

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
COVID-19 Meeting- GoToMeeting
November 18, 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, Parks and Recreation Director Christine Collins, MED Director Barry Muccio, Public Works Director Dave Ford, Finance Director Kathryn Carpentier and Secretary Michele Chamberlain

Chairman Harriman opened the GoToMeeting at 6:30 PM.

Chairman Harriman read the following Preamble into the record:

MEETING PREAMBLE DURING COVID-19 EMERGENCY

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

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

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

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

The Board Members gave a Roll call vote, 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.

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

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

Consideration of Minutes

Chairman Harriman asked for approval from the Board of the October 22, 2020 ToGoMeeting Budget Minutes.

It was moved by Linda Murray and seconded by Paul O'Brien to accept the minutes of October 22, 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.

Chairman Harriman asked for approval from the Board of the October 28, 2020 ToGoMeeting Budget Minutes.

It was moved by Linda Murray and seconded by Dave Senecal to accept the minutes of October 28, 2020 as amended. Roll call vote Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, Brad Harriman – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Chairman Harriman asked for approval from the Board of the October 29, 2020 ToGoMeeting Budget Minutes.

It was moved by Linda Murray and seconded by Paul O'Brien to accept the minutes of October 29, 2020 as amended. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

Public Hearings

Unanticipated Funds

- i. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, November 18, 2020 at 6:30 PM at the Great Hall Town

Hall, 84 South Main Street, Wolfeboro, New Hampshire for the acceptance of unanticipated funds for an amount awarded that is less than \$10,000 in accordance with RSA 31:95-b III (a), relative State of New Hampshire Highway Safety Project #21-201 entitled Wolfeboro Highway Safety Grant FY 21 in the amount of \$6,300.00.

Chairman Harriman opened the public hearing.

Dean Rondeau, Police Chief, addressed the Board. He stated these are the Highway Safety Grants that we normally get each year. This year they have rolled several projects into one large grant. These grants are reimbursed by the Federal Government.

Chairman Harriman closed the public hearing.

Mr. O'Brien thanked Chief Rondeau.

It was moved by Dave Senecal and seconded by Linda Murray to authorize the Town Manager to sign the grant application for the Wolfeboro NH Police Department to apply for the State of New Hampshire Highway Safety Project #21-201 entitled Wolfeboro Highway Safety Grant FY 21 in the amount of \$6,300.00. 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 Area Chamber of Commerce to hold Christmas in Wolfeboro from November 28, to December 24, 2020 to include community tree placement, tree lighting by Santa, letters to Santa collection box and "Family Shopping Days". Permit # 2030.

Chairman Harriman opened the public hearing.

Mary DeVries, Executive Director of the Wolfeboro Area Chamber of Commerce, addressed the Board. She stated we are preparing for the Christmas season with the community Christmas tree. We found an amazing tree and the fantastic Municipal Electric team are all ready to go up and cut the tree down and have it moved to its special spot on Main Street. They will string the lights as well. We are so happy to have the tree and the help of the Electric Department. Santa loves Wolfeboro and he promises to again use his magic to turn the lights on the community Christmas tree. Santa's hut was put on its location on Main Street this week. Santa wants the community to know that although he will not be able to schedule planned visits here but he will be dropping by his hut on occasion to pick up any letters. He will leave messages for the Chamber of Commerce and we will immediately distribute those messages all over. There will be information posted on Santa's hut. The big part of the holiday season is spending time with your family and friends and on behalf of the Chamber of Commerce we ask that you please think of making a part of that family and friends time as shopping time. Businesses that are still opened have had a lot of restrictions placed on them since last March and we want to keep them here and they want to

stay here. They really want to have your business and they need your support right now. If anyone needs any information please call the Chamber of Commerce.

Chairman Harriman stated there will not be a parade this year.

Ms. DeVries stated correct.

Chairman Harriman closed the public hearing.

Ms. Murray stated there will be no tree lighting ceremony either. It will just light. We will not have a crowd down by the tree for a lighting ceremony. Correct?

Ms. DeVries stated correct. Santa will use his magic and we will try to document it so we can share it. There will be no formal ceremony.

Ms. Paquette questioned the individual that donated the tree.

Ms. DeVries stated that's a great question and she would love to but we are going to follow tradition and not make that announcement until after the tree is light. Ms. DeVries stated she would make sure that information gets to Ms. Paquette.

It was moved by Dave Bowers and seconded by Dave Senecal to approve the Wolfeboro Area Chamber of Commerce to hold Christmas in Wolfeboro from November 28, to December 24, 2020 to include community tree placement, tree lighting by Santa, letters to Santa collection box and "Family Shopping Days" contingent upon following the State of NH Governor's Orders/COVID 19 guidelines and providing a certificate of insurance. 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. NH Boat Museum to host 12th Wolfeboro Vintage Race Boat Regatta from September 16, to September 18, 2021 from 6:00 AM to 5:00 PM at the Town Docks, Dockside parking lot, Cate Park and Community Bandstand. Permit # 2021-4

Chairman Harriman opened the public hearing.

Bill Marcussen, Chairman of the NH Boat Museum, addressed the Board. He stated this is the traditional every other year event that we run. It requires the use of the docks, Dockside parking lot and Cate Park. We hope to run the event in the same fashion as we have in the past, but COVID -19 will dictate that. There will be a lane available along the back of the Avery block so vehicles can travel through the parking lot. The Handicap spots will be available for use.

Chief Rondeau stated this permit was approved with the requirement of having one detail officer from start to finish to assist with traffic on South Main Street and the Dockside Parking area.

Mr. Marcussen stated yes.

Chairman Harriman closed the public hearing,

It was moved by Linda Murray and seconded by Paul O'Brien to issue a Temporary Event Permit application for the NH Boat Museum to host 12th Wolfeboro Vintage Race Boat Regatta from September 16, to September 18, 2021 from 6:00 AM to 5:00 PM at the Town Docks, Dockside parking lot, Cate Park and Community Bandstand contingent upon following the State of NH Governor's Orders/COVID 19 guidelines if in effect and providing a certificate of insurance one week prior to the event. 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

NA

Bulk Vote

A. Weekly Manifests

- i. November 6, 2020
- ii. November 13, 2020

B. Elderly & Disable Tax Deferral Release

- | | | | |
|-----|----------------|------------------|--------------------|
| i. | 41 Millwood Rd | 2019 \$5,236 | Tax Map 218 Lot 48 |
| ii. | 41 Millwood Rd | 2020 \$10,200.35 | Tax Map 218 Lot 48 |

C. Intent to Cut Wood or Timber/Warrant

- | | | |
|----|----------------|--------------------|
| i. | Camp School Rd | Tax Map 245 Lot 21 |
|----|----------------|--------------------|

D. Property Tax Exemptions/Credits

- | | | |
|----|-------------|--------------------|
| i. | 11 Sky Lane | Tax Map 245 Lot 21 |
|----|-------------|--------------------|

It was moved by Paul O'Brien and seconded by Linda Murray 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

NA

New Business

A. Assessing Values MRI

Paul McKenney, Representative from MRI, addressed the Board. He stated we have completed all the informal hearings that were held at the Town Hall last week. We have come to a final 2020 assessed value of \$2,582,666,148.00 which is an increase of \$373,487,431.00 from the 2019 assessed value. There may still be some minor adjustments between now and when the MS-1 is sent. He would like to give those people a chance to air their concerns and make any adjustments that are needed to prevent further abatements. The overall change in town from last year to this year is 16.9% increase of the overall. The residential properties went up 18.6%, vacant land went up 17.5%, manufactured homes went up 38.6% and commercial properties went up 9.7%. The two year median assessment to the sale of ratio came in at 98.72% and if we had not done the re-evaluation we would have been around 75%. If we look at just the one year of sales it comes in at 97.42%. The coefficient of dispersion which is our quality ratio needs to be below 20 came in at 8.225 for two years and our price related differential to make sure we are valuing the low end properties and the high end properties equitably come in at 1.008 and we need to be between 0.98 and 1.03. The preliminary notices were mailed out on October 22nd and people had until November 10th to call us to schedule an appointment. We had a total of 259 scheduled hearings and 111 were in person hearings at the Town Hall, 103 were by phone and 44 were by Zoom meetings. Most people were questioning their increase in property assessments over the past five years since the last assessment was done in 2015. Another thing that was questioned was the tax rate which we can not say because this process depends on that information before the State can set the rate. The tax rate will be adjusted in accordance with the new assessed value of the Town. The goal of the reevaluation was to adjust all the property assessments to market value. It came out to about 98% and this ensures that the tax burden is spread fair and equitably across the property owners. We reviewed all the sale properties from April 1, 2018 and March 31, 2020. We measured and did interior inspections on as many sales as possible. We sent letters out to people that we could not do asking questions in regards to that sale property so we could get the most accurate information as possible. Everyone was very polite at the hearings and very respectful and he felt it was a very successful evaluation.

Ms. Murray stated this seems to have gone very smoothly and it is nice that Mr. McKenney was able to meet with 259 residents to answer any of their questions. She thanked him for the job he did.

Mr. McKenney questioned if they needed a vote to except the values.

Mr. Pineo questioned if there were a few more hearings to revisit.

Mr. McKenney stated people are still calling Ms. Ridings but we have gotten back to everyone up to date that has called. We would like to get those people taken care of before the MS-1 is submitted so we do not have to do abatements. There will not be large changes. They will only be minor ones.

Mr. Pineo stated we need the authorization to complete the MS-1. Correct?

Mr. McKenney stated yes.

Mr. Pineo stated then we should have a motion.

It was moved by Linda Murray and seconded by Paul O'Brien to accept the values presented to us from MRI on November 17, 2020. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

B. Conservation Easement Acceptance Eastern Lakes Region Housing Coalition

Chairman Harriman asked to step down because his property is next to this.

Mr. O'Brien presented the request. They would like approval of the Conservation Easement for the Lakes Region Housing Coalition.

Lenore Clark, Chairman of the Conservation Commission, addressed the Board. There are three representatives here tonight for the project to answer any detailed questions. She stated there should be two items before the Board and the first being an amendment to the original 2010 easement already in place at Harriman Hill and then second is the brand new conservation easement that would be on the abutting parcel.

Ms. Murray stated correct.

Ms. Clark stated we are now looking to enact phase three of the project. When the easement was enacted 10 years ago they had a conceptual design and now ten years later they have an actual design. They realized in order to build the 20 affordable housing units they would like to build they need to carve out or remove 1.08 acres from the original easement. Easements are supposed to be in perpetuity so in order to make this more palatable for everybody involved including the Attorney General's Office who has already been contacted about this they have agreed to enact a brand new conservation easement on 2.16 acres of land under abutting parcel what we would consider more environmentally valued since it contains wetlands and a small pond. The site plan was provide by Norway Plains which the Board should have to help them understand it more visually. We are asking for an amendment to remove a little bit more than one acre from the existing easement and then approve a brand new easement for more than double that amount on the neighboring property.

Mr. O'Brien stated the site plan is a one page document.

Ms. Clark stated correct.

Mr. O'Brien questioned the other representatives that were here to speak about the project.

Ms. Clark stated Kathy Barnard, Bonnie Medico and Stephen Hubbard are here.

Ms. Barnard stated we are here to answer any questions.

Mr. O'Brien questioned if anyone else would like to speak.

Ms. Medico stated she would be glad to respond to any questions the Board has on the project.

Ms. Murray stated the document has been reviewed by our Town Attorney. It looks good to her.

It was moved by Linda Murray and seconded by Dave Senecal to accept and sign the Conservation Easement proposed by the Eastern Lakes Region Housing Coalition (ELRHC) on Tax Map 176-21-1 and for an amendment to the existing conservation easement on Tax Map 176-20-1. Roll call vote Brad Harriman – abstained, Linda Murray – yes, Dave Bowers – yes, Dave Senecal – yes, and Paul O'Brien - yes. Being none opposed, the motion passed.

C. Abenaki Reopening Plan

Christine Collins, Parks and Recreation Director, addressed the Board. She introduced her new Assistant Director, Beau Betz. He comes from the Town of Alton.

Beau Betz, Assistant Parks and Recreation Director, addressed the Board. He stated he was happy to be here and has met some of the Selectmen already but looks forward to meeting them all and working together with them and the community.

Ms. Collins stated tonight we are talking about our COVID-19 Plan for opening Abenaki. We are still planning on the projected opening day of December 26, 2020. Things that are different include it will be a reservation system so everyone will have to go online to register for the spots. Typically we are opened 11 to 7 on the weekends and 4 to 7 on the weekdays. This year on the weekends we will be opened 11 to 7 but will have two separate sessions for people. Each session will be allowed to have 75 register guests. The morning session will be from 11 AM to 2:30 PM and the afternoon session will be from 3:30 PM to 7 PM. The reason we will be doing it this way is so staff can take breaks and complete necessary cleaning in between sessions. In the past we were open Mondays & Tuesdays for private rentals and Wednesdays & Thursdays for regular ski but looking at the numbers we feel it would be better to focus on Fridays, Saturdays and Sundays. We will not be offering ski lessons this year because most of the ski lessons are a lot of children who do not have experience with either skiing or using the rope tow which requires a lot of hands on and helping. This will be something that should be done privately this year. The lodge will be gated like it is now and have someone stationed at the door to monitor bathrooms and then we would have the gate closed so the lodge would be closed to the public. We still have the capacity to do food service but we are still trying to figure it out. It would probably be a limited menu. One of the windows could be opened to serve the food through the window so no one would be coming into the building. We would have two different crews working an A Team and a B Team. We would always have the A Team staffed together and the B Team staffed together. This way we could have a shift available if something were to happen. We will not be able to do daily ski rentals this year so we are suggesting people to do the seasonal rentals. We will only be opened to Wolfeboro, Tuftonboro, Brookfield and GWRSD residents this year. This will be an easier way to control numbers to more locals. It will be residents so there will be some people that are from Massachusetts that own property here in

Wolfeboro so they would still be eligible to come. We will be offering season passes only so it can be done online. Once the pass is purchased then sessions can be booked to offer a contactless purchase. Everyone will be required to wear masks per Governor's Orders. We have ordered signs so that people are aware of this requirement.

Chairman Harriman stated looks like a lot of thought and planning has gone into this. It looks good.

Ms. Murray stated they did an excellent job putting this together. It is clear and she likes that they will be opened longer hours during vacation weeks. This is important because kids will want to be doing more.

Mr. O'Brien thanked Ms. Collins. It is a job well done. The larger facilities, Gunstock and Loon are not offering food service. They are asking people to go to their cars for lunch or breaks. He questioned how Ms. Collins will decide if they will or will not be offering food service. He stated he is not suggesting that they follow this direction but then people will be looking for a place to sit. How will we do that?

Ms. Collins stated we will have picnic tables outside the facility like we usually do with designated spots. We were trying to keep the plans similar to the past and we are not locked into food service but we felt there are people who get dropped off who would like to have a hot cocoa and a snack. We were trying to keep it like Abenaki while still doing it safely. It is up to the Selectmen if we have food service this year.

Mr. O'Brien stated he was fine with either way but he wants everyone to be safe.

Ms. Collins stated this is a working document and we are saying it is safe to do today but as we get closer it may not be.

Ms. Murray suggested having something to eat and a bag of chips for kids. We do not have to cook but there are kids there that after they are on the mountain for a while they are thirsty and hungry. She is comfortable with just snacks but whatever works best for the department. She thinks snacks are good but she was not sure it would make sense to cook in a kitchen. We have had picnic tables all through the downtown area all summer and people have social distanced on that and they are going to be outside again. This makes it a little bit easier.

Mr. O'Brien stated there will not be a bomb fire again this year. Correct?

Ms. Collins stated correct. We are looking at what we can offer for winter activities with social distancing in mind. We thought about having fires to keep people warm when we were opened but it kind of defeats the purpose of people lingering and hanging around. We can't really do that so it will be a different look this year. We think people are still looking for something to do outside and that is what we are trying to accomplish.

It was moved by Linda Murray and seconded Paul O'Brien to approve and support the Parks and Recreation COVID-19 Health and Safety Protocols as presented tonight. 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.

Mr. O’Brien stated it is the 18th of 2020 version.

D. Tuftonboro Parks and Recreation fees

Christine Collins, Parks and Recreation Director, addressed the Board. She stated she sent out her annual billing to Tuftonboro and Brookfield. Dennis Zilembo, the Tuftonboro Rec Director is questioning paying the full price due to COVID. The calculation was based on the 2010 Census Report numbers (2387) times \$6.98 per person to equal \$16,661.00. They have been paying this amount since 2014. We calculate Brookfield’s the same based on the Census. Ms. Collins stated she is seeking the Board’s guidance on how they would like her to proceed. Should they pay the full fee since we did not offer a full program?

Ms. Murray stated when she compared 2019 to now we are looking at about 30 percent total number that participated last year or participated this year. She thought maybe we should ask them for only 30 percent of the amount they usually send.

Mr. O’Brien questioned what is included in the fee? He questioned if beaches was included in the fee.

Ms. Collins stated it is specifically for programs. Residents have first dibs on programs like day camp so Wolfeboro, Tuftonboro and Brookfield residents have first dibs. These programs are opened to them first for two weeks and it is a cheaper rate.

Mr. O’Brien stated the beaches are not included unless the program takes place at the beach.

Ms. Collins stated correct but if we were charging a fee for the beach like Abenaki they would get resident’s rates.

Ms. Murray stated in this instance the Town is paying for them to get the Wolfeboro Town rate. They are paying for some of our administration costs and running of the program. The participants are not paying that.

Mr. O’Brien stated he wanted to know what is included in the fee. If it is programs then what kinds of programs do they get.

Ms. Murray stated a list is in our packet.

Mr. O’Brien stated ok. He apologized he must have lost his packet.

Mr. Senecal stated the programs have been the same for several years.

Mr. O’Brien questioned the same price.

Ms. Murray stated the prices have been adjusted but they pay the same price as Wolfeboro residents.

Chairman Harriman liked Ms. Murray's idea of 30%. It sounds fair.

Mr. Senecal agreed an adjustable bill is in order. It is reasonable. He felt Mr. Pineo and Ms. Collins could work out the amount.

Ms. Collins agreed they did not offer a lot of programs so they did not have a lot of opportunity to participate. If we are going to do it for Tuftonboro then we should do the same for Brookfield.

The Board agreed. It should be equal treatment.

Mr. Senecal stated he thought Mr. Pineo and Ms. Collins should make the decision for the final amount. The Board has agreed it should be scaled back but let them work it out. We do not need to see this again.

Ms. Murray stated it should be scaled back to the amount that they participated.

Mr. Senecal stated correct.

Ms. Murray agreed it was fair and the Board did not need to see it if they used that philosophy.

It was moved by Linda Murray and seconded by Dave Senecal to approve letting Mr. Pineo and Ms. Collins adjust the percentage for the bill for Tuftonboro and Brookfield. 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.

E. Dockside Parking Lot

Ms. Murray asked to table this item. She stated she has received a number of calls and emails regarding a plan that is going around. One of the emails talked about L1 and L2. There was no L1 and L2 plan in the packet. It does not sound like we have the information that we are getting emails and calls about. She would like to table it and send it back to the Dock Committee which we established to take a look at the docks and the Dockside area. They were to be working on this. Her motion is to table this and send it back to the committee.

It was moved by Linda Murray and seconded by Paul O'Brien to table this and send it back to the committee.

Mr. O'Brien stated we restarted the Dock Committee to resurrect documents and to get clarity on the docks, the dock expansion, fixing of the seawall, the sequencing of it, how much it was going to cost and how long it would take. This included the parking lot area. We had our first meeting with that Dock Committee a month and a half ago. There is a presentation that was provided which is on the Town's website about what the charge of that committee was. The Dock Committee just started to take up the question of the parking lot the other day. Ms. Murray and

he have had a few meetings with Mr. Pineo to talk about the parking lot as well. The Dock Committee is trying to understand what we should be doing about drainage and there is some discussion about what we should do about the flow of traffic and pedestrians into the dock area. This is the charter of these people and he supports Ms. Murray in saying we should give that team the charter and let them chew on it. This seems like it is all well intended but a bit out of sequence.

Mr. Senecal stated we have seen several alternatives in the past but in his packet there is only Alternative #2 which he likes. He agreed with Ms. Murray that they did not have the other alternatives and he would like to at least see them before a decision is made. Money is an important part. It looks like this plan includes mature trees and they can be costly.

Mr. Ford stated he apologized he had submitted a different set of drawings to Ms. Capone-Muccio and it seems like somehow they were not put in the packets. The drawing the Board is looking at is Alternative #2 from 2016. At the second public meeting we had for the stakeholder meeting we had a lot of negative comments about the trees. He thought this was the preferred alternative because it maxes out the amount of parking spaces we can in and we had a little area off to the side for a pedestrian space. This technically was not agreed to but it was the concept we were going to. Mr. Ford stated he worked with the Town Manager and developed an alternative which they called L1 and L2 which builds upon the idea and that is what has been circulated out to the stakeholders groups, people that own property and the businesses in the area. It was intended to be sent to the Board as well. He apologized and agreed it should be tabled until they can look at it. There was a reason to move it forward because in the CIP plan which was approved there will be this project in some form and he wanted them to have a visual on what it would look like. We can not discuss it since the Board does not have it.

Chairman Harriman agreed.

Ms. Murray stated she thought it was sent over from CIP and there was some missing pieces and we wanted to take a look at this project as a whole, the docks, the dock expansion, the dockside parking lot. We need to look at parking and we set this committee up in order to get a full picture of how we were going to address the dockside area. The committee was going to work on this and then come back to the Board with their ideas and recommendations. She was surprised to see this here and then have a plan that they would get calls and emails from people about a plan that she had never seen.

Mr. Pineo stated he apologized. Mr. Ford did send this material to him. We had conversations regarding the plans that are out there. The plans should have gotten to the Board so we could discuss them. This is my fault that the Board does not have all the documents. He apologized and stated it was his error.

Mr. O'Brien stated the good news is that there has been a lot of hard work done by Mr. Ford and engineering firms on the docks, the expansion and some ideas about the parking lot. Mr. Ford is correct we did tentatively approve the conceptual design back in 2016 or 2017. The minutes did not have a record vote but there was a sense it was liked because it did not mess with parking. We have a lot of good stuff but the challenge is trying to organize all this stuff into a cogent flow

of events with a price tag that the public wants so we can ask the voters to spend. It could be a lot of money so we need to be aligned up. There are some members from before so there is institutional memory and muscle that can be brought to bear. He agreed it should be tabled and the committee should work on it and get it back quickly so we can get something in front of the voters for this year.

Chairman Harriman stated there was issue with parking and the trees. We need to see the other options and get this whole parking put together.

Mr. O'Brien stated there are a number of things that they need to chew on. It has been suggested that if a parking spot is taken from this area then it should be gained in another area. There is a conversation about how much water is coming down the street and moving into the parking lot and the lake so people are questioning drainage options. This project could cost over a million dollars so we need to be lined up on all of these things not wasting time but getting ourselves lined up on things we need to talk about which is important.

Ms. Murray stated we have a bunch of people coming up with ideas that we had not even thought about. This is why we had a group of local residents so they could chew on it with us.

Chairman Harriman agreed.

It was moved by Linda Murray and seconded by Paul O'Brien to table this and send it back to the committee. 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.

E. October 2020 Monthly Expenditure Report-Finance Director

Kathryn Carpentier, Finance Director, addressed the Board. She stated she has provided a report for the last 10 months. If we assumed all appropriations are expended equally each month, we should be 83% expended. The General Fund is currently at 83.5%. Brewster Building is currently overspent by \$13,589.00 due to expenses from a water leak however there is about forty four thousand dollars in insurance that will be added back to that line. There are some expenses that need to be paid for but we will be offsetting some of those expenses. Emergency Management is currently overspent by \$7,528 which is due to COVID-19 related expenses. We have received over \$101,000 in grant funds to cover COVID-19 related expenditures. She stated she has not had time to review the revenues so that is why they are not included but will have them by the end of November. The Board will be provided an updated revenue report in your early December meetings. She felt the Town is in good financial condition with 2 months left to go in the year as of October 31st. Ms. Murray asked to reclass a miscellaneous executive operating expenses into Libby Museum to pay for the overage of the retaining wall. This is an entry that will be done tomorrow to move \$3,000.00 from Miscellaneous Executive Operating Expenses into the Libby Museum Department.

Ms. Murray stated it is the other way around. It is from the Libby Museum into Miscellaneous Expenses.

Ms. Carpentier stated we usually move the budget but you want to move the expenses that's fine.

Ms. Murray stated we want the Budget Committee to see that we spent it or they might cut it.

Ms. Carpentier stated she will handle the entry tomorrow. The auditors just recently closed out 2019 so she will be looking at encumbrances that were rolled from 2019 to 2020 for some of the prior year projects.

Mr. O'Brien stated thank you and welcome. Are the journal entries that consist of nineteen pages from the auditors are they completed?

Ms. Carpentier stated yes, the entries are completed. She received a 64 draft audit report which she read and made some corrections and sent back. We are waiting for a few more schedules to be done before we get draft number #2 and then hopefully a final audit. She is hoping within a couple weeks. She would like to get 2019 closed so we can focus on 2020. We do have some work to do in 2020. Pete Chamberlin is working on some old bank reconciliations and we have a backlog of stuff to do. We are trying to wrap it up so we are in a good position for the end of 2020.

Mr. O'Brien stated when we have the final audit would Ms. Carpentier help explain the nineteen pages were they deminimis kinds of journal entries or did we have big swings that we had to work on. He would like a sense of the degree of stuff. If it is small stuff it happens all the time. If it was big stuff then that could help us help the Town Manager help each other fix the way in which we conduct Town operations. Big swings tell us that we may have Town operation adjustments to make. He questioned the overspent from the water leak. Is it correct that we are overspent but there are insurance proceeds somewhere else in the Town that we are going to tally off the account?

Ms. Carpentier stated yes. The Town has received two checks totaling almost \$44,000.00 that have not been put against your spending. We will be able to move it out of revenue and put into your spending.

Mr. O'Brien stated we have a 13.5 over expense but we have the offset someplace else. The \$101,000.00 that we received from COVID-19 is that the same? We have the funds but we just have not dealt with the offset with the overage of \$7,500.00, Correct?

Ms. Carpentier stated correct. There were stipends to the Police and Fire. There was protective equipment bought. Revenues have not had a lot of attention yet. These revenue entries need to offset the spending that has already happened.

Mr. O'Brien stated the water damage in the Town Clerk's office has been like that for a while so we should hear that there is a contractor coming on site in a little while to fix up Ms. Waterman's office.

Mr. O'Brien stated the \$106,000 on Debt Service that Ms. Carpentier will be reviewing is there anything there.

Ms. Carpentier stated she was pointed in that direction that the Library interest for the \$3.4 million dollar plan was not budgeted last year. Mr. Chamberlin pointed this out to myself and the Town Manager. She believes the interest for the first half of the bond is not budgeted.

Mr. O'Brien stated that is not so good of a thing that we need to come up with \$106,000.00. Correct?

Ms. Carpentier stated she thinks it is a little less than \$94,000.00.

Ms. Murray questioned if it was in the warrant article. Was the interest written in the warrant article? She suggested looking there because sometimes we put the interest that we will be done on short term borrowing is written in the prior year's warrant article. She thanked Ms. Carpentier. It is nice to have a budget so we can see where we are. If we are sinking or going ahead. We had a lot of changing of personnel and she would like to look at where we are today in 2020 and what we need to do to go forward in a well thought out process and she feels Ms. Carpentier brings the skills the Town is looking for and she looks forward to moving ahead.

Ms. Carpentier stated she will identify the entries and some of them were because things were not done which was an anomaly in 2019 and probably still have not been done in 2020 but we will get them done before the auditors show up again. She plans on having actual versus budgets to the Board on a monthly basis for spending and revenues going forward.

The Board thanked Ms. Carpentier.

F. Chamber of Commerce Lease

Mr. Pineo stated he and Ms. Murray met with two members of the Chamber of Commerce back in August. We had an initial meeting regarding the Chamber lease and then met again in late September to iron out some of the particulars. We discussed this in a non-public session relative to real estate and lease contract agreements. The document that the Board has is what was agreed to based on these conversations.

Ms. Murray thanked Mr. Pineo for having this available for this meeting because the Chamber needs it.

Mr. O'Brien stated he called Mr. Pineo about this before the meeting. The lease amount is \$313.00 for a 773 square foot building but that really is not the money that gets paid by the Chamber to the Town. There is more that comes in. There is a pro rata share of taxes and energy. If a voter saw this they would think it was a great deal but really the Chamber is paying more. Do we know the exact amount the Chamber is paying?

Mr. Pineo stated that is an excellent question and they do pay a portion of the taxes as assessed. He was not able to get the number today but should have it in a couple of days.

Ms. DeVries stated that is correct. The Chamber of Commerce pays taxes and utilities. In addition to that in the space we rent we house the Wolfeboro Information Center which the Town staffs some of those information center staff hours. Even though the Town is staffing the hourly wages the Chamber of Commerce is paying for the overhead for that and the management of those staff.

Mr. O'Brien stated he would like to know the total average monthly payment we get from the Chamber. What do we get monthly from the Chamber for the use of that facility?

Mr. Pineo stated he will get the number.

It was moved by Dave Bowers and seconded by Paul O'Brien to approve the lease agreement between the Town of Wolfeboro and the Chamber of Commerce. 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.

H. Non-judicial Settlement Agreement-Jean Russell Memorial Fund

Mr. Pineo stated Barbara Lobdell from the Trustees of the Trust Funds approached him regarding this fund because some work needed to be done relative to it. Ms. Lobdell asked if she could reach out to Attorney Puffer which he authorizes her to do. Attorney Puffer and Ms. Lobdell worked in conjunction with the charitable trust of New Hampshire to bring this trust into alignment going forward. This trust is for children that may have medical needs through the sixth grade. There was some confusion regarding the expenditure of principal versus interest. As a result they asked if both principal and interest could be utilized going forward. This has been reviewed by Attorney Puffer and the Charitable Trust of New Hampshire so it is all in alignment to get this corrected based on the recommendation of the Trustee of Trust Funds.

It was moved by Linda Murray and seconded by Paul O'Brien to authorize the Wolfeboro Board of Selectmen to sign the non-judicial settlement agreement for the Jean Russell Memorial Fund as recommended by Town council. 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.

I. Wolfeboro's participation as a member of the planning committee for a County Wide Communications District.

Mr. Pineo stated this is something the cable franchise committee has brought forward. They recommend that we do not become a member of this.

Mr. O'Brien stated there is a piece of legislation that was written into law last year which is in your electronic packet. The piece of legislation is designed to help rural counties and rural towns to pool their resources so they can deal with the lack of broadband. When they pool their resources they become something akin to a water sewer district. This gives them the ability to collect funds, appropriate monies, spend monies and etc. The purpose is to for those towns that

are substantially underserved for broadband service. Here in the Town of Wolfeboro whether we like the provider or not we are presently at 95% served in our Town. The likelihood of us getting any USDA grant money is small because we will be in line behind a long list of towns that have no service. The proposal that is being brought forth by the Carroll County Broadband Committee is to set up a planning group for the next two years to establish the rules, the procedures, the government structure, how they will appropriate money and how they will do all that and then they will go to the Attorney General to get the Attorney General's approval and then they can start the actual planning construction of this communications district. This was brought to the Cable Franchise team on November 10th and they read the document and we had a discussion about it. They felt it was a great idea to support the efforts of the Carroll County Broadband Committee. We can use Wolfeboro Community Television for their meetings to help them get their message out but our participation is probably not something that we would want to engage in at this time. They took a vote and it was unanimous not to participate. One member, Marshall Goldberg was absent from the meeting. Mr. O'Brien stated he recommended not to participate in this planning committee for the next two years. It is better served for those towns that really, really need to get a district wide capability to tax or appropriate money. We can join at any point in the future.

Ms. Murray stated she read the information that was sent to the Board and she agreed with the recommendation of the committee to not recommend. She did not like the idea that they had the ability to adopt a budget and then we would get saddled with it. We really would not have had a whole lot of say and it reminds her of the school district and you lose control of the impact to your tax rate. We will not gain anything from being part of it. She agreed with Mr. O'Brien to support other communities that need it but we should not join it.

It was moved by Paul O'Brien and seconded by Linda Murray to accept the recommendation of the Cable Franchise Committee relative to the Town of Wolfeboro's non-participation of the member of the planning committee for the county wide communications district effort. 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 Mr. O'Brien for all his hard work on this.

Mr. O'Brien stated we are going to do everything we can to help other communities because they need a lot of help. They need a lot of State and Federal resources. He will help them to do this.

Other Business

Chairman Harriman stated for the past several weeks we have received emails regarding and urging us to bring up the discussion about mandatory wearing of masks in Town.

Mr. Bowers stated he did not think they could mandate it but thought they could recommend it because if someone fails to do it we can't have them arrested.

Ms. Murray stated she has given a lot of thought to the emails and one thing she was wondering whether we didn't want to go back to what we had had in the beginning of the summer. She would like to see a sign that states the virus is here wear your mask and social distance. She felt there was generally a feeling in Town that it's not here so we don't have to be as cautious. We need to say it is here and wear your mask and social distance. We need to remind people. This is what we have done throughout the summer with providing space. We are trying to encourage people to wear masks instead of mandating wearing masks.

Mr. O'Brien agreed. He stated at the grocery store there is a sign on the front door saying masks are required and invariably there's somebody in the store who isn't wearing a mask. I'm sure the proprietor could ask that person to leave. I'm not sure if we mandated wearing masks if that problem would go away. He is not sure how to deal with the situation of saying a mask must be worn or we will write out tickets. He thinks our leadership in the past year has been that people have signed up to do the right thing. If a person decided not to wear a mask then they appropriately kept distance from other people. If a person does not want to wear a mask then they should stay away from others. We need to remind ourselves of our joint community responsibility and if that responsibility is to wear a mask or not wear a mask then it is up an individual. If the individual does not want to wear a mask then they should not go into stores that are asking them to not come in without masks. He agreed with Mr. Bowers and Ms. Murray. We should ask our community to do what they did in the spring and summer. We need to say the virus is here so practice humanity and mask up. He asked if the Police could put up the blinking signs.

Chief Rondeau stated they could do that and he agreed with Mr. Bowers that there is no legal authority from the Federal government or the Governor's Office to allow us to even write a ticket for not wearing a mask. We can encourage people and we will help them understand. He has looked through the RSA's and there is no authority to enforce any type of mandate. He felt it would be unconstitutional. We can get the signage up and try to educate people.

Chairman Harriman agreed. We need to strongly suggest to wear masks. We need to education people that it is an active virus. He agreed it was the approach the Town should take. We should ask people to follow these guidelines and take them seriously.

Ms. Murray suggested having this on the Town's Facebook pages. Let's be proactive. During the election there probably was only 30 people that did not wear masks. Wolfeboro really does care about each other and the vast majority of people will follow and wear masks. We want to encourage people to keep doing this.

Mr. O'Brien agreed. It is a choice if an individual does not want to wear a mask then please stay away from other people. Don't go into places where they have signs saying not to come in unless a mask is worn. Don't do it! Wear a mask! We recommend this and strongly encourage people to do it by practicing humanity.

It was moved by Linda Murray and seconded by Paul O'Brien that the Board of Selectmen continue to strongly encourage mask wearing throughout the Town and that we get our signs back up and start putting notice out on our Facebook pages and Town website. 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.

Mr. O’Brien stated Atlantic Broadband has completed the cable infrastructure build on Chick Road, Bickford Road, Stoneham Road and Jenness Farm Road. It is done. It is the first Cares funded broadband provider to complete their project in the State. They are going door to door. According to Atlantic Broadband that section of Town will be able to watch our community television before Christmas if they buy the service. It is done and they are going back to the State to ask for their reimbursement.

Committee Reports

Mr. Senecal stated he attended a Conservation Committee Meeting. He had a meeting with Mr. O’Brien on the locations for the Police and Fire Stations. He spent ½ a day with Chief Rondeau and his troops and they visited Tilton’s old and new Police Stations. They are having a ribbon cutting ceremony in the middle of January. It is pretty well done and it is very nice. They don’t have to worry about neighbors because the Tilton cemetery is on one side and the ball field is on the other side. The Tilton Outlets are in the rear. It is a nice location and it is easy to get in and out. It is one floor and the blocks are very similar to what we are going to have. It is approximately 30,000 square feet, correct Chief?

Chief Rondeau stated they are sitting on five acres and the square footage is just shy of 13,000 square feet. It is a very impressive building and it is very similar conception to what we have decided. The Tilton Police Department is very similar to the Wolfeboro Police Department in terms of its activity, number of arrests, number of officers and number of cruisers. The two police departments are very similar in dynamics. It was good to hear from Chief Cormier and he was very helpful.

Mr. Bowers did not have any committee meetings.

Mr. O’Brien stated he attended the Cable Franchise Committee, Emergency Operations and a sub-committee of the EOC. He attended lots of Budget Committee Meetings with Ms. Murray. He attended a Public Safety Committee Meeting and a Dock Committee Meeting.

Ms. Murray stated she attended the Milfoil Joint Board opening bids for the sale of their dash unit. We received two bids and we accepted one for \$8,500.00. We will be selling the dash unit the first of the year. She attended a number of Budget Committee Meetings with Mr. O’Brien and they seem to be moving along well. She attended the Dock Committee Meeting with Mr. O’Brien and we met with the Town Manager prior to that meeting. She attended a Wolfeboro Waters Meeting and the sub-committees reported back to the full board and we are starting to get some of the testing results from 2020. Once we get all those reports the assessing sub-committee will produce a report and come to the Board of Selectmen with their findings. The Communications sub-committee have done some videos of the work being done on Carry Beach. We hope to get it up on the website and the ligation committee is going to meet with the new Town Planner.

Chairman Harriman stated he attended a Planning Board Meeting last night and a Friend's of Libby Museum Meeting two weeks ago.

Town Manager Report

Mr. Pineo stated the following:

Budget Committee Meetings are going well.

He would like some assistance from the Board on putting together and drafting warrant articles. Is a Board member interested in helping with this?

Ms. Murray stated she would attempt to help with it.

He stated they need to start to prepare for the Deliberative Session and it looks like we are still going to be in a COVID-19 world. He had a conversation with the IT person on how a virtual meeting might look but it is something we are going to have to pay attention to over the next few weeks. Ms. Capone is signed up for a webinar relative to virtual Deliberative Sessions.

Ms. Murray suggested checking with Ms. Waterman through her connections with voting.

Mr. Pineo stated he would reach out to Ms. Waterman.

Mr. O'Brien questioned the number of reviews with the Budget Committee.

Ms. Murray stated three.

Mr. O'Brien stated the preparation by Ms. Collins, Chief Rondeau, Ms. Capone-Muccio and Mr. Muccio has gone a long way. The Budget Committee is still anxious to do their diligence but he thought they were finding that this was a good budget prep year. Thanks to all those people and Mr. Pineo.

Questions from the Press

Ms. Paquette stated the Calvary Church in Wolfeboro has made the news with 25 COVID-19 cases. She read the Church's response on their website and they said they were well under 50% capacity. The staff all wore masks and they had masks available for people. They are helping each other to get through this and DHHS is investigating it but in our community with our Emergency Management Team is there a process where churches or places that have gatherings are reviewed. This is having a big impact on our community. She is not sure what 50% capacity means. Is it based on square footage? How is it determined? The Governor has talked about numbers of people in a group. How big is the space? People don't want this to happen and they want to be safe but we all do not understand what the parameters are. Clearly something went very wrong because it was a super spreader event. Wolfeboro is on television because of this. She questioned if anyone from the Town was going to look into this and try to figure out how to avoid it from happening again.

Chief Rondeau stated there are some things that he can speak directly to and some that he can't because of Hipaa Regulations. The first thing is we are still in a global pandemic and bad things happen. We had a cluster that has occurred and the cluster is being investigated by the State. The Town's Health Officer was aware of this and she is tracking with the State and individuals at the Calvary Church. She is providing all the guidance and resources that they need in order to combat this most effectively to make sure we retain this to keep everyone safe. The EOC had a meeting a few days ago and several members of the Board of Selectmen attended and this was a topic of discussion at that time. We are aware of it and we are doing everything we possibly could to make sure that everybody was staying safe and doing all the right things. The State is aware of this and they are doing the contact tracing and they have been notifying people. All the Public Safety members all went through the first initial test for COVID-19. We all came back negative which is a good thing. Everybody is doing all the right things but we know we are going to have outbreaks and clusters.

Ms. Paquette questioned the piece of the website.

Chief Rondeau stated he could not comment on what the church wrote. He has not read it and he does not know the size of their building.

Ms. Paquette stated her question is how an entity knows what a safe capacity is. She is not sure that everyone has houses groups is aware of that capacity number. She suggested having more education on the website about this.

Chief Rondeau stated the owners of the buildings know the capacity because they have to be approved by the Town and the State for those permits. There is a sheet in the building granting them occupancy.

Ms. Paquette stated it is a general question within our community. It does not have to be a specific place.

Chief Rondeau stated he was not sure he understood the question.

Ms. Paquette stated it was answered in part because he stated Ms. Rondeau is involved. She offering guidance and resources.

Chief Rondeau stated correct. She is tracking it. We will get through this as a team and by cooperating with one another. It is unfortunate it happened but we are dealing with it and moving forward.

Mr. Pineo stated the specific questions related to occupancy loads would be best addressed to the Fire Chief.

Mr. Senecal stated every place of assembly has a placard in their room as to what the capacity is and it is based on square footage. Whether they have fixed seats or moveable seats and there are certain things taken out like a stage area. The certificates are on the walls.

Ms. Paquette stated the good thing is that contract tracing is underway. It helps protect the community.

Chief Rondeau stated until the inoculations or the antiviral drugs become available in the form of an inoculation the best thing we can do is to maintain social distancing, wear masks and frequently wash our hands. These are the types of things that made us successful early on and these are the types of things we need to do now. We know these are effective! People may be a little unnerved because of this cluster but staying within family groups and limiting foreign exposure outside of those groups will help. We need to do all the things we did early on to be successful. Wear a mask and social distance. Wash your hands and wear gloves if needed. Wipe down handles. All these things will make us successful. Basics will win if we follow the basics! It will keep us safe now moving forward until we get the necessary vaccines.

Public Input

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

NA

It was moved by Linda Murray and seconded by Paul O'Brien 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 8:38 PM.

Linda Murray moved the Wolfeboro Board of Selectmen to seal the minutes of the November 18, 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 Dave Senecal and seconded by Paul O'Brien to adjourn at 9:08 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