

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

**Selectmen's Meeting**

**October 15, 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; Carol A. Fucarile, Executive 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 October 1, 2009 as written. Betsey Seconded. The Motion carried Unanimously.

**IV. NEW RESIDENTS:** John M. Greenbaum, Richard D. Comstock, III, Ayala-Rodriguez Fulcida, James E. & Geraldine M. Dunne, Douglas L. & Mary E. Earick.

**V. PUBLIC MEETING:**

1. Citizen Input: 1) Al Hume referring to the agenda asked the Selectmen if the Temporary Use Permit was a sign permit. Karel explained that it was not, adding that it was a request for the Red Hill Auto to have a wood carving vendor on their property for the weekend. Mr. Hume suggested that in the future items on the agenda should state the street address. 2) Hollis Austin inquired why the Assessor Screening Committee is not on the Town's website when the Town Planner Screening Committee received a web page. In addition he asked where the minutes to this committee are located. Karel replied that the committee has finished its business and Carter has the minutes to the meetings. Carter explained that before putting on item on the Town's website, it is necessary to balance the energy it takes to do the work to put it on the web based on the demand for the information. Regarding the Town Planner, he explained that it was placed on the web as it was a new position that had received a lot of attention and it would meet several times. In retrospect, Carter stated that it was a mistake as it set a precedent that every committee, no matter the time required to complete the task was expected to be put on the website. The Assessor's Screening Committee has met twice and in Non-Public Session. Mr. Austin replied that the Assessor's position affects everyone in Town and the Selectmen gave their "rubber stamp" approval to the Town Administrator of the committee members he picked. Carter responded that although this segment is called "Citizen Input" and not public debate, he feels it is important to respond to Mr. Austin. He reminded everyone that Mr. Austin knows very well that the minutes to these meetings are minimal and consist of a motion to go into Non-Public Session. In addition, the Selectmen do not give him "rubber stamp" approvals on anything, of which the Selectmen emphatically agreed. 3) Jim Leiterman stated that he recently reviewed the Town's public audit and suggested that it be placed on the website. Karel informed Mr.

Leiterman that the audit is published in the annual Town Report. Carter added that he will explore this further.

2. Presentation: Road Surface Management System: Road Agent Scott Kinmond in a PowerPoint presentation introduced to the Selectmen the Road Surface Management System software program that he is using to track expenses and coordinate projects for budget efficiency, with the overall goal of extending the life expectancy of an asphalt road from 15 years to 20-22 years. He explained that the system has several phases, the first being an Asset Management Phase which required an inventory of all of the roads, paved and unpaved, which was done this summer by LRPC's interns. Then the condition of the roads is rated and a management plan is developed. Scott supports the philosophy of spending money to keep good roads in good condition, while not spending money on bad roads which is not a good return for the money spent and will only require rebuilding. He added that roads should not receive more than two preventive repairs. The system is based on a 10 year budgeting plan. Scott added another good feature of the system is that it can be added to the Town's GIS mapping. The Condition Rating of the Town's roads in 2009 is 75 out of 100 which was completed prior to the 2009 Road Projects being done. After the 2009 Road Projects being completed and with a cost of less than \$300,000 the rating will increase to only 76. In his presentation he showed the Selectmen the Pavement Condition Index and how the condition of the roads drops dramatically after half of the expected life span. Scott stated that he wanted the Selectmen to be familiar with the RSMS and the process that he will be using for the upcoming budget. Karel asked Scott to confirm that what the Town has annually spent on the roads, approximately \$300,000, he is stating is not sufficient to keep the roads above a 75 rating. Scott confirmed that more money needs to be allocated. She asked if the Town should have a roads trust fund to achieve this and to help offset the cost. He reported that some Towns get a bond and fix all of the roads at once, which he feels is a drastic measure. Betsey agreed that the Town needs to look at the long range and put money aside for the future. Based on Betsey's question, Scott informed the Selectmen that the software program is being used throughout the country and by several Towns in NH and has recently received an upgrade. He reminded the Selectmen that it is important that the data and inventory be updated yearly. Carter added that pavement management systems have been used for over 20 years. He expressed his concern that if the Town continues to allocate the same amount of funds, the overall condition of the roads will lose ground. Scott reminded the Selectmen that the cost of asphalt which had been \$32/ton is now \$70/ton. Ed asked if he'd looked at the other paving programs. He commented that a lot of the Town's taxpayers live on private roads and will be asked to spend a lot of money on roads they don't use. Joel commented that he understood this, but it is preferable than spending money to make repairs afterwards and it is money well spent. Betsey suggested that the Selectmen review the Town's road ordinance prior to accepting any more private roads that meet the current ordinance standards. The Selectmen thanked Scott for his presentation.

## **VI. NEW BUSINESS:**

1. Personnel Announcement: Karel announced that Stephanie Pigott has been hired as the Office Manager for the Visiting Nurse Service.
2. Review for Approval: Temporary Use Permit, 11 Whittier Highway: Karel reported that this Temporary Use Permit has been approved twice already this year for wood carving and was scheduled for last weekend. Approved after the fact by Consensus.

3. Review for Approval: Stewart's Ambulance Service: Karel reported that in the letter sent by Stewart's Ambulance Service, they have offered to attend a Selectmen's meeting to provide information about the service they provide. The Selectmen agreed this was a good idea and asked Carter to contact them and request that they attend a regularly scheduled business meeting.
4. Review for Approval: 2009-2010 Operating Equipment Bid Review/Recommendations: Through Scott Kinmond's memo, Karel reported that he recommends accepting the bid for the backhoe attachment from MB Tractor & Equipment of Tilton for \$7,900 and the bid from Mark Richter Repair of Moultonborough for the Zero Turn Riding Mower for \$9,119, which was the second lowest bid, but offered a two year warranty and three bags. Joel Made the Motion to accept the bid from MB Tractor & Equipment of Tilton for \$7,900 and accept the bid from Mark Richter Repair of Moultonborough for the Zero Turn Riding Mower for \$9,119. Ed Seconded the Motion. The Motion carried Unanimously.
5. Review for Approval: NH Public Works Association Mutual Aid Program: Road Agent Scott Kinmond explained that the Public Works Mutual Aid program was similar to the Police and Fire Mutual Aid programs and is designed to assist towns in the association during an emergency. As a member of the NH Public Works Association, Scott explained that the Public Works Association Mutual Aid Program is supported by the UNH Technology Center and LGC. The annual membership fee is \$25. Meredith is also a member of the mutual aid program. Betsey asked about the insurance. Scott told the Selectmen that the agreement states that each Town will cover their employees wherever they are working. He added that if a regional emergency occurs, then help is sought outside of the region and the Town takes care of itself first. Joel expressed his support for the Public Works Mutual Aid Program and is glad to see it finally happening. He added that if the Town is not a member of the Mutual Aid Program and has equipment leave its boundaries then it is not insured. Scott added that if a town provides mutual aid to another town, they could then be eligible for FEMA funding to help recover costs. Joel hoped that Scott could convince our neighboring towns to also join the Mutual Aid Program. Carter felt that it was a good move, as the agreement spells out the insurance coverage. Joel Made the Motion to approve the agreement with the NH Public Works Association Mutual Aid Program and to authorize the Chair to sign the agreement. Betsey Seconded the Motion. The Motion carried Unanimously.

**VII. OLD BUSINESS:** None.

**VIII. OTHER BUSINESS:**

1. Legislative Update: Betsey reported that a Veto session is coming up to veto the Medical Marijuana bill. She added the Coalition Communities met and it is likely that in 2012 we'll have donor towns again.
2. Planning Board Update: Ed reported that it was a very late meeting and they were able to accomplish all but one item. He added that this was due to the Town Planner being very organized and prepared for the meeting.
3. Administration Update: Carter reported that besides his Weekly Update, the proposed schedule for the budget hearing to begin is for November 20<sup>th</sup> and learned from the Selectmen that this was agreeable. In addition, he proposed having a Warrant article that would take a non-binding opinion poll at Town Meeting of changing the fiscal year. Carter said that we need to figure out how to cover the eighteen month budget. Instead of

the normal two tax bills in twelve months, considering other methods, such as having the cash on hand, bonding or going to quarterly tax bills. Karel asked for suggestions as to how to get the information out to the public. Carter suggested two informational meetings. If the question is approved then it would be voted on at the following Town Meeting and would then result in a May Town Meeting. By Consensus the Selectmen gave Carter their approval to draft the warrant.

4. Moultonborough Public Library Board of Trustees Minutes, September 3, 2009:  
Acknowledged.

**IX. PENDING:** None.

**X. CORRESPONDENCE:**

1. Hilary Bride, Assistant Recreation Director: Karel reported that in Hilary's letter she thanked the Selectmen and all of the people in Town for making the Block Party a success with over 500 participants. The Selectmen thanked the Recreation Department and all of the sponsors and businesses that also took part.
2. Richard R. Smalley, September 29, 2009: Karel explained that Mr. and Mrs. Smalley are asking for an update to their complaint from August of 2009 to which the CEO responded in writing that a cease and desist order is in the process of being served. Ed asked Betsey to explain the RSA that Don referred to. She stated that in the past it was not clear how a fine was levied, i.e., each day that passed an additional fine was assessed or was it one fine for the one violation. Betsey stated that recently they clarified the law and now the fine is levied for each day that goes beyond the date given.
3. Tina Wright, October 1, 2009: Karel reported that the Selectmen received a letter from Ms. Wright and also from Cynthia Stanton & Ken Hill, Candace L. Cox, Chris & Cathy Anderson requesting that the Selectmen support milfoil treatment in Town.
4. Cynthia Stanton & Ken Hill, October 2, 2009: Addressed above.
5. Candace L. Cox, October 2, 2009: Addressed above.
6. Chris & Cathy Anderson, October 5, 2009: Addressed above.
7. VNA – Hospice, September 10, 2009: In their letter, Karel reported that they are making their funding request for the 2010 Town Meeting in the amount of \$888. She added that office staff called to remind them that a Citizen's Petition is required no later than the close of business on February 2, 2010. In anticipation that a petition will be received, Karel asked that the letter be placed in the budget file.
8. American Red Cross – Granite Chapter, September 24, 2009: Karel stated that this is their funding request and they too have been informed that a Citizen's Petition is required no later than February 2, 2010. Karel asked that the letter be placed in the budget file as she expected that the Town will receive their petition.
9. Allen R. Hoch, October 7, 2009: Karel reported that Mr. Hoch is thanking the Selectmen for following up on his complaint regarding the bass tournament held by NH Bass Federation.
10. Phillip L. Warren, Jr., Meredith Town Manager, October 9, 2009: Meredith Town Manager, Phillip Warren wrote the Selectmen of his Town's willingness to work with Moultonborough and surrounding towns to develop a unified plan to address the milfoil issue.
11. Karel reported she and Ed attended the Coalition Communities' recent meeting that Governor Lynch attended and he heard their concern about becoming donor towns again in 2012. The Governor's response was to voice their concern to their representatives.

She informed the Selectmen that she spoke to the Governor as the premier donor town, expressing her concern that southern towns need to donate their share also. She added that his response was not positive. Karel stated that she is not encouraged.

- XI. CITIZEN INPUT:** 1) Al Hume asked the Selectmen if they've considered charging Stewart Ambulance for their share of utilities and for rent as they use the Public Service Building. Karel responded that one of purposes of the Public Safety Building was to house an ambulance service. She added this is a community effort and Moultonborough has the ability to house the ambulance service which helps neighboring towns. Ed commented that having Stewart housed in Town saves a lot of time and is much more efficient. Mr. Hume told the Selectmen that Belmont has their own ambulance service and it is cost effective. Karel reminded Mr. Hume that they and the other towns involved in the ambulance contract looked at the costs of each town having their own service and it was cost prohibitive when considering purchasing ambulances, having personnel staff it 24 hours a day, staff for the accounting and billing, etc. It was decided that the Town did not want to be in the ambulance business. Joel commented that the Town is bound by the present contract. 2) Peter Jensen asked Scott Kinmond if the Pavement Condition Index could run a scenario at what level the Town needs to be at before the cost will go down. Scott said that he would find out if this could be done. Carter stated that in his experience once the roads are at 85, the cost levels out. Mr. Jensen then asked about the fiscal budget and if there was another way to communicate information about this. Carter explained that the Town does not have the survey tool through Virtual Town Hall, but there are free Internet survey tools available which he can look into.

Karel asked for a Motion to go into Non-Public Session per RSA 91-A:3 II (b) and (a). Joel Made the Motion and Ed Seconded it. Karel called for a Roll Call: Jim – Aye; Betsey – Aye; Ed – Aye; Joel – Aye; Karel – Aye. The Selectmen went into Non-Public Session at 8:31 p.m.

The Selectmen re-entered Public Session at 9:09 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. Ed Seconded.  
Motion Carried Unanimously.  
Karel adjourned the meeting at 9:10 p.m.

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Approved

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Date

Respectfully Submitted

Carol A. Fucarile, Executive Secretary