

## MINUTES

### Wolfeboro Board of Selectmen Meeting

Wednesday, September 6, 2023

In-Person Session at the Great Hall 2nd Floor, 9 Union St. Wolfeboro

6:30 PM-Regular Session

**BoS members Present:** Mr. Harriman, David Senecal, Linda Murray, Luke Freudenberg, Brian Deshaies

**Staff:** James Pineo; DPW director Steve Randall; Fire Chief Tom Zotti; Deputy Fire Chief Nate Nichols

**Chairman Brad Harriman calls meeting to order 6:31.**

Mr. Harriman: Need for non-public? Non-Public Session RSA 91-A: 3

Mr. Pineo: Yes, two items under real estate.

#### 1. Consideration of Minutes

i. August 16, 2023, Regular Meeting

**Mrs. Murray:** Page 30: second 'Mr. Pineo' at the end of the sentence should be Mr. BURT.

**MOTION Mr. Freudenberg to approve Aug. 16, 2023, minutes as amended. Second Mrs. Murray**

**APPROVED 5-0.**

#### 2. Public Hearing(s)

##### Unanticipated Funds/Donation

i. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, September 6, 2023 at 6:30 PM at the Great Hall Town Hall, 84 South Main Street, Wolfeboro, New Hampshire for the acceptance of unanticipated funds for an amount donated that is over \$10,000 in accordance with RSA 31:95-b III (a), relative to donation of funds in the amount of \$25,000 from the Wolfeboro Senior Center and Meals, Inc. to the Wolfeboro Parks and Recreation Department.

**MOTION Mrs. Murray to TABLE until next meeting . SECOND Mr. Senecal.**

**APPROVED 5-0**

##### Unanticipated Funds/Donation

ii. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, September 6, 2023 at approximately 6:30 PM at the Great Hall Town Hall, 84 South Main Street, Wolfeboro, New Hampshire for the acceptance of unanticipated funds in excess of \$10,000 in accordance with RSA 31:95-b III (a), to accept an anonymous cash donation in the amount of \$16,000 to the Town of Wolfeboro to fund an Employee Holiday Celebration and to assist town welfare recipients if there is a need.

**Mr. Harriman** opens public hearing; no questions/comments; closes public hearing. Board questions/comments.

**MOTION Mrs. Murray to accept \$16,000 to the Town of Wolfeboro to fund an Employee Holiday Celebration and to assist town welfare recipients if there is a need. SECOND Mr. Deshaies.**

**APPROVED 5-0**

##### Unanticipated Funds/Donation

iii. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, September 6, 2023 at approximately 6:30 PM in the Great Hall of Wolfeboro Town Hall to for the acceptance of unanticipated funds for

the amount donated that is greater than \$10,000 in accordance with RSA 31:95-b III (a), relative to donations from local businesses sponsoring a laser light show and events on August 11, 2023 at the Town Docks for the Lake Winnepesaukee Day.

*Mr. Deshaies steps down from this issue.*

**Mr. Harriman:** opens public hearing; no comments/questions. closes public hearing. Accepting donations for the August celebration.

**MOTION Mr. Freudenberg to accept the amount donated greater than \$10,000 in accordance with RSA 31:95-b III (a), relative to donations from local businesses sponsoring a laser light show and events on August 11, 2023 at the Town Docks for the Lake Winnepesaukee Day. SECOND Mr. Senecal.**

**Mrs. Murray:** [Reads list of businesses that donated for Lake Winnepesaukee Day laser light show sponsorship to offer thanks]: **Taylor Homes, WinniPaw Station; Clean Cut Construction; J. Clifton Avery; Localtopia; Maxfield Real Estate; Wolfeboro Corinthian Yacht Club; Eastern Propane and Oil; Leone, McDonnell and Roberts; Nancy Hirshberg; Walker and Varney; Brewster Academy; Goodhue Boat Company; Lewis Property; NH Distributor LLC; Wolfeboro Dock Company LLC; Mrs. Deshaies**

**APPROVED 4-0-1**

#### **Unanticipated Funds/Donation**

iv. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, September 6, 2023 at 6:30 PM at the Great Hall Town Hall, 84 South Main Street, Wolfeboro, New Hampshire for the acceptance of unanticipated funds for an amount that is over \$10,000 in accordance with RSA 31:95-b III (a), relative to a grant in the amount of \$100,000 from the Governor's Office for Emergency Relief and Recovery (GOFERR) from federal ARPA dollars.

**Mr. Harriman:** This is a new grant, Mr. Pineo?

**Mr. Pineo:** yes.

**Mrs. Murray:** Under grant agreement B; it reads: "specific grantee, the Town of Wolfeboro will use the grant funds for repair of existing Mast Landing boat launch and facility. Repair shall involve drainage of accumulated sediment; replacement of launching ramp and replacement of the dock pilings."

This is needed repair to Mast Landing; this will be greatly appreciated by the Wentworth Watershed Association; they would like to be involved with the process.

**Mr. Pineo:** If you have specific questions about the grant, Steve Randall is here.

**Mr. Harriman:** opens public hearing; no comments/questions; closes public hearing. Board questions/comments?

**MOTION Mrs. Murray to accept grant in the amount of \$100,000 from the Governor's Office for Emergency Relief and Recovery (GOFERR) from federal ARPA dollars for Mast Landing. SECOND Mr. Senecal.**

**APPROVED 5-0.**

#### **Alcohol on Town Property**

i. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, September 6, 2023 on or about 6:30 PM at the Wolfeboro Town Hall Great Room, 84 South Main Street, Wolfeboro, New Hampshire to consider the application for an issuance of an Alcohol Beverages Permit to Wentworth Watershed Association to host a volunteer appreciation event that will serve beer and wine at the Abenaki Lodge.

**Mr. Harriman:** there is no need for this hearing; that event is happening and they are not using a town facility.

#### **Public Input Session**

i. The Wolfeboro Board of Selectmen will hold a Public Hearing on Wednesday, September 6, 2023, at approximately 6:30 PM at their regular Board Meeting that begins at 6:30 PM in the Great Hall of the Wolfeboro Town Hall (2nd floor); to take public input on using the Fire Trucks and Apparatus Capital Reserve Fund to purchase a used Ambulance. Purchases from this fund are authorized by the Board of Selectmen and approved at a public meeting.

**Mr. Pineo:** Background- establishment of the Capital Reserve Fund outlined the purpose was for apparatus and equipment. Received legal guidance from town attorney; there are no significant restrictions on the fund; chief is here to speak to the proposed program and solicit input from citizens as to whether these funds should be used for the purchase a used ambulance or two.

**Mr. Harriman:** Chief Zotti, do you want to speak to this?

**Chief Tom Zotti,** Wolfeboro Fire Chief: requests two ambulances be purchased. Material in your packet addresses the que's fine stion. There are a lot of moving parts in the issue. Should we successfully extend 2024 Stewarts contract for ambulance service – that's fine for 2024; One warrant article discussed at the last BoS meeting would be a lease-purchase of a new ambulance– if passed in 2024, would potentially fund a new ambulance; if the warrant passed, lead time to acquire the new ambulance is 18-24 months. That lead time extends beyond the Stewarts contract extension, which means we'd be down to one ambulance in town.

The other thing is we'd be able to offer one of the used ambulances as a trade-in to hopefully lower the price of the lease-purchase new ambulance. When the new one is delivered; we'd trade the used one in; retain the equipment we purchased for it. Side note- we could move ahead with the purchase of one ambulance, but that may limit us to the manufacturer of the newer rig who could provide us with a loaner for the time of the build. This is not unheard of, but it would be a trade-in ambulance because someone is done with it; we would not know the cost to keep it on the road. And we'd have to equip it.

Should any of the warrant articles not pass, we would be able to sell them for presumably at least what we paid for them. Can answer questions.

**Mr. Harriman:** This is to get public input into this process; this is something new for the town.

**Suzanne Ryan:** What is the goal for tonight according to the agenda? Are you expecting to approve withdrawal from Capital Reserve Fund tonight?

**Mr. Harriman:** No. Strictly public input into the process.

**Mrs. Ryan:** What is the number for the ambulances from the Capital Reserve account?

**Mrs. Murray:** Two used ambulances \$180,000. That is the request from the fire chief.

**Mrs. Ryan:** Understand this is the beginning of a discussion; it's a bit muddy. My concern in 2009, there was a warrant article and a previous one before 2009 to establish a Capital Reserve account before 2009– to purchase a fire truck. Then they needed to purchase two; would need to purchase more than one every once in a while. Then the warrant was to establish a new capital reserve account under RSA to “purchase fire trucks (plural) and apparatus and raise \$75,000.” Since 2009 voters have been putting money in capital reserve account. Selectmen have authorized money to come out of that Capital Reserve for fire trucks and apparatus for fire trucks; Never has a warrant article been put forth to include purchase of ambulance, ambulance supplies, etc. from capital reserve funds.

Regardless of what town attorney says, it's not what you can do [as BoS], it's what you should do for the voters. Since 2009, voters have supported this method and have been generous with fire department all along.

Fire and police are essential; I don't speak against fire/police. It's the financing that's my problem. The way we're going about this is by the back door – opposed to how you're trying to finance/fund it. Opposed to drafts of the warrant articles – especially the revolving fund; always been a nightmare. Should be an enterprise fund; then you

can't play with the money; it's accounted for. Not in favor of taking money out of the Capital Reserve Fund for this purpose as written; because of the way it's written.

**Mr. Harriman:** other public comments? Will keeping public hearing open in case board discussion sparks any concerns or questions.

**Mr. Senecal:** My concern is what will happen to these ambulances if the Town Meeting does not support the idea of fire ambulance service? Doesn't look as though we have much of a choice. Chief Zotti said we'd sell the ambulances for hopefully what we paid – so my question was answered. Other question/concern.... Same as Suzanne – we're not authorizing money to spend for two ambulances; just looking how to fund this as we go forward. I have other concerns for another date.

**Mrs. Murray:** 100% in favor based on the initial figures that are very crude. Expect the figures to change. In the long run, no question in my mind that the town should be running its ambulance service. I cannot use the Capital Reserve Fund for fire trucks AND ambulances; in no way had there been any discussion. I know we can manipulate the word 'apparatus' all we want, but I think an ambulance is very different. I cannot move in that direction until I know what the voters want to do.

Talked with Jim Pineo about speaking to the ambulance company to see if we can put money down to lease the ambulance – hold that ambulance until the arch Town Meeting. Get the vote and then move ahead. I'm in support of transitioning over [to fire department-based ambulance service]. I feel we've won the support of the voters because we've been open, honest and transparent when we ask for things. I don't think using this fund for an ambulance would be that way.

**Mr. Deshaies:** in agreement with Linda + Suzanne. We do have options with Stewarts for one ambulance or two ambulances for 2024. I think we have a little time; don't need two used ambulances now. Maybe can get a town vote for one used ambulance; use Stewarts for 2024 for two ambulances and segue in as a two-year transition. As long as Stewarts is willing to support us. Slow transition to a fire-based system is a good process.

**Mr. Freudenberg:** Chief Zotti – the ambulance company that you're pursuing in Gilford -would they entertain something to make this work until we get to Town Meeting?

**Mr. Zotti:** Do not have that answer. He's on vacation. I'm sure he'll call me; I believe possibly. At some time they want to shut down and move on.

**Mr. Harriman:** In line with comments here. Need more information; Revenue stream and that Stewarts is willing to work with us through 2024. Get read from the voters at March Town Meeting. And then move forward. If we can find a way for them to hold an ambulance for us with a down payment or agreement – that would be good. I believe even after the March Town Meeting, what's going on with the private ambulance business now, there will be possibilities.

**Mr. Deshaies:** Outside the box idea – if we had these two ambulances, would Stewarts staff them?

**Mrs. Murray:** Still is the problem of how to purchase them. If the Capital Reserve Fund is for fire, we have no funding mechanism until March 2024.

**Mr. Deshaies:** But could we still lease them potentially?

**Mrs. Murray:** That's what we're looking it – if we can lease them and the cost – and if we have the authority to lease them.

**Mr. Deshaies:** If we leased ambulances and tie them up; and if Stewarts helped us initially by staffing them – don't know the legalities .. Then we have the time while we have two under lease agreement and they're being used and we could go to a warrant article to purchase them and to continue moving to a fire based system.

**Mr. Pineo:** The issue is Stewarts would be rolling on the wheels of ambulances owned by the Town of Wolfeboro and parking their own ambulances; I don't believe they'd be up for that idea.

**Mr. Deshaies:** I don't know.

**Mr. Senecal:** I'm not up for that idea.

**Chief Zotti:** There are licensing concerns with the state of NH. The vehicles have to be inspected and license to us. As a practical matter leads to questions/concerns about employees of another organization operate those on a regular basis could be problematic.

**Mr. Harriman:** Other public comments?

**Mary Devries:** Don't understand conversation; is this about purchasing two ambulances in 2024? Or one? Would the warrant article in March be for funding two or one?

**Mr. Pineo:** Today's conversation is securing two ambulances in 2023. The warrant article – March 2024 would be to purchase a new ambulance in 2024 for a startup of operations Jan. 1, 2025.

One of the conversations with Stewarts is they would be willing to work with us to staff a single ambulance for Town of Wolfeboro in 2024 and the Town of Wolfeboro would operate the backup ambulance in 2024. That's a significant reduction in the contract [with Stewarts]. All of this has to go to voters in 2024 for the new purchase.

**Mrs. Devries:** Seems we want to speed up the process to have everything in place. Even if Stewarts is operating an ambulance in 2024, we don't want the town to be left without full ambulance service for the community at the end of 2024.

**Mr. Harriman:** Other comments?

**Mrs. Murray:** We did not get a lot of public here today for input. A lot of people do not have this on their radar. This has not generated a lot of public interest at this point. At the EDC, every meeting, I told them about this and we were discussing this; it does not seem like we're generating much public interest at this point.

**Mr. Harriman:** Are you saying we should have another public hearing?

**Mrs. Murray:** It's just hard to get the message out; there are not a lot of people here. I tried by asking people at meetings – and they're not here. It's hard to make a decision on public input.

**Mr. Senecal:** I think we'll get more input when people start realizing the millions it will cost in the budget to run the ambulance service – a fire-rescue department as a part of the fire department – people do not realize this yet. We've said Stewarts will be gone by the end of next year, so we've got to do something. We do it ourselves; or maybe by then an ambulance service or companies around that will do that? But the money it will take to do this is pretty high. The big thing is the personnel and the cost. The ambulances are purchase/leased and last 10-15 years or whatever the lifecycle is. The annual funding of the personnel to run the two ambulances – 24/7; need place to house them – understand we have the space at what will be the new public safety building; that helps. The numbers are pretty high. That's my concern.

**Mrs. Murray:** In response – and Jim you can check me on this – I Looked at the total amount at what we're paying for the fire service today and I subtracted; it Looked like the figure for the ambulance is about \$1 million - \$1.2 million? Am I correct?

**Mr. Pineo:** The contracted prices that we received were \$1.4 million and \$900,000 for existing ambulance services. The \$900,000 sounds right for high-end staffing and then lower-end staffing was around the \$500,000 number – I don't have those numbers here. Those numbers – after tonight's presentation – will come in the October BoS meeting when we present the full package.

**Mrs. Murray:** I looked at the number in the contract that we would pay and subtracted what we were paying for fire; the difference was \$1 million or \$1.2 million for the ambulance. Eventually that needs to be separated. If I am correct, then we'll have to pay at least \$900,000 when we run it or somebody else runs it. We're looking at a big figure; we have a big figure no matter what.

**Chief Zotti:** I think at the last meeting you used the term; I hesitate to say this is cheaper or saving money because it's not. It's cost avoidance Not an insignificant figure; the alternative is even higher. That's how we got to where we are. The cost of the contract- either one - is a known – the proposals we're putting forth are a known. Giving our best estimates...in terms of revenue. We can't lose sight of that for the additional cost we are collecting revenue to offset some of the cost. We've batted around the term cost avoidance; the alternative is even more. When the numbers come out there will be more interest generated.

**Mr. Senecal:** When we have those numbers out there, we'll generate public interest. I have some ideas on how to supplement some of this, but until we get there; numbers are scary.

**Mr. Harriman:** We have some of our people on the ambulance contract working on more numbers and information.

**Mr. Senecal:**...to put out there.

**Mr. Freudenberg:** Understand Stewarts will step up...at an additional cost and maybe staff two ambulances next year if needed. Leaning toward giving the department all the time they need. I'd do the two ambulances with Stewarts in 2024. IN march Town Meeting have the warrant article to buy two [used] ambulances from Gilford; get them here and ready and order a new ambulance. In 2024, If Stewarts is staffing two ambulances and we get an ambulance up and running, Wolfeboro can step in with a third ambulance and get their feet wet. By 2025, we'd have two ambulances – if the warrant article approved..a third ambulance on order – 24 months to get; it would kick the thing down the road. It'll be a tough budget year anyway.

**Mr. Deshaies:** For the used ambulances, if we gave a down payment for each until the March warrant article vote. And give them an understanding that if the warrant article does not pass, you keep 10% so they have initiative to do it. We're not out a lot.

I'd also like to see if Stewarts would give us two ambulances for 2024 and at least one in a contract for 2025; again it gets us so we have time to get where we want to go. Agree that a fire-based ambulance system is the best system. In the long run with escalating costs and ambulance companies going out of business, it will probably be cost effective. And you'll mitigate large increases year over year. You know your costs associated with staff, salaries, pensions, insurance and we can follow those; these are more controlled costs. Don't want to have to strap ourselves and jump in with both feet. I think we agree this is the way we'll have to go. We have to figure out the best way to get there.

**Mrs. Murray:** I think what we're saying is we want the voters to weigh in and if they're willing to do it, we'll move forward.

**Mr. Harriman:** Yes. Other comments? None. Closes public hearing. No other comments from the board.

### 3. Bulk Vote

#### A. Weekly Manifests

- i. August 25, 2023, \$ 553,768.40

ii. September 1, 2023, \$ 1,373,275.99

C. Intent to Cut Wood or Timber

i. Pine Hill Rd Tax Map 129 Lot 1, 144 Lot 3 & 4

**MOTION Mrs. Murray to accept a Bulk vote A + C. SECOND Mr. Senecal.**

**APPROVED 5-0**

**4. Board/Committee Appointments:**

**EDC [Economic Development Committee]**

**i. Cindy Fournier Member term expires March 2024**

**Mr. Harriman:** Is she here? No. She would be replacing Jennifer French who resigned [says Mrs. Murray]; Ms. Fournier was an alternate

**MOTION Mr. Senecal to appoint Cindy Fournier to the Economic Development Committee for term expiring March 2024. SECOND Mr. Freudenberg. APPROVED 5-0**

**5. New Business**

**A. Discussion: Wolfeboro XC Ski Association- Snowmaking Expansion**

**Mr. Pineo:** Contacted by the Wolfeboro XC Ski Association that they have raised funds to be able to move forward with their snowmaking expansion. They are here tonight to explain. There is a proposed schedule and timeline in your packet. This is based on phase one of the project; not phase one and two. Ed here to speak and answer questions. They may have to gain permission from BoS to move forward with this project. Will have to schedule public hearing to accept the funds. This will give them the authority to move forward before the public hearing; they have to get contractors and get equipment ordered.

**Ed Cooper, president Wolfeboro XC Ski Association:** Surprised to have raised just enough to cover snowmaking installation this year. It's good news. Success at Abenaki is growing nicely as a year-round commerce and winter commerce and business in town and service to youth in the area. With your approval we'll have the town purchase pipes and install in November and be out of the way for the alpine portion of the hill. This town will have snowmaking for alpine and Nordic; a significant achievement for a small town.

**Mr. Hariman:** That's very good. Board – any questions/comments?

**Mrs. Murray:** Assume we'll get the money in full donated at once- \$417,083.63 at once before work started?

**Mr. Cooper:** As the contractor invoices us along the way. Jim, am I correct the town is covering those and we would reimburse the town.

**Mr. Pineo:** Once we receive an invoice; let the XC Ski Association know so they can provide us the funds. But the public hearing would accept all those funds - \$400,000 or so – up to that level.

**Mr. Deshaies:** Question is do you have all the money or is it pledged? We want to make sure all the money is in place before the project starts and finishes.

**Mr. Cooper:** We have emailed bank statements...showing adequate account levels – without pledges.

**Mr. Pineo:** I have that documentation.

**Mrs. Murray:** OK, that's great.

**Mr. Deshaies:** You guys do a great job. We want the folks at home that you guys are doing the right thing.

**Nate Nichols, vice president of the Abenaki Outing Club:** We oversee the ski team. This year we're starting a youth Nordic team. Any extended snowmaking is good for the kids and bringing that program back for the kids.

**Mr. Deshaies, Mrs. Murray, Mr. Harriman:** Thanks-nice.

**Mr. Pineo:** We'll get a public hearing scheduled. And an updated operating agreement with the town and Wolfeboro XC Ski Association

Mr. Cooper: Would this allow the contractor to purchase pipe now?

**Mr. Pineo:** yes

**Jim Nupp: director, cross country ski association-** we'd be remiss without remembering and would not be where we are today in fundraising, without mentioning Spencer Jackson [died Aug. 1, 2023]. Worked tirelessly for many years to get us to this point. Our biggest regret as a committee is that he won't be here to see it come to fruition. We would not be here without his hard work and for his generosity.

**Mr. Harriman:** Thank you.

B. Appointment: **Josephine Amatucci- Question on Procedures – NOT IN ATTENDANCE**

C. **Approval: Public Works Capital Reserve Funding under \$100,000**

**Mr. Pineo:** Steve Randall here; Need clarification on capital improvement/capital reserve fund. We have the CIP document that projects that are in excess of \$100,000, Steve has gone forward on his equipment and will break some of those out in capital outlay form. Fundamentally, we want BoS opinion regarding items under \$100,000. Do you want those as capital outlay items for pickups, etc. Or do you want those to be tied into the Capital Reserve Program which has historically been done; just looking for guidance.

**Mr. Senecal:** Thought that at other meetings discussed this situation with pickup trucks. I did not think that had to come to us.

**Mrs. Murray:** I went through the budgets to determine whether it's a line item, capital outlay or comes out of a capital reserve account, Public Works capital reserve account talks about vehicles; truck is a vehicle. So the public works department has gotten some of its pickup trucks out of that fund where code officer – parks and recreation, they come at a capital outlay. That's what I was trying to get clarity. This is what I found. I went back – 2018 – tools and machinery for public works department – a new paint sprayer \$3000; 2019, building maintenance, public works department – two overhead doors, \$8600. I then looked at capital outlays – this is where it gets interesting: parks and recreation put \$6357 in capital outlay, not a line item. We had engineering for Town Docks - \$7500 – that was a capital outlay.

What surprised me – 2019, we took architecture and engineering fees for the Townsend Brook dam y Devylders – that was \$70,000 as a capital outlay; in 2020 put in the capital outlay to the financial reporting of \$99,978. I don't care whether it's a line item or in capital outlay – those under \$100,000 sits in the operating budget in one of the two places, depending on the department.

If we have a capital reserve fund, those are for bigger items over \$100,000. If we want an item over \$100,000 it usually needs to be a warrant article; and it'll be a CIP item. Was trying to get some kind of consistency because this department does that; this one does something else. Capital Reserve Funds are supposed to be savings accounts. We've used them successfully in the fire department. When we needed that ladder truck we had saved just about enough money when we came to the ladder truck. We've yearly, been able to pay for the large trucks out of that capital reserve. That was the same for public works until we had trucks that did not make it to life expectancy and that has gotten us behind in that account. We used to pay for a truck that was \$250,000 out of that capital reserve and then it would come from accumulation. We were putting in about \$180,000 into the reserve. I see those capital reserve accounts as savings account for big items that would take a big spike in the tax rate.

What I didn't want us to get into is putting in a certain amount in a capital reserve account and taking that same amount out in the same year. I was trying to sort it out and make sure we all agree.



**Mr. Deshaies:** A capital reserve account is a savings account, not a checking account. Would be good to have a spread sheet with all the vehicles with life expectancy. It's hard to understand exact dollar values because things are escalating. We're at a time when a lot of vehicles have come to life expectancy. I feel for you; you've received a stable with a lot of vehicles that have a lot of swaybacks.

**Mr. Pineo:** That DPW fund at least since I've been here – we've been using just as much as we've been putting in. So we've been defeating the process a bit.

**Mr. Harriman:** Kind of in agreement. The capital reserve account would be for purchases over \$100,000. Under \$100,000, we could set a level or policy - \$10,000 or \$20,000 for the low end – that would be in operating budget for smaller stuff such as a paint striping machine; water pumps, chain saws.

**Mr. Pineo:** Steve has put every piece of equipment into a program that gets submitted to CIP; it's comprehensive and a good tool going forward. The question becomes – should these items be pulled out and put into a capital outlay item or should they remain? Looking for guidance.

**Mrs. Murray:** You and I were looking at it today. You have engineering and architects for Townsend dam- \$70,000 went in capital outlay; yet sometimes they show up on CIP submittal. I'm just trying to get some consistency. If architectural fees are under \$100,000 it goes into capital outlay; over, it goes in CIP requests. Treat all of them the same way.

**Mr. Harriman:** any more questions? Does that answer your questions, Steve.

**Steve Randall, Director, Wolfeboro DPW:** Kind of. I'll do whatever you guys want. How I came up with this metric; did a full inventory of what we've got. What's not here is chainsaws, pole saws, smaller items. These are – and in this year – in the operating budget. I've used a \$10,000 line. Under \$10,000 is operating budget; over is capital outlay. Until stuff like this; this is equipment that lasts for an extended time and why I put it in as this. When I found out I have one capital reserve fund for everything – and not four funds, I came up with this. I have a 'bank' line; when things have to be replaced at solid waste; bins; big lift that cost \$125; we put a little of that away every year. That is how this is designed. There are things in there – tire machines, lift bank - for that reason. If what you want is for me to back out five or \$10,000 out of that. The other option/reason is to keep the capital reserve 'ask' somewhat stable over the next decade. It does not go up much. When we have to replace a \$400,000 truck and we're asking for \$350,000, the other \$50,000 is coming from previous years. It's supposed to balance itself. If it's the smaller things, I can certainly pull them out and redo it.

**Mrs. Murray:** Other thing I saw was \$180,000; we went to \$300,000 last year; now it's \$370/\$390,000. That triggered me to look at it. So where is that amount because that's a cash item; how much do we put there. What things to be in the operating budget where we can start weighing those amounts through the different departments. That's what I want clarity on. That's \$370,000 of our cash; we try to keep it about \$2-million.

**Mr. Harriman:** Just had a thought, When Steve said he thought he had four capital reserve accounts and there's only one; at the transfer station we had to put in a new baler at cost of \$120,000, should we consider a separate capital reserve account for the transfer station because of the equipment up there: **Mr. Randall:** We have two compactors; two balers. If you look in here they're behind replacement; they need to... Two skid stairs; backhoe.

**Mr. Harriman:** That in my mind, justifies a capital reserve. I don't think we need to fund it quite as much as the highway department for larger \$400,000 trucks. But if we put a decent amount in it each year to get a fund sitting there. If something goes down, we have the ability to pay for it.

**Mr. Randall:** I love that idea.

**Mrs. Murray:** But this is to include solid waste division. Maybe we have not been putting that it and we can make that distinction.

**Mr. Pineo:** I agree it has not been put in and solid waste gets the hand-me downs from public works. The problem becomes the way vehicles are constructed and by the time highway is done with them, there's nonlife in them to solid waste.

**Mr. Randall:** Very much so.

**Mr. Pineo:** Are we looking at purchasing them newer equipment instead of hand-me-downs.

**Mr. Randall:** Absolutely. This does reflect new skid steers, balers, new compactors- all should get into the life cycle that it's supposed to be on.

**Mrs. Murray:** And we're going to have to balance that out as we add this to the major road projects. We just did a public safety building. It's a big hit on the tax rate. I'm starting to feel sensitive to being as frugal as I can but not stupid and not replacing or doing what I need. That's the balance I'm trying to find in what we're doing. We can't do it all, of course. How do we prioritize? What are we putting in that capital outlay so we can look at? This is needed by parks and rec; solid waste could have something in there that's less than \$100,000. How in a year do we take all those big capital items and decide which one can we do in what year? And if we pick up the ambulance service. I'm trying to get some definitions and ways to compare and look at the different numbers.

**Mr. Deshaies:** Idea- What I'm hearing is over past several years, parks and rec and solid waste get hand-me-downs when they're completely worn out. We could give them to them before they're completely worn out.

**Mr. Randall:** But you have to replace them sooner.

**Mr. Deshaies:** We could replace some of them a little sooner because we know parks and rec and solid waste use them a lot less. They could extend the life of theirs and you get a trickle-up affect.

**Mr. Randall:** That's the goal – to replace the stuff that is used the most on a decent replacement schedule so we don't have the breakdowns and theirs is something left. Solid Waste got the water department's backhoe as a hand-me-down. That should have gone long before it went to solid waste in the first place. It's up there and it's what we have. Make the best of what we have. Would be nice to have it replaced sooner rather than later while there's still some value or to pass it to another department. Just takes money.

**Mr. Harriman:** A good idea of where we are: \$100,000 over – capital reserve; \$200,000 down to – what are you using - \$10,000.

**Mr. Randall:** I can revise this to anything under \$10,000 to \$100,000 we can do it as capital outlay. I will redo the whole matrix so that over the next decade will be reflected accordingly.

**Mr. Pineo:** the slippery slope for Steve is now the trucks, outfitted, there in the \$80-90,000 price range; and will be in the \$100,000 in the next three-four years. Then do they go back into capital outlay or to capital reserve.

**Mrs. Murray:** but I think it says on his 'truck;' could be a pickup truck in terms of the public works use compared to parks and rec use which would be different use.

**Mr. Randall:** So not necessarily dollar amount, but usage. What the piece of equipment or machine is used for would dictate whether it's capital reserve or capital outlay.

**Mrs. Murray:** That's where I was thinking. We can do \$100,000 or less. I just want consistency.

**Mr. Randall:** Next question: to replace the \$125,000 lift bank, for example- asking for that money in the next two-three years – how would we do that? Would we put extra money in capital reserve so it's there in three years? Or ask for \$75,000 a year to put that under capital outlay?

**Mr. Pineo:** I think that's a capital project. We would take – if you're anticipating three years replacement, then factor that in over three years.

**Mr. Randall:** Then put it in capital reserve.

**Mrs. Murray:** Yes. You'll have to do that a lot. You're not putting \$250,000 for a truck; you're going to count it in over a certain number of years.

**Mr. Pineo:** But your \$18,000 tire changer will be capital outlay.

**Mr. Randall:** Capital outlay.

#### **D. Approval: Building Capital Reserve Fund - Solid Waste-Railroad Station & Dockside**

**Mr. Randall:** Three building products needed to be done: Deck at railroad station; painting restaurant at Dockside and the electrical upgrade at solid waste.

- Solid Waste: preliminary estimates coming in – on the memo; when we purchased the new baler it was recommended to upgrade the service. We opted not to. Now the baler is not running properly because of improper power. Now, we have to upgrade the service. Meeting next week with at least one contractor; 2-3 months lead time on parts to do the project.

**Mrs. Murray:** We had in that account \$140,563; Then if we put in another \$50,000 in next year leaves a pretty good balance. But I want to point out that we have an issue up here on this clock tower roof. I think all three of those projects are needed. The Dockside painting – building looked horrible. There's some rot; needs to be done; shouldn't wait another year. You shouldn't run the baler if you don't have the proper electricity. That boardwalk/deck around the railroad station is in horrible shape and should be done. All those projects I feel are needed.

**Mr. Randall:**

- Railroad station deck: contractor is ready to roll ASAP.

**Mr. Deshaies:** Talked to businesses; Maybe Mary can help on this; the side facing the yellow condos. Ramp on one side; step on the other side. Businesses have noted this and say some people have tripped. Ramp should be on both sides. Any problem with doing that?

**Mr. Randall:** That is in the plan – following a recent incident where there was an issue.

**Mary Devries, Wolfeboro Chamber of Commerce:** Safety concerns; tripping hazards. Our office has made many reports to Mts. Mucio's office.

**Mr. Harriman:** Have had that on our radar for a number of years. Entertain a **motion to approve the withdrawal from the Capital Reserve Fund for these Projects?**

**MOTION Mr. Deshaies; so moved. Second Mr. Senecal. APPROVED 5-0.**

**Mr. Pineo:** Once we secure the pricing for the Dockside restaurant painting we will get that to you.

## E. Discussion: Ambulance Revenue

**Mr. Pineo (presents all slides):** We discussed last time expenses for ambulance operations in fire department Tonight focuses on what potential revenues might be. Have a PowerPoint to walk you through it. *[presentation for each slide – under the image/slide]*

**September 6, 2023**  
**Wolfeboro Board of Selectmen**

# Communities Surveyed Operating Fire-Based Ambulance Services

- ◆ Seven Communities Surveyed
  - ◆ Bristol
  - ◆ Belmont
  - ◆ Gilford
  - ◆ Hanover
  - ◆ Littleton
  - ◆ Plymouth
  - ◆ Tilton/Northfield
- ◆ Communities Not Responding
  - ◆ Franklin
  - ◆ Seabrook

Approx. Location of Communities Surveyed

**Slide 1- Seven communities responded to us** (shown on slide) and two that did not respond regarding ambulance operations. Why have we chosen these communities?

## Community Data

| Community  | Per Capita Income | Total Housing Units | Square Miles | Budget (2022) |
|--|-------------------|---------------------|--------------|---------------|
| Belmont  | \$ 36,240         | 3562                | 32           | \$ 11,633,897 |
| Bristol  | \$ 31,642         | 2387                | 22.1         | \$ 7,535,057  |
| Gilford  | \$ 51,039         | 5247                | 53.5         | \$ 16,735,975 |
| Hanover  | \$ 50,173         | 3738                | 50.1         | \$ 32,123,118 |
| Littleton  | \$ 48,392         | 3434                | 54           | \$ 9,593,608  |
| Plymouth   | \$ 27,739         | 2714                | 28.5         | \$ 10,721,644 |
| Tilton/Northfield*   | \$ 33,677         | 4005                | 40.8         | \$ 9,893,830  |
| Average  | \$ 39,843         | 3584                | 40.1         | \$ 14,033,876 |
| Wolfeboro**  | \$ 44,107         | 4510                | 58.4         | \$ 17,062,009 |
| Wolfeboro Data Compared to Average of Communities Surveyed | 111%              | 126%                | 145%         | 122%          |
| *Tilton and Northfield Combined                            |                   |                     |              |               |
| **Wolfeboro General Fund Budget                            |                   |                     |              |               |

Data from State of NH Employment Security-Community Profiles

### Slide 2: Community data-

- per capita income of those communities; average those, Wolfeboro is 111% of those communities;

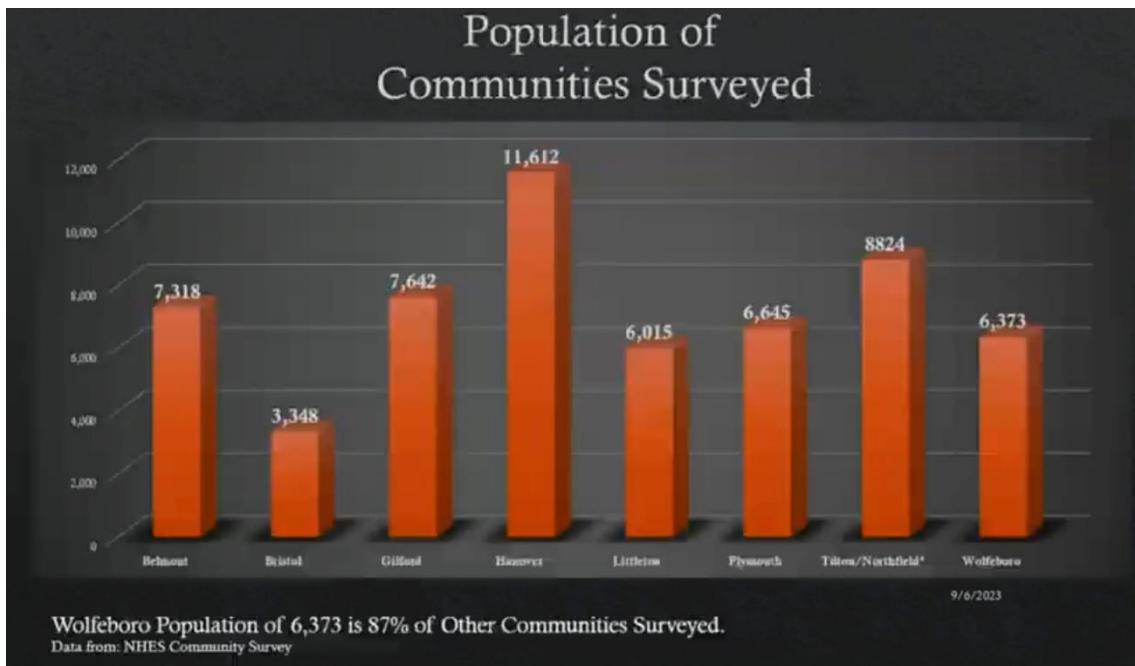
- Total housing units of those communities – average those. Wolfeboro is 126% of those communities.
- Square miles including water averaged compared to Wolfeboro, we're 145% of those communities.
- Operating budgets – did back out the electric department; compared to those communities, we're at 122% of their 2022 budgets.

| Community Demographics -Age                                  |        |               |         |          |          |          |         |         |
|--|--------|---------------|---------|----------|----------|----------|---------|---------|
|  |        | Medium<br>Age | 65 Plus | 55 to 64 | 35 to 54 | 20 to 34 | 6 to 19 | Under 5 |
| Belmont  | 7,318  | 48.1          | 1446    | 1509     | 1848     | 919      | 1364    | 232     |
| Bristol  | 3,348  | 42.8          | 586     | 444      | 957      | 537      | 543     | 181     |
| Gilford  | 7,642  | 47            | 1629    | 1364     | 2144     | 865      | 1149    | 491     |
| Hanover  | 11,612 | 22.8          | 1673    | 1210     | 1763     | 2849     | 3896    | 221     |
| Littleton  | 6,015  | 49.8          | 1340    | 1113     | 985      | 1685     | 609     | 283     |
| Plymouth   | 6,645  | 32            | 1060    | 674      | 1405     | 1443     | 2003    | 60      |
| Tilton/Northfield*   | 8824   | 43.6          | 1573    | 1300     | 2447     | 1667     | 1352    | 485     |
| Wolfeboro  | 6,373  | 57.3          | 2187    | 1487     | 1389     | 300      | 876     | 134     |
| Wolfeboro Medium Age<br>Compared to Average                  |        | 87%           | 16.4    | 164%     | 137%     | 84%      | 21%     | 56%     |
| *Tilton & Northfield Data Combined                           |        |               |         |          |          |          |         |         |
| Data from State of NH Employment Security Community Profiles |        |               |         |          |          |          |         |         |

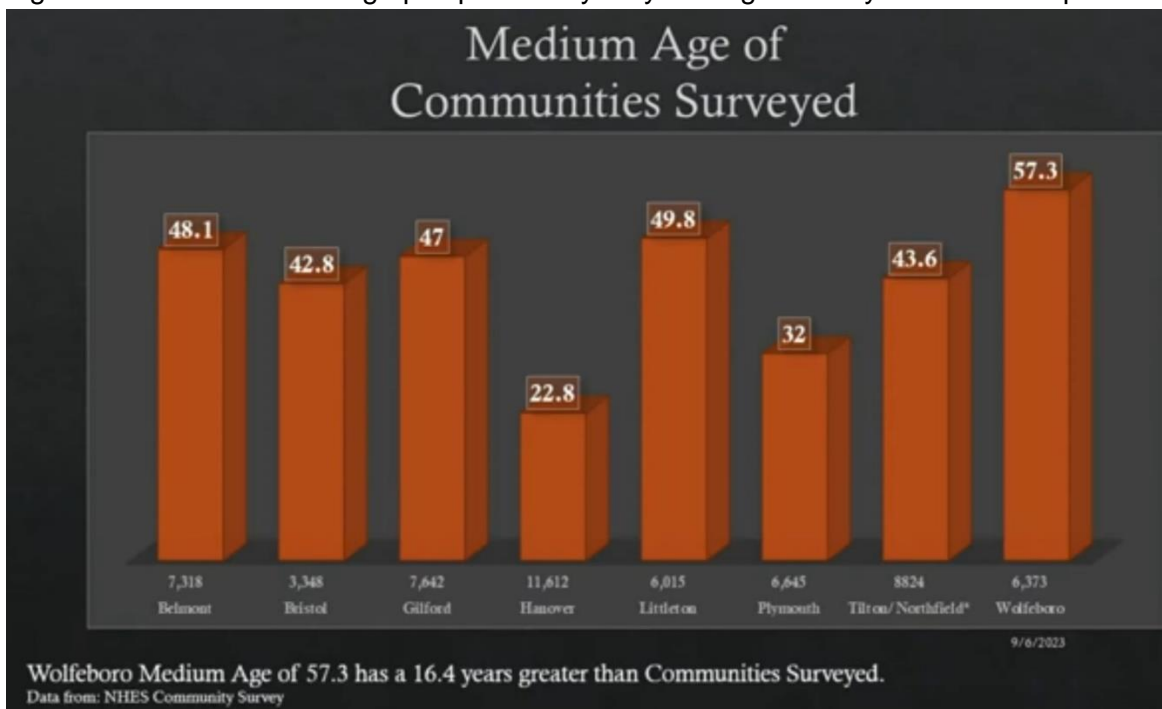
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### Slide 3:-Demographics AGE of citizens/communities.

- Wolfeboro is at 87% of population of those communities.
- Median age difference of 16.4 years when comparing median age of Wolfeboro to other communities. Back by the fact that 164% of Wolfeboro to other communities – are 65+ Down the line you see we've got an aging community. An aging community indicates we'll have need for ambulance for many years. This information pulled from NH employment security community profiles; available online.

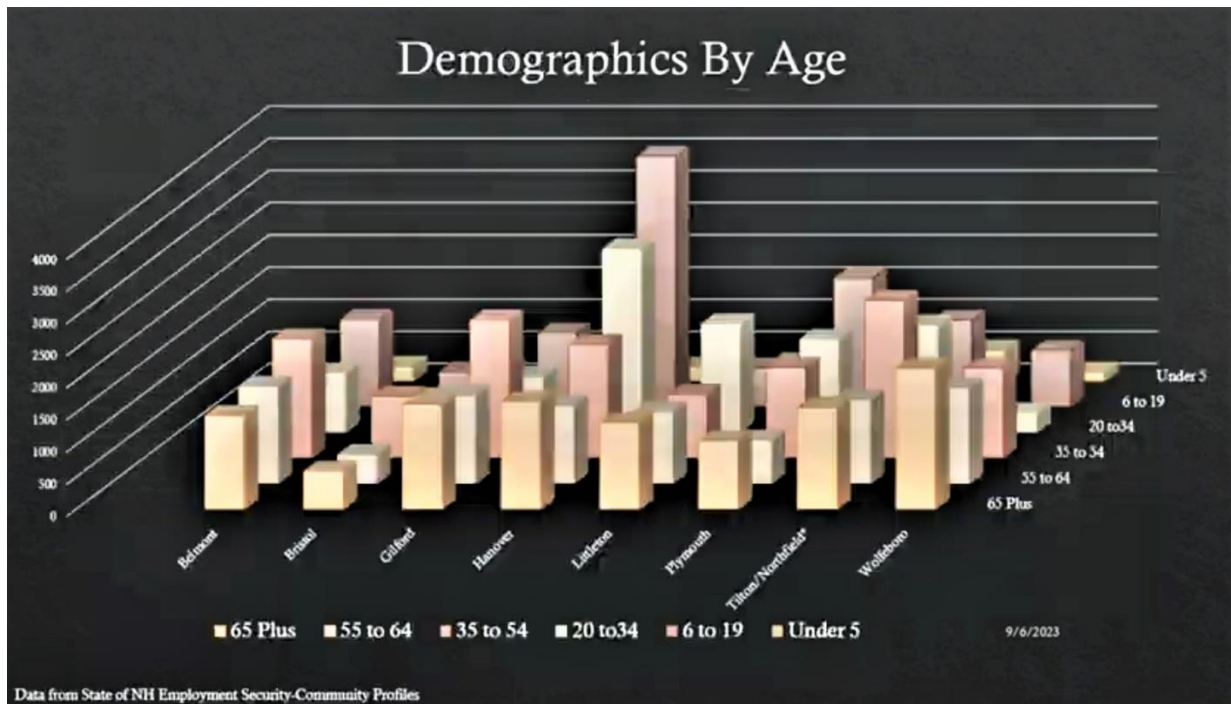


**Slide 4:** Wolfeboro population 6,373- 87% of other communities surveyed. Hanover significantly higher. I think a slide coming up explains why they are higher and yet we are comparable.



**Slide 5:** Wolfeboro median age is 57.3; 16.4 years older/greater than other communities; Hanover median age 22.8; explains why they have a significantly higher population than Wolfeboro.





**Slide 6:** College students in Hanover that are about 3500 total; closely in line to our year round population.

## Revenue Methodology Transport Volume

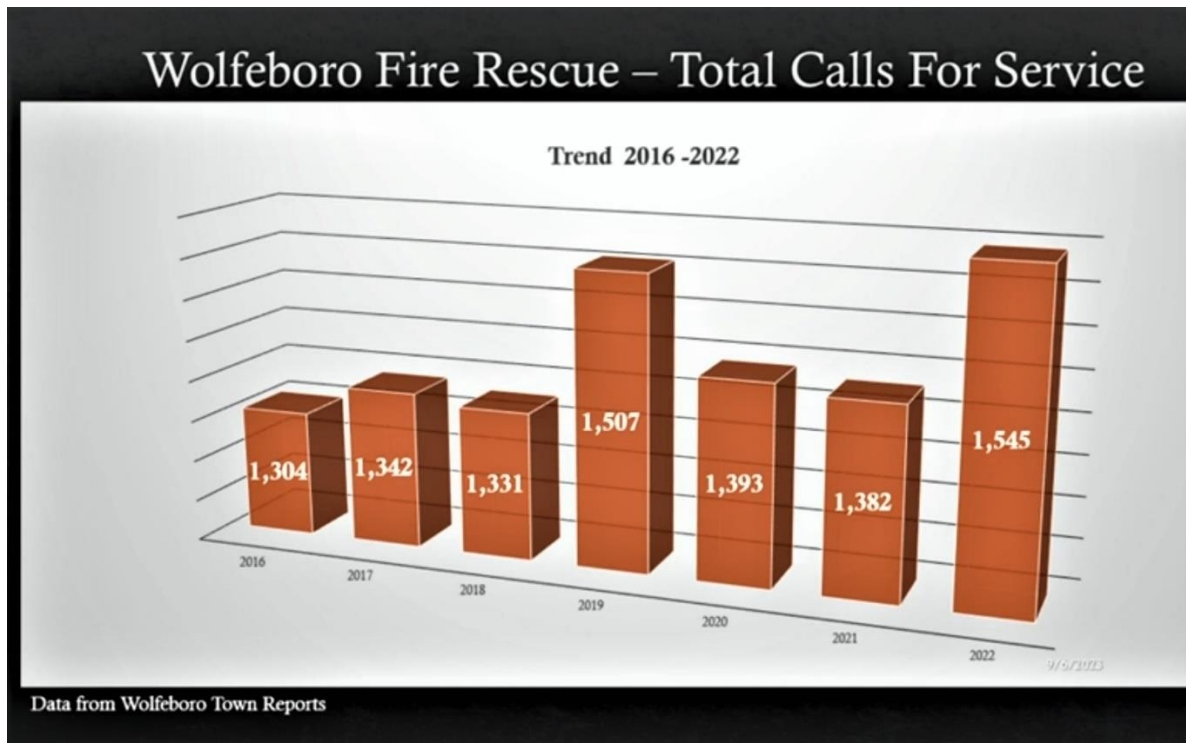
- ◆ Survey of 7 Communities
- ◆ Comparison of Community Department Incidents two-year average. (2021 & 2022)
  - ◆ EMS Calls for Service Compared to Wolfeboro.
  - ◆ EMS Transports Compared to Wolfeboro.
  - ◆ Transport Revenue Generated by Each Community.
- ◆ Created Revenue Comparison based on Communities with Similar Transport Numbers. (4)
- ◆ Created Revenue Comparison based on Average of 7 Communities to Compared to Wolfeboro Transport Numbers. (two-year average)

9/6/2023

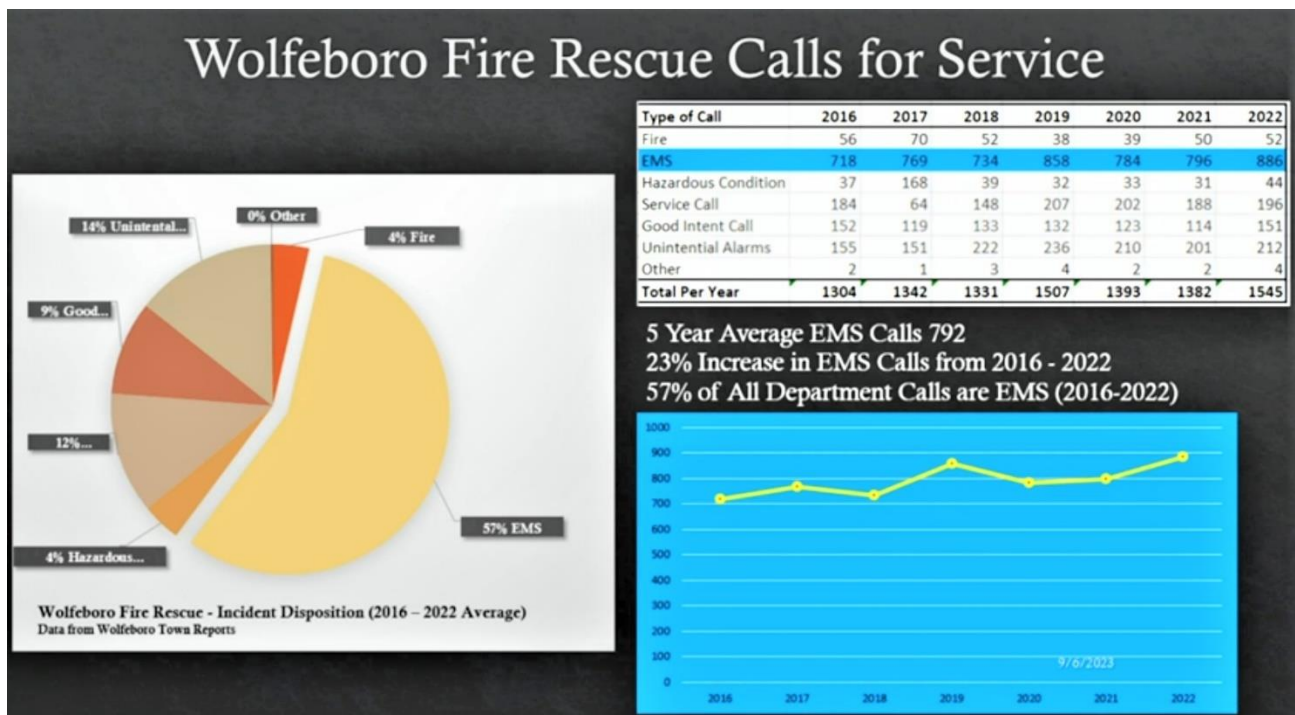
**Slide 7:** How did we go about methodology for estimating revenue projections? We are having MRI [third party] do a rate analysis provide us with what they believe we'll be able to raise for ambulance revenue moving forward. Our hope is that **will substantiate our numbers to give us greater credibility as we move forward with our program.**

Of the seven communities surveyed, compared departments based on incidents over a two-year period. Compared Wolfeboro to EMS service; EMS transport and transport revenue generated by those communities.

Compared four similar communities based on transport numbers to glean estimated revenue and averaged all seven to get an average revenue and production based on a two-year run rate.

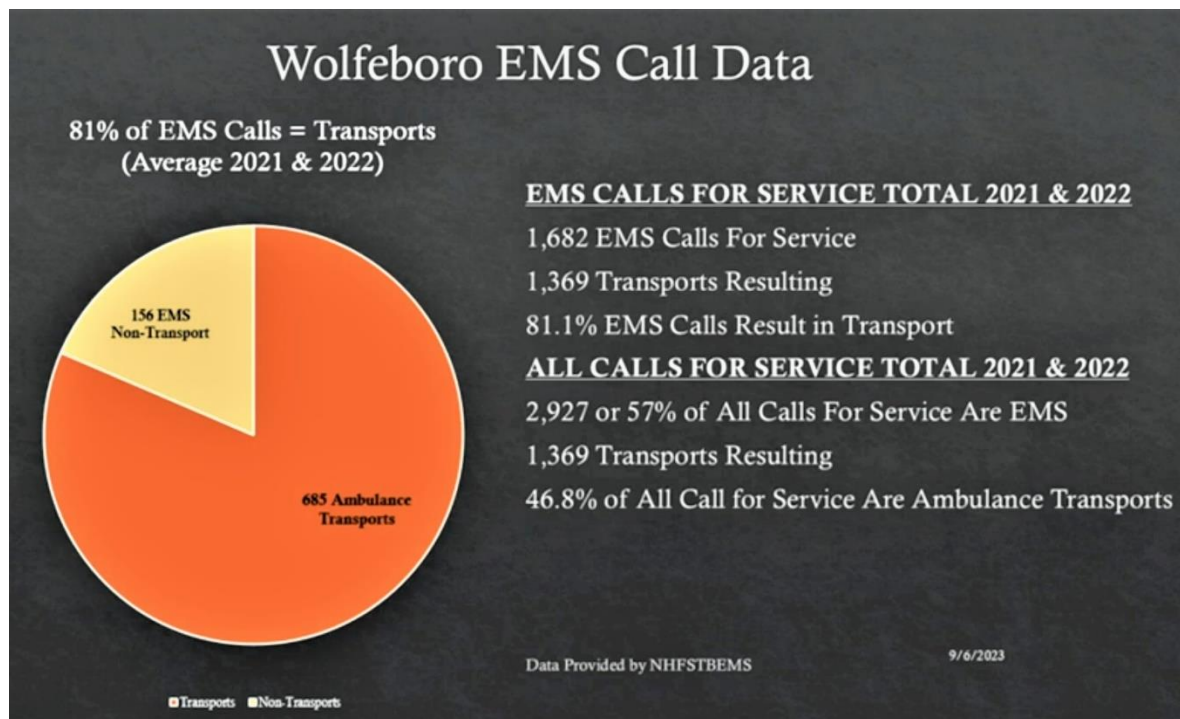


**Slide 8:** There's been significant over past several years; pulled from town reports. During 2020-21 – years of COVID – numbers dropped; Fire chief would attest that numbers are on track to 2023 to surpass 2022 call for service numbers at this point.

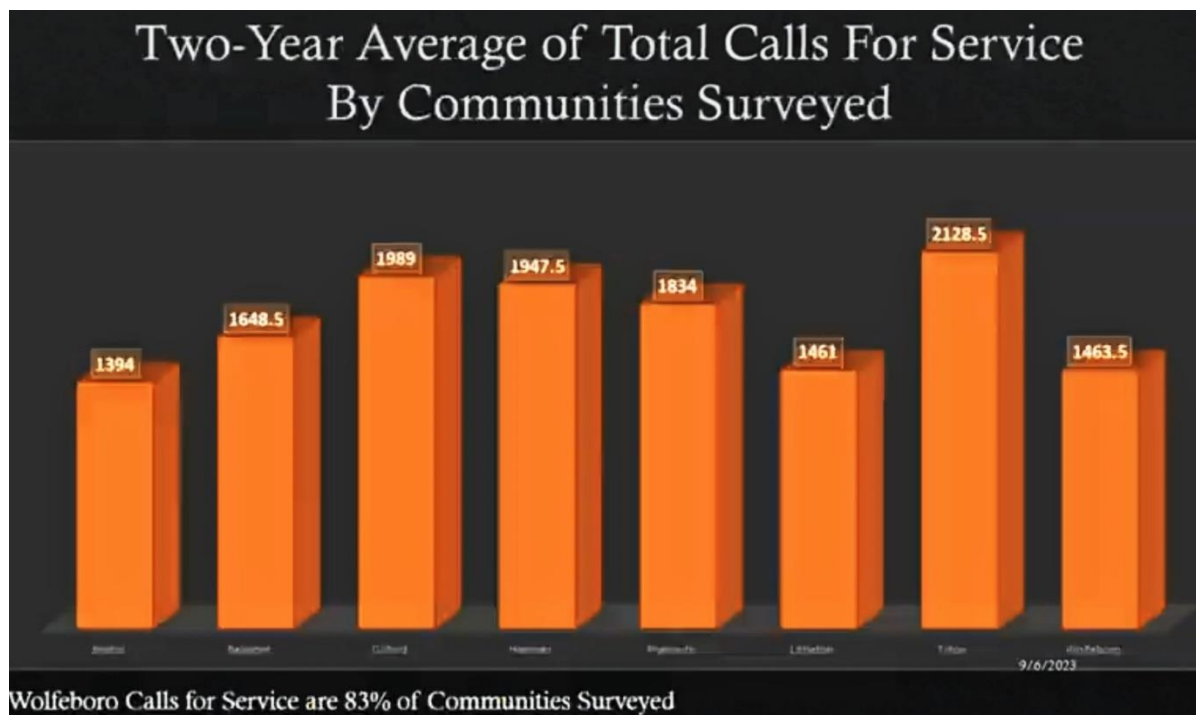


**Slide 9:** Types of calls (from town reports); five-year average – average EMS calls 792; represents 23% increase in EMS calls from 2016-22; 57% of all fire department incidents are EMS-based. Pie-chart shows breakdown of incident based on the numbers.



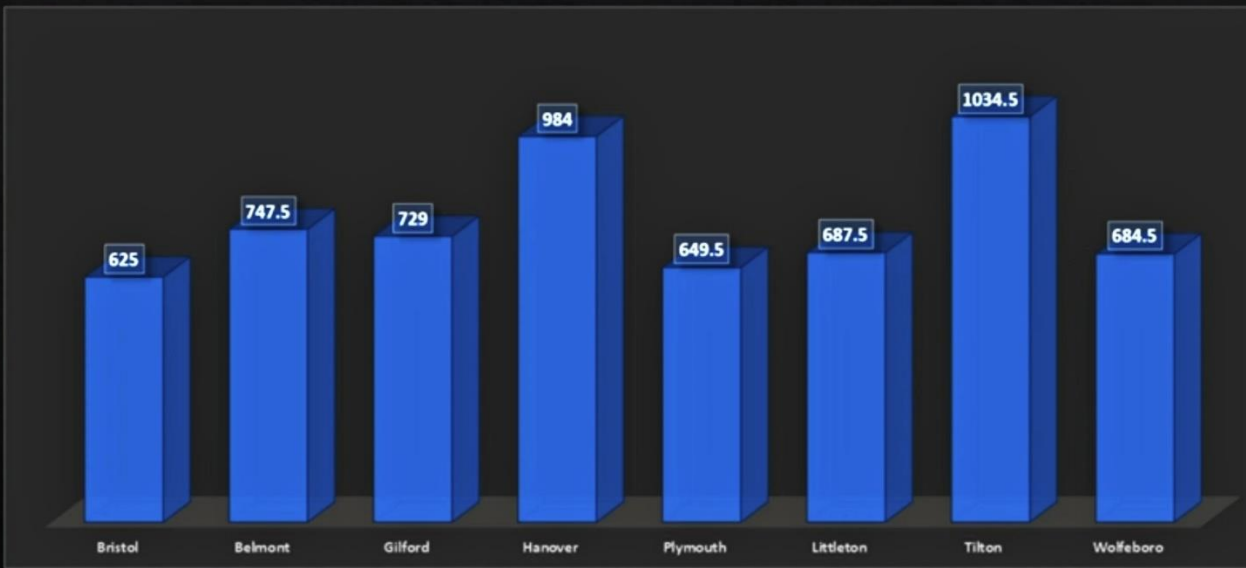


**Slide 10:** 81% of EMS calls that fire rescue responds to result in transports. Over a two-year period, an average of 685 transports with 156 non-transports (which do not generate revenue). However, some communities have instituted a payment program for those services. We can have those conversations going forward as we get into billing. Over a two-year period, 2,927 – 57% of their calls for service are EMS; 1369 transports, 46.8% are ambulance transports.



**Slide 11:** Chart gives a comparison to other communities. Tilton seems to have a higher number of calls for service. But compare our calls for service, Wolfeboro is 83% of those other communities surveyed. So were in the ballpark.

## Two-Year Average Ambulance Transports



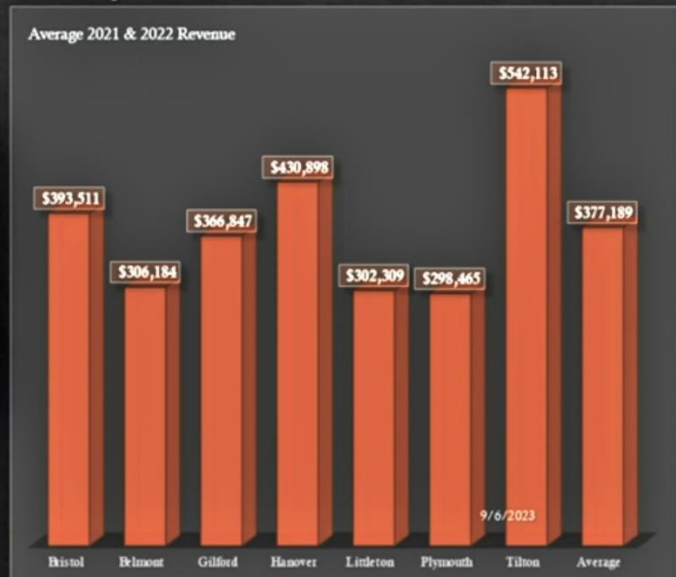
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Wolfeboro Ambulance Transports Two-Year Average are 88% of Communities Surveyed.  
Data Provided by Community Represented Fire Department

**Slide 12:** As far as transports over a two-year period – 684.5 – we’re 88% of all the communities surveyed. Several communities fall in the range of what Wolfeboro does for transports.

## 2-Year Ambulance Revenues By Community Surveyed

| Community | 2-Year Revenue Average | 2022 Collected | 2021 Collected |
|-----------|------------------------|----------------|----------------|
| Bristol   | \$ 393,511             | \$ 413,320     | \$ 373,702     |
| Belmont   | \$ 306,184             | \$ 311,072     | \$ 301,295     |
| Gilford   | \$ 366,847             | \$ 384,789     | \$ 348,904     |
| Hanover   | \$ 430,898             | \$ 472,836     | \$ 388,960     |
| Littleton | \$ 302,309             | \$ 331,161     | \$ 273,456     |
| Plymouth  | \$ 298,465             | \$ 282,561     | \$ 314,368     |
| Tilton    | \$ 542,113             | \$ 568,057     | \$ 516,168     |
| Average   | \$ 377,189             | \$ 394,828     | \$ 359,550     |



9/6/2023

**Slide 13:** Asked the communities to provide actual revenues generated for ambulance services – not what they billed. This revenue is after the billing service. This is actually what the towns received. A two-year average is \$377,189.

## Wolfeboro Ambulance Service Revenue Projections Based on Comparison to Other Communities.

- ◆ Bristol/Gilford/Plymouth/Littleton have similar Ambulance Transport Numbers to Wolfeboro

| Community | 2-Year Revenue<br>Average |
|-----------|---------------------------|
| Bristol   | \$ 393,511                |
| Gilford   | \$ 366,847                |
| Littleton | \$ 302,309                |
| Plymouth  | \$ 298,465                |
| Average   | \$ 340,283                |

Littleton & Plymouth have hospitals in their communities which likely result in reduced "loaded miles" for transports.

- ◆ Wolfeboro Transports are 88% Compared to Communities surveyed.

| Community | 2-Year Revenue<br>Average |
|-----------|---------------------------|
| Bristol   | \$ 393,511                |
| Belmont   | \$ 306,184                |
| Gilford   | \$ 366,847                |
| Hanover   | \$ 430,898                |
| Littleton | \$ 302,309                |
| Plymouth  | \$ 298,465                |
| Tilton    | \$ 542,113                |
| Average   | \$ 377,189                |
| 88%       | \$ 331,927                |

Take that and compare that to what we believe could be the potential for Wolfeboro going forward, chart on right – revenues created by those communities; averaged them out; Wolfeboro had 88% of transports; tells us we could safely project revenue of \$331,927.

Look further at chart on the left; take some of those communities that are more closely represented - similar to Wolfeboro – revenues are \$340,000. Interestingly – Littleton and Plymouth both have hospitals; there is revenue generation from loaded miles. Those two communities do give close representation. That said, both communities contract with outside towns so they don't just create revenue from their communities.

## Revenues – In Conclusion

- ◆ Based on a comparison of ambulance transports of the seven communities operating Fire-Based Ambulance Services revenue projections of \$300,000 to \$325,000 should be achievable in Year One of Fire-Based Ambulance operations, in 2025, depending on billing policies/practices.\*
- ◆ Based on a comparison of ambulance revenues of the seven communities operating Fire-Based Ambulance Services.
  - ◆ Revenue increased 13.9% over the two-year period.
  - ◆ Ambulance transports over the same two-year period increased 13.8%
- ◆ The Town is working with a third-party consultant to perform an independent revenue analysis.
  - ◆ \*The Town is currently working with a third-party consultant to develop Ambulance Billing Policies (This work will only occur if voters approved Fire-Based Ambulance Services in 2024.

9/6/2023

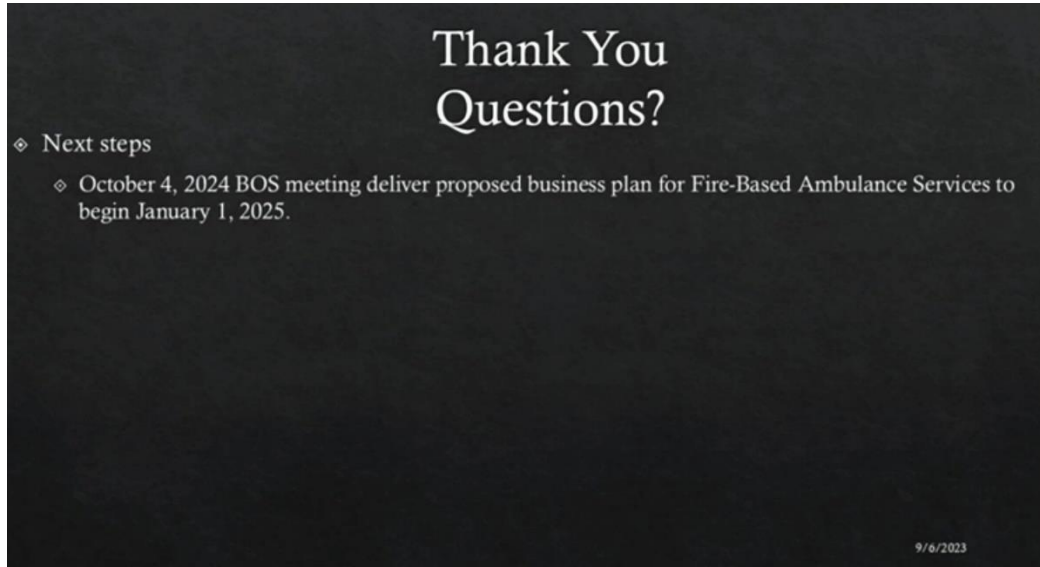
**Slide 15:** Based on comparison of ambulance transports of seven communities operating fire-based ambulance services, revenue projections for Wolfeboro between \$300,000 and \$325,000 in year-one of fire-based ambulance operations if done in 2025 depending on billing policies and practices.

Billing policies and practices: talked with MRI; if project is approved by the voters in 2024 to go forward in 2025; they will work on creating our billing policies for you as BoS to review and adopt. Similar with

water/sewer/electric – an outside entity develops a set of recommendations. MRI did this for Littleton, Cheshire County and seem to have a good track record.

Based on comparison of ambulance service revenues of the seven communities, their revenue increased over the two-year period by 13.9% - but transports over the same period increased by 13.8%. Stable models for the communities.

Next step- October 4, come to BoS with proposed business plan with mechanisms for options for staffing – a big question and driving force and go from there.



**Slide 16: Chief Tom Zotti** and I are here to answer questions specific to operations or potential revenues.

**Mr. Harriman:** Questions from the board?

**Mrs. Murray:** Looking forward to October 4<sup>th</sup> business plan.

**Mr. Harriman:** Agree.

**Mr. Pineo:** We'll be on the agenda for Oct. 4<sup>th</sup> with a business plan and some staffing models and be prepared for warrant article season.

#### **F. Discussion: Community Collaboration group of area Communities**

**Mr. Pineo:** Received an email from Moultonborough town administrator. Their BoS would like to meet with neighboring communities to see if there's any funding or savings options that might be available; any collaborations that we may be able to work through. No meeting date yet; but wanted to bring to board's attention. I know one person on board interested; want to see if others might be interested.

**Mrs. Murray:** I did one with Moultonborough and Tuftonboro. We had a Milfoil Joint Board; worked well. I was on another one where they were looking at whether we could purchase things together and a big issues included electricity – which we really didn't fit in. I'm willing to be on another one since I've done the other ones. Depends on what they're interested in.

**Mr. Harriman:** Agree. Can't hurt to have conversations with our neighbors. There might be some advantages; won't know until we talk with them. Could mean something good for the town.

**Mr. Senecal:** I've been involved before as well. I'd be interested.

**Mr. Freudenberg:** I did it, I think, my first term in Moultonborough – three or four meetings. I think they're probably interested in our electric rates. I'd be happy to go, too.

**Mrs. Murray:** I have a feeling – that's what the last one was.

**Mr. Pineo:** I will confirm with Moultonborough tomorrow that the board members are interested. If the board wants to go, we have to notice it. I'll get back to you.

#### **G. Discussion: 2024 Budget Review Schedule**

**Mr. Harriman:** Looks as it does every year. *[board members choose dates- in most cases no month mentioned – only days]*

**Mr. Freudenberg:** I'll take the 16<sup>th</sup>.

**Mrs. Murray:** I'll take the 10<sup>th</sup>.

**Mr. Deshaies:** I'll take the 12<sup>th</sup>.

**Mr. Senecal:** I'll take the 4<sup>th</sup>.

**Mr. Harriman:** I'll take the 23<sup>rd</sup>.

**Mr. Pineo:** I'll take the 6<sup>th</sup>.

**Mrs. Murray:** Isn't the 4<sup>th</sup> our regular meeting; are we going to meet on those two, first. We'll go from the budget meeting that into a regular meeting on the 4<sup>th</sup>?

**Mr. Pineo:** Correct.

**Mr. Harriman:** We'll start a half-hour early.

**Mr. Senecal:** The 4<sup>th</sup> – welfare and agencies? We'll have a full house.

**Mr. Harriman:** That covers the dates.

**Mr. Pineo:** We'll play the 30<sup>th</sup> by ear?

**Mr. Harriman:** Yes.

**Mr. Pineo:** Thank you.

#### **6. Other Business**

**Mr. Deshaies:** Quick question for Jim: How is the sidewalk committee coming?

**Mr. Pineo:** We've had one interested person at this point.

**Mrs. Murray:** Is there a closing date on that?

**Mr. Pineo:** Not sure what the closing date was.

**Mr. Deshaies:** How are we doing on signage for the Abenaki spray fields?

**Mr. Pineo:** Good shape. They are working on the trails now. I don't think they ordered signs yet.

**Mr. Deshaies:** I mean signage to protect the pray fields. Are we making them or Woodward and Curran?

**Mr. Pineo:** I think Woodward and Curran would do it through one of their contractors.

**Mr. Deshaies:** OK. I believe the police commission should post the MRI report about the police department with a link on their site or wherever where it can be viewed by the public. Some of it has been on InDepth NH; it's on Facebook in town; stories on WMUR. For full transparency it should be available to the general public; that's my opinion.

**Mr. Harriman:** I think the police commission should be responsible for putting it on their web site or making it available to the public. I don't think it's in our purview to request it or put it on our website; if



they ask us to, that's something we could talk to them about at the time. I think ball's in their court to handle it the way they see fit to do it. They could be asked that; the BoS liaisons there to mention to them that we're getting requests; people are interested; see if they put it up on their web site.

## 7. Committee Reports

**Mr. Deshaies:** Alternated for CIP; Energy Committee meeting – looked at numbers for EV chargers. Averaged two charges a day for \$2000 revenues and profits of \$300-\$400 year to date. For the life of the chargers so far expected by the end of the year, about \$1000 in profits after expenses. St. Johnsbury called – wanted to use town chargers – and thanked me after.

**Mr. Freudenberg:** Quiet few weeks; been nice.

**Mrs. Murray:** Milfoil Committee meeting – and want to tell the public tomorrow and Friday [9/7, 9/8/23] dash unit and diver will be in Back Bay to handle significant regrowth of milfoil; will take four days. Will need chemical treatment in 2024. Hand pulling can work; then there's a year when we need to do chemical treatment; wish we could hand pull all of it, but we can't. Also attended a White Gate Road Association meeting with public works and talked about possible drainage solutions. Attended two CIP meetings. Public forum on Route 28 – and there's a survey out. And attended Friends of Pop Whalen.

**Mr. Harriman:** Planning Board meeting- Brewster Academy site review for ice rink behind Anderson Hall into a permanent structure; a lot of public input on that. Also attended the White Gate meeting Linda mentioned about stormwater and drainage through the properties there. And attended Route 28 forum.

**Mr. Senecal:** Attended Route 28 public forum.

## 8. Town Manager's Report

**Mr. Pineo:** Trail location of Almost There is almost complete. We'll have a public hearing to accept the balance of funds for that project which we did not do. Was asked at CIP meeting to submit a CIP for the Libby Museum. Brad and I are meeting with Bergeron Technical Services tomorrow afternoon to discuss that project and a couple other inspection services projects in town. I really grabbed at straws to put together the Libby Museum project. I used the previous report that showed the reduced scope of renovating in the existing footprint and tied that into the narrative – not knowing what we're going to do. That is there as a placeholder. Not sure how the board would like to handle the Libby Museum budget. If you want to review the 2024 budget before it goes forward or just submit what has been done by the director.

**Mr. Freudenberg:** What time is the Libby meeting tomorrow?

**Mr. Harriman/Pineo:** 1:30 p.m. – in the Annex conference room.

**Mrs. Murray:** My feeling is you put the others together; put that together and we'll tell you if we don't like it.

**Mr. Pineo:** OK, consider it done. Confirm Libby meeting time/place.

**Mr. Harriman:** We might want to go to the Libby; Bruce Marin came in and said there's a soft spot in floor; back-left of the building. [Mr. Senecal says he was told, too]; Make Bergeron aware of that.

**Mr. Pineo:** That's it – other than CIP and we start budget reviews with department heads next week.

## 9. Questions from the Press

Elissa Paquette: no questions/comments on police chief report is in newspaper; DOT meeting-Route 28.

10. Public Input (Limited to 3 minutes per person and not to exceed 15 minutes in total) **No comments by public.**

Mr. Harriman – MOTION to go into Non-Public Session RSA 91-A 7:45 p.m.

MOTION Mr. Freudenberg -so moved; SECOND Mrs. Murray. APPROVED 5-0

MOTION Mr. Harriman: Second Mr. Senecal to seal the minutes of September 6 NON-PUBLIC session at 9:36 pm.

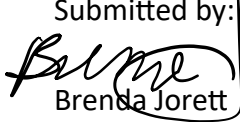

MOTION Mr. Senecal; Second Mrs. Murray to adjourn at 9:37 pm.

Next Meeting dates:

September 20, 2023

October 4, 2023

Submitted by:

   
Brenda Jorett