

**MINUTES**  
**Wolfeboro Board of Selectmen Meeting**  
**Wednesday, December 20, 2023, at 6:30 PM**  
**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, town manager; Kathryn Carpentier, finance director; Steve Randall, director DPW, Tavis Austin, planning director; Rob Dempsey, water/sewer director; Thomas Zotti, Wolfeboro Fire Chief; Nate Nichols, Dep. Fire Chief, WFD

**Chairman Brad Harriman calls meeting to order.** Need for Non-Public Session RSA 91-A: 3?

**Mr. Pineo:** No need for non public tonight.

**1. Consideration of Minutes**

**i. October 30, 2023 Budget Meeting**

**Mr. Deshaies:** page 5 should say - Stantec pretty thorough.

**MOTION by Mr. Freudenberg to approve as amended. Second Mr. Deshaies. Approved 5-0.**

**ii. November 9, 2023 Special Meeting**

**Mrs. Murray:** page 4 - Electric fund bullet; bullet point budget items after Electric Fund bullet since those items that are not part of the Electric Fund.

**Page 8-** second from bottom – Mrs. Murray... MED scratch line about MED Trustees of the Trust.

**Mr. Deshaies:** Page 6 Mr. Deshaies; **should be** SCROTH account; should update \$76,000 estimate to current number

**MOTION by Mr. Senecal to accept the Nov. 9 minutes as amended. Second Mr. Deshaies. Approved 5-0.**

**iii. November 15, 2023 Regular Meeting**

**Mrs. Murray abstains.** Did not have time to review the minutes.

**MOTION by Mr. Freudenberg to table Nov. 15 minutes to next meeting. Second Mrs. Murray. Approved 5-0.**

**2. Public Hearing(s)     *Unanticipated Funds***

- i. The Town of Wolfeboro Board of Selectmen shall hold a public hearing on December 6, 2023, at their meeting that starts at 6:30 P.M., in the Great Hall of the Town Hall located at 9 Union Street Wolfeboro, pursuant to NHRSA31:95-b III(a), relative to donation of funds in the amount of \$45,000 from the Wolfeboro Public Library's Kenneth A. Stedman Fund for generator installation and other related costs.

**Mr. Harriman:** No one here to speak to this? (no speaker on the topic)

**Mrs. Murray:** It is one of the funds controlled by the library and the funds will be added to the cost of the library generator.

**Mr. Pineo:** library generator scheduled to be delivered in January; Library building needs a generator transfer switch needs significant electrical work so the generator can be online in the spring.

**Mr. Harriman:** Opens public hearing; no public comment. Closes public hearing.

**MOTION by Mr. Senecal to accept the unanticipated funds pursuant to NH RSA 31:95-b III (a), relative to donation of funds in the amount of \$45,000 from the Wolfeboro Public Library's Kenneth A. Stedman Fund for generator installation and other related costs. Second Mr. Freudenberg. Approved 5-0.**

- ii. The Town of Wolfeboro Board of Selectmen shall hold a public hearing on December 6, 2023, at their meeting that starts at 6:30 P.M., in the Great Hall of the Town Hall located at 9 Union Street Wolfeboro, pursuant to NHRSA31:96-III(a), relative to unanticipated funds in the amount of \$50,746.52, a one-time highway payment in accordance with House Bill 2, payment for maintenance, construction and reconstruction of Class IV and V Highways.

**Mr. Harriman:** thanks lawmakers-Senator Jeb Bradley; Representative John McDonald for working on the measure to get money to communities; this is added to block grant from the state. Opens public hearing, no public comment. Closes public hearing.

**MOTION by Mr. Deshaies to accept unanticipated funds in the amount of \$50,746.52, a one-time highway payment in accordance with House Bill 2, payment for maintenance, construction and reconstruction of Class IV and V Highways. Second Mrs. Murray. Approved 5-0.**

- iii. The Board of Selectmen shall hold a public hearing on December 6, 2023, at their meeting that starts at 6:30P.M., in the Great Hall of the Town Hall located at 9 Union Street Wolfeboro, pursuant to NHRSA31:96-bIII(a), relative to unanticipated funds in the amount of \$31,164.93, a one-time bridge payment in accordance with House Bill 2, payment for maintenance, construction and reconstruction of Municipally Owned Bridges.

**Mr. Harriman:** thanks lawmakers Senator Jeb Bradley; Representative John McDonald for working on the measure to get money to communities. Opens public hearing; no public comment. Closes public hearing.

**Mrs. Murray:** How much remains in the bridge grant from last time we received it?

**Mr. Pineo:** Around \$100,000.

**Mrs. Murray:** This will be added to that?

**Mrs. Carpentier:** Last year, received \$112,573; we have spent about \$39,000.

**Mrs. Murray:** thank you.

**MOTION by Mr. Freudenberg to accept unanticipated funds in the amount of \$31,164.93, a one-time bridge payment in accordance with House Bill 2, payment for maintenance, construction and reconstruction of Municipally Owned Bridges. Second Mrs. Murray/Mr. Senecal. Approved 5-0**

### **3. Bulk Vote**

**Mrs. Murray:** take out item D- Last Night Wolfeboro raffle from the bulk vote; need to make that a motion; will step down from that.

**MOTION Mrs. Murray to remove item D- Last Night Wolfeboro raffle permit, Dec. 31, 2023. Second Mr. Freudenberg. Approved. 5-0**

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

- i. December 8, 2023 \$3,668,144.20 (county taxes)
- ii. December 15, 2023 \$185,664.21

#### **B. Property Tax Credit/Exemption**

- i. 165 South Main Street #7 2023 Tax Map 218 Lot 150-QT \$1,478
- ii. Stoneham Road #8 2023 Tax Map 155 Lot 3 \$43
- iii. 883 Center St S4 #9 2023 Tax Map 102 Lot 8-S4 \$1
- iv. 37 Village Corner Rd#10 2023 Tax Map 63 Lot 17 \$500
- v. 575 Beach Pond Rd #6 2023 Tax Map 54 Lot 18-12 \$7,480.28

**Mr. Harriman:** An additional item was given to BoS on an amended agenda. Should we have a motion to include that in the bulk vote? The audience has not seen that.

**Mrs. Murray:** The secretary will go by the amended agenda.

#### **C. Property Tax Credit/Exemption**

- i. 232 McManus Rd Tax Map 219 Lot 7

**D. Raffle Permit:**

i. Last Night Wolfeboro- December 31, 2023

**MOTION by Mrs. Murray to accept bulk vote A-C; Second Mr./ Freudenberg. Approved 5-0.**

**Mr. Harriman: Item D. - Raffle Permit: Last Night Wolfeboro- December 31, 2023**

**MOTION by Mr. Senecal to approve the raffle permit for Last Night Wolfeboro, Dec. 31, 2023. Second Mr. Senecal. Approved 4-0. Mrs. Murray abstains.**

**4. Board/Committee Appointments: N/A**

**5. New Business**

**A. Appointment: Last Night Wolfeboro event update**

**Brenda Jorett, Special Events Committee volunteer/outreach** – Thanks committee volunteers Libby Peard; Kate Turned + parks/recreation director Chirstine collins, program coordinator Lexey Austin + promotes the free events to celebrate Last Night: Sunday, Dec. 31:

11-1 games/crafts/displays in Great Hall – family event

11-2 Escape house: Kingswood Robotics team. At Train station

1 p.m. , First Congregational Church Just Bob + Marla – puppets, songs and stories

Estabrook Hall, Brewster; Wolfeboro Lions lead two sessions 1 p.m. + 2:15; snacks available (\$)

2:30-3:30 Peter Heimlich and Unusual Suspects; First Congregational Church sanctuary

2:30-4:30 p.m. Brewster free ice skating /we rented Pop Whalen arena if weather is bad- 2:30-3:30 free ice skating

3:30-4:30 p.m. Wildlife Encounters, at Great Hall

4:30 -5:30 – Carolyn Ramsay Band; First Congregational Church sanctuary

4-6 p.m. First Congregational Church supper

6 p.m. Fireworks; rain/weather postponement Dec. 30th

All Last Night Wolfeboro updates on town web site and Facebook @LastNightWolfeboro  
Thanks major sponsors: Piscataqua Landscaping; Hunter's Shop 'n Save, Black's Paper Store, Lake Winni Team, The Windrifter Resort, Taylor Community, Leone, McDonnell and Roberts, CPA, Avery Insurance; Goodhue Boat Company; Front Four Cellars; Eastern Propane and Oil; Butternuts Good Dishes. And prize support from NH Cruise; NH Boar Museum, Wright Museum, Wolfeboro Trolley – and thanks venues: Brewster and First Congregational Church. Wolfeboro Lions Club (Bingo)

**B. Discussion: November actual vs. budget- Finance**

**Kathryn Carpentier, Finance Director** – Nov. 2023 monthly report:

- General fund at 94% spending; 2% above the 11-month average. Pretty good.
- Town manager instituted a spending freeze – optimistic we will be under budget – unless there are any unforeseen events before year end.
- General fund at 82% because of the tardiness of tax bill – has not been adjusted yet. Waiting for meals and rooms tax to come in. Motor vehicles at 97% - very good. Interest on investments over \$100,000 favorable- doing well there.
- Appropriations- water fund 93%; Electric 90%; Sewer 96%; Pop Whalen at 118%
- Estimated revenues: water – 105%; electric 93%; sewer 102%; Pop Whalen 64%
- Copy given to BoS- Donation reconciliation and the capital reserve fund planning document.

- Other information: oil 68%; gas 79%; diesel 95%; legal 88%- all those areas doing OK.
- Overtime – another story: general fund at 109%- overspent \$40,000; trying to cover that in other budgets. Water fund 112%; Electric 96%; Sewer 67%; Welfare targeted to be \$20,000 overspent. Looking for areas in the budget to cover that.

Any questions?

**Mr. Harriman:** Any questions from board? (none) Thank you KC.

**C. Approval: 2024 Warrant Articles (see Mr. Pineo's PPT of 21 Warrant Articles + order last of warrant articles)**

**Mr. Pineo:** Updated 2024 warrant articles in the packet; a few new ones. And a proposed warrant article order list is included. Some of the warrants already approved by BoS. One was sent back by the budget committee for reconsideration.

1. Operating Budget – won't be approved until the 2024 budget is done.
2. Port Wedeln Drainage update: Bond hearing scheduled Jan. 3. There will be public comment and you can make informed decisions. Submitted NHDES paperwork in conjunction with Port Wedeln Association; easements cannot be signed until DES approves it; Stantec has easements ready.

**Steve Randall, director DPW-** only one easement needed from the association to the beach. MOUs will be used for back sloping of the road itself.

**Mr. Deshaies:** What is the bond rate now? Will it change by Jan. 3?

**Mr. Pineo:** My understanding - that's the State Revolving Loan Fund that is traditionally 2%.

**Mrs. Murray:** We have a letter from the association agreeing to pay some amount?

**Mr. Pineo:** Received note from representative of association agreeing to the \$100,000; asked if they'd consider additional funds to the town; they are not prepared to answer that and will ask the association board.

**Mrs. Murray:** Can we get a letter by Jan. 3?

**Mr. Pineo:** We've had good dialogue on that.

**Mrs. Murray:** OK.

3. **Town Road upgrades:** already BoS approved.
4. **Library Landscaping:** - HOLD until library director discusses with library trustees; some minor language changes.
5. **Library Solar:** HOLD until library trustees discusses with library director.
6. **Police Vehicle** – approved by BoS
7. **Public Works Vehicles & Equipment Replacement Capital Reserve Fund-** replacing \$380,000. Tax rate impact- \$.016 per \$1000 assessed valuation.

**Mrs. Murray:** Thanks Steve Randall for spread sheet laying out years of needs for DPW.

**Mr. Harriman:** Been doing this capital reserve method a while to meet needs of departments over the years. Great approach; support this one.

**MOTION by Mrs. Murray to move the Public Works Vehicles & Equipment Replacement Capital Reserve Fund to the warrant. Second Mr. Senecal. Approved 5-0.**

**MOTION by Mr. Freudenberg to recommend the Public Works Vehicles & Equipment Replacement Capital Reserve Fund warrant article. Second Mr. Deshaies. Approved 5-0.**

8. **Article- Building Maintenance Capital Reserve Fund:** raise/appropriate \$50,000; tax rate impact: \$.02 per \$1000 assessed valuation. Current 2023 CRF balance anticipated \$51,000.

**Mr. Pineo:** BoS held off on this last time until town hall roof repair cost was found. Mr. Deshaies helped find a contractor to repair on slate roof; fire ladder truck, public works and police; project to repair slate roof on clock tower roof complete inexpensively – about \$1000 - little impact to the current CRF.

**MOTION by Mrs. Murray to move the Public Works Vehicles & Equipment Replacement Capital Reserve Fund article to the warrant. Second Mr. Deshaies. Approved 5-0.**

**MOTION by Mrs. Murray to recommend the Public Works Vehicles & Equipment Replacement Capital Reserve Fund warrant article. Second Mr. Deshaies. Approved 5-0.**

9. **Article- Water Resources Non-Capital Reserve Funding:** raise/appropriate \$50,000. Tax rate impact \$.02 per \$1000 assessed valuation.  
2023 anticipated CRF balance - \$136,000

**Mrs. Murray:** important to continue to add to this account: 319 grant for Rust Pond dam is ending; no construction costs yet; we may need to supplement that; Route 28 project– concerned about retention basins where supplementary funds might be needed. Check ed with Wentworth Watershed Association- 319 grants this year have some drainage at the library that needs repair; will need money for Whitegate Rd. This capital reserve account can be used for these projects; need to continue to accumulate funds here.

**MOTION by Mrs. Murray to move the Water Resources Non-Capital Reserve Funding to the warrant. Second Mr. Deshaies. Approved. 5-0.**

**MOTION by Mrs. Murray to recommend the Water Resources Non-Capital Reserve Funding warrant article. Second Mr. Freudenberg. Approved 5-0.**

10. **Mr. Pineo:** Article already BoS approved- Abenaki Ski Area Capital Reserve Funding.
11. **Mr. Pineo:** Article already BoS approved- Tree Removal & Replacement Expendable Trust Fund
12. **Mr. Pineo:** Article already BoS approved- Municipal Electric Bucket Truck Replacement
13. **Mr. Pineo:** Article already BoS approved- Maplewood/Highland Terrace Water Main Installation
14. **Mr. Pineo:** Article already BoS approved- Wastewater Treatment Plant Capital Reserve Funding
15. **Mr. Pineo:** Article already BoS approved- S. Main Street/Center Street to Smith River Bridge Sewer Engineering
16. **Mr. Pineo:** Article already BoS approved- Parks & Recreation Tractor Purchase  
This was motioned at the budget committee meeting to have this come back to BoS to consider a cost allocation to break it out over the general fund and Pop Whalen Fund. Committee would like to see 40% of this applied to the Pop Whalen Enterprise Fund; balance to the General Fund. I broke this out in spread sheet – areas within parks and rec where this tractor would be used- parks maintenance, beaches, cemeteries, Abenaki- \$613,000 in the general fund.

Pop Whalen - \$361,807 – Works out to 63% parks/rec- 37% Pop Whalen ratio. We know Pop Whalen Enterprise fund struggling to break even. Working to achieve this. This would put more hindrance on that fund. But this is what the budget committee motioned and asked for BoS to reconsider.

**Mrs. Murray:** I did not vote for it in the first place; this does not change my vote.

**Mr. Freudenberg:** This would stress the enterprise fund. It will be used at the rink for snow removal.

**Mr. Senecal:** Best way is to leave it the way it was. Pop Whalen has had a hard time as it is. Will not make difference in the tax rate impact- comes out of the same areas.

**Mr. Deshaies:** Wanted this to wait a year; half money this year; half next year- lessening the tax rate impact on voters.

**Mr. Harriman:** Pop Whalen Enterprise Fund struggling – so leave it the way we had it. Motion needed?

**Mr. Pineo:** Yes, a motion needed to send this warrant back.

**MOTION by Mr. Senecal to send Parks & Recreation Tractor Purchase warrant article back to the budget committee as originally intended by BoS. Second Mr. Freudenberg. Approved 5-0.**

**17. Mr. Pineo Article- Used Ambulance Purchase:** raise/appropriate \$110,000 purchase/outfit used ambulance for Wolfeboro FD. Changes in this language: \$80,000 for purchase of vehicle; \$20,000 outfitting ambulance; \$10,000- fuel; and other expendables to license ambulance in NH. And accept state/federal monies/.donations. Tax rate impact- \$.05 per \$1000 assessed valuation.

**Mr. Senecal:** says he does not have enough information to move forward with this article. Some answers from chief on EMS requirements, etc. No revenue stream shown. Not in favor of the article. Ambulance services expensive. Does not understand why ambulance services not making money. Not in favor of article.

**Mrs. Murray:** agrees; does not have a write-up on how the ambulance will be used – a training tool? Third ambulance out? No rates or billing? No second party to look at the ambulance program and figures. Do not have enough information to spend this amount on a used ambulance.

**Mr. Freudenberg:** How much time do we have on this warrant?

**Mr. Pineo:** First week January.

**Mr. Deshaies:** Uncharted waters on revenue/billing. There are a lot of issues; sees both sides of the coin. Most municipalities use a fire-based system. Many ambulance companies are stopping service like this; just doing transport. We need emergency service plan going forward. We will have to go to fire based ambulance service at some point. \$120,000 is a lot of money.

Proposes taking an ambulance loan; first year payment \$18,000; \$12,000 maintenance and operations. Would give WFD ability to use this as a third ambulance; work with Stewarts Ambulance on service in 2024. Let them work into how they'll operate the ambulance system. Chief said at one point existing staff could operate this ambulance. Only costs \$30,00 out of the gate + interest. We could pay loan off early when financial position is better; when we see system working. If we lose another year or two, we'll be up to \$1 million or \$1.5 million in ambulance costs annually. From everything I have found/other fire departments around the state – it's less than that cost. Lower cost option – as I proposed – is something I could accept.

Believes costs will escalate for private ambulance company; we can operate WFD ambulance service less expensively.

**Mr. Harriman:** Ambulance industry changing. Getting out of municipal service and into transport. Agrees towns running their own ambulance service. We should get outside advice on this before making decisions. If we agree to this, we're committing the town to

an expensive option without a plan with an outside opinion on planning the ambulance service. Need second set of eyes. We need to do the research and do our job right.

**Mrs. Murray:** If we did a loan, would we need a majority or 3/5s vote? Would this loan required 3/5s voter approval?

**Mr. Pineo:** Recent changes could allow BoS to sign a lease without going to town meeting. I do not recommend this for a project like this. I think this project should have a town vote.

**Mrs. Murray:** Agree but needed that answer.

**Mr. Deshaies:** How much was outside opinion cost?

**Mr. Pineo:** Was anticipating cost at about \$15,000. *[Chief Zotti noted that possibility of outside contractor to look at ambulance program got caught in budget freeze.]*

**Mr. Deshaies:** Maybe we can do this study and loan at the same time. If 70% of NH is using municipal-run ambulance service, we are in the minority. Do we want to spend \$200,000 every year to just think about a town-run ambulance system.

**Mrs. Murray:** We're not just thinking about it. We're looking at the figures. Problems with figures I had was staffing – 48-hour a week staff to 42 hours. Concerned about salary cuts for staff. Not comfortable that we have figures concerning staffing and cost of staffing and running ambulance service. Has many questions concerning Stewarts Ambulance status, etc. Is this transport ambulance? Free rides? How often will it go out? Billing questions? I hoped for more answers – and I don't have the answers.

**Chief Zotti:** Dec. 7 memo spelled out everything. Didn't you get this?

**Mr. Pineo:** Says it was in a BoS packet.

**Mr. Freudenberg/Mrs. Murray:** Do not remember seeing that memo.

**Mr. Senecal:** We've provided in this 2024 budget for Stewarts Ambulance subsidy to provide two ambulances 24/7 for the next year.

**Mr. Pineo:** Provided we do not go to a default budget – correct. Cost is \$750,000 for 2024.

**Mr. Deshaies:** Asks for costs for 2023 + 2025 ambulance service.

**Chief Zotti:** \$276,000 – 2023; No cost estimate for 2025/Stewarts Ambulance.

**Mr. Deshaies:** Thought I heard \$950,000.

**Chief Zotti:** You may be referring to RFPs from this past summer, which contemplated a 4-year agreement.

**Mr. Deshaies:** Cost will continue to escalate. Says town could provide ambulance service at the cost. Understand we do not have all the costs. \$1.6 million a lot for ambulance service when we could do it for the same cost – if we get numbers that justify it.

**Mr. Senecal:** We don't know that.

**Mrs. Murray:** Brian, I expect that after we get third party evaluation, that it will be what we put on the warrant next year. Next year, we'd come forward with this warrant. That's what I see. Then I think we'd have all the information; it'd be easy to prove to the voters that this is the best way to go.

**Mr. Freudenberg:** Seems we do not have information from the chief. We still have some time. Hold this and do it at the next meeting.

**Chief Zotti:** Will get the complete email outlining the plan.

**Mrs. Murray:** I do not have it.

**Mr. Senecal:** Get it to us, please.

**Chief Zotti:** Yes.

**Mr. Harriman:** Yes, we're moving toward having town ambulance service; we need third party look at this/review and steps to move ahead; we need to approach this more slowly. That's in the best interests of the town.

**Chief Zotti:** The third party look is important; that fell victim to the budget freeze this year.

**Mrs. Murray:** This warrant may fall because of the same reason. But want to see the full plan.

**Mr. Deshaies:** Have talked to other fire departments and vendors. More comfortable with this.

**Mr. Harriman:** Will hold this until the Jan. 3 BoS meeting. Dec. 28 meeting – encumbrance meeting at 5 p.m. followed by budget committee at 6 p.m.

**18. Mr. Pineo: Updated through email with Randy Tetro. -Article- Wolfeboro Historical Society Lease – Clark Museum Complex - 10-year lease buildings and land - and renewal option additional 10-year term. BoS will negotiate terms and conditions. [getting square footage of the site] No tax rate impact.**

Lease is consistent with other leases – railroad freight house/Garwoods; OK'd by legal.

**Mrs. Murray:** Thought we needed have a lease/rent amount.

**Mr. Pineo:** Do not need a lease amount. That would be revenue; not expending funds; consistent with other leases.

**Mrs. Murray:** They are leasing the land – we own buildings.

**Mr. Pineo:** NO – lease states buildings and land.

**Mrs. Murray:** We own some of the buildings- schoolhouse; we'll be paying for renovations.

**Mr. Pineo:** In talking with Nathan, if we have standalone renovations to that building; those renovations would be standalone warrant articles.

**Mrs. Murray:** We have something in this year's budget – a capital outlay or something – so that will become a warrant article?

**Mr. Pineo:** Not under this one because we already have that existing lease. This goes into effect in 2026.

**Mrs. Murray:** thinking about whether this makes sense in the future to not charge any lease fee; and leasing the buildings and land. Will do some thinking on that.

**Mr. Pineo:** We can put those terms in the lease agreement which does not have to be part of the warrant. Similar to Garwoods for Dockside restaurant- we collect rent from Garwoods.; we do not put the amount of rent in the warrant article.

**Mr. Senecal:** Are we recommending this or wait? Square footage won't matter much.

**Mrs. Murray:** Asks about buildings and square footage- who owns what- the barn? Would like to come back to this and understand whether we should put rent in this?

**Mr. Harriman:** Do we own the historic fire truck?

**Mr. Pineo:** Yes.

**Mrs. Murray:** Its' been given to us; we maintain; and the barn.

**19. Mr. Pineo: REMOVE Article from warrant– Sewer Pump Stations Upgrade Reauthorization – legal recommends the warrant article be removed. Contract will be in place. If the contract goes beyond 12/31/25, we will have change orders in place allowing us to encumber the funds and carry funds forward into 2025/26. Concern from legal – If the warrant is voted down, do we have authorization to spend that money for any over expenditures; legal recommending warrant article be removed. No BoS action needed now.**

**20. Article- Jockey Cove Stormwater Design & Engineering: \$20,000 design/engineering/drainage system – Sewell Rd. to Jockey Cove side of Forest Road to the Carry – tax map 228-lot #048. Accept donations and funding from federal and state governments. Tax rate impact: \$.01 per \$1000 assessed valuation.**

**Mr. Deshaies:** Is this Wolfeboro Waters article?

**Mrs. Murray:** This is recommended by Wolfeboro Waters.

**Mr. Deshaies:** Does Wolfeboro Waters have funds to contribute to this?

**Mrs. Murray:** No; we have the non-capital reserve for this; Organization wants the warrant; concerned about e-coli and cyanobacteria.

**Mr. Harriman:** This is just the design.

**Mr. Senecal:** This culvert owned by Cain Sr. property. Exchange of land to Carry Beach.



**Engineering for this** – the culvert would be moved to town property or would it remain on Cain Sr. property?

**Steve Randall**, director DPW – Yes.

**Mr. Senecal:** Would the culvert be moved onto town property with this project or on Cain Sr. property ? We already approved replacing the culvert replacement

**Mr. Randall:** Does not know; does not know where the \$20,000 figure came from. [directed to Mrs. Murray] Did you talk to CEI on that? Did they give a rough idea?

**Mrs. Murray:** No

**Mr. Randall:** I do not know this plan and was not involved. The original plan was in-kind replacement. We stopped this when this idea came up.

**Mr. Senecal:** Explains BoS several meetings ago, approved replacement of culvert under NHDES permit in hand other than supplies for culvert. My concern is - will it be on town or Cain Sr. property?

**Mr. Randall:** Cannot answer – it's up to whatever design is developed from this plan.

**Mrs. Murray** agrees.

**Mr. Randall:** best educated guess – if the town pays for them to design something – they would look for this to be on town property.

**Mr. Senecal:** So this would be from the wetlands to the culvert. Water comes through the culvert at the head end; then water goes down and out into the Carry. [Mr. Randall confirms] Linda perhaps had mentioned there'd be a drop culvert at the wetlands and another drop culvert then out?

**Mr. Randall:** That's not what we were looking to do or can do. I'm assuming this is what this article/design funding would be for – it'll be designed and engineered. No money in the budget to fund the actual repair – which would not be until 2025. Otherwise we could replace it next year.

**Mr. Senecal:** This would probably not be done for 18 months and not be fixed until 2025. Not convinced this repair would solve the problem. I do not think it will. We do not know where the e coli is coming from; could be from decayed wetlands material.

**Mrs. Murray:** But with the current plan, the problem with what's getting through the culvert to the lake. That's the concern. The Conservation Commission weighed in; Wolfeboro Waters recommended this. That's why we moved forward.

**Mr. Pineo:** We do have a cyanobacteria documented issue in that area, too – in Jockey Cove.

**Mr. Senecal:** This could be unrelated to the culvert issue.

**Mr. Freudenberg:** If this gets approved, will this project move forward in 2025 – what happens with the original plan?

**Mr. Randall:** Once this issue came forward, our project to replace in-kind stopped.

**Mr. Deshaies:** We need to protect the lake; come cyanobacteria problems in the lake have happened and they just don't know why. It was in the Broads – where is that runoff from? We have to make sure contamination does not get into the lake.

**Mrs. Murray:** Lake Winnepesaukee Association is doing watershed management plans around the lake because stormwater runoff is putting nutrients in the lake – causing cyanobacteria. There are more and more of these issues. This is one area where this needed to be done; Conservation Commission and Wolfeboro Waters agreed this needs to be done leading to this article. Do you want to put it on the warrant or vote for or against it?

**Mr. Harriman:** Engineering firm would lead to more testing – answering questions Dave mentioned; find source of e-coli; nutrients feeding the cyanobacteria from this small and important drainage area. This area has Carry Beach on one side; Jockey Cove on the other. Water fairly stagnant on Jockey Cove side as wind blows from west.

**Mrs. Murray:** Hopefully the new sewer system would combat e-coli issues. It's the general nutrients concerning cyanobacteria.

**Mr. Deshaies:** For less money, could we do more testing be done?

**Mr. Pineo:** Testing to find DNA to discover where e-coli comes from is about \$6000 per test. That is hit and miss based on what is in the water at that time. Last time there was a lot of dog and bird species detected; a lot of the homes had vacated for the season. It's an expensive testing process.

**Mr. Deshaies:** Would engineering company do testing?

**Mrs. Murray:** What was proposed was a catch basin with a pump and whether that would make sense.

**Mr. Deshaies:** So this \$20,000 would just be design work – and not include testing.

**Mr. Pineo:** Would continue e-coli testing next summer as we did this summer to test readings. Then we'd have to figure out and test where it's coming from and species involved.

**Mr. Deshaies:** Hate to spend the \$20,000 in design work/engineering and find out the problem is in another place along the area. Then redesign would be needed.

**Mr. Pineo:** The culvert has to be replaced; or should the engineering be done once to meet everyone's needs; or replace the culvert and meet nobody's needs. If something happens and a house needs or is constructed and the culvert gets torn up.

**Mr. Deshaies:** As long as it's well-spent money.

**Mr. Harriman:** If the article is approved, scope of work for engineering can be shown to include design; testing; design geared to treatment/improving water quality. We have the option developing the scope of work and get the quote from the firm.

**Mr. Senecal:** If we're going to replace the culvert and will take us to 2025 – this culvert should be on town property. Now it's on Cain Sr. property; they want it off their property. Have to go through NHDES and engineering so it's off private property. That would need to be part of the RFP.

**Mr. Pineo:** Or within existing easement.

**Mrs. Murray:** There's an easement.

**Mr. Pineo:** We have an easement for the existing culvert.

**Mrs. Murray:** We can look at that; in the design can be worked out.

**Mr. Randall:** Gravity plays into this area, too. They could look to move the culvert to get the water from here to there.

**Mrs. Murray:** Only way to do what's best and correct is get an engineer; that is why the two organizations are supporting this.

**MOTION by Mrs. Murray to move Jockey Cove Stormwater Design & Engineering article to the warrant. Second Mr. Freudenberg. Approved 5-0.**

**MOTION by Mrs. Murray to recommend this warrant article. Second Mr. Freudenberg. Approve 5-0.**

**21. Mr. Pineo: New Article – Bingo** – from Parks and Recreation in conjunction with seniors: Provisions under RSA287-E - Conducting games of bingo and sale of Lucky 7 tickets. No tax rate impact.

**Amy Capone Muccio**, president Wolfeboro Senior Citizen Club: parks and recreation wants to offer regular bingo to senior citizens. Visited other communities that have regular bingo: Farmington, Rochester, New Durham. Contacted town council – indicated a waiver needed from NH Lottery Commission – got that; and now need a warrant article to adopt bingo process. Full memo from Christine Collins outlines this. NH Lottery Commission requires:

- For age 55+;
- non-profit entity – through parks and recreation;
- tickets – example - ten games in one day; ticket price maximum \$.75.
- funds made go into prizes.
- Has examples of bingo cards and how they work.

- Will provide BoS with information for details.
- Talked with town legal about this. Warrant article is basic. Mr. Pineo said another non-profit could run the bingo but would have to get a special waiver from NH Lottery Commission; we have that and it expires Sept. 30, 2028. Another waiver would need to be requested at that time.

**Mr. Harriman:** Nonprofit portion – town has to partner with a non-profit – and the senior citizens group fulfills that?

**Mrs. Capone Muccio:** That is the process for raffles. [reads from waiver] NH Lottery Commission received the waiver request exempting the Town of Wolfeboro Parks and Recreation Department from the requirements of Lot 7002.26. This rule defines a senior citizens organization as a non-profit association or club; members 55+ for the mutual support of NH senior citizens. Reviewed the rationale provided ...and the town meets the intent of lot 7002.26 The request is granted. In effect to Sept. 30, 2028.

This was given to us for Parks and Recreation and the Wolfeboro Senior Citizens Club . We made the request to do this at either Abenaki or the community center.

**Mrs. Murray:** Understand that under RSA 287.e, this will be for any non-profit organization; that non-profit would have to apply for waiver. Games funds raised could not go to non-profit; would have to go into prizes.

**Mrs. Capone-Muccio:** Correct. No non profit can make money; non-profit group would have to request their own waiver.

**Mr. Harriman/Mr. Pineo:** this came in late; BoS would like to review...

**Mrs. Murray:** Wants to see waiver.

**Mrs. Capone Muccio:** And has samples of the cards; we'd be doing this once a month.

**Mr. Pineo:** Will hold this until January 3 BoS meeting.

**22. Mr. Pineo: Article - Locker room Lease** agreement - *[Mrs. Murray steps down from Locker Room Lease issue]*

Came in from Friends of Pop Whalen. Extend the current five – year agreement to 40-year exclusive use lease agreement at Pop Whalen Ice and Arts Center. No tax rate impact.

**Mr. Deshaies:** Issue #10 about paragraph 10. What is that? [on lease agreement]

**Mr. Pineo:** what agreement?

**Mr. Deshaies:** Could be a mis-reference to a paragraph. Town of Wolfeboro and Friends of Kingswood Hockey – we should clean up language. [OK from Mr. Pineo]

On Pop Whalen policy statement which should be addressed; locker rooms should be adult supervised? Is this required for all high school, Backbay Hockey, Brewster – that any team in there must have adult supervision?

**Mr. Victor Drouin** – president Friends of Pop Whalen: This is what the town came up with. Back Bay agreement says adult supervision required.

Brewster agreement – it was deleted; they don't want adult in locker room with the teenagers. Different policy at Brewster. Kingswood one mimics the Brewster one; This attachment the stock policy statement for the agreement. You're responsible for the conduct in the locker room – not Friends of Pop Whalen.

This policy statement has been out a few years. This is stapled to ice contracts; it's a stock 'Town of Wolfeboro' expectation.

**Mr. Deshaies:** We should look at this closely. What happens should Back Bay Hockey dissolve; or Brewster decides to have its own rink? What happens to our 40-year lease agreement?

**Mr. Freudenberg:** I assume they stop paying.

**Mr. Deshaies:** There's no mechanism to break the lease.

**Mr. Drouin:** In this warrant article wording – it's two different topics. This current one is for the BoS to have a five-year use/lease agreement for these rooms. The goal was to

have a lease for these rooms for the life of the building. Then Brewster and Kingswood – both wanted a 40-year term – not life of the building.

We need the voters to ratify the terms. Significant investments have been made to complete the locker rooms and paying for the use. We felt 40-years – addresses the extension of time.

**Mr. Harriman:** Does five-year lease agreements you have now, hinged upon getting the 40-year extension?

**Mr. Drouin:** Both license agreements are structured to pay Friends of Pop lesser amounts; they're paying incrementally. Back Bay paid the full amount; Brewster and Kingswood paid \$50,000 for five years – and if this is extended they'll both pay the balance which is the other \$200,000 each. It's a lot of money. From the Town perspective, Friends of Pop owes the town by July (2024). So if they pay now or over time, it does not matter necessarily to the Town; it would put us [Friends of Pop] in a predicament.

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

**Mr. Pineo:** You all just got this; you may want to take some time to think.

**Mr. Freudenberg:** Points out these are two different documents. The warrant is one; the lease is another.

**Mr. Harriman:** Move this to the Jan. 3 meeting and finalize it.

**Mr. Pineo:** That works OK. I have a list of all the warrant articles. Please think about the public information sessions and who would like to do which articles for the public information sessions put out on Wolfeboro Community TV. Jan. 3 we should have an idea of when those recordings will take place. That's it on the warrant articles.

**Mr. Harriman:** Clarify the order of the warrant articles?

**Mr. Pineo:** Process the order I gave you which is a method: Bonds go first, operating budget, cash, capital reserve and then non-financial.

**Mr. Harriman:** OK

#### **D. Approval: Solid Waste Rate proposal**

**Mr. Pineo:** There are significant increases in the 2024 proposed operating budget for tipping fees, etc. It's been a while since we evaluated rates at Solid Waste. Steve Randall has gone through and has provided you with some data.

**Steve Randall, director DPW:** Packet with a lot of numbers. Assumptions are based on 2024 usage based on 2023 numbers; projections were under the curve this year. Our numbers are about a month behind KC's revenue numbers. I put together - back to 2021 numbers to see the trends. We are trending the wrong way.

Our biggest losers are the construction and demo dumpsters – by far. There's no scale at the site – so I reached that number by taking revenues based on what we put out. Applied that all the way through. We are losing a lot of revenue there. Our Solid Waste rates are a contracted service; not a lot we can do on that – other than stickers. Trucking costs will not change this year. In the future we need to look to solve the issue. I proposed rate hikes across the board. Looking for your feedback.

**Mr. Deshaies:** When was the last time the dump sticker price went up?

**Mr. Randall:** Prices have not changed in at least 17 years.

**Mrs. Murray:** We have not looked at these rates in years.

**Mr. Randall:** We pay \$.33 per sticker – our cost. That should go up and would help with mass solid waste part. If we raise freon, tires and all those costs – that will help us offset what you get with your sticker. It's the demo/construction dumpsters that do the most damage; those rates need to go up. If you bring a couch to dump, it costs you \$20; it costs us \$80 to get rid of it.

**Mr. Harriman:** I looked at this closely. I like your approach on C&D users – mostly contractors should cover the cost. It should be born by the contractors not the tax payer.

**Mr. Randall:** agrees.

**Mr. Harriman:** Last page you propose raising the tipping fee from \$35 to \$60 per yard. That would cover tipping fees. Trucking for that yardage is about 31% - trucking out the dumpsters between the MSW (municipal solid waste and the C&D (construction/demolition) That adds up to another \$17-\$20 per yard to cover trucking cost for the dumpsters. Perhaps the \$60 should be \$80 per yard to cover trucking cost. Then the users pay for use of the facility.

**Mr. Randall:** This was my first run at this. My concern was the drastic number. It is such a lopsided change.

**Mrs. Murray:** Should we phase this in?

**Mr. Randall:** It would continue to be a loss.

**Mrs. Murray:** It always has been.

**Mr. Harriman:** Contractors pass this along to their clients/customers.

**Mr. Freudenberg:** Works the numbers – and agrees at \$60 fee, you're still under that dumpster fee. \$60 makes sense.

*[Selectmen discuss numbers and what could be possible.]*

**Mrs. Murray:** Feels better about \$80 fee.

**Mr. Randall:** \$60 is the average. Individuals throwing away a heavy piece of furniture will feel this the most.

**Mrs. Murray:** Just so the items don't end up on the side of the road.

**Mr. Harriman:** Some contractors get a temporary sticker if they're doing a job in Wolfeboro; C&D fees are lower than other towns. And the dump C&D waste in Wolfeboro.

**Mr. Randall:** agrees; Citizens will feel costs of dumping their heavy items.

**Mr. Freudenberg:** Suppose dump fee is raised to \$10 - as high as \$20. You could give people two free uses to dispose of bulk items. Raising the fee they'll complain- but give them one bulk item to dispose of for no cost.

**Mr. Randall:** That's a good option. They could get a token or voucher for two bulk items.

**Mr. Deshaies:** Notes when you buy a new refrigerator, the delivery company will take away your old one at a cost of perhaps \$100. The dump is \$20 or \$25. Incentive for people to come from other places to dispose of bulk items.

**Mr. Freudenberg:** When fees go up that drastically, without a scale, people will argue over how much they really have. Can we get a portable scale?

**Mr. Randall:** Can look into this. It's flat ground and training to use the scale. Down the road we need a scale, maybe not in 2024; I want to track this a little bit more and have better options.

**Mr. Harriman:** In Ossipee once a year, we had a free day to bring in one load of bulk items. It costs some money \$15,000 or so; took 4-5 days to get rid of it and extra dumpsters were brought in. But it gives people a good feeling to know the free day is coming.

**Mr. Randall:** Brush dump: is a money loser. Biggest question is the high school: They do not pay to get rid of tires or electronics.

**Mrs. Murray:** Do we have an agreement with the high school?

**Mr. Randall:** Not that I can find.

**Mrs. Murray:** If they pay, we still pay 35%. That's what we pay of the taxes.

**Mr. Randall:** To me, 35% is better than 100%.

**Mr. Deshaies:** When the electronics go south at the elementary school, they end up at the high school. IT people would take them to the high school.

**Mr. Randall:** Then they end up at MSW. The school had 100 tires they wanted to bring in. I had no where to dump them so they're holding on to them.

**Mrs. Murray:** We'd better do this quickly so they get this into their budget which has not passed yet.

**Mr. Harriman:** At vo-tech auto repair, when they work on vehicles do they do that free for customers? If they are changing tires, can they pass that disposal on to the customers?

**Mr. Randall:** All I could find is when the labor is free, the customer pays 10% and that covers parts. They do not pay disposal fees. Could not confirm that.  
When you go to a tire shop you have to pay \$10 to get rid of your old tires.  
I think we need to raise the rates.

**Mrs. Murray:** Says if we're going to raise the rates for the school district for the tires, we should make that motion tonight and get it to the school district. It's not fair to them.

**Mr. Senecal:** Can't Mr. Randall do that on the rates?

**Mr. Pineo:** I think he wants a policy decision from the board.

**Mr. Deshaies:** You want tires and electronics fee raised?

**Mr. Randall:** I think anything that goes into the transfer station should be paid for, regardless of where it comes from. If it comes from the school, then the Town reimburses them 33% or 34%.

**Mrs. Murray:** It doesn't work that way -we don't repay. The town's portion of the budget is 35%.

**MOTION by Mrs. Murray charge the Governor Wentworth School District the going rate for disposal of any of their items at the Wolfeboro Transfer Station. Second Mr. Senecal.**

**Mr. Randall:** Leaving it general like that is good; then we can deal with the school.

**Mrs. Murray:** Whatever the rates are, you'll charge them.

**Approved 5-0.**

**Mrs. Murray:** And tomorrow, we let the school district know so they can make adjustments.

**Mr. Deshaies:** There may be exceptions. Such as Carpenter School playground disposal.

**Mr. Pineo:** They asked for an exception.

**Mr. Randall:** What about the rest of the rates?

**Mr. Pineo:** I'd like to hold that for a public hearing on Jan. 3.

**Mr. Harriman:** Agrees on public hearing.

**Mr. Deshaies:** Could a percentage raise increase work?

**Mr. Randall:** There is a good accounting system and these rates are good.

**Mrs. Murray:** We could do this yearly. Is \$80 for the C&D fee OK?

**Mr. Harriman:** He might come up with another number to cover trucking and tipping fees.

**Mr. Randall:** I was trying to be conservative.

**Mr. Harriman:** With the MSW – the regular trash disposal – you're not trying to put a rate to cover that cost.

**Mr. Randall:** No. If we raise things we do make money on such as freon, tires, electronics – if those fees are raised, it softens the solid waste part. If demo fees cover demo costs then it's not so bad. Rates in 2024 will go up even more.

**Mr. Harriman:** Cassella is hauling for us. Do we usually have a multi-year contract?

**Mr. Randall:** Yes. We are locked in through next year and an option in 2025. 5% increase over what it is now. We spend nearly \$500,000 on trucking yearly.

**Mrs. Murray:** We're talking about eventually buying a truck and hauling it ourselves. We'll need the cost of the truck plus the analysis – cost of labor – the whole thing and look and compare.

**Mr. Randall:** Then I'll have a year's worth of data that I know of. Everything else I pulled from was before. That will give me two good years of data to present something that will make sense.

**Mrs. Murray:** We'll see in our packet some changes in these fee proposals?

**Mr. Pineo:** Yes – and we'll get this noticed for the public hearing Jan. 3 and we'll get it on the Town web site; posted at Town Hall and Library.

**E. Discussion: Budget Committee Lease recommendations (Fire/Rescue & Public Works)**

**Mr. Pineo:** Consider two projects for leasing. First is the DPW to replace 2001 new haul-in tractor that is end of useful life. DPW director has come forward with a 50-50 proposal on the \$89,000 piece of equipment based on the CIP process. 50% to be paid for by public works through the capital reserve fund; 50% paid for through water department user fees. Calculated by into contemplation for 2024 rates. DPW director got information on lease purchasing. One disadvantage- lose the municipal discount. Five or six-year proposal. Five-year proposal = \$10,000 in interest; Six-year proposal = \$12,000 in interest.

DPW director did a good job bringing this through the CIP process – and NOT leasing. That is for BoS to deliberate. Steve Randall can answer questions.

**Mr. Harriman:** Agrees CIP process was informative with interest costs; makes sense to leave it how we presented it.

**Mrs. Murray:** Agrees; Steve did a good job for the budget committee.

**Mr. Pineo:** Asks for motion to take this back to the budget committee.

**MOTION by Mr. Senecal for an outright purchase of the DPW haul-in tractor as originally presented.**

**Second Mrs. Murray. Approved 5-0.**

**Mr. Pineo:** Second – fire department – before budget committee member pointed out Mr. Pineo had removed a capital outlay request for replacement of portable and mobile radios. Board never saw that as an approved item from town manager. Budget Committee believes the Town should be getting lease pricing. Fire Chief has provided you backup on those costs. Says a lease-purchase is not recommended. Chief is here to answer questions and made a similar stance in his memo to the board.

**Mr. Freudenberg:** Agrees with Mr. Pineo's statement.

**Mrs. Murray:** Points out in the memo a reason cited by the fire chief to remove the radios was that they were going to be a warrant article for \$110,000.

**Mr. Harriman:** Do we need a motion?

**Motion by Mrs. Murray that the Wolfeboro Board of Selectmen is not supportive of replacement of the fire rescue radios as part of the 2024 budget or warrant article.**

**Mrs. Murray:** I'm supportive of that. We've spent a lot of time and energy trying to bring the budget and the requests down.

**Second Mr. Senecal. Approved 5-0.**

**F. Discussion: 15 Willow Street proposed project**

**Mr. Pineo:** Project off Willow Street – Town is an abutter – Bridge Falls Path abuts the Willow Street property. Documents assembled for you to discuss and actions you may want to take.

**Mr. Harriman:** This has come to the planning board – Special Use Permit. And coming up in January for site review application. Planning Board continued the hearing to coincide with the site review plan and should be heard together. No decision yet by the planning board.

**Mrs. Murray:** This is the Bridge Falls Landing condos at the old Berry Mill: Concerns for town- board should address infringement on the wetlands buffer as it affects Back Bay water quality. And added cut – other than the roadway – into the Bridge Falls Path. The Town spends funds each year to address milfoil in Back Bay. The wetland buffer zone allows the wetland to work properly. In the town zoning ordinance – 175 article 2 – Wetlands Conservation Overlay District. 195-5 – wetlands and buffers in the municipality of Wolfeboro are a valuable natural resource requiring careful management to maintain their usefulness to public health, safety and welfare. The municipality of Wolfeboro finds that the wetlands and buffers – one says they preserve and enhance those esthetic values of the Wetlands Conservation Overlay District to protect wetlands, water courses,

surfaces and groundwater supply and water bodies of the Town of Wolfeboro from degradation. There are three or four others.

The voters have passed this and they are saying that the wetlands and buffers are important to our community.

Bridge Falls Landing Condo infringes into the wetland buffer by 5,583 square feet. Areas included in that footage is a large portion of the road going in; part of the building and the pool deck. There will be an effect on Back Bay from road salt used on the development roadway which is in the wetland buffer. I do not support a special use permit because of this large infringement on the wetland buffer zone.

Additional connection to the Bridge Falls Path: a new structure from the condo to the Bridge Falls Path will change the number of entrances to the Bridge Falls Path. One beauty of this path is its quiet and natural surroundings. I see no reason why the residents of the development enter the Bridge Falls Path from the road entrance.

Suzanne Ryan asked a question about whether there was an easement over the Bridge Falls path from Willow Street; the board was given a quick claim deed which conveys the property as-is with all the conditions and easement. I did go back and find a warranty deed recorded Jan. 16, 2001; book 1901, page 380 that includes the easement to the property. It does have that easement.

*[Member of public off-mic - asks for public comment on the issue]*

Mr. Harriman: Board is OK with that.

Mr. Pineo: Applicant (developer) is online so you are aware.

**John Sandeen, Wolfeboro resident:** *(hands statement to BoS)*

1. Town owned Bridge Falls Path must be protected from vehicular traffic.
2. Willow St. needs to be laid out before any rebuilding of or construction on Willow St.
3. A complete engineering study of Willow St. must be done to layout Willow St.
  - Point 1:
    - Deed to town of Wolfeboro for the Bridge Falls Path does not include any easements for 17 or 15 Willow St. The easements mentioned here are easements from 15 to 17 Willow Street. Not for any easement over the Bridge Falls Path.
    - Point 2 Vehicular traffic crossing is a major hazard for Bridge Falls Path users. Letter from Mr. Sandeen Nov. 10 to Town Manager pointed out the hazard.
    - Point 3 - Letter from Mr. Sandeen Nov. 10 to Town Manager pointed out the hazard.
    - Point 4 if vehicles are allowed to cross Bridge Falls Path – what safety measures will the board required to prevent accidents and town liability?
  - Point 2 Willow St. needs to be laid out before any rebuilding of or construction on Willow St.
    - Developer of 17 Willow St. lot proposes to rebuild Willow St. at his expense to install a required 6-inch water main from Center Street.
    - 1863 deed with layout of Willow St. is out of date. (book 1863 – page 11)- defines layout of street – very out of date.
    - Today's actual appearance of the road does not conform to town standards;
    - Abutting property lines are not the road boundaries. Town GIS map shows picture of where the road is.
    - BoS required for any rebuilding of Willow St.'
    - NHDOT approval needed for access to water main on Wright Museum side of Route 28/Center St.
    - Need Wright Museum approval before any construction can take place on or abutting their property.
  - Point 3 Engineering study needed to layout Willow St.



- Rebuild project for Friend St. is comparable – took a lot of time; property lines had to be changed, etc. Owner agreements and cooperation needed.
- Legal and engineering determination of the extent of Willow St. and necessary easements required to settle usage and access to lots 15 and 17 Willow St.

**Mr. Harriman:** Does applicant want to comment?

**Mrs. Murray:** I would like to send a letter to the planning board stating the 5,583 infringement on the wetland buffer zone is an issue. And that we are not in favor of a bridge from the condo to the Bridge Falls Path making another cut into the Bridge Falls Path.

**[online] Jeffrey Brem, developer 15 Willow St.** property, Bridge Falls Landing project: Did not get Mr. Sandeen's information. We believe we have access to Willow St. We did talk about rebuilding Willow St. after we put in water and sewer lines. I'm informed there is a water line across Center St. installed 20 or so years ago. I'll solve this.

Mrs. Murray mentioned the special use permit. Impact of a special use permit; I've endeavored to keep all the work out. This is a peninsula as you know – on the other side of the Smith River – not where the mill was. Just vacant land now. Almost entirely surrounded by buffer zone – 5500+ square feet – It's two acres total – wetlands just a fraction of that. I've moved some things the Conservation Commission had questions about. I've moved the dumpster out of the buffer and so forth. Trying to work with the town.

Oddity in town zoning: maximum setback - the front setback is 20-feet. The minimum is 10-feet. I have to have a structure that gets between 10 and 20-feet. That's the idea of that walkway and bike storage area near the Bridge Falls Path and connect with a gravel roadway; not a big impingement on path itself. I done yeoman's work in trying to protect the view from the Bridge Falls Path. Planning board member asked that in detail. The plan shows a significant wetland between the path and the building. Other than the bridge walkway to meet the setback, no impingement on that. So there's a pretty large area 35-65 feet of woods/brush that I'm not touching along the path. The plan is to have as little change to the view as possible.

There's 13.2 units allowed on the property; not maximizing it. I've gone with a six unit- one building with parking underneath. As far as storm drainage and impact on Back Bay itself, we've got a whole protocol. Conservation has commented; we've made some recommended conditions for planning board to accommodate invasive species transport off the site; salt into Back Bay through retention ponds – to protect the Back Bay. Rimming the entire site with erosion control blankets to control any erosion into Back Bay.

Worked with the Abenaki [water] Ski Club to make sure any docks we put in will not affect waterski course there. Trying to work with the town. Your comments are important to me. I'm experienced in the field. I want to do it the right way. Here for any questions.

**Mr. Harriman:** At this board level, we can make comments on portions of the Willow St. project concerning: right of way; easements over Bridge Falls Path; and any other access paths to Bridge Falls Path. Not sure this board should be commenting on the wetlands portion of this plan. This is my opinion on what the board should be looking at and commenting on. I will abstain on any votes on what we comment on. I'm the board's representative to the Planning Board.

**Mr. Freudenberg:** Will be abstaining as well. The project could come to the Zoning Board [Mr. Freudenberg is a member].

**Mrs. Murray:** Mr. Brem's plan for a walkway may need a variance from ZBA. I think we do have the right to comment about the infringement on the wetlands buffer zone

at 15 Willow Street. That is Back Bay where the Town is spending budget money to remove milfoil every year. Mr. Brem says he's doing treatment; when you go into that buffer zone – the buffer zone protects the wetlands. I am looking at it in terms of Back Bay and town spending on the bay. The structure that comes up to the Bridge Falls Path – he explains that is to meet the setbacks. I do not think that should be there because it goes into the path. We should not skirt our regulations. I think he needs a ZBA variance.

Mr. Deshaies: Agree we spend town money to maintain Back Bay water quality. But it is state water. We do not own Back Bay.

**Mrs. Murray:** yes – and the town pays for the milfoil mitigation. There is some state money toward this.

**Mr. Senecal:** I do not think the planning board has approved or signed off on this plan. There have been questions from the Conservation Commission and Planning Board about different areas of concern. I don't think we should comment on much until they are done and the developer has agreed to change some of the plan or shown through his engineers that what he plans is OK. Until the planning board signs off on it, I am not in a position to make many comments.

**Mr. Deshaies:** We should leave it in the hands of the capable plans of our planning board and our planner.

**Mr. Senecal:** That's what they're for. If they have issues, we have to get into the layout of Willow St., that is down the road.

**Mrs. Murray:** Once the Planning Board approves the plan, it's a done deal. Bridge Falls Path is the town's property owned by the residents of this town. The walkway coming into the path – we have every right to make a comment. That is what bothers me. We have to protect the town's assets. It's a very important town asset. We were noticed on this project because we're [the Town] abutters.

**Mr. Deshaies:** How wide is the Bridge Falls Path? Based on the stone dust area – is there an easement on either side of the Bridge Falls Path.

**Mr. Brem:** Just like any other roadway – the right-of-way or width of the path is around 50-feet. But it's wide; the improved portion is graveled it's about 15-18 feet inside that 50-foot. There is a large amount of land between the pathway and the 15 Willow property line – like almost any other roadway. I have no problem coming back to the board to discuss Willow Street improvements and any connection to the Bridge Falls Path. I agree that if I were to improve the path from my property line to the actual gravel area, that requires BoS approval. You would have another shot at this. I would show you in detail what I plan to do at that point. And if you said 'no,' then I don't connect the path.

**Mr. Harriman:** Does Stave Randall, DPW director want to make any comments on the 15 Willow Street access now?

**Mr. Randall:** I have met with the applicant during the TRC meeting. He wants to meet again after Jan. first to go over some things. He is correct; there is a stub already across from the Wright Museum into Willow. Assuming everything/permitting goes through, whether it'll be large enough or not for fire suppression. We have no answers now. In our initial meeting, he said he would build Willow Street to town specs; water – he has a force main design with its own pump station. That's the extent of what I have at this point.

**Mr. Harriman:** Asks about "Town specs."

**Mr. Randall:** It should be like any other town road. That will come down to layout – that is down the line for the applicant to do due diligence.

**Mr. Harriman:** Board?

**Mrs. Murray:** Would like to send a letter from this board to the Planning Board that we are concerned about that path into Bridge Falls Path; If the board does not want to make a comment about the wetlands buffer zone, that's fine, but it's coming onto our path and we have a right to comment on this. There's no reason for that other

than it allows Mr. Brem – the developer – to get within 20-feet in the setback. That's my reason for saying that we don't like it. It's just a comment of concern. I may not have the support here.

**Mr. Harriman:** Luke and I have abstained. You still have three votes that can be made on a motion.

**MOTION by Mrs. Murray to send a letter to the Wolfeboro Planning Board telling them we are not in support of a walking bridge pathway that cuts into the Bridge Falls Path. [No second on the motion]**

**Mr. Harriman:** Asks whether there was any other motion on the issue. [None]  
Reminds that everyone can come to the public hearings at the Planning Board to speak to the project.

**Mrs. Murray:** Says the BoS can speak as individuals at those hearings, but not as a town official.

**Mr. Deshaies:** If Mr. Brem's property ends here [points to map]; Our (town) property is here; the Bridge Falls Path is in the middle; the Planning Board cannot grant him permission to put his trail on Town property.

**Mrs. Murray:** That's why made the motion. The planning board could say yes.

**Mr. Deshaies:** I think town permission is needed to use town property.

**Mrs. Murray:** Then let's send a letter stating the developer cannot put any part of a walkway on town property.

**Mr. Deshaies:** Just like you can't put bike trails on town property without permission. The developer would need to come to the BoS and ask for permission to build the walkway.

**Mrs. Murray:** He's using that in order to get his 20-foot setback. He has to have that permission. That's why I was making the motion for the letter to the planning board. If you want to word it so he can't put it on town property, word it that way.

**Mr. Harriman:** Are we done with this issue? OK.

#### **G. Approval: Friends of Kingswood Hockey Locker Room MOU**

*[Mrs. Murray steps down]*

**Mr. Pineo:** In BoS packet, MOU for Friends of Kingswood Hockey in conjunction with Friends of Pop Whalen – to outfit locker room and help Friends of Pop to reach their fundraising goals.

**Victor Drouin, president, Friends of Pop Whalen:** Friends of Kingswood hockey now registered as a 501c3; agreed to help secure locker room for the girls/boys teams. Item 10 mentioned earlier should say "as described in paragraph 9. Difference is we had deleted what was paragraph 3 out of the Brewster agreement because Brewster is a priority user with priority rights. Friends of Kingswood is not a legacy priority user. Kingswood High is. It was semantics. Kingswood High gets priority rights for scheduling. Friends of Kingswood did not get priority treatment; other elements in the MOU are virtually the same.

I checked the supervision paragraph about an adult in the locker room. They want an adult to be responsible for the lockers/locker rooms. Not that you want an adult in there 100% of the time.

**Mr. Deshaies:** relates what his coach/adult locker room/ice supervision experience was when his son was playing hockey. Should there be anything in town policy about a breach of adult supervision and any consequence? A warning if coaches are not monitoring teams? Should they be warned? And should their locker room rights be taken away – and should this apply to visiting teams? What enforcement policy do we have?

**Mr. Drouin:** When/if coaches show up they get a key at front desk; when done in locker room, key is turned in; a driver's license/credit card is given until key is returned. Then the facility knows who was in the locker room last. If there's damage the organization would be billed. At youth hockey level, the issue would go to the state; a fine could be

levied and then the facility would be compensated. There's a built-in process. More oversight would be up to the BoS.

**Mr. Deshaies:** We want to protect the facility.

**Mr. Drouin:** After a year, it's in good shape; key system working. Built-in mechanisms are working.

**Mr. Deshaies:** What is remedy to break lease agreement if an organization dissolves?

**Mr. Drouin:** In item #8; each year, we go over with priority users scheduling; everything allocated. To me, if an organization does not show up, the money is paid already. I would not hold anything up. The money is paid up front for the 40-year term. We calculated it back to the square footage; cost is about \$250 a square foot. That's where the \$250,000 figure came from. This was an important article.

**Mr. Pineo:** That is noted from the previous conversation. I'll ask the question.

**Mr. Harriman:** This is strictly a five-year lease; the warrant article will be a 40-year lease.

**Mr. Deshaies:** I've never seen a lease agreement that does not have clauses in case there's a breach on one side or the other. I think we need remedies in case there's a breach.

**Mr. Drouin:** An earlier MOU a few years ago had other stuff in it. Then town attorney said this should be a lease agreement; then it became a use agreement. It's not really leasing the premises; you're allowing us to use it. If we're not there, we can't use it. A lot of the clauses – failure to pay or whatever – those clauses went away. This is not like the old agreements. This agreement came through legal.

**Mr. Deshaies:** We just did a lease agreement for zero dollars with the historical society. Whatever the board wants.

**Mr. Harriman:** On item 8, states that "licenses or licensors shall meet to address any needed operation adjustments or modifications regarding modification of the agreement." Modifying an agreement could be anything; such as extending the agreement or stopping it all together.

**Mr. Deshaies:** If there are no remedies for either side in the event of a breach. Maybe adding a few sentences on #8.

**Mr. Harriman:** I'm OK with the agreement as is. Someone want to make a motion on this?

**Mr. Senecal:** #9 takes this into account – it's only a 5-year agreement. There's some leeway.

**Mr. Deshaies:** If the warrant article passes, it becomes a 40-year agreement.

**MOTION by Mr. Freudenberg to approve the Friends of Kingswood Hockey Locker Room MOU**  
**Second Mr. Senecal. Approved 4-0 [Mrs. Murray recused herself]**

**Mr. Drouin:** Thanks the board. Announces a Bruins alumni game, Sat., Jan. 6, 4 p.m. at Pop Whalen Ice and Arts Center. We'll have alumni there who are RSVPing.

**H. Discussion: Temporary Event Permit**

**Mr. Pineo:** You have the new application for a policy and temporary outdoor event permit. Amy has addressed some issues put forth.

**Mrs. Murray:** States her issues have been addressed with Amy – who did a nice job.

**Mr. Harriman:** Any other comments? Motion.

**MOTION by Mrs. Murray to approve the new policy and for a policy and temporary outdoor event permit. Second Mr. Deshaies – with the date of the new application – 12-14-23. Approved 5-0.**

**Mr. Senecal:** As part of the motion, it's dated here, 12-14-23.

**Mrs. Murray:** Yes, I'll add that. And this should be attached to the minutes. When a new document is approved - we don't know where that document is.

**Mr. Harriman:** Mr. Deshaies adds the date of the document/application to the motion.

**Mr. Deshaies:** yes.

**I. Discussion: Trash Ordinance-revisit amendment**

**Mr. Pineo:** In your packet is updated language. If you're good with this, we will notice a public hearing. If not, we will hold off.

**Mr. Freudenberg:** It did not make the BoS packet. [Mr. Harriman and Mrs. Murray did receive it.]

**Mr. Pineo:** We'll hold off on this issue to Jan. 3.

**MOTION by Mrs. Murray to table the updated trash ordinance until Jan. 3 BoS meeting. Second Mr. Freudenberg. Approved 5-0.**

**J. Approval: Special meeting -12/28 Encumbrance, 2024 revenue, 2024 default budget**

**Mr. Pineo:** Calls for special BoS meeting 12/28/23, 5 p.m. at the library for the 2024 encumbrance list and vote on the 2024 estimated revenues and 2024 default budget. Then these would be taken to the budget committee which meets at 6 p.m. 12-28-23.

**K. Discussion: 2023 Annual Town Report: cover, dedication, in memoriam etc.**

**Mr. Pineo:** Amy has assigned duties and a timeline on Town report and other issues.

**Mr. Harriman:** January 15<sup>th</sup> – we'll have some photos and stuff to look at our Jan. 3 meeting.

**Mr. Pineo:** Amy has collected photos and material through the year.

**Mrs. Murray:** I'd like a photo of Hunter's being rebuilt. If you look at one of the biggest things that happened this year, seeing that store being rebuilt shows we're moving forward.

**Mr. Freudenberg:** Says there were nice drone shots from Gunner Found when the crane was putting steel in place.

**Mr. Harriman:** Please let me know about notable events you might want to include in the annual report. Need to discuss memoriam.

**Mrs. Murray:** Ed Roundy is a good candidate – he was on the Conservation Commission; first principal of Kingswood.

**6. Other Business**

**Mr. Harriman:** attended a meeting with Jim Pineo, Mary Devries and Kaitlyn May with the chamber on improving communication with the town. Chamber getting information out.

- Hold regular/occasional short meetings between Town manager and executive director to keep up to date.
- Establish communication for answers to questions from chamber and members/chamber president from business community.
- Establish system to refer questions to the proper department in order to get answers.
- Town manager attends annual March meeting; board members to attend chamber meetings.

Those were the main topics.

**7. Committee Reports**

**Mr. Deshaies:** Good budget committee meetings; special BoS meeting; EDC could not attend. Ad hoc sidewalk committee (attended remotely)

**Mr. Freudenberg:** Town Christmas party; Back Bay Boathouse did a great job. Had a good time. Maggie Tier of the Heritage Commission asked me to present this during my report:

- First draft of the Wolfeboro survey of historic resources was presented to the Heritage Commission 12-13-23 by the consultant
- 140 pages – contains four sections: town history in chronological segments; 25 themes in NH history related to Wolfeboro – early settlement, mills and wood production, summer tourism, agriculture and poultry farming.
- Summarizes representative building types for each period and theme.
- Presents photos of representative buildings by time period and architectural style
- Recommendations made by consultant for further recognition and planning steps that the Heritage Commission may want to take or implement.
- The draft survey will be posted on the town website for public comment before it's finalized in late January.

**Mrs. Murray:** Mr. Freudenberg joined me at the chamber quarterly meeting; ad hoc sidewalk committee; library trustees; and four budget committee meetings. Friends of Pop Whalen meeting.

**Mr. Harriman:** Planning Board meeting – public hearing for ordinance changes. WCTV board meeting; budget committee meeting; Town Christmas party.

**Mr. Senecal:** Conservation Commission meeting

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

**Mr. Pineo:** Power restored to everyone after storm; praises Wolfeboro MED; two mutual aid crews were here – one from Burlington, VT; one from Sterling, MA and they left today. Thanks to all departments who supported; took complaints and other issues about the storm from the public.

BoS met the other day and followed up with budget committee and sent letter to NHDRA for consideration of over-expenditure of the 2023 operating budget. They have the document; waiting to hear back. Submitting the minutes electronically. They are aware those are coming. Clarifying: still under a budget freeze. Town Christmas party is funded by donations not through taxation. Letter out to DRA and signed by budget committee and BoS – I and BoS will be working on a laymen's explanation of what's gone on and what is transpiring going forward. Hopeful that we will not over-expend the 2023 operating budget. We dodged one with this storm- no snow to move around or trees with heavy snow.

Attended a lot of budget committee meetings and we'll button up the 2024 budget and warrant articles. Wishes a safe and enjoyable holiday to all.

**Mr. Harriman:** Thanks all departments - DPW, highway, fire, police in response to last storm. Much appreciated – on behalf of the board. Thank you.

### **9. Questions from the Press – none**

### **10. Public Input (Limited to 3 minutes per person and not to exceed 15 minutes total) – No public comment**

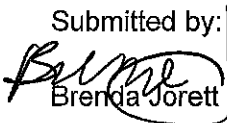
**MOTION to adjourn at 9:32 by Mr. Senecal; Second Mrs. Murray. Approved 5-0.**

Next Meeting dates:

**December 28, 2023 Special Meeting – 5 p.m. (Wolfeboro Public Library)**

**January 3, 2024 Regular Meeting includes Bond Hearing**

Submitted by:

  
Brenda Jorett

**TOWN OF WOLFEBORO**  
**TEMPORARY OUTDOOR EVENT PERMIT APPLICATION**  
**CHAPTER 156 - TOWN ORDINANCE\***

\* HISTORY: Adopted by the Annual Town Meeting of the Town of Wolfeboro 3-10-1992 by Art. 9; amended in its entirety by the Annual Town Meeting 3-9-1993 by Art. 20. Subsequent amendments noted where applicable.]

**§ 156-1. Authority**

Pursuant to the authority granted under RSA 31:39 or any other applicable state statute, this chapter is hereby enacted by the voters of the Town of Wolfeboro.

**§ 156-2. Title**

This chapter shall be known and cited as the "Temporary Outdoor Event Ordinance of the Town of Wolfeboro, New Hampshire".

**§ 156-3. Purpose**

The purpose of this chapter is to provide for the orderly, compatible and safe use of property for temporary outdoor events and to assure adequate parking, sanitary facilities, utilities and safety services. Events permitted by this chapter need not be allowed in the applicable zoning district. Events previously approved as part of the site review process are not required to receive a permit under the chapter.

**§ 156-4. Definitions**

As used in in this chapter, the following terms shall have the meanings indicated:

**TEMPORARY OUTDOOR EVENT**

An outdoor function lasting for a limited time open to the general public and sponsored or organized by a not-for-profit group. Events include functions which take place on town property.

**§ 156-5. Operational requirements**

- A. Temporary outdoor events may be allowed whether or not permitted by any other Town ordinance or regulation.
- B. Any event shall be limited to no more than seven days.
- C. Adequate provisions shall be made for parking, traffic circulation, utilities, including water, sewer and electricity, sanitary facilities, lighting, and safety services.
- D. The event shall be compatible with the adjacent properties and the neighborhood. Adequate provision shall be made to assure the security of adjacent properties from trespass, vandalism, noise, light or other adverse conditions which may potentially result from the event.

**§ 156-6. Permit required.**

The Selectman shall have the authority to grant a permit for a temporary outdoor event upon a finding that the purpose and provisions of this chapter have been met and, furthermore, may impose such restrictions and conditions as may be necessary to uphold the purpose of the chapter.

#### **§ 156-7. Permit procedure**

- A. The applicant shall submit to the Selectmen's office a completed application form provided by the Selectmen. The application must be received at least seven days prior to the Selectmen's meeting at which the application is requested to be considered.
- B. Notice to the general public shall be given at least five days prior to the meeting at which the Selectmen will consider the application. The notice shall be posted in at least two public places and include a description of the proposal, its location, and the name of the applicant.
- C. The Selectmen shall, at a public meeting of the Board, review the application and render a decision within 30 days of the receipt of the application. Should the Selectmen deny the application, the reasons for denial shall be stated in the minutes of the meeting and written decision issue to the applicant within 72 hours of the decision.
- D. The applicant shall post the permit in a conspicuous place on the site during the event.

#### **§ 156-8. Violations and penalties**

The Selectmen shall have the authority to enforce this chapter to the maximum extent permitted under RSA 31:39 or any other applicable laws of the State of New Hampshire, including the imposition of penalties up to \$1,000 per separate offense. Each day during which a violation is committed or continued shall constitute a separate offense.

#### **§ 156-8. Violations and penalties**

The Selectmen shall have the authority to enforce this chapter to the maximum extent permitted under RSA 31:39 or any other applicable laws of the State of New Hampshire, including the imposition of penalties up to \$1,000 per separate offense. Each day during which the violation is committed or continued shall constitute a separate offense.

#### **§ 156-9. Administrative provisions**

- A. Nothing contained in this chapter shall be construed as repealing or modifying any other ordinance or regulation of this Town. Nor shall this chapter be construed as repealing or modifying any private restrictions placed upon property by covenant, deed, or other private agreement, or any restrictive covenants running with the land to which the Town is a party but shall be in addition thereto.
- B. Severability. If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be unconstitutional or illegal, such invalidity shall not affect the validity of the remaining portion of this chapter.
- C. Amendments. This chapter may be amended by majority vote of any Town Meeting.
- D. When effective. This chapter shall take effect immediately upon its adoption by a Town Meeting.
- E. Insurance. The applicant shall provide proof of insurance satisfactory to the Board of Selectmen and, in the case where an event is held on Town property, shall procure insurance which protects the Town from any and all personal liability or property damage arising out of the event.



**TOWN OF WOLFEBORO  
TEMPORARY OUTDOOR EVENT  
PERMIT**

Submit the completed application and related documents to the Town of Wolfeboro, PO Box 629, Wolfeboro, NH 03894, drop off at 84 South Main Street, Wolfeboro, NH. For information or questions, call 603-569-8161.

Name of Special Event: \_\_\_\_\_

Date(s) of Special Event: \_\_\_\_\_

Time(s) of Special Event: \_\_\_\_\_

**\*Outdoor Concert Series: a copy of schedule with proposed dates and times can be submitted as an attachment.**

Location of the Special Event: \_\_\_\_\_

*A drawing of the event layout must be included (indicate parking, facilities, vendor setup etc.) (extra page provided)*

**MAXIMUM DAILY** No. of Volunteers/Workers: \_\_\_\_\_ Spectators: \_\_\_\_\_ Vendors: \_\_\_\_\_

**NAME(S) OF OWNER OF PROPERTY:** \_\_\_\_\_

Address (physical): \_\_\_\_\_ (mailing): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (s): \_\_\_\_\_

**NAME(S) OF APPLICANT/ SPONSOR:** \_\_\_\_\_

Address (physical): \_\_\_\_\_ (mailing): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**DESCRIBE (in detail) THE PROPOSED SPECIAL EVENT:**

---

---

---

---

---

---

---

---

---

---

## Event Check List

Will your event involve any of the following? (Please check all that apply)

- Police Detail (coordination with Wolfeboro Police required for large events call 603.569.1444)
- Fire/Rescue Detail(coordination with Wolfeboro Fire/Rescue for large events 603.569.1400)
- Food or Beverage Concessions/Vendors/Sales \*
- Alcoholic Beverages (Town and State NH permit required – call 603.271.3755)
- Retail Vendors
- Electronic Sound Amplification Equipment, Speakers, Public Address Systems (follow Town Noise Ordinance Chapter 100 §5)
- Music, Dance, Theater (follow noise ordinance Chapter 100 §5)
- Circus Art/ Performance Art
- Carnival Games
- Amusement Rides
- Water Activities
- Propane/Charcoal Grills/BBQ Grills (not under a tent) \*\*\*
- Fire Pits, Bonfires, Kindle Fire, Campfire and Other Outdoor Burning \*\*\*
- Signs (permit required)\*\*\*\*
- Tents/Canopies (permit required)\*\*\*\*
- Animals – Describe: \_\_\_\_\_
- Fireworks Displays \*\*\*\*\* Class: \_\_\_\_\_
- Motorized Vehicles – Describe: \_\_\_\_\_
- Onsite and Off-Site Parking – Specify Off Site Location: \_\_\_\_\_
- Street(s) Parking lot(s) Closure or Inhibited Flow of Traffic Affected Road(s) \_\_\_\_\_

(Parking lot closure plan required on Twon properties) (Wolfeboro PD and/or NH DOT approval required)

\* All food & beverage vendors require special approval and will need to submit copies of licenses to operate.

\*\*\* All outdoor burning or open fires will need a fire permit.

\*\*\*\* All tents and signs require permitting from the Codes Department.

\*\*\*\*\* Fireworks displays require a permit.

### **Other State and/or Local Permits (if applicable).**

- **Liquor License** (selling liquor): NH Liquor Commission – 603-271-3521
- **Hawkers / Peddlers Permit:** Town of Wolfeboro – 603-569-8161, State of New Hampshire – 603-271-3242
- **Parade – Road Closure:** Wolfeboro Police Department for Town roads – 603-569-1444, NH Department of Transportation for State roads – 603-352-2302
- **Tent and Sign Permits** Codes Department – 603-569-5970
- **Raffle Permit** (must be a charitable, religious, educational charitable, civic, veteran, or fraternal organization): Wolfeboro Town Hall – 603-569-8161

The Town staff will review your application and, if additional information is required or if not, enough information was provided with this application, the Town will contact you to schedule a meeting.

**FOR Staff use: the following maybe required for an event :**

Staff please check off as is required for this event below:

**\_\_\_\_ Security/Crowd Control Plan Traffic Control/ Parking Plan (Police Detail)**

A security plan may be required for large events allowing for sufficient number of detail police officer(s) to manage the event. A traffic control plan setting forth the estimated number of vehicles, provisions for parking, number of police officers or employees/volunteers necessary to control traffic, type and location of any signs, and any other accommodations or procedures planned to handle attendees and their vehicles. Police details are the responsibility of the applicant to arrange and submit payment to the Wolfeboro Police Department at 603.569.1444

**\_\_\_\_ Fire and Emergency Medical Plan**

A fire and emergency medical plan setting forth the estimated number of occupants of all events to assure compliance with the laws and permit rules and conditions required by the NH State Fire Code and its adopted references for places of assembly. Fire/Rescue details are the responsibility of the applicant to arrange and submit payment to the Wolfeboro Fire Rescue Department at 603.569.1400

**\_\_\_\_ Sanitary Facilities Plan**

Please include sanitary facilities plan appropriate for the number of attendees, which will include information relative to portable toilet facilities, trash containers, and a provision that the property and surrounding areas and roadways shall be cleared of all debris within 12 hours following the event. If you will be using Town of Wolfeboro trash containers, please notify the Public Works Department at least two weeks prior to the event.

**\_\_\_\_ Food Service Plan**

A food service plan, which may require review and acceptance by the Wolfeboro Health Officer.

**\_\_\_\_ Certificate of Insurance**

Please include a Certificate of Insurance naming the Town of Wolfeboro with \$1,000,000 per claim, \$200,000 general aggregate.

**\_\_\_\_ Copy of Sign Permit**

Please contact the Codes office at 603-569.5970 for sign permitting policies and applications. Include a copy of your sign permit if applicable.

**\_\_\_\_ Alcohol Permit**

Alcohol on allowable properties requires a permit issued by the Board of Selectmen. Please contact the Town Manager's office at 603.569-8161 for details and permit application. Please include a copy of the permit if applicable.

**\_\_\_\_ Parks and Recreation Managed properties**

Foss Field Pavilion, Foss Field green space (soccer field), Tennis Courts, Pickle Ball courts, Community Center, Abenaki Trails, Abenaki Lodge and Pop Whalen Ice and Arts Areana all require contact with Parks and Recreation for an approved use of the facilities prior to the permit being reviewed by the Board of Selectmen.

**\_\_\_\_ Parking lot closure plan (Town owned lots).**

For events at Dockside or other public parking areas that require closure of the lot for the event, a parking lot closure plan is required. An event coordinator will need to be onsite to notify the public in writing (flyer and signage) of the lot closure (date & time) and consequence if their vehicle remains in the lot after the lot has closed. Those in violation will be responsible for parking fines and/or towing fees.

\*\*\*\*\*

BY SIGNING BELOW, I/WE CONFIRM THAT ALL INFORMATION PROVIDED HEREIN AND IN ALL ATTACHMENTS IS TRUE AND ACCURATE, ACKNOWLEDGE THAT THIS APPLICATION WILL NOT BE REVIEWED BY THE BOARD OF SELECTMEN UNTIL CONSIDERED COMPLETE BY TOWN REVIEW STAFF, AND STATE THAT ALL LIABILITY FOR THIS EVENT IS ASSUMED AND ACCEPTED BY THE APPLICANT.

PROPERTY OWNER(S) SIGNATURE: \_\_\_\_\_

PRINT NAME (S): \_\_\_\_\_ TITLE/POSITION: \_\_\_\_\_

Date: \_\_\_\_\_

APPLICANT(S) SIGNATURE: \_\_\_\_\_

PRINT NAME (S): \_\_\_\_\_ TITLE/POSITION: \_\_\_\_\_

Date: \_\_\_\_\_

-----  
APPLICANT(S) SIGNATURE: \_\_\_\_\_

PRINT NAME (S): \_\_\_\_\_ TITLE/POSITION: \_\_\_\_\_

Date: \_\_\_\_\_

**Town Officials Use Only:**

**Date Application Received** \_\_\_\_\_

**Event Checklist /Plans** \_\_\_\_\_

**Date Insurance Certificate Received** \_\_\_\_\_

**Application Fee Received** \_\_\_\_\_

**Public Notice Fee (if applicable)** \_\_\_\_\_

**Date Application considered complete** \_\_\_\_\_

**Check # /Amt.**  
\_\_\_\_\_

**Date Application Approved** \_\_\_\_\_

**Date Bond Received (if applicable)** \_\_\_\_\_

## Town Review Staff Comments

Police Chief (or designee):

☐ No Comments

☐ See Attached

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

Fire Chief (or designee):

☐ No Comments

☐ See Attached

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

Director of Planning and Development:

☐ No Comments

☐ See Attached

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

Public Works Director (or designee):

☐ No Comments

☐ See Attached

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

Parks & Recreation

Title: \_\_\_\_\_ Name: \_\_\_\_\_

☐ See Attached

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

Code Officer

Title: \_\_\_\_\_ Name: \_\_\_\_\_

☐ See Attached

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

**PLEASE INCLUDE DRAWING OF THE EVENT LAYOUT:**