

Wolfeboro Board of Selectmen
Public Meeting Minutes-Unapproved
July 25, 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, Fire Chief James Pineo, Police Captain Mark Livie, MED Director of Operations Barry Muccio, Planning Director Matt Sullivan, Library Director Cindy Scott 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.

Consideration of Minutes

Chairman Murray asked for approval from the Board of the July 11, 2018 Regular Meeting Minutes.

It was moved by Dave Bowers and seconded by Dave Senecal to accept the minutes of July 11, 2018 with amendments to pages 2 and 6. Paul O'Brien abstained. Members voted and being none opposed, the motion passed.

Public Hearings

None

Bulk Vote

A. Weekly Manifests

July 13, 2018

July 20, 2018

B. Revised Temporary Event for Hospital and Community Aid Association, Inc. to hold a Street Fair on August 3-4, 2018 from 10:00 AM – 10:00 PM at Monument Field. Modified plan.

Chairman Murray stated the Revised Temporary Event Permit for the Hospital and Community Aid Association is listed because the original application had a map showing a food tent. The food tent has been changed to two food trucks. They have met with the Fire Department and everything seems to be in order.

It was moved by Dave Bowers and seconded by Paul O'Brien to approve the Bulk Vote items listed on the agenda in A through B. Members voted and being none opposed, the motion passed.

Appointments

A. Appointment of Michael D. Babylon as Library Trustee

Linda Wilberton, Chairman of the Wolfeboro Public Library Board of Trustees, addressed the Board. She proposed to appoint Michael Babylon as a Regular Trustee to fill the vacant position for the rest of the term and the next election.

Michael Babylon, Resident of Wolfeboro, addressed the Board. He stated he has lived in Wolfeboro for fifteen years and has been a library patron since his first day in Town. He would like to help with the renovations of the library.

Mr. Bowers stated Mr. Babylon is the type of citizen that we need more of and he is a great asset to Town.

It was moved by Dave Bowers and seconded by Brad Harriman to appoint Michael Babylon as a Regular Trustee to the Wolfeboro Public Library Board of Trustees. Members voted and being none opposed, the motion passed.

New Business

A. RGGI Rebate

Barry Muccio, MED Director of Operations, addressed the Board. He stated he requests to receive the NHPUC RGGI reimbursement money and to approve a rebate for our customers. The rebate amount is \$.003173/kWh which is approximately \$2.00/per month for the typical customer.

It was moved by Paul O'Brien and seconded by Brad Harriman to approve the rebate of \$.003173/kWh – estimated to be \$2.00 per month for the typical customer. Members voted and being none opposed, the motion passed.

Chairman Murray stated this will be from August until the end of the year.

Mr. Muccio stated it will be for the usage of August and for the usage till the end of the year.

B. Update from Library Building Committee

Cindy Scott, Library Director, addressed the Board. She stated will give a general update on where we are on the library expansion project. Since, the vote passed we have been working on a conceptual plan and turning it into the actual plan that will go out to bid. She stated the exterior of the library has changed a little bit. She stated there are a lot of moving parts in this project but the exterior look and how the interior is arranged have been decided. The blueprints are the same. It will be the same height and the same design. The windows have changed a little bit because an additional emergency exit was needed. Once the building is completed we will be doing some

landscaping. Ms. Scott showed slides of the completed interior and exterior project. She stated they are working on a location for storing materials during the renovation. They have been working with the architect and the construction manager. Most of the bids have been coming in close to the 2016 estimates except for the parking lot and landscaping. The parking lot bid came in \$100,000.00 over budget. The site plan will have to be adjusted. Therefore, we have removed ten parking spaces and have reduced the size of the island that is in the back of the parking lot so we don't have to dig up as much territory. It allows us to be further away from our abutters and we still have the option in the future to add the parking spaces if they are needed. The parking lot will have 66 spaces available. We do not have the estimate for these changes yet. The Wolfeboro Foundation is raising money to fund additional energy efficiency measures beyond those scoped in the initial design of the library. If these energy efficiency measures are implemented, the Wolfeboro Public Library could create the first Net Zero Energy library in the State of New Hampshire. Ms. Scott gave the tentative schedule for the project as follows: 1) out to bid early August 2018, 2) bids received early September 2018, 3) break ground late September 2018; starting with the parking lot, 4) foundation installed October 2018 5) new pitched roof installed over full library November 2018 (The Library will have to be closed for two weeks for this to happen.), 6) new section completed March 2019; library moves into the new area while existing building is renovated and 7) project completion scheduled for September 2019.

Ms. Scott stated this is a very aggressive schedule. There will be an Open House on Saturday, October 18th.

Chairman Murray questioned if pictures would be taken of the different stages.

Ms. Scott stated yes, there will be two photographers, Bob Ness and Russ Schundler. (Is this name right?)

Mr. O'Brien thanked Ms. Scott for the update on the project. He thought the construction schedule was very ambitious. He asked if there was anything the Town needed to do to help Ms. Scott to keep the schedule on time.

Ms. Scott stated there will be a few things. We will need to figure out where to put a book drop when we are closed. When details are more organized she will express her needs to the Board.

Mr. O'Brien stated he was excited about the energy efficiency improvements for the library. The Wolfeboro Public Library Foundation is trying to raise \$150,000.00 through donations to create the first Net Zero Energy library in NH.

Ms. Scott stated Net Zero Energy means the total amount of energy used by the library would be generated by renewable solar energy on its roof. If this idea had come before the Trustees before then we would have asked for a second warrant article. Whatever funds that are raised will be put towards energy efficiency improvements such as increased insulation, adding higher performance windows and additional control systems.

Chairman Murray stated the construction will not be held up.

Ms. Scott agreed and stated that is why there is such a rush on raising the funds.

Mr. O'Brien stated this was discovered as they were architecting the building that they found a way to make the building Net Zero. He stated if the \$150,000.00 is raised without asking the taxpayers for money and it lowers the operating costs then the taxpayer is getting a break.

Ms. Scott stated there will be a break to the taxpayers the first year.

Mr. O'Brien stated this could be the first Net Zero building in our Town, in our County and in the State. He stated this is a good idea and it is outstanding that you want to do this for the Town.

John Sandeen, President of the Wolfeboro Public Library Foundation, addressed the Board. He stated we have already raised approximately \$30,000.00. The operating costs inside the building will go down by \$10,000.00 a year.

Mr. O'Brien stated this is a great idea but the schedule is very ambitious.

Mr. Sandeen stated it is a very ambitious schedule and any money raised will be used for energy efficiency even if not all the ideas can be done.

Chairman Murray suggested using the Great Hall for some of their space issues. This room is for the Community.

Ms. Scott stated when she identifies the days when she will need to use the Town Hall she will let them know. She stated Storytime and some other events could be done in the Great Hall.

Ms. Scott stated the construction manager told her this is a little job and it should be done in the allotted timeframe.

Mr. O'Brien laughed.

C. Public Safety Building Committee Report

Matt Sullivan, Planning Director, addressed the Board. He stated we are joined tonight by Police Chief Dean Rondeau, Fire Chief James Pineo, Police Captain Livie, Deputy Chief Zotti and representatives from the Fire Department that have all been involved with this feasibility study. The feasibility analysis was commissioned initially in 2018 based on the projected construction year within the capital improvements program for 2022. This document is the first step for developing a plan for the future of our Public Safety Building. The current conditions were analyzed for potential deficiencies based on operational function issues and code compliance concerns that exist. Space needs were looked at for both the Fire Department and the Police Department. The Committee then identified opportunities to consolidate and minimize space needs for a potential future facility as available or possible. The Committee then evaluated the feasibility and how really conducive the existing site was for the building that would be necessary for the space program that we developed. Finally, the Committee worked to develop a conceptual plan and design that has been provided tonight. The plan was reviewed for using the existing site. We selected a preferred conceptual plan and provided a cost estimate for this plan. Mr. Sullivan stated the Committee was looking for a long term solution for the Public Safety Building. The Committee did not explore any other sites or discuss dividing the two departments into separate buildings.

Dean Rondeau, Police Chief, addressed the Board. He stated the Public Safety Building is operational obsolete because it is not conducive to operations that we need to run. The building is not large enough and we have outgrown the building. The building probably became operational obsolete back in the late 1980's. There are federal and state requirements that we have to meet to do certain things. We cannot meet those requirements. Chief Rondeau stated if the Police Commission wanted me to be an accredited Police Department or even to try to achieve New Hampshire recognition it cannot be done because the building will not allow it. He stated the building does not work for the Police Department and practically everything is out of code. The building was nice when it was built in 1972 and the Town has gotten its money worth.

Mr. Bowers expressed his concern with the design. He thought it should match the old building. It is not aesthetically pleasing.

Chairman Murray agreed that the space was not adequate for the Police Department. It was time to look at this building and decide what needs to be done for these two services.

Chief Rondeau agreed with Ms. Murray. He stated the Committee looked at a solution that would be for fifty years. Chief Rondeau agreed with Mr. Bowers that the building was not aesthetically pleasing but stated we are looking at an institutional building so nothing that we really do will be able to blend as much as we would like. The option that was selected would work very well for the Police Department. The building would be used for 2 ½ departments (Police, Fire and Dispatch).

Mr. O'Brien agreed with Chairman Murray. He asked what the price was for not being an accredited Police Department.

Chief Rondeau stated if he arrests someone that is semi-combative we take them out of Town. We bring them to Ossipee and process them at the County Jail because it is the only place that is safe. We need to take into account personnel safety and evidence security.

Mr. O'Brien thanked Chief Rondeau.

Chairman Murray stated even with the building that is not adequate the Police Department provides Wolfeboro with a very good service. She stated we are not talking about not providing a service we are only talking about a facility.

Chief Rondeau agreed. He stated he wants to keep his officers in Wolfeboro. It is a matter of safety and efficiency.

Mr. Bowers stated he is 100% behind this project but he felt the building needed to be aesthetically pleasing. The library is a book warehouse but it doesn't look like a warehouse. When you drive by this is looks like a freight depot and there really is no reason that it has to look like this. A brick façade could be added for the same price.

Chief Rondeau stated he understood Mr. Bowers's concerns and thought there could be a way for them to be addressed but he would leave it to the architects to discuss.

James Pineo, Fire Chief, addressed the Board. He stated when we started this project it was very hard to stay within the scope of the project. The planners and the architect did a really good job at

containing the department heads to stay within the scope of the project. It was difficult to stay within the site location. Some concerns are the Apparatus Bay, the Ladder Truck height and the protective clothing area. We are running out of space in this building. The Deputy Fire Chief does not have enough room to lay out his plans with stockholders when he is working with them. There are assessability problems with the Emergency Operations Center. Mr. Pineo felt all his concerns were addressed in the temporary plan. It was great to see the amount of team work that was involved in this project throughout the different departments. He stated there is a long ways to go before this project can begin.

Chairman Murray thanked the team that was involved in completing the work because it gives us a look at what can be done on that site.

Mr. Senecal stated there were quite a few options in the beginning and we narrowed it done to three and then we finalized one option. The option presented will use the lot efficiently between the different departments.

Robert Robicsek, Lavallee/Brensinger Architect, addressed the Board. He presented a slide show on the Feasibility Study for the Public Safety Building (see attached Powerpoint presentation).

Mr. Bowers suggested having the same façade as the existing building which is brick with windows. He suggested using the same design across the front of the building except for the bay windows and to eliminate the dormers and have second floor windows. He felt that would probably match pretty well and it would not alter the interior at all but it would be attractive.

Mr. Robicsek stated that is a one story space.

Mr. Bowers stated display windows could be there.

Mr. Robicsek agreed.

Chairman Murray thanked Mr. Robicsek. She stated we now have an idea if we wanted to for a Public Safety Building on that site.

D. Authorize use of Libby Museum lawn for Wedding of Megan Decato on August 11, 2018

Megan Decato, Resident of Wolfeboro, addressed the Board. She stated she has lived here her entire life. She is a preschool teacher at the Wolfeboro Area Children's Center. She asked for permission to get married across the street from the Libby Museum. Ms. Albee, Libby Museum Director has already given her permission. There will be approximately 30 guests and it will be only used for the ceremony. The ceremony will start at 1:00 PM and we would be gone by 2:00 PM.

Chairman Murray stated it is a public area so we cannot stop others from being there.

It was moved by Brad Harriman and seconded by Paul O'Brien to approve the use of the Libby Museum lawn on August 11th for the wedding of Megan Decato. Members voted and being none opposed, the motion passed.

Old Business

A. Building Committee Libby Museum

Brad Harriman stated the first meeting for the Building Committee of the Libby Museum will be on Thursday, August 2nd at 6:30 PM. The meeting will be held at the Libby Museum.

B. Asset Management Plans

Ms. Merrow stated there will be a demonstration tomorrow on the building portion of asset management. A spreadsheet has been developed for pre-existing asset management plans and we are in the process of assigning each plan to an individual where the plans are complete. We will be looking at a date for uncompleted plans.

Mr. Harriman questioned the time of the meeting.

Ms. Merrow stated it will be from 10:00 AM to 12:00 PM.

Chairman Murray questioned if the different programs would be looked at.

Ms. Merrow stated we will be looking at the Utility Cloud. We will be trying to assess if this will be the best plan to use. We know it is the best plan for the Public Works Department but it may not be the best vehicle to put asset management buildings on.

C. Railroad Depot Building – Discussion of Space Vacated by Nursery School

Ms. Merrow stated we need to start a preliminary discussion of the space vacated by the Nursery School. The space is occupied for the summer. Ms. Merrow suggested talking to the Chamber of Commerce to see what their needs are.

Chairman Murray suggested looking at the possibility of expanding the bathrooms.

The Board agreed.

Mary DeVries stated the Board of Directors of the Chamber of Commerce would love to forward some thoughts on the space. Ms. DeVries agreed with Chairman Murray suggestion to expand the public bathrooms. She stated the outside of the building is doing well and it is used for a lot of photographs.

Mr. O'Brien asked for Ms. DeVries to give some thoughts on improvements besides just the bathrooms.

Ms. DeVries stated a lot of accommodations have been made to the inside of the building. The Chamber would like to stay in that space but the inside needs some work. She invited people to come and tour the space.

Ms. Merrow stated it is a historic building and it is drafty. There probably could be some improvements for insulation, windows and doorways. A lot of improvements have been done in the past like putting the oil drum outside and fixing the crawl space but the interior bathrooms will need to be remodified. Ms. Merrow asked for some background information on the playground. She wondered if the playground needed to be looked at now that the Nursery School will be gone.

Chairman Murray stated there have been some questions about safety since the playground is so close to the road. She discussed putting a group together to brainstorm some issues.

Mr. Bowers stated he was in favor of expanding the bathrooms.

Other Business

None

Committee Reports

Paul O'Brien attended the Town's Energy Committee Meeting. There will be a fieldtrip to the Town of Sterling, Massachusetts in October. The Committee is starting to write recommendations into the Master Plan Energy Committee. He attended some Infrastructure Meetings.

Dave Senecal attended a Land Use Committee Meeting, a Buildings Committee Meeting, a Libby Museum Meeting, a Friends of Abenaki Meeting, a Conservation Committee Meeting and an Energy Management Meeting.

Brad Harriman attended a Planning Board Meeting and a Master Plan Infrastructure Committee Meeting. The Wolfeboro Community Television Meeting scheduled for last Tuesday has been rescheduled to this Tuesday.

Linda Murray attended the Chamber Executive Board Meeting and two Community Facilities Meetings. She joined Mr. Harriman at the Master Plan Infrastructure and Transportation Committee Meeting. She attended an Economic Development Committee Meeting and the Emergency Management Meeting. She represented the Town in a legal issue.

Dave Bowers attended an EDC Meeting. He suggested that the Board of Selectmen address the Conservation Commission. He thought they should have a budget or that it should be moved over to the Parks and Recreation Department. He has been observing Wolfeboro and the new businesses in Town.

Town Manager's Report

Ms. Merrow stated the following:

She provided a written report that she will post to the website.

She asked the Board of Selectmen if it would be okay to form an advisory committee for cemeteries.

Chairman Murray questioned if it would be advertised to the public.

Ms. Merrow stated that would be a good solution and we already have a group of 4 or 5 people that are already interested.

Chairman Murray stated we will advertise in the newspaper.

The Board agreed.

Ms. Merrow attended the Libby Museum Loop and stated it is fantastic. She highly recommended this trip.

There is a Public Notice - Pine Street Water Main Replacement Project. Ms. Merrow stated starting the week of July 30th the Town of Wolfeboro will contract with GW Brooks to replace the waterline on Pine Street. Residents and businesses within the construction zone will have temporarily water during the construction. They will be contacted by a Town staff member to connect to the temporarily waterline. She asked for patience as the Town goes through this process. There could be an occasion for utility outages. There is contact numbers listed on the Public Notice in case there are issues.

Ms. Merrow thanked Selectmen Harriman for providing information about the FEMA storm event that took place. We have calculated the event to have costed approximately \$24,600.00 so this explains to a great degree what is going on with the Public Works Department's budget. This should be an opportunity for reimbursement from FEMA.

Chairman Murray stated there will be another Master Plan Forum on August 21st at 6:30 PM at the Great Hall at the Town Hall. This will be an update to the public on the Master Plan.

Questions from the Press

Ms. Paquette questioned if the FEMA reimbursement would go into the General Fund or the Public Works Budget.

Ms. Merrow stated it is a general fund revenue.

Mr. Harriman stated in Ossipee it goes into the general fund.

Ms. Paquette asked for a reminder about the target date for construction for the Public Safety Building.

Chairman Murray stated the warrant articles go out in 2022.

Public Input

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

None

It was moved by Dave Bowers and seconded by Brad Harriman to enter into non-public session under RSA 91:3 II (e) to discuss litigation. 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 8:58 PM.

Chairman Murray moved the Wolfeboro Board of Selectmen to seal the minutes of the July 25, 2018 non-public meeting. Brad Harriman 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 Brad Harriman and seconded by Dave Senecal to adjourn at 8:59 PM. Members voted and being none opposed, the motion passed.

Respectfully Submitted,
Michele Chamberlain