

Wolfeboro Board of Selectmen
Public Meeting Minutes-Approved
November 26, 2018

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

Staff present: Town Manager Becky Merrow, Police Chief Dean Rondeau, Planning Director Matt Sullivan, Town Treasurer John Burt, Director of Parks and Recreation Christine Collins and Recording Secretary Michele Chamberlain

Chairman Murray opened the meeting at 6:30 PM. She stated the meeting was not properly noticed so Ms. Merrow will give the Board options on how to proceed.

Ms. Merrow stated all of the Public Hearings have been properly noticed and RSA 91-A requires that a meeting be posted by date, time and place which we have done through the Public Hearing. She stated some options would be to only address the Public Hearings since the agenda was not posted on the website or bulletin board until today.

Ms. Paquette stated the meeting was posted on the Town calendar on the Town website.

Ms. Murray stated if the meeting was posted then we are okay to proceed.

Mr. Sullivan stated only the itemized agenda was not posted.

Ms. Merrow stated if the Board wanted to be overly conservative then they could refrain from taking public votes tonight.

Chairman Murray questioned if the Board had any issues with moving forward with the meeting or taking public votes.

The Board agreed to move forward.

Chairman Murray stated then we will move forward as a regular scheduled meeting.

Chairman Murray questioned if a non-public session could happen tonight.

Ms. Merrow stated in the interest of all fairness she felt a non-public session should not happen tonight.

Consideration of Minutes

Chairman Murray asked for approval from the Board of the October 30, 2018 Budget Hearing Meeting Minutes.

It was moved by Dave Bowers and seconded by Brad Harriman to accept the minutes of October 30, 2018 with amendments to pages 3, 7 and 14. Members voted and being none opposed, the motion passed.

Chairman Murray asked for approval from the Board of the November 5, 2018 Budget Hearing Meeting Minutes.

It was moved by Brad Harriman and seconded by Dave Senecal to accept the minutes of November 5, 2018 as written. Members voted and being none opposed, the motion passed.

Chairman Murray asked for approval from the Board of the November 7, 2018 Regular Meeting Minutes.

It was moved by Paul O'Brien and seconded by Dave Senecal to accept the minutes of November 7, 2018 as written. Members voted and being none opposed, the motion passed.

Public Hearings

A. Temporary Outdoor Event Permit Applications

i. Friends of Wolfeboro Community Bandstand to hold Outdoor Concerts on July 6, 13, 20, 27 and August 3, 10, 17, 24, 31, 2019 from 5:00 PM – 10:00 PM at Cate Park and Wolfeboro Community Bandstand.

Chairman Murray read the following Public Notice:

Public Hearing Notice
Town of Wolfeboro

The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, November 26, 2018 at 6:33 PM at the Wolfeboro Town Hall Great Hall, 84 South Main Street, Wolfeboro, New Hampshire to consider the following application(s) for a Temporary Event Permit:

1. Friends of Wolfeboro Community Bandstand to hold Outdoor Concerts on July 6, 13, 20, 27 and August 3, 10, 17, 24, 31, 2019 from 5:00 PM – 10:00 PM at Cate Park and Wolfeboro Community Bandstand.
2. Wolfeboro Parks & Recreation & Cate Park Band to hold Band Concerts on June 26, July 3, 4, 10, 17, 24, 31 and August 7, 14, 21, 28, 2019 from 6:30 PM – 9:30 PM at Cate Park and Wolfeboro Community Bandstand.

If there is anyone with a disability needing any modification and/or auxiliary aid to access the meeting, please notify Anne Marble, Secretary at 569-8161 at least 72 hours prior to the meeting date.

Posted	Wolfeboro Public Library	November 16, 2018
	Wolfeboro Town Office	November 16, 2018

Judy Paschal, Member of the Board of Directors for the Wolfeboro Community Bandstand, addressed the Board. She stated we provide a free summer concerts series. They are professional and family orientated performances on Saturday night's beginning in July and ending Labor Day weekend. This will be our 25th season.

Chairman Murray opened the public hearing and asked if anyone present wanted to speak.

Hearing none, Chairman Murray closed the public hearing.

Chairman Murray stated the insurance rider will need to be updated in July and she asked that Ms. Paschal send them one at that time.

Ms. Paschal stated she would send the updated copy.

It was moved by Dave Senecal and seconded by Paul O'Brien to approve the issuance of a Temporary Outdoor Event Permit to the Friends of Wolfeboro Community Bandstand to hold Outdoor Concerts on July 6, 13, 20, 27 and August 3, 10, 17, 24, 31, 2019 from 5:00 PM – 10:00 PM at Cate Park and Wolfeboro Community Bandstand. Members voted and being none opposed, the motion passed.

ii. Wolfeboro Parks & Recreation & Cate Park Band to hold Band Concerts on June 26, July 3, 4, 10, 17, 24, 31 and August 7, 14, 21, 28, 2019 from 6:30 PM – 9:30 PM at Cate Park and Wolfeboro Community Bandstand.

Judy Paschal, Member of the Cate Park Band, addressed the Board. She stated we are Wolfeboro's Community Band. We are all volunteers of all ages and we all share a passion for music on Wednesday nights we come together on the Bandstand to perform a concert geared towards families. This will be our 28th season.

Chairman Murray stated the concerts are always well attended.

Chairman Murray opened the public hearing and asked if anyone present wanted to speak.

Hearing none, Chairman Murray closed the public hearing.

It was moved by Brad Harriman and seconded by Dave Senecal to approve the issuance of a Temporary Outdoor Event Permit to the Wolfeboro Parks & Recreation & Cate Park Band to hold Band Concerts on June 26, July 3, 4, 10, 17, 24, 31 and August 7, 14, 21, 28, 2019 from 6:30 PM – 9:30 PM at Cate Park and Wolfeboro Community Bandstand. Members voted and being none opposed, the motion passed.

B. To accept the funding, per RSA 31:95b, representing a gift to the Town of Wolfeboro Employees Christmas Party from an anonymous donor in the amount of \$15,000.

Chairman Murray read the following Public Notice:

Public Hearing Notice

Town of Wolfeboro

The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, November 26, 2018 at 6:35 PM at the Wolfeboro Town Hall Great Hall, 84 South Main Street, Wolfeboro, New Hampshire pursuant to RSA 31:95b to accept the funding representing a gift to the Town of Wolfeboro Employees Christmas Party from an anonymous donor in the amount of \$15,000.

If there is anyone with a disability needing any modification and/or auxiliary aid to access the meeting, please notify Anne Marble, Secretary at 569-8161 at least 72 hours prior to the meeting date.

Posted	Wolfeboro Town Hall	November 8, 2018
	Wolfeboro Public Library	November 8, 2018

Chairman Murray stated she would like to make a correction to the notice. The Town will be receiving \$15,000 but the whole amount is not going to the Staff Party. The majority of the money will be going to support the Welfare Department for issues in our Community.

Chairman Murray opened the public hearing and asked if anyone present wanted to speak.

Hearing none, Chairman Murray closed the public hearing.

It was moved by Dave Senecal and seconded by Brad Harriman to accept the funding representing a gift to the Town of Wolfeboro Employees Christmas Party from an anonymous donor in the amount of \$15,000 and most of the money is to go to the Welfare Department for Christmas gifts in the Community. Members voted and being none opposed, the motion passed.

Bulk Vote

- A. Weekly Manifests
 - November 9, 2018
 - November 16, 2018
 - November 23, 2018

It was moved by Dave Bowers and seconded by Paul O'Brien to approve the Bulk Vote. Members voted and being none opposed, the motion passed.

New Business

A. Appointment of Deputy Treasurer

John Burt, Town Treasurer, addressed the Board. He stated he selected Scott Smith for several reasons. He is very knowledgeable.

It was moved by Dave Senecal and seconded by Paul O'Brien to approve to appoint Scott Smith as Deputy Treasurer. Members voted and being none opposed, the motion passed.

B. Lauren Roche wedding at Cate Park on August 10, 2019

Amy Piper, Member of Signature Events, addressed the Board. She stated her client, Lauren Roche and her fiancée would like to have their wedding at Cate Park on August 10, 2019 at 4:00 PM. The bride has summered here for many years.

Chairman Murray stated she was concerned with the request for the number of chairs that they would be setting up in Cate Park. The public needs to be able to walk through the area.

Ms. Piper stated she had discussed this with the bride and they had decided to set up only 24 chairs since the ceremony will be only 15 to 20 minutes long.

Chairman Murray agreed to 24 chairs being set up.

It was moved by Dave Bowers and seconded by Paul O'Brien to approve Lauren Roche to have a wedding at Cate Park on August 10, 2019 at 4:00 PM. Members voted and being none opposed, the motion passed.

C. 2019-2028 Capital Improvement Plans

Kathy Barnard, Chairman of the Planning Board, addressed the Board. She stated she is here tonight with Mr. Sullivan to represent the Planning Board to present to the Board of Selectmen the 2019-2028 Capital Improvement Program. The Planning Board unanimously agreed to the plan at their November 13th meeting. This is advisory in nature and prepared annually. It is a ten year plan that is recommended for municipal projects for over \$100,000.00. The projects are spread out over ten years and consider the needs of the Town and the impact on the taxpayers. The plan was developed by the CIP Committee which is a committee of the Planning Board with significant input from the Town Manager and Department Heads. Ms. Barnard acknowledged the following CIP members:

CAPITAL IMPROVEMENTS PROGRAM (CIP) COMMITTEE:

Kathy Barnard, Chairman, Planning Board Representative

Joyce Davis, Member-at-Large

Mike Hodder, Planning Board Representative

Robert Loughman, Budget Committee Representative

Linda Murray, Board of Selectmen Representative

Suzanne Ryan, Member-at-Large

James Shildneck, Member-at-Large

Paul Whalen, Member-at-Large

Matt Sullivan, Director of Planning, addressed the Board.

Mr. Sullivan presented a detailed slideshow to the Board. (See attached sheets)

Mr. Bowers stated the Allen Beach Road is in terrible condition and he asked that it be put on the list of roads to be fixed. It is our most popular beach and the road is a mess.

Chairman Murray stated that road is not owned by the Town. It is privately owned and she thought that the Town graded it once a year.

Mr. Sullivan suggested making sure Mr. Ford was aware of the situation and he would pass along the message.

Mr. O'Brien thanked Mr. Sullivan for his presentation. He stated all of the outer years seem to be best estimates. He thanked Mr. Sullivan for taking the time to understand impacts and the report is great.

Chairman Murray stated she enjoyed working on the committee. There was a lot of hard work. We now need to sell the plan to the voters.

Mr. Harriman thanked all the committee members. He stated Mr. Sullivan and Ms. Barnard presented the plan to the Planning Board last week and the plan was very well received. We unanimously voted to approve the plan so it could be presented tonight.

D. 319 Phase IV DES Grant

Matt Sullivan, Director of Planning, addressed the Board. He stated this is a grant proposal that is due on December 7, 2018. He would like to apply for the grant on behalf of the Town. He would like to give a presentation on the Town's role for the 319 Phase IV DES grant. We have completed two 319 Water Quality projects and these are funded through NHDES which is a pass through funding that comes from EPA that comes from the Clean Water Act. The Town has received a range of funding on these projects. This project is very significant and it will be the Town's fourth project. We are currently working on the third project which is at Camp Bernadette and some improvements along Route 109. This project would not be started until 2019/2020/2021 for the construction part. We have been pre-approved for a total project cost of \$173,724.00. A \$100,000.00 of the project will be grant funded, \$39,000.00 will be for soft match (volunteer time) and \$34,000.00 will be a cash match requirement. We are in the process of talking to the Association about how to share the cash match requirement and it will probably be a 50/50 split. It will recreate a demand of \$17,000.00 cash between 2019, 2020 and 2021 that would have to be raised by the Town. Mr. Sullivan stated he was not requesting funding in 2019 but suggested the funding be requested in 2020. NHDES accepted the pre-approval application and asked that the Town proceed with the full application process. Mr. Sullivan stated that NHDES is pleased with the Town's ability to complete the grants and they recognized the importance of these projects. They believe that the Town and the Association can complete these projects. We will be submitting the full \$173,724.00 amount for the project. The three sites we are looking at are Camp Birchmont, Fern Avenue/Fernald Crossing and Harvey Brook. We are looking at these areas as problem areas but we do not know the solution to these problems but this is what the grant is for. We are hoping to have qualified engineers and professionals to help the Town figure out how to deal with these problems. Mr. Sullivan is here tonight to ask for the Board's support in submitting the application.

Mr. Senecal stated the State can be very fussy about applications so he suggested changing the address to a street address not a PO box.

Mr. Sullivan thanked Mr. Senecal.

Mr. O'Brien questioned if the match amount of \$34,000.00 was the taxpayers contribution.

Mr. Sullivan agreed.

Mr. O'Brien questioned if there would be any other funds the taxpayers would be responsible for on this project. A grant is given for certain direct costs and there are other costs associated with these projects such as human labor and the grant does not fund that part. Mr. O'Brien questioned if the \$34,000.00 would cover all of the costs.

Mr. Sullivan stated the \$34,000.00 would not cover all the costs. It will not cover Mr. Sullivan's time for being involved in the grant or any other staff time. The \$39,000.00 will allow for staff time to be included with the grant.

Chairman Murray stated the monitoring program will be done by the Wentworth Watershed Association.

Mr. Sullivan stated this proposal does not include monitoring. It may state it in the application but our proposal does not include monitoring because of the locations of these three sites the Association does not feel it is possible to test these sites.

Chairman Murray stated the Association will monitor the whole lake and it is done yearly. This is a great idea.

The Board agreed to give Mr. Sullivan their support in applying for the grant.

E. 319 Rust Pond Grant Abandonment

Matt Sullivan, Director of Planning, addressed the Board. He stated we currently have a 319 grant on Rust Pond and the focus of the grant is the boat launch site. He stated he submitted a memo (see attached sheet) on this project to the Board. He felt the grant could not be completed due to the uncertainty of the property in question. We have a legal situation in regard to that particular parcel and it prevents the Town from doing the work that was proposed in the grant. There are other additional issues beyond that but the principal issue is the legal situation. Mr. Sullivan stated he did not want it to be reviewed as a reflection on the relationship with the Rust Pond Association. He has had excellent conversations with the members and he plans to send them a formal letter if the Board feels comfortable with the action of abandoning this grant. We are excited to work with them in regard to the Route 28 improvements that may potentially allowed the Town to do some of the work that was identified in the conceptual plan. Mr. Sullivan stated he has reached out to NHDES and they are aware of the issues and they do not view it as a black mark against the Town. NHDES recognizes the situation and appears at this time to be comfortable with the request to abandon the grant. The Town paid for a conceptual design plan to be completed but we just do not have the ability at this time to perform the plan.

Chairman Murray stated she was not happy about giving up this grant. The Rust Pond Association has been trying to deal with the sediment that has been coming into their lake in many places and this was one area that we could help them. She felt putting this off until 2024 was a shame when we had applied for a grant. She stated she would support the fact that the Town has a problem with the land but we have hired a surveyor. She is very disappointed that the Town can not go through with this grant. She stated the Association did a lot of work to get this grant and she is very disappointed.

Mr. O'Brien questioned if time was outside or inside the window for filing for the grant.

Mr. Sullivan stated this is a grant that we have had for a period of four years. He stated he felt uncomfortable asking for an additional extension from NHDES based on a property that we are uncertain of its legal status.

Chairman Murray stated the real reason we can not move forward with the grant is the issue on the property.

Mr. O'Brien agreed.

Mr. Sullivan agreed.

Chairman Murray stated the letter has other reasons as well.

Mr. Sullivan agreed.

Chairman Murray suggested eliminated the other reasons. The reason we can not move forward is because we can not do anything about the land issue. We could end up in court.

Mr. O'Brien stated it seems sad that we can not move forward because of a survey issue. He stated that this troubles him.

Mr. Sullivan agreed.

Ms. Merrow stated if NHDES was aware of the fact that we did not have any easements as to ownership of the property they probably would have denied the grant to begin with.

Mr. O'Brien questioned how to get out of the current state so we can deal with the sediment issue.

Chairman Murray stated Rust Pond has had huge sediment issue. This particular spot is not the place of the huge sediment issue. They have a watershed association and went through a lot of work to get this grant.

Mr. Sullivan agreed it was disappointing. He stated we have an excellent relationship with them and it has been uncomfortable addressing the issue with them. We are not saying the work should not be done or that it is not important but we are saying this is not the method on which the work can be completed.

Chairman Murray stated the memo suggests the work to be completed in 2024. She stated this is a shame.

Mr. Sullivan stated the Town is clearly funded to support water quality and the scope of the water improvements was minor. There may be an opportunity to complete the work in 1 ½ or 2 years depending on the legal situation but right now it is not reasonable to do so.

Chairman Murray suggested removing the date of 2024.

Mr. Senecal stated the State owns the property of where the ramp is located.

Mr. Sullivan stated the launch itself.

Mr. Senecal agreed. The State has a deed to that and the catch basin by Abenaki Estates goes directly into the lake.

Mr. Sullivan stated that is a State catch basin as well.

Mr. Senecal stated the worst area is beyond the farm.

Chairman Murray agreed.

Mr. Sullivan stated they are actively looking at that area.

Chairman Murray stated it drains from the high school.

Mr. Senecal stated the soils from the high school to Rust Pond are the worst soil conditions. He agreed that he hated to see the grant abandoned.

Mr. Sullivan stated he was sorry to share the news but felt it was the best course of action.

F. Monthly Budget Expenditures and Revenue Report

Chairman Murray questioned the Board if they had any concerns about the monthly budget expenditures report. She stated we are higher than we were last year at this time. She asked that the report be doubled sided in the future.

The summary sheet indicates the initial percentages expended-to-date as of the end of October 2018 as follows: the General Fund is at 83%, the Water Fund is at 86%, the Electric Fund is at 79%, the Sewer Fund is at 89%, the Pop Whalen Fund is at 76% and the overall expended-to-date is at 82%.

Mr. Senecal stated he had a question on page 2 Highways & Streets. The Vehicle Maintenance is over expended by 5.3% and he felt those issues might be related to help. The Building Maintenance and Machinery seem very high.

Chairman Murray stated the whole budget is very high at 83.297%. She suggested getting a report on this.

Mr. Senecal stated he would like some kind of explanation on why these items are over expended. He would like some kind of breakdown.

Ms. Merrow stated they could provide them with a line item report.

Chairman Murray stated she would like Mr. Ford to explain to the Board where he is going to make the adjustments in his budget to cover his plowing (overtime).

Mr. Senecal would like more explanations with regard to Highways & Streets.

Chairman Murray and Mr. O'Brien agreed.

Mr. O'Brien stated we are 10/12 into budget season so when do we have an idea what the unrestricted fund balance will be.

Ms. Merrow stated we can do a cursory end of year evaluation but there are a number of adjustments that the auditors do. An example is they split the payroll of the last week of the year and that is one of the largest adjustments. We really do not know what the undesignated fund balance is until after the audit. We can make a good projection.

Chairman Murray questioned if we were going to stay within the approved expenditures at this point.

Mr. O'Brien questioned if we would be close to the mark or over where we had projected to be at the end of the year.

Ms. Merrow stated the Department Heads have been directed to stop spending. They have been given the deadline of December 1st for submitting new purchase orders.

Mr. O'Brien stated then they are encumbering everything they need to in the next couple of days.

Ms. Merrow stated the encumbrance does not have to take place.

Mr. O'Brien stated even if it is encumbered it does not have to be spent.

Chairman Murray questioned if Ms. Merrow was being very careful and holding back until we find out where we are in turns of those expenditures. This is what is expected.

Mr. O'Brien stated he did not want more staff work done that is not necessary but he wanted to make sure we were okay.

Ms. Merrow stated we will be okay. She stated she knows how to say no.

Chairman Murray stated she has confidence that Ms. Merrow will do that.

G. Community Center condition

Ms. Merrow stated she was very dismayed at the fact that we have this beautiful brand new Foss Field Pavilion that has been repeatedly vandalized. It is one sad situation. We are recommending that the bathrooms be on lock down over the winter unless they need to be opened for special events. This area is on surveillance with security cameras and there is a sign that says the place is being monitored. We have identified some individuals that are responsible for this behavior and we intend to fully prosecute.

Chief Rondeau stated the vandalism is being caused by a group of juveniles. There has been one group that drove a studded track snowmobile through the Pavilion area and damaged the area. Detective Sargent Maloney is working very closely with school officials. We have a video surveillance so we believe we know who the culprits are and they will be held accountable. Chief Rondeau recommended closing the bathrooms for the winter. He felt once the culprits were made to be responsible the vandalism would stop.

Mr. Bowers questioned if the parents of the juveniles would be responsible.

Chief Rondeau stated yes. They will be required to pay restitution for the damages.

Chairman Murray agreed to close the bathrooms for the winter unless there was a specific event that they needed to be opened.

Chief Rondeau stated the area is under patrol.

Ms. Collins stated there are two options when closing the bathrooms. We could lock the doors or we could completely winterize the bathrooms.

Chairman Murray stated the bathrooms were supposed to be done so it would be easy to drain them. There are three bathrooms so we could put one back on if it was needed.

Ms. Collins stated we are currently only using one bathroom and it is still a problem. She would check with her staff on how easy it would be to drain the bathrooms.

Mr. O'Brien stated he was fine with whatever Ms. Collins had to do.

Ms. Collins stated she was disappointed and surprised with the vandalism that was happening since it is posted that there are security cameras. She stated she was happy that they had installed the cameras so that they will be able to catch the culprits.

Mr. Senecal stated the cameras will stay on even if the bathrooms are closed.

Ms. Collins agreed.

Ms. Merrow stated there is a lot of bad behavior happening.

Chairman Murray stated we need to find the people.

Returning to the issue of the Community Building.

Ms. Merrow stated over the summer she was asked to take a look at the building. We have some issues concerning air quality and mold. There was a mold remediation done some time ago but it only minimally corrected the problem for a short period of time. We did find a contractor that specializes in abating situations that create mold. He goes in with a heat sensor and he zaps the areas to see where the moisture or wet spots are. He took a look at the building and he provided a quotation of proposal to the Board of what he would recommend.

Mr. Senecal stated he read through the proposal and we are looking at \$30,000.00 to fix an old building. We still have a foundation that is caving in. He would like to table this for now. We need to physically look at the building. He felt \$30,000.00 would be better spent on something else.

Chairman Murray agreed they need to physically look at the building. She stated this is the Community Center and we have no other community center. We are looking at 2028 for when a new community center is proposed. We have a quilter group that paid the Town \$2,000.00 a couple of years ago to get more electrical units in the building so they could do their quilting. The Summer

Day Camp Program is still using the building. She felt the Town had a use for the building and that it was worth putting some money into the building. She questioned if they could limp along with the building until 2028.

Mr. Senecal stated he did not think the building would last until 2028. The quote does not include sheet rocking or fixing the foundation. He felt the cost could go up to \$50,000 or \$60,000 and he did not think the building was worth that amount. He would like to table this discussion.

Mr. Harriman agreed with Mr. Senecal. He felt the Board needed to visit the building. He was concerned that some of the issues that needed to be done were not addressed. He questioned if there was lead paint. He was concerned with putting money into the building and then having future mold growth. He would rather do a complete inspection and know exactly what issues there are and addresses them at the same time. It might cost more to do it at the same time but then what we are doing will last longer. He would hate to spend \$30,000 and then have the work damaged by mold.

Mr. O'Brien questioned the use of the building. He felt the usage of the building was minimal.

Ms. Collins agreed but it would impact us since we are using it for day camp. She thought it would be a good idea for the Board to look at the building. She stated she thought a new roof would be needed as well. There is not a capital reserve for this building.

Mr. O'Brien stated the people using the building now are the quilters, day campers and karate classes. This proposal really does not deal with lead paint, building structure or foundation issues so the amount could grow to \$50,000 or \$60,000. There is mold in the building. He questioned if different facilities could be found for the quilters, day campers and karate classes. He felt this was possible. He agreed this item should be tabled. We need to decide whether the building should be fixed, raised or incorporated into something else.

Chairman Murray stated she felt the Board should go down to the Community Center together. She would like to try to repair the building until they can get a new building not if it is not economically feasible then that is where we are.

It was moved by Chairman Murray and seconded by Paul O'Brien to table the discussion on the Community Center until later. Members voted and being none opposed, the motion passed.

H. Town Report Front & Back Cover

Chairman Murray showed the Board a few pictures that her brother-in-law had taken. She suggested putting a picture of the Foss Field Pavilion on the back cover and a picture of the ground breaking of the Library on the front cover.

Mr. Harriman stated he liked those ideas.

Mr. O'Brien suggested pictures of items the Town is working on or pictures of where we live.

Chairman Murray stated we used that last year.

Mr. O'Brien stated there are probably a million pictures of where we live. He liked that idea.

Chairman Murray stated last year we did the Town Docks on the front and the back cover was a picture of the village in snow. We could look at pictures that wrap around the book.

Mr. Bowers questioned if we had any pictures of the concert in Cate Park or happy shoppers on Main Street during the summer. He felt showing people in action would be nice.

The Board agreed to look for pictures to discuss for the Town Report.

Ms. Merrow questioned the Board on which vendor they would like to proceed with. We could encourage more bidders if we promised the product we deliver is in print ready PDF. She questioned if the Board would be willing to do a regular 8 ½ by 11 full sized Town Report versus the smaller version. The debt schedule is getting harder to read. She questioned if the Board wanted to continue with Country Press (\$2, 707.81) or try someone new, R.C. Brayshaw & Company (\$3,403.00).

Chairman Murray stated they used Country Press last year so she suggested continuing with them this year and maybe trying some changes with the PDF formats.

Mr. Senecal agreed they should stay with Country Press this year and then look at changing the format to PDF next year.

It was moved by Dave Senecal and seconded by Paul O'Brien to stay with Country Press until next year. Members voted and being none opposed, the motion passed.

I. Police Special Detail Revolving Fund Retirement Discrepancy

Chief Rondeau addressed the Board. He stated during the process of reviewing the Special Detail Account we were notified by the Town Manager and Finance Director that certain officers were exempt from paying the retirement portion when doing detail work. This is true if the officer was hired after July 1, 2011 then Police Special Details are not included as part of your retirement. We reviewed the account and found 2 officers that were hired that were not paying retirement that should have been. There is a relative minor amount of money that needs to be paid to NH Retirement. It is approximately \$2,473.89 and the officers will have to pay back their percentage which is around \$400 to \$500 each. The Town can not pay the amount for the officers. This error has been going on for about two years. The Police Department does not handle this it is done by the Town's Finance Department. There will probably be some interest and fines that will be associated with these findings but he was unsure of what they would be. He stated they would have to wait to see what NH Retirement decides once they have been notified. He has not notified NH Retirement but he did notify the Town Manager and the Finance Director.

Mr. O'Brien questioned the amount that the Town under paid.

Chief Rondeau stated the amount for both officers is \$2,473.89. He stated he has the money in the budget to pay for this but he is unsure of the fines. He recommends that this comes from the Police Budget. The problem has been fixed in the software so that moving forward we are okay.

Mr. O'Brien stated these are prior year adjustments. He questioned if the Town books for the last two years would have to be opened.

Ms. Merrow stated it is a possibility.

Mr. O'Brien questioned what the auditor thought.

Ms. Merrow stated she has not contacted the auditor yet. She was more concerned with contacting the auditors or inspectors from NH Retirement. There is a penalty for this error and sometimes if it is reported quickly they will greatly reduce or waive the fees.

Mr. O'Brien questioned if there were other employees that could be affected.

Ms. Merrow stated yes.

Mr. O'Brien questioned if they looked at these employees.

Ms. Merrow stated we have not looked at all the employees. We do not have the resources to do an audit before the audit.

Mr. O'Brien stated we need to hear from our auditor how this was missed. He wanted to know if it was a procedural or calculation error. He would like our current auditor to confirm that there either is or isn't any other issues of other parts of our organization. Then we have something to talk about.

Chairman Murray stated she reviewed 2016/2017 monthly reports as of December 31st and she found that in 2017 the retirement line had \$21,823.96 that was over paid to the State Retirement. She looked at 2018 as of-to-date and we should have sent in \$203,000.00 plus and we have sent in \$227,000.00 plus so there is \$44,000.00 that has been over paid. She told Ms. Merrow that she understands that her staff has a lot to do but she could go through the 2018 budget do the same kind of calculations if she had the amount. We could try to figure out whether we have money being paid out of the Police Department Budget for NH Retirement that should be in another department or whether we have something else going on. She would like to get a handle on this. She agreed with Mr. O'Brien that she would like to sit down with the auditor so they could have a better understanding on how the money goes through the different accounts. Chairman Murray stated Ms. Zabkar has been helpful in trying to figure this out. She stated she has some questions for the auditor concerning a letter he sent to Ms. Zabkar.

Mr. O'Brien stated we need to fix this. He is worried about asking the State of NH for an audit before they discuss this with their auditor. He would like the auditor to walk them through the books. There is a discrepancy between what Ms. Murray and Chief Rondeau are saying. He would like to understand the why and how and then if they need to call NH Retirement he is in favor of that.

Ms. Merrow stated it is not optional. She agreed they should talk with Tim Greene and have him explain the how and why and what he samples and what he drills down on. It is an excellent idea but the Town has an obligation to accurately and timely report. NH Retirement has been contacted that we made an error because someone did not change the payroll setting from 26% to 29.43%. NH Retirement will schedule an audit for us. Our last audit was in 2014 and they will be sending her the results of that audit.

Chairman Murray questioned if the Town had to pay for any errors then.

Ms. Merrow stated there were citations but she did not know if they were the same citations as they are now. She would be dismayed if they were.

Mr. O'Brien stated that is good news because we can go back to our existing auditor and ask if those problems got fixed. Then we have a period to begin from opposed to going all the way back. It sounds like we are going to have to do prior year adjustments. We will need to bring the auditor in to do that because we can't do that and the State can't do that. We have to do that with our auditor.

Chief Rondeau stated he checked all the officers and these were the only two officers that they found. He felt if this problem occurs then there could be others so he agreed it should be looked at for all employees.

Chairman Murray stated she could do a spreadsheet and look to see if there are any other departments that have a shortage before we get everyone here.

Chief Rondeau stated to remember that the Police Retirement percentage is higher.

Chairman Murray stated that is why she has not done the other departments because she only has the Police percentage.

Ms. Merrow stated the percentage is 11.38% employer and 7.00% employee.

Chairman Murray stated if she had the percentage she could try to figure it out. Her percentage showed that the Town over paid in 2016-2018 by \$44,000.00.

Mr. O'Brien questioned Ms. Merrow if the State would fine them for over payment. We will have to reopen the books.

Chairman Murray stated we need a list of questions that we are going to ask the auditor. We need a process to get this straighten out for 2019 in the correct way.

Ms. Merrow stated we all want to fix it and that is good.

Chairman Murray stated she would like the information from the State on the prior audit and then have the Board of Selectmen sit down and look at dates and some questions with the Town Manager and Finance Manager. She would like to think more about the letter the auditor sent. She would like the auditor to explain how they have accounted the money going from one account to the other account and how he okayed this because our audit reports are clean. How did he justify that our NH Retirement payments were accurate.

J. American Tower request to purchase Water Tank

Mr. Bowers stated there was not enough information for him to vote yes on the request.

Mr. O'Brien questioned what Ms. Merrow felt.

Ms. Merrow stated we receive around \$88,000.00 in income through this process and she was comfortable with that.

The Board agreed.

Chairman Murray stated then we will do nothing.

K. Add a member from the Conservation Commission to the Cyanobacteria Ad Hoc Committee

Chairman Murray stated she received an email from the Chairman of the Conservation Commission to add his name or another member of the Commission to the Cyanobacteria Ad Hoc Committee. She asked for the Board's permission.

It was moved by Dave Bowers and seconded by Paul O'Brien to add the chairman or another member of the Conservation Commission to the Cyanobacteria Ad Hoc Committee. Members voted and being none opposed, the motion passed.

L. 2019 Warrant Articles

Chairman Murray asked the Board to review the Draft of the 2019 Warrant Articles. She stated she had sent Ms. Merrow some corrections she had made but would like the Board to go over the draft.

Ms. Merrow stated she sent the draft to all the department heads and Mr. Ford had some changes as well.

Mr. O'Brien questioned if there would be any zoning changes.

Ms. Merrow stated there could be 6 to 8.

Mr. Harriman stated most of them are housekeeping issues or language.

Ms. Merrow stated we may receive one public petition regarding impact fees.

Chairman Murray stated the only impact fees we have are related to the schools the other ones are connection fees.

The Board agreed.

The Board agreed to only discuss the money warrant articles.

Mr. O'Brien questioned if Ms. Merrow and our lawyer will make sure the language is correct.

Chairman Murray stated usually the language would be put on the warrant but some of these are more an explanations. Then the Board would go through and decide if they wanted to bold or unbold any of the language. The Town Attorney usually looks at the warrant articles and any articles that are bonded went through bond council.

Ms. Merrow stated also the Department of Revenue Administration reviews the warrant.

Mr. O'Brien stated Ms. Merrow will take care of that.

Ms. Merrow stated yes.

Mr. Bowers stated at first we would refer to the warrant articles as letters and then we would assign numbers.

Ms. Merrow thanked Mr. Bowers for the information.

Dispatch Equipment Capital Reserve Fund

The Board agreed with this warrant article.

2019 Operating Budget

Chairman Murray stated we do not have any numbers so we will have to come back to this.

Town Road Upgrades

Chairman Murray stated the CIP recommended the amount to be \$800,000.00 not \$500,000.00. Mr. Ford agreed that needed to be changed.

WWTP Insurance Proceeds

Chairman Murray stated there is a capital reserve account set up for this so why we wouldn't just increase the amount this year instead of doing a separate warrant article.

The Board eliminated this warrant article.

Ms. Merrow questioned the proposed amount going in.

Chairman Murray stated \$125,000.00.

Mr. O'Brien stated it is \$175,000.00 in total.

Chairman Murray stated we will add it to the Waste Water Capital Reserve.

Pilot Project Senior Meals

Mr. O'Brien questioned the definition of a pilot.

Chairman Murray stated we will need to define it when we explain the article.

Pleasant Valley Road Bridge Construction

Chairman Murray stated \$755,200.00 needs to be changed to \$944,000.00.

Ms. Merrow stated she would clarify the amount with Mr. Sullivan.

Chairman Murray stated the amount is \$944,000.00 and Ms. Merrow will verify the total cost of the program.

Dockside Parking Lot Capital Reserve Fund

Mr. Senecal stated the amount that is already in the account needs to be listed. What are we adding \$50,000.00 to?

Chairman Murray agreed we needed to know the total in the account.

ADA Restrooms at Dockside

Chairman Murray stated it should be labeled the same as last year. It was the Dockside Building Expansion and Improvement Plan. The amount should be \$145,000.00 not \$175,000.00. We should also list the total project. She believed the amount was \$295,000.00.

Mr. Senecal stated at some point someone is going to mention the docks.

Chairman Murray stated we need to go back to the Tighe & Bond Report to see how it is divided out.

Mr. Senecal stated the cost for the dock expansion was around \$350,000.00 to \$400,000.00 and now we are around \$1.3 million so it must be including the ties and retaining wall.

Chairman Murray stated the expansion was not part of this capital reserve account.

Mr. Senecal agreed. He stated people are going to get confused so we need to explain this.

Chairman Murray stated we need to define what we are saving for in this account.

Mr. Harriman stated we were very careful last year when we were explaining the amounts.

Mr. O'Brien stated there are 4 projects. (Platform, Bathrooms, Problems at last minute, Extension of Docks) They are separately funded.

Chairman Murray agreed.

Mr. Senecal asked for Ms. Merrow to give Mr. O'Brien a copy of the Tighe & Bond Report from last year.

Chairman Murray stated this is the Asset Management Plan for the Dockside Area.

Ms. Merrow stated she would get a copy for Mr. O'Brien.

Mr. O'Brien stated last year the Highway Department encumbered a fee for sidewalks. He believed the Town paid for a study but now it shows any work that is to be done is in the horizon meaning it is way out there. He thought it was study and then appropriate in 2019.

Chairman Murray stated the proposal to get the study done has not gone out to bid yet.

Ms. Merrow stated if she had been involved with the project in the beginning she would have started with the right-of-way.

Chairman Murray stated she thought some of that was done already.
Mr. Senecal thought a survey was going to be done.

Ms. Merrow stated she will make sure the contract she is going to sign includes right-of-way work.

Chairman Murray stated we need to look at the language of the warrant articles. She stated the voters would like to see sidewalks to at least the Boat Museum. We need to continue with this project because we owe it to the voters.

Chairman Murray stated there is not a capital reserve written for the docks. We need add the two dock expansion articles.

Building Maintenance Capital Reserve Fund

Chairman Murray stated we will review amounts later.

Establish Carry Beach Parking Lot/Septic System Capital Reserve

The Board agreed this article was needed.

Fire Trucks and Apparatus Replacement Capital Reserve Fund

The Board agreed this article was needed.

Public Works Vehicle and Equipment Capital Reserve Fund

The Board agreed this article was needed.

Police Vehicles and Equipment Capital Reserve Fund

Chairman Murray asked Chief Rondeau if he was recommending the warrant article for \$103,400.00 for police vehicles. Will this be going on annually or will it disappear if the cars are gotten in another way?

Chief Rondeau stated we are asking to save the money so we can purchase two cruisers in 2019 and then we would drop it down to one cruiser.

Chairman Murray stated the amount will be \$103,000.00 this year and the amount will be smaller each year.

Mr. O'Brien questioned if the amount would go in this year and then come immediately out.

Chief Rondeau stated the amount would be for 2020.

Mr. O'Brien questioned if this warrant article should wait until after Chief Rondeau discusses the purchase of cruisers with the Budget Committee.

Chief Rondeau stated he would like to do both.

Chairman Murray stated he is saying they are setting up the 2019 budget one way and then in 2020 they are setting it up a different way.

Chief Rondeau stated there has been discussion about using the surplus in the Detail Revolving Account to purchase two cruisers. Chief Rondeau stated we will be down four cruisers by next year.

Chairman Murray questioned if one of the cruisers could make it to 2020.

Chief Rondeau stated no.

Chairman Murray questioned if one could be leased.

Chief Rondeau agreed. We need to be on a rotation with paying for cruisers. We need two cruisers in 2019 and two cruisers in 2020.

Chairman Murray asked for a spreadsheet about all the police cruisers (mileage, year, etc).

Chief Rondeau stated he would email her that information tomorrow. The cruisers are all over eleven years old and have over 100,000 miles.

Sewer Rehabilitation: Infiltration and Inflow Projects (I & I)

Chairman Murray stated this will come out of the settlement money.

Ms. Merrow stated Mr. Ford eliminated this but Mr. Sullivan mentioned it tonight so she will have to check on this one.

Sewer Rehabilitation: Effluent Disposal Long Term Upgrades-Pilot testing/ Engineering for High Street

Chairman Murray stated \$500,000.00 will come out of the settlement to pay for this.

Abenaki Ski Area and Capital Reserve Fund

Abenaki Ski Area Groomer

Chairman Murray stated she thought this was in the Abenaki Ski Area Capital Reserve Account. We need to have the accounts list the amounts.

The Board agreed to eliminate the warrant article for the Abenaki Ski Area Groomer because the groomer was already included in the Abenaki Ski Area Capital Reserve Fund.

Ms. Merrow stated she thought they needed \$16,000.00 for the groomer.

Chairman Murray asked Ms. Merrow to check the spreadsheets.

Wastewater Treatment Plant Capital Reserve Fund

Chairman Murray stated this will go to \$175,000.00.

Mr. Harriman stated the check for \$50,000.00 should be explained here. They are rectifying this error of the check going into the wrong account.

Public Safety Building Capital Reserve

Mr. Senecal questioned the amount in the account.

Chairman Murray agreed the amount was needed.

Townsend Brook Dam

Chairman Murray stated she thought the Budget Committee had taken this article out or it is still in the Capital Outlay.

Mr. O'Brien stated he did not think the Budget Committee had taken anything out.

Ms. Merrow stated she would like to add a sentence to say they would accept any and all grants. She had a discussion with FEMA.

Chairman Murray stated she thought all the warrant articles had language accepting all grants.

Construction of the New 34.5kV Substation and Feeder

Chairman Murray stated a Public Hearing will need to be added for this.

Mr. O'Brien questioned the amount.

They agreed to look into this.

Ms. Merrow stated a date should be set for a public hearing but questioned if the project was going to be bonded.

Chairman Murray stated the CIP suggested it would be a bonded project.

Mr. O'Brien stated we need to know the total appropriation and if it is a multi-year project.

Chairman Murray stated we are missing two Dockside Capital Reserves (1 - Expansion 2- Repairs) and a Water Resource Capital Reserve (\$50,000) for Cyanobacteria.

Chairman Murray suggested that Ms. Merrow look at the 2017 Town Report to see how the warrant articles are listed.

The Board decided to add a meeting to discuss the warrant articles in more detail. They decided to meet on December 12th at 6:30 PM.

Old Business

None

Other Business

Mr. Senecal stated he would not be able to attend the Budget Committee Meeting on December 11th.

Mr. Harriman stated he would not be able to attend the Budget Committee Meeting on November 29th.

Chairman Murray stated she would attend.

Town Manager's Report

None

Committee Reports

Chairman Murray asked the Board to give their Committee Reports at their meeting next Wednesday, December 5th at 6:30 PM.

Chairman Murray reminded the Board that they would be having a non-public meeting at 5:00 PM on December 5th.

Questions from the Press

None

Public Input

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

None

It was moved by Paul O'Brien and seconded by Dave Senecal to adjourn at 9:22 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain



Department of Planning and Development

DATE: November 9th, 2018

TO: DRAFT

FROM: Matt Sullivan, Director of Planning and Development

SUBJECT: Rust Pond 319 Grant Status

Dear Ms. Bowman:

I hope this letter finds you well. I am writing this letter on behalf of the Town of Wolfeboro in response to recent requests from the Rust Pond Association and the New Hampshire Department of Environmental Services regarding the status of the Rust Pond 319 Boat Launch Grant. The grant has been extended via request from the Town on two occasions. At this time several areas of concern have arisen regarding the completion of the grant as proposed.

The approved grant proposal included in-kind services from the Town of Wolfeboro Department of Public Works for construction services. Due to over commitment of Town personnel and an increase in capital project construction work and maintenance responsibilities, the Public Works Department is unable to complete the proposed construction work. Therefore, we have created a funding gap equal to the cost of the in-kind (Town DPW staff) work originally proposed in the project. At this time, the Town does not have adequate cash resources to cover this construction costs.

Legal issues surrounding the "Boat Launch" site further complicate construction activities indefinitely. The Town is currently in the process of procuring survey services for the property but, it is not appropriate for construction activities to be completed without resolution of this issue. Route 28 Corridor improvements, scheduled for 2024 present an opportunity to potentially make improvements that address a portion of the stormwater concerns at the launch location. As the initial planning by the State and Town begins for the reconstruction of this corridor, it may be possible to encompass some of the BMPs for sites 1, 3, and 4, as described in the Rust Pond Watershed Plan developed in the 2010 Grant - Phase 1 Project.

This is not to say that progress has not been made. Preliminary designs have been completed and are in place for potential future work based on significant analysis by the Town's consulting engineer on the project.

At this time, the Town intends to request forgiveness from NHDES for grant activities and forfeit grant monies. I have had direct discussions with NHDES regarding these project complications and they concur that forgiveness may be the preferred option. At this time, the Town has not requested any reimbursement for project costs from the grant funds and does not intend to do so.

I would be happy to speak directly to the Association about this project and look forward working with the Association on future projects.

Sincerely,

Matt Sullivan
Director of Planning and Development



TOWN OF WOLFBORO

2019-2028 CAPITAL IMPROVEMENT PROGRAM (CIP)

11.13.2018

CAPITAL IMPROVEMENTS PROGRAM (CIP) COMMITTEE:

Kathy Barnard, Chairman, Planning Board Representative

Joyce Davis, Member-at-Large

Mike Hodder, Planning Board Representative

Robert Loughman, Budget Committee Representative

Linda Murray, Board of Selectmen Representative

Suzanne Ryan, Member-at-Large

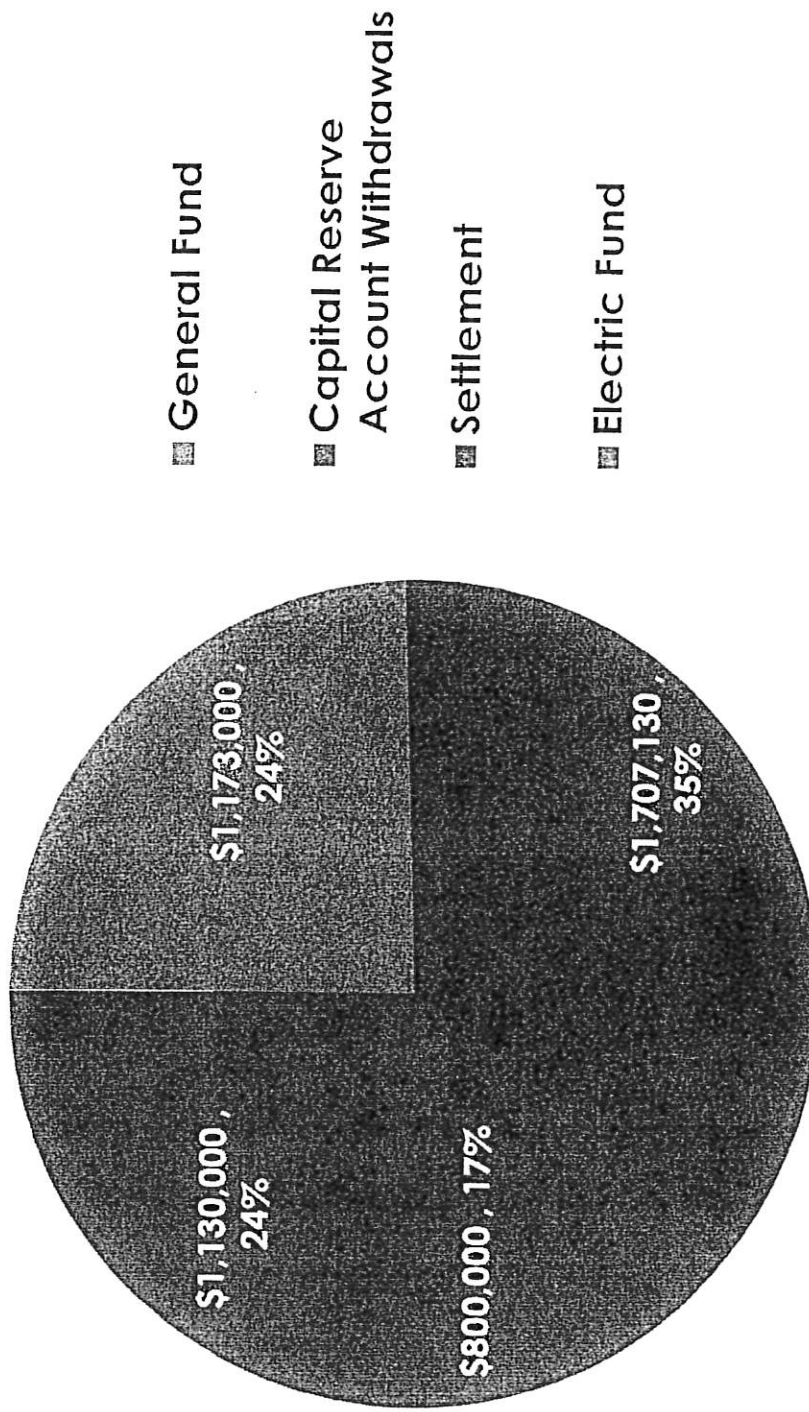
James Shildneck, Member-at-Large

Paul Whalen, Member-at-Large

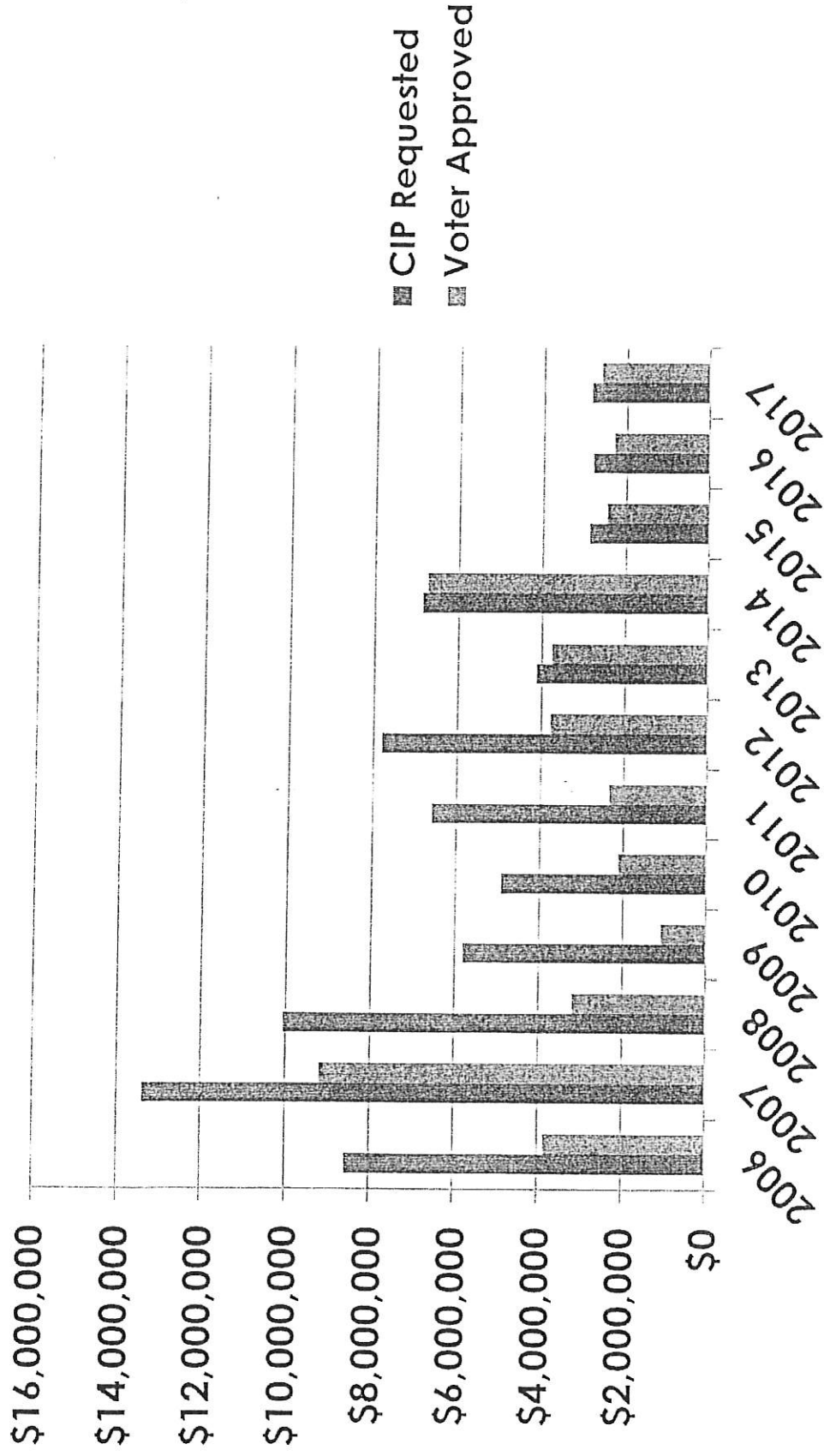
CAPITAL IMPROVEMENT PLAN BACKGROUND

- Authorized by voters in 1987
- Prioritize capital projects in context of Master Plan
- 10 Year advisory planning tool of major (capital) Town expenditures
- Projects submitted by Department Heads
- Review by CIP Committee
- Completion of Draft CIP and Supporting Documentation for Review by Planning Board

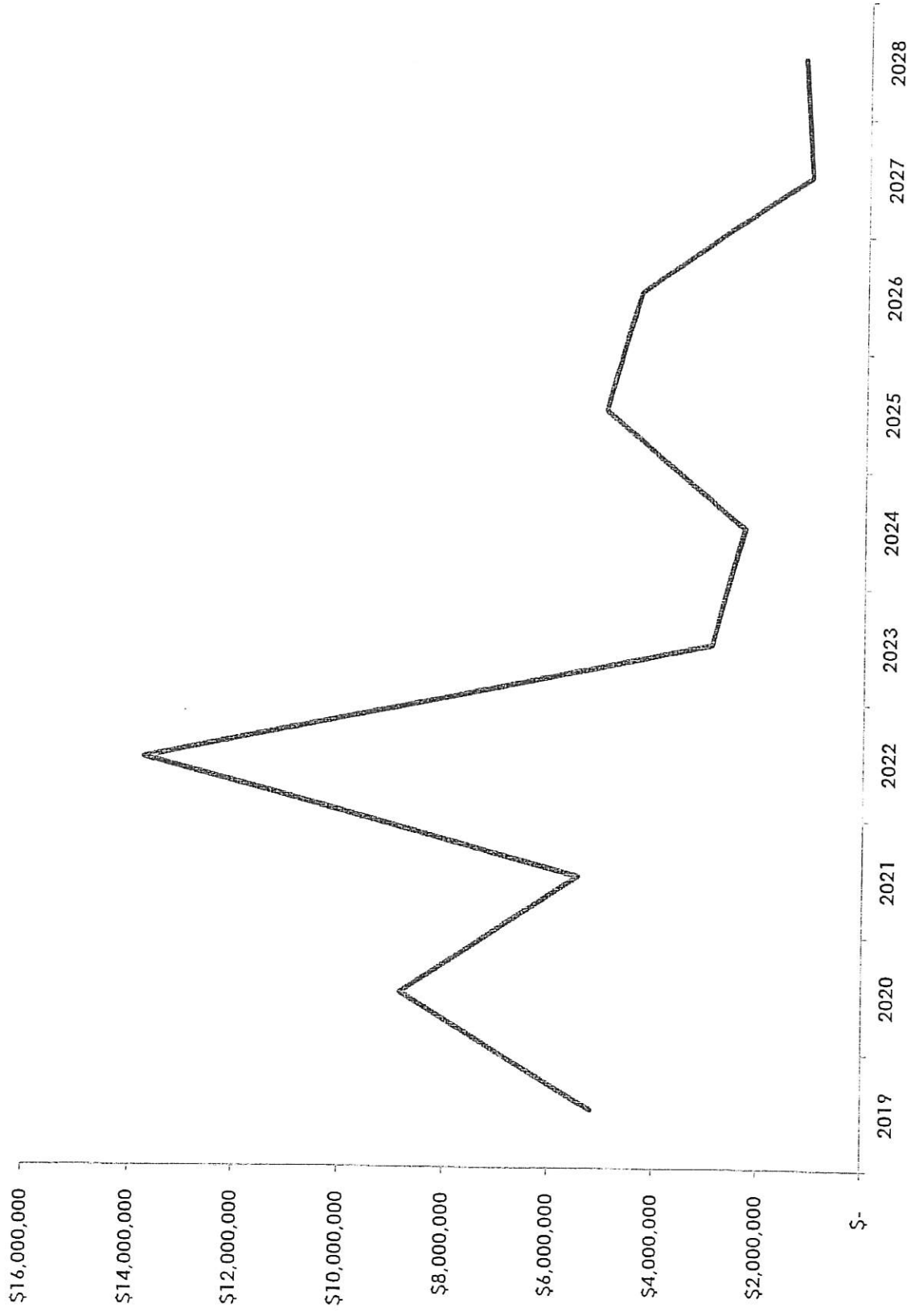
2019 PROJECT FUNDING BY TYPE



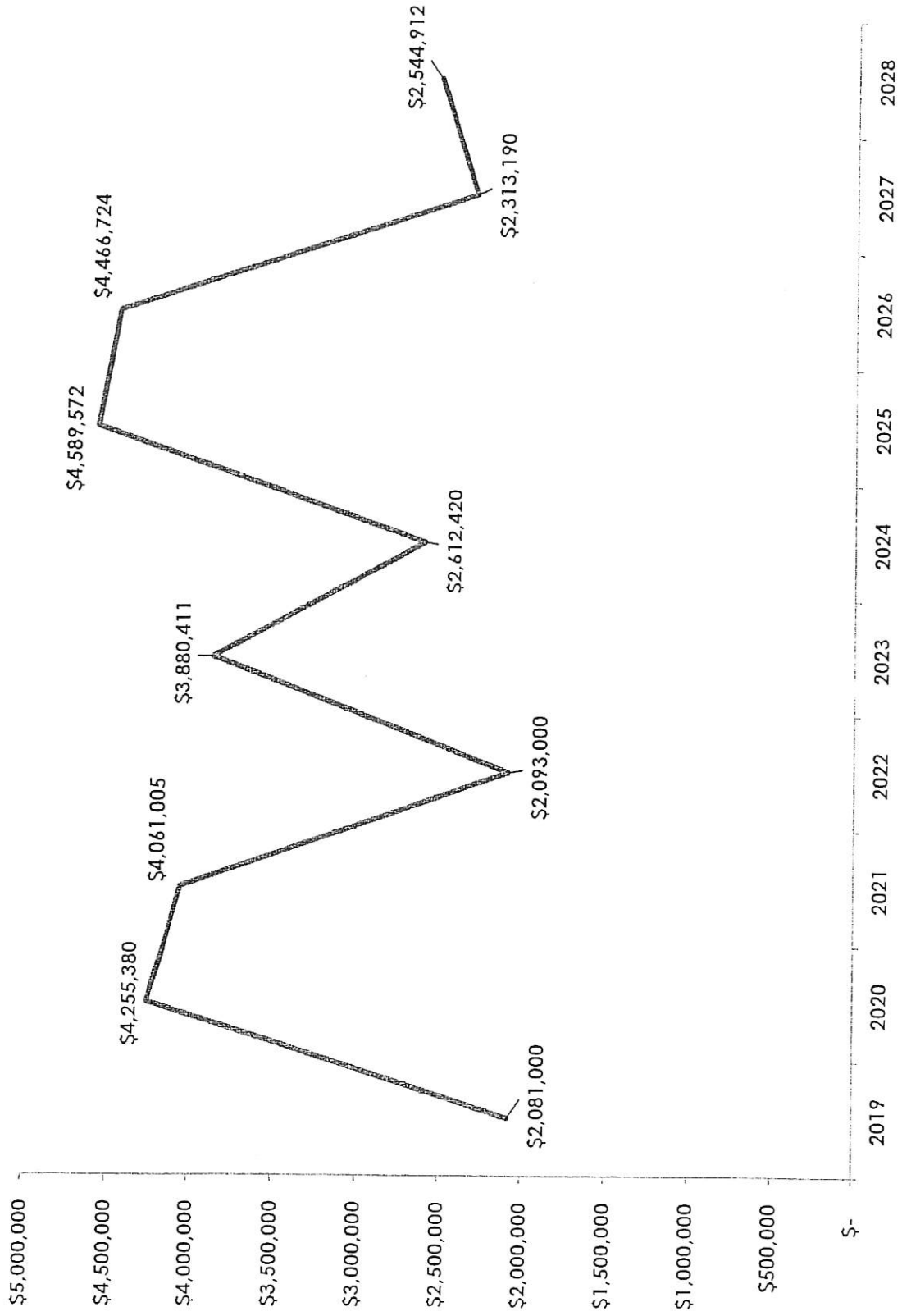
HISTORICAL REQUESTED VS. APPROVED CIP AMOUNTS



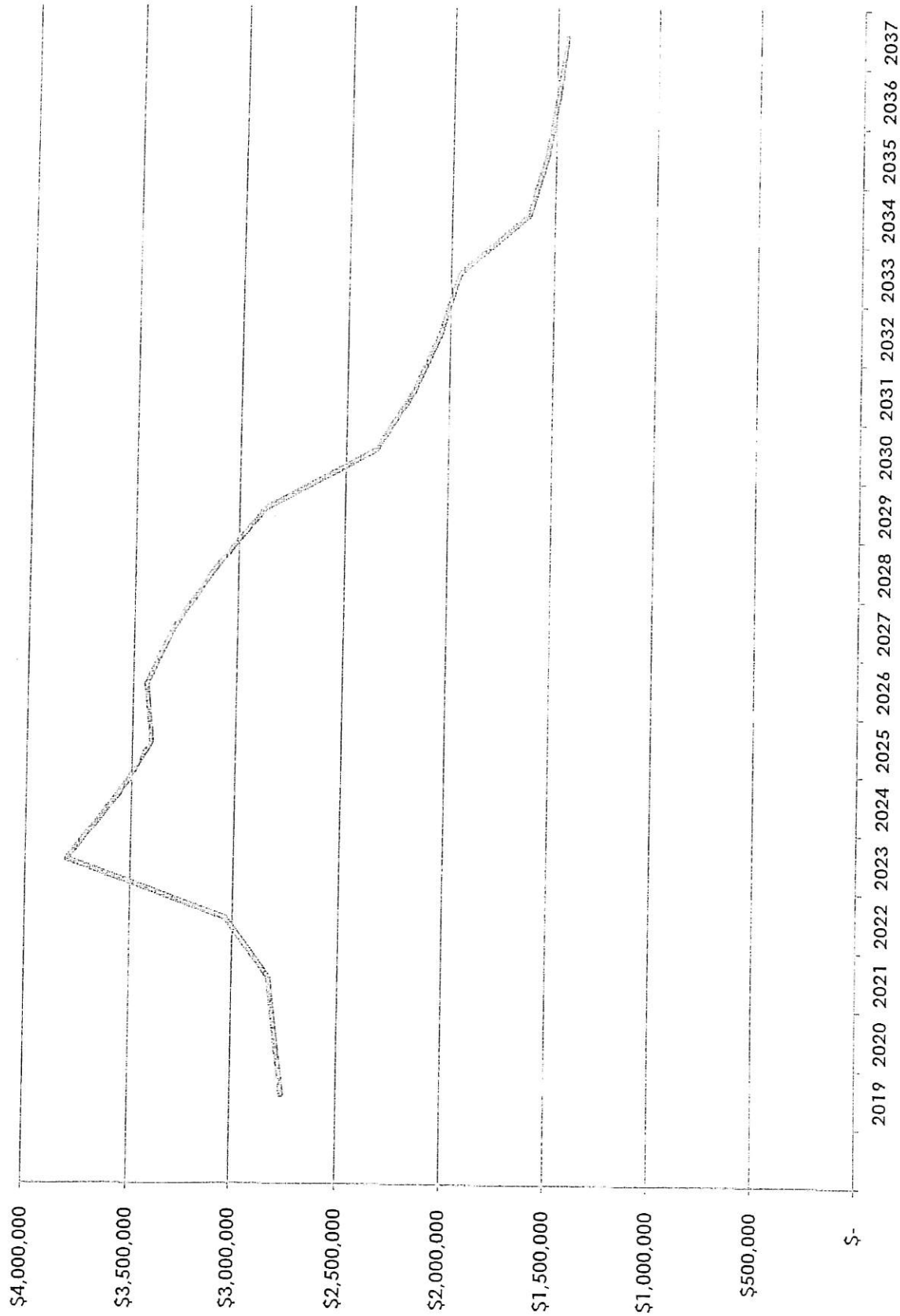
TOTAL CIP PROJECT COST



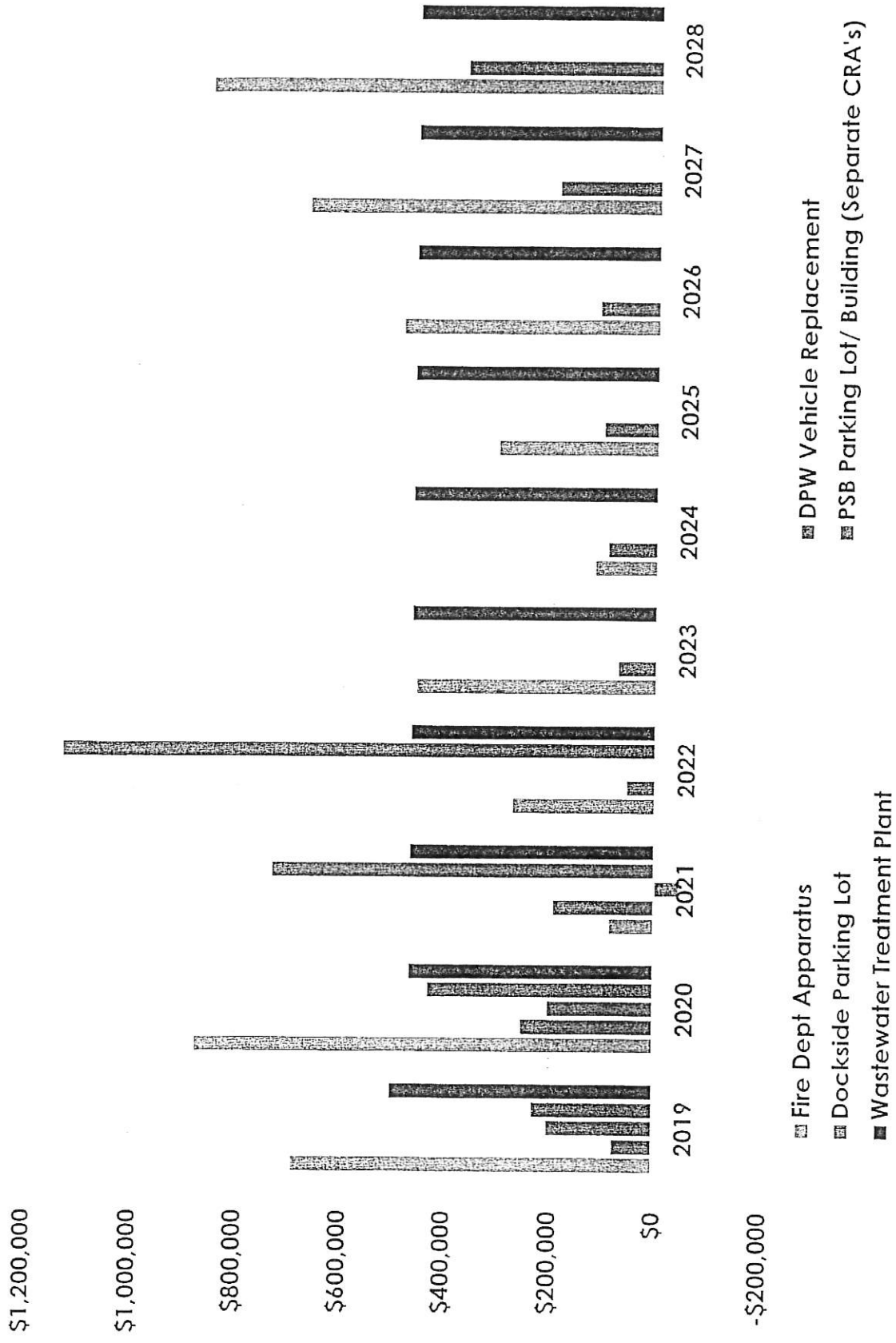
TOTAL CIP PROJECT TAX IMPACT



TOTAL PROJECTED BOND DEBT SERVICE



PROJECTED CAPITAL RESERVE ACCOUNT BALANCES



- Fire Dept Apparatus
- Dockside Parking Lot
- Wastewater Treatment Plant
- DPW Vehicle Replacement
- PSB Parking Lot/ Building (Separate CRA's)

2019 PROPOSED PROJECTS

ELECTRIC DEPARTMENT

Phase #5 Voltage Conversion: Substation Construction: \$1,130,000

The project is the next phase of the Phase #5 Voltage Conversion, a 4-year phased project, following the reconstruction of the 390 Line approved in 2018. This is a continuation of projects which commenced in 2003 to convert Wolfeboro's entire electric distribution system from 4.16kV to 12.47kV. The element of the project involves the construction of new 34.5kV to 12.47kV substation and feeder position at the former Substation No. 1 (Lehner Street).

Funding Source: Bond, Electric Enterprise Fund

CIP Committee Recommendation: 2019, Bond, Enterprise Fund

Master Plan Chapter Basis: Public Utilities & Infrastructure

PUBLIC WORKS DEPARTMENT

Vehicle Capital Reserve Purchases: \$370,000

In 2019, proposed expenditures include the replacement of HD-10, a 1.5 plow/dump truck, the replacement of HD-19, a loader, and the replacement of SW-1 a 1-ton dump truck for Solid Waste facility work.

CIP Committee Recommendation: 2019, Current Revenue, Capital Reserve Account (\$170,000 Annual Contribution)

Master Plan Chapter Basis: Public Utilities & Infrastructure

Annual Road Maintenance: \$800,000

2019 includes rebuild of Allen Road and focus on overlays for roads that were re-built in 2018 including: College Road, Trotting Track Road, Keewaydin Road, and North Wolfeboro Road. Additional roadwork will be completed on Pine Street and Lehnner Street (water line replaced in 2018), including some additional drainage and sidewalk on Pine Street and Partridge Drive. Survey, engineering and permitting work will be completed for Bryant Road, High Street and Park Avenue, with the intent of construction occurring in 2020.

*CIP Committee Recommendation: 2019, Current Revenue, General Fund
Master Plan Chapter Basis: Public Utilities & Infrastructure*

PUBLIC WORKS DEPARTMENT

Dockside Building Restrooms Expansion/Improvements: \$145,000

Funding for this project was appropriated in 2018 by the voters for \$150,000. Due to project delays, the project will be delayed until 2019. Because of the delay and the need for work by private contractors, the project price has increased to \$295,000. The Town intends to reallocate the 2018 appropriation resulting in a funding gap of \$145,000 that will be proposed via warrant to the voters in 2019.

*CIP Committee Recommendation: 2019, General Fund, Current Revenue
(Reallocation of 2018 Funding - \$150,000)*

Master Plan Chapter Basis: Greater Downtown

Existing/Expanded Dockside Dock Capital Reserve Account Contribution: \$175,000

No 2019 Capital Projects are proposed for the Dockside Docks. Per the CIPC's recommendation and the urgency of improvements to the dockside wall area and existing docks, a Capital Reserve Account contribution of \$175,000 is proposed. In 2018 the Town set up a Capital Reserve Fund (CRF) for the construction of Upgrades to the Town Docks and deposited \$100,000. In 2018, plans and cost estimate were prepared by Tighe and Bond.

CIP Committee Recommendation: 2019, Current Revenue, General Fund/Capital Reserve Account

Master Plan Chapter Basis: Greater Downtown

PUBLIC WORKS DEPARTMENT

Pleasant Valley Road Bridge/Heath Brook: \$1,379,986 Total Project Cost / \$1,251,992.73 Remaining (\$275,997 Municipal Funds Required Initially / \$148,000 Remaining to be Raised Via Taxes in 2019)

The Pleasant Valley Road Bridge has existing deficiencies and is listed on NHDOT's "Red List" for municipal bridges. NHDOT accepted the Town's engineering and plans and informed the Town that the project has moved up the list for funding in 2019. This project is a municipally managed project through NHDOT and is an 80/20, State/Town project funding split. The total project cost is \$1,379,986 including all funding sources.

CIP Committee Recommendation: 2019, Current Revenue, General Fund/NHDOT Funding

Master Plan Chapter Basis: Transportation

Dockside Parking Lot (\$50,000 CRA Contribution in 2019)

No 2019 Capital Projects are proposed for the Dockside Parking Lot. However, a Capital Reserve Account contribution of \$50,000 is proposed. In 2016, the Town authorized the preliminary design of the Dockside Parking Lot. The construction of the parking lot has been delayed until other projects at Dockside can be completed including the existing dock and wall repair efforts.

PUBLIC WORKS DEPARTMENT

WATER DEPARTMENT

No 2019 Capital Projects are proposed for the Water Department.

SEWER DEPARTMENT

Wastewater Treatment Plant Upgrades (\$125,000 Annual Capital Reserve Account Contribution): \$62,000

This Capital Reserve Account was established in 2013 with \$125,000 to fund capital projects as listed on the facility inventory. In 2019, \$62,000 will be expended on upgrades to the electric systems.

CIP Committee Recommendation: 2019, Current Revenue, Capital Reserve Account

Master Plan Chapter Basis: Public Utilities & Infrastructure

PUBLIC WORKS DEPARTMENT

Rapid Infiltration Basin (RIB) Effluent Disposal Upgrades: \$500,000

The Town of Wolfeboro and State of NH agreed to an Administrative Order by Consent (AOC) which requires the Town to have an acceptable long term solution to the Town's Effluent Disposal. 2019 work will include further pilot testing, monitoring wetlands mitigation, final engineering, permitting, and development of construction documents.

CIP Committee Recommendation: 2019, Current Revenue, Sewer Enterprise Fund (Settlement)

Master Plan Chapter Basis: Public Utilities & Infrastructure

Wastewater Effluent Disposal Updates and Study: \$500,000

The Town is under an Administrative Order by Consent with NHDES, part of this agreement is for the Town to identify sources of infiltration. The proposed funding will be used for construction projects to be scheduled for 2019.

CIP Committee Recommendation: 2019, Current Revenue, Sewer Enterprise Fund (Settlement)

Master Plan Chapter Basis: Public Utilities & Infrastructure

FIRE DEPARTMENT

Fire Department Equipment Capital Reserve Account Contribution: \$186,000
No 2019 Capital Projects are proposed. An annual Equipment and Apparatus Capital Reserve Account contribution of \$186,000 is proposed.

POLICE DEPARTMENT

Communication Capital Reserve Account Establishment and Contribution: \$102,000

No 2019 Capital Projects are proposed. However, the Department has proposed the establishment of a Communications Capital Reserve Account, with a planned foundational funding of \$102,000 in 2019, recurring annually until the 2022 purchase of a new Dispatch Console system.

PUBLIC SAFETY BUILDING

Public Safety Building Capital Reserve Account Contribution: \$100,000

No 2019 Capital Projects are proposed. However, in order to facilitate further feasibility, architecture, engineering, and impact reduction to the tax rate, a capital reserve contribution to the Public Safety Building Capital Reserve Account is proposed in 2019. The proposed contribution escalates beginning with a 2019 contribution of \$100,000 to \$200,000, \$300,000, and \$400,000 in 2020, 2021, and 2022 respectively.

2020 HORIZON PROJECTS

Projects Submitted by Department Heads for the 2020 year

- Road Upgrades: \$900,000
- Solid Waste Building Expansion \$140,000
- Carry Beach Septic and Parking Lot Construction: \$200,000
- Dockside Docks Existing Dock and Wall Repair Work: \$722,380
- High Street and Park Street Water Main Upgrade: \$200,000
- Public Works Vehicle Capital Reserve Account Contribution: \$175,000
- Center Street Sidewalks: \$100,000
- Sewer Pump Station Upgrades: \$50,000
- RIB Effluent Disposal Upgrades: \$2,300,000
- Wastewater Treatment Plant Upgrades \$160,000 (Annual Capital Reserve Contribution of \$125,000)
- Public Safety Building Capital Reserve Contribution: \$200,000
- Phase #5 Voltage Conversion: Forest Road Conversion: \$1,126,000
- Melody/Keniston/Barn Door Island Reconstruction: \$390,000
- ME-2 Bucket Truck: \$230,000
- Police Communications Capital Reserve Contribution: \$102,000
- Pop Whalen Building Feasibility Study: \$30,000

PLACEHOLDER PROJECTS

2025: Libby Museum Building Improvements (Potential Expansion)

A feasibility study was approved by the voters in 2018 and is currently underway and scheduled for completion in late 2018. A cost estimate for improvements as identified in the study is not available at the time of this plan.

2026-2028 Pop Whalen Building Study and Phased Repairs

This project will include the remaining phases of the project as identified by the contractor and to be refined by the Study scheduled for 2020. The following phases are included, but are subject to change:

- Phase 1 (2021): Roof and Wall Insulation and Repairs
- Phase 2 (2026): Power Upgrade/Solar Power Upgrade Gas Requirements
- Phase 3 (2027): "E" ceiling (May not be required)
- Phase 4 (2028): Dehumidification System

2028: MED Generation Building/Community Center Reuse:

This is a placeholder for re-use planning efforts for the Municipal Electric Building on Lehnner Street. In 2019, grant funding will be sought through LRPC for a Phase I on the CTP site and an appropriation as part of the budget to fund the Phase I work on the Building site. These studies are critical first steps in identifying potential redevelopment opportunities for this property.

2028: New Community Center

This is a placeholder for a Community Center concept as identified through the Town's 2018-2019 comprehensive Master Plan project.

THANK YOU!

MATT SULLIVAN, DIRECTOR OF PLANNING OF DEVELOPMENT
PLANNINGDIRECTOR@WOLFEBORONH.US/603.569.5970

Wolfeboro Board of Selectmen
Public Meeting Minutes
November 28, 2018

Present: Linda Murray (chair), David Senecal, Brad Harriman, Paul O'Brien and Dave Bowers.

Chairman Murray called the meeting to order at 5:00pm.

The Board decided to meet with the Tim Greene, the Town auditor on December 12 at 6:30 in a work session along with finalizing the Town 2019 warrant articles.

The Board agreed to discuss Keno at it December 5 regular Board of Selectmen meeting.

Paul O'Brien asked the Board to put on the agenda at a future meeting a discussion regarding enterprise allocations for administration expenses.

Dave Bowers moved and Brad Harriman seconded to go into non-public session under RSA 91 A: 3 II, c at 5:15. Dave Bowers-yes, Dave Senecal-yes, Brad Harriman-yes, Paul O'Brien-yes and Linda Murray-yes. The motion passed.

Dave Senecal moved and Paul O'Brien seconded to seal the November 28 minutes. Dave Bowers-yes, Dave Senecal-yes, Paul O'Brien-yes and Linda Murray-yes. The motion passed.

Dave Bower moved and Paul O'Brien seconddd to adjourn. The motion passed

Respectfully submitted,

Linda T. Murray



Department of Planning and Development

DATE: November 9th, 2018

TO: **DRAFT**

FROM: Matt Sullivan, Director of Planning and Development

SUBJECT: Rust Pond 319 Grant Status

Dear Ms. Bowman:

I hope this letter finds you well. I am writing this letter on behalf of the Town of Wolfeboro in response to recent requests from the Rust Pond Association and the New Hampshire Department of Environmental Services regarding the status of the Rust Pond 319 Boat Launch Grant. The grant has been extended via request from the Town on two occasions. At this time several areas of concern have arisen regarding the completion of the grant as proposed.

The approved grant proposal included in-kind services from the Town of Wolfeboro Department of Public Works for construction services. Due to over commitment of Town personnel and an increase in capital project construction work and maintenance responsibilities, the Public Works Department is unable to complete the proposed construction work. Therefore, we have created a funding gap equal to the cost of the in-kind (Town DPW staff) work originally proposed in the project. At this time, the Town does not have adequate cash resources to cover this construction costs.

Legal issues surrounding the "Boat Launch" site further complicate construction activities indefinitely. The Town is currently in the process of procuring survey services for the property but, it is not appropriate for construction activities to be completed without resolution of this issue. Route 28 Corridor improvements, scheduled for 2024 present an opportunity to potentially make improvements that address a portion of the stormwater concerns at the launch location. As the initial planning by the State and Town begins for the reconstruction of this corridor, it may be possible to encompass some of the BMPs for sites 1, 3, and 4, as described in the Rust Pond Watershed Plan developed in the 2010 Grant - Phase 1 Project.

This is not to say that progress has not been made. Preliminary designs have been completed and are in place for potential future work based on significant analysis by the Town's consulting engineer on the project.

At this time, the Town intends to request forgiveness from NHDES for grant activities and forfeit grant monies. I have had direct discussions with NHDES regarding these project complications and they concur that forgiveness may be the preferred option. At this time, the Town has not requested any reimbursement for project costs from the grant funds and does not intend to do so.

I would be happy to speak directly to the Association about this project and look forward working with the Association on future projects.

Sincerely,

Matt Sullivan
Director of Planning and Development

CAPITAL IMPROVEMENTS PROGRAM (CIP) COMMITTEE:

Kathy Barnard, Chairman, Planning Board Representative

Joyce Davis, Member-at-Large

Mike Hodder, Planning Board Representative

Robert Loughman, Budget Committee Representative

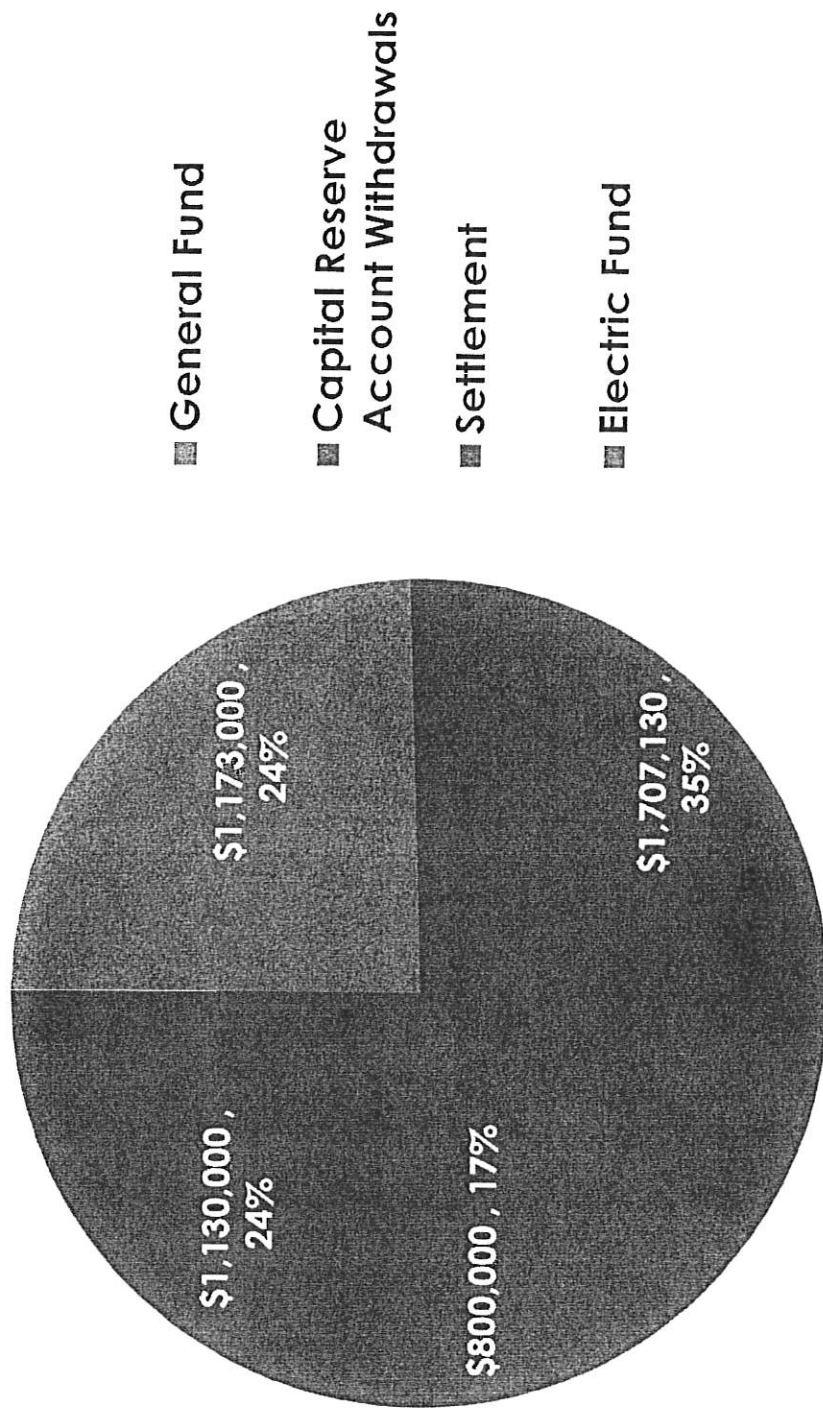
Linda Murray, Board of Selectmen Representative

Suzanne Ryan, Member-at-Large

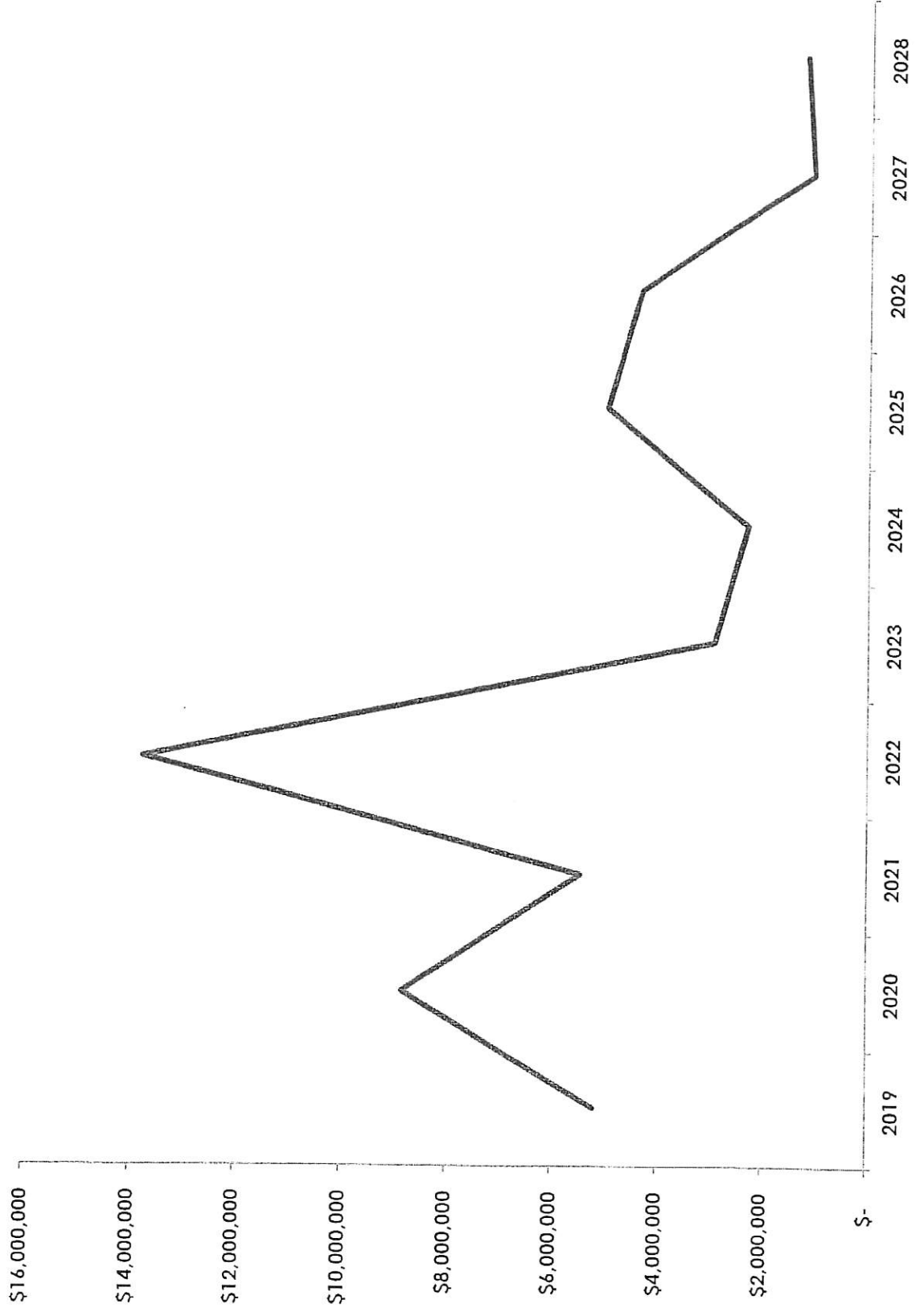
James Shildneck, Member-at-Large

Paul Whalen, Member-at-Large

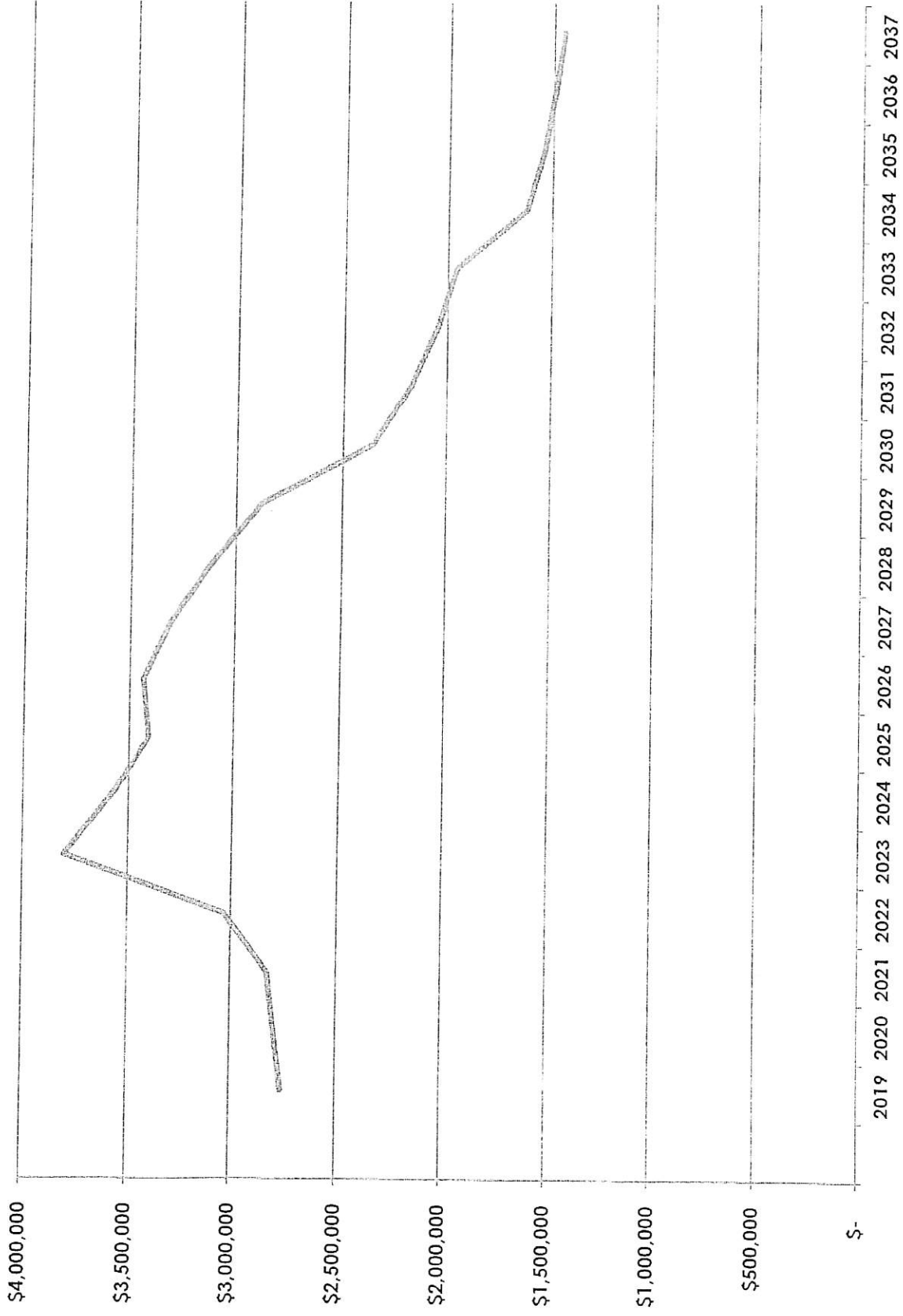
2019 PROJECT FUNDING BY TYPE



TOTAL CIP PROJECT COST



TOTAL PROJECTED BOND DEBT SERVICE



2019 PROPOSED PROJECTS

PUBLIC WORKS DEPARTMENT

Vehicle Capital Reserve Purchases: \$370,000

In 2019, proposed expenditures include the replacement of HD-10, a 1.5 plow/dump truck, the replacement of HD-19, a loader, and the replacement of SW-1 a 1-ton dump truck for Solid Waste facility work.

CIP Committee Recommendation: 2019, Current Revenue, Capital Reserve Account (\$170,000 Annual Contribution)

Master Plan Chapter Basis: Public Utilities & Infrastructure

Annual Road Maintenance: \$800,000

2019 includes rebuild of Allen Road and focus on overlays for roads that were re-built in 2018 including: College Road, Trotting Track Road, Keewaydin Road, and North Wolfeboro Road. Additional roadwork will be completed on Pine Street and Lehnor Street (water line replaced in 2018), including some additional drainage and sidewalk on Pine Street and Partridge Drive. Survey, engineering and permitting work will be completed for Bryant Road, High Street and Park Avenue, with the intent of construction occurring in 2020.

CIP Committee Recommendation: 2019, Current Revenue, General Fund

Master Plan Chapter Basis: Public Utilities & Infrastructure

PUBLIC WORKS DEPARTMENT

Pleasant Valley Road Bridge/Heath Brook: \$1,379,986 Total Project Cost / \$1,251,992.73 Remaining (\$275,997 Municipal Funds Required Initially / \$148,000 Remaining to be Raised Via Taxes in 2019)

The Pleasant Valley Road Bridge has existing deficiencies and is listed on NHDOT's "Red List" for municipal bridges. NHDOT accepted the Town's engineering and plans and informed the Town that the project has moved up the list for funding in 2019. This project is a municipally managed project through NHDOT and is an 80/20, State/Town project funding split. The total project cost is \$1,379,986 including all funding sources.

CIP Committee Recommendation: 2019, Current Revenue, General Fund/NHDOT Funding

Master Plan Chapter Basis: Transportation

Dockside Parking Lot (\$50,000 CRA Contribution in 2019)

No 2019 Capital Projects are proposed for the Dockside Parking Lot. However, a Capital Reserve Account contribution of \$50,000 is proposed. In 2016, the Town authorized the preliminary design of the Dockside Parking Lot. The construction of the parking lot has been delayed until other projects at Dockside can be completed including the existing dock and wall repair efforts.

PUBLIC WORKS DEPARTMENT

Rapid Infiltration Basin (RIB) Effluent Disposal Upgrades: \$500,000

The Town of Wolfeboro and State of NH agreed to an Administrative Order by Consent (AOC) which requires the Town to have an acceptable long term solution to the Town's Effluent Disposal. 2019 work will include further pilot testing, monitoring wetlands mitigation, final engineering, permitting, and development of construction documents.

CIP Committee Recommendation: 2019, Current Revenue, Sewer Enterprise Fund (Settlement)

Master Plan Chapter Basis: Public Utilities & Infrastructure

Wastewater Effluent Disposal Updates and Study: \$500,000

The Town is under an Administrative Order by Consent with NHDES, part of this agreement is for the Town to identify sources of infiltration. The proposed funding will be used for construction projects to be scheduled for 2019.

CIP Committee Recommendation: 2019, Current Revenue, Sewer Enterprise Fund (Settlement)

Master Plan Chapter Basis: Public Utilities & Infrastructure

2020 HORIZON PROJECTS

Projects Submitted by Department Heads for the 2020 year

- Road Upgrades: \$900,000
- Solid Waste Building Expansion \$140,000
- Carry Beach Septic and Parking Lot Construction: \$200,000
- Dockside Docks Existing Dock and Wall Repair Work: \$722,380
- High Street and Park Street Water Main Upgrade: \$200,000
- Public Works Vehicle Capital Reserve Account Contribution: \$175,000
- Center Street Sidewalks: \$100,000
- Sewer Pump Station Upgrades: \$50,000
- RIB Effluent Disposal Upgrades: \$2,300,000
- Wastewater Treatment Plant Upgrades \$160,000 (Annual Capital Reserve Contribution of \$125,000)
- Public Safety Building Capital Reserve Contribution: \$200,000
- Phase #5 Voltage Conversion: Forest Road Conversion: \$1,126,000
- Melody/Keniston/Barn Door Island Reconstruction: \$390,000
- ME-2 Bucket Truck: \$230,000
- Police Communications Capital Reserve Contribution: \$102,000
- Pop Whalen Building Feasibility Study: \$30,000

THANK YOU!

**MATT SULLIVAN, DIRECTOR OF PLANNING OF DEVELOPMENT
PLANNINGDIRECTOR@WOLFEBORONH.US/603.569.5970**

**Wolfeboro Board of Selectmen
Public Meeting Minutes
November 28, 2018**

Present: Linda Murray (chair), David Senecal, Brad Harriman, Paul O'Brien and Dave Bowers.

Chairman Murray called the meeting to order at 5:00pm.

The Board decided to meet with the Tim Greene, the Town auditor on December 12 at 6:30 in a work session along with finalizing the Town 2019 warrant articles.

The Board agreed to discuss Keno at it December 5 regular Board of Selectmen meeting.

Paul O'Brien asked the Board to put on the agenda at a future meeting a discussion regarding enterprise allocations for administration expenses.

Dave Bowers moved and Brad Harriman seconded to go into non-public session under RSA 91 A: 3 II, c at 5:15. Dave Bowers-yes, Dave Senecal-yes, Brad Harriman-yes, Paul O'Brien-yes and Linda Murray-yes. The motion passed.

Dave Senecal moved and Paul O'Brien seconded to seal the November 28 minutes. Dave Bowers-yes, Dave Senecal-yes, Paul O'Brien-yes and Linda Murray-yes. The motion passed.

Dave Bower moved and Paul O'Brien seconddd to adjourn. The motion passed

Respectfully submitted,

Linda T. Murray