

Wolfeboro Board of Selectmen  
Public Meeting Minutes-Unapproved  
July 19, 2017

**Members present:** Chairman Luke Freudenberg, Linda Murray, Dave Bowers and Dave Senecal

**Members absent:** Brad Harriman

**Staff present:** Town Manager David W. Owen, Police Chief Dean Rondeau, Fire Chief James Pineo, Finance Director Pete Chamberlin, Public Works Director Dave Ford and Recording Secretary Michele Chamberlain

Chairman Freudenberg opened the meeting at 6:30 PM.

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

Mr. Owen stated a non-public session is not needed.

**Consideration of Minutes**

Chairman Freudenberg asked for approval from the Board of the July 5, 2017 Regular Meeting Minutes.

**It was moved by Linda Murray and seconded by Dave Senecal to accept the minutes of July 5, 2017 as written. Members voted and being none opposed, the motion passed.**

**Public Hearings**

**A. Temporary Outdoor Event Permits**

- i. Camp Sunshine (Beveridge Craft Beer & Soap Co.) to hold a Beer Festival on August 12, 2017 from 12:00 Noon—4:00 PM at the Abenaki Lodge

Chairman Freudenberg opened the public hearing.

Lisa Beveridge, Owner of Beveridge Craft Beer & Soap Company, addressed the Board. She stated this is a beer festival with over 32 breweries and mostly local food vendors. Last year approximately 350 – 400 people attended. It is a benefit for Camp Sunshine which is a camp in Maine for children with life threatening illnesses and their families.

Chairman Freudenberg closed the public hearing.

Linda Murray asked for a map on the lay-out of the event.

Linda Murray asked Mr. Owen if the certificate should be made out to the Town of Wolfeboro instead of the Abenaki Ski Lodge.

Ms. Beveridge stated she would have that changed.

Mr. Owen agreed.

**It was moved by Chairman Freudenberg and seconded by Linda Murray to approve the issuance of a Temporary Outdoor Event Permit to Camp Sunshine and Beveridge Craft Beer & Soap Co. to hold a Beer Festival on August 12, 2017 from 12:00 Noon—4:00 PM at the Abenaki Lodge. Members voted and being none opposed, the motion passed.**

- i. Wolfeboro Community Television, Inc. to hold a Networking Gathering for Community Media Organizations on August 10, 2017 from 9:00 AM—3:00 PM at Cate Park and Wolfeboro Community Bandstand.

Chairman Freudenberg opened the public hearing.

Timothy Goodwin, Executive Director of Wolfeboro Community Television, addressed the Board. He stated this is a networking gathering of community media people from around New Hampshire. They gather each year and this year we have offered to host the event. We would like to set up some tables on the gazebo for a brief meeting and have a picnic in Cate Park.

Chairman Freudenberg closed the public hearing.

**It was moved by Dave Senecal and seconded by Chairman Freudenberg to approve the issuance of a Temporary Outdoor Event Permit to Wolfeboro Community Television, Inc. to hold a Networking Gathering for Community Media Organizations on August 10, 2017 from 9:00 AM—3:00 PM at Cate Park and Wolfeboro Community Bandstand. Members voted and being none opposed, the motion passed.**

## **B. Alcoholic Beverages Permit Application**

- i. Camp Sunshine (Beveridge Craft Beer & Soap Co.) to hold a Beer Festival at the Abenaki Lodge on August 12, 2017 from 12:00 Noon— 4:00 PM at the Abenaki Lodge.

Chairman Freudenberg opened the public hearing.

Lisa Beveridge, Owner of Beveridge Craft Beer & Soap Company, addressed the Board. She asked for an alcoholic beverages permit to hold a Beer Festival at the Abenaki Lodge on August 12<sup>th</sup>.

Chairman Freudenberg closed the public hearing.

Linda Murray questioned if she had a state liquor license since a copy was not provided to them.

Ms. Beveridge stated it was in the Town's hands right now and then it goes to the State of NH. It has to be signed by the Chief of Police.

Ms. Murray stated so they give you a special license for this event.

Ms. Beveridge stated yes, it is a Festival license.

**It was moved by Chairman Freudenberg and seconded by Linda Murray to approve the issuance of a Permit to Camp Sunshine to serve and offer for sale beer for consumption at the Abenaki Lodge patio area on August 12, 2017 from 12:00 Noon— 4:00 PM in accordance with Town Code Chapter 5, Alcoholic Beverages. Members voted and being none opposed, the motion passed.**

### **Bulk Vote**

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

July 14, 2017

July 21, 2017

**It was moved by Dave Bowers and seconded by Linda Murray to approve the items listed on the agenda in the Bulk Vote in A above. Members voted and being none opposed, the motion passed.**

### **Appointments**

#### **i. Ad-Hoc Committee on Rural and Scenic Roads**

Dave Owen stated Brad Harriman asked if these appointments could be made at the next meeting so he could have an opportunity to participate in having some input in the appointment process. Mr. Owen stated if it was agreeable with the Board they could carry over the discussion at the next meeting. Mr. Owen stated Mr. Roessiger would like to speak to the Board for a few minutes about the Rural and Scenic Roads.

Mr. Roessiger, resident of Wolfeboro, addressed the Board. He stated there is cooperative collaboration happening with Scott Pike. It was discussed what to do about

the drainage covers. Scott Pike suggested using cast iron grates and Mr. Roessiger is willing to donate those covers. They also discussed using pressure treated wood posts for necessary signs. Mr. Roessiger stated the signs would be attractive and straight and would not be damaged as much as the metal ones. Mr. Roessiger stated he would be happy to donate the pressure treated wood posts and if the Town was agreeable to let him know so he could organize it.

Chairman Freudenberg thanked Mr. Roessiger.

## **New Business**

### **A. Monthly Budget Expenditures and Revenue Report**

Pete Chamberlin, Finance Director, addressed the Board. He stated the General Fund is at 46%, the Water Fund is at 44.3%, the Electric Fund is at 44.4%, the Sewer Fund is at 58.2%, the Pop Whalen Fund is at 43.5% and the overall expended-to-date is at 46%. Mr. Chamberlin stated there is one issue that Mr. Ford will be speaking to you tonight regarding some repairs that might have an impact on my report.

Linda Murray questioned the 2016 Asset Management Plan had no expense at this time and she would like to see some progress made.

Mr. Ford stated the purchase order has been issued and he should have a status update at the next Board of Selectmen Meeting.

Linda Murray stated there has been some work done then.

Mr. Ford stated it has been encumbered but not billed yet.

Ms. Murray thanked Mr. Ford.

Dave Senecal stated the revenues look like they are ahead.

Mr. Chamberlin stated they are going in the right direction.

Mr. Chamberlin stated since the report had been prepared the Town has received a health insurance premium rebate and it should increase our revenue by approximately \$42,000.00.

Linda Murray stated there are a number of items for the Clarke House, Cate Park Stonewall and Clarke House Museum that have been carried over since 2016 and she still does not see any purchase orders for any of these items. Ms. Murray stated she would really like to see them get going on these items.

Mr. Chamberlin stated he would pass the message along.

Ms. Murray thanked him.

#### B. 2016 Financial Audit Report

Tim Greene, Town Auditor, addressed the Board. Mr. Greene discussed the annual Town audit report for 2016. He stated he is pleased to announce that the report had another clean audit with no significant findings. He stated the Town's net position totaled \$26,248,044 at the end of the fiscal year 2016, an increase of \$1,393,274 when compared to the end of the previous fiscal year. This total includes an increase in the Town's net investment in capital assets of \$883,959, an increase in restricted net position of \$756,785 as well as a decrease in unrestricted net position of (\$247,470). Mr. Greene discussed the different Exhibits in his report.

Linda Murray questioned the Sewer Fund on page 20. She asked where we were at with the deficit. She questioned if this was a new way of listing the intergovernmental receivables of \$1,484,194.

Mr. Greene stated the state aid grant has been received for a couple of years and it was not something that was considered solid.

Ms. Murray stated that is correct because sometimes they paid it and other years they did not pay it.

Mr. Greene stated after discussing with management it was decided that this money would be received for 2016 and therefore it was included in the principal balance.

Ms. Murray stated it seemed strange.

Mr. Greene stated it is a guaranteed revenue source.

Ms. Murray thanked Mr. Greene.

Ms. Murray stated she read an email that the Board of Selectmen could establish a capital reserve account for the Water Department, the Water Enterprise Fund under 35;7 but the difference is that it has to come from the revenue produced in the Water Fund, not from the General Fund.

Mr. Greene stated user fees and that is correct.

Linda Murray asked if we are receiving any money that we were going to get from the State like the Center Street Project to pay a bond off.

Mr. Greene stated he did not see it anywhere but he would look into it.

**It was moved by Dave Bowers and seconded by Linda Murray to commend Pete Chamberlin for the excellent work that has made this report possible. Members voted and being none opposed, the motion passed.**

#### C. 2018 Budget Guidelines

Mr. Owen stated there are going to be a number of items that are going to affect the Town's finances. The first is that the new Employer Contributions Rates for the New Hampshire Retirement System are going to take effect on July 1, 2017. One-half year's worth of these increases were already included in the 2017 Town Operating Budget but 2018 will be the first full year that these new contributions rates will impact Wolfeboro's Operating Budget for a full year. Another item is the Health Insurance is projected to increase by 8% next year. There will be increases to Workers Compensation and Property and Liability insurances. These increases will be off-set some by declining debt service costs. Mr. Owen stated our debt service costs are projected to decline by \$71,230 and collective bargaining costs are set for 2018 at around 3% for union employees with non-union employees expecting equitable treatment. Another one time factor is that both the Town Manager and the Finance Director are both planning to retire next year. Last year we had a zero percent budget guideline but we still ended up with a 6.2% overall tax increase despite our best efforts. Mr. Owen stated he is again proposing a zero percent budget guideline for 2018 with the usual stipulations that a Department Head can bring an item forward if they would like by submitting a supplemental request for the Board of Selectmen and Budget Committee to decide if the item can be put in the next year's budget.

Linda Murray asked for all the copies of Mr. Owen's Budget Guidelines for 2018 since they were missing a few pages.

Ms. Murray questioned if the Board received the capital outlay requests last year. She stated she would like to see this in the Selectmen's Book.

**It was moved by Dave Senecal and seconded by Linda Murray to approve the 2018 Budget Guidelines as presented by the Town Manager as long as the other pages are received. Members voted and being none opposed, the motion passed.**

#### D. Library Building Project Model Update – 2017

Cindy Scott, Library Director, addressed the Board. Ms. Scott stated most of the work on the conceptual design was completed last year by the architect and some of the work by the engineers was done as well. This year the work of Underwood Engineers has been primarily set aside to design the parking lot and the grade water management plan for the parking lot. Ms. Scott stated there will be two presentations at 10 am and 1 pm from the architects to learn about the proposed plans for the renovation and expansion of the existing library building at our Open House on July 29<sup>th</sup>. There will be guided tours of the entire building, an ice cream social at 1 pm and children's crafts.

Dave Bowers stated he would like to invite members of the Public to go to the Wolfeboro Public Library to see how impressive it is.

#### E. Water and Sewer Rates Update

Dave Ford, Public Works Director, addressed the Board. He stated Keith Pratt of Underwood Engineers would be presenting a PowerPoint on the Water and Sewer Rate Model Update.

Keith Pratt, President of Underwood Engineers, addressed the Board. He presented a PowerPoint on the Water and Sewer Rate Model Update. (See attached sheet)

Mr. Ford stated the key is we are looking long term and the water department is in pretty good shape but it is scary when we start to look out one hundred years from now. Mr. Ford stated he believes there should be an increase in the water rates this year and next year the sewer rates need to be looked at.

Linda Murray questioned if Mr. Ford was talking about establishing a capital reserve account or leaving that cash in like we are doing right now.

Mr. Ford stated he would recommend that we establish a capital reserve fund and still keep an emergency fund.

Linda Murray stated the other big issue on this is the 20 percent because it will have an increase of \$62,000.00 over what the hydrant fees were this year. Ms. Murray would like it noted that the Board of Selectmen had this increased gradually. In 2011/2012 we moved it up to \$300,000, in 2013/2014 we moved it up to \$325,000 and in 2016 we moved it up to \$345,000 and now it is back to \$300,000 which is a step back. She stated she would have a hard time adding another \$62,000 in one year to the hydrant fees. She stated she would like to see it in a step process like we did in the past because it is better for the taxpayer.

Mr. Ford stated that can be done but we need to work with the Budget Committee.

Ms. Murray stated she gives a lot of credit to Mr. Ford's department for keeping the rates down for the last couple of years and did not feel that a 2% increase was a huge issue.

Mr. Owen stated a lot depends on the Budget Committee and they have a meeting scheduled for August 3<sup>rd</sup>. If the hydrant fee is left at \$300,000 then the water rate would increase by 6%. The Budget Committee is aware of the issue and they will be discussing it.

Mr. Ford stated we will think about the rates and notify the public of the official rate increase for next year.

Mr. Owen stated there was a sewer backup in the Town Hall today and asked Mr. Ford to update the Board.

Mr. Ford stated we did a wonderful job with this building but we did not replace the sewer pipe. He stated there is all new piping in the building but when it hits the slab there is a steel pipe that is corroded and collapsed. Mr. Ford stated the pipe is not worthy of repair, it needs to be replaced. Our foundation drain could have been damaged by this or from potential construction across the street. Mr. Ford stated the best solution for the foundation drain would be to dig an interior sub pump in the corner of the South Main Street by the building and put a sub pump in there so we could then pump it into the drainage system. He stated the cost would be significant and not within the budget.

#### **F. Water Quality Testing at Warren Sands Road Property**

Mr. Owen stated the cleanup of the property on Warren Sands Road is scheduled to be completed this Friday, July 21<sup>st</sup>. The Town has scheduled a final inspection for the Town's staff and NHDES on Friday morning.

Dave Senecal updated the Board on the progress of the cleanup. He stated there are at least forty dumpsters full of trash, the hardware floors are up, carpet has been ripped out, and sheetrock has been ripped up by five feet. They were starting to clean the windowsills and windows today. It smells better but there are still things that need to be done. The initial inspection is Friday and the final inspection will be on Monday.

Mr. Owen stated we did negotiate an agreement with the property owner that allows the Town access to the property to inspect and conduct water quality testing if we wish to do so. He stated Mr. Ford and the NHDES staff do not see the need to do water testing.

Mr. Ford stated the report from NHDES stated there was not an environmental threat.

Mr. Ford stated from his observations there seems to be plenty of open area without any direct cost to wetlands. Mr. Ford stated it is private property but it looks like a canoe could get up the river.

Ms. Murray stated a canoe could get in and she has spent a lot of time walking the property. She stated she has talked to a number of people about the benefits of testing the water and what we would get as results. She stated she talked to someone about the viruses and bacteria and was told that because it is summertime they would be killed because they have been exposed to sunlight for more than 5 days. She stated there was no water running when she walked the property. She stated that NHDES did a report stating the ground water is 8 feet down and the sandy soil is a natural filter and it seems like the site is ok. Ms. Murray stated the first thing to do to the site if you are worried about contamination is to get rid of the waste and we just did that to the site. Ms. Murray stated she felt comfortable without performing more tests at this time because it would be a waste of money.



Mr. Ford agreed.

The Board agreed.

The Board discussed meeting at the police station to ride together to the site on Friday morning.

### **G. Funding of DPW Equipment Repairs**

Mr. Ford stated currently there are 3 major pieces of equipment (the grader, the loader, and a dump truck) that are out of service and require expensive repairs totaling \$31,500. He is requesting the Board's consideration of transferring the amount from the DPW Vehicles and Equipment Capital Reserve Fund to cover these repairs.

Mr. Owen stated he had shared with Mr. Ford the 1996 warrant article that authorized this capital reserve fund and it stated that its purpose is for purchasing vehicles and equipment for the highway and solid waste divisions of the Public Works Department. Therefore, Mr. Owen stated it could not be used for repairs.

Ms. Murray agreed.

Mr. Ford disagreed.

Dave Senecal asked if it was \$11,000 for brakes for the grader.

Mr. Ford stated for seals and brakes but he should talk to Ed about the specifics.

Mr. Ford stated the truck needs an engine.

Mr. Senecal questioned if it was new or rebuilt.

Mr. Ford stated rebuilt.

Mr. Ford stated the case loader needs a new rear end and brakes.

Mr. Senecal stated this seems like it should be maintenance.

Mr. Ford stated normally we could absorb one of these repairs but we might have to delay some projects if we absorb all of them. He stated at this time he was not sure how it would affect things but it would have a significant impact. He stated he thought he had done this in the past.

Ms. Murray stated in the past when we had the fire in the garage we had to replace it so we upgraded what we replaced. Ms. Murray stated she agreed with Mr. Owen because when a promise is made to the taxpayers on what something is for then it should be used for that. She stated she is sorry it is not part of that but it is not.

Mr. Ford stated he will go back to the budget and he will work with Mr. Owen and Mr. Chamberlin on areas that he can fund it with.

#### **H. Commercial Vessel Landing Permit (Continued)**

Sharon Wells addressed the Board. She stated that she is requesting a Commercial Vessel usage in the Town of Wolfeboro at the Town Docks. It is for a 1964 Lyman Islander that is a wooden 28 foot antique boat. She stated the mission is to create recreation on Lake Winnepesaukee by hiking islands, biking scenic roads, fishing and providing scenic cruises. Ms. Wells stated the insurance is 2 million and 2 million. She stated she has been providing fitness around the lake for the last twelve years.

Dave Senecal stated last time she asked for two stops a day and now it looks like the request is for 6 times a day (6 am, 9 am, 12 pm, 3 pm, 6 pm and 9 pm).

Ms. Wells stated yes.

Mr. Senecal questioned her address; the application now has Alton Bay. He stated the other day he measured from the top of the dock to the water and it was 44 inches so he felt this would be hard to get people in and out of her boat.

Ms. Wells stated she changed her address because it was a request last time.

Mr. Senecal stated he has a safety concern at this point.

Ms. Wells stated she pulled her boat up to the landing to test this issue out and it was not a problem. She stated she has safety chains and the boat is covered with a safety wall.

Mr. Senecal stated he sees it as a problem.

Ms. Murray asked if she measured the spot where the Mount Washington lands.

Ms. Wells stated yes and she understands their concern so if it would make the decision process easier she would be willing to bring the boat over so the Board could assess the situation.

Ms. Murray stated if she is only going to be using that spot at the Town Docks then she felt that is Ms. Well's issue. Although, Ms. Murray stated she felt it was a long way down. Ms. Murray asked if the Winnie Belle had a set schedule.

Chairman Freudenberg stated an updated schedule is needed from the Winnie Belle.

Ms. Wells stated she worked her schedule around the Mount Washington and the Winnie Belle. She added the extra times so if she had a request for an excursion she could

provide it but mainly the times will be during the weekends. Ms. Wells stated she would like to use the Libby Museum docks as well.

Ms. Murray stated but you are not going to park there. It is just so you can drop people off or pick them up.

Ms. Wells stated that is correct.

Ms. Murray stated you will only be at the docks approximately fifteen minutes so you can load and unload.

Ms. Wells stated yes.

Ms. Wells stated she could build a ramp for people to get in and out of her boat.

Ms. Murray questioned if the ramp would go with her.

Ms. Wells stated yes.

Chairman Freudenberg stated there is a lower level where a sign can be posted.

Ms. Murray asked if Mr. Owen was ok with Ms. Well's application.

Mr. Owen stated the insurance requirements have now been meet.

**It was moved by Linda Murray and seconded by Chairman Freudenberg to approve the issuance of a Commercial Vessel Landing Permit to Winnepesaukee Adventures for the Winni V to operate from the Mount Washington landing dock from the times that are listed above on a trial basis and that she will not be at the Town Docks or the Libby Dock any longer than loading and unloading passengers. Members voted with Linda Murray – yes, Chairman Freudenberg – yes, Dave Bowers – yes and Dave Senecal – no and the motion passed.**

Ms. Wells asked how long the trial basis would be.

Ms. Murray stated as long as there are no problems with the Mount Washington or the Winnie Belle.

Chairman Freudenberg recommended getting a marine radio so she could communicate with them.

Ms. Wells asked if she could come back in if there were rough waters when it was not her landing time.

Ms. Murray stated as long as the time didn't interfere with the other boats and it is an emergency to come in.

## **I. Hawkers and Peddlers Space Downtown**

Linda Murray stated she noticed that From Scratch Bakery was not at her location very often. Ms. Murray stated when the Board had granted the permit we had made a mistake because we did not realize that it was within 100 feet from the Downtown Grille so therefore it moved the cart off the sidewalk and up the road to where most of the delivery trucks park. A trial spot was issued across the street but that spot was dangerous because people were then in the road. Ms. Murray made several inquiries about different locations for From Scratch Bakery. Two locations were the v shaped space in front of Black's and at the Town Docks by Dockside.

Ms. Johnson stated the trial spot was not really working. She really prefers a spot on Main Street.

Chairman Freudenberg asked if the spot by Black's would be ok.

Ms. Murray stated we need to ask the Fire Chief because of the fire hydrant that is there.

James Pineo, Fire Chief, addressed the Board. He stated he would be ok with it.

Ms. Murray stated Butternuts is further than 100 feet.

The Board agreed to that spot.

**It was moved by Linda Murray and seconded by Dave Senecal to pilot for the rest of the season pushcart license #4 spot in front of Black's and the fire hydrant where the Christmas Tree stands. Members voted and being none opposed, the motion passed.**

## **Old Business**

None

## **Other Business**

Linda Murray asked if the Board could send a friendly letter to Seven Suns requesting that they put notices on their tables so their patrons do not move them and request that they remain along the wall of their building. Ms. Murray questioned if they were allowed to have four or five tables. She thought the agreement was for four tables.

Chairman Freudenberg wanted to discuss parking on Sewall Road. He stated people are parking on both sides of the road.

Chief Rondeau stated they have been keeping an eye on the area. Someone had spoken to the people and they are now parking way off to the side but he would continue to

monitor the area. He stated there are a few options. The options are to give a civil reminder, ticket vehicles, tow vehicles or ask that people park way off the road.

The Board agreed to give a friendly reminder.

### **Town Manager's Report**

Mr. Owen stated the following:

A notice was received from the New Hampshire Municipal Association today that we are going to be receiving some additional state funds shortly for highway construction. The legislature appropriated an additional 30 million dollars in addition to the normal block grant funding. It will be a one-time grant and it can be spent right away, the only requirement is to have a public hearing. This may be a way to get another road project done.

Mr. Owen received a call from Mark Whitehead from the NH Boat Museum stating they are cancelling their Tuesday morning Regattas because of the excessive amount of weeds in Back Bay.

Kathy Barnard is aware of the issue.

Ms. Murray stated we are trying to find out if it is Milfoil or Bladder Wort.

Reminder that August 10<sup>th</sup> at 7 pm is the Public Hearing on the Expansion of the Town Docks.

The Town received news about MetroCast that it was sold to a Canadian firm, Cogeco.

Mr. Owen stated the new Town Cemetery on Middleton Road has the road put in and the water spicket installed. Next the fencing will be installed with some signage and then we will be ready to start selling grave plots.

The Town Employee Appreciation Day is scheduled every fall. The committee that puts together the event is proposing to expand from a half day on Friday to a full day on Thursday so the solid waste employees could attend. The committee is proposing to host the event at the Abenaki Lodge this year. Mr. Owen told the committee to put the request in writing and he would ask the Board what they thought of the idea.

Chairman Freudenberg asked what the employees do if they do not participate in the event.

Mr. Owen stated if they don't participate then they would have to take the day off as leave.

Dave Senecal asked to determine this at the next meeting.

## **Committee Reports**

Linda Murray attended a Chamber Social.

## **Questions from the Press**

None

## **Public Input**

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

Suzanne Ryan, Treasurer of the Cotton Mountain Valley Church, addressed the Board. She is asking the Board to abate or forgive the timber tax. The total amount was for \$309.03.

Mr. Owen stated an abatement could be drawn up for the next meeting for the Board's signature.

**It was moved by Dave Senecal and seconded by Chairman Freudenberg to abate the timber tax for the Cotton Mountain Valley Church. Members voted and being none opposed, the motion passed.**

**It was moved by Dave Senecal and seconded by Linda Murray to adjourn at 8:32 PM. Members voted and being none opposed, the motion passed.**

Respectfully Submitted,  
Michele Chamberlain