

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
COVID-19 Meeting- GoToMeeting
April 1, 2020

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

Board Members absent: Chairman Dave Senecal

Staff present: Town Manager Jim Pineo, Planning Director Matt Sullivan, Police Chief Dean Rondeau, Finance Director Troy Neff and Recording Secretary Michele Chamberlain

Vice Chairman Harriman opened the GoToMeeting at 6:32 PM.

Mr. Pineo stated we are having our first virtual meeting. He read the following Preamble into the record:

MEETING PREAMBLE DURING COVID-19 EMERGENCY

Good Evening, as Chairman of the Wolfeboro Board of Selectmen, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be

disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

The Board Members gave a Roll call vote, Brad Harriman – present and alone in the room in his house, Dave Bowers present and alone in the room in his house, Linda Murray – present and alone in a room in her house on Brackett Road and Paul O'Brien –present and alone in the room in his house.

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

Mr. Pineo stated based on the method we are using at this time a non-public session is not needed.

Consideration of Minutes

Vice Chairman Harriman asked for approval from the Board of the March 4, 2020 Regular Meeting Minutes.

It was moved by Dave Bowers and seconded by Linda Murray to accept the minutes of March 4, 2020 as amended. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes and Paul O'Brien - yes. Being none opposed, the motion passed.

Public Hearings

Vice Chairman Harriman stated there are no public hearings for tonight.

Bulk Vote

A. Weekly Manifests

- i. March 6, 2020
- ii. March 13, 2020
- iii. March 20, 2020
- iv. March 27, 2020

B. Intent to Cut Wood or Timber

Mr. Pineo asked for the Bulk Vote to be tabled. We have some work to do on the Intent to Cut request.

It was moved by Linda Murray and seconded by Paul O'Brien to table the Bulk Vote Item B. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes and Paul O'Brien - yes. Being none opposed, the motion passed.

Board Appointments

Mr. Pineo stated Ms. Capone-Muccio will be reaching out to Board Members about the current positions each member is in. We usually do this in the first meeting in April because Board members are advised at the second meeting in March but that meeting did not take place. The intent is that Board Members will receive the list showing where they are currently appointed and at the next meeting the new appointments will be made.

New Business

A. Emergency Management – Status Report

Mr. Pineo stated in September of 2018 we adopted the new Wolfeboro Emergency Management Operations Plan. This plan included a variety of plans for different emergencies the Town may face. In the section under Hazards there is a section addressing pandemics. The pandemic is very threatening to our community and we are all getting to realize the threat that this has to the community, county and to the world that we live. The Emergency Management team has done an amazing job putting together this plan. The Emergency Management team is in constant contact with the State of New Hampshire and the State of New Hampshire is in contact with the Federal Government. Norman Skantze is the Fire Chief and the Emergency Management Director.

Norman Skantze, Fire Chief and Emergency Management Director, addressed the Board. He invited all the ICS (Incident Command Safety) members to join the meeting. He stated he is the new Fire Chief and he joined the Town on November 28, 2020. Tonight the Board of Selectmen asked us to assemble the Incident Management Team. There are twenty town employees that serve as part of the towns command, general and emergency staff. We have been in place now for about 3 weeks with a partial emergencies operation center activation. Our Town Emergency Plan describes how we would have an activation with the State declaring the emergency, the Federal Government declaring the emergency or the Board of Selectmen declaring a local emergency. We put the team together and the Emergency Management Center is up and running. We have been meeting twice a week collectively and we have been meeting singularly as tasks are required between. There has been a lot of time absorbed with the COVID-19 problem. The Command Staff is made up of areas that were described in our Emergency Management Plan as the Town Manager described previously. We are operating under the RSA-P:37, Homeland Security and Emergency Management statute. The statute provides the Governor of the State to declare the emergency and the

Director of Homeland Security is authorized to cooperate with the Federal Government and Towns. This is exactly what is happening. Our objectives are to monitor the impact of COVID-19 relative to the Town and if things progress and become more difficult for the community that we would be prepared and a plan would be in place. The Town is still running under the management of the Town Manager and Board of Selectmen. The ICS team is only addressing the COVID-19 situation. The rest of the Town is functioning as it always does. We are getting the full cooperation of everyone and the Board of Selectmen have been very supportive. We are in constant contact with the State EOC and are working very closely with the Kingswood Regional School District, Brewster Academy, Stewart's Ambulance and Huggins Hospital. Schelley Rondeau is our Health & Medical Leader. She is the Town's Health Officer. Her role is to take care of all things in health relative to the community.

Schelley Rondeau was having technical difficulties trying to log into the meeting so Matt Sullivan was trying to help her resolve these issues.

Chief Skantze stated James Pineo, Town Manager is the Public Information Officer.

Mr. Pineo stated the citizens need to understand as the Public Information Officer his responsibility is to filter information so it is available to Chief Skantze so it is available for release to the community. It gives us continuity in messaging to our citizens. We are working hard on delivering a series of messages. We will be doing a series of 90 second radio information segments. We give operational updates on Fridays regarding Town Departments and Town operations. This information is available on the Town website and we have created a Facebook Page under the Town Manager where the information is posted as well. There is a lot of information available but our focus is to give citizens local information. We have received positive feedback and the Incident Management System was developed so this information could be given to our citizens so the citizens can understand what is going on.

Chief Skantze stated Matt Sullivan is serving as the Liaison Officer for the Incident Management Team. His purpose is to interact with the different agencies that the Town using both in our normal operations as well as during the emergency operation. This way one person is in charge of all the different agencies.

Matt Sullivan stated he has engaged with a lot of institutional agencies within the community. Brewster Academy, 68 Hours of Hunger and Life Ministries Food Pantry are providing critical needs to the community. These agencies could be impacted by this pandemic. The agencies will be providing updates about their services and any changes that will take place within their organizations. He visited a few of the organizations this past week. Life Ministries Food Pantry are providing meals to people outside with volunteers wearing masks. It is amazing to see how these organizations have adapted to these changes within our community. Mr. Sullivan will be providing weekly updates to the EOC.

Chief Skantze stated the Town has been very proactive in getting this system in place. We are doing a great job trying to stay ahead of this pandemic. Thomas Zotti is the Planning Section Chief of the Command/General Staff.

Thomas Zotti addressed the Board. He stated his primary role is to take the objectives set by the Commander (Chief Skantze) and work on an incident action plan. A set of instructions for the next operational period because we are trying to look ahead so we can meet our needs. In the last few days our primary objective was to secure more personal protective equipment for our first responders. We did have some degree of success because we were able to obtain a number of I-90 masks and some disposable gowns. He stated he has been working closely with Captain Mark Livie and Janet Williamson from Huggins Hospital to secure and be ready to open an alternative care facility. This facility would be used to address a surge should we have a number of patients that exceed the hospital's capacity. We have identified the site and continue to work on this so if the need arises that it can be set up quickly. He has been in contact with the State Level EOC and is available if citizens have any concerns.

Schellee Rondeau stated she is the Town's Health Officer and a pediatric nurse for Central New Hampshire VNA. She is working closely with the Emergency Management Officer and the Department of Health and Human Services. We are checking on what is happening locally and what is happening around us because that will affect us. She has been educating the public and stresses the importance of social distancing and good hand washing. We all need to be doing this all the time now. She is watching for any changes within Huggins Hospital on a daily basis. Central New Hampshire VNA is still seeing clients and providing services. We will continue to do so during this pandemic. She stated the best way to reach her is through Central Dispatch.

Chief Skantze stated Janet Williamson is the Emergency Management Support Leader from Huggins Hospital.

Chief Rondeau addressed the Board. He stated he is the Operations Section Chief of the Command/General Staff. Our plan was developed with the Town and Huggins Hospital. We are providing support to Huggins Hospital should they experience a surge of patients relative to COVID-19. We have one alternative care site identified should we need to address over flow. We are in the process of working with Huggins Hospital and the Carroll County Coalition of Public Health to get the needed supplies and equipment. We are establishing a timeline on which we will execute a setup of an ACS. The Town of Wolfeboro is in very good shape and we are not close to needing an alternative care site for a surge. We are keeping a close eye on the hospital and the communities surrounding us to determine what is going to happen.

Chief Skantze stated Captain Mark Livie is the Logistics Section Chief of the Command/General Staff. He is responsible for the logistic for whoever we are working with in this community. If there are items that are needed from the State or private companies he will be providing the support.

Captain Livie addressed the Board. He stated he is the resource guy. There are all different sections medical, communications, food, supplies, facilities and the ground support. He provides the support so everyone can perform their jobs.

Chief Skantze stated Troy Neff, Finance Director is the Finance/Administration Director of the Command/General Staff. He works closely with ESF Leaders to make sure if we are in line to get any grants that they are doing the proper documentation needed so when federal and state funding is available we will be in the front.

Troy Neff stated he will be ensuring that all departments and staff have the funds to purchase the supplies that they need to service the public. He is continuing to monitor the Town's cash flow to make sure we are well supported and that the departments can services the public without disruption. Currently our cash flow remains strong and he is in daily contact with the Town Treasurer to make sure that all balances are appropriate. We are looking at different strategies to make sure we are sustainable. We are making sure all the documentation is in place so we can be reimbursed or so the Town can receive assistance from the federal government so we can combat this pandemic.

Chief Skantze stated the Town is in good hands because the staff have been working diligently. The public is doing a good job as well. We recognize that this is not a fun time for anyone. It seems like people are staying home and doing what is expected and it is appreciated. This is what will help end this pandemic in a shorter period of time. If anyone has any questions staff members are available on their normal phone lines. If there is something relevant to COVID-19 this will be through Central Dispatch. Please see the normal emergency numbers through Central Dispatch.

Janet Williamson addressed the Board. She stated sorry she had technical difficulties. She is the Emergency Support Leader from Huggins Hospital. On March 13th the hospital started to prepare for this pandemic. Our biggest priority is the safety for staff and patients. We have limited non-essential services at this time so we are not exposing staff unnecessarily. We are repurposing some of our staff and working on PPE acquisition. Our biggest plan is the surge plan for the hospital. We are a critical access hospital but in cases like this we need to expand our capacity levels. We have expanded the hospital to hold 39 beds and we are working on the alternate care site so we can expand even further. We are seeing respiratory patients in a separate area so that we are practicing social distancing and keeping people safe. We are working on testing for Wolfeboro and will continue to work with the EOC. She thanked the community for the tremendous amount of donations because it has been a huge help. She stated with all the preparation Wolfeboro and Huggins Hospital has done she thinks we should be able to hold our own through this.

Chief Skantze stated this is the end of our report.

Vice Chairman Harriman stated he appreciates all the hard work everyone has been doing and he thanked everyone.

Mr. Pineo stated the Emergency Management Team has been a pleasure to work with and he thanked everyone for their support. He felt the community could rest a little easier at night knowing there is someone on call 24/7 handling this situation. The Emergency Management Team and the Command/General Staff are both meeting weekly. We are asking a lot of hard questions and hope the citizens are doing the things that are being recommended such as social distancing, good personal hygiene and hand washing. Let's get through this pandemic as a community for the betterment of humanity.

B. Update from Tax Collector on Tax Lien Notices

Mr. Pineo stated he has been in constant contact with the Tax Collector's office. The Tax Collector's Office, Town Clerk Office and the Finance Office are all looking closely at revenues. We are looking at expenses on a daily basis to see how we are doing. Two items have come up relating to the Tax Collector's Office, water/sewer rate increase and tax lien. The problem with delaying the tax lien process in Wolfeboro has to do with software. The current year (2019) needs to be closed out before the new year (2020) can successfully be opened. We are working with people if they are having difficulty in paying their bills so please reach out to the Tax Collector's Office. We need to send out the tax bills. Postponement of the lien could in turn cause a delay with the first installment bill issue. We want to be able to send out the tax liens but would like the ability to work with citizens if they are having a difficult time financially. We do not know what will be coming down from the State in the coming days and weeks in accordance with Emergency Management relief. We need some guidance from the Board of Selectmen and we are asking for permission to put the tax liens out but we would like to attach the letter. (See attachment)

Ms. Murray stated the letter from the Tax Collector was clear. We need to close one year so we can get into the next year. We need to do it in a timely fashion. She is fine with sending the letter to explain why we have to continue with the tax liens. She hopes the Governor will come through with something to help.

Mr. O'Brien agreed.

Mr. Harriman agreed. It is an unfortunate but needs to be done.

It was moved by Linda Murray and seconded by Dave Bowers to send out the notice as soon as possible to lien the property and have it executed by May 15th and send a letter acknowledging the hard times. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes and Paul O'Brien - yes. Being none opposed, the motion passed.

C. Proposal to postpone Water Rate Increase

Mr. Pineo stated water/sewer rates were supposed to have an increase at this time. We are trying to be considerate to our citizens so we do not think now is the time. The asset management plan is a long term problem so postponing these rate increases for one quarter is a good thing to do. It is the right thing to do. It is a short term fix to a long term problem.

Linda Murray questioned if they could look at July and then at the next quarter so we can get a feeling of the economic hit to this community.

Mr. Pineo agreed. If COVID-19 burns out in a the next few weeks then we will probably be in good shape but if it continues for months then we may want to revisit this in the next quarter.

Mr. O'Brien suggested that Mr. Ford and Mr. Neff compile a spreadsheet that answers Ms. Murray's question. We are not adding a lot of new customers in the water/sewer users. We need to know the toggle between the rate increase now and the rate increase later on the operations of the business. Mr. O'Brien agreed the rates needed to be postponed. We need one sheet of paper saying what we need to do and show what it is going to cost us to do it.

Ms. Murray agreed with Mr. O'Brien. We need the financial statement to know what it is costing us. It was a 2 ½ % increase. It was not a large increase. We need to show what happens if we don't have the increases for the next several quarters. We need to show the impact on each quarter. She stated she was comfortable with not having the increases for the first quarter.

Mr. O'Brien agreed.

Mr. Harriman agreed.

Mr. Pineo stated they will put together some matrixes showing what it will look like moving forward. We will do it for this quarter and future quarters if this extends out for some time.

It was moved by Linda Murray and seconded by Paul O'Brien to postpone the water/sewer rate increase that was supposed to take place on March 31, 2020 until the July bills. Roll call vote Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes and Paul O'Brien - yes. Being none opposed, the motion passed.

D. Municipal Electric Capital Update Status Report

Barry Muccio, MED Director, addressed the Board. He stated the Electric Department's 3.675 million dollar conversion project is coming along well. The first part completed is the engineering of the new substation down at the Glendon Street Parking Lot. The design and equipment has been awarded. The contract has not been signed yet but it should happen as soon as tomorrow. The bid opening for the distribution of North Main Street and Forest Road has been delayed for a week due to coronavirus supplier pricing delays. We will be opening up the bid for that tomorrow and all of the transformers for that phase have been ordered. The third phase on North Main Street beyond Forest Road is on a holding pattern until we find out the results of the bid. We may need to cut back on the scope of this to be able to handle some of the financial costs. At this point we have spent \$202,195.50 and have awarded contracts at \$1,564,100.76. We are in pretty good shape. We hope to get some work done this summer.

E. Finance – February Revenue/Expenditure Report

Troy Neff, Finance Director, addressed the Board. The initial percentages expended-to-date as of the end of February 2020 are as follows: the General Fund is at 16.483%, the Water Fund is at 6.807%, the Electric Fund is at 22.771%, the Sewer Fund is at 49.340%, the Pop Whalen Fund is at 15.412% and the overall expended-to-date is at 19.581%. The General Fund collected \$328,717 in February compared to \$492,504 in 2019. The driver is in 2019 we had \$101,397 in miscellaneous donations plus an additional \$16,957 in Capital projects investment interest. Overall, the General Fund income is out placing 2019 by \$64,358 or 8.332%. The Water Fund collected \$102,544 in February compared with \$109,546 in 2019. The Sewer fund is over 2019 levels by \$84,255.57 or 29.227% this is the result of collecting \$90,173 more in State Wastewater SAG Grants in 2020. Pop Whalen collected in February \$37,767.31 compared to \$22,285.66. The report balance in 2019 shows a negative balance for income. This was readjusted and added in back in March of 2019. When you adjust to having all the income in the correct periods Pop Whalen is \$10,983.40 ahead of 2019 YTD levels or 33.594%.

Barry Muccio, MED Director, addressed the Board. He stated he looked at the Electric Funds Revenues and Expenditures over this week and there are a couple of factors that stand out from February 2020 compared to February 2019. We had 400,000 less kilowatt hours this February due to the weather. It has been a mild February this year. This probably contributes to the difference of \$60,000.00. The other factor is that in February 2019 we did not have RGIS Rebates going on and we are doing that right now.

Mr. O'Brien questioned the amount of the RGIS Rebates.

Mr. Muccio stated it was about \$30,000.00 for the month of February.

Mr. Neff stated if we take into account both factors (\$90,000.00) then we are running with a more even level with February 2019. The total revenue amount for February 2020 was \$1,637,179.50.

Mr. Neff stated because of the COVID-19 the audit by Roberts & Greene has been postponed. We are looking for a June or July date with having the audit being completed by September. We posted for the IT position and we had 2 applicants so we will be scheduling meetings using GoToMeeting for interviews shortly.

F. 2020 Capital Projects

Mr. Pineo stated it is prudent that we look at the 2020 projects going forward. If the COVID-19 burns out quickly then we probably will not see any issue but if it lasts for a while then we will have to make some adjustments to the way we are going to conduct business as a community. It is critically important that we make decisions although it does not have to be tonight but we need to be thinking of them for the near future relative for the work that is supposed to get done in Town. We are sharpening our pencils within the

various departments to look at ways that we may be able to continue our budgets going forward if this COVID-19 virus gets worse. He would like some input and advice from the Board.

Mr. Harriman stated if most of the projects are ready on paper so that when this virus breaks we can move fairly quickly. If we could get bids done so we are ready to go this would help speed up the process for this summer.

Mr. Bowers requested an update from Dave Ford at the next meeting.

Mr. Pineo stated Mr. Ford is scheduled to be at the next Board of Selectmen meeting with a Capital Projects Update. He has some good news about projects that they have been working on. We are continuing to tee up the projects but we may be on a short leash so we will not be able to execute some of the projects.

Mr. O'Brien stated we need to keep people safe. He stated we need to put the projects in three buckets. Projects that need to be completed. Projects that we should do. Projects that we will do later. There are things that we have to get done as long as we are not putting anyone in deep harm or safety issues. The Governor has provided some flexibility in how we do bids.

Ms. Murray stated she agreed with Mr. O'Brien. We need to sort projects into categories so we have a plan. We need a plan to move forward with our projects. She stated we need to look at the work that is not financial that we need to get done. We have an issue with the Albee Beach access and the warrant articles on the beaches. We need to start to get a work plan to get these items on the agendas moving forward. The community will feel better knowing that we are moving forward and taking care of the projects that need to be done.

Vice Chairman Harriman stated it sounds like we have a plan for moving forward and how we are going to address these projects during this crisis and after.

Mr. Pineo stated he agreed with the Board. We had started to work on a lot of these projects and then COVID-19 hit and they were put on the back burner. We meet about the beaches before the virus hit and he stated he anticipates they will be able to have some virtual meetings within the next couple of weeks so they continue discussing.

Mr. O'Brien stated we have a warrant article that talks about our beaches. We need to discuss this. Ms. Murray may have been referring to this when she discussed working on items not related to capital stuff. We need to continue doing stuff because we are going to get back to normal at some point. Hopefully it will be sooner rather than later.

G. Reorganization of the Board of Selectmen

Vice Chairman suggested waiting to do this until the next meeting. Mr. Senecal is not present and it might be difficult in this format.

Mr. Bowers agreed.

Ms. Murray stated she did not want to wait too long. She agreed Mr. Senecal should be present. We usually have had the process of moving the Vice Chairman up to become the Chairman and then choosing a Vice Chairman. She felt this process could be completed in this format but agreed everyone should be present.

Vice Chairman Harriman agreed.

Mr. O'Brien stated it was fine.

Vice Chairman Harriman stated we will put it on the next agenda.

Other Business

None

Committee Reports

Linda Murray stated she attended a video conference Right to Know workshop with New Hampshire Municipal Association. It reviewed the right to know law and then it talked about the changes that were made by the Governor in Order #12 related to the COVID-19. She stated she was pleased after the workshop that the documents the Town had put together had meet those requirements. We were well prepared and we had a video conferencing and a designated telephone line. She listened to the two Emergency Operation meetings that happen each Wednesday.

Paul O'Brien stated he attended a Zoom meeting with Linda Murray and Warren Muir. We had a conversation on how to move forward with the Wolfeboro Water's Committee. The Wolfeboro Water's website can be accessed through the Town Hall website, wolfeborowaters.com or wolfeborowaters.org. He thanked Mr. Bowers for the beautiful photography that he provided for the website. The website will be updated daily. He talked to Atlantic Broadband yesterday and they are opening up services for people that are home schooling their children. The internet traffic is up by 40%. He has talked with Verizon and T-Mobile. He attended two of the Emergency Management meetings.

Dave Bowers stated he did not have any meetings but he has been working on the history of Wolfeboro incorporation with Mark Lush. We are documenting places around Wolfeboro like Gilmanton Ironworks and Rollins Park. He is working with the Historical Society on this project.

Brad Harriman stated we all attended Election Day in March and a Friends of the Libby Meeting the next day.

Town Manager's Report

Mr. Pineo stated the following:

Since the Governor has declared a State of Emergency Order in New Hampshire there have been 23 orders that have been issued. Order #23 is pretty in depth but it gives us a little more latitude as far as meetings are concerned. We will be studying this order tomorrow. We are working diligently to comply with all of the orders from the Governor. As of today the Families First Coronavirus Response Act (FFCRA) has started. The HR Department and Department Heads have been working diligently on studying this. We have reached out to Primex and our legal counsel so that we are following the rules of the Act as best as we can. There are some challenges with it which have been expressed by Primex and our legal counsel. The Town is working virtually and it seems to be working well. The Highway Department is out on the front lines every day keeping our Town clean. They are doing an excellent job. It is a challenging time and our goal is to keep people employed as long as we can. Everything has been positive in a very difficult time. We have ordered a Police cruiser. Parks and Recreation have ordered their vehicle and they received an excellent price on the vehicle. The Sidewalk Plow has been purchased and we will be putting in for a Capital Request from the Capital Reserve Fund. We have received a purchase order for the back hoe. We have been receiving purchase orders but we are keeping an eye on the bottom line.

Vice Chairman Harriman thanked Mr. Pineo for the daily communication that he has provided to the Board since the outbreak of the virus. The commitment to communications has been outstanding!

Questions from the Press

Ms. Paquette thanked the staff for providing the GoToMeeting event. It is wonderful to see people together and everyone is doing a tremendous job. She thanked everyone.

Public Input

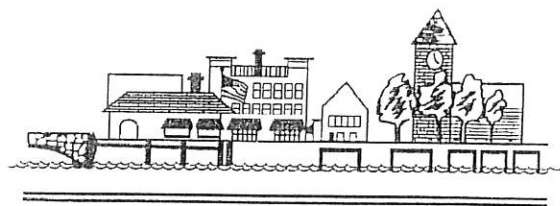
Mr. Sullivan stated we have not received any written notices. He wanted to remind people that they could “unmute” themselves so they could ask questions if they wanted to during this time. Instructions for participating in the GoToMeeting are available on the Town of Wolfeboro website. We would like the public to be engaged in the meetings.

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

None

It was moved by Dave Bowers and seconded by Linda Murray to adjourn at 7:55 PM. Roll call vote, Brad Harriman – yes, Linda Murray – yes, Dave Bowers – yes and Paul O’Brien - yes. Being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain



Town of Wolfeboro

TAX COLLECTOR
Brenda L. LaPointe CTC
taxcollector@wolfeboronh.us

Date: March 27, 2020

To: James Pineo, Town Manager
Wolfeboro Board of Selectmen

From: Brenda LaPointe, Tax Collector

Subject: Business Practices Modifications for COVID-19 Emergency Declaration
Tax Collection & Utility Billing – Part II

As week two of the Town Hall shut down draws to a close, there are a couple of other matters worthy of consideration by the Board of Selectmen with regards to upcoming events in the Tax and Billing/Collection office.

1. Water/sewer Rate Increase

Water and sewer rates were scheduled to increase as of 3/1/2020 with the first bills to go out in April. Does the Board of Selectmen want to abide by this vote or consider delaying it for another quarter (July bills).

2. Tax Lien

As discussed in the previous memo, mailing of *Notice of Tax Lien* was delayed due to the unexpected turn of events in the last few weeks. Guidance provided by the New Hampshire Tax Collectors' Association Counsel, Bernard H. Campbell, advises that under the current circumstances, the Tax Collector should seek approval from the governing body to move forward with imposing the tax lien. The lien process may be delayed but needs to be completed by September 30th.

The problem with delaying the tax lien process in Wolfeboro has to do with software. The current year (2019) needs to be closed out before the new year (2020) can successfully be opened. Postponement of the lien could in turn cause a delay with the first installment bill issue.

It would be my recommendation to send out notices as soon as possible with the lien to be executed on May 15th. This is about two weeks later than originally scheduled and still allows two weeks at the end of the month to balance with assessing and sent out tax bills early in June.

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