

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

**Selectmen's Meeting**

**July 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:** Ed Made the Motion to approve the Minutes of June 18, 2009 and June 25, 2009, as written. Betsey Seconded. The Motion carried Unanimously.

**IV. NEW RESIDENTS:** Salvatore S. Minnia, Ian D. Gillis, William S. & Joyce Jennings, Frederick H. & Marcia A. Kelsey, Christopher O. Hogan.

**V. PUBLIC MEETING:**

1. Citizen Input: 1) Cristina Ashjian informed the Selectmen that Carter had emailed her a draft of the Heritage Commission ordinance, adding that she felt uncomfortable with it and forwarded the draft to the NH Division of Historical Resources for their comments. She learned that the Article 9 references the proper RSA's to make it a legally binding document. According to the state, the next steps are to form the commission and then develop the rules and procedures, which would be a cooperative effort between the commission and the Selectmen. Karel and the Selectmen agreed. Betsey asked that she be allowed to sit in when the Heritage Commission begins this process. 2) Jim Morrison asked the Selectmen how the search for a new Police Chief will be handled. Karel replied that the search committee will be appointed. 3) Hollis Austin commented that he thought the concerns regarding the Heritage Commission are due to a lack of public participation. He asked the Selectmen to consider returning to the previous meeting format. Karel asked the Selectmen how they would like to proceed. Betsey suggested and the Selectmen agreed to discuss the question at their next work session. Mr. Austin asked for information regarding the Cartographics' contract; the Town Hall roof repairs and in particular what the problem is and if the clerk of the works should be held responsible for it. Karel suggested to Mr. Austin that he should submit a written request to Administration for the CAI contract. Joel informed Mr. Austin that the clerk of the works volunteered his service and the Town was responsible for overseeing the work. He added that the problem is mainly due to a lack of ventilation and the Town's engineer will be working on this. Mr. Austin then asked for an update on the Public Service Building drainage problem. Ed responded that the drainage problem was corrected over two years ago.

**VI. NEW BUSINESS:**

1. Review for Approval: Application for Temporary Sign Permit, 528 Whittier Highway: Betsey made a Motion to approve the Application for Temporary Sign Permit, 528 Whittier Highway, July 3 – July 4, July 24 – July 25, July 31 – August 1, August 14 – August 15. Ed Seconded the Motion. The Motion carried Unanimously.
2. Review for Approval: Charitable Tax Exemption, Moultonborough Historical Society: Ed Made the Motion to approve the 2009 Charitable Tax Exemption for the Moultonborough Historical Society. Joel Seconded the Motion. The Motion carried Unanimously.
3. Review for Approval: Cartographics Associates, Inc., GIS Services Maintenance Agreement: Karel reported that the contract cost is \$500. Carter added that this contract is for Query Manager and it is planned that the new Town Planner will meet with the Assessor, Brownie Jones and Heidi Davis, Personnel and Finance Director, to evaluate the Town's needs in this area.
4. Review for Approval: Contract for Services KVPartners, LLC, Town Engineering Firm: Carter reported that this is the 7<sup>th</sup> draft for the Town Engineering contract with KVPartners. He added that DOT has approved the contract. Betsey Made the Motion to approve the contract for services with KVPartners, LLC and authorize the Chair to sign the contract. Joel Seconded the Motion. The Motion carried Unanimously.
5. Review for Approval: Task Order Re: Fox Hollow and Town Hall Roof Projects: Carter reported that the task order has been submitted to DOT for approval and has been approved. The task order requires soil borings and additional surveying (from the possible addition of a westbound center left hand turn lane). The approximate cost for the task order is \$75,000 with an expectation of an additional \$14,000 needed, approximately \$90,000. Betsey Made the Motion to authorize the Chair to sign the Fox Hollow Task Order for additional services of soil boring and surveying, not to exceed \$90,000. Ed Seconded the Motion. The Motion carried Unanimously. Carter reported that the stimulus funds are for work done on Route 25 only. The state is funding 2/3 for the design and the Town's share is 1/3. The state will cover the footage from Route 25 onto Fox Hollow, but after that the Town covers the cost. Carter added that the cost of \$8,800 for the roof is for engineering only and will include designing the needed ventilation. Work continues to get the maker of the shingles to honor their limited warranty, which is the value of the shingles divided by 20 years (length of warranty) and multiply it by 6 which is the remaining years left of the warranty. Betsey Made the Motion to authorize the Chair to sign the roof Task Order. Joel Seconded the Motion. The Motion carried Unanimously.
6. Review for Approval: Draft - Ordinance Heritage Commission: As previously discussed this item has been tabled.
7. Review for Approval: Draft – Ordinance Capital Improvement Program Committee: Carter reported that the next step would be to schedule a public hearing, July 30, 2009, at which time the Heritage Commission Ordinance could be included. Approved by Consensus.
8. Review for Approval: Application for Permanent Sign Permit, 520 Whittier Highway: Joel made the Motion to approve the Application for Permanent Sign Permit, 520 Whittier Highway, "The Bob House", as recommended by the CEO. Betsey Seconded the Motion. The Motion carried Unanimously.
9. Review for Discussion: Update on Public Safety Building: Carter reported that Veno Electric will install the damaged wire, sometime during the middle of July and the work will be inspected by Don Cahoon as he's a licensed electrician. He added that Veno and

Chicoine will discuss the balance of work that needs to be done. Carter commended the new owner of Veno Electric for taking the responsibility for the repair.

10. Personnel Announcement: Karel announced that the Town has hired Daniel Merhalski as the Town's first Town Planner. He is coming from the town of Framingham where he is the Director of Planning and Community Development and will begin working the second week of July. Also, Ranita Morello has been hired as a part-time file clerk and she started July 1<sup>st</sup>.

**VII. OLD BUSINESS:**

1. Heritage Commission Appointments: Betsey Made the Motion to appoint Ed Charest as the Selectmen's representative to the Heritage Commission. Joel Seconded the Motion. The Motion carried Unanimously. Betsey added that he is the one member allowed from the Planning Board.

**VIII. OTHER BUSINESS:**

1. Legislative Update: Betsey stated that the budget was approved, as everyone now knows.
2. Planning Board Update: Ed reported that they will be meeting next week.
3. Administration Update: Carter stated that he has nothing extra to report beyond his weekly update to the Selectmen.
4. Advisory Budget Committee Minutes, June 11, 2009: Acknowledged.

**IX. PENDING: None.**

**X. CORRESPONDENCE:**

1. Bob Levintan, June 11, 2009: Karel reported that Mr. Levintan is requesting that the Town repair the private road that he lives on, Black Cat Island Road, as a result of the Town plowing. Betsey commented that the Town has looked at the problem and as it is a private road, the repair is their responsibility. Joel added that if the pavement is being dug up, then Mr. Levintan needs to contact the Black Cat Island association and see if they would like to plow their private road. Carter stated that he would draft a letter to Mr. Levintan.
2. Richard Smalley, June 11, 2009: Karel asked that Mr. Smalley's letter be referred to the CEO.
3. Time Warner Cable, June 19, 2009: Karel reported that the Town is being notified of programming changes.
4. Pauline R. Morley, June 19, 2009: Karel asked Carter to contact Ms. Morely and connect her with someone who can assist her.
5. Town of Center Harbor Selectmen, June 19, 2009: Karel reported that the Center Harbor Selectmen sent their letter of thanks to the Town of Moultonborough for the \$5,000 donation towards the July 4<sup>th</sup> fireworks.
6. Bradley & Karen Wolff, June 25, 2009: Karel acknowledged that Mr. Wolff was in the audience and asked him to speak to his email. Mr. Wolff stated that the Board of Tax and Land Appeal directed him and his wife to meet with the Town prior to submitting their appeal for their denied 2008 abatement. Mr. Wolff described their property, stating that his property assessment has increased each year during the last three years. Betsey asked and learned that they had provided all the information to the Assessor. Betsey stated that

she believes BTLA, in an effort to decrease the long docket and subsequent waiting period, and wants the town and the property to meet in an effort to come to terms. Karel stated that it will be referred to the Assessor and they will get back to Mr. Wolff. Betsey asked that Brownie report to the Selectmen of the new BLTA procedure.

7. Donald Mason, June 26, 2009: Carter reported that Don and Bonnie are reviewing Mr. Mason's letter and the situation and have found additional items of concern. Karel asked that this be tabled for the next meeting and a copy of Mr. Mason's letter be given to the Planning Board.
8. Karel reported that Vision Appraisal will be sending out the proposed value letter to all property owners on July 10<sup>th</sup> with the last day for an informal hearing of August 3<sup>rd</sup>. Carter added that property owners who are unable to meet with the Vision representatives may submit a letter to Vision Appraisal c/o of the Assessor's office due no later than August 3<sup>rd</sup> or arrange a telephone conference.

**XI. CITIZEN INPUT:** 1) Herb Farnham asked Betsey to explain what the Rangeway meeting was about. Betsey replied that as a legislator, she is part of a focus group that is going to look at rangeways statewide, hoping to develop a process for local governments versus going to the court system. The meeting is scheduled for July 9<sup>th</sup> and is open to the public. She added that most towns with waterfront are knowledgeable about rangeways, but she is aware of some towns that are not. Betsey commented that this meeting is on rangeways in general and not one specific town or rangeway. Betsey reported that who has knowledge about rangeways and where documents are located varies per town. 2) Hollis Austin asked if the Selectmen plan to introduce the Town Planner to the Town. Karel replied that nothing is scheduled at this time. Joel added that maybe they would do this in the future, once he's more comfortable in his new position.

**XI. ADJOURNMENT:** Joel Made the Motion to Adjourn. Ed Seconded.  
Motion Carried Unanimously.  
Karel adjourned the meeting at 8:05 p.m.

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Approved

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Date  
Respectfully Submitted  
Hope K. Kokas, Office Secretary