

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
June 27, 2018

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

Staff present: Town Manager Becky Merrow, Police Chief Dean Rondeau, Finance Director Pete Chamberlin and Recording Secretary Michele Chamberlain

Chairman Murray opened the meeting at 6:30 PM.

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

Ms. Merrow stated a non-public session is needed to discuss litigation and personnel.

Consideration of Minutes

Chairman Murray asked for approval from the Board of the June 14, 2018 Regular Meeting Minutes.

It was moved by Dave Bowers and seconded by Dave Senecal to accept the minutes of June 14, 2018 with an amendment to page 8. Members voted and being none opposed, the motion passed.

Public Hearings

A. Temporary Event Permit Applications

i. Wolfeboro Fire Rescue & Police Department to hold the third annual Open House on June 30, 2018 from 12:00 PM to 2:00 PM at 251 South Main Street.

Dean Rondeau, Police Chief, addressed the Board. He stated this is our third annual open house. The public is invited to come and take a tour of the Fire Department and the Police Department. There will be a free cookout, demonstrations of fire and rescue safety and demonstrations of tracking by the K-9 police dog. This is a great way to meet members of our local fire and police department.

Chairman Murray opened the public hearing.

Chairman Murray closed the public hearing.

Chairman Murray stated this is a great event and she has attended the last three years with her grandchildren.

It was moved by Dave Bowers and seconded by Paul O'Brien to approve and sign a Temporary Event Permit for Wolfeboro Fire Rescue & Police Department to hold the third annual Open House on June 30, 2018 from 12:00 PM to 2:00 PM at 251 South Main Street. Members voted and being none opposed, the motion passed.

ii. Kingswood Youth Center to hold a Chili Cooking Contest on September 22, 2018 from 11:30 AM to 2:30 PM at 15 North Main Street (The Green at Durgin Stables).

Mara Michno, Director of the Kingswood Youth Center, addressed the Board. She stated this will be our ninth year holding the Chili Challenge. It is our annual fundraiser for the Kingswood Youth Center. We service children in middle school and high school in the Governor Wentworth Regional School District. We offer a lot of free programs and we are a nonprofit organization.

Chairman Murray opened the public hearing.

Chairman Murray closed the public hearing.

Mr. Senecal volunteered to be a judge.

Ms. Michno stated she would love to have him again.

It was moved by Dave Senecal and seconded by Brad Harriman to approve and sign a Temporary Event Permit for Kingswood Youth Center to hold a Chili Cooking Contest on September 22, 2018 from 11:30 AM to 2:30 PM at 15 North Main Street (The Green at Durgin Stables). Members voted and being none opposed, the motion passed.

B. Discretionary Preservation Easement

i. JP Brown LLC for a Historic Agricultural Structure pursuant to RSA 79-D. Structure (barn) is located at 603 Brown's Ridge Road.

Chairman Murray read the Public Hearing Notice as follows:

The Wolfeboro Board of Selectmen will hold a public hearing on Wednesday, June 27, 2018 at 6:35 PM at the Wolfeboro Town Hall Great Hall, 84 South Main Street, Wolfeboro, NH to consider the application of JP Brown, LLC for a Discretionary Preservation Easement for a Historic Agricultural Structure pursuant to RSA 79-D. The structure (barn) is located at 603 Brown's Ridge Road.

Chairman Murray stated we had to redo this application because the wrong name was on the application.

Justin Brown, Resident of 603 Brown's Ridge Road, addressed the Board. He stated he wrote his name on the application instead of JP Brown, LLC.

Chairman Murray stated before the Board of Selectmen had agreed to a 50% Discretionary Preservation Easement Agreement. She asked the Board if everyone was okay with that decision.

The Board agreed to the 50% Discretionary Preservation Easement Agreement.

Chairman Murray opened the public hearing.

Chairman Murray closed the public hearing.

It was moved by Dave Senecal and seconded by Dave Bowers to approve and sign a Discretionary Preservation Easement for JP Brown LLC for a barn located at 603 Brown's Ridge Road. Members voted and being none opposed, the motion passed.

Bulk Vote

A. Weekly Manifests

June 15, 2018

June 22, 2018

B. Notices of Intent to Cut Wood or Timber

- | | |
|---------------------|--------------------|
| i. David A. Wheeler | Tax Map 169, Lot 1 |
| ii. Allan Willand | Tax Map 45, Lot 1 |
| | Tax Map 16, Lot 2 |
| | Tax Map 25, Lot 3 |

It was moved by Brad Harriman and seconded by Paul O'Brien to approve the Bulk Vote items A & B above. Members voted and being none opposed, the motion passed.

Appointments

A. Presentation of Annual Audit – Tim Greene

Tim Greene, Auditor from Roberts & Greene, PLLC, addressed the Board. Mr. Greene discussed the annual Town audit report for 2017. He stated we have audited the accompanying financial statements of the government activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Wolfeboro, New Hampshire, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements. Mr. Greene reviewed the basic financial statements consisting of the three components: 1) Government-wide financial statements, 2) Fund financial statements and 3) Notes to the basic financial statements with the Board in detail. He stated he is pleased to announce that the report had another clean audit. Mr. Greene discussed the different Exhibits in his report.

Chairman Murray stated she thought last year we wrote off the money the State of NH was going to pay us for the RIB sites but it was not on the yearly report and she thought it was all put on last year.

Mr. Greene stated that was the case.

Mr. O'Brien questioned the history of the cash flows. He stated we are showing a negative cash flow at the Sewer Department. He questioned if this was an ongoing issue or it is a onetime thing. He questioned if this was a trend.

Mr. Chamberlin stated we were in deficit for a number of years but he thought we were in better shape than we had been in a number of years.

Mr. O'Brien stated he would check in with Mr. Chamberlin next week.

Ms. Murray stated we did not raise the rates last year for the Sewer Department but she expects it to happen this year. She stated the fund is in a lot better shape than it has been in years.

Ms. Merrow questioned where Cemeteries would be found. She wondered if it was separated out from the General Fund.

Mr. Chamberlin stated it was either in the Trust of the Trustees or the Parks and Recreation Department.

Ms. Merrow stated the unassigned fund balance is lower than what the DRA recommends.

Mr. Greene agreed.

Mr. Greene stated in conclusion to his report he offered a general reminder. There was some confusion regarding the use of restricted funds before unrestricted funds when it concerned donations for welfare. The Town should have a policy that defines whether restricted funds are to be used first, prior to using unrestricted funds. The Town should be reviewing its financial policies on an annual basis to ensure those policies are relevant, effective, and are being implemented. The Town's investment policy is required to be reviewed annually in accordance with NH RSA 41:9.

Chairman Murray stated we can look into that but we did just review our investment policy.

Chairman Murray stated she had a question about Police Detail on page 54. She questioned why it was called committed.

Mr. Greene stated committed can only be used for that fund and can only be changed at the level it was assigned to in the first place.

Mr. Greene wished Mr. Chamberlin the best with his retirement.

New Business

A. Monthly Budget: Expenditures & Revenue Report

Chairman Murray stated this is Pete Chamberlin's last meeting. He is retiring on Friday, June 29th. She thanked Mr. Chamberlin for his service to the Town and for answering her many questions. She stated he was easy to talk to and very helpful.

Mr. Chamberlin stated he has been in finance for 39 years and the last 11 years he spent in Wolfeboro have been the best time of his career. He stated he enjoyed working with the Board of Selectmen and the Town has a lot of great employees. He contributes his success to the employees that he worked with.

Chairman Murray stated we need to keep a close eye on our legal expenses because we are already over.

Chairman Murray thanked Mr. Chamberlin for making the correction to the EDC budget. There were no costs listed for secretarial work and we did have a secretary this year.

The initial percentages expended-to-date as of the end of May 2018 are as follows: the General Fund is at 37%, the Water Fund is at 34%, the Electric Fund is at 38%, the Sewer Fund is at 56.5%, the Pop Whalen Fund is at 43% and the overall expended-to-date is at 38%.

Mr. Chamberlin stated he would be working a few days a week for a while so there would be a smooth transition.

B. Commercial Vessel Landing Permit – Dive Winnepesaukee Corp.

Ms. Merrow stated she spoke with Barry Muccio, Director of the Municipal Electric Department. She stated Mr. Muccio was okay with moving the Municipal Electric Boat to the dock opposite the Municipal Fire Boat which would allow the Mail Boat to be behind the Municipal Fire Boat.

Sandy McKenzie, Operator of the Mail Boat, addressed the Board. He asked permission to deliver mail to island residents.

It was moved by Dave Senecal and seconded by Brad Harriman to relocate the Municipal Electric Boat to the dock opposite the Municipal Fire Boat and to site the Mail Boat immediately behind the Municipal Fire Boat. Members voted and being none opposed, the motion passed.

C. Letter from Town of Ossipee Board of Selectmen regarding local education tax

Chairman Murray read the letter as follows:

There has been a fair amount of response generated by discussions on the impact the Town of Ossipee will see in the local education tax as a result of the \$1.5 million budget increase, of which Ossipee's portion is \$900,000 or \$1.33 per thousand. This year alone, the local education tax will double the amount we as Selectmen have worked diligently over the past four years to decrease in the Town-portion of our tax rate.

Upon request, we have investigated the methodology in calculating Ossipee's share of the school district budget. This likely needs to be updated as the process for our Town has not changed in

fifty-five years. We are asking each town in Governor Wentworth Regional School District, would you be in favor of establishing an actual budget committee with a representative from each town within the school district to provide financial oversight and review of the proposed budgets? We kindly request your response in writing no later than July 2, 2018. Thank you for your time and consideration.

Respectfully,
Ossipee Board of Selectmen

Chairman Murray stated the School Board has three budget hearings in November which gives any Town an opportunity to come in to talk to them. She stated the School District is governed under its own RSA and any budget committee formed outside of those RSA's would have no authority. She felt there was not a need to form a budget committee since individuals could attend School Board Meetings and voice their concerns.

Mr. Senecal stated DRA sets the guidelines so he thought the Ossipee Board of Selectmen should contact DRA. Also, he thought one of the guidelines was based on school aged population in a town which the Wolfeboro Board of Selectmen could not control. Mr. Senecal stated they should acknowledge the letter but recommend that the Ossipee Board of Selectmen talk to the School Board and DRA.

Mr. Bowers agreed with Ms. Murray and stated the costs are probably based on cost per student.

Mr. Harriman stated there is a formula that is used to calculate the rate. He has attended all the Ossipee Board of Selectmen meetings and they have been talking about this for a while. One of the comments that he heard is that most towns do not attend the School Board meetings. Mr. Harriman stated attending a School Board meeting is the opportunity to raise concerns and talk about issues. He did not feel there was a need to form a budget committee.

Chairman Murray stated the towns surrounding the lakes always pay a higher percentage. The Town of Tuftonboro pays the most then the Town of Wolfeboro and then the Town of Ossipee.

Mr. O'Brien felt communication needed to be better between the towns and the School Board. He felt there was not a need to form a budget committee but wanted to acknowledge the Ossipee Board of Selectmen's concern. He suggested that the School Board should try to be extra special communicators when dealing with the upcoming budget.

Chairman Murray suggested the Wolfeboro Board of Selectmen should attend the School Board meetings.

Mr. O'Brien agreed.

The Board agreed that Ms. Merrow should send a letter to the Ossipee Board of Selectmen.

Chairman Murray suggested that all the towns sit down with the School Board Finance Committee.

Mr. Senecal and Mr. O'Brien agreed.

Mr. Senecal stated all the towns need to participate not just Wolfeboro and Ossipee.

Ms. Merrow stated she would draft the letter and send it to the Ossipee Board of Selectmen.

D. Tree Trimming on Scenic Roads

Chairman Murray stated we received a letter from Claude Roessiger. The question being asked is if there are guidelines for the Electric Department when trimming trees on Scenic Roads.

Mr. Harriman stated he revisited the Rural Road Report that was submitted by the Rural & Scenic Roads Committee to the Wolfeboro Board of Selectmen and all concerns were related to road maintenance pertaining to the Highway Department. The maintenance policies were related to grading, ditches, culverts and structures, dust control and utilizing “Best Management Practices”. Mr. Harriman did not recall addressing tree trimming around power lines. Mr. Harriman read the last statement on the Rural & Scenic Roads Committee Report. It states as follows:

Stakeholder Involvement: For smaller maintenance repairs, notify the neighborhood with door knockers signage or by voice of when and what type of work will be performed in their neighborhood. For larger projects, schedule a stakeholder meeting where the residents of the neighborhood can be informed of the work to be done and have an opportunity to ask questions, or make comments.

Mr. Harriman suggested adopting the Stakeholder Involvement statement as a policy for the Electric Department.

Mr. O’Brien agreed.

Chairman Murray stated at a Public Forum she made the statement that there should be as little cutting as possible on Scenic Roads.

Ms. Merrow stated there is a tree marking process that the Electric Department follows.

Claude Roessiger addressed the Board. He stated he thought at one of the Board of Selectmen’s meetings that the comment “go gently” was used by Chairman Murray and that Mr. Bowers seconded this motion.

Chairman Murray stated the Scenic Road Committee went before the Planning Board.

Mr. O’Brien stated he was not sure if the Planning Board received a copy of the report by the Rural & Scenic Roads Committee but felt they should be informed.

Mr. Roessiger wanted everyone to be on the same page when talking about tree trimming on Scenic Roads.

Mr. Senecal stated tree trimming of Scenic Roads is separate from cutting for a 390 Line.

It was moved by Dave Senecal and seconded by Paul O’Brien to eliminate the words, “390 Line” from the above section (D- Tree trimming of Scenic Road & 390 Line). Members voted and being none opposed, the motion passed.

E. Budget Guidelines for 2019

Ms. Merrow stated she reviewed and agreed with the memorandum submitted by Dave Owen for the Budget Guidelines for 2019. She stated in summary the discretionary budget items of Town Departments' budgets should remain at level-funded as much as possible, although the various line items may vary at the Department Head's discretion within that level-funded total request amount.

Chairman Murray wanted to emphasize the last guideline that reads: Capital outlay requests must be accompanied by a cost/benefit analysis on forms provided by the Finance Department.

Mr. O'Brien asked if Ms. Merrow could provide a list that included a schedule of all Town Asset Management Projects.

Ms. Merrow stated she would be meeting with Matt Sullivan, Planning Director and they would be revising a schedule of new projects.

Ms. Merrow questioned the Dock Repairs.

Chairman Murray stated there was a Tighe and Bond Asset Management Plan that laid out what should be done in the dock area.

Mr. O'Brien stated dock expansion was not part of the Tighe and Bond Asset Management Plan. The plan was primarily for the maintenance and structure of the docks. There was a second section that talked about additional parking.

Chairman Murray agreed.

The Board discussed if signs were still posted at the Town Docks for the emergency repairs.

Chairman Murray stated this is the last week on the construction of the right of way on Center Street. There will be two-way traffic on Center Street from July 1st through Labor Day.

It was moved by Dave Bowers and seconded by Dave Senecal to accept the Budget Guidelines for 2019. Members voted and being none opposed, the motion passed.

F. Media Policy

Ms. Merrow stated generally all communication that is official communication should be on letterhead and should come from the Board of Selectmen and/or the Town Manager after the copy has been reviewed. Ms. Merrow stated a letter was sent out that did not reach the attention of the Board of Selectmen or the Town Manager so Ms. Merrow suggested a Media Policy.

The Board agreed that Ms. Merrow should draft a Media Policy for their review.

Old Business

A. Building Committee Libby Museum

Mr. Harriman stated the representative from the Friends of Libby Museum that we wanted on the Building Committee for the Libby Museum did not attend the last meeting. He believed the individual will accept being on the committee.

The Board decided to wait until Mr. Harriman hears from the individual before making the appointments to the Building Committee for the Libby Museum.

Other Business

None

Town Manager's Report

Ms. Merrow stated the following:

Ms. Merrow presented the Board with a detailed Town Manager Report.

Debbie Zabkar from Milton has been hired as the new Finance Director. She has experience from the Newington, NH Municipality, has had her own business for some time and has a bachelor degree in accounting. She is not a CPA but is very well qualified. She will be working with Pete and Jeff two days a week for about month during the transition.

Mr. Bowers stated the Town recently hired Matt Sullivan and Christine Collins and he felt the Town was very lucky to have such qualified employees.

Ms. Merrow stated the Town has received some letters from Environmental Services with regard to water testing that did not meet State guidelines. She will be meeting with the Water Department's Supervisor this week.

Committee Reports

Paul O'Brien attended the Master Plan Forum. Mr. O'Brien gave a midterm update on the Energy Chapter for the Master Plan. He attended the Wolfeboro Energy Committee Meeting and they are planning a fieldtrip to Sterling, Massachusetts. Their municipality is about the same size as ours. He attended the Police Commission Meeting, the Lakes Region Annual Planning Board Meeting, and a ribbon cutting ceremony for Families in Transition and the Open House at the Pickering House on Saturday.

Brad Harriman stated Wolfeboro Community Television will be broadcasting the 4th of July Parade live on Channel 25 at 10:00 AM on July 4th with a rain date of July 5th. He attended a meeting with FEMA in Moultonborough yesterday morning and the Town will be eligible to collect funds for the Election Day snowstorm. There should be a fair amount of funds that can be recovered for the Public Works Department. He attended the Planning Board Master Plan Forum and a Friends of Libby Museum Meeting.

Dave Senecal attended the Open House for the Pickering House and the Lakes Region Planning Commission Annual Meeting. Kathy Barnard received a Service Award for her service to the Town

of Wolfeboro. He attended an Emergency Management Meeting today, a Buildings Maintenance Committee Meeting and a Conservation Commission Meeting.

Linda Murray attended the Master Plan Committee Facilities Meeting last week. She took a tour around Back Bay. We will be doing a chemical treatment of Back Bay in the fall. We will be bringing in the Dash Unit as well. She attended a Special Events Meeting and they will be trying to have events in the Great Hall and the First Congregational Church. She attended the Master Plan Seminar, the Lakes Region Planning Commission Annual Meeting, the ribbon cutting ceremony for the Hope House and the Open House for the Pickering House. She attended the Emergency Management Meeting with Mr. Senecal.

Mr. Bowers stated he spent an extensive amount of time with Peter and Patty Cooke with regard to the extensive rules and regulations. The Cookes bought the property next to the Pickering House and are planning on restoring it. They hope the Town can make the processing a little smoother. He has been continuing his trips around Town. He plans on visiting all the Conservation Areas in Town. An albino squirrel has been sighted on a property on North Main Street. Mr. Bowers has taken pictures of a Pileated Woodpecker.

Questions from the Press

None

Public Input

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

Claude Roessiger, Member of the Society of Preservation of Wolfeboro, addressed the Board. He asked if there would be a Public Hearing on North Wolfeboro Road.

Mr. Harriman thought it would be a good idea to have a Public Hearing.

Suzanne Ryan addressed the Board. She stated at the June 14th Selectmen's Meeting there was a gentleman that lives on North Wakefield Road and she would like clarification on what he was asking. She visited North Wakefield Road and questioned if signs were posted for the Class 6 Road. The tax card states that the property is on a Class 6 Road and she cannot find any information on how it became a Class 5 Road. She asked how the Town distinguishes where the line on a Class 5 Road starts and ends.

Ms. Merrow stated there is a record on where a Class 5 Road begins.

Mr. Harriman stated the Town of Ossipee does not have signs for where a Class 5 Road ends and where a Class 6 Road begins. There are road maps and road inventory where this information can be found. He believes Mr. Ford has an extensive road inventory that could be looked at. He stated if a road is maintained by the Town is gets reclassified as a Class 5 Road.

Ms. Ryan asked how a short section in the middle of a Class 6 Road became a Class 5 Road.

Mr. Harriman stated because it was maintained by the Town.

Ms. Merrow stated whenever a town touches the road then that town owns the road.

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

The Board re-entered public session at 9:19 PM.

Brad Harriman moved the Wolfeboro Board of Selectmen to seal the minutes of the June 27, 2018 non-public meeting. Paul O'Brien seconded. Roll call vote, Chairman Murray – yes, Dave Bowers – yes, Dave Senecal – yes, Paul O'Brien – yes and Brad Harriman – yes. Being none opposed, the motion passed.

It was moved by Dave Senecal and seconded by Brad Harriman to adjourn at 9:21 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain