

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
COVID-19 Meeting- GoToMeeting
November 4, 2020

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

Staff present: Town Manager Jim Pineo, Police Chief Dean Rondeau, Town Clerk Pat Waterman, MED Director Barry Muccio, Interim Libby Museum Director Catriona Lennon and Secretary Michele Chamberlain

Chairman Harriman opened the GoToMeeting at 6:00 PM.

Chairman Harriman read the following Preamble into the record:

MEETING PREAMBLE DURING COVID-19 EMERGENCY

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

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

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

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

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

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

Mr. Pineo stated a non-public session is needed to discuss personnel. Mr. Puffer is with us tonight.

Consideration of Minutes

Chairman Harriman asked for approval from the Board of the October 13, 2020 ToGoMeeting Budget Minutes.

It was moved by Paul O'Brien and seconded by Dave Senecal to accept the minutes of October 13, 2020 as amended. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Chairman Harriman asked for approval from the Board of the October 15, 2020 ToGoMeeting Minutes.

It was moved by Paul O'Brien and seconded by Dave Bowers to accept the minutes of October 15, 2020 as amended. Roll call vote Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Brad Harriman abstained. Being none opposed, the motion passed.

Chairman Harriman asked for approval from the Board of the October 19, 2020 ToGoMeeting Budget Minutes.

It was moved by Dave Bowers and seconded by Dave Senecal to accept the minutes of October 19, 2020 as amended. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Chairman Harriman asked for approval from the Board of the October 21, 2020 ToGoMeeting Minutes.

It was moved by Linda Murray and seconded by Paul O'Brien to accept the minutes of October 21, 2020 as written. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Public Hearings

Unanticipated Funds

- i. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, November 4, 2020 at 6:30 PM at the Great Hall Town Hall, 84 South Main Street, Wolfeboro, New Hampshire for the acceptance of unanticipated funds in excess of \$10,000 in accordance with RSA 31:95-b III (a), relative to a donation of \$25,000 for the Town Christmas Party (if COVID-19) allows and/or for distribution by the Welfare Department.

Chairman Harriman opened the public hearing.

Mr. Pineo stated this a very generous donation and we hope to come out of COVID-19 so we can get together as a group of employees but if we can not then we will honor the wishes of the donor.

Mr. O'Brien stated wow.

Chairman Harriman closed the public hearing.

It was moved by Dave Senecal and seconded by Linda Murray to accept the unanticipated funds in excess of \$10,000 in accordance with RSA 31:95-b III (a), relative to a donation of \$25,000 for the Town Christmas Party (if COVID-19) allows and/or for distribution by the Welfare Department. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Chairman Harriman thanked the donor from the Town.

Contractual Agreement

- ii. Pursuant to RSA 53-C: 3-a, the Board of Selectmen, as Statutory Franchising authority for the Town of Wolfeboro, will conduct a public hearing on November 4, 2020, at 6:30 p.m., virtually. The public may participate in the hearing remotely by joining the virtual meeting through GoToMeeting. The purpose of this hearing will be to consider, among other things, the financial ability of Spectrum Northeast, LLC, a subsidiary of Charter Communications, Inc. ("Charter"), to perform; the ability of Charter to provide adequate and technically sound facilities and signal quality; and the ability of Comcast to provide adequate channel capacity and facilities for local programming use. The focus shall be

a proposed Franchise Agreement between the Town and Charter for cable services in the Brown's Ridge Road area of Wolfeboro. The Board may also hear testimony on future cable-related needs and interests of the Wolfeboro community. Interested parties are encouraged to participate in the hearing remotely and offer testimony on cable-related matters.

Mr. O'Brien stated we are having a public hearing for Charter Spectrum to focus on learning from them about how they will conduct their operations in the Brown's Ridge Road corner area. Charter Spectrum is a cable television provider and high speed internet and they resell wireless communication services. The relationship between Charter Spectrum and Wolfeboro is governed by both federal and state statutes by RSA's. The Town of Wolfeboro is required to adhere to these conditions and not make any terms of the agreement that we have with this company either more or less burdensome than we have with our encumbered carrier. We have neighbors in the Brown's Ridge Road that have never been serviced with high speed internet access. When our governor issued the request for Cares Proposal in early June we approached both our encumbered cable provider as well as Charter Spectrum. We quickly determined that Charter Spectrum costs were substantially less than others to service that area. The reason is simple and this will be obvious when they show us the layout of the area. For our encumbered provider to provide service out there they would have had to run a cable out Route 28, pass the 7 Eleven, up and down Route 28 to the new roundabout, take a right and go all the way down through Ossipee and then begin service at the Brown's Ridge Road. The time and costs may be prohibitive for them. Charter Spectrum bid for the Cares Funding but did not receive any Cares money. Mr. O'Brien is unclear on why they were not granted the funding. The Town asked if they would still be able to continue to build out that area and their answer was yes after some deliberation. It had to be subject to a franchise agreement because it is a requirement of our State. We are required to have a franchise agreement but it is limited to that area and it is non-exclusive which means if someone else were to approach the Town of Wolfeboro and ask to service that area the Town would listen to their request. Charter Spectrum is welcome to approach Wolfeboro to expand within the Town and the Town will listen to them. This agreement is focused and limited to Brown's Ridge Road area. Attorney Puffer has been an active participant in these franchise discussions and in the writing of the agreement. He is here tonight to be able to answer any questions if we need him. Mr. O'Brien stated he would now like to introduce Melinda Kinney, Regional Director of Charter Spectrum Communications. Ms. Kinney will provide a PowerPoint Presentation.

Melinda Kinney, Regional Director of Charter Spectrum, addressed the Board. She thanked Mr. O'Brien for all the work he has done on this project. She introduced John Marr, Director of State Government of Affairs, he is based in Massachusetts but also covers New Hampshire. Ms. Kinney introduced Mike Timberlake, Director of our construction team. She presented the following presentation: (See attachments)

Mr. Timberlake addressed the Board. He stated we are looking at extending our hardware fibers network down along the Brown's Ridge Road out of Wakefield and down through Ossipee beyond the Village Corner Road. We will extend our fiber network so we will be able to provide new services to these homes and customers.

Mr. O'Brien stated the residents would like to know when this will be available.

Mr. Timberlake stated we have already started the application process. We are required to apply for permitting and go through the process with the pole owners (Electric Company). Once we receive our permits we can begin the construction phase of the project. We anticipate the project taking around 4 – 5 weeks barring no complications.

Ms. Kinney stated they will adhere to governor orders but will connect with the residents about when and how services will be available.

Mr. O'Brien stated when the service is available to the residents is when the value is created for them.

Chairman Harriman stated in section 18 of the agreement it states 3 channels will be available for public education governmental access for Wolfeboro Community Television to be able to put out programs. He questioned if these channels would be available throughout Ossipee. Our regional school district includes Ossipee and Effingham so it would be nice to have that available to them for news and sporting information.

Ms. Kinney stated we will need to see how this will connect together. We have some work to do on this. She will need to get more details about the regional channel from the engineering team on how it is exactly configured.

Mr. O'Brien stated this feature is in the agreement because we thought it was something that Timothy Goodwin wanted in the agreement. We will be collecting franchise fees. We will need to ask the residents in Ossipee about whether they want to be connected to the North franchise or whether they want to be connected here. This is a policy conversation that we will need to have with them in the near future.

Mr. Goodwin offered this help.

Chairman Harriman opened the public hearing.

Christian Boudman, Resident of Warren Sands Road, addressed the Board. He stated he owns and operates an award winning affects company in East Wolfeboro since 2010. He wanted to reinforce how important Broadband is to the rural parts of our community. When he started his company he had dial up and then a few years later he was offered DSL which he currently still has. In order to do business he paid an excess of \$500 a month just to secure adequate internet service so he could run his business. He is super excited about the Atlantic Broadband build out which is scheduled to start soon. He thanked Mr. O'Brien and everyone else who has been involved with the project and staying on top of the Cares Act Funding. Internet service is much more of a utility than a service these days. If someone does not have adequate internet service there is a lot that they can not do. His son has online classes because of the pandemic and when he is in school his wife and he can not be online because the connection is not good enough. He stated as a citizen he wanted to point out how important robust internet service is. He is very interested in hearing the dates for when the project will be started and finished.

Mr. O'Brien stated he would get back to him about a date.

Ed Bolton, Resident of Village Corner Road, addressed the Board. He thanked Mr. O'Brien and his neighbor Lynn Hychee for getting broadband in the Brown's Ridge and Village Corner area. He questioned the benefits. Currently he uses Verizon and a Jet Back setup. He questioned the advantages. Our speed currently slows down when we reach 5 gig. What advantages will we have with Spectrum compared to his current setup?

Ms. Kinney stated he will notice a significant improvement and difference in being able to stream multiple devices. Our base system is 100 by 10. This is a lot more. The streaming quality will be better and it will be a lot more fluent and seamless.

Mr. Timberlake stated our beginning service is at 100 which is a significant difference than 5. Although it will depend on what an individual uses the service for.

Mr. Bolton stated his current provider slows his service down after 5 gigs of data is used. Does your company do this? Are there level usage controls?

Ms. Kinney stated no, Charter does not have data caps on our services.

Mr. Bolton stated great. We are looking for this change. There will be an additional 15 homes behind us in the next few years.

Ms. Kinney stated thanks that is good to know.

Chairman Harriman closed the public hearing.

Ms. Murray thanked Mr. O'Brien for all his work. This has been an area that we have heard about in the past that the residents felt they were underserved and needed better internet service. She is happy they have come to some kind of agreement to make this happen. It is good to have Cares Act Funding to help. This is a job well done and will make people happy in that area.

Mary DeVries stated her microphone was not working before.

Chairman Harriman reopened the public hearing.

Ms. DeVries stated she was sorry her computer was not working. She questioned if the addition of Charter will have any impact on the users of Atlantic Broadband.

Ms. Kinney stated no. Our network is completely different than Atlantic Broadband. We are building into an area that was hard for them to service. Our network is completely independent from theirs.

Ms. DeVries questioned the demand since there were only two users here tonight. She is watching out for the current users of broadband.

Mr. O'Brien thanked Ms. DeVries. The area that is being serviced has never been serviced by anyone other than Charter Communications. There is no Atlantic Broadband service out there. When we put together the bid for the RFP for the Cares Act the homeowners association in that area led by Lynn signed a petition. This does not eliminate any revenue from another company. This was asked by the residents of the area when they signed the petition which was sent to the governor.

Ms. DeVries thanked the Board.

Chairman Harriman closed the public hearing.

Attorney Puffer stated charter communications has adequately covered their financial ability that is required by the statutes for the public hearing.

Mr. O'Brien thanked Mr. Muccio, Mr. Sullivan, Mr. Pineo and his staff for all the hard work. He thanked Charter Communications and the residents of Brown Ridge Road area. This is what a community does!

It was moved by Paul O'Brien and seconded by Linda Murray to authorize the Town Manager, James S. Pineo, to sign the Franchise Agreement between the Town of Wolfeboro and Spectrum Northeast, LLC a subsidiary of Charter Communications, Inc. for a term of ten (10) years commencing on November 4, 2020 as outlined in the agreement presented at this meeting. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Chairman Harriman thanked everyone for all the hard work.

Donation valued under \$5,000

- iii. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, November 4, 2020 at 6:30 PM virtually via GotoMeeting platform to accept a donation to the Wolfeboro Fire Department a Smith Machine bench approximately valued at \$1,800.

Chairman Harriman opened the public hearing.

Mr. Pineo stated this is a donation that will help the Fire Department to be able to maintain a level of physical fitness. The machine is estimated at about \$1,800.00 and we reached out to our property and liability insurance to insure that we could have this equipment on site. This would replace the machine that they currently have.

Chairman Harriman closed the public hearing.

It was moved by Linda Murray and seconded by Dave Bowers to accept a donation to the Wolfeboro Fire Department a Smith Machine bench approximately valued at \$1,800. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O’Brien - yes. Being none opposed, the motion passed.

Temporary Events

- i. Wolfeboro Parks and Recreation and the Cate Park Band to host Band Concerts, at Cate Park and Community Bandstand on June, 30, July 4th, July 7, July 14, July 21, July 28, August 4, August 11, August 18, and August 25, 2021, from 6:30 PM to 9:30 PM. Permit # 2020-2.

Chairman Harriman stated this is an annual event.

It was moved by Dave Bowers and seconded by Dave Senecal to approve a Temporary Event permit for Wolfeboro Parks and Recreation and the Cate Park Band to host Band Concerts, at Cate Park and Community Bandstand on June, 30, July 4th, July 7, July 14, July 21, July 28, August 4, August 11, August 18, and August 25, 2021, from 6:30 PM to 9:30 PM contingent upon receiving the insurance certificate no later than 2 weeks in advance of the season and to follow any COVID 19 guidelines that may be in place at that time. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O’Brien - yes. Being none opposed, the motion passed.

- ii. Friends of the Wolfeboro Community Bandstand to host outdoor concerts on July 3, July 10, July 17, July 24, July 31, August 7, August 14, August 21, August 28 and September 4, 2021 in the Community Bandstand and Cate Park from 5:00 PM to 10:00 PM. Permit # 2020-3

It was moved by Paul O’Brien and seconded by Dave Senecal to approve a Temporary Event permit for the Friends of the Wolfeboro Community Bandstand to host outdoor concerts on July 3, July 10, July 17, July 24, July 31, August 7, August 14, August 21, August 28 and September 4, 2021 in the Community Bandstand and Cate Park from 5:00 PM to 10:00 PM contingent upon receiving the insurance certificate no later than 2 weeks in advance of the season and to follow any COVID 19 guidelines that may be in place at that time. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O’Brien - yes. Being none opposed, the motion passed.

Ms. Murray stated she is assuming all governor’s orders will be followed concerning the pandemic.

Mr. Pineo stated the COVID-19 guidelines will be followed very closely until the pandemic is over.

- iii. The Rotary Club of Wolfeboro to host the annual fundraiser to sell Christmas Trees at Clark Park from November 24, 2020- December 20, 2020 from 10:00 AM to 4:00 PM. Permit #2029

Mr. O'Brien stated this is close. We are still in a pandemic. He questioned the protocols and guidelines that should be recommended.

Ms. Murray stated she thought the application showed how they were going to follow the protocols.

Mr. O'Brien stated okay. He did not see it.

Ms. Murray stated it reads as follows: This event will be similar to year's past except that buildings will not be used and care will be implemented to protect patrons and volunteers from COVID-19 spread.

Mr. O'Brien stated thank you.

It was moved by Dave Senecal and Linda Murray to approve a Temporary Event Permit for the Rotary Club of Wolfeboro to host the annual fundraiser to sell Christmas Trees at Clark Park from November 24, 2020 - December 20, 2020 from 10:00 AM to 4:00 PM contingent upon receiving the insurance certificate no later than 2 weeks in advance of the season and to follow any COVID-19 guidelines that may be in place at that time. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Public Input

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

Mr. O'Brien stated he had several emails from residents of the Brown's Ridge area that do not know how to use GoToMeeting but wanted to send their thanks and they are grateful that something is finally being done.

Bulk Vote

A. Weekly Manifests

- i. October 23, 2020
- ii. October 30, 2020

B. Property Tax Refund/Abatement Approvals

- | | | |
|-----|-------------------|-------------------|
| i. | Brown's Ridge Rd | Tax Map 37 Lot 5 |
| ii. | Trotting Track Rd | Tax Map 147 Lot 6 |

C. Intent to Cut Wood or Timber/Warrant

- | | | |
|----|------------|--------------------|
| i. | Rusty Lane | Tax Map 268 Lot 23 |
|----|------------|--------------------|

D. Property Tax Exemptions/Credits

- | | | |
|------|------------------------|------------------------|
| i. | Berrywood Dr. | Tax Map 201 Lot 106 |
| ii. | 8 Lary Rd. | Tax Map 202 Lot 57 |
| iii. | 425 North Wakefield Rd | Tax Map 93 Lot 2 |
| iv. | 7 Foxglove Lane | Tax Map 201 Lot 34-125 |
| v. | 2 Greenleaf Drive | Tax Map 243 Lot 14 |
| vi. | 35 Christian Ridge Rd | Tax Map 218 Lot 58 |
| vii. | 16 River Street | Tax Map 204 Lot 86 |

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

Board/Committee Appointments

A. Lakes Region Planning Commission

- i. Tavis Austin- Member 2 year term

It was moved by Dave Senecal and seconded by Paul O'Brien to appoint Tavis Austin as a member to the Lakes Region Planning Commission for a two year term, expires July of 2022. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

- ii. David Ford- Alternate Member 2 year term

It was moved by Dave Senecal and seconded by Linda Murray to appoint David Ford as an alternate member to the Lakes Region Planning Commission for a two year term, expires July of 2022. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

New Business

A. Introduction of Finance Director

Mr. Pineo introduced the new Finance Director, Kathryn Carpentier. She comes with us from the Town of Hudson. She spent seventeen years of this time as their Finance Director and she is very proficient in MuniSmart. She is fitting in very well with the team. She is getting caught up on things and some of her tasks include making sure we land the 2020 budget appropriately so we can get an audit in 2021 in a reasonable amount of time.

Kathryn Carpentier, Finance Director, addressed the Board. She stated she is in the middle of week two and feels she is getting a lot done. Everyone has been very nice and she is having a lot of visitors. She is getting acclimated to the Town of Wolfeboro although there are a lot of similarities to the Town of Hudson like the software and some of the vendors. She is looking forward to the journey into 2021.

Chairman Harriman welcomed Ms. Carpentier to the Town of Wolfeboro. We all look forward to working with you.

B. Introduction of Planning and Development Director

Mr. Pineo introduced the new Planning and Development Director, Tavis Austin. He was the Planning Director in the Town of Stratham since 2016. He started on Friday, October 30th.

Tavis Austin, Planning and Development Director, addressed the Board. He stated everyone has been very welcoming. Ms. Taveras and Mr. Paquin gave instructions so he could hit the ground running. He stated he was happy to be appointed to the LRPC Task Force. He stated his door is always open and he looks forward to meeting all the Board of Selectmen. It has been a welcoming experience and thanks them for the opportunity to work with them.

Chairman Harriman welcomed Mr. Austin to the Town of Wolfeboro. We are glad to welcome you to the team. He looks forward to meeting him.

C. Introduction of Assistant Parks and Recreation Director

Mr. Pineo stated it does not look like Ms. Collins is here tonight. She hired an Assistant Director, Beau Betz. He comes from the Town of Alton. We will introduce him at another meeting.

Chairman Harriman stated it seems good to have a full team.

D. Port Wedeln Storm Water Control

Dave Ford, Public Works Director, addressed the Board. He questioned if everyone received the Underwood Engineering Report dated October 16, 2020 (see attached report). Port Wedeln Association is an association with about 100 lots/property owners which is off of North Main Street. The Port Wedeln Road and the Winterhaven Road are both town roads. At the end of Winterhaven the road turns private for the last couple hundred feet to a bank and then it leads to an association beach and docks. Over the last ten years town drainage and other drainage have come down that stretch and overwhelmed the drainage system causing significant erosion. The Town did upgrades upstream of this in attempts to get water into the ground. We got to the end of the road and it was private property so we stopped the project at that point. We acknowledge there is an issue here and the Association came to the Town. We have been out there several times. We contracted with Underwood Engineers to do this study. They looked at the system and it is clearly under designed and they documented the latest wash outs where the beach and property was damaged by the storm water. We have submitted this project to the CIP Committee and it was approved. The cost is up to \$250,000.00 and this report documents the cost and the

alternatives. We have meet with the Association and they have a copy of the report and they are in support of giving the Town an easement so we can do the work and maintain the drainage system. We applied to the State for a loan forgiveness and it was chosen since it is a storm water project. We hope to get 10% back in grant money. Mr. Ford stated he wanted to bring the project to the Selectmen's attention and answer any questions they may have on this project.

Chairman Harriman stated it looks like there are two alternatives and baseline improvements. Will the baseline improvements be the same no matter which alternative is chosen for the shoreline?

Mr. Ford stated correct. We looked at alternatives but only priced the one. The other alternative was to rip up the Association's pressure treated steps. It seems like it would be more work and more expensive than it would be to rip up the road. We thought it would be easier construction to go right down the road and the other alternatives did not make sense. The baseline is in both alternatives in getting the water into the lake.

Mr. O'Brien stated page 8 at the bottom of the page shows a cost of \$385,500.00. We are not considering this option. The option we are considering is on page 10 for \$250,000.00. Correct?

Mr. Ford stated correct. We thought this would be the better option.

Mr. O'Brien stated then he would cross out page 8 on his booklet and write we are not doing. We are doing page 10.

Mr. Ford stated yes.

Mr. Senecal stated some of the other projects that we have done like roads have betterment assessments. Will this project have betterment assessments for the Association for any of this work?

We are solving their problem.

Mr. Ford stated their problem is a small problem compared to the bigger problem which is the erosion getting into Winter Harbor. This is contributing to our storm water pollution of that water body. We all know this is not a good thing. A lot of the drainage is on Town roads. At one time we tried to do a betterment assessment but it would require us to make it a Town road. We do not want to go there because it is a bad idea. It does not apply to RSA's. We are only doing drainage work. They will give us a drainage easement for us to construct it and maintain it. It is on private property. For the last ten years we have been saying it is not our problem but technically isn't it our problem? It is water pollution to Winter Harbor.

Mr. O'Brien questioned if Mr. Senecal's question was answered.

Mr. Senecal stated not really. The Association was developed 40 or 50 years ago. It has been going on for that long. It has been a long time and know all of a sudden they are saying it is our responsibility. Or is it because we now own these roads as Town roads which used to be theirs

then the water that comes over them we are now responsible for it going into Winter Harbor?
Correct?

Mr. Ford stated it was a Town road back in the 70's. There are 100 lots and over 50 years the area has increased with runoff because of changes in our climate. We are seeing over excesses run off. The majority of the water is coming from Town water and Town right of ways. He stated for the last 10 years he agrees he told them it was not his problem. This is a big problem all around the lake. The lakefront is all privately owned roads. These roads were here 50 to 75 years ago. Camps were built up and subdivisions were approved above and they became Town roads. The increased development has now caused the damage. Is it fair to assess them and let them do it on their own? If we wait for that then it will never happen! He stated he was being proactive on this because he thought it was a good project. It is very important that we have this discussion because if we continue to do this then we will get other hotspots around the lake. We will need to continue to build partnerships with Associations if it warranted it on the watershed. If the watershed is mostly Town roads and it just crosses 200 feet of a private road then we should have some ownership.

Ms. Murray stated she visited the area today and it is hard to believe we allowed that big of a development on that steep of a road with all water just flying down into the lake. There is a need to protect our most valuable asset which is our lake. She stated she has the same feelings as Mr. Senecal. Is there a meeting point between the Association in paying some and the taxpayers paying some? She talked to someone and he said he did not have a problem with paying a betterment assessment so maybe the Association can find a way to pay part of it. They could pay us back. She could hardly see some of the drainage because there were some many leaves. If we get into this then we need to have a maintenance plan. We do not want any of this to get clogged up. She asked Mr. Ford if they have had to go back in and put in more riprap.

Mr. Ford stated at the intersection of Lloyd Road and Winterhaven Road in those areas we have changed the catch basin grates so the leaves will not plug them as much. It is a hot spot and the Highway Department has been made aware that this is the number 1 spot to go to whenever we have downfalls to make sure the drainage is open. We have a standing order to keep a close eye on this. Part of the problem with the damage was a call never went out to us for it to be fixed because it was at night when it plugged. The new system will be more robust and less prone to failure. We are on alert right now to get out there especially in the spring time. We will need to be vigilant in getting the leaves out of there and cleaning the ditches. We have done some work but mostly it is in the structure. The damage is going down stream of us. If our system backs up then it causes their system to back up and be damaged. Most of the damage is on their side. We have a little damage to our shoulder but nothing compared to their side.

Ms. Murray stated when they give us an easement it will allow the Town to do work on private property or do we need to get an opinion from Town counsel on it. She stated she thinks we need a legal opinion to see if we can maintain something like that because it is on private property.

Mr. Ford stated for the record we have taken over other systems like Lake Wentworth behind Trites Auto Center. We have already entered into easements and agreements for storm water but we can definitely have Attorney Puffer look at it to make sure. He would need to draft up an

agreement. We can not do a Betterment Assessment but we should be able to ask the Association to pay for a certain percentage of the project. If we go with the loan it will spread the cost over time and the part of it will be loan forgiveness. This is something we need to decide if we want to get into because it will set a precedent that maybe we could use the same model to help other associations or communities along the shore which are experiencing these drainage and storm water problems.

Ms. Murray stated she did not think the Town should pay for the all project. They have an obligation to deal with their part of it. Although she does feel it is very important to take care of because of its impact to Winter Harbor.

Mr. Senecal questioned if alternative #2 was the one we are talking about doing.

Mr. Ford stated yes.

Mr. Senecal stated that makes sense. Are we doing anything on Lloyd Road?

Mr. Ford stated there is a small stretch. Lloyd Road is odd because it is a Town Road and then it turns into a private road. We have to plow it because we can not turn around in the middle. At the crest of the hill there is a significant drainage that comes out and goes underneath Lloyd's road and dumps down. We would redirect that down Lloyd Road into the intersection of Lloyd Road and Winterhaven Road and bring it into the new system so we would have one robust system.

Mr. Senecal stated ok. Is this included in the price?

Mr. Ford stated yes. It is included in the base price. It fits the baseline improvements.

Mr. O'Brien stated it is included in the total price of \$250,000.00.

Mr. Ford stated yes.

Mr. O'Brien stated thank you.

Mr. Senecal stated anything further in on Lloyd Road is up to the Association or the owners that live on Lloyd Road to fix. Therefore any of the water that is going from Lloyd Road down onto their beach area will be up to them to take care of, correct?

Mr. Ford stated correct. He walked with the members of the Association and we showed where they need to do work on their side to make insure it is properly taken care of. If we redirect the flow then they should be able to manage their flow without a problem to the beach. They are responsible for Lloyd Road down.

Mr. Senecal stated okay. When we saw pictures of some of the erosion and damage on their own property in different places we are not responsible for some of that, correct?

Mr. Ford stated this was tricky. It is hard to define responsibility. It is a big problem and we all should work together to solve it. He felt it would be hard to say which fraction of it is the Town's. We allowed a subdivision. There is no way to stop an individual from building on his lot as long as he can get a septic system on it.

Mr. Senecal agreed. He stated there are not too many more lots in there but there are some. He stated he did not want to pay for everything along that whole waterfront that they own because that is not fair either.

Mr. Ford stated they are responsible for their repairs and all the flood damage in the past. The last three times they lost their beach and had to pay for it. They will be paying for that themselves. We are only going to pay for the drainage system that is identified here and only take responsibility for right of way drainage. If there is any other problem then it is their problem. The road drainage that comes on our right of way as defined by this report. We have to get permits so we will be in contact with NHDES about this. We will have to continue with the permitting process. We are hopeful that this is permissible.

Mr. Senecal stated thank you.

Mr. O'Brien stated he agreed with Ms. Murray. It seems like Mr. Ford is doing the right thing to get the right work project done to mitigate a concern. Our problem is that we need to see a huge benefit to the lake. This is a model for other programs that we will do. It is not just Winter Harbor it will be other places. He felt he did not see them in this conversation yet. He questioned the Town Manager on the budget to go out and maintain drainage systems that we have approved. What is the annual project list? Can this list be generate? He would like to understand how this is going to be maintained.

Ms. Murray agreed it is very important to see it maintained but in Mr. Ford's defense five years ago he wanted a machine that would allow us to clean the catch basins and the Budget Committee cut it. Sometimes we are going to have to work hard as a Board to make sure everyone knows how important it is that we believe that the maintenance is as key to doing the project. She felt they have not done this. It is important to keep the catch basins and sand traps cleaned out. We should be doing this at least once a year and at one point Mr. Ford suggested doing this twice a year.

Mr. Ford stated this is a contracted service. We have over 500 catch basins in Town. They are cleaned at least once a year and some are done twice a year. We do special situations when there are problems. We had talked about a combination truck but the problem is manpower. If we have a truck then we need another person. Mr., O'Brien brought up an excellent question and he agreed they needed to identify all the drainage structures outside of the right of ways. We need to have maintenance plans and after the projects have been completed we do need to keep an eye on things because they don't last forever. Things need to be maintained and after twenty years we may need to replace. He agreed the list needed to be developed.

Mr. O'Brien stated the question was not directed at Mr. Ford. If we are going to spend the money and we do not maintain it then it is a waste of money.

Mr. Ford stated he was not sure how they would follow up with individual businesses. This might be a question for Planning.

Ms. Murray stated we are starting to say that there is a realization as we look at the drainage. We are trying to keep phosphorus out of the lake that the maintenance plan is important. As a Board we may need to speak about its significance. Mr. Ford talked about this need in the past. She stated we need to pay more attention to the cleaning of the drainage systems and we as a Board need to speak up about it.

Chairman Harriman agreed.

Mr. O'Brien questioned if they could say the \$250,000.00 was a one time cost and the annual cost to keep it maintained would be another cost. Would it not be appropriate or would it be a bad idea to put it on the table.

Mr. Ford stated if the system is built properly the only cost would be catch basin cleaning once or twice a year. It might be less maintenance because we will not have the blow outs that we have now.

Mr. O'Brien stated there should be an ongoing operation cost for maintenance cleaning once or twice a year.

Mr. Ford stated there would be a long term operation maintenance cost and we would own the structure so if there is a problem it would be on us. We need to keep an eye on things but if it is built properly then it should be fine. The systems that were built 50 years ago we not built or designed correctly. The maintenance plan is incredible important. He agreed with Mr. O'Brien and stated they would start making a list.

Mr. Senecal questioned if this would be part of the Highway & Roads budget. Or will it be separate warrant article? How are we paying for this?

Mr. Ford stated excellent question. The CIP Committee has pushed it along so it will be in the capital projects. It will be presented as a capital project and a warrant article with an intent of being a SRF loan which we would pay for over a period of time so the budget impact would not be as significant. We would get loan forgiveness of 10%. This might help the Association if the Town requires they to pay a portion then they could pay it over the course of a several years. The capital cost would be a warrant article that would need to be voted on and then it would be bonded. The maintenance cost would be in the Highway budget under outside services for catch basin cleaning and the manpower would be in our regular budget.

Mr. Senecal stated thank you.

Mr. Senecal questioned Mr. O'Brien and Ms. Murray if this has been discussed at the CIP Committee Meetings.

Ms. Murray stated yes.

Mr. Senecal stated then it will be brought forward in the CIP process.

Ms. Murray stated Mr. Ford put in a Capital Project report in for this area.

Mr. Senecal stated we have not seen it yet.

Ms. Murray stated this is the engineering report.

Mr. Senecal stated he will wait until then.

Chairman Harriman questioned the future maintenance plan for the two catch basins by the Port Wedeln dock area. Would a vacuum truck be able to get enough suction down the hill? Can a truck get down the hill?

Mr. Ford stated they would use a machine to do the construction from the top of the hill going down and a barge going up. The intent is minimizing the digging on the hill. We think we can level it out so we can back a truck. There should not be a lot of sand in that area. We are going to put a tank up on Lloyd Road like we did on Forest Road.

Chairman Harriman questioned if the Winterhaven Road was not too steep to get to the beach area. It will be accessible to get a truck down there.

Mr. Ford stated it will be tricky. We will have to use a smaller truck.

Mr. Senecal questioned if they could use a barge.

Mr. Ford stated for construction purposes we will use a barge for the areas by the shoreline. We should not need a barge for maintenance unless there is a problem.

Mr. Senecal stated it will not need to be inspected every year.

Mr. Ford stated in the beginning they will inspect it every year for a few years to make sure it is okay.

Chairman Harriman stated the plan looks good.

Mr. Ford stated he will move forward with the plan and start working on an easement and permits. He will talk to the Association about paying for some of the project. We will have a lawyer look at the easement. Sound okay?

Chairman Harriman stated sounds good.

Final Review of 2021 Proposed Budget

Mr. Pineo shared the budget summary spreadsheet. The items in yellow need more attention. We thought we were going to have the healthcare figures today but the numbers were not released. We hope to have the figure by next week. They did give us a projected number so we have used that but we are hoping for a reduction. We are trying to finalize the contract with the ambulance service and we are waiting on the consumer price index for the increase. Chief Skantze provided some information about the Public Safety Building today but it needs to be reviewed. The long term debt service is an area that we are seeing a significant increase which is contributed to the library and the first payment of Carry Beach. The total for the General Fund will have an increase of 4.91%. When we tie in the Capital Outlays then the increase is 5.59%. When we look at the General Fund with the Water Fund, Electric Fund, Sewer Fund and Pop Whalen Fund then we are looking at an increase of 1.7%. A couple of the driving forces are the New Hampshire Retirement System increase, healthcare increase and capital outlay increase. When we subtract these out we are looking at an increase of 1.68%. The capital outlays requested are \$25,000.00 for engineering of Abenaki Motor House, \$34,169.00 for the motors of the Fire Boat, \$32,800.00 for a Cardiac Monitor for the Fire Department, \$15,000.00 for the upgrade for the Library website that we are hoping to see some off setting revenue on and \$35,000.00 for the Libby Boat Launch. We are trying to maintain a lot of the services as is although we did add our IT person going to full time in the budget as well as reorganization to the Public Works Department. Mr. Pineo stated because of the increase in the budget he would like to propose to meet on Monday, November 9, 2020 to further discuss.

Ms. Murray questioned if health insurance was figured into the figures.

Mr. Pineo stated no. There would be a \$12,000.00 increase for ½ a year for the health insurance for a two person plan.

Ms. Murray stated we need to have these calculations included.

Mr. Pineo stated yes.

Ms. Murray agreed to meet on Monday. She would like Mr. Pineo to look through his budget and have places where he thinks we can cut that he would be comfortable with these cuts. She stated she needed that information from him in order to make changes. There are some cuts that can be made and we should make cuts so we are showing the Budget Committee that we are serious about cuts. She would like the Town Manager to point us in the direction that we need to go in.

Chairman Harriman agreed.

Mr. O'Brien agreed. He would like to know the unrestricted fund balance. Are there any items that we need to do that we could do in this current year? He does not like the philosophy of a haircut (cut across the board). We need to fund the operations of the Town but anything outside of that is fair game. He asked Mr. Pineo to come back to the Board with recommendations for areas that can be cut. If we as a Board think something is important then we need express this as a Board to the Budget Committee.

Mr. Senecal and Mr. Bowers stated Monday is fine.

Mr. Pineo questioned the time 6:00 PM or 6:30 PM?

The Board agreed to meet at 6:00 PM on Monday, November 9th.

Other Business

NA

Committee Reports

Ms. Murray stated she met with a member of the Energy Committee to talk about the direction in which the committee was going. She attended five Board of Selectmen Budget Hearing Meetings in the last two weeks. She attended a Dock Committee Meeting and the preliminary opening of the absentee ballots on Saturday. She spent the day yesterday with everyone at the polls.

Mr. O'Brien stated Pat Waterman ran a great election and he thanked the voters for coming. He attended five Budget Meetings and the Dock Committee Meeting. We discussed the layout of the docks and where we need to get more information for clarity. He had a Public Sub-Committee Safety Meeting with Mr. Senecal and they drove around looking at locations/properties and we meet with the Fire Chief.

Mr. Senecal stated yesterday at the polls was fun. He attended a Conservation Committee Meeting and all the budgets in the last few weeks. He enjoyed his fieldtrip with Mr. O'Brien looking at the different locations. We meet with Chief Skantze to go over the plans and we came up with a few compromise. He looked at the Substation by 7 Eleven with Mr. O'Brien and it is full of mold so it needs to be torn down. We looked at the locations for the new Police Station and saw the improvements at Carrie Beach.

Mr. Bowers questioned if the old bank location could be acquired by the Town for the new Public Safety Building.

Mr. Senecal stated the owner does not want to sell the property to the Town.

Mr. Bowers did not have any other committee meetings.

Chairman Harriman stated he did not attend any other meetings besides the Board of Selectmen Budget Committee Meetings.

Town Manager Report

Mr. Pineo stated he has been working on budgets. MRI will begin hearings tomorrow for revaluation which was just completed. The updated fee from the Assessing Company was received and that information will be forwarded to the Board shortly.

Questions from the Press

Ms. Paquette stated she is impressed with all the work that is being done.

Public Input

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

NA

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

The Board re-entered public session at 8:56 PM.

Linda Murray moved the Wolfeboro Board of Selectmen to seal the minutes of the November 4, 2020 non-public meeting. Paul O’Brien seconded. Roll call vote, Dave Bowers – yes, Linda Murray – yes, Brad Harriman – yes, Paul O’Brien – yes and Dave Senecal – yes. Being none opposed, the motion passed.

It was moved by Linda Murray and seconded by Dave Senecal to adjourn at 8:57 PM. Roll call vote, Dave Bowers – yes, Linda Murray – yes, Brad Harriman – yes, Paul O’Brien – yes and Dave Senecal – yes. Being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain