, at approximately 6:30 PM in the Great Hall of Wolfeboro Town Hall to consider a Temporary Event Permit for the Kingswood High School Cross Country team to host a Cross Country meet at Abenaki on October 12, 2023 from 2:30 PM to 6:30 PM. Permit #2023-58

**Dan Place**, Kingswood Regional HS cross country coach; **Sara Christian**, middle school coach.

**Mr. Place:** Requesting permission to host our one meet a year for high school and middle school on Abenaki Trails. We use these trails in the past – until COVID. Kingswood High complex not ideal for the event. Traffic and other sports. Abenaki trails perfect for the event. Would like to have a training session or two before the event so kids are familiar with the course.

**Mr. Harriman:** opens public hearing.

Man asks question: Is this a multiple school event?

**Mr. Place:** Yes. Typically our school and two to three others.

**Mr. Harriman:** That was Bob Lohman who came up to speak. Other public questions? None. Hearing closed. Board?

**Mrs. Murray:** We need an insurance policy. And it says you need to contact the police department to determine if you need any traffic help or security. As far as practice – it's public land; I don't see any problem. The event you need permission; just a practice, no.

**Mr. Place:** Our athletic director Aaron House mentioned insurance. I can get in contact with him and Evan and send you that.

**Mrs. Murray:** OK.

**Mr. Deshaies:** Also, signage will be placed up there recommending people stay 150-feet from the spray field area up there that sprays the town effluent. In constructing the race, you'll need to stay 100 feet away from the spray areas.

**Mr. Place:** OK. I have a map.

**Mrs. Murray:** Doesn't look as though they're up that way; looks like you're on the cross country ski trails. [both coaches respond yes] And those cross country ski trails don't go up by the spray fields.

**Mr. Deshaies:** Just make sure to try to keep people/other schools; people might have quick warmup runs. Just keep people 100 feet away from those.

**Mr. Harriman:** Other questions from the board? None. Motion?

**MOTION Mr. Freudenberg to issue a Temporary Event Permit for the Kingswood High School Cross Country team to host a Cross Country meet at Abenaki on October 12, 2023 from 2:30 PM to 6:30 PM. Permit #2023-58; contingent upon insurance certificate and checking with police for any traffic enforcement needed. SECOND Mrs. Murray. APROVED 5-0**

iv. **AMEND PERMIT:** The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, August 16, 2023, at approximately 6:30 PM in the Great Hall of Wolfeboro Town Hall to amend a Temporary Event Permit for the Lakes Region Pickleball Tournament on September 14-17, 2023 at Foss Field to include Food Trucks and the Basketball courts were not listed on the original permit from 5:00 AM to 10:00 PM. Permit #2023-1.

**Joe Santoro**, NH Lakes Region Pickleball Club: put in amendment in to add food trucks during hours of pickleball play. 600 people expected. Will put strain on local establishments. Two food trucks there at a site designated by Wolfeboro Parks and Recreation we hope to make it more comfortable for our players.

**Mr. Harriman:** opens public hearing for comments/questions.

**Mary Devries**, Wolfeboro Area Chamber of Commerce: chamber supports the event. Chamber willing/able to communicate to restaurants in anticipation of increase in people in town and need for staff/services. Available to help with communications on that.

**Mr. Harriman:** Other comments/questions from public? None. Closes hearing. Board members?

**Mrs. Murray:** It looks as though we have to update the application to make sure the basketball courts are included – not in original permit. You'll use the basketball courts?

**Mr. Santoro:** Yes. The basketball courts were in the original permit. I don't know what happened there. In the presentation in October, we included the basketball courts.

**Mrs. Murray:** What we got said the courts were not included. We'll just make it part of our motion to make sure there's no problem.

**Mr. Santoro:** That's fine.

**Mr. Harriman:** You've worked out a location for the food trucks?

**Mr. Santoro:** Christine [Collins, parks and recreation director] wants them somewhere near the pavilion off the grass. Trucks will bring their own generators so no town facilities will be used.

**Mr. Deshaies:** In the future would be nice if you would use Wolfeboro-based food trucks. OK with food trucks from Ossipee. If local trucks are available, I'd like to see it stay local.

**Mr. Santoro:** Agree. Joyce Lake looked at 18 vendors; there were the only ones available those dates.

**Mr. Harriman:** Other comments/questions? Mr. Pineo?

**Mr. Pineo:** Asks who is responsible for food truck/food waste trash and disposal of trash at a site?

**Mr. Santoro:** We expect the food trucks to take care of their own problems. If anything left behind, we will take care of it.

**Mr. Harriman:** As long as you communicate that with the food trucks, that would be great, Joe.

**Mr. Santoro:** yes.

**Mr. Harriman:** other questions/comments? Motion?

**Motion Mrs. Murray to amend Temporary Event Permit #2023-1 to add food trucks for the Lakes Region Pickleball Tournament and also include basketball courts on September 14-17, 2023, at Foss Field from 5:00 AM to 10:00 PM. Food trucks will address trash disposal and cleanup. SECOND Mr. Freudenberg. Approved 5-0.**

### **3. Bulk Vote**

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

- i. August 4, 2023, \$ 3,132,461.87
- ii. August 10, 2023, \$ 160, 284. 39 (escrow)
- ii. August 11, 2023, \$ 184,211.37

#### **B. Property Tax Refund/ Abatement**

- i. Various locations: Tax Map 202 Lot 48, Map 216 Lot 42, Map 229 Lot 1, Map 229 Lot 16, Map 104 Lot 9, Map 258 Lot 29, Map 258 Lot 30, Map 266 Lot 12 and Map 271 Lot 1 **DENIAL**

#### **C. Intent to Cut Wood or Timber**

- i. 126 Beach Pond Rd                      Tax Map 129 Lot 4

#### **D. Property Tax Credits/Exemptions**

- i. 98 Whitten Neck Rd                      Tax Map 191 Lot 31

**MOTION Mr. Senecal to approve the bulk vote A-D. SECOND Mrs. Murray. APPROVED 5-0.**

4. Board/Committee Appointments      N/A

### **5. New Business**

#### **A. Discussion: July Actual vs. Budget- Finance**

**Kathryn Carpentier**, finance director: quick overview July 2023; actual vs. budget report.

- As of July 31, general fund operating budget at 64% slightly higher than the 7-month average of 58%.
- Revenues for general fund at 71%; also higher than the 58%
- Motor vehicles continue to come in strong; half of the taxes booked.
- Water funds – operating budget at 69%
- electric 64%
- sewer 89%
- Pop Whalen 88%
- Revenues – water 80%; 56% is what residents are using.
- Revenues – electric 59%
- Revenues sewer – 77%
- Residents at 50%
- Pop Whalen 41%
- Gas – doing well – about 45% expended; diesel at 72%
- Legal 40%
- Overtime at 78%- some caused by first three months with snow events. Then July storms led to overtime. Have met with town manager, DPW director -who will probably need transfer of funds from other budget areas to cover some consumables – fixing roads; wants to get roads fixed before plowing season starts. We'll give recommendations to board once we identify money on that.
- Meeting with Pop Whalen team: targeted to be overspent– mentioned in previous months – compressor needed an emergency repair – about \$40,000 and soft costs that were picked up by the Pop Whalen.

We're status quo at this point. Should mention the audit report has not been delivered to me. Auditors behind schedule this summer. Asking them frequently for the report Questions? [none-thank you]

#### **B. Approval: Commercial Vessel Land Permit- The Sandy**

**Mr. Harriman:** no one here representing The Sandy [or online says Mr. Pineo]; explains The Big Sandy II from YMCA Camp, Greater Boston, comes to town about once a week over the summer; kids from camp get ice cream – then they're taken back to camp. They used to come and park at the dock; now it's so busy, they were not aware we have permit process for commercial landings. They applied for a permit. We have an insurance certificate; they do not need a sign; not offering rides to the public.

**Motion Mr. Deshaies to issue The Sandy a Commercial Vessel permit for 2023. Second Mr. Senecal. APPROVED 5-0.**

#### **C. Appointment: David Shea- Mast Landing Marine Patrol boat**

**Mr. Shea** [gave copy of his statement to BoS members] 17 King Pine Rd. on Crescent Lake; resident since 2003. Area resident since 1969. 2022 wrote to town/chief of police re: safety issues. Marine Patrol presence has diminished over the years. Received letter from Marine Patrol agent for this area. His response for lack of patrols was inability to find a parking spot at Mast Landing. Now, he's required to patrol multiple lacks in the area. When he arrives at Mast Landing, there's no place to park truck and trailer; he waits multiple hours for parking. I suggested in 2022 in letter to the town that one spot be marked for marine and official use only. While the town cannot address marine patrol staffing, they can make it easier for the Marine Patrol to do their job.

On any day at Mast Landing, you'll see multiple cars in the upper lot for multiple days. Believes these may be island owners or being used by local homeowners- thus reducing the parking spots for day users. On the lower level, the clearly marked trailer spots are filled with vehicles without trailers. Since there seems to be no enforcement of the trailer-only rule, the next step is to grant one spot for the marine patrol to use.

While police and law enforcement presence does not stop 100% of lake issues, any activity by a patrol agent does help reduce the dangers on the lake. Owners of lake property on Wentworth and Crescent deserve better service from the marine patrol. The town can help by marking one spot for the marine patrol use. I respectfully ask that you grant this request that will improve the safety of all boaters and lake users. Thank you. Any questions?

**Mr. Harriman:** I recall some correspondence going back and forth. There is parking by Linda's Flowers [municipal lot]; which is a short walk up Bridge Falls Path to Mast Landing. Thought I saw one email that there is availability at the church across the street to park a vehicle and trailer there if need be. Has that been mentioned to you or considered?

**Mr. Shea:** I saw the letter. Respectfully, having an agent park his boat and marine patrol equipment and leave it unattended while he drives down the road and walks back is not good use of his time; police equipment would not be secure. I'm not sure why we're pushing back on one spot for marine patrol which affects a couple hundred people on the lake. I'm trying hard to get marine patrol to address the fact that we've had no patrols on the lake. The other day we had a tragic accident. Having marine patrol out there checking for licenses; slowing down violations we're having on the lake – I think we need more marine patrol.

**Mr. Harriman:** Would the spot be for just marine patrol or – if they still have this - auxiliary patrol where volunteers do this?



**Mr. Shea:** I would recommend the spot be for official use only – police, marine EMT and any other official.

**Captain Brendan Davey, NH State Police, Field Area One, Marine Patrol is under my command:** I have spoken with fellow officers. Privy to emails going back and forth. Spoken with one of the officers response is material to the staffing issue – a real issue; hiring part-time and seasonal Marine Patrol officers; trying hard to address this – and coverage. If the board would be willing to let me speak with you [Mr. Shea]. If we cannot find a suitable solution otherwise with our officers and get them out there – coverage is the primary issue – I don't think parking is the point of failure for attention out on that waterway. Yes, there was a tragic incident two Sundays ago. I'm not convinced the parking issue is the crux of the matter out there. Your argument is well laid out. I ask for time to speak to you and the board to entertain a citizen to come back and reopen the issue.

**Mr. Deshaies:** At one time, wasn't there someone who let them use their private launch?

**Capt. Davey:** Yes.

**Mr. Deshaies:** Is a solution like that available? Asks Mr. Shea if he has a private launch.

**Mr. Shea:** No. Man that let marine patrol park at his residence along Swift River says yes, you can still park there. That would leave a marine patrol boat there most of the time. No problem if you want to table this until the captain and I have a chance to talk.

**Mr. Harriman:** Good idea. You two talk; come back to us with a recommendation or a request.

**Mr. Shea:** OK, thanks.

**Bob Speer:** Lake Wentworth Island resident: Mast Landing is our launch for island use; only launch for Crescent Lake, Smith River, Lake Wentworth. As former Marine Patrol Officer – public safety #1. Not sure this suggestion is the best one. Mast Landing has problems. Thanks to the town, parking improved, etc. We've also expanded its use tremendously. I'm meeting with DPW director Steve Randall Friday morning to discuss Mast Landing to discuss needs: dock space; no enforcement of rules– it all ties together. Table this if you will. I think this is a short term and unnecessary decision now. I think there are better ideas. Where that boat was moored before – that owner last year thought the patrol boat at his dock was great. Then there's the vandalism issue at Mast Landing. A lot of issues – they need to be thoroughly vetted. It's not about curtailing public safety or not wanting an officer on the lake. My view, having an officer patrolling the lake one-

day/half a day not nearly enough. We need more patrol. To tie up docks space on Mast Landing 24/7 for a shift – pending emergencies – we need to think carefully. Look at larger problems of Mast Landing. Talked with previous DPW director for plan for Mast Landing. No time to put together and presented to the board.

As an islander, knowing parking is extremely limited and designating one spot for a marine patrol boat doesn't seem to make a lot of sense. Questions?

**Mr. Hariman:** Anyone else from public want to speak? Board?

**MOTION Mrs. Murray to table this appointment and reschedule it after Mr. Shea has talked to marine patrol and we've had input from public works director. SECOND Mr. Senecal.**

**APPROVED 5-0**

**D. Appointment: Peter Webster- Hawkers and Peddlers location**

Mr. Harriman: is he here tonight? No?

**MOTION Mr. Freudenberg to table the appointment of a Hawkers and Peddlers location.**

**SECOND Mr. Deshaies. APPROVED 5-0.**

**E. Approval: \$290,242.23 Central Dispatch Capital Reserve**

**Mr. Pineo:** Money being put in capital reserve fund for the past few years for ultimate replacement of the central dispatch console. Account established 2019 for the purpose of replacement of dispatch console and related equipment, installation and other related expenses. Currently the account has \$325,124. Capt. Livie here to speak on getting project rolling and mobilization of the public safety building renovation and expansion.

**Captain Mark Livie, Wolfeboro Police Department:** Public safety building project starting soon. Want to purchase the dispatch console – using \$290,000 and furniture. One-year to get this into Wolfeboro after build-out. Could be longer. WE do not want to delay anything on public safety building. They'll be doing the renovation of that phase three. Want to make sure the console is on site prior to that.

**Mr. Harriman:** Sounds like a reasonable approach. Board questions?

**Mrs. Murray:** Isn't that why we had the capital reserve account just exactly for just today? [Mr. Harriman: exactly]

**MOTION Mr. Senecal to go ahead with purchase of the dispatch console; MCC 7500 including furniture costs totaling \$290,242.23. SECOND Mr. Freudenberg. APROVED 5-0.**

**F. Approval: Permission of Wolfeboro Police and WCTV to host Coffee and Connections at Cate Park**

**Captain Mark Livie, Wolfeboro Police Department:** Trying to change venues; move around; get people on our show. We do this monthly with WCTV. Want to get out to

Cate Park while weather is good and show off Wolfeboro a bit.

**Mr. Harriman:** Sounds good to me.

**Mr. Senecal:** Where are you going to go when it gets cold?

**Capt. Livie:** Then we go back inside somewhere. Venture around.

**Mrs. Murray:** We do this when anyone wants to use Cate Park; it's a public space. People will be walking around making noise; You'll work around that.

**Capt. Livie:** That's easy. We're usually in a restaurant or something; noise is common.

**MOTION Mrs. Murray to give permission to Wolfeboro Police and WCTV to host Coffee and Connections at Cate Park. SECOND Mr. Deshaies. APPROVED 5-0.**

**G. Discussion: Construction Cate Park & 33 South Main Street**

**Mr. Pineo:** Justin Caldon, Four Corners Construction, here to speak on behalf of this request. They are working on upper deck framing at 33 S. Main Street. AKA Downtown Grille; you've got sketches here and memo from code official outlining the requirements. Justin will speak to what he's looking for to bring this project closer to completion.

**Mr. Caldon:** Met with Jason, building inspector. He directed me to the board to present some options for ways to protect the public while we're doing the second story construction of that deck on the back of 33 [S. Main Street]. Two options:

1. Fenced area to be removed every day. Keeps people from walking a certain perimeter of that deck based on the code requirements for public safety in the falls zone. That option does not work great. Blocks the new stone dust sidewalk.
2. During construction while we're overhead is a planked walkthrough staging tunnel; similar to what you'd see in the city. Safer way to approach this of the two options. People can still get inside a fence or around a fence. Takes away the sidewalk access. This would be covered overhead with signage 'walkway access to Cate Park/parking lot'- depending on which side we're on.

**Mr. Harriman:** When I look at the sketches, I preferred that method with the hard plank on top and keeping it in alignment with the entrance pathway to the park. Am I right in understanding this is a five to six- working days timeframe for this to happen and you'd be taking it down and be done with that part of the project?

**Mr. Caldon:** Yes.

**Mr. Harriman:** Board members – questions?

**Mrs. Murray:** I have a real problem granting this.

Around March 15<sup>th</sup> we granted Four Corners Construction permission to use the parking lot at dockside until May 5<sup>th</sup>. They did not stop working on May 5<sup>th</sup>. We asked for a landscaping plan which I think you [Mr. Caldon] helped get. They went into the early part of May. We eventually had to remove a Dumpster and material to clean the area up. We had in July, construction material Dumpsters and construction trucks

constantly blocking the handicap parking space. The town had to remove the handicap space to provide handicapped residents with a space to park. Now we have a new walkway closer to it which is what he's talking about.

We have constantly had problems with construction trucks taking up parking spaces on the street and putting cones out and saving parking spaces just for construction staff. And then we've had issues – not part of the construction – what really bothered me is the trash issues we're having down there in this area. I brought a bunch of pictures people can look at.

But, the final straw for me was on Winnepesaukee Day. We were showcasing our town – and our walkway had [building] trash; that may not be you [Mr. Caldon] but that is the people who own this building. I don't know if I give them permission for five to eight days that that thing won't be there for two weeks.

I absolutely will not be willing to grant it at all until after Labor Day. I think the public has looked at propane tanks, trash, had their walkway blocked. I think if people agree to do it we should make sure it's after Labor Day. So we have the last couple weeks of summer that we have the downtown looking as best as we can.

I see it as a total lack of regard or respect for residents of this town or our ordinances.

**Mr. Deshaies:** When would this take place? There's no 'when' in this? There's a couple of pictures, plans, instructions [referring to documents from Mr. Caldon] no detail on when you want to do this?

**Mr. Caldon:** We can't move forward until we receive approval to do this; then we have to get the permit. We applied for it two months ago.

**Mr. Deshaies:** So you applied two months ago and it hasn't been granted.

**Mr. Caldon:** we're ready to do it. For the phase two hasn't been granted and it's been hung up on this.

**Mr. Deshaies:** Hung up on this. If we approve this and your permit is granted in the next week or two, when are you expecting to do this.

**Mr. Caldon:** Immediately. As soon as we receive the permit. I believe it's waiting on this according to Jason's office.

**Mr. Deshaies:** [to board] Has anybody heard that?

**Mr. Senecal:** first time I've heard that.

**Mr. Deshaies:** Me, too.

**Mr. Senecal:** Jason's waiting for us to approve something to issue a permit? Am I missing something here?

**Mr. Pineo:** He will not issue the permit until there is a plan to deal with the walkway.

**Mrs. Murray:** and he's using our [town] land; he's using public space. That's why it's got to come to us. We're the only one who can grant permission on public land.

**Mr. Pineo:** correct.

**Mr. Senecal:** I'd just as soon see the scaffolding with planks on it so people can get by. when is this going to be done? I agree with Linda that it should not be started until

after Labor Day. If we need a motion to that effect I will make a motion that we approve this subject to them using scaffolding with planking and it not be started until after Labor Day.

**Mr. Deshaies:** And not during Columbus Day.

**Mr. Senecal:** They should have it all framed and done in five to eight days.

**Mr. Deshaies:** Yes, but if they get pushed up, I would not want it done on Columbus Day weekend either.

**Mr. Senecal:** Even if you compensate for five to eight days work with the scaffolding up- if it goes into two weeks, it will not go into October.

**Mr. Deshaies:** So maybe we should put a range – it needs to be done – what day is Labor Day?

**Mrs. Murray:** It needs to be [September] 5-14 – would be eight days.

**Mr. Deshaies:** So Labor Day's the 5<sup>th</sup>?

**Mrs. Murray:** no. If you give them September 5<sup>th</sup> to September 14<sup>th</sup> that's the maximum eight days – which is what you wrote. After eight days, it needs to come down.

**Mr. Deshaies:** I don't mind doing September 6<sup>th</sup> -September 20<sup>th</sup> and they can have it for eight days in that window.

**Mrs. Murray:** I think we need to nail them down with the problems we had before. We had May 5<sup>th</sup> and it was into May 12<sup>th</sup> and we had to do it ourselves. My feeling is, we give them a set time they have to do it. That's one of the issues we're having down there.

**Mr. Deshaies:** WE have to make sure that they get the permit in hand in time.

**Mrs. Murray/Mr. Senecal:** They have time to get the permit between now and Labor Day to get that.

**Mr. Harriman:** Whatever we do with approval tonight, Justin will be in tomorrow morning to get the permit from Jason and we'd have details on what our motion is for the dates.

**Mr. Senecal:** I don't have any problem adding Linda's dates to my motion. If somebody wants to second that.

**Mr. Harriman:** Want to restate the motion, Dave?

**MOTION Mr. Senecal to approve access to Cate Park with scaffolding and planking on the top; and that we allow them to do this construction phase September 5-14. Work would not begin until after Labor Day. SECOND Mr. Deshaies.**

**Mr. Harriman:** Any discussion?

**Mr. Freudenberg:** Those days work for you [Mr. Caldon]?

**Mr. Caldon:** Sounds like they have to. I have one other thing, if it's OK. It has to do with the two propane tanks that are in the way of where we have to build the footing under that deck. We need to set them aside four feet so we can dig the footing and put them

back. We have had some pushback in that request. I am not sure where that lies. They block our way to do it.

**Mrs. Murray:** Are you going to put them on town property?

**Mr. Caldon:** Right beside the two that are there already on town property.

**Mrs. Murray:** You have a license agreement.

**Mr. Caldon:** I don't.

**Mrs. Murray:** I'm assuming you're speaking for the owner of the building who has hired you.

**Mr. Harriman:** We have to deal with this motion we have on the floor first – with just the construction dates for the deck itself there. Then we can talk about the propane tanks separately. Any other discussion on the motion for the dates of September 5-14?

**APPROVED 4-1. [Mrs. Murray opposed]**

**Mr. Harriman:** Now we can talk about the request to move the propane tanks to put the deck footing in. How long a time frame would you need?

**Mr. Caldon:** Two days.

**Mr. Deshaies:** Are they going to be moved and still connected?

**Mr. Caldon:** They have to disconnect them; move them and reconnect them. I submitted a sketch on this.

**Mrs. Murray:** We don't have it.

**Mr. Caldon:** ...quite a while back.

**Mr. Deshaies:** Who will be doing the disconnect and reconnect.

**Mr. Caldon:** Eastern Propane.

**Mr. Deshaies:** It's the two tanks closer to the water?

**Mr. Caldon:** correct.

**Mr. Deshaies:** Where will they be putting them? Four feet to the right?

**Mr. Caldon:** No, they would move them beside the other two.

**Mr. Deshaies:** Behind the other two.

**Mr. Caldon:** There's a big lilac behind; it would be adjacent. There are four in a line; they'd be beside the other two.

**Mr. Deshaies:** Would you put a caution fence around them or something?

**Mr. Caldon:** yes.

**Mrs. Murray:** You'll be two days only?

**Mr. Caldon:** that's it.

**Mr. Harriman:** We could have another motion with the dates the fifth through the seventh; allowing for weather and get it all back and put back together.

**Mr. Caldon:** The only issue with that is whether the gas company can accommodate that day. Whenever they can accommodate it is when it would start the clock.

**Mr. Harriman:** We wouldn't want them to be sitting out there for another week because they can't get there.

**Mr. Deshaies:** We might have to amend our motion; approve this based on now that we're finding this out – when the propane company can move the tanks. The tanks have to be moved first; then the scaffolding has to be set up. Then the footings can be poured. And the deck can be corrected. If the propane company doesn't fall in their position, then everything else goes to heck in a handbasket and we're back to square one. How can we get this so it works and it's only eight days and it's all done.

**Mr. Harriman:** I think we give them those dates to work within and they have to do it then.

**Mrs. Murray:** If they can't, then they have to come back. That's what they got.

**Mr. Harriman:** yep. Come up with different dates and do this whole thing again. To leave it open-ended would be tough with everything we've had to deal with everything going on down there. It's not all Justin's fault. We're having issues with the owner.

**Mr. Deshaies:** Let me finish before anyone jumps down my throat – give them a three-week window. They're allowed eight days; they notify the town 48 hours in advance when the propane company can start the project. The project starts at that time; they have eight days to get it done. End of story. Give them a begin time no earlier than the 5<sup>th</sup>; and a drop dead time of the 21<sup>st</sup> or 22<sup>nd</sup> – something like that. Only allowed to have scaffolding up eight days; tanks moved for two days. It gives them eight days that fall in a window of time. That's the way I would do it so we could get the damn thing done.

**Mr. Harriman:** I think with this lead time now, August 16<sup>th</sup> here; you've got two weeks lead time to get everything lined up. That'd be enough time to work with Eastern – have them there on the 5<sup>th</sup> to disconnect and relocate the tanks; be back on the 8<sup>th</sup> to move them back where they're supposed to be and hooked up; done deal.

**Mr. Deshaies:** I don't know what their Eastern's lead time is now.

**Mr. Harriman:** I think there's enough lead time they can schedule that in. Not a very big job for them. Relocate them and hook them up; they'd be in and out in an hour I would imagine.

**Mr. Deshaies:** Do you see a problem with that [Mr. Caldron]? If you called them tomorrow they could do it?

**Mr. Caldron:** I can't speak to them. I've had some longer lead times on more simple things with them. Tank deliveries; tank removals.

**Mrs. Murray:** I think we give them a time frame. If they can't do it, then they can come back with a new date that gives us the eight days.

**Mr. Caldron:** Is there another meeting between now and the 5<sup>th</sup>?

**Mr. Harriman:** no.

**Mr. Caldron:** Or is there a way to convey a time structure to Jim that gets to you folks for some sort of approval?

**Mr. Pineo:** BoS meets Aug. 30<sup>th</sup> [non-public].

**Mr. Harriman:** We're meeting on the 30<sup>th</sup> on another matter.

**Mrs. Murray:** If we had to, we could amend the days.

**Mr. Caldton:** That gives me two weeks to put a schedule together for you – if that's fair. Will it require me to come back if I have a defined schedule or just presenting a timeline?

**Mr. Pineo:** If you have a defined schedule, I think they can probably make a decision.

**Mr. Deshaies:** If we have this schedule and you meeting it, you could let the town manager know the schedule we've approved; if not, you can come back on the 30<sup>th</sup> with an amended schedule and we'll have to reapprove.

**Mr. Caldton:** Fair.

**Mr. Harriman:** Revisit – not necessarily reapprove.

What does the board think – give at least this time frame – time window for the propane tanks.

**If he works it out with Eastern and they can fall within that, then you don't have to come back for anything. You inform the town manager or Jason that you are in the time window.**

**Anyone want to entertain that MOTION?**

**MOTION Mr. Deshaies – so moved. Second Mr. Freudenberg. To allow a time frame from September 5<sup>th</sup> -8<sup>th</sup> for relocation and reinstallation of the propane tanks. Other discussion?**

**Mrs. Murray:** The only difference from the last motion is the propane tanks are included?

**Mr. Harriman:** This is strictly dealing with the propane tanks – separately – within the window we've already given them.

**Mr. Deshaies:** What about the landscaping?

**Mr. Harriman:** Let's stay with this issue; we have not had a vote yet.

**APPROVED 4-1. [Mrs. Murray opposed]**

**Mr. Deshaies:** Landscaping – fall, spring?

**Mr. Caldton:** I'm not the owner – I don't know. I work under their direction. I provided a sketch. The tanks are in the way. Once we do the deck I'm assuming that the work could be done. It'd be senseless to do it now without moving the tanks; doing the deck.

**Mr. Deshaies:** The people who tend Cate Park agreed with me that a fence would be a better option.

**Mrs. Murray:** We've already decided that.

**Mr. Harriman:** We're not going down that road again.

**Mr. Caldton:** I can't speak to that.

**Mr. Harriman:** I think we've covered everything you wanted?

**Mr. Caldton:** There've been so many dates flying around – we've got a three-day window for tanks; five to eight ; is that also the window for –

**Mr. Harriman:** September 5<sup>th</sup> to the 14<sup>th</sup>.

**Mr. Caldton:** I'll let you know if I fall out of that and I have to reapply.



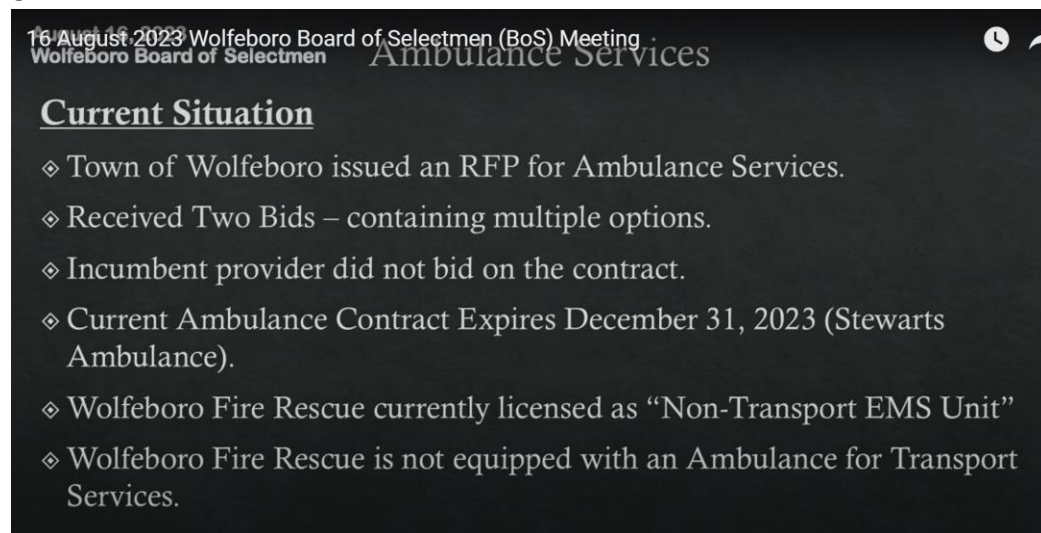
**Mr. Harriman:** OK.

**H. Discussion: Ambulance proposal-Wolfeboro Fire Department –[ Mr. Pineo – PPT]**

**Mr. Pineo:** Will go through items for board/public. Fire chief and deputy here and some staff. This will be a 50,000 foot view of anticipated expenses for an ambulance operation and some choices we have to make soon to move forward. Goal- on the September 6<sup>th</sup> meeting, have public hearing to discuss capital reserve fund and whether those funds can be used for purchase of a used ambulance. That was recommended by town attorney from the way the warrant article was originally crafted and the position we are in. He thinks we have some flexibility on that.

Hopefully, on September 6, we can give you a 50,000 foot view of anticipated revenues for the ambulance if we brought this in-house. Hopefully by end of September – October 6<sup>th</sup> BoS meeting have the complete business plan with recommendations for the budget process. *[now refers to PPT-13 slides]*

**SLIDE 1**



16 August 2023 Wolfeboro Board of Selectmen (BoS) Meeting  
Wolfeboro Board of Selectmen Ambulance Services

**Current Situation**

- ◆ Town of Wolfeboro issued an RFP for Ambulance Services.
- ◆ Received Two Bids – containing multiple options.
- ◆ Incumbent provider did not bid on the contract.
- ◆ Current Ambulance Contract Expires December 31, 2023 (Stewarts Ambulance).
- ◆ Wolfeboro Fire Rescue currently licensed as “Non-Transport EMS Unit”
- ◆ Wolfeboro Fire Rescue is not equipped with an Ambulance for Transport Services.

**Mr. Pineo continues slide 1**

- Received two bids with multiple options; incumbent provider did not bid – various reasons.
- Current ambulance service contract expires Dec. 31, 2023 – with possible extension.

## SLIDE 2

16 August 2023 Wolfeboro Board of Selectmen (BoS) Meeting  
Wolfeboro Board of Selectmen

### Ambulance Services

Bid Results - Ambulance Services				
Action Contract Proposal	Option 1 2 ALS 24/7/365	Option II 1 ALS 24/7/365 Mutual Aid	Option III N/A	
2024	\$ 1,472,000	\$ 661,649		
2025	\$ 1,516,160	\$ 681,498		
2026	\$ 1,561,644	\$ 701,943		
2027	\$ 1,608,494	\$ 723,001		

Brewster Contract Proposal	Option I 2 ALS 24/7/365	Option II 2 ALS May - Oct	Option III 2 ALS w/1 for IFT's	
2024	\$ 900,000	\$ 600,000	\$ 300,000	
2025	\$ 927,000	\$ 618,000	\$ 309,000	
2026	\$ 954,810	\$ 636,540	\$ 318,270	
2027	\$ 983,454	\$ 655,636	\$ 327,818	

2023 Stewart's Ambulance Contract Equivalent to Option 1 = \$275,953  
Scroll for details


### Mr. Pineo continues slide 2

- Ambulance services based on responses for RFPs varied.
- \$1.4 million down to \$600,000 for 2024.
- Under 2023 contract, spending \$275,953. No matter what we do for 2024, we'll see significant increase in Wolfeboro ambulance services.

## SLIDE 3

16 August 2023 Wolfeboro Board of Selectmen (BoS) Meeting  
Wolfeboro Board of Selectmen

### Ambulance Services



June 20, 2023

Members of the Wolfeboro Selectboard:

I want to explain our decision not to provide a proposal to Wolfeboro's RFP.

In addition to serving as the Chair of Stewart's for the last 17 years I also own the majority of Municipal Resources and have worked with dozens of communities to address their EMS needs. Given my experience and my discussions with the town, I believe that the best EMS option for Wolfeboro - in terms of both quality and cost - is to have Wolfeboro Fire provide the primary 911 response. Stewart's came to a similar conclusion in Laconia in 2018.

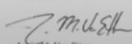
For over a decade, Stewart's has provided you a very high quality of service at an incredibly low cost to your taxpayers. Demographic changes (i.e. an older population that needs more EMS services) have significantly reduced our revenue per patient transported. This trend accelerated rapidly during COVID. Previously, Stewart's lost money on the Wolfeboro 911 contract but we made enough servicing Huggins Hospital to offset those losses. Today, we lose far more money on the 911 contract and no longer make enough servicing Huggins to offset our losses.

Although Stewart's is not providing a bid we are willing to help the town in any way that we can. Should Wolfeboro so choose, our help could include:

- Extending Stewart's existing contract in the short term if Wolfeboro needs additional time to operationalize its own ambulance service.
- Using our purchasing power to purchase an ambulance faster and cheaper than Wolfeboro might be able to on their own.
- Using Stewart's Wolfeboro ambulances as a back-up to the town's 911 needs.

We appreciate the opportunity to serve the residents of Wolfeboro for the last 12 years and hope to continue working together in whatever capacity is best for Wolfeboro and its residents.

Respectfully,

  
Justin M. Van Etten  
Executive Chairman

"Given my experience and my discussions with the town, I believe that the best EMS option for Wolfeboro – in terms of both quality and cost – is to have Wolfeboro Fire provide the primary 911 response. Stewart's came to a similar conclusion in Laconia in 2018."

*Justin Van Etten – Executive Chairman  
Stewart's Ambulance*

### Mr. Pineo continues slide 3

- Stewarts executive chairman maintains Wolfeboro in the best position to provide 9-1-1 response/ambulance services to town.
- Laconia 2018 – determined town-operated ambulance service best for town and continue to do that today.

#### SLIDE 4

16 August 2023 Wolfeboro Board of Selectmen (BoS) Meeting  
Wolfeboro Board of Selectmen Ambulance Services

**Problem**

- ◇ Ambulance services equitant to the level Wolfeboro is accustomed are expensive.
- ◇ The Town is currently not in position to take on such services.
  - ◇ PSB Construction
  - ◇ Equipment
  - ◇ Funding
  - ◇ Staffing
- ◇ Level of Service
  - ◇ Paramedic
  - ◇ Advanced-Emergency Medical Technician
  - ◇ Emergency Medical Technician

#### Mr. Pineo continues slide 4

- Current problem- current service extremely expensive. Today's \$270,000 service will jump to \$1.4 million with similar service based on RFPs provided.
- Town not in good position to take this on 2024 because of public safety building, equipment, funding- which boils down to staffing. Voters will have to decide.
- Current service:
  - Paramedic services:
  - chief and I have been talking; need to talk with Huggins about their paramedic level intercept service to operate at the advanced EMT level which is lesser than the paramedic.
  - Paramedic-min excess of 1400 hours of education; same clinical time; two-year program. Several thousand dollars to put student through it.
  - EMT – 100 hour course.

## SLIDE 5

16 August 2023 Wolfeboro Board of Selectmen (BoS) Meeting  
Wolfeboro Board of Selectmen Ambulance Services

**Solution**

- ◆ Enter one-year contract with Stewarts Ambulance.
- ◆ Fire-Rescue hold Public Information Sessions prior to 2024 Town Meeting.
- ◆ Create three (3) Warrant Articles for consideration in 2024.
  - ◆ Fire-Based Ambulance Services Beginning January 1, 2025 (staffing).
  - ◆ Lease Purchase of New Ambulance.
  - ◆ Establishment of Ambulance Revolving Fund.
- ◆ Should Article(s) Fail – Re-issue RFP for New Contracted Ambulance Services to begin operations January 1, 2025.

### Mr. Pineo continues slide 5-

#### Best solution?

- One-year Stewarts Ambulance contract 2024 – and will cost us money.
- Fire-rescue public information sessions early 2024 – prior to 2024 Town Meeting
- Be preparing for 2025 takeover of fire-based EMS – if that is the The BoS and Town decide to go.
- Three 2024 warrant articles to be created -ask voters:
  - Fire-based ambulance services starting Jan. 1, 2025 – staffing is pricey
  - Discussions about lease-purchase of new ambulance – in your [BoS] packet; chief provided CIP program- outlining replacement of ambulances.
  - Established ambulance revolving fund to pay for ambulance and capital expenses. Examples-
    - Replacing cardiac monitor \$50,000
    - Stretcher replacement \$30,000-\$40,000 – all items extremely expensive. Need to have access to funds in event of failures.
- If warrant articles fail: re-issue RFP for ambulance service to take on ambulance services Jan. 1, 2025.

## SLIDE 6

16 August 2023 Wolfeboro Board of Selectmen (BoS) Meeting  
Wolfeboro Board of Selectmen Ambulance Service

◆ Addressing Problem

- ◆ PSB will have reached a point where Ambulance Services could be operated from that location beginning January 1, 2025.
- ◆ Hold a Public Hearing on September 6, 2023, BOS meeting for the purpose of discussing use of existing Capital Reserve Funds to secure used & outfitted Ambulance.
- ◆ Secure one-year contract extension with Stewart's Ambulance. (December 31, 2024)
- ◆ January 1, 2025, Fire-Based Ambulance Services start date allows:
  - ◆ Time for staff to become confident & comfortable caring for patients during transport.
  - ◆ Time for staff to secure additional training.
  - ◆ Spreads start up costs over three fiscal years rather than two.
  - ◆ Reduces the chance of impact negotiation-current employment contract expires December 31, 2024.

### Mr. Pineo continues slide 6

- Jan 1, 2025, ambulance services could operate out of public safety building without many issues.
- Sept. 6, 2023, hopeful for public hearing at BoS meeting to discuss using existing capital reserve funds to secure used/outfitted ambulance. Chief has found a used and outfitted ambulance in good condition. We need to examine further- but it's a good starting place.
- Stewarts Ambulance one-year contract extension through Dec. 31, 2024
- Jan. 1, 2025: fire-based ambulance service start date
  - Staff becomes confident/comfortable caring for patients during transport
  - Additional staff training if they desire
  - Spread startup costs over additional years
  - Reduces chance of impacting negotiation; current employment contract expires Dec. 31, 2024



## SLIDE 7

16 August 2023 Wolfeboro Board of Selectmen (BoS) Meeting  
Wolfeboro Board of Selectmen

### Ambulance Services

Contracted Services	
2023:	\$276,000
2024:	\$900,000
2025:	\$927,000
2026:	\$954,810
2027:	\$983,454

### Mr. Pineo continues slide 7

- 2023 ambulance service costs \$276,000
- Based on RFPs- equivalent 2024 ambulance service will cost \$900,000
- rising in 2025= \$927,000
- 2026=\$954,810,
- 2027 = \$938,454 – based on the low bid

## SLIDE 8

16 August 2023 Wolfeboro Board of Selectmen (BoS) Meeting  
Wolfeboro Board of Selectmen

### Ambulance Service

#### Staffing Level (15 FY 2024)

#### Three Shifts of 5 (48-hour work week)

Budget Projections Fire Based Ambulance 1 Year Contract (Stewarts*)		Cost of Contracted Vs. Fire Based	Budget Projections Fire & Contracted Ambulance \$900,000 Contract	
2023 Actual	\$2,853,333	2023 =Equal	2023	\$2,857,333
2024	\$3,849,446*	2024 -\$218,029	2024	\$3,631,417
2025	\$3,198,587	2025 \$541,103	2025	\$3,739,690
2026	\$3,245,725	2026 \$623,650	2026	\$3,869,375
2027	\$3,391,385	2026 \$671,446	2027	\$3,962,831

Considers \$100,000 Lease Payment for Ambulance Service  
Contracted Service will cost taxpayer more money

### Mr. Pineo continues slide 8

This is a concept compiled for you – done a few weeks back with the lowest level of staffing required to operate this service. That very low level states if we did this,

- the \$900,000 contract in 2024 – it would save the town \$218,000.
- 2025 savings= \$541,000 – compared to contracted service.

- 2026 savings \$623,000
- 2027 savings \$671,000 – again compared to contracted service. This is the very bare minimum of staffing to do this. I don't know if that bare minimum is the solution.

**Mr. Freudenberg:** This is with ONE ambulance?

**Mr. Pineo:** Two ambulances; minimum staffing of four per shift.

**Mr. Freudenberg:** not what we have today.

**Mr. Pineo:** No. Then we had the meeting and you asked what is it going to cost us for the equivalent of what we have today for Wolfeboro to operate ambulance service. The chief and deputy went through spread sheets I developed and this is what it looks like.

## Slide 9

16 August 2023 Wolfeboro Board of Selectmen (BoS) Meeting  
Wolfeboro Board of Selectmen

### Ambulance Service

#### Staffing Level (22 FY 2026)

#### Four Shifts of 5 (42-hour work week)

Budget Projections Fire Based Ambulance 1 Year Contract (Stewarts*)		Cost of Contracted Vs. Fire Based	Budget Projections Fire & Contracted Ambulance \$900,000 Contract	
2023 Actual	\$2,853,333	2023 =Equal	2023	\$2,857,333
2024	\$3,844,990*	2024 (\$213,573)	2024	\$3,631,417
2025	\$3,555,211	2025 \$184,479	2025	\$3,739,690
2026	\$3,928,747	2026 (\$59,372)	2026	\$3,869,375
2027	\$4,053,460	2026 (\$90,629)	2027	\$3,962,831

Considers \$100,000 Lease Payment for Contracted Service/Fire Based having similar costs

## Mr. Pineo continues slide 9

To run this business; changing the operating model to 42-hour work week from 48; it'll cost the town an additional \$213,000 in 2024 compared to a contracted service. This is staffing a level of 5 which the chief and deputy believe will give you the equivalent of what we have for operations today.

From that point out, it's fairly equivalent to a contracted service.

This level brings it very close financially; again does not consider revenue end of the house.

**Mr. Deshaies:** Yes, this does not include the revenues we could receive.

**Mr. Pineo:** Tonight, we're just talking about expenses. At the next meeting, we'll have a similar breakdown showing what our anticipated revenues may be.

**Mr. Deshaies:** Please be very cautious with anticipated revenues. We know there are a lot of revenues that never materialize in this kind of situation.

**Mr. Pineo:** I think we can do that. I provided you some documentation from similar communities as to revenue that they are achieving. If we can fall in line with those similar communities in terms of revenues, it would put us in a pretty good position. We're not prepared to talk about that tonight.

**Mrs. Murray:** I really need to see the budget; the revenue and expenses – then you can include claims that can't be met.

**Mr. Deshaies:** I've reached out to towns to find information like that.

**Mrs. Murray:** That'll give us a good picture to hang our hat on. This gives us a general overview. I'm comfortable with what I see.

**Mr. Pineo:** This is exclusively looking at the high end expense and gives us bare minimum expenses. At the Sept. 6<sup>th</sup> meeting we will have those revenues and that will all tie together for the October meeting with the full business plan.

**Mr. Freudenberg:** Can you explain what the five hour/five shift/42-hour week actually means?

Mr. Pineo: That's up to the chief and deputy who are here to talk to the operating end of the house.

**Chief Tom Zotti,** Wolfeboro Fire Department: We work a three-shift rotation today – including what's called "Kelly Days," which don't make a lot of sense to the public. We would change this to a 42-hour work week eliminating the Kelly Day situation. Explains that Kelly Days make the WFD work schedule sync with the town pay system. By reducing work week to 42-hour week – it's an easier fit. Eliminates scheduled day off. Proposing to eliminate the three-group rotation; go to four-group rotation of five personnel and backfill; five on duty all the time. If someone need to take crew leave; send them to training, whatever it needed to be – we'd maintain staffing of five people, plus deputy and myself. That is the industry standard- a 42-hour work week. Multiple ways of doing that; I think we are open to suggestions. 42-hours is 42 hours – we end up in the same place.

The issue of backfilling Kelly Days is done; don't have to worry about that anymore.

**Mr. Freudenberg:** A couple pages further, we talk about a minimum staffing level of five. If there's a multiple motor vehicle accident; two ambulances and a fire truck go out – hypothetically. How would today, if there's a motor vehicle accident, Stewarts dispatches two staffed ambulances with fire service; there would be enough coverage if we have a multiple – of five at the station to cover two ambulances?

**Chief Zotti:** What we end up with this model is five cross-trained personnel on the first tone. Compare to today – some days it's three; occasionally some days running with two – without us [chief and deputy]; plus ambulance staff – up to four staff. I would make the case that five cross-trained people are functionally the equivalent of that; they can perform any tasks. And don't forget we can account for our off duty members- call members who are available and can respond to a significant incident. Intentions with this proposal in whatever form it takes – is to develop and improve our model of standby



coverage working with fulltime staff and union, etc. and our on call staff to more specifically define availability in overnight hours, for example – may take perhaps a stipend to be available for a week at a time for hours of say, 5 p.m. to 7 a.m. for an all companies tone or first alarm tone. We know these people are responding – period. Now, it's 'if I'm available,' 'if they need us' kind of thing. We would have to work toward a much more defined model.

**Mr. Pineo: [refers to slide 9]** The other thing to add about these expenses, it calculates out wage adjustments of the life through 2027 at 3 ½% a year. Also contemplates health insurance with a 5% increase over the years starting with family plans for everybody.

**Chief Zotti:** Top end; want to be as transparent as possible.

**Mrs. Murray:** Good to know.

**Mr. Deshaies:** Conservative is good.

**Chief Zotti:** Backup material we provided also includes anticipated cost of protective clothing for new hires on top of our normal budget. We've anticipated uniforms, physicals, increased vehicle fuel costs and maintenance. Cannot say the four years we've projected out are our complete budget for the next four years. In the most relevant way to this proposal, we've accounted for the bigger ticket items.

**Mrs. Murray:** I wrote Jim and I'd like to see us have a fire budget and an ambulance budget so we know this is related to the ambulance and that's for fire. If you have staff going over, we do that in public works, water; it makes it clear what pertains, in my mind – to the ambulance and what is to the fire.

**Chief Zotti:** I think it can certainly take whatever form the board feels is appropriate. No problem with that.

**Mrs. Murray:** As one, it would work best for me.

**Mr. Pineo:** I think it would be easier for the voters to be able to look at it as well. It would save us a lot of paperwork.

**Mr. Deshaies:** Want to mention, found a document online – shared with Jim – he probably had it; printed on 8-15-2023. 25-page document, NH Department of Safety Division of Fire Standards Training and Emergency Medical Services – it lists every EMS unit in the state. You can see what's-what; there's a large percentage of towns– I'd say about half- that have their own fire-based EMS. We are not reinventing the wheel; done throughout the state; people should feel comfortable and our Town Manager is an expert in this situation.

**Mr. Pineo:** No, I'm not. Interesting that the document Brian mentions – does account for 103 municipal-based, fire-based ambulance services; does not paint the entire picture. In Littleton, where I came from, they just took on this project – ambulance services; they are contracted with three other communities. That's not identified in that document. There are a lot of communities who contract with fire departments for 9-1-1 services. If you were to do a cut of how many towns receive ambulance services from a fire department, it's going to be significantly higher than the numbers in that document.

**Chief Zotti:** Brookfield is a local example of that. They contract with Wakefield.

**Mr. Deshaies:** So it shows we're going in the right direction.

**Chief Zotti:** Since it came up in the presentation, we would be changing out EMS license with the state and licensing vehicles. I've had conversations with the Bureau of EMS captain who handles that. She assures me that with 24-48 hours warning that turnaround time would be within a week. Not a concern with delay, etc.

**Mr. Pineo:** [refers to slide 9] To move this along in the 50,000 foot level, this gives you an example of what the expenses would look like at the top end of operations based on a staffing of 22 by 2026.

## SLIDE 10

16 August 2023 Wolfeboro Board of Selectmen (BoS) Meeting  
Wolfeboro Board of Selectmen Ambulance Services

2020 - 2022 Revenues			
	2022 Collected	2021 Collected	2020 Collected
Bristol	\$ 413,320	\$ 373,702	\$ 361,971
Gilford	\$ 384,789	\$ 348,904	\$ 285,269
Hanover	\$ 472,836	\$ 388,960	\$ 414,919
Tilton	\$ 568,057	\$ 516,168	\$ 418,815
Average	\$ 459,751	\$ 406,934	\$ 370,244

Billed vs Collected 43.83%  
NHRSA 31:95-h Revolving Funds  
A town may, by vote of the legislative body, establish a revolving fund. Each revolving fund shall be limited to one of the following purposes: Providing ambulance services, or for operations, or both

1:29.44 / 2:25.20

### Mr. Pineo continues slide 10:

Brian, this talks to your issue of collections. Reached out to communities and received this back – as to revenues received from their ambulance operations. 2022 average revenues from those four communities received \$459,000 on average. That's what they collected – not what they billed. I do have the equation for what they've billed. I hid that for transparency and to be able to understand it better. Additionally, their billed vs. collected – 43%. State does allow for the town to create a revolving fund that gives us the flexibility to put some of the revenues into an account so if a stretcher breaks; cardiac monitor needs replacing – a catastrophic ambulance failure, we may have the money in the account to be able to leverage those without a huge hit on the operating budgets.

## SLIDE 11

August 16, 2023  
Wolfeboro Board of Selectmen

# Ambulance Services

Staffing Level of 22	Staffing Level of 15
<ul style="list-style-type: none"><li>42-hour work week rather than 48 hour</li><li>Greater depth of staff</li><li>Minimum staffing level of 5<ul style="list-style-type: none"><li>Two – Engine</li><li>Two – Ambulance</li><li>One – float between Engine/Ambulance assignment</li></ul></li><li>Most closely represents services delivered today.</li><li>Significant increases<ul style="list-style-type: none"><li>Wages &amp; Benefits</li></ul></li></ul>	<ul style="list-style-type: none"><li>48-hour work week – current operations</li><li>Minimum staffing level of 4<ul style="list-style-type: none"><li>Two – Engine</li><li>Two – Ambulance</li></ul></li><li>Most cost effective</li><li>Opportunity for Staffing grants to grow Department reducing start-up costs to taxpayers.</li></ul>

Solution is likely somewhere in between these two options

### Mr. Pineo continues slide 11:

- With a staffing level of 42, it'd be a 22-hour work week instead of 48 which is the industry standard today; better staff quality of life.
- Also gives the department greater depth of staffing; Minimum manning of five – indicates two on an engine; two on ambulance and one float between engine/ambulance + chief + deputy. This is as close as we can get for services delivered today without adding another layer of four people.
- Significant increases in wages and benefits – the driving force behind this project. Staffing levels of 15 – 48-hour work week – similar to current operations creates a scheduling nightmare.
- Minimum staffing level – four - two on engine, two on ambulance; similar to what a number of those communities you see on the board operate under. It is the most cost effective; does give chief opportunity if he can secure grant funding to grow additional staffing over the upcoming years to reduce costs to taxpayers.
- Solution likely somewhere in between two options – don't think it's the low end; I think ultimately the high end is where we need to be, but as a startup, that's going to be a hard pill to swallow for a lot of people.

## SLIDE 12

August 16, 2023  
16 August 2023 Wolfeboro Board of Selectmen (BoS) Meeting  
Wolfeboro Board of Selectmen

# Ambulance Services

## Warrant Article I

Are you in favor of hiring \*\*  
Firefighter/EMT's effective December  
2024 for the purposes of operating 911  
ambulance services effective January 1,  
2025 as part of the Wolfeboro Fire  
Rescue Department. If this article passes  
it will funds will become part of the Fire  
Rescue Department Operating Budget in  
Future years. Should this Warrant  
Article Fail then the Town shall enter  
into a contract with a new ambulance  
service provider effective January 1,  
2025.

## Warrant Article II

To see if the Town will authorize the  
Board of Selectmen to enter into a long-  
term lease in the amount of \$XXX,XXX  
payable over a term of XX years for the  
purpose of entering into a lease purchase  
agreement for a new fire department  
ambulance, and to raise and appropriate  
the sum of \$XXX,XXX in 2024 for the  
down payment to be followed by XX  
annual payments currently estimated as  
follows

## Warrant Article III

To see if the Town will under NHRSA  
the provisions of NHRSA 31:95-h-I(b)  
and NHRSA 31:95-h-I(c) to establish an  
Ambulance and Fire services revolving  
fund. Monies in this account shall be  
used for the purchase of Capital  
Equipment and expendables for  
Ambulance and Fire operations. Any  
purchase in excess of \$xxxxx must  
receive authorization from the Board of  
Selectmen, expenses less than \$xxxxx  
maybe approved by the Town Manager.  
XX% of revenues from the operation of  
the 911 ambulance service shall be  
placed in this revolving fund with the  
balance to be accounted for in the  
general fund.

### Mr. Pineo continues slide 12:

Consider three warrant articles in the coming year. This will be fleshed out a little more in the business plan. Input department receives from public input sessions and conversations with the voters.

- Warrant Article 1

Are you in favor of hiring a certain number of people effective Dec. 31, 2024, for purposes of operating 9-1-1 ambulance service effective Jan. 1, 2025?

Puts together draft language so we have a starting point.

- Warrant Article 2

See if town will authorize selectmen to enter into a long-term lease agreement for a new ambulance payable over the next number of years?

This could be paid for through that revenue account.

- Warrant Article 3

Create the revolving fund as outlined in the previous slide.

There are just baseline articles – not sent through legal; getting some language together to talk about handling some of these expenses if the board desires.

## SLIDE 13

August 16, 2023  
16 August 2023 Wolfeboro Board of Selectmen (BoS) Meeting  
Wolfeboro Board of Selectmen

# Ambulance Services

- ◆ Next Steps
  - ◆ September 6, 2023 – Public Hearing to receive input from citizen RE: using existing Capital Reserve fund to purchase a used Ambulance.
    - ◆ Discuss revenue projections.
  - ◆ Work with Stewarts Ambulance Service to Secure 1 year contract.
  - ◆ Fire Chief to begin holding public input session.
  - ◆ Continue development of the “911 Ambulance Services Business Plan” for 2024 Budget Process.
    - ◆ Delivery to Board of Selectmen October 4, 2023.

### Mr. Pineo continues slide 13:

Next, want September 6<sup>th</sup> public hearing for BoS to receive input from citizens regarding use of existing capital reserve funds to purchase a used ambulance. We would like to be able to have that conversation. September 6<sup>th</sup> we'll have some backup information from legal on that and the chief will have additional information on that. You have some of that with you tonight in the CIP that he built out.

Also September 6<sup>th</sup>, a similar presentation to this. But that will discuss the revenue side of this project.

Currently, would like to be able to work with Stewarts Ambulance to secure a one-year contract which is authorized under our existing contract.

Fire chief would begin holding public input sessions and continue to develop the ambulance service business plan for the 2024 budget process and deliver to BoS at the Oct. 4, 2023 BoS meeting.

(final slide – Questions)

Again, this is a 50,000 foot overview of the expenses side of this endeavor. I can try to get answers to questions -as will chief/deputy.

**Mr. Freudenberg:** Can we ask Stewarts how much they've billed and received over the last five years?

**Mr. Pineo:** Will ask that question.

**Chief Zotti:** Talked with Stewarts today; need to talk to town manager. They – Stewarts are willing to that – it's propriety; don't know how it would be handled under 91:A; he'd be willing to share it with you – BoS. I don't want to see it until we know whether it's public or not. Not a decision I can make.



**Mr. Pineo:** Stand behind what chief has said. That's what was said to me by Stewarts' chair.

**Mrs. Murray:** I hope if they could see it, they could look at setting their budget up or let Stewarts see the budget and say are we missing anything; which would be the other way to get the same information.

In terms of revenue, I think that may be harder to get. That revolving account – we don't have to take all the revenue and put it in. We could put 95% of revenue to offset the running; 5% for capital items – am I correct?

**Mr. Pineo:** Absolutely. One way to handle that is to have – Mr. Burr always asked about this with the capital reserve funds – what should we top that account at? If we're having good equipment years; we know an ambulance is \$500,000 to replace and we have \$550,000 in that account, we're good – don't need anymore – let's shift that back to the taxpayer or whatever direction the board wants. That variable is up to your discretion.

**Mrs. Murray:** Whatever is most transparent to taxpayer. A percentage might not be as transparent. This is ambulance service – this is the revenue we have towards it – and then we need capital – and we have to do that with warrant articles. When you shift it after the initial warrant article – if you shift it annually I think they start to lose the amount of money that could have gone to ambulance operation into the capital reserve. I'm looking at it as what is the most transparent and easiest for the taxpayer to see.

**Mr. Pineo:** In conversations with the chief from Tilton, they put 100% into their revolving fund. That fund is used for purchase of all their equipment – all fire apparatus/ambulance/ambulance equipment – from their ambulance revenue fund. Not from the taxpayer or capital reserve fund. We can reach out to communities to get what they do and provide that to you to get an idea of how you want to handle it.

**Mrs. Murray:** The equipment may not come from taxpayers but they will be paying for the staff. You put all your [revenue] money there and not ask for it [from taxpayers] but you'll pay more each year because you can't cover with revenue expense of the service. I'm looking at it as what is the most transparent and easiest for the taxpayer understand and see what they're paying for.

**Mr. Deshaies:** Stewarts may not give the exact numbers but they might give the percentage; how does our percentage stack up against other towns?

**Chief Zotti:** I expect that kind of global figure is readily available. Our demographics are pretty good in terms of insurance coverage compared to many places.

**Mr. Deshaies:** Correct. That would give us a good idea. Collection rate/percentage would give us a good idea.

**Chief Zotti:** Numbers do not reflect differences in the way those towns set up collections. Would be a decision BoS would make on how aggressively you wish to pursue billing; what point do you write it off – decisions made by board. We'll put variety of options before you for consideration.

Backup material and being discussed tomorrow morning with CIP committee is what Mrs. Murray talked about. It anticipates putting about 50% toward capital items and the rest general fund; that percentage is what you decide.

Mr. Harriman: other questions/comments?

Mr. Pineo: Is board OK with my pursuing contract with Stewarts for 2024, so we can advise the bidders?

**MOTION Mrs. Murray for Mr. Pineo to pursue a one-year contract with Stewarts Ambulance starting January 2024. SECOND Mr. Freudenberg. APPROVED 5-0**

**I. Discussion: Town Sidewalk right of ways**

**Mr. Deshaies:** Wants to know if we plan on looking at other towns – primarily Concord – and figuring out what kind of sidewalk ordinance we'll have for Wolfeboro. Talking to someone who said it was impossible to get a wheelchair down some sidewalks. That the minimum 36 inches for ADA did not work; not wide enough. I helped three people get into the event that were handicapped who called me specifically to help maneuver the sidewalks. When will we address some kind of sidewalk ordinance?

**Mrs. Murray:** Have walked around town – I take the trolley. We're going to have to talk about what's on the sidewalks.

1. A-frame (signs) in walkway.
2. [shows photo] Table; chair and a dog.
3. Need bike racks [Brian's photo of people walking/bicycles]

I walk around and take pictures of sidewalks when I'm down there; we're having issues. We need to know where town boundaries are; have discussion about partly public/private sidewalk; and how we get enough width.

This is coming because of COVID. People want to be outside. We did not deal with this three years ago. This is new; we want to accommodate sitting outside. We don't want to make walking on sidewalks so difficult that it keeps people away from a store or sidewalk. It's an interesting balancing act as we deal with these ordinances. I and others – if we take a photo of things, we have something to look at when we go to talk about it and get input. I said to the EDC and chamber to have discussion about it. Community needs to agree on what's best for community and businesses.

**Mr. Deshaies:** In Salem, MA – different now than 25 years ago- a walkable community now; same in other communities, Newburyport, Rockport, Maine seaside communities. We'll become more of a walking community and make it work for everyone.

**Mr. Harriman:** Agree with one of your points - knowing where town boundaries on sidewalks are. We're finding out some commercial properties own out into the sidewalk a bit. Need to know what they can do on theirs/ours [town's] and for repair work – know limits on town portion and theirs so it all matches. It's important to know.

**Mr. Pineo:** Are we establishing a committee to begin investigating this? Will it be something that's assigned out? If you want movement Brian, we have to figure out how to..

**Mr. Deshaies:** I'd be on a committee; think Jason [Durrance] code enforcement officer- should be on a committee. Code enforcement officers can enforce sidewalk; in Concord I think they use their health inspector.

**Mr. Pineo:** In our ordinance it's the director of public works.

**Mrs. Murray:** I'd be more than willing to be on a committee; I'd like representation from the chamber, EDC, planning board to get a good mix from people in community. Take a look at it and bring something back and get to the Register of Deeds; town tax map does not do it for us.

**Mr. Pineo:** This is a good start; two BoS members, EDC, chamber, planning board on a committee; do you want a citizen component of it?

**Mrs. Murray:** Absolutely.

**Mr. Pineo:** Two?

**Mrs. Murray:** Yes.

**Mr. Pineo:** Will work in the next week to get a committee standup for sidewalks.

## **J. Discussion: Leasing Town Property**

**Mr. Deshaies:** I'd like to find out – go to town counsel perhaps – how much and what kind of leasing and customary and can we do as a BoS. We've leased a couple of spots on Cate Park for propane tanks and when does it become enough – when others want to lease a town spot? State RSA says you're not supposed to lease property that has a public use, especially if it becomes a detriment to public use. We need to look at this going forward. When we start leasing for the bike trails at Abenaki; we already had a public use; then we had a lease agreement with it – or license agreement – which are universal. Are we going to lease pieces of sidewalk so they can put tables and other areas. Need to find out our end game; how much are we going to do this. If we say yes to two – how do you say no to the next two. Should we get information from town counsel on what is and is not appropriate; where's the line.

**Mr. Pineo:** Proper mechanism is a license agreement which is what we've been doing with most recent documents. Boils down to a policy decision by the board.

**Mrs. Murray:** Looking back at some of the things we've done, we took one side of one dock at the railroad station building, \$500 in rent for a space there started a young business; Cate Park – for the propane tanks, we get \$2000 a year – it was on the edge of the park. It isn't as though we took a big hunk out of the park. I agree with that. We use the water tank on N. Main Street, I think we get \$35,000 a year renting space up on that. We rent the Dockside Restaurant; the railroad station; some of the land we do get revenue back for the town. That's what we're balancing. Each case on its own. I think we



talk about it. No problem with getting attorney's opinion on how much; I believe it becomes what board is in place at the time and sentiment of the community.

**Mr. Deshaies:** Last one licensed- the biggest.. building and use of bike trails on a town owned property.

**Mrs. Murray:** After voters approved the warrant article to accept the trails. That's different than the BoS saying "that's ours."

**Mr. Deshaies:** There are no revenues for that.

**Mrs. Murray:** We sent that to the voters; they decided on that. That is multiple users.

**Mr. Harriman:** Other questions/comments? To proceed; will look for an opinion from legal? Is that what I'm taking away?

**Mr. Deshaies:** Yep.

#### **K. Discussion: Warrant Article recommendation/ Police Commission**

**Mr. Deshaies:** Found out by researching something else, police commission does not have authority in state RSA to recommend warrant articles on town meeting. Example- it's strange – not saying we don't need an SRO officer; good to have safety in the schools; but that warrant article had two issues – 1. Me being the BoS representative on the budget committee – I was told I have no vote. That was again a mistake with state RSA; was told for two years I did not have a vote. It came up at the budget committee and it passed by one vote; I could have been the vote that made it fail or made it pass by two. 2. Than BoS abstained; we were concerned about information brought to us in the 11<sup>th</sup> hour; then it was recommended by the police commission. If you take the police commission's recommendation away – and I vote no on SRO in the budget committee, you have a much different picture put in front of voters.

**Mr. Freudenberg:** It does not fail, Brian, it's a vote to not recommend; only the voters can decide that.

**Mr. Deshaies:** Looking at going forward – we'll have to check to see if other things slip through cracks. A member of the select board does have voting rights; police commission does not have the right to commend a warrant article that goes to town meeting.

**Mr. Freudenberg:** You brought that up at police commission meeting. I think Steve was more than happy to...

**Mr. Deshaies:** They were amicable about it.

**Mrs. Murray:** This goes back to how we found out, Brian – did the research - thank you. We send out warrant articles to DRA and to town attorney that had never been pointed out to us. We can learn and grow – which is exactly what we did. Chairman John McDonald got the chair of the NH Municipal Association to come to the town of Wolfeboro for department heads and did a presentation for the budget committee. Got a written response to asking that question. It's RSA 32:3-6 – and it goes through – it is

not just the police commission – it's the library – anything else; it can only be the board of selectmen and the budget committee. We have an opinion on that.

**Mr. Deshaies:** The planning board can recommend zoning amendments.

**Mrs. Murray:** This is special warrant articles. This was based on budget, OK?

**Mr. Deshaies:** Yes.

**Mrs. Murray:** We have the opinion. This was a wonderful course with a lot of information. As all boards, we can grow and learn. And on warrant articles, we can no longer bold or underline any words in a warrant article. Why they don't catch them the first time through, beats me. Glad to know this and we will not make that error again.

**Mr. Deshaies:** According to NH municipal representatives that had the course, it's only three employees that look at every single warrant article in the state.

**Mrs. Murray:** We also send it to town attorney and DRA. We only make good decisions based on the information we're provided. We were not provided that information.

**Mr. Harriman:** Other questions/comments?

#### **L. Discussion: RIB Spray Fields and Recreation property**

**Mr. Pineo:** Had a quick site visit; did not walk site – had good conversation with singletrack association, cross country ski association, staff, board members and representatives and Woodard and Curran, our contract operators. Have some signage we would like to have board consider for installation. Still have some work to do on some signage/wording – identifying when people are getting close to spray fields. Trail closed sign – you've got some correspondence from a couple board members; sent back to Woodard and Curran for adjustments – we'll get that back to you for consideration. Did have conversation with trail builder who says he'll stay at least 100 feet outside spray fields. He has those maps and will lay that out when he gets on site. Will not go within 10 feet of that buffer. Current buffer identified as 75 feet; there's a question of whether it should be 100 feet or not; state has it identified as 100 feet. That's for a fluent disposal on fields and open areas; forested is different. This is forested – that's the 75-foot rule came into play; it's not a rule. There's question whether or not it should be. Good news trail builder who says he'll stay at least 100 feet buffer. Dave Didion has the updated information from board members on signage; hope to get that back to you early next week to get moving on that.

**Mr. Deshaies:** Also have to look at a lot of trails that around for a long time that we as a board did not approve; their entrances and exits are on either access roads; or became cross country ski roads. Those trails are well within 75 or 100 feet of the spray fields. I you have to go down a trail that the entrance is to close, they're going to have to potentially reroute old trails or shut sections of them down – something to that effect.

**Mrs. Murray:** We'll shut down with our signage those cross-country ski trails that go through our spray fields. Will be taken care of mostly with marking and signage; just need to make sure we get them all.

**Mr. Harriman:** Other questions/comments?

## 6. Other Business

**Mrs. Murray:** Want to remind the public – Thursday, Aug. 24 NH DOT holding another public hearing on Route 28 South – road upgrades, drainage, upgrade sidewalks. Doors open 5:30 p.m. Presentation 6:30 p.m. Looking for good public turnout.

**Mr. Freudenberg:** Say to Brian and EDC and all people involved with last weekend's festivities – wonderful job. Never seen that many people at Town Docks – even on July 4<sup>th</sup>. Did a really good job/hit it out of the park. Thank you.

**Mr. Harriman:** Was out on bay watching; was amazing; you could see lights bouncing off islands and trees. Have some videos I can show you; different on water than land.

**Mr. Deshaies:** Heard that's a great place to view it – on the water.

**Mr. Deshaies:** Other business: Reached out to Lakes Region Planning Commission with all projects we have right now. Might want to have a circuit planner to assist our Town Planner .. potentially one day a week to help him focus on the most restrictive practices going forward as our mast plan states as a requirement. I think right now there are a lot of things going on; I think it would assist him and be beneficial.

**Mr. Pineo:** What town projects are you speaking of?

**Mr. Deshaies:** Proposed developments – we've had 180 units went before planning/ZBA.

**Mr. Pineo:** You're not talking just town-based projects – private projects.

**Mr. Deshaies:** Yes. We had the proposed zoning amendments that were proposed at the last town meeting that he could have used some assistance with. Would be good to get someone in to take some weight off him and be a liaison with town manager so it gives everyone an extra boost; takes some off him and you.

**Mr. Harriman:** Would have to see where that fits in the budget.

**Mr. Deshaies:** We were looking for an assistant town manager for \$90,000 and a town engineer for \$90,000. Both fell flat – have not found anybody. So if we had someone who assisted town planner and town manager as a liaison, that might help everyone a little bit. And a third of the price.

**Mrs. Murray:** Feel there is a real need for a town engineer; or we take the money to hire engineers to come through. I think it's a second set of eyes; get better projects. I have not way to evaluate whether it makes sense to bring in a circuit planner in here a couple days a week. We should really see laid out; no way to know whether this is the best way to get some support for Jim and – don't know at this point. Need more information.

**Mr. Harriman:** Any other business?

## 7. Committee Reports

**Mr. Senecal:** Conservation Commission Monday – Pretty active group; going into Pleasant Valley they were pulling invasive species today and day before. Noticed that it was coming up in the valley. They are active in all of their land – especially Whiteface and the parking lot now complete and trail work up there. They're good at locating funds as well.

**Mr. Harriman:** Planning Board Meeting; Wolfeboro Community TV board meeting. Monday Wolfeboro Waters meeting this week.

**Mrs. Murray:** Wolfeboro Waters committee meeting; had presentation on drainage for public safety building – very informative. Rick Vanderpool presented proposal to do some woody stream work in town and look maybe for 2025. We'll look into that. Damage to Rust Pond from July storm and there were two beaver dams breached. Huge amount of sediment went into Rust Pond. Looking at 319 grant to amend grant application to get monies to address that. Grant had included putting pipe through beaver dam so the dams did not fall apart – too late to do that now - even though they say the beavers are coming back.

Toured the spray fields with Brian to see how it works –

**Mr. Deshaies** – smelled terrible.

**Mrs. Murray:** Chamber board meeting; two Friends of Pop Whalen meetings; Library Trustee meeting. Met with Wolfeboro Waters subcommittee on assessing and doing testing this year; how it's turned out and testing they still want to do and what we'll need for next year. Concern about types of cyanobacteria and they're trying to identify this.

**Mr. Deshaies:** Had budget committee meeting, too.

**Mr. Freudenberg:** chamber meeting; Heritage Commission meeting; Friends of the Libby.

**Mr. Deshaies:** Linda and I had a budget committee meeting; just the kickoff for the year. EDC meeting a wrap up of event at the docks. BoS meeting now; and tomorrow start CIP.

## 8. Town Manager's Report

Mr. Pineo:

- PSI with Brian about the PSI expansion. Background on this-
  - Installation of new press to Wickers Drive side of building; 210 pound press similar to one they have now. In order to operate the press, they need additional power run. They need a directional bore under the building to secure power to the Wickers Drive side going to a transformer to operate the two large presses. Met with Benoit Lamontagne NH Dept of Economic

Development and discussed with him. Be aware of this grant – will have to go through the town. Grant issued to either a non-profit or Town/municipality. Where electrical system is owned by the town that directional bore to the transformer would have to be a town asset to be able to receive this grant. Project estimated at \$750,000. This would take place around February. Hopefully PSI will support a grant writer to do the project. Then it is a matter of figuring out who manages the funds if awarded the grant. Productive meeting with Benoit– interesting; similar acquaintances and mentors.

- Last storm sot approximately \$350,000. Steve, KC and I met – identified \$130,000 within our operating budgets to help stand up these costs. Good news is part of the that \$350,000 is the staff labor for when they were working regular hours. He’s Documented that for reimbursement through the declaration under a different mechanism than what we’ve traditionally used for homeland security. He feels comfortable finding this \$130,000 providing no other storms and able to get through November-December without too much trouble.
- Met with Rust Pond group with Steve Randall and Tavis; next step meeting with Tavis, representatives from Rust Pond and CEI and talk about next steps and talk to BoS about alteration to the grant mentioned by Mrs. Murray.
- Public Safety Building to start next week. Work trailer moves in and moving forward.
  - Met with engineer and two energy committee representatives. Went through plans in-depth on feedback energy committee got feedback committee received from someone who reviewed the plan. Looking at some things – but plans look energy efficient. Positive news.
- Library generator: coming in fall; assigned out to Barry Muccio. Met with Alison/Library Director – will have to look at additional funds to get this thing tied in and operational. More to come on that.
- Working on budgets; CIP kicks off tomorrow.

9. Questions from the Press: Elissa Paquette: Comments appreciated looking at spray fields. Comments there is a cyanobacteria alert Lake Wentworth.

**10. Public Input** (Limited to 3 minutes per person and not to exceed 15 minutes in total)

**Robert Lowman:** Ambulance service questions: revolving funds – are they the same as capital reserve funds?

**Mr. Pineo:** No – different mechanism. Revolving funds exist for the police department; you see them in warrant articles annually – such as for police cruisers. Parks and recreation – revolving funds for programs/shirts/equipment so it does not impact the taxpayer.

**Mr. Lowman:** Is there any thought -please think seriously on this for ambulance service – as an enterprise fund; it is a business.

**Mr. Pineo:** We can get legal guidance on that.

**Mr. Lowman:** On transparency – would be to have a standalone enterprise fund; agree some legal advice needed. Billing and running a business should be treated as an enterprise fund.

**Mr. Pineo:** Would you anticipate that paying for itself that 100% ?

**Mr. Lowman:** Wouldn't know until BoS comes up with revenue; probably a loser. Back to transparency point – even an enterprise fund that runs in the red – from transparency issue it makes more sense. Let's get it in the open so we know how much it will run in the red.

**Mr. Pineo:** One mechanism we're looking at – and I'll get that opinion – is to place all incremental ambulance costs – staffing, benefits, etc., in an ambulance department – such as you see today. So if eight people are hired, they'll be identified in that ambulance budget for transparency. There are a lot of moving pieces. Will investigate whether an ambulance service can be an enterprise fund.

**Mr. Lowman:** Agree on separate department; is open and seen; too often revolving funds – like the police department – get lost in the shuffle from an accounting point of view. Revolving fund not out in open. Feel strongly about it.

**Bobbie Boudman:** Would like ambulance service PPT sent to the budget committee. Asks about ambulance service – When comparing to Tilton and other towns – important to be sure we pay attention to median age/income of population. Tilton population 3929; median age 46.3. Wolfeboro has thousands more people and median age 11 years older. Not just costs – age and income.

**PSI Plastics:** have we checked environmental impact on PSI Plastics. Would like environmental impact before we hand out that money. Don't think we want to put PFAS into our town community.

**Captain Brendan Davey, NH State Police, Field Area One, Marine Patrol is under my command:** [Referring back to Mast Landing issue raised by Mr. Shea.] Mr. Shea and I have agreed to have further conversations about the effectiveness and attention given by Marine Patrol of Crescent Lake and Lake Wentworth. Fair to say the issue is tabled for the time being. Marine Patrol officers capable of figuring out a parking spot and walking a bit to give the place the attention it needs. Want to thank you for support of use of Town Dock for Ambar boat. Great PR tool; good conversations with people. Demonstrates forward-thinking of town to be ready to respond to issues on water. Good thing.

**Bobbie Boudman:** Thanks Chief Zotti for a Zoom call and ask about specs of adding a safe haven baby box on the new public safety building – so we can potentially add that to our community.

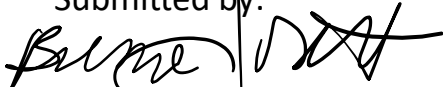
**MOTION Mr. SENEAL to adjourn at 8:55 p.m. to go into Non-Public Session RSA 91-A: 3:II.**  
**SECOND Mrs. Murray. APPROVED 5-0.**

**MOTION at 9:16 pm Mr. Freudenberg to seal the non-public minutes. SECOND Mr. Senecal. APPROVED 5-0**

**MOTION Mr. Senecal to adjourn at 9:17 p.m. SECOND Mr. Freudenberg. APPROVED 5-0.**

Next Meeting dates: August 30, 2023, Special Meeting @ 4:30 PM  
September 6, 2023, Regular Meeting

Submitted by:

  
Brenda Jorett