

**Wolfeboro Board of Selectmen  
Public Meeting Minutes-Approved  
Budget Hearings  
October 10, 2018**

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

**Budget Committee Members present:** John MacDonald, Robert Tougher, Robert Loughman, Brian Black and Steve Johnson

**Staff present:** Town Manager Becky Merrow, Planning Director Matt Sullivan, Police Chief Dean Rondeau, Finance Director Deb Zabkar and Recording Secretary Michele Chamberlain

Chairman Murray opened the meeting at 6:03 PM.

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

Ms. Merrow stated a non-public session is not needed.

**Discussion with Budget Committee**

Chairman Murray stated the Board of Selectmen would like to have a discussion with the Budget Committee on the following topics: Cyanobacteria, the Public Safety Building Feasibility Study & Funding, and the Police Special Detail Revolving Fund.

**Cyanobacteria**

Chairman Murray stated this is important because the outbreak of Cyanobacteria affects our tourism. No one wants to come to a lake that has Cyanobacteria. If this happens then people don't come and people can't sell their houses. Then their assessed values go down and our taxes go up. This is exactly what happened at Mirror Lake so this issue concerns us. We need to look at what steps we are going to look for in the future to solve some of the run offs of our roads. We would like to do some drainage work this year. There is a warrant article to address water quality issues.

Mr. O'Brien stated he is not a scientist. He observed fuzzy particles in the water at Carrie Beach and according to one of our Fire fighters it was observed at Clear Water Lodges as well. Mr. O'Brien stated Dave Senecal and him took a boat ride around the lake in the area of Winter Harbor. We observed several new houses that have clear cut green grass right to the lake. He used to swim in Johnson's Cove but now it has a beautiful color sheen on the water so we don't go there anymore. He has observed many people cleaning and emptying their gas grills as well as dumping their trash into Carrie Beach. Mr. Ford has provided pictures of run off coming down Partridge Lane. On Labor Day, we were visiting Carrie Beach and WMUR pulled up to do a live feed on Cyanobacteria so we immediately left. We need to promise people that come to our Town that they will have clean water to swim in.

Mr. Senecal stated Mr. Muir reported Cyanobacteria in Winter Harbor. He is a scientist and a chemist. Mr. Muir has done a lot of research on this and explained that it comes from phosphorus. The area in question has a lot of Stormwater runoff and there is no place to filter or pick up the phosphorus to hold it. Mirror Lake did not have any Cyanobacteria this year but in past years it has been so bad that they have had to rope off their lake. We have asked Dave Ford to investigate this and there probably will be a warrant article to address the problem. On his boat ride with Mr. O'Brien he observed big culverts that ran into the lake and lawns that looked like fertilizer was being used. Mr. Muir's presentation was very articulate and he showed many photographs.

Mr. Bowers stated he felt the Town needed to lean on the State because it is a State problem. He suggested following any good practices that the Town or Lakes Region Association provided.

Mr. Harriman stated we need to look at this issue and address it. He suggested reaching out to surrounding towns and sharing information because this could affect the whole lake.

Chairman Murray read the suggestions from Dave Ford's memo for moving forward. She suggested informing and educating the public and using best management practices for our drainage. The warning came in and when asked, we were told not to close Carrie Beach but we should have closed it. The Board of Selectmen is providing the Budget Committee with the proposed Capital Reserve Account. This proposed Capital Reserve Account would be an annual appropriation for the Protection of our Lakes and Ponds, by studying and assessing watersheds and impacts on surface waters; Funding corrective actions projects, such as BMPs; and by educating all stakeholders and property owners within our watersheds. We had applied for a grant for Winter Harbor but we did not get it. The Wentworth Watershed Association has a 319 grant and they have some areas that they are working on. Chairman Murray asked if the Budget Committee had any questions for them.

Mr. Tougher questioned why the 319 grants were stopping.

Mr. Sullivan stated the 319 grants are stopping in terms of study but are still doing construction grants. Mr. Sullivan stated there has been some significant study already done on this area and the plans and maps are in his office for review. It is a \$75,000.00 request that is being proposed for a warrant article.

Mr. O'Brien questioned how it went from \$125,000.00 to \$75,000.00.

Chairman Murray stated that \$50,000.00 for the construction of the Partridge Road project will be added to the road warrant article. This is a preliminary report and the Board wanted to have a discussion with the Budget Committee.

Mr. Sullivan stated it will show up on a line in the road upgrade warrant article this year.

Mr. Black questioned if the other surrounding towns had similar issues.

Chairman Murray stated we had the right conditions this year (still, hot and sunshine). When Cyanobacteria dies it becomes toxic.

Mr. Sullivan stated this was the first advisory on Lake Winnepesaukee. Tuftonboro has seen some issues and they wanted a watershed plan to address some of the issues.

Chief Rondeau stated they have issues in Mirror Lake. He believed Winter Harbor was being flushed out by Mirror Lake.

Mr. Sullivan stated the communities around the lakes have an obligation to start to talk to each other about these issues and how they are going to remedy them.

Chairman Murray stated this does not only affect our health but our livelihood as well.

Mr. Tougher stated the Winnepesaukee Watershed Association is very informative in this area. They are trying to make this a lake wide issue. They have a lot of information on water testing. He felt the Town should reach out to them. He felt a Watershed Management Plan should be established.

Mr. MacDonald thanked the Board of Selectmen. He questioned if the \$75,000.00 would identify where the problems were coming from.

Mr. Sullivan stated part of the work has already been done and it is in his office. We have studies on the sources especially in the Partridge Drive area but it will also address other sources.

Mr. MacDonald stated he did not want the ball to be dropped and questioned why the issue was not sent out to the public.

Chairman Murray stated the State of New Hampshire told us that we did not have to post the beach so that is why the Town is going to establish its own process. We want to get the notice out to the public.

Mr. Sullivan stated a protocol is being set up for this situation if it happens again.

The Board is talking about setting up an Ad Hoc Committee.

Mr. Bowers stated the State lifted the ban in early September. There is no ban in effect today and the height began on August 15<sup>th</sup>. The wind blows in Winter Harbor 95% of the time into Carrie Beach. He suggested installing some culverts to circulate some of the water.

Chairman Murray asked for the support of the Budget Committee with dealing with this issue because it could have a long term effect on the Town.

Mr. O'Brien stated he did not hear of any other towns having issues with Cyanobacteria but Moultonborough has had some issues with E-Coli and had to close some of their beaches several times. We had one issue with E-Coli on July 7<sup>th</sup> and had to close Carrie Beach.

### **Public Safety Feasibility Study**

Chairman Murray stated we are planning to put this as a Capital Outlay Project in the Operating Budget.

Mr. MacDonald suggested that the project be cut down because \$12 Million is too much.

Mr. Senecal stated the figure was based on a project being done in 2022 and there is an inflation cost of 7% a year. Since the Master Plan is almost complete we have a list of all the properties that we own so we will be looking at all these sites. We will come up with 3 locations. There are several advantages to having the different departments together but we will be looking at all possibilities. We will be visiting Farmington to see their new station and other Public Safety Buildings around the State. We need some funding to have the architect come up with some new drawings. We are still looking at a lot of options. We agree that \$12 Million is too much.

Mr. Johnson questioned the amount of the new drawings.

Ms. Merrow stated we discussed \$40,000.00.

Mr. Johnson stated as a Capital Outlay.

Chairman Murray stated yes. She stated we need to look at as many options as we can.

Mr. Black stated the public is going to ask these questions. We need to look at this as a taxpayer. What can they afford?

Chief Rondeau stated the base figure is \$9.1 Million if we were to do this building tomorrow. He stated there would be savings if the departments were kept together because of the shared space.

Mr. Bowers stated the plan is ugly. We need to redesign it so it is a beautiful building.

Mr. Senecal stated we found out the space needs for each department so we know what we need for physical space.

Mr. MacDonald questioned the space needed.

Chief Rondeau stated the total space needs are 29,000 square feet for a joint building. He stated the Police Department needs a space to hold juvenile defenders and a space to bring multiple adult defenders. Since we do not have these spaces available when the State does inspections we fail.

Mr. Tougher stated Farmington has a similar population and work staff. We have Dispatch but they have an Alarm Service. It is a beautiful building.

Chief Rondeau stated we will be visiting the facility. They do not have a space to hold juveniles and he felt this was a mistake.

Mr. Tougher disagreed. There number was \$2.3 Million. He would like to know why there is such a big difference.

Mr. Senecal stated there are 3 types of construction, low, medium or high. They built their station at a low level construction and we are looking at a medium to high level. Their building costed about \$100 a square foot and we are looking at materials that cost \$300 a square foot. The life

expectancy of that building is a lot less than the type of construction we are looking at. There is a big difference in cost. We will be looking at their building.

Mr. Loughman questioned if the site preparation costs would be the same for different locations.

Mr. Senecal stated there would be very little difference.

Mr. Johnson questioned who would be doing the study.

Chairman Murray stated we will be using the same architect that did the first library study.

Ms. Merrow stated we will get a written agreement from Laval.

Chairman Murray questioned if the Budget Committee was in agreement with putting this in the Capital Outlay of the Operating Budget.

Mr. MacDonald asked if there was money left in either departments budgets this year.

Chief Rondeau stated no.

Mr. Senecal stated we have time because this project is not scheduled until 2022.

Mr. Tougher agreed it should be a Capital Outlay.

Chief Rondeau invited the Budget Committee to visit the Farmington Public Safety Building with them.

Mr. Tougher stated we need a 60% vote to get this to pass and a lot of taxpayers are not going to be willing to pay \$9 Million.

The Board of Selectmen agreed that the price had to be lower.

Mr. Bowers suggested having open houses and raising money through public donations.

Mr. Black stated it needs to be a reasonable presentation and all avenues need to be explored.

Mr. Senecal agreed.

### **Revolving Police Account**

Chairman Murray read Article 23 from 2006 as follows:

**Article 23:** To see if the Town will vote to establish a Police Department Special Detail Revolving Fund pursuant to RSA 31:95-h. The funds received from special details shall be allowed to accumulate from year to year, and shall not be considered part of the Town's general fund surplus. The Town Treasurer shall have custody of all the monies in the fund and shall pay out the same only upon order of the Police Commission and only for the purpose of providing police special details. No expenditure from the fund shall be made in such a way as to require the expenditure of

other town funds which have not been appropriated for such purpose. It shall be the obligation of the Police Commission and/or its Chief of Police to ensure monies are collected from special details.

Chairman Murray stated as of the 2017 audit we have an accumulation of \$64,691.00. She started last year trying to figure out what is going on in this fund. In the packet we have the hourly rate the police gave us for their details and we also included the breakdown of what is being pay for. The Board is working on two potential draft warrant articles relating to this account and we asked Ms. Zabkar for clarity to see if we should move forward with either of the articles. We wanted to make sure your understanding was the same understanding that we had on the Police Detail Account.

Ms. Zabkar stated there has been a question on why this account has been accumulating a balance. She has spoken with Chief Rondeau, the former Finance Director, the auditors and the software people pertaining to this overage. She stated the balance in the fund is under review.

Ms. Merrow felt there has been a problem with payroll from day one.

Chairman Murray stated there is a surplus. She felt the understanding was the money was to go in and then it was to come out. This was done because we did not know how much money we were going to use for detail work.

Mr. MacDonald stated he thought the money was for overtime for detail work. He questioned the Chief is this correct?

Chief Rondeau stated no. He stated he does not forecast for details. He did not forecast any of the operating costs associated for details. He did not forecast anything to do with details because it would be impossible to do.

Mr. Black stated you cannot anticipate what you will need for details. The whole idea of this Revolving Fund was to relieve the Chief of the burden of trying to anticipate what the Chief would need in his budget for outside details. The Revolving Fund was set up so the private person would pay x amount of dollars for the detail and then it was divided up to cover the cost of the officer's salary, the officer's benefits, his vehicle, the wear and tear of the vehicle and etc.

Mr. Black questioned if the article prohibits the balance of the account from being transferred to the general fund.

Chairman Murray stated no but they wanted clarity.

Mr. O'Brien stated details are unplanned revenues and unplanned expenses. Warrant Article 23 was passed in 2006 and it states money can go in and then it should go out. They should cancel each other out. The article suggests that there may be some surplus.

Chief Rondeau stated besides the payroll issue there could be a gap because of the offset to the administrator costs, fuel, maintenance, pieces and parts that were supposed to be paid back to the Police Department.

Mr. O'Brien stated the fund began with a balance. He believes the fund was set up to have the money go in and then have the money go out and it should cancel each other out. We have to make sure we understand the allocations. He questioned what the ending balance was and what they were going to do with the funds.

Chairman Murray stated the Board is proposing two warrant articles. One is to replace the 2006 Warrant Article 23 and the other is to spend the surplus as a one-time usage.

Chief Rondeau did not think the 2006 Warrant Article needed to be replaced as long as they were going to use the surplus.

Ms. Zabkar stated an audit was needed because she felt the balance might be related to NH Retirement withholding.

Chairman Murray agreed it needed to be looked at but wanted to discuss the proposed warrant article of using the surplus for a one-time usage.

Ms. Merrow felt the money should be used for Tasers.

Chairman Murray asked if the Budget Committee would support a warrant article to purchase a vehicle, Tasers, another item for the Police Department or if the money should go back into the General Fund.

Mr. MacDonald felt Tasers should be bought from Chief Rondeau's operating budget.

Mr. Tougher thought this would take some time to review and did not think it would be ready.

Chairman Murray stated if it isn't ready then it will not be presented.

Chief Rondeau stated the Tasers are listed in a Capital Request but he felt it would be a nice way to lower the tax burden if they were purchased with the surplus.

## **New Business - Budget Hearings**

### **A. Planning Department**

#### **01-41911-210 Group Health Insurance**

Chairman Murray questioned the increase of this line.

Ms. Merrow stated an employee changed their coverage from a one person plan to a two person plan.

#### **01-41911-311 Consultants**

Mr. Harriman questioned if \$1,500.00 would be enough.

Mr. Sullivan stated it should not be a problem. The reason the line was over spent was because there was a bill that came in December 2017 that was paid in January 2018.

#### **01-41911-432 Communication Maintenance**

Chairman Murray questioned if this line should be zero.

Mr. Sullivan stated he had no need for this line item.

#### **01-41911-820 Professional Development**

Mr. Sullivan stated Rob had traditionally attended the American Planners Association Conference on an annual basis but Mr. Sullivan is investigating other conferences.

### **B. Planning Board**

#### **01-41305-380 Outside Services**

Chairman Murray stated we encumbered \$13,000.00 from last year onto this line. She stated the 2018 expended to date line of \$2,145.00 is not correct.

Mr. Sullivan explained.

Chairman Murray stated this needs to be written as a note or memo in this line.

#### **01-41305-320 Legal**

Chairman Murray stated not much has been spent so far on this line.

Mr. Sullivan stated 80% of the line should be spent by the time it goes to the Budget Committee.

#### **01-41305-562 Advertising**

Mr. Sullivan stated advertising costs are going up.

#### **01-41305-820 Professional Development**

Mr. Harriman questioned why the Zoning costs were \$60 per meeting and they were listed here as \$50 per meeting.

Mr. Sullivan stated this is for new Board members to attend the NHOSI Annual Meeting and we have not had many new members so this line was not spent this year. He agreed that the line should be consistent within the two budgets so would adjust the line in Zoning.

### **C. Zoning Board**

#### **01-41304-320 Legal**

Chairman Murray questioned if \$5,000.00 would be enough. The line was only increased by \$1,000.00.

Mr. Sullivan thought the \$5,000.00 would be enough.

#### **01-41304-810 Travel & Meetings**

Chairman Murray stated this is the line that should be changed to \$150.00.

**It was moved by Chairman Murray and seconded by Paul O'Brien to change line item 01-41304-810 Travel & Meetings to \$150.00. Members voted and being none opposed, the motion passed.**

### **D. Code Enforcement**

#### **01-42400-210 Group Health Insurance**

Chairman Murray questioned if the 200 series were being level funded or did we put a percent increase in for the health insurance costs. She thought there was going to be an increase in School Care costs.

Ms. Zabkar stated it is level funded.

#### **01-42400-341 Telephone**

Mr. O'Brien questioned if this line was an allocation.

Ms. Zabkar stated this is for the telephone lines in the buildings and it also includes stipends for cellphones.

#### **01-42400-311 Consultants**

Mr. Sullivan stated the appropriation is for third party inspections as needed for large projects such as the library. It is being proposed for level funding.

#### **01-42400-430 Vehicle Maintenance**

Chairman Murray questioned the potential replacement of the vehicle in 2019. The repairs have been very cheap over the last several years. Does the car have a lot of rust?

Mr. Sullivan stated there does not seem to be a lot of rust but thought it should be something that needed to be considered in 2019 or 2020. The air-conditioning does not work.

Mr. O'Brien suggested getting the air-conditioning fixed.

Chairman Murray asked for a rust analysis to be done and taking the car to a dealership to fix the air-conditioning.

Mr. Sullivan stated it was brought to the dealership and a temporarily fix was done but it did not remedy the problem.

### **E. Brewster Building**

#### **01-41941-117 Building Maintenance P/T**

Chairman Murray questioned how Mr. Sullivan was covering weekends. Are people being allowed to use the building Friday nights, weekends and Sunday nights?

Mr. Sullivan stated yes and we have found innovative ways to set up.

#### **400 Series**

Mr. O'Brien questioned all the energy costs.

Mr. Sullivan stated there are systemic energy issues in the building and he has a lack of knowledge on how to run a facility like this. There are unique conditions when it comes to the heating and cooling of the building.

The Board discussed the energy costs in detail.

Mr. Sullivan suggested having a Facilities Manager in the future.

#### **01-41941-435 Building Maintenance**

Chairman Murray stated the Town Manager increased this line by \$5,000.00 for an energy audit.

Mr. Sullivan stated there is no insulation in the top of the bell towers.

Mr. O'Brien suggested contacting TRANE, a company that knows what they are doing. The school system used them and their energy costs went down by 10%.

Ms. Merrow was not sure that \$5,000.00 would be enough to cover this.

The Board discussed that they were unhappy with the contract with Control Technologies Maintenance.

Mr. Sullivan stated the technicians are good but the response time is not good. We do not have an adequate Asset Management Plan for this building.

Chairman Murray was very unhappy that they have not gotten anywhere on an asset management plan.

Mr. O'Brien agreed with Ms. Murray.

Chairman Murray stated this building is the center of the Town and she felt the taxpayers wanted the building taken care of. We need to maintain this facility. She stated some painting needs to be done on parts of the building.

The Board decided to put this line item on the Revisit List.

Mr. Sullivan asked for clarification.

Chairman Murray stated we need an asset management plan for this building. We have invested in asset management software that is not working.

Mr. Sullivan stated he would follow up with the Board.

### **01-41941-750 Machinery & Equipment**

Mr. Sullivan stated this line item is for the general maintenance of the Town Hall Clock. He suggested a regular cleaning of the area as well.

The Board agreed.

### **Other Business**

Ms. Merrow asked the Board to sign the revised SM1 MS-1.

**It was moved by Dave Bowers and seconded by Chairman Murray to sign the revised SM1 MS-1. Members voted and being none opposed, the motion passed.**

**It was moved by Paul O'Brien and seconded by Dave Senecal to adjourn at 8:51 PM. Members voted and being none opposed, the motion passed.**

Respectfully Submitted,  
Michele Chamberlain