

**Wolfeboro Board of Selectmen
Meeting Minutes – Approved
February 3, 2016**

Members present: Chairman Dave Senecal, Linda Murray, Dave Bowers, Luke Freudenberg.

Members absent: Vice Chairman Brad Harriman

Staff present: Town Manager David W. Owen, Police Captain Dean Rondeau and Recording Secretary Michele Chamberlain.

Chairman Senecal opened the meeting at 6:30 PM.

Non-Public Session RSA 91-A3

Mr. Owen stated a non-public session is needed to discuss the purchase or sale of Real Estate.

Consideration of Minutes

Chairman Senecal asked for approval from the Board of the January 20, 2016 minutes.

It was moved by Dave Senecal and seconded by Linda Murray to accept the minutes of January 20, 2016 as written. Members voted and being none opposed, the motion passed.

Public Input

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

None

Public Hearings

A. Temporary Outdoor Event Permits

- i. All Saints Episcopal Church to hold the 55th Annual Summer Fair on July 16, 2016 from 10:00 AM – 2:00 PM at 258 South Main Street.**

Chairman Senecal opened the public hearing.

Mr. Phil Wasmuth addressed the Board. He stated the Church will hold their Annual Summer Fair with the permission of the Board. He stated it will be our 55th year. We will have a police officer on duty and public restrooms available as we did in previous years. We will have the appropriate insurance documents in by April.

Chairman Senecal closed the public hearing.

It was moved by Luke Freudenberg and seconded by Linda Murray to approve the issuance of a Temporary Outdoor Event Permit to All Saints Episcopal Church to hold the 55th Annual Summer Fair on July 16, 2016 from 10:00 AM – 2:00 PM at 258 South Main Street,

Bulk Vote

A. Weekly Manifests

January 29, 2016

February 5, 2016

B. Property Tax Refunds/Abatements Approvals:

Approval:

- i. Abatement/Refund #9 (2015) Tax Map 268, Lot 42
- ii. Abatement/Refund #11 (2015) Tax Map 228, Lot 44
- iii. Abatement/Refund #22 (2015) Tax Map 201, Lot 34-119
- iv. Abatement/Refund #23 (2015) Tax Map 260, Lot 41
- v. Abatement/Refund #26 (2015) Tax Map 215, Lot 5
- vi. Abatement/Refund #29 (2015) Tax Map 159, Lot 21
- vii. Abatement/Refund #30 (2015) Tax Map 260, Lot 4
- viii. Abatement/Refund #32 (2015) Tax Map 190, Lot 103
- ix. Abatement/Refund #33 (2015) Tax Map 259, Lot 27
- x. Abatement/Refund #37 (2015) Tax Map 201, Lot 25
- xi. Abatement/Refund #40 (2015) Tax Map 251, Lot 9
- xii. Abatement/Refund #41 (2015) Tax Map 191, Lot 41

Denials:

- xiii. Abatement/Refund #25-Part 1 (2015) Tax Map 193, Lot 18
- xiv. Abatement/Refund #25-Part 2 (2015) Tax Map 193, Lot 19

C. Property Tax Credits/Exemptions

Approval:

- i. 2 Blackberry Lane Tax Map 204, Lot 90-5
- ii. 279 North Main Street Tax Map 188, Lot 55
- iii. 21 Knoll Road Tax Map 216, Lot 33 [Note: Approval for Regular Veteran's Tax Credit Only]

Denial:

- iv. 21 Knoll Road Tax Map 216, Lot 33 [Note: Denial for Disabled Exemption]

D. Notice of Intent to Cut Wood or Timber

- i. New Garden Road Tax Map 246, Lot 1

E. Applications for Current Use

- i. Bickford Road Tax Map 104, Lot 4
- ii. Stoneham Road Tax Map 139, Lot 12

Linda Murray asked the Chairman if Abatement #29, Tax Map 159, Lot 21 could be separated from the whole Bulk Vote because she stated she had a conflict of interest.

It was moved by Dave Senecal and seconded by Dave Bowers to remove Abatement #29, Tax Map 159, Lot 21 from the whole Bulk Vote and vote just on that abatement. Linda Murray abstained, all other members voted and none being opposed, the motion passed.

It was then moved by Dave Senecal and seconded by Dave Bowers to approve Abatement #29, Tax Map 159, Lot 21. The motion passed with Linda Murray abstaining.

It was moved by Luke Freudenberg and seconded by Dave Senecal to approve the Bulk Votes A – E above without Abatement #29 Lot 21. Members voted and being none opposed, the motion passed.

Appointments

A. Economic Development Committee

There remains one vacancy on the EDC , and the Committee has recruited the new Head of School at Brewster, Craig Gemmell, to join in their efforts. Mr. Gemmell has agreed to stand for appointment to the EDC.

It was moved by Dave Senecal and seconded by Dave Bowers to appoint Craig Gemmell to the Economic Development Committee for a term through to April, 2018. Members voted and none being opposed, the motion passed.

Dave Owen stated the EDC would like to add alternate members to their Committee.

Linda Murray stated she would like to see five alternative members added to the Committee.

It was moved by Linda Murray and seconded by Luke Freudenberg to establish five alternative members to the Economic Development Committee. Members voted and none being opposed, the motion passed.

New Business

A. Amend Mileage & Expense Reimbursement Policy

Dave Owen stated as you see in your packets, the IRS has decreased its standard mileage rates for 2016 to 54 cents per mile. The Town's current reimbursement rate is 56 cents per mile. In order for the Town to take advantage of the cost savings available through this lower mileage reimbursement rate, it is recommended that the Town's Mileage & Expense Reimbursement Policy be amended.

It was moved by Dave Senecal and seconded by Luke Freudenberg to amend the Town's Mileage & Expense Reimbursement Policy in Section II. Reimbursement, a. so that it reads as follows: "Mileage expenses will be reimbursed at the rate of 54 cents per mile effective February 4, 2016. This rate may be revised by the Board during the year as may be necessary." Members voted and none being opposed, the motion passed.

B. Review Chapter 16 – Beaches of Town Code

Police Captain Dean Rondeau brought forward questions about the provisions of Chapter 16 (Beaches of Town Code). He represented the Police Commissioner and wanted to have the Board's guidance about whether the Police Department should enforce these provisions or whether they ought to be revised or deleted from the Town's ordinances. He stated the issue was the enforcement of Wolfeboro Town Code (Beaches Chapter 16) 16-1 through 16-5 and as far as he could tell, this Town code has never been enforced in the last twenty five years, but it remains on the "books". The only recommendation the Wolfeboro Police Department would like to make is the curfew portion of the Ordinance (16-1) to remain in effect. They would like the curfew to begin at 2200 hours (10:00 PM) so that it would curb vandalism and other nighttime criminal mischief that can occur. This curfew would help in preventing vandalism and in saving the Town money. Lastly, the fine amount should be raised from \$10.00 to \$50.00.

Chairman Senecal stated Albee Beach has a gate that is used at night.

Lindsay Murray stated that all Town Beaches are open and not gated anymore.

Captain Dean Rondeau stated it is correct that none of the Town Beaches are gated and also wanted the Board to know that the police frequently patrol these areas at night but can't be there all the time.

Linda Murray stated she was in favor of removing items 16-2 and down because our beaches have been open and people from Tuftonboro, Brookfield and other surrounding areas have enjoyed them. She stated Wolfeboro really is a community center for the greater area and we should welcome those people to our beaches as we do with our parks and everything else in town.

Dave Owen asked for clarification. We will be removing section 16-2 and down correct?

Linda Murray stated we will leave Article 16-1 Curfew but 16-1 Restrictions on parking and bathing; violations and penalties will need to be reworded.

Dave Bowers stated we will need a public hearing.

Dave Owen stated after the Board decides what it wants to do we will have a public hearing.

Dave Owen asked the Board if they would like to eliminate Carry Beach or list all the beaches or could they just state Town Beaches in the new article. He stated the fine would be raised from \$10.00 to \$50.00.

Chairman Senecal asked Captain Dean Rondeau for clarification of the curfew times.

Captain Dean Rondeau stated the curfew would be from 2200 (10:00 PM) to 0600 (6:00 AM).

Dave Owen stated he would complete the revisions and set up a public hearing.

Old Business

Linda Murray stated she would like the public to be aware of the requirements the Town is seeking for the new Town Manager.

She read from the document, (Ideal Candidate Profile & Challenge Statement) which is found on the Town's website.

The document states, "The Ideal Candidate for the position of Wolfeboro, NH Town Manager will have:

- A Master's degree in public administration or related field
- 7 to 10 years of progressive municipal management experience
- A proven record of positive financial management and strategic planning
- The willingness and ability to commit to the position for 7 or more years
- A history of successful collective bargaining experience
- The ability to think "outside the box" and to provide innovative solutions
- Strong written and verbal communication and interpersonal skills
- The ability to listen and to provide the highest level of customer service
- A successful background working with public and private partnerships
- A demonstrated ability to provide unbiased guidance
- Willingness to manage Town affairs in an open and transparent manner
- The ability to lead, organize, inspire and manage people, and be a team player

Strong public ethics, integrity and accountability
Demonstrated skills in working collaboratively and building consensus

The ideal candidate will have the requisite skills to work effectively with a predominantly seasoned staff of departments heads, blend the talents of newer department heads and develop an effective supervisory relationship. Must be willing to listen, utilize and recognize their strengths and develop a positive team approach.

The Town Manager will be challenged to assist the community in keeping its rural and natural atmosphere, preserving its lakes, rivers and ponds, and quaint New England appeal, while working with the Economic Development Committee and Chamber of Commerce to promote Wolfeboro as a four season recreational tourist community and a great place to do business. He or she must promote the community as a “business friendly” one that can easily move forward within varied compliance zoning and other requirements.

The Town has enjoyed some recent large projects and the Town Manager will have an upcoming challenge of working with Library Trustees and Town Officials to educate the community on a potential large upcoming library expansion project.

The new manager will need to earn the respect of the community. He or she must have a proven record of establishing positive internal as well as external relationships while holding her/himself and others to the highest standards of integrity and accountability. The Town Manager must also be fully committed to the concept of transparency and openness in government, ensuring those concepts are practiced throughout the organization. He or she must be personable, an active listener responsive and approachable.

Some additional challenges facing the town are to develop an Asset Management Plan to address repairs, maintenance and replacement of Town assets, and to use the plan in the budgeting process; to continue progress made in addressing infrastructure maintenance, repairs and upgrades; to continue progress in meeting ADA requirements; to work with the Board, CIP and Budget Committees to keep the tax rate as stable as possible while ensuring capital projects move forth; and to support local public/private partnerships to help accomplish town projects.

A continued challenge of the Town involves working with the Board, Consultants and Staff to meet the State of NH Administrative Consent Order by addressing capacity and associated issues with the Town’s Effluent Disposal System.

In addition to the technical and professional skills desired by the community, the new Town Manager must be able to engage the community and its various stakeholders. Openness, accessibility and transparency are important. The Town Manager must be a true professional and ensure that the highest level of customer service is provided to the community.”

Dave Owen stated that the statement Linda Murray read is also on the Town website.

Chairman Senecal stated he would like to bring to the attention of the public that MRI, the company conducting the search for the new Town Manager has a website/email where the public can put their input. The website is: Wolfeboro@mrigov.com. Anyone can submit information on the search for the new Town Manager, and the information will be kept confidential. Linda Murray asked Carol Graffold at MRI if they could add a third panel (being the Board of Selectmen) in the process of hiring a Town Manager. She stated this was done when they hired Dave Owen.

The Board of Selectmen agreed to add the third panel in the process of hiring a new Town Manager.

Chairman Senecal asked Linda Murray to follow up on this matter.

Linda Murray agreed.

Other Business

None

Town Manager's Report

Mr. Owen stated the following:

Gary Mason has resigned from the Conservation Commission due to relocating his residence out of state. Therefore, there will be a vacancy on the Board of Conservation Committee. Dave Owen will write a letter thanking Mr. Mason for his service.

The new Assistant Director for Parks & Recreation has been hired. Justin Chaffee is a graduate from Kingswood Highschool. He has worked for Ossipee Parks & Recreation and for the Town of Lincoln Recreation Department, where they have a ski slope and rope tow similar to ours.

The other ongoing recruitment process is the Fire Chief selection process that has been narrowed down to five finalists. On February 11, 2016 (Thursday) there will be a final assessment center process at the Congregational church across the street. The Board of Selectmen are invited to come meet the finalists during lunch (12:30 PM -). Luke Freudenberg stated he would attend and all others declined, except Linda Murray who previously accepted this invitation.

Dave Owen stated he had a new Town Hall Renovation Project budget report. (see attached sheet) He stated we still have a balance of \$6,693.58.

Dave Owen stated now that we have the amended wording of the Town Articles for the Town Warrant he will put together the Voters' Guide for next week.

Committee Reports

Linda Murray stated she attended the Milfoil Committee. The Committee voted not to do a chemical treatment this year. She helped Mr. Owen with the interviews for the position of the Assistant Director of Parks & Recreation.

Questions from the Press

None were noted.

Being no further business before the Board, Chairman Senecal entertained a motion to adjourn.

Member Luke Freudenberg moved the Wolfeboro Board of Selectmen to enter non-public session at 7:02 PM to discuss the purchase or sale of Real Estate. Chairman Senecal seconded. Linda Murray stepped down and recused herself from the non-public meeting. Members voted and being none opposed, the motion passed.

The Board re-entered public session at 7:22 PM.

It was moved by Dave Senecal and seconded by Luke Freudenberg to seal the non-public minutes and return to public session, which was approved by roll call vote, with Dave Senecal voting yes, Dave Bowers voting yes and Luke Freudenberg voting yes.

Being no further business before the Board, Chairman Senecal entertained a motion to adjourn.

Chairman Senecal moved the Wolfeboro Board of Selectmen to adjourn at 7:25 PM. Member Luke Freudenberg seconded. Being none opposed, the motion passed.

Respectfully submitted,
Michele Chamberlain,
Recording Secretary

