

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

Selectmen's Meeting

May 19, 2011

MINUTES

Selectmen: Selectmen: Joel R. Mudgett, Chairman; Edward J. Charest; James F. Gray; Betsey L. Patten; Russell C. Wakefield; Carter Terenzini, Town Administrator; Hope K. Kokas, Administrative Assistant.

- I. CALL TO ORDER:** Joel called the meeting to Order at 7:00 P.M.
- II. PLEDGE OF ALLEGIANCE**
- III. REVIEW/APPROVE MINUTES:** Betsey made the Motion to approve the Minutes of May 5, 2011. Ed Seconded the Motion. The Motion carried Unanimously.
- IV. NEW RESIDENTS:** Francine E. & Stephen J. Mills, Kimberly L. Knight, Johann C. Rupp, Jamie S. O'Connor, Dennis R. Sr. & Carole M. Still, Susan Reese, Lysie L. McIlhinney, Amanda E. Boari, Howard A. Allgaier, Jr. Bradley J. Carpentier, Lauren E. Crabtree, Jeremy D. Eggleton, Sarah A. Schweitzer, Ronnie C. Fitzgerald.
- V. PUBLIC MEETING:**

Citizen Input: 1) Dick Plaisted, on behalf of the Moultonborough Fire Auxiliary, requested that they be allowed to hold a fund raiser outside of the Waste Management Facility July 2nd and September 2nd (Saturday before July 4th and Labor Day). Joel asked if they had checked with the WMF Supervisor and learned that Ken Filpula, a WMF employee has spoken with Scott Greenwood. Betsey Made the Motion to approve the Moultonborough Fire Auxiliary's request to hold a fund raiser outside of the WMF on July 2nd and September 2nd. Ed Seconded the Motion. The Motion carried Unanimously. 2) Peter Jensen, Milfoil Committee Chair, asked the Selectmen to consider allowing the Lake Host group to get copies made at the Town Hall for the forms/checklists they use. Last year they logged 1,600 boaters and it is expected to increase to 2,000 this year. Carter responded that he has found that it is cheaper to outsource any copying/printing in excess of 250 copies. He explained that the Town's cost which includes paying a per copy rate for its' leased copier, paper costs and staff time to make the copies exceeds what it costs to electronically send it to a printer to produce the larger quantities. Carter added that he feels the quality of the copy is also better. Mr. Jensen said that it could turn out that by printing in bulk, they may print more than what they need and Carter said that could be adjusted as the need presents. 3) Cristina Ashjian presented to the Selectmen the award given to the Heritage Commission from the NH Preservation Alliance, the Elizabeth Durfee Hengen Award for Education and Planning. The Selectmen congratulated Ms. Ashjian and the Commission for the award and their efforts.
- VI. NEW BUSINESS:**
 1. Review for Approval: Moultonborough Fire Auxiliary Fund Raiser at WMF: Addressed.

2. Review for Approval: Playground Drive Field, Task Order: Carter explained that as a result of the Blue Ribbon Commission's recommendation and the money approved at Town Meeting, the task orders before them are for engineering work for Playground Drive's playing field. The \$37,500 requested covers KV Partners design and through the bid process, along with costs for surveying, soil scientist, and wetlands delineation. Betsey Made the Motion to authorize the Chair to sign the several Playground Drive task orders to not exceed \$37,500. Ed Seconded the Motion. Joel asked if any of the work done in previous studies could be used. Carter said he didn't think so, as the work done before was preliminary and without any wetlands delineation. The Motion carried Unanimously.
3. Review for Approval: Stewarts Ambulance Re Second Ambulance: Carter reported that at the May 10th meeting of the Ambulance IMA Joint Board, they learned from Stewart's that there has been a 23% increase from last year, which has presented staffing challenges. This is also due to a new procedure for heart attack victims where they are transporting directly to Concord Hospital for STEMI procedures. Besides the long distance drive, it also requires three staff on board. Because of this, Stewart's is requesting that a second ambulance be housed in Moultonborough starting mid-June through Columbus Day. Although it won't be staffed 24/7, it will be manned during peak periods based on the statistics. The Selectmen agreed that to have another ambulance in Moultonborough is an advantage. Joel told them that while he was at the meeting and thought that it was fine, he wanted to be sure the Board also approved. Carter commented that the new contract which removed the escalator clause turned out to be on target, as the increase in activity would have increased costs. Approved by Consensus.
4. Review for Approval: WMF Pole Barn, Task Order: Carter reported that \$100,000 was approved at Town Meeting to purchase new balers, construct the glass shed and the pole barn which is the last to be constructed. \$3,750 will cover the engineering fee through the bid process. Betsey Made the Motion to authorize the Chair to sign the several WMF pole barn task orders to not exceed \$3,750. Jim Seconded the Motion. The Motion carried Unanimously.
5. Review: Resignation of Daniel Merhalski, Town Planner: Carter reported that the Town Planner, Dan Merhalski has submitted his letter of resignation effective May 27th. The Selectmen asked staff to provide options for this position for them to consider. To continue with a full time planner the cost will be \$90,000/year which includes health insurance. This number will vary based on what kind of health insurance a new employee will require. A part-time position would cost \$50,000/year working 24 hours per week and additional costs for unemployment insurance and workers compensation. Carter felt that a part-time position will be hard to fill with a high turn-over rate. Contracting with a professional service would cost \$75,000/year at 20 hours per week over 50 weeks. He felt this option would be easy to fill with minimal turn-over and no fringe benefit costs. Part-time and contracting would eliminate a planner from supporting any committees (CIPC, Heritage, Master Plan, Conservation); with a focus on analyzing applications and attending the two board meetings and preparing notices of decision. Staff recommends proceeding with hiring a full time planner. Carter suggested that the screening committee be made up of 6 members: One member of the Planning Board and one from the Zoning Board of Adjustment, one member from amongst the CIPC, Heritage, Master Plan and Conservation Commission, one member as a professional planner, one member as a town administrator from a neighboring town, and one member from the community at large. Their charge would be to provide the Selectmen with 3 finalists and 2 alternates. This is the same process used when selecting the Police Chief,

Assessor and Town Engineer. Carter said that in the Planning Board's letter to the Selectmen they have requested that a full time planner be hired. Advertising would start June 2nd and hopefully we can have a start date of October 3rd. Carter suggested hiring someone for the interim. He reached out to other towns to see if they would be willing to outsource their planner and found that this wasn't an option. Carter provided the Selectmen with a resume from a former applicant who would be willing to fill in two days a week at \$500/day all inclusive. He anticipated the cost at \$20,000 which would come from the planner's salary and benefit account. In addition to this cost would be \$2,500 +/- to advertise and provide support to the search committee, also to come from the planner's salary and benefits. Ed asked Carter to identify who "staff" were and learned that he, Heidi, Dan, and Bonnie met and it is their recommendation. Russ questioned if hiring an interim planner would be of much use. Carter informed the Selectmen that until a planner is hired the various committees would be supported by staff and the expectation of an interim would be for technical reviews only. Joanne Coppinger, Planning Board Chair, said that they are able to function, but having a planner is very helpful. Ed felt that the Planning Board was able to function before without having a planner and they can do it again without an interim until a new planner is hired. Betsey felt that a member of the Board of Selectmen should be a voting member on the screening committee. Carter reminded everyone that this is a time commitment, as the upcoming police department interviews will take three days. Ed agreed that a Selectman should be a voting member of the screening committee and he would like to be the member. Joel asked Ed and he agreed that the role would be to represent the Board of Selectmen. Jim asked if the interested interim candidate who had been an applicant for the planner position was interested in the job. Carter stated that while he didn't ask the question, he felt for various reasons that this wasn't a good idea. He added that if he is interested he could apply again for the position. Betsey and Ed agreed that having a screening committee was necessary. Carter asked and received clarification that one Selectmen would be on the screening committee as a voting member (as Jim will do for the police interviews), making seven members. Joel suggested and the Board agreed to send a letter to the Planning and Zoning Boards asking if they feel there is a need to hire an interim planner, as they all felt it was important to have their input. Joel acknowledged Dan's resignation with regret, wishing him luck in his future endeavors. Betsey Made the Motion to accept Dan Merhalski's resignation with regret. Ed Seconded the Motion. The Motion carried Unanimously. Carter will send a letter of acceptance and Jim and Russ will conduct the exit interview. Carter then excused himself from the meeting due to illness.

6. Review for Approval: Temporary Use Permit-Commercial Use, 32-34 Whittier Highway: Betsey Made the Motion to approve the Temporary Use Permit for 32-34 Whittier Highway scheduled for May 21st 9 am to 1 pm as stipulated by the Police and Fire Chief. Ed Seconded the Motion. The Motion carried Unanimously.
7. Review for Approval: Temporary Use Permit-Commercial Use, 398 Whittier Highway: Hope informed the Selectmen that this permit was withdrawn today.
8. Review for Approval: Temporary Use Permit-Commercial Use, 1003 Whittier Highway: Betsey Made the Motion to approve the Temporary Use Permit-Commercial Use, 1003 Whittier Highway for May 28th as stipulated by the Police and Fire Chief. Betsey Made the Motion to approve the Temporary Use Permit-Commercial Use, 1003 Whittier Highway for May 28th as stipulated by the Police and Fire Chief. Jim Seconded the Motion. The Motion carried Unanimously.

9. Review for Approval: Disposal Agreement, Kasarjian/Martin: Betsey Made the Motion to approve the Disposal Agreement for Ken Kasarjian and Nancy Martin, 107 Gov. Wentworth Highway as detailed. Russ Seconded the Motion. The Motion carried Unanimously.
10. Review for Approval: Tuition Reimbursement, Off. Peter John: Betsey Made the Motion to approve Off. Peter John's request and to reimburse him \$1,000. Russ Seconded the Motion. The Motion carried Unanimously.
11. Review: Resignation of Paul H. Schmidt, Conservation Commission: Joel reported that Paul Schmidt has resigned from the Conservation Committee which they accept with regret and thanked him for his service. Betsey Made the Motion to accept the resignation of Paul Schmidt from the Conservation Committee. Ed Seconded the Motion. Joel asked that Carter send a letter of acceptance.

VII. OLD BUSINESS: None.

VIII. OTHER BUSINESS:

1. Planning Board Update: Ed reported that they will meet next Wednesday. They have finalized the site plan review and subdivision regulations and have scheduled a public hearing in June.
2. Administration Update: Joel felt that Carter had nothing else to add besides his weekly update.
3. Advisory Budget Committee Minutes, April 12, 2011: Acknowledged.
4. Trustees of the Trust Funds Minutes, May 3, 2011: Acknowledged.
5. Milfoil Committee Minutes, May 4, 2011: Acknowledged.
6. Zoning Board of Adjustment Minutes, May 4, 2011: Acknowledged.
7. Planning Board Minutes, May 11, 2011: Acknowledged.

IX. CORRESPONDENCE:

1. Time Warner Cable, May 3, 2011, Possible Program Changes: Joel acknowledged Time Warner's letter. There was discussion about whether this "canned" letter should remain on the agenda or placed in the Read file. It was agreed to keep it on the agenda.

- X. CITIZEN INPUT:** 1) Hollis Austin asked and learned that the \$90,000 for the planner position was all inclusive. Joel added that this figure can vary depending on the health insurance benefits. Mr. Austin asked the Selectmen to consider reviewing the expectations for the planner position, adding that he felt he was stretched too thin without enough time to focus on planning for the future. In addition, he suggested that the screening committee should be increased to include more community members and eliminating the word "progressive" from the advertisement. Mr. Austin felt this term was too political. Ed disagreed, stating progressive does describe the Town which has an excellent school system, Recreation Department, etc., and which looks to the future. Joel said that the exit interview will help to identify what could have been done differently or better. Mr. Austin asked that the interviews be held in public session. Joel disagreed, responding that often candidates are presently employed and do not want to make this information public, nor do they want to be videoed. Russ added that people elected the Selectmen to perform these duties. 2) Nancy Wright commented that when Carter was being interviewed in Palmer, MA that these interviews were done during public session. Joel replied and the Board agreed that the interviews will be held in non-public session. 3) Peter Jensen

asked that if an interim is hired, he hopes they will follow the established format set up by the present planner in order to accomplish high priority items. Joel agreed.

- XI. NON-PUBLIC SESSION:** Not needed.
- XII. ADJOURNMENT:** Betsey Made the Motion to Adjourn. Jim Seconded the Motion.
Motion Carried Unanimously.
Joel adjourned the meeting at 8:07 p.m.

Approved

Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant

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