

Wolfeboro Board of Selectmen  
Public Meeting Minutes-Unapproved  
February 6, 2019

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

**Staff present:** Acting Town Manager Jim Pineo, Police Captain Mark Livie, Planning Director Matt Sullivan, Public Works Director Dave Ford, Finance Director Deb Zabkar and Recording Secretary Michele Chamberlain

Chairman Murray opened the meeting at 6:30 PM.

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

Chairman Murray stated a non-public session is needed under RSA 91-A:3, II to discuss A and C.

**Consideration of Minutes**

Chairman Murray asked for approval from the Board of the January 16, 2019 Regular Meeting Minutes.

**It was moved by Dave Bowers and seconded by Brad Harriman to accept the minutes of January 16, 2019 as amended. Members voted and being none opposed, the motion passed.**

**Public Hearings**

**A. Temporary Outdoor Event Permit Applications**

**i. All Saint's Episcopal Church to host the 59th Annual Summer Fair in the church parking lot on July 20, 2019 from 9:30 AM to 1:00 PM.**

Paul Dostie, Co-Chairman of the All Saint's Church Fair, addressed the Board. He stated it is going to be our 58<sup>th</sup> year not our 59<sup>th</sup> year. We will have four tents instead of the three tents that we had last year. The fair will start at 9:30 AM this year.

Chairman Murray opened the public hearing.

Chairman Murray closed the public hearing.

**It was moved by Paul O'Brien and seconded by Dave Senecal to approve the Temporary Event Permit for the All Saint's Episcopal Church to host the 58th Annual Summer Fair in the church parking lot on July 20, 2019 from 9:30 AM to 1:00 PM. Members voted and being none opposed, the motion passed.**

**ii. First Congregational Church of Wolfeboro to host early morning service at 7:00 AM to 8:30 AM every Sunday at Cate Park from June 21st to September**

**29, 2019. First Congregation Church to host a sunrise service at Albee Beach  
April 21, 2019 from 5:30 AM to 6:30 AM.**

Meg Geoghegan, Deacon of the First Congregational Church, addressed the Board.

Chairman Murray opened the public hearing.

Chairman Murray closed the public hearing.

Chairman Murray stated these are really two events. One is the weekly church service at Cate Park and the other is the sunrise service at Albee Beach.

Paul O'Brien stated the park will still be opened to the public so there could be people walking through.

**It was moved by Brad Harriman and seconded by Paul O'Brien to approve the Temporary Event Permit for the First Congregational Church of Wolfeboro to host early morning service at 7:00 AM to 8:30 AM every Sunday at Cate Park from June 21st to September 29, 2019 and to allow the First Congregational Church to host a sunrise service at Albee Beach April 21, 2019 from 5:30 AM to 6:30 AM. Members voted and being none opposed, the motion passed.**

**iii. Request by Heather Martin to use Cate Park for a wedding ceremony on October 19, 2019 from 2:00 PM to 4:00 PM. Expected number of guests is 120 and will provide chairs if allowed.**

Chairman Murray asked if anyone was here to speak on this matter.

No one was present.

Chairman Murray stated this probably came in as a special events permit because of the 2 hour timeframe because usually weddings are pretty quick. She felt she would like to talk to someone because 120 chairs is a lot to fit in Cate Park and the park still needs to be open to the public. They did mention they were okay if the amount of chairs needed to be smaller. Chairman Murray felt 2 hours was long.

Mr. Harriman stated the ceremony was supposed to be 30 minutes so he assumed the 2 hour timeframe was for set up and break down of the chairs. He suggested speaking to the bride and groom.

Mr. O'Brien suggested booking the date and speaking with them prior to the date.

Chairman Murray stated we usually do not grant a permit for a wedding. She suggested having a conversation with them about the number of chairs. We can grant the use of Cate Park and have the Town Manager talk to them about the number of chairs and leaving the area open to the public.

The Board agreed.

**It was moved by Chairman Murray and seconded by Dave Bowers to allow Heather Martin to use Cate Park for a wedding ceremony on October 19, 2019 from 2:00 PM to 4:00 PM. Members voted and being none opposed, the motion passed.**

**iv. Governor Wentworth Arts Council to host the 10th Annual Paint Wolfeboro on August 14, 2019 (August 15th rain date) from 8:00 AM to 5:30 PM head quartered at Cate Park and also throughout various locations in downtown.**

Madelyn Albee, Member of the Governor Wentworth Arts Council, addressed the Board. She stated this will be our 10<sup>th</sup> year hosting this event.

Chairman Murray opened the public hearing.

Chairman Murray closed the public hearing.

Ms. Albee asked that the Town does not fertilize the lawn before the event.

Chairman Murray stated we will make sure this does not happen.

**It was moved by Brad Harriman and seconded by Paul O'Brien to approve the Governor Wentworth Arts Council to host the 10th Annual Paint Wolfeboro on August 14, 2019 (August 15th rain date) from 8:00 AM to 5:30 PM head quartered at Cate Park and also throughout various locations in downtown. Members voted and being none opposed, the motion passed.**

#### **Bulk Vote**

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

January 25, 2019  
February 1, 2019  
February 8, 2019

##### **B. Property Tax Abatements/Refunds**

i. Abatement/Refund #17	Tax Map 227, Lot 40
ii. Abatement/Refund #16	Tax Map 243, Lot 11
iii. Abatement/Refund #13	Tax Map 262, Lot 14
iv. Abatement/Refund #28 & 2018 #15	Tax Map 164, Lot 36

##### **C. Exemptions/Credits**

###### **Approvals:**

i. 42 Cropley Hill	Tax Map 218, Lot 127
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###### **Denials:**

ii. 41 Millwood Rd

Tax Map 218, Lot 14

iii. 16 Bassett Rd

Tax Map 202, Lot 85

#### **D. Elderly Tax Deferral Application-Poole**

Mr. Harriman asked to remove item B4 from the Bulk Vote. This amendment has some errors on the form that need to be corrected and clarified.

Chairman Murray asked to remove item D from the Bulk Vote.

**It was moved by Chairman Murray and seconded by Paul O'Brien to remove Item B4 and Item D from the Bulk Vote so they could be voted separately. Members voted and being none opposed, the motion passed.**

**It was moved by Chairman Murray and seconded by Paul O'Brien to approve the Bulk Vote minus items B4 and D. Members voted and being none opposed, the motion passed.**

#### **New Business**

##### **A. Finance Director's Monthly Revenue and Expense report**

Deb Zabkar, Finance Director, addressed the Board.  
She read the following statement:

Good evening,

I am pleased to speak with you all tonight to provide you with a brief overview of our finance state of the union. Although I have not yet been with the town for a full year, it seems like a good time to take a moment to both reflect and look forward, as the 2018 budget is behind us and we have taken on the next budget and as I have also now completed my first new budget process with the Town, marked by the completion of the deliberative session last night.

As I reflect over these past six months, I am pleased to share with you the many positive accomplishments we have enjoyed in the finance department and it is in no small part, thanks to the great efforts of our various department heads and support staff.

My initial task, as a new department head was to get to know the department, personnel and practices so that I could identify the areas of greatest success and build upon those. I certainly have seen many areas in which the Town and more particularly in which the finance department has managed the business of the people well.

For example, although we did see some isolated budget overruns here and there for the 2018 budget; (you will find those detailed in your packets) overall, most department heads not only came within their budgets, but managed to come in under budget in some cases. This kind of fiscal responsibility was a pleasure to see. More, the areas in which we come in at or below budget served to make up for any overspending elsewhere so it was a real team effort. Of course the Finance Department is still crossing its T's and dotting its I's as we work our way through the final few residual invoices for 2018, and where the yearend review process is underway and we still have the

annual audit to complete, there may still be a few adjustments to our final figures, but... That being said, we should not be more than 100% expended overall. The expended to date totals are as follows;

General Fund: 97.665%

Water Fund: 95.638%

Electric Fund: 97.726%

Sewer Fund: 99.331%

Pop Whalen Fund: 102.642%

Overall Expended to date: 97.710%

Another notable accomplishment was demonstrated in last night's deliberative session, which represents an incredible and my first completed budget process with the town. What a great opportunity it has been to work with the Town Manager, the Department Heads, the Board of Selectmen and also the Budget Committee to come together and present the 2019 budget to the voters.

I've benefited from the passion and commitment of so many people and offer my thanks and praise for the dedication these volunteers and employees have demonstrated. This year in Wolfeboro has been marked with some changes in personnel including a new Town Manager, a new Finance Director, and a new Finance Associate. For my part, there are 3 employees in the Finance Department, and that means 2/3rds of the Finance Department was starting fresh, all at the same time, right at the beginning of budget season. It was a challenge to be sure, but one to which we rose up.

I would like to commend the staff for the excellent job they have done in the face of a large volume of work.

Our Finance Department employees have worked hard to get to know the current software and accounting systems that have been in use and they have certainly benefitted in a myriad of ways from the efforts of those before us. At the same time, with so much new blood, we gain differing perspectives and fresh ideas that I feel confident will bring even greater fiscal responsibility and security to the citizens of Wolfeboro. As a team, we have identified some areas of opportunity for making small, but important improvements and look forward to next year's budget process when we can implement some of these changes with an aim toward even greater stability and accountability. These include;

1. Revamping the Purchase Order (P/O) system. This started earlier in 2018 with a change in the procurement policy which raised the threshold for P/O from \$250 to \$1,000. We also continued to review and identify both processes and software discrepancies that we are currently working on in order to move towards a more accurate and efficient system. The review of the P/O system also lead us to take a look at how we handle the spending of older money, particularly related to Warrant Articles and capital projects.
2. We also began the process of officially creating a policy for Capital Reserve spending to provide increased transparency for the voters and also to move towards better aligning ourselves with the New Hampshire Department of Revenue standards and guidelines.
3. We have been reviewing our payroll system and employee files and where necessary we are taking steps to ensure that corrections are being made along the way. We will be proactive and transparent with respect to any corrections that we feel are necessary. More, as in all of

our adjustments to practice, we will continue to be careful to maintain compliance with the NH Department of Labor and also the New Hampshire Retirement System (NHRS).

4. Finally, as we continue to move through a review of the financial software and practices as a whole, we are hoping to do some reorganization in the Finance Department to set up much-needed succession planning in order to ensure continuity and minimize the “learning curve” during future transitions.

In closing, I would like to say “Thank You” to the Town of Wolfeboro for allowing me the opportunity to serve as the finance Director over the past 6 months. I recognize and appreciate the trust that has been placed in me and with the work we have accomplished to date, I hope you find it was well placed.

Chairman Murray thanked Ms. Zabkar for her report and getting the Town through 2018 and starting the Town out in 2019. We will work with you to move forward.

Mr. O’Brien thanked Ms. Zabkar.

### **B. Cate Park Wedding Request September 28, 2019**

Chairman Murray asked if Jessica Nason was here to discuss her request to hold a wedding ceremony at Cate Park on September 28, 2019.

Ms. Nason was not present.

Chairman Murray suggested excepting the date and have the Town Manager’s office get the details from Ms. Nason.

Chairman Murray suggested that the Board should write up a policy on how to use Cate Park.

Mr. O’Brien stated Ms. Nason needs to understand that Cate Park will still be open to the public.

**It was moved by Paul O’Brien and seconded by Dave Senecal to approve Jessica Nason’s request to use Cate Park for her wedding ceremony on September 28, 2019 at 3:00 PM. The Town Manager will discuss the particulars and limitations with Ms. Nason. Members voted and being none opposed, the motion passed.**

### **C. 2019 Hawkers and Peddlers Permits**

Chairman Murray stated we are tabling this item because it was not noticed. We have three people coming back so they automatically get their spots. There is one space opened at location number 4 which is in front of Cate Park. We will notice it and then set a new date.

**It was moved by Dave Bowers and seconded by Brad Harriman to table the 2019 Hawkers and Peddlers Permits. Members voted and being none opposed, the motion passed.**

### **D. 2019 Boat Agent Agreement**



A representative from Goodhue and Hawkins was not present but the Board decided to approve it since it is the same as last year.

**It was moved by Dave Senecal and seconded by Paul O'Brien to approve the 2019 Boat Agent Agreement with Goodhue and Hawkins. Members voted and being none opposed, the motion passed.**

#### **E. Commercial Vessel Landing permit for the Mille B and Winnepesaukee Flagship Corporation**

Martha Cummings, Executive Director of the NH Boat Museum, addressed the Board. There are no changes from our permit application from last year.

Chairman Murray stated your insurance will expire before the event so an updated copy will be required.

Ms. Cummings stated we will be open weekends from Memorial Day until June 21. We are open 7 days a week from June 22 until Labor Day weekend. Then we will be open for weekends from Labor Day until Columbus Day. We offer private parties.

Mr. Bowers questioned the price of tickets.

Ms. Cummings stated the cost of a ticket is \$25 but we offer discounts.

**It was moved by Dave Bowers and seconded by Dave Senecal to approve the Commercial Vessel Landing permit for the Millie B. Members voted and being none opposed, the motion passed.**

Christopher Simmons, One of the owners of the Mount Washington, addressed the Board. He thanked the Town of Wolfeboro for their long standing relationship and stated we are looking forward to introducing thousands of tourists to the beautiful Town of Wolfeboro.

Chairman Murray stated an updated insurance certificate is needed. She questioned if the times the Mount Washington was coming into Town was the same.

Mr. Simmons stated the times are the same.

**It was moved by Dave Bowers and seconded by Paul O'Brien to approve the Commercial Vessel Landing permit for the Winnepesaukee Flagship Corporation for the MS Mount Washington for the coming year. Members voted and being none opposed, the motion passed.**

#### **F. NH DES grant for Milfoil Control.**

Susan Goodwin, Chairman of the Milfoil Control Committee, addressed the Board. She stated this is the grant we get every year from NH DES. The grant is for \$5,991.00.

Chairman Murray stated a motion will be needed for the Acting Town Manager to sign the agreement.

**It was moved by Chairman Murray and seconded by Paul O'Brien to accept the contract for the Milfoil Control from NH DES. Members voted and being none opposed, the motion passed.**

**It was moved by Chairman Murray and seconded by Dave Bowers to authorize James Pineo, the Acting Town Manager to execute any documents that may be necessary for the grant agreement. Members voted and being none opposed, the motion passed.**

#### **G. Clark Road sewer extension.**

Randy Walker, Attorney for three property owners, addressed the Board. He stated the property owners are asking to extend the sewer line on Clark Road. The sewer line currently stops at Greenleaf Drive. It is about one thousand feet short from the three property owner's lots. They would like to have the Town extend the sewer line down to their three properties which are all currently under construction. They propose to pay 100% of the costs for the extension. This is not a publically financed project. They propose to pay roughly between \$150,000.00 - \$200,000.00. These three petitioners all have alternative arrangements. They all have State approved septic designs with septic systems on their property. They would like to occupy these properties in three to six months. They have two choices either to tie into the Town line or build their own septic systems. They would prefer to tie into the Town line. All of the design work has been done. We have meet with Matt Sullivan, Dave Ford and the two Town Managers to get input before coming to see the Board of Selectmen this evening. There were some suggestions which have been corporated into the petition. Mr. Walker read the nine conditions of the petition. (See attached sheet)

Mr. Walker stated they would like to have a public hearing in two weeks to get abutter input. We will make another presentation. We are hopeful that the Board of Selectmen will approve the petition so the project can move forward.

Chairman Murray stated we have everything in our packets. We have a draft of the ordinance. The Town has made a commitment to get properties around the lake on the sewer system. She felt it was a good idea. She is on the committee working with Cyanobacteria so she is in support of the Town moving forward.

Mr. Harriman stated he was in favor of the idea but questioned the hookup fees. He asked Mr. Ford if the gentleman that extended the line out on Sewer Road was waived the fees.

Mr. Ford stated the conditions were the same. The connection fee was waived for his property.

**It was moved by Chairman Murray and seconded by Dave Bowers to schedule a public hearing of the Board of Selectmen for February 20, 2019 at 6:35 PM in the Great Hall at the Wolfeboro Town Hall to consider approval of a private extension of the Clark Road sewer line from Greenleaf Drive to Lewando Lane with direct notice to provide to all the affected parties. Members voted and being none opposed, the motion passed.**

#### **Old Business**

Chairman Murray stated she wanted to remind everyone that voting will take place on March 12<sup>th</sup> from 8:00 AM to 7:00 PM at the Great Hall.



## **Other Business**

Chairman Murray stated the Board needs to set a date to hold a short meeting to address one or two Conservation Easements. She suggested Tuesday, February 12<sup>th</sup> at 6:30 PM at the Great Hall.

The Board agreed.

## **Town Manager's Report**

Mr. Pineo stated he would like to echo what the Finance Director stated tonight. The Department Heads over the past month have really worked diligently and have made his transition as Acting Town Manager a pleasant one. They are really working hard to provide the citizens of Wolfeboro a great service. Mr. Ford and Mr. Sullivan have worked very hard with Randy Walker and the property owners to address the extension of the sewer line for Clark Road. We are continuing to move forward.

Chairman Murray stated she forgot to mention that the Chamber of Commerce will hold the Candidates' Night on March 4<sup>th</sup> from 5:30 PM to 7:00 PM at the Great Hall at Town Hall.

## **Committee Reports**

Mr. O'Brien stated he has been visiting with the Police Commission. A new sergeant was sworn in last week. He participated in a meeting on the extension of the sewer line on Clark Road and felt it was being handled in a very professional manner. The Energy Committee is starting a work plan. He spent some time with the Parks and Recreation Department talking about some volunteers that would like to donate some of their time to do some landscaping at Cate Park. He attended the Cyanobacteria Committee Meeting. He stated he felt that the people that work for the Town of Wolfeboro work extremely hard for the Town. He is pleased and proud to be a Selectman for this Town.

Mr. Senecal stated he attended a ZBA Meeting, a retirement party for Anne Marble and the Deliberative Session.

Mr. Harriman attended the Deliberative Session, a few Libby Museum Building Meetings and a Master Plan Infrastructure Meeting. He will be attending a Hazard Mitigation Meeting on Friday.

Chairman Murray stated she attended and gave a presentation at the Economic Development Business Retention and Expansion Report to the public on January 31, 2019. There were about 25 people in attendance and each sub-committee reported on how they had worked on their goal. It was taped so it is available on Wolfeboro Community TV. She attended a meeting with Congressman Chris Pappas at the Wedco office to meet with some people in Town to offer his assistance. We talked about Route 28 funding and we hoped that the feds will not cut that because the funding will cover the rebuild of Route 28. We talked about Broadband Telecommuting and the lack of reliable cell service in Town. We talked about the need for water quality and our issue with Cyanobacteria. She attended the Infrastructure and Transportation subcommittee meeting of the Master Plan, a Libby Museum Meeting and a Cyanobacteria Committee Meeting. She read the mission statement of the Cyanobacteria Committee to the public.

Mr. Bowers attended the Deliberative Session. He continues to help a number of people on Wolfeboro History. He sent some pictures of Historic places to Maggie Stier and is thinking about how these places should be marked. He spent a day in Concord with Mark Puffer on a mediation matter. The two parties came to an amicable conclusion.

### **Questions from the Press**

None

### **Public Input**

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

None

**It was moved by Dave Bowers and seconded by Paul O'Brien to enter into non-public session under RSA 91:3 II (a and c). Roll call vote, Chairman Murray – yes, Dave Senecal – yes, Dave Bowers – yes, Brad Harriman - yes and Paul O'Brien – yes. Being none opposed, the motion passed.**

The Board re-entered public session at 8:35 PM.

**Paul O'Brien moved the Wolfeboro Board of Selectmen to seal the minutes of the February 6, 2019 non-public meeting. Dave Bowers seconded. Roll call vote, Chairman Murray – yes, Dave Bowers – yes, Dave Senecal – yes, Brad Harriman – yes and Paul O'Brien – yes. Being none opposed, the motion passed**

**It was moved by Dave Senecal and seconded by Paul O'Brien to adjourn at 8:36 PM. Members voted and being none opposed, the motion passed.**

Respectfully Submitted,  
Michele Chamberlain

## PETITION TO EXTEND CLARK ROAD SEWER LINE

Robert J. Conrad and Helen L. Conrad, Christopher R. Peterson, Trustee of the Christopher R. Peterson Revocable Trust, and Rockwell J. Cleborne, Trustee of the Rockwell J. Cleborne Trust, hereby petition the Board of Selectmen to conditionally approve their request to extend the existing Clark Road sewer line to Tax Map 242, Lot 8 (Conrad lot) in the late spring or early summer of 2019 subject to the following conditions:

### CONDITIONS:

1. **Cost:** All costs shall be paid for by the three above property owners.
2. **DES Approval:** The design and construction specifications shall be approved by the DES and a DES permit shall be obtained prior to the commencement of construction.
3. **Town Approval:** The design and construction specifications shall be approved by the Sewer and Public Works Departments and any and all necessary permits therefore shall be obtained prior to the commencement of construction. The sewer line shall be of a sufficient size to handle potential future expansion.
4. **Connection Stubs:** Connection stubs shall be provided to all lots with primary structures within 100 feet of the sewer line.
5. **Inspections:** Progress inspections will be completed by the contractor with reports to be provided on a weekly basis with Town inspections as required.
6. **As Built Plans:** Upon completion of construction "As Built" plans generated by Norway Plains Survey shall be delivered to the Town.
7. **Pavement:** Upon completion of construction the affected strip shall be paved, and during the summer of 2020, the entire affected portion of the road shall be restored to its original condition with funds therefore to be deposited into an escrow account or into an account designated by the Town.
8. **Connections:** Upon completion of construction the three above owners shall be permitted to tie into and use said sewer line.
9. **Hook Up Fees:** The three above property owners shall be exempt from paying the standard hook up fee.