

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

**Selectmen's Meeting**

**September 17, 2009**

**MINUTES**

Present: Selectmen: Karel A. Crawford, Joel R. Mudgett, Vice Chair, Edward J. Charest, James F. Gray, 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 September 3, 2009 and September 10, 2009, as written. Betsey Seconded. The Motion carried Unanimously.

**IV. NEW RESIDENTS:** Leah M. Patch, Adrian R. Pelletier, Mark V. Parraway, Elizabeth G. Champagne.

**V. PUBLIC MEETING:**

1. Citizen Input: 1) Hollis Austin asked the Selectmen to provide a follow-up regarding awarding the bid for the Transfer Station's baler. Carter stated that Recycling Mechanical of NE was able to provide certification that the manufacturer, with the required specifications, will stand behind their product with the full warranty. Mr. Austin further asked what the likelihood was that the baler might fail. Karel stated that Mr. Austin's question was unreasonable and that this information is unknown to the Selectmen. Mr. Austin then questioned the original specifications and the need for modifications. Joel replied that the Transfer Station staff obviously had reasons for asking for the specifications required.

**VI. NEW BUSINESS:**

1. Certificate of Recognition, 2009 Adopt A Spot Participants: Karel thanked all of the volunteers for their hard work and participation in the 2009 Adopt a Spot program, adding that the Town looked lovely. Betsey presented the Certificates of Appreciation to the participants and provided each with a copy of the press release that will appear in the *Meredith News*. Certificates were presented to Al Hume, Dion's Plant Place, Lighthouse Construction Group, James and Karen Nigzus and Family, Lion's Club, and Aubuchon Hardware. Ed presented plaques to the three finalists. Third place was awarded to Miracle Farms Landscaping. Second place was awarded to Pine Ridge Lawn and Landscaping. First place was awarded to Donnybrook Home Services. Karel again thanked all of the participants for their time and effort, expressing her hope that more volunteers will participate next year.
2. Public Hearing: Proposed Ordinance, Payments by Credit Card & ACH: Karel opened the Public Hearing at 7:08 p.m. and asked the audience for their questions, of which there

were none. Tax Collector, Susette Remson told the Selectmen that she was unsure of their decision to make this an ordinance or a policy, but she has provided legal language to be used. She added that she continues to work on a few issues. Susette stated that taxpayers that choose to pay their taxes by credit card or ACH transfer will be informed of the fees for this service prior to actually making the payment. Betsey added that she is working with Susette to resolve the agent question and she approves of classifying this as an ordinance. Karel closed the Public Hearing at 7:10 p.m.

3. Review for Approval: Request for Town to Buy Back (5) Cemetery Lots, Larrabee: Karel reported that Richard and Carmella Larrabee, purchasers of five cemetery lots located in the Holland Hill Cemetery, are requesting that the Town buy back the lots at their original total cost of \$500. Betsey Made the Motion for the Town to buy back the five lots (# 97, 98, 99, 100, 101) from Richard and Carmella Larrabee, at the original cost of \$500. Jim Seconded the Motion. The Motion carried Unanimously.
4. Review for Approval: Application for Sign Permit, 388 Whittier Highway: Betsey Made the Motion to approve the Application for Sign Permit, 388 Whittier Highway to Randy Bickford. Ed Seconded the Motion. The Motion carried Unanimously.
5. Review for Approval: Application for Temporary Sign Permit (2), 1204 Whittier Highway: Betsey Made the Motion to approve the two Applications for Temporary Sign Permits, 1204 Whittier Highway, Independent Marine, Inc., from August 26, 2009 to October 26, 2009, with the signs being taken down for one full day every fifteen days. Ed Seconded the Motion. The Motion carried Unanimously.
6. Review for Approval: Application for Sign Permit, 398 Whittier Highway: Joel Made the Motion to approve the Application for Sign Permit, 398 Whittier Highway, Pine Ridge Lawn and Landscaping. Betsey Seconded the Motion. The Motion carried Unanimously.
7. Review for Approval: Transfer Station Holiday Schedule: Carter requested that the Selectmen modify the holiday schedule for the staff at the Transfer Station, eliminating the day after Thanksgiving and providing them with a floating holiday to be taken within sixty days after Thanksgiving. Doing this will prevent the Transfer Station from being closed three days in a row (Wednesday, Thursday, Friday). He added that the Selectmen can review the options for the Christmas and New Year's holidays in the near future. Betsey Made the Motion to modify the Holiday Schedule for the Transfer Station, eliminating the day after Thanksgiving, and adding a floating holiday to be taken within sixty days after Thanksgiving. Ed Seconded the Motion. The Motion carried Unanimously.
8. Review for Approval: Public Works Department Policy Manual – Uniform & Appearance Policies: Carter explained that the Highway Agent administers within the Selectmen's guidelines. He added that Agent Kinmond is in the process of creating a department manual and asking for the Selectmen's approval. Carter added that he supports this. Joel asked if these two policies are approved, if there is enough money in the department's budget to cover the \$100 for each staff person. Carter replied that the money is in the budget. Discussion occurred about staff wearing their uniforms when they are off duty and if additional language is needed in the policy. Joel cautioned changing the language, giving as example personnel who just got out of work from plowing all night and stopping to have breakfast while still in uniform. This could be seen as a violation of the policy. Carter suggested approving the policy in its present form and having the Highway Agent provide clarification. Betsey Made the Motion to approve the Public Works Department Policy Manual and the Uniform Policy

and the Appearance Policy. Joel Seconded the Motion. The Motion carried Unanimously.

9. Review for Approval: Temporary Use Permit – Commercial Use, 11 Whittier Highway: Joel Made the Motion to approve the Temporary Use Permit – Commercial Use, 11 Whittier Highway for wood carving sales, September 18, 19, and 20, 2009. Betsey Seconded the Motion. The Motion carried Unanimously.
10. Review for Approval: Disposal Agreement, Richmond Baker: Ed Made the Motion to approve the Disposal Agreement for Richmond Baker. Betsey Seconded the Motion. The Motion carried Unanimously.
11. Review for Approval: Town Engineer Task Order for Recreation Fields: Karel summarized the costs for the Town's engineer to design, complete the survey, drilling, and electrical engineering for the construction of the Recreation fields at the Lion's Club property. The total cost is \$54,740 which was approved at Town Meeting, and includes the drainage design for all of the acreage (14) on the property. Carter requested that the Chair be authorized to sign the Task Order. Joel Made the Motion to approve the Task Order for the Recreation Fields, \$54,740 and authorize the Chair to sign the Task Order. Ed Seconded the Motion. The Motion carried Unanimously.
12. Review for Approval: Revised Land Use Coordinator Job Description: Carter explained the need to revise the job description to Administrative Assistant is due to the new position of Planner now being on board and taking over several tasks, which includes the responsibility to maintain the GIS function. The new job description also includes support services to all Land Use Committees, such as the Heritage Commission. Betsey asked if the Administrative Assistant will still have GIS functions. Carter answered that the position will use GIS, but will not maintain or manage the system. Betsey asked that the word 'maintains' be replaced with operates; and change "process applications" to process approved applications. Betsey Made the Motion to approve the job description of Administrative Assistant with the two changes, using 'operates' and 'processes approved applications'. Ed Seconded the Motion. The Motion carried Unanimously.
13. Karel reported that the Selectmen had received a complaint regarding a Town employee and will investigate the matter.

## **VII. OLD BUSINESS:**

1. Application for Sign Permit, 133 Severance Road: Carter reported that the Planner stated that the property owner must have a site plan done.

## **VIII. OTHER BUSINESS:**

1. Legislative Update: Betsey reported that the House is in a lull period with the filing period being next week, and the veto session on October 28<sup>th</sup>.
2. Planning Board Update: Ed reported that at their last meeting they had a site walk on Red Hill and also the previously approved subdivision on Holland Hill. In addition, the Planning Board has noted the proliferation of illegal signs all over Town and a list was given to the Code Enforcement Officer, who will report back.
3. Administration Update: Carter reported that besides his Weekly Update, the Coalition Communities will be meeting on October 9<sup>th</sup>, 10 a.m., at LGC, and is requesting who will be representing Moultonborough. Karel and Ed replied that they would both attend the meeting, as they have done in the past.
4. Public Library Board of Trustees Minutes, August 6, 2009: Acknowledged.

5. Visiting Nurse Service Minutes, September 1, 2009: Acknowledged.
6. Planning Board Minutes, September 16, 2009: Acknowledged.
7. Karel announced that the Town is having an appreciation for Francis Horne at Town Hall for his years of service and recent retirement as the Transfer Station Manager on Tuesday, September 22<sup>nd</sup>, from 2-4:00 p.m. and invited the public to stop in and wish him well.

**IX. PENDING:** None.

**X. CORRESPONDENCE:**

1. Keld Agnar, August 31, 2009: Karel reported that Mr. Agnar's letter requests information about when the Fox Hollow intersection work will begin. Carter commented that he felt Mr. Agnar received the information he sought, as he attended the recent Fox Hollow Informational Meeting.
2. Judith Rich, September 9, 2009: Karel reported that Ms. Rich writes of her concern about the trucks that park on the side of the road at Skelley's Market and her difficulty of turning out of and into Paradise Drive. She is requesting that 'No Parking' signs be put up on the right side of the road between Skelley's and Paradise Drive. Carter suggested and received approval to refer the matter to the Police and Highway Departments for their comments and will report back. Karel asked that it also be forwarded to the Safety Committee for their review.

**XI. CITIZEN INPUT:** 1) Al Hume asked Ed which subdivision was in question on Holland Hill. Ed responded that it was Stonewall Acres and it will be reported in the Planning Board minutes. 2) Steve Barton asked when the work on Paradise Drive will begin. Carter responded that at Town Meeting, only the engineering study was approved and he expects that it will be completed end of October, beginning of November. He added that there will be a neighborhood informational meeting, probably mid November. The conceptual design will be presented for the 2010 Town Meeting.

Betsey Made the Motion for the Selectmen to go into Non-Public Session for a personnel matter per RSA 91-A:3 II (b). Karel called for a roll call: Jim – Aye; Betsey – Aye; Ed – Aye; Joel – Aye; Karel – Aye. The Selectmen went into Non-Public Session at 7:38 p.m.

The Selectmen re-entered Public Session at 8:04 p.m., having sealed the minutes of the Non-Public Session until such time as the matter is appropriate for release.

**XII. ADJOURNMENT:** Joel Made the Motion to Adjourn. Betsey 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