

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
June 19, 2019

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

Staff present: Acting Town Manager/Planner Matt Sullivan, Police Chief Debra Collins, Public Works Director Dave Ford, Parks and Recreation Director Tom Collins, Fire Deputy Tom Zotti and Recording Secretary Michele Chamberlain

Chairman Senecal opened the meeting at 6:00 PM.

Non-Public Session RSA 91-A:3, II (B)

It was moved by Brad Harriman and seconded by Paul O'Brien to enter into non-public session 6:00 PM under RSA 91-A:3 II. Roll call vote, Chairman Senecal – yes, Linda Murray – yes, Brad Harriman – yes and Paul O'Brien – yes. Being none opposed, the motion passed.

The Board entered non-public session at 6:00 PM.

The Board re-entered public session at 6:30 PM.

Chairman Senecal reconvened the meeting at 6:30 PM.

Non-Public Session RSA 91-A:3, II (B)

Chairman Senecal stated a non-public session is needed to finish our discussion.

Consideration of Minutes

Chairman Senecal asked for approval from the Board of the June 5, 2019 Regular Meeting Minutes.

It was moved by Dave Bowers and seconded by Brad Harriman to accept the minutes of the June 5, 2019 Regular Meeting as written. Dave Senecal abstained. Members voted and being none opposed, the motion passed.

Public Hearings

A. Temporary Event Permits

- i. **LevelUP Pickleball instructional camp held at the Foster Farms Pickleball Courts on 1 Grove St. The camp will run from June 13-15, 2019 from 9:00 AM to 3:00 PM. Permit #1944**

Chairman Senecal opened the public hearing.

Joe Santoro, Representative of the NH Lakes Region Pickleball Club and LevelUp Co addressed the Board. Pickleball has become the fastest growing sport in the nation. We want to make Wolfeboro the center of pickleball for Northern New England. We started a tournament last year and we are bringing a company called LevelUp to support us. LevelUp was here last year and has asked to come back to Wolfeboro.

Ms. Murray questioned if they would be using the four tennis courts and the two pickleball courts.

Mr. Santoro stated last year we were able to use the four tennis courts and the two pickleball courts. We had 32 participants last year and this year it will depend on the number of participants.

Ms. Murray stated then you will need all tennis courts.

Mr. Santoro stated we are looking for all four tennis courts for the three days.

Mr. O'Brien stated then for three days those courts will not be available for someone to play tennis.

Ms. Murray stated correct.

Mr. Santoro stated until 4:00 PM. The courts could be used after that for night playing.

Mr. O'Brien questioned the volume of use of the tennis courts during that timeframe. How many people will we be displacing?

Christine Collins, Parks and Recreation Director, addressed the Board. She stated the use of the courts should help but she did receive complaints last year. She felt having signs saying the courts would be available from 4:00 PM to 10:00 PM would help. She felt clarity was important so everyone would know what is happening.

Ms. Murray stated the form reads from 9:00 AM to 3:00 PM so it should be changed to 4:00 PM to 10:00 PM.

Mr. Santoro agreed.

Mr. O'Brien questioned if tuition was paid.

Mr. Santoro stated yes and they pay rent to Wolfeboro Parks and Recreation.

Mr. O'Brien stated LevelUp is a commercial enterprise.

Mr. Santoro stated yes but he does not get anything. It is his job to promote pickleball in the area.

Mr. O'Brien stated the time should be changed to 4:00 PM.

Mr. Harriman questioned the number of courts needed.

Ms. Murray stated the form should read all tennis courts not pickleball courts.

Chairman Senecal questioned if anyone from the public wanted to speak on the matter.

Chairman Senecal closed the public hearing.

It was moved by Linda Murray and seconded by Paul O'Brien to approve a Temporary Permit for LevelUP Pickleball instructional camp held at the Foss Field on the Pi Tennis Courts on 1 Grove Street. The camp will run from Sept. 13-15, 2019 from 4:00 PM. Permit #1944. Members voted and being none opposed, the motion passed.

B. Public Hearings

- ii. **The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, June 19, 2019 at 6:30 PM at the Great Hall, 100 Main Street, Wolfeboro NH regarding limiting vehicle parking along the full parade length during the Independence Day celebration from the hours of 6:00 AM to 1:00 PM.**

Chairman Senecal opened the public hearing.

Dean Rondeau, Police Chief, addressed the Board. He stated he is concerned with safety and security. Every year we have several near "miss hits" primarily with children. The goal is to best prevent this from happening. There is a lot of outside parking. Typically the roads close down at 9:00 AM. Then the pedestrians start filing in around the parked cars which create blind spots and dead spaces making it very difficult for some of the drivers of the heavy equipment. They can't see and they can't maneuver. We need to get the cars out of the area and create space for people to spread out and give the heavy equipment a breath of movement. The goal is to limit risk and liability. There is not a city or town in the United States that allows parking on any of its parade routes on a parade of this magnitude. This parade gets large which is a good thing but we need to take some precautions. This is an opportunity and can be viewed negatively. There are all sorts of business opportunities. There really is nothing in the Downtown Area from 8:00 AM to 1:00 PM. This could bring more people to Town for the parade. We have more than ample parking.

John Simms, Resident of Wolfeboro, addressed the Board. He stated he has marched in the parade for several years and he thinks it is very unfair for people to park big pickup trucks along the parade road.

Tom Zotti, Fire Deputy, addressed the Board. He stated Fire and Rescue support Chief's request for all the reasons stated. He has driven trucks in the parades in Town and at times it is very terrifying with kids darting in and out to get the last piece of candy. Thank goodness we have not had any instances. This is a reasonable proposal to prevent this sort of thing from happening down the road. It is change but people might realize after this trial that it worked better. If there is a need or immobility impaired Fire and Rescue will help.

Harold Chamberlin, Parade Marshall, addressed the Board. He stated the wide part of the road becomes the narrowest part because of all the cars parked. We are trying to keep people safe. He suggested trying it out for a year or two. Change is difficult but this plan is a good place to start.

Chief Rondeau stated instead of starting at 6:00 AM we could start at 7:30 AM. We can make arrangements for our walking impaired citizens. We can help them. If there is a special need for one of the vendors in Town we will help them. The roads have always been shut down at 6:00 AM. There is nothing moving North or South.

Mr. Bowers stated the times need to be defined. It is 6:00 AM or 7:30 AM to 1:00 PM.

Chief Rondeau stated it can be from 7:30 AM to 1:00 PM. This is a reasonable request.

Andy Shagoury, Tuftonboro Police Chief, addressed the Board. He stated this is a great idea but not here as a Tuftonboro Police Officer. He has driven a truck with a trailer through town and it is very frustrating with all the people. As a parent it is concerning trying to watch your kids around all the cars. This is a safety concern. He hopes the Board takes this concern seriously. Once the people get used to the change they will see it is better. Most places do not allow cars along parade routes. He felt it would make viewing the parade more pleasurable without cars.

Bob O'Brien, Police Commission Member, addressed the Board. He stated the Police Department supports this plan. He stated this plan can prevent a tragedy from happening.

Brenda Jorrett, Resident of Wolfeboro, addressed the Board. She stated this is a wonderful idea but fair notice should be given to the businesses and public. Signs should be placed at least 2 weeks in advance and should stay up so everyone will know. She felt the plan would make a wonderful scene and a great experience for everyone.

Don McBride, Resident of Wolfeboro, addressed the Board. He questioned the arrangements that have been made for parking.

Chief Rondeau stated if someone is walking impaired we can get them down to their feet. People can park at the Glendon Street Lots, Foss Field Lots, Mast Landing, Odd Fellows Hall, and the High School. We are trying to increase the space for people to watch the parade. It will be a better viewing space to watch the parade and it will be safer.

Mr. Bowers stated it is illegal to park Downtown for more than 2 hours anyways.

Chief Rondeau and other members of the Board laughed.

Mr. Bowers stated he is in favor of this request. As a business owner he has seen people walking between cars/trucks and it is very dangerous.

Chief Rondeau stated he worries a lot about the Town and this is one of his biggest concerns. Prevention is the key. This is not a negative. It can create business opportunities. The more that can come to Wolfeboro the more it will increase our sales and revenues for the commercial community. This is what we want to do. Change is difficult but it needs to be done.

Mary DeVries, Executive Director of the Chamber of Commerce, addressed the Board. She stated there will be some general challenges for local businesses and the public. It will be a learning curve. She thanked Chief Rondeau and Captain Livie for the conversation that she had with them that provided her with more knowledge about this plan. She stated they look forward to the parade.

this plan with them but felt it will take a lot of teamwork. We all agree that we want to have the most welcoming community and best parade day for our visitors and residents. Sh Chamber's help.

Ms. Murray stated she supported Chief Rondeau but would like to see the plan happen. The first stage would be to go from Mill Street to Glendon Street and take the cars out. This is where our parking is at an angle and it is where the most people are located. They would let the public know. We only have two weeks to get out the notification. We need a plan and signs. Phase 2 would include North Main and South Main Streets. This will give the public time to digest the plan.

Mr. Bowers stated he disagreed 100 percent. The main crowd is very dense along Cate Park building and Hunter's. He questioned why it should be done in two stages. The biggest problem is up by the corner. He felt the plan should be done as it was proposed. He felt signs could be put up stating on July 4th starting at 7:30 AM until 1:00 PM there will be no Downtown parking. Handicapped that are handicapped could be escorted by the Police Department or volunteers. He would support the plan as it was proposed.

Mr. O'Brien stated he supports the proposal because it is supported by the Fire Department, Fire Chief, Police Chief, Town Manager and the Police Commission. He has the idea that it needs to be done in stages. He is concerned with the Mill Street Area and Cate Park. Parking is not permitted on either side of the street at Cate Park or Hunter's Shop 'N Shop. He agreed with Ms. DeVries that teamwork will be required but heard her offer her help and support. He fully supports stage 1 from Mill Street to Cate Park. We need to learn from this and move forward out what to do a year from now.

Mr. Harriman stated he has driven a tractor trailer truck in the parade for the last 30 years. Mill Street to Cate Park is the busiest area so it is the greatest concern. He stated he would support phasing this in so they can get suggestions from the public and businesses for next year. They have two weeks before the parade.

Chairman Senecal agreed the plan should be done in stages. It would be a reasonable compromise for this year.

Mr. Bowers stated he objected. He thinks it should be done all at once not in stages.

Chairman Senecal closed the public hearing.

It was moved by Linda Murray and seconded by Brad Harriman to approve to ban parking from Mill Street to Glendon Street from 7:30 AM to 1:00 PM during the July Parade. Members voted, Linda Murray – yes, Paul O'Brien – yes, Brad Harriman – yes, Dave Senecal – yes, and Dave Bowers – no. The motion passed.

Ms. Murray questioned if the signs were ready and how they would be put up. The signs will be posted as soon as possible.

Chief Rondeau stated signs were not made yet but he would call tomorrow. We can use social media to help. We will put out a press release and the signs will be posted as soon as we can.

Ms. Murray stated we need to let the public know where they can park.

Chief Rondeau stated we will make that information available. He stated Mr. Ford has that maybe they can use as well. We can also use the radar board signs. A press release out for parking on the Fourth of July for the fireworks.

Bulk Vote

A. Weekly Manifests

- i. June 7, 2019
- ii. June 14, 2019

B. PA-16 Reimbursement to towns for forest land

- i. Governor Wentworth Historic Site
- ii. Wentworth State Park

C. Current Use Application

- i. Kingswood Golf Club Tax Map 232-5

D. Intent to Cut Wood or Timber

- i. Rt. 28 Tax Map 23-1-1

E. Property Tax Refund/Abatement

- i. 421 North Wakefield Rd 2019-#29 Tax Map 92

F. Betterment Assessment

- i. Westwood Drive - \$224,500

It was moved by Linda Murray and seconded by Dave Bowers to accept the Bulk Members voted and being none opposed, the motion passed.

Board Appointments

- i. Wolfeboro Economic Development Committee Alternate Member – 1

It was moved by Dave Bowers and seconded by Linda Murray to appoint Dave M alternate member of the Wolfeboro Economic Development Committee for a 3 year Members voted and being none opposed, the motion passed.

- ii. Wolfeboro Railroad Station Committee Member – John Simms

It was moved by Linda Murray and seconded by Brad Harriman to appoint John member of the Wolfeboro Railroad Station Committee for a 3 year term. Members being none opposed, the motion passed.

New Business

A. Commercial Vessel Landing Permit – Dive Winnepesaukee

Sandy McKenzie, Captain of Dive Winnepesaukee, addressed the Board. He stated Dive Winnepesaukee owns the mail boat but he still has the contract. Nothing has changed since application. We are parked right beside the Fire Boat Downtown. We leave at 10:00 AM in the morning and are back at the Down Docks by 12:30 PM. Over the years the mail boat has been used for emergencies and we continue to offer this if it is needed.

It was moved by Brad Harriman and seconded by Dave Bowers to approve a Commercial Vessel Landing Permit for Dive Winnepesaukee as the mail boat. Members voted none opposed, the motion passed.

B. Cyanobacteria Task Force protocol

Warren Muir, Member of Cyanobacteria Task Force, addressed the Board. He stated last year there was a cyanobacteria bloom in Winter Harbor. NHDES issued an advisory to everyone to avoid contact with the water. The advisory lasted for about a month. In December, they formed the Cyanobacteria Task Force. It was formed to coordinate community wide responses to threats of cyanobacteria to assess the risks, to assess the presence of cyanobacteria, to monitor sources that stimulate cyanobacteria from forming and to communicate about it. In early August we learned that the bloom we had in August was not associated with any significant level of toxin. Twenty seven volunteers were trained by UNH to collect water samples last week. Samples are here. Next week USEPNA and UNH will be coming to Brewster Academy Boathouse for over 80 people on cyanobacteria identification training. Since last August a lot has been learned. Since the communication around Town last August was not smooth when the bloom occurred, we have drafted a protocol to guide how to respond and whom to inform about possible observations of cyanobacteria blooms. (See Attached Draft) Mr. Muir stated the sub-committee is separately discussing how to quickly identify if the bloom has significant levels of toxin. They like to be able to advise NHDES quickly so if there is not a significant level of toxin the advisory be removed when it is safe for people to be near or in contact of the water.

Dave Senecal questioned why Upper Beach Pond and Mirror Lake are not included.

Mr. Muir stated Mirror Lake is specifically mentioned. If Mirror Lake is involved Tufts University the Mirror Lake Association will be notified. Upper Beach Pond is monitored by the Town.

Ms. Murray stated the Board received this proposal but she believed that Mr. O'Brien would like to change about the contact hub.

Mr. O'Brien thanked Mr. Muir, the Wentworth Watershed Association and the volunteers for their hard work. We are going to create the capacity at the Dispatch Center that will be part of the Emergency Management support system. There will be a telephone number for people to call.

they will ask a handful of questions (What did you see? Where did you see it? What time was it? Did you tell anybody about it? Do you have any pictures?) The Dispatch Center will reach out to other departments/committees to let them know that a call came in. We have to get into NHDES before we can do anything. We want to be able to alert people but we are having conversations about how much we should alert. A card (see attached card) will be available with instructions on the front and pictures of cyanobacteria will be on the back.

Ms. Murray asked the Board to look at page 2 (Water Surveillance and Possible Cyanobacteria Bloom Observation) on the draft. The Town of Wolfeboro's communications hub will be moved to Wolfeboro Central Dispatch with the telephone number 603-569-1444.

Mr. Muir stated we still need communication between departments and people.

Ms. Murray stated the list will be given to Central Dispatch.

Mr. O'Brien stated NHDES will be alerted. We owe people clarity. We do not want to blow the whistle when the whistle does not need to be blown. We are carefully creating a structure that will be put into place to notify people who want to be notified.

Mr. Muir stated we want a level of notification within the Town and an interface with the Police Department. He felt the Police Department should not be involved but rather an experienced individual.

Ms. Murray stated Central Dispatch will just take the call but they will feed out the information.

Mr. Muir stated they will just get the initial call.

Ms. Murray stated yes and then it will feed out to the hierarchy.

Mr. Muir stated then it will feed into this system.

Ms. Murray stated yes.

Mr. Muir stated there will be an internal system.

Ms. Murray stated correct.

Mr. O'Brien stated Central Dispatch has the ability to run analytics so we can get all the information. Mr. O'Brien agreed with Mr. Muir that the information needs to be given to the correct people. We will make sure the Central Dispatch notifies these people.

It was moved by Linda Murray and seconded by Brad Harriman that the Board of Selectmen approved the draft of June 10th notification protocol for cyanobacteria blooms with the change of adding Central Dispatch. Members voted and being none opposed, the motion passed.

C. Revenue and Expenditures Report-Finance

Troy Neff, Finance Director, addressed the Board. The current expended to date percent is 41.666 %. The expended-to-date totals as of the end of May 2019 are as follows:

General Fund: 38.329%
Water Fund: 36.217%
Electric Fund: 29.896%
Sewer Fund: 42.353%
Pop Whalen Fund: 36.793%

Overall expended-to-date: 35.514%

He stated he would like to give a brief update on the Finance Department. The Town revenue has been updated as of May 31st. This Thursday and Friday we will be having training session on MuniSmart. Mr. Neff stated we want to be sure we are using the so fullest capacity level and understand its limitations. We are establishing very collegial with the Town Treasurer, John Burt. Mr. Burt and Mr. Neff are working closely to est and transparent procedures for voided checks and how they are re-issued. A departmer meeting will take place tomorrow and Mr. Neff will be reaching out to schedule visits department heads individually so we can better serve them as our customers. We have HR position internally and will be scheduling interviews to fill that position. The finan and I finished the open enrollment process for the health insurance which was a little b challenge. Ms. Collins and I have been working on the Pop Whalen Fund to identify its financial condition. He is evaluating deficiencies within the AP, PO and payroll system with the Trustees of the Trust Funds. He stated he is grateful for the opportunity to wo for the Town of Wolfeboro.

Ms. Murray thanked Mr. Neff for this time. She had met with him earlier in the week.

D. Conservation Easement-Bridger Wildlife Habitat

Ms. Murray stepped down.

Matt Sullivan stated the Conservation Commission noticed a small error in the final eas document. It has been corrected and provided to the Board. The following language w: "This is a conveyance to a municipality and is exempt from the NH real estate transfer to RSA 78-B: 2, 1, and is also exempt from the LCHIP surcharge pursuant to RSA 478 (a)."

Mr. O'Brien stated the lawyer wants to do this.

Mr. Sullivan stated correct.

Dan Coons, Chairman of the Conservation Commission, addressed the Board. He state been working for several years to acquire this 40 acre easement. We are looking for yo to make this acquisition.

It was moved by Dave Bowers and seconded by Paul O'Brien to approve the Cons Easement-Bridger Wildlife Habitat with the modification to include the above lan: Linda Murray abstained. Members voted and being none opposed, the motion pa

E. Dockside Docks repairs/upgrades/grants/phasing plan

Dave Ford, Public Works Director, addressed the Board. He stated he was bringing back that kind of slowed down. We formed a committee two years ago and we hired Tighe & Bond Engineers to develop a Dockside Docks long term repair and expansion plan with cost estimates. The plan came back with a very high estimate and we had other competing projects so we put the project on hold. The good news is we have put money aside (2016- Dockside Parking Capital Reserve Fund - \$155,328 and 2018 – Dockside Docks Capital Reserve Fund - \$100,940). The Town did not authorize any additional funding in 2019 but we do have a contract with Tighe & Bond for them to finish. Mr. Ford suggested phasing this project with the priority being the existing finger docks first and to apply for grants. The contractor has notified us of a RFP for Boating Infrastructure that will be available to NH towns for the first time this year.

Ms. Murray stated each phase will cost approximately \$300,000 to \$350,000.

Mr. Ford agreed but stated the estimate is for a very high end plan. He thought they should bring the committee back together to look at the plan with the engineers and apply for the grant.

Chairman Senecal stated he was surprised when he saw the Tighe & Bond report. The report was only looking at the dock expansion and repair and those numbers seemed to be in line with other work we had not even planned or talked about. He agreed the committee needed to be brought together because they need to have a copy of all this information and the reports. If we phase some of it needs to be done before the dock expansion.

Mr. O'Brien stated we need to figure out the appropriate sequence of events for the project. The committee needs to be able to look at the whole project not just the dock expansion section.

Ms. Murray agreed it should go back to the committee. She thanked Mr. Ford for his report as it shows a lot of details which will be helpful to the committee. She supported doing the phases and agreed they should apply for the grant to be first in line.

Mr. O'Brien agreed.

Mr. Ford stated the hardware suggested for the decking (IPE) is expensive so we should look at that. The Dock expansion project pushed the Mount Washington realignment. Selectmen has offered in the past a realignment of his property line which would help.

Ms. Murray stated the committee could discuss these suggestions.

Mr. Ford stated the Mount Washington Captain is very concerned about dredging so that was discussed for the first phase.

Mr. O'Brien questioned if dredging was needed.

Ms. Murray stated there were days when the captain could not come in. She suggested a partnership for paying for the dredging since some of it has to do with the way they connect the docks. She felt the sub-committee should look at all these things.

Mr. Ford stated he would have a consultant available for when the committee reconvenes.

F. 2020 Capital Improvement Program discussion

Matt Sullivan stated at the last meeting he had prepared a draft of the 2020 Capital Improvement Program. There were some comments on those prepared guidelines. A new draft has been prepared with changes in bold and italics primarily we are talking about #9 and #14 - #18. (See Attachment Sheet) Mr. Sullivan read the five adjustments.

Ms. Murray stated she would like to add to #16 the following language: to consider. She would like to add another item stating: The department heads will fill out the CIP request forms in their entirety which includes the Town Manager's signature.

Mr. O'Brien stated Capital should have an impact on operating expense. It is important to understand if there is an investment of capital in a function that we have in water, sewer, or general operations that we should see a corresponding impact on operating expenses. It could go up or down. We need to see it. We need to be able to explain it to the Budget Committee. We should explain it to the voters.

Ms. Murray agreed this is one of the boxes that did not get checked off.

Mr. O'Brien stated he wanted to see more than a box checked off.

Ms. Murray stated this is where we could ask for the coordinating numbers.

Mr. O'Brien stated this is not a "gotcha mode". We need to be clear so people can decide if they like the ideas or not.

Mr. Sullivan stated he would add to #16 the word consider and add #19 with the language: The department heads will fill out the CIP request forms in their entirety and it needs to be approved by the Town Manager. He asked if the CIP Goals could be endorsed with these amendments.

It was moved by Dave Bowers and seconded by Paul O'Brien to endorse the 2020 Capital Improvements Program (CIP) Goals with the amendments and that the list be approved. Members voted and being none opposed, the motion passed.

G. EDC Alternate-membership

Chairman Senecal stated it has been confirmed that the EDC has five alternate members.

Ms. Murray stated we could not find a vote on this so we would like to reconfirm tonight. The Board agrees to have 5 alternates on the EDC.

Mr. Sullivan stated there is not a clear vote on this matter.

It was moved by Chairman Senecal and seconded by Brad Harriman to reconfirm that there are 5 alternate members on the EDC. Members voted and being none opposed, the motion passed.

Other Business

Mr. Sullivan suggested that a gentleman in the audience be allowed to speak during public comment to discuss his item. We could let him speak about his event but the decision would not be made until the next meeting.

The Board agreed.

Committee Reports

Paul O'Brien stated he attended an Energy Committee Meeting. The Municipal Electric Department is discussing net metering with the committee at their next meeting. He attended the Cyanobacteria Committee Meeting and the Men's Breakfast. Verizon visited us this week and other companies will be visiting us and a report will be provided by July 18th. He attended the Chamber of Commerce meeting. Linda Murray.

Brad Harriman attended a Planning Board Meeting last night. Wolfeboro Community Center had a meeting this morning but he was unable to attend. There will be a meeting tomorrow morning with Friends of the Libby Museum. He attended all the various meetings for the Town Manager's Office process.

Mr. O'Brien excused himself and left the meeting.

Chairman Senecal stated he was away last week attending his grandson's graduation.

Dave Bowers attended a Library Committee Meeting. They are updating everyone with the status of the library and how the interior of the library will be painted. He attended an EDC Meeting. He has been working with several people on Wolfeboro's History projects. He did some research on Route 28 crosswalks and why we should maintain them.

Linda Murray stated she attended the RIB Site Visit with Dave Ford, the Town Manager, the Tuftonboro Board of Selectmen and NHDOT. It was very informative and the members of the Board of Selectmen and NHDOT have a better understanding of what is happening there. She attended an Energy Committee Meeting. We are still waiting for the Net Metering Policy to come in and be finalized after June 16th. She is working on the Assessing Sub Committee for Cyanobacteria. We had a meeting and finalized the protocol. The protocol will go to the fall Cyanobacteria Committee Meeting on Monday with the hope that it will come to the Board of Selectmen on our June 19th meeting.

Town Manager's Report

Matt Sullivan stated the following:

Mr. Pineo has arrived safely in London, England.

The department heads are busy preparing for July 4th. There will be a department head meeting tomorrow morning and we will be starting to think about our budgets for the 2020 budget year.

There are five important dates to remember:

June 24, 2019 6:30 PM— Bay Street Sidewalk Project

June 29, 2019 noon – 2:00 PM – Public Safety Open House

July 10, 2019 6:30 PM – Regular Board of Selectmen Meeting

July 17, 2019 6:30 PM – Special Board of Selectmen Meeting – Wolfeboro Falls Cross Rumble Strips

July 24, 2019 6:30 PM – Regular Board of Selectmen Meeting

We are working actively with the Libby Museum to get their grant submitted.

Tax bills have been sent out.

Questions from the Press

None

Public Input

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

Brenda Jorrett, Resident of Wolfeboro, addressed the Board. She is concerned with public safety. She stated often matters involving public safety and welfare do not happen until the worst. We had this scare at the Mountain Tops Shop with the two car crash. She suggested having a police officer during peak hours stationed in the Downtown Area.

Zachary Porter, Representative of the Kingswood Youth Center, addressed the Board. He was sorry for the confusion but he thought he was on the agenda tonight for an application for a temporary outdoor event for their 10th year Chili Challenge. The event will take place on September 14th from 11:30 AM – 2:30 PM at the Durgin Stables. The event will be similar to the past except for a few extra special items celebrating the 10th anniversary. He stated he was behind on his paperwork so he could be on the next BOS agenda.

Chairman Senecal stated that is a good idea.

Mr. Sullivan stated the next meeting will be on July 10th.

John Simms, Representative of the Lakes Region Model Railroad, addressed the Board. They are working with LCHIP and were given \$10,000.00 to come up with a better plan. He liked the new plan that we came up with but it was too expensive so we came up with a new plan. We need to raise \$155,000.00. One of the elements in the package is the operating budget for the museum. We need to be able to have a nominal or no rent agreement. He asked the Board to begin negotiations with the Town Manager about a lease.

Chairman Senecal stated he should set up a meeting.

Mr. Sullivan stated Mr. Pineo, Mr. Ford and himself just had a conversation about this. He agreed they should all have a discussion.

Joseph Haas, Resident of Gilmanton, addressed the Board. He stated his suggestion was to look at the tax bills so his next suggestion is to look to the future meaning this fall. When they look at the tax rate from DRA if it isn't zero it should be appealed. He is willing to donate the \$6,000 the Town of Wolfeboro has to pay to have the appeal completed. He suggested contacting the New Hampshire Municipal Association to get their legal opinion for free. He thanked Mr. Bowers for his help about the coins. Mr. Haas suggested having the Town Treasurer complete the 31cfr and the details are available in his email that he sent to the Town.

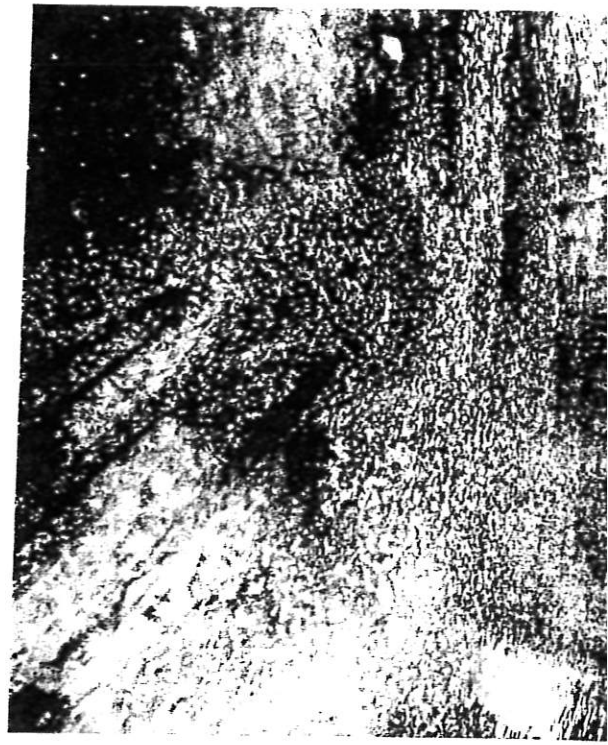
It was moved by Linda Murray and seconded by Dave Bowers to enter into non-public session under RSA 91-A:3 II. Roll call vote, Dave Bowers – yes, Linda Murray – yes, Brad Harriman – yes and Dave Senecal – yes. Being none opposed, the motion passed.

The Board re-entered public session at 9:09 PM.

Dave Senecal moved the Wolfeboro Board of Selectmen to seal all the minutes of 2019 non-public meetings. Brad Harriman seconded. Roll call vote, Dave Bowers – yes, Linda Murray – yes, Brad Harriman – yes and Dave Senecal – yes. Being none opposed, the motion passed.

It was moved by Dave Bowers and seconded by Dave Senecal to adjourn at 9:11 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain



If You See What May be a Cyanobacteria Bloom

Call:

- the New Hampshire Department of Environmental Services (NHDES)
Cyano hotline at (603) 848-8094

AND

- the Wolfeboro Dispatch Center
at 603-569-1444

Be prepared to tell them:

- Who you are,
- Your contact information,
- What you have seen,
- Where

Wolfeboro, NH Cyanobacteria Bloom Identification and Reporting Protocol

Wolfeboro Cyanobacteria Task Force

Proposed
June 10, 2019

Introduction

This document is a protocol to guide how to respond and whom to inform about possible or definite observations of cyanobacteria blooms in significant concentrations in

- Crescent Lake,
- Lake Wentworth,
- Lake Winnepesaukee,
- Rust Pond, and
- Sargents Pond

in Wolfeboro, NH. It is intended for those who may be involved in the protocol and for those within the Town of Wolfeboro with responsibilities to respond to reports of a possible cyanobacteria event.

For those people whose primary role is to observe possible cyanobacteria blooms, there will be a list printed with instructions for whom to call with their contact information.

Thus, while this protocol is a public document, it is not intended to be a handout to those being taught to simply distinguishing potential cyanobacteria blooms from simple algae, pollen, duckweed, etc. It is not intended to be circulated widely to the public. We expect that the Communications Subcommittee of the Wolfeboro Cyanobacteria Task Force will develop other forms and means of communications to reach broader audiences.

This protocol has been developed by the Town of Wolfeboro's Cyanobacteria Task Force to whom all comments and suggested changes should be directed (pwdirector@wolfeboronh.us, (603) 569-8

While some houses in Wolfeboro are on Mirror Lake, the lake itself is in Tuftonboro. If there are any cyanobacteria blooms on Mirror Lake in the future, they are likely to be known to the Mirror Lake Protective Association and/or the Town of Tuftonboro. If a possible bloom on Mirror Lake is first observed by and/or reported to Wolfeboro, that report should be provided to the official point of contact designated by the Town of Tuftonboro and to the head of the Mirror Lake Protective Association for appropriate follow-up.

If or when someone finds that communications have not been made according to this protocol, they should take the initiative to include those who should have been informed and to follow the protocol in subsequent steps, as much as possible.

This protocol provides guidance for the following different stages of cyanobacteria bloom identification and reporting:

- I. Water surveillance stage and possible cyanobacteria bloom observation
- II. Likely cyanobacteria bloom
- III. Confirmed cyanobacteria bloom
- IV. Cyanobacteria bloom advisory issued
- V. Determination of the level of risk of cyanotoxins
- VI. Declaration of the end of the cyanobacteria bloom advisory
- VII. End of season review and revisions

This protocol relies upon the Wolfeboro Department of Parks and Recreation's leadership with the Assistant Director, serving as a communications hub, when available, to make sure everyone who should be informed is informed at every stage.

I. Water Surveillance and Possible Cyanobacteria Bloom Observation

- A. Observation of possible cyanobacteria bloom may be done by anyone
- B. Note: cyanobacteria blooms are most likely to occur in late summer. There are often clouds of pollen floating on our lakes in spring and early summers.
- C. If there is a serious possibility that there is a cyanobacteria bloom, children and pets should be advised to not drink, wade, swim, or make contact with the water.
 - The New Hampshire Department of Environmental Services NHDES Cyano hotline should be called at (603) 848-8094 to report what has been observed. **AND**
 - Contact the Town of Wolfeboro's communications hub by calling
 - The Assistant Director of the Wolfeboro Department of Parks and Recreation at **603-348-4911**. If there is no answer, leave a voice mail and call
 - The Director of the Wolfeboro Department of Parks and Recreation at **603-953-5504**. If there is no answer, leave a voice mail and call
 - Wolfeboro Department of Parks and Recreation's office at **603-569-5639**. If there is no answer leave a voice mail.
 - If no one was available to speak with at the numbers above, you should receive a return call.
 - NHDES and the Wolfeboro communications hub should try to ascertain what was seen, when, if any pictures were taken of the possible bloom, and whom, if anyone, they have been contacted.
- D. The Wolfeboro communications hub should be sure to collect and record the name, local address, and contact information of the person(s) reporting the possible bloom and should inform them that they will be contacted further about the about what has been determined to be being done about what was reported.

II. Assessment of Possible Blooms

- A. NHDES will be responsible for assessing whether what has been reported contains cyanobacteria, and, if so, whether they are present in bloom concentrations of concern and whether or not a health advisory should be issued.
- B. If NHDES staff are not available to come quickly to the site of the reported observation, then ask the Assessment Subcommittee of the Wolfeboro Cyanobacteria Task Force to provide assistance with a qualified individual to assist them with the assessment. The type of assistance that may be sought may include:
 - collecting a water sample in a clean bottle or Ziploc bag while wearing gloves,
 - labeling the sample container with the location, date, time and contact information of the person who collected the sample,
 - freezing the sample until it can be transferred to the NHDES Limnology Center for microscopic analysis, and
 - taking a picture of the bloom.
- C. The NHDES person in charge of assessing the bloom should make sure that the Wolfeboro communications hub is quickly made aware of any determination that the reported event is of concern or that the event is possibly of concern.
- D. If the conclusion of NHDES is that the event is of little concern, the Wolfeboro communications hub should inform the person reporting the event, even if NHDES has already done so.
- E. When NHDES believes that the event may be of possible concern, the Wolfeboro communications hub should contact:

- the Chair of the Wolfeboro Cyanobacteria Task Force,
 - the Chair of the Assessment Subcommittee of the Task Force, and
 - the Wolfeboro Town Manager,
 - the head of the lake association in which the observation was made, and
- F. The Chair of the Cyanobacteria Task Force should appoint a knowledgeable person to interview the person who first reported the observations and should make sure that the reported event is properly recorded in the records of the task force.

III. Confirmed Cyanobacteria Bloom

- A. If NHDES decides that there is a cyanobacteria bloom (or cyanotoxin levels) of concern and decides to issue an advisory, it should inform
- any local contact working with it and
 - the Wolfeboro communications hub
- B. The communications hub should then notify:
- the Wolfeboro Town Manager,
 - the Chair of the Cyanobacteria Task Force,
 - the Director of the Wolfeboro Department of Public Works
 - the Wolfeboro Board of Selectmen,
 - the Wolfeboro Health Officer,
 - the Chair of the Assessment Subcommittee of the task force,
 - the Chair of the Communications Subcommittee of the task force, and
 - the head of the affected lake association.
- C. The Chair of the Cyanobacteria Task Force should make sure that all those above have been properly contacted, plus
- all the members of the task force and
 - the person who first reported the observation.

IV. Cyanobacteria bloom advisory issued

- A. When a cyanobacteria bloom advisory is issued, NHDES will draft a press release announcing the advisory, its scope, and when it has been issued. Copies of the press release should be sent to:
- the Wolfeboro communications hub,
 - the Wolfeboro Town Manager,
 - NHDES' list of media recipients,
 - the Granite State News,
 - WASR Radio,
 - the Chair of the Cyanobacteria Task Force, and
 - the Chair of the Communications Subcommittee of the task force.
- B. The Town Manager, the Chair of the Cyanobacteria Task Force, and the Communications Subcommittee of the task force should coordinate the official responses of the town to the advisory. Such response may include:
- posting official notice on the Town of Wolfeboro's website,
 - making sure that all the appropriate town officials are informed of the advisory and the response plans,
 - working with the associated Lake Association to notify affected citizens
 - For any blooms on Lake Wentworth, Crescent Lake, or Sargents Pond, the Lake Wentworth Watershed Association will notify its members of the advisory and the warnings on roads to shoreline residences and at public boat launches. The Department of Parks and Recreation will post appropriate warning at public

- For any blooms on Rust Pond, the Rust Pond Protective Association will notify its members by email and will post warnings at the public boat launch.
 - For any bloom in Wolfeboro on Lake Winnepesaukee, the Lake Winnepesaukee Association will notify its members by email and will post notice on its Facebook newsfeed.
- C. For cyanobacteria bloom advisories in Wolfeboro on Lake Winnepesaukee, the Wolfeboro communications hub will work with the Lake Winnepesaukee Association and the Common Council Subcommittee of the Cyanobacteria Task Force to announce the NHDES advisory and provide information to guide people in how they should respond, what the town's response is, and who is available to speak about the situation.
- The Department of Parks and Recreation will post warnings at its public beaches.
 - The Public Works Department will post warnings at public boat launches and will notify Lake Hosts of the advisory.

V. Determination of the level of risk of cyanotoxins

- A. As soon as a cyanobacteria bloom is detected and reaches its peak in Wolfeboro waters, the Assessment Subcommittee should
- Collect samples and have them analyzed for cyanotoxins as soon as possible.
 - If the results indicate significant levels of cyanotoxins, in consultation with NHDES, the subcommittee should collect additional samples for analysis after an appropriate time interval.
 - If/when the results indicate insignificant levels of cyanotoxins, the chair of the subcommittee should inform NHDES and discuss with the department whether its advisory should be canceled.

VI. Declaration of the end of the cyanobacteria bloom advisory

- A. Only NHDES can cancel its advisories.
- B. When it does so, the same communications process should be used by NHDES, the Town of Wolfeboro, and lake associations as when the advisory was issued.
- C. The Chair of the Cyanobacteria Task Force should make sure that the task force has created and preserved a full record of the event from the first observations reported, to the conclusion of the assessment, to what actions were taken, and any other important information associated with the event.

VII. End of season review and revisions

- A. At the end of each season, this protocol should be reviewed and revised, as appropriate, by the Assessment Subcommittee of the Cyanobacteria Task Force, using the same review and revision process as was used to develop the protocol.



MEMORANDUM

DATE: June 9th, 2019
TO: Board of Selectmen
FROM: Matt Sullivan, Director of Planning and Development
SUBJECT: 2020-2029 Capital Improvements Program (CIP) Goals

Board Members:

In accordance with the process of prior years, please review the prior year's goals of the Wolfeboro Capital Improvement Program shown below. Our intent is to have a preliminary discussion with the Board at the first meeting in June, amend the goals based on that discussion, and adopt the goals at the mid-June meeting. The Town Manager and I have reviewed this process and feel it is best to have a multi-meeting discussion, particularly with the critical importance of this capital planning process. We will be prepared to offer some recommendations on goal modifications at the meeting. **ITEMS IN ITALICS BELOW HAVE BEEN ADDED SUBSEQUENT TO THE JUNE 5th, 2019 MEETING.**

Suggested 2020 Amendments:

1. *To have all departments spread their projects over 10 years, and where asset management plans are available, to base project requests on them.*
2. *New capital project submissions should, whenever possible, be programmed into the 'outgoing' CIP.*
3. *To continue to try to phase large projects into smaller, more digestible pieces and give consideration of natural division points in a project and cost differences between a phased and un-phased projects.*
4. *To encourage the use of capital reserve accounts as a method to spread the cost of a project over a number of years.*
5. *To look at developing smaller projects into yearly appropriations instead of every other year for sidewalk projects.*
6. *To propose no more than one major building project per year.*
7. *To plan departmental projects based on the assumption that the Public Safety Building project is scheduled in 2022.*
8. *To maintain focus on achieving and keeping ADA compliance at all Town facilities.*
9. *To maintain funding for phased Town road infrastructure upgrades based on the Road Asset Evaluation and Management Plan.*
10. *To focus on building maintenance and repairs of Town facilities based on asset management plans whenever possible.*
11. *To base the Wolfeboro Bay Dock repairs and upgrades on the Tighe & Bond asset management plan.*
12. *To base Wolfeboro Bay Dock expansion on the Town Docks Committee's expansion design.*
13. *To consider the future re-use of the electric generation building on Lehner Street.*
14. *To evaluate the need for a new community center.*
15. *To incorporate energy considerations into ALL capital project submissions.*
16. *To prioritize projects that include funding from private and/or grant funding sources.*
17. *To promote stormwater and other infrastructure projects that protect surface and drinking water quality.*
- 14-18. *To ensure that the final Capital Improvement Program presents a sustainable long-term funding level that aligns with the Town's debt carrying capacity.*

I look forward to a preliminary discussion of these goals. Please let me know if you any questions in advance of the meeting.

Sincerely,

Matt Sullivan
Director of Planning and Development