

**OFFICE OF SELECTMEN  
6 HOLLAND STREET  
PO BOX 139  
MOULTONBOROUGH, NH 03254**

**Selectmen's Meeting**

**April 2, 2009**

**MINUTES**

Present: Selectmen: Karel A. Crawford, Chairman, Edward J. Charest, James F. Gray, Joel R. Mudgett, Betsey L. Patten; Carter Terenzini, Town Administrator; Hope K. Kokas, Office Secretary.

**I. CALL TO ORDER:** Karel called the meeting to Order at 7:00 P.M.

**II. PLEDGE OF ALLEGIANCE**

**III. REVIEW/APPROVE MINUTES:** Joel Made the Motion to approve the Minutes of March 19<sup>th</sup> and Work Shop Minutes of March 26, 2009 as written. Ed Seconded. The Motion carried unanimously.

**IV. NEW RESIDENTS:** Latoya A. Woods, Charles M. McGee, Jonathan E. Michalski, Kimberly Warren, James W. Dizoglio, Savacenio Svetlana.

**V. PUBLIC MEETING:**

1. Jim Morrison asked, based on last week's work shop meeting and the Selectmen considering moving the Town Meeting date to May, that if they decide to make this change, then to change the Town's fiscal year to July 1<sup>st</sup>. Karel commented that if the Town were to change the Town Meeting date, then they would have to change the fiscal year. Betsey added that the RSA allows the Town to do this based on a Town Meeting vote and would result for the first year in having an eighteen month budget.
2. Hollis Austin asked the Selectmen if there was any difference between a work shop and a work session. Karel replied that they are interchangeable, with no difference. Mr. Austin inquired about the Lakes Region Planning Commission's survey that the Board worked on last week and expressed his belief that the Town should have input on the survey. Karel stated that the LRPC survey was directed to the Board of Selectmen.
3. Karel announced that in an effort to streamline the Selectmen's meetings, the Board has decided that starting next week, public input will be allowed only during the Public Meeting portion and at the very end of the meeting, allowing the Selectmen to work on the Town's business uninterrupted. She added that during the Public Meeting portion, the audience will be asked to review the Agenda and to ask questions regarding the week's items. Those people who are actually involved in a matter, such as Planning and Zoning Board members, or property owners, etc., will be permitted to speak during the business portion of the meeting. The audience will have another opportunity to ask questions or make comments at the very end of the meeting. The Selectmen heard from

the audience their concern that public input helps the Board come to a decision. Russ Wakefield commented that he was surprised at the number of Non-Public Meetings, adding that in his previous experience as Selectmen he didn't remember them being as many. Karel stated and the Selectmen agreed that all Non-Publics are personnel based only. Joel stated that although public input is good, they need to limit it in order to complete the Town's business. He added that it can be very discouraging as at times it makes no difference what the Selectmen say or do, as there are some who are never happy. Ed added that often the questions are coming from the same people who attend each meeting and it isn't a concern of the general public, or the Board would hear from them. Betsey added that at the county level, the delegation has decided to conduct their meetings this way, allowing a total of ten minutes for public input, and she is in favor of the change. Jim asked and the Selectmen agreed that after a vote is taken and upon hearing public input that helps him form a different opinion, that the question can be reconsidered with another vote. The Selectmen agreed that the proposed format will start next week, April 9, 2009.

4. Andre Bover, Historical Society: Mr. Bover addressed the Selectmen requesting their approval for a parade permit for the Old Home Day scheduled for Saturday, August 1, 2009. There will be a parade of antique cars and cars of special interest on Route 25 at the conclusion of Old Home Day. He added that he has received support from the Police Department. Betsey Made the Motion to authorize the Chair to sign the State of NH Application for Parade Permit for August 1, 2009. Ed Seconded the Motion. The Motion carried Unanimously.

## **VI. NEW BUSINESS:**

1. Action: Review & Approve Municipal Pest Management Services, Inc. 2009 Contract: Carter informed the Selectmen that the contracts are like the 2008 contract, at a total cost of \$51,580, and requires the authorization of the Chair to sign. Ed Made the Motion to authorize the Chair to sign both contracts. Joel Seconded the Motion. Mr. Austin asked if Municipal Pest would be testing and treating the whole Town. Joel replied that only identified likely breeding areas would be targeted and property owners have the right to opt out of the treatment. The Motion carried Unanimously.
2. Action: Review & Approve NH DOT Grant – MPD Tire Deflation Devices: Karel stated that Chief Kinmond had applied for a grant and was approved to purchase tire deflators (spike sticks). Betsey Made the Motion to authorize the Chair to sign joint approval for the application. Joel Seconded. The Motion carried Unanimously.
3. Action: Review & Approve Compensation & Personnel System Evaluation – Thornton Assoc.: Karel informed the public that the Town is seeking to contract to perform a compensation study and personnel policy review for all Town positions. Carter stated that Thornton Association's cost is \$11,950 and they stated the study can be done within three months. He added that he is seeking a waiver to the bidding process as this is a professional contract with very few companies that can perform the job. In addition, Carter had checked with LGC and their cost was higher and they would need six months to perform the study. Betsey expressed her opinion that she'd rather have a NH company do the study versus an out of state company and that they should not waive the bid process. Carter responded that Thornton, although they are from Maine, has performed

the same study for Meredith and Wolfeboro with good recommendations, and have also done this for the private sector. Barbara Wakefield asked if the study would be based on the Town's population. Carter replied that it would be based on other communities that compare similarly to the Town's complexities, i.e., major population expansion during the summer, with a similar number of assessing parcels. Karel said that she is interested to see the results and how the benefits that the Town offers compare to other towns. Ed stated that although he had reservations about waiving the bid process last week, after hearing all of the details is now agreeable to the waiver. Joel stated that he supports the waiver. Joel Made the Motion to waive the bid process for the compensation study and to approve the Thornton Associates contract for \$11,950. Jim Seconded the Motion. A vote was taken with four Ayes and one Nay (Betsey). The Motion carried.

4. Action: Review & Approve Disposal Agreement – Jeff & Sheri O'Neil: Betsey Made the Motion to approve the Disposal Agreement for Jeff and Sheri O'Neil. Joel Seconded the Motion. The Motion carried Unanimously.
5. Action: Review & Approve Parade Permit Request – Moultonboro Historical Society: Previously discussed and approved.
6. Action: Review & Acknowledge Sick Leave Bank Deposits - Wayne Richardson & Judith Knowles: Acknowledged.
7. Action: Review & Approve NH DAS Surplus Distribution Agreement: Ed asked what kind of material was available from the state. Joel replied everything from trucks to office furniture. Carter added that the agreement stipulates that the Town must use the equipment for its own use and is not to be sold. Joel Made the Motion to approve the NH DAS Surplus Distribution Agreement. Betsey Seconded the Motion. The Motion carried Unanimously.
8. Action: Review & Approve Launch Request – NH Bass Federation: Karel stated that both the Fire and Police Chiefs have reviewed the request with their comments and recommend approval. Hope added that the Town has received the \$150 fee and also a copy of their liability insurance. Approved by Consensus. Joel stated that the Town is waiting for a DES permit to work on the launch at Lee's Mills and once they have it, to block out that period of time.
9. Action: Review & Approve Launch Request – USA Bassin: Based on the request being reviewed by the Fire and Police Chiefs, along with receipt of the \$150 fee and copy of liability insurance, the request was approved by Consensus.
10. Action: Review & Adopt Policy - Family & Medical Leave Act: Carter informed the Selectmen that the draft presented to them has the requested changes, stating that employees must use all of their available sick leave and vacation time before requesting FMLA time. If it is the care for a family member, they may not make a withdrawal from the Sick Leave Bank and they may only use three days of their sick leave time. If approved this policy would go into effect April 2, 2009. Joel Made the Motion to approve the Family & Medical Leave Act Policy effective April 2, 2009. Betsey Seconded the Motion. The Motion carried Unanimously.
11. Action: Review & Approve Planner Job Description: Carter reported that the draft of the job description that is in the Selectmen's packet is not the most current as it has once again been revised based on a meeting that he had with Natt King and attempts to accommodate everyone. Since he worked on the newly revised draft, the Planning Board has drafted its own job description for the Planner position for their consideration. Carter

proceeded to highlight the differences between each draft, one of which was the removal from Carter's draft of many of the specific job responsibilities. Karel asked Natt King why the Planning Board feels that that this should be changed substantially. Mr. King replied that Planning felt that it was redundant and they shortened it from five pages to two. He added that they thought the Planner should implement the Master Plan and not recreate it. It is the Planning Board's desire that the Planner work at the direction of the Land Use Boards. They felt that disciplining Land Use staff should remain under the Selectmen's responsibility. Joel brought up the question of RSA 673:15, which states the Planning Board is to appoint the Planner. Mr. King responded that their interpretation is to hire. Carter added that is Town Counsel's opinion that the RSA states appoints. An extensive discussion occurred on the differences between both drafts; the Land Use Boards giving direction to the Planner with the Selectmen having the responsibility to hire and fire; the pros and cons for an extensive job description and the possible result(s) either way, etc. Ed and Betsey agreed with the members of the Planning and Zoning Board member in the audience. Joel and Karel stated that it isn't the desire of the Selectmen to control the Planner position, but to have the Land Use Boards oversee the day to day operations, providing guidance and direction and when needed have the Selectmen resolve an issue. Betsey Made the Motion to accept the Planning Board's draft of the Planner Job Description. Ed Seconded the Motion. Karel stated that although she hasn't had time to thoroughly review the Planning Board's draft, there are items that she likes, as there are items in Carter's draft that she would like to remain. She stated she's not prepared to vote, but would like the Selectmen to have a chance to review both and create another draft. Betsey retracted her motion and Ed retracted his second. Jerry Hopkins commented that the major concern falls under the supervision of the Planner and it appears to him that other duties have been added. Betsey suggested that the Selectmen work with the Land Use Boards to go over both drafts and create one that they all can agree on. It was agreed that Karel or Jim would meet with members of the Land Use Boards on Monday, April 6, 2009, 9:00 a.m. at Town Hall.

12. Action: Review & Appoint Town Engineer Screening Committee: Carter reported that he recommends one member from the Municipal Needs Committee, one from the Highway Department, one from the private sector in the road construction business, one from Lakes Region Planning Commission or a resident with engineering background. Their job will be to screen all the submissions and to recommend three to the Selectmen for their review. Carter received names suggested by the Selectmen to recruit for this committee.
13. Action: Appoint Members to Planner Screening Committee: Carter stated that he's received two names from the Master Plan Committee. Betsey suggested that he seek residents versus someone from the LRPC. It was suggested that Carter recruit Barbara Perry or Herb Farnham as they are the Town's representatives. Mr. King stated that from the Planning Board, he, Judy Ryerson and Joanne Coppinger have been appointed by the Planning Board to be on the committee.

**VII. OLD BUSINESS: None.**

**VIII. OTHER BUSINESS:**

1. Legislative Update: Betsey reported that last week was very difficult and next week she expects to be working on retirement for state troopers.
2. Planning Board Update: Ed had no update as they will be meeting next week.
3. Administrator's Update: No update.

**IX. PENDING: None.**

**X. CORRESPONDENCE:**

1. NH Highway Safety Agency, March 19, 2009 – Moultonborough Laptop Computer: Karel acknowledged the approval of the MPD's grant request for laptop computers to be installed in police cruisers.
2. NH Highway Safety Agency, March 19, 2009 – Moultonborough In-Cruiser Video System: Karel acknowledged the approval of the MPD's grant request for in-cruiser video systems to be installed in police cruisers.
3. Mike Weeks, March 15, 2009: Karel stated that Mr. Week's expresses concern in his email for the drainage problem that exists on Paradise Drive. Karel asked Carter to draft a letter to Mr. Weeks.

**XI. ADJOURNMENT: Betsey Made the Motion to Adjourn. Jim Seconded.  
Motion Carried Unanimously.  
Karel adjourned the meeting at 8:55 p.m.**

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Approved

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Date  
Respectfully Submitted  
Hope K. Kokas, Office Secretary