

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

Selectmen's Meeting

September 1, 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 7:03 P.M.
- II. **PLEDGE OF ALLEGIANCE**
- III. **REVIEW/APPROVE MINUTES:** Betsey made the Motion to approve the Minutes of August 17, 18, 25, 2011, 4 PM Work Session & 7:30 PM Public Hearing. Ed Seconded the Motion. The Motion carried Unanimously.
- IV. **NEW RESIDENTS:** Lorraine C. & Paul F. Arnold, Cliff T. Wilson, Brian S. Crabtree, Erin M. Greene, Catherine A. Sweetman, Charles B. Norwood, Anita O'Mara, Brianna L. Bickford, Sharon E. & Gerald M. Simons, Sharon L. Paton, Amy M. Brown.
- V. **PUBLIC HEARING: Proposed Ordinance & Policy Adoption On-Line Payment By Credit Card & ACH:** Joel opened the Public Hearing at 7:05 p.m. and asked Susette Remson to speak to the change in the policy. Susette said that she's been working on this since 2005 to overcome some legal barriers and during this time the laws have been changed. Town Counsel agrees that using a clearing account is suitable. At the 2009 Town Meeting the Tax Collector was authorized to accept credit card payments and the Selectmen were to establish the policy and procedures. Susette told the Selectmen that she has made two minor changes from the proposed '7. c.' that they received last week. At the end of the third paragraph she deleted the last sentence regarding not allowing payments to be made in advance. Susette reminded the Selectmen that they authorized her to accept payments in advance, which is helpful for tax payers. In addition, she added the word "cleared" to the fifth paragraph, first sentence, "...debit card and *cleared* ACH payments..." Susette explained that they would only deposit payments that have cleared, which will resolve any issues of bounced checks. An account will be opened by the Treasurer or Heidi. The Tax Collector will receive a daily report. Tax payers will need to call her office to find out what they owe, as this information will not be on-line. Besides the website, an 800 telephone number will also be available. Russ asked how the interest would work when someone makes a payment this way and if interest is still accruing. Susette replied that on the day that they call and request a payoff amount and if they make the payment that day with PayGov, then no interest will accrue. Obviously those who do not pay on the same day will accrue interest. 1) Peter Jensen asked how those that pay ahead know the amount to pay. Susette replied that they base their payment on the last tax bill received which usually results in there being a small balance due, and rarely an over payment. Russ referred to the contract with PayGov and asked if the Town has to assist them in collecting. Susette said that the Town's responsibility will be to provide PayGov with information only. Susette asked that she be named the primary contact with Heidi as second. She provided the Selectmen with sample receipts to the taxpayer and to the Tax Collector. Carter wanted to be sure to clarify that the Town is only

accepting real estate tax payments through PayGov, as the samples were for motor vehicle. Susette confirmed this. Betsey Made the Motion to accept the addition of “7. c.” to Policy #22 Internal Control as described by the Tax Collector, striking the last sentence of paragraph three and adding the word “clear” to paragraph five as indicated, to contract with PayGov, and authorize the Chair to sign the agreement. Ed Seconded the Motion. The Motion carried Unanimously. Joel closed the Public Hearing at 7:21 p.m.

- VI. CITIZEN INPUT:** 1) Ed announced that Hollis Austin’s father, Wilbur Austin recently passed away. The Selectmen expressed their sympathy to Hollis and his family for their loss. They will miss seeing Mr. Austin at Town Meeting. 2) Peter Jensen, Chair of the Milfoil Committee asked the Selectmen to consider doing a trial survey for milfoil that has been identified in deeper areas of the lake at a cost around \$5,000. The hand pullers have found dense areas, which can’t be seen from the surface. Doing this will allow the Milfoil Committee to better plan for services and funds needed for 2012. Mr. Jensen suggested trying one area and if it makes sense, then do a total of three. Joel asked if he was planning on getting bids and Mr. Jensen replied that the bid process is too lengthy, as they want to get started now for the upcoming budget process. The areas they are considering are Greenes Basin, Lees Mill, Blackey Cove or Krainewood, and Suissevale. If these dense areas are treated, this will reduce the amount of maintenance that needs to be done. Russ asked Mr. Jensen to bring them the cost for consideration. He learned that the cost is \$850 per day regardless of the service they provide. Carter asked for clarification, as Mr. Jensen used the word “survey” and did he mean reconnaissance of these dense areas. Mr. Jensen agreed that reconnaissance was an appropriate term. Carter reminded him that to date they have spent approximately \$106,000 and have some outstanding bills to pay. The Selectmen agreed that having these areas identified will provide the data needed to plan for next year. Joel asked that they address this in New Business.

**VII. NEW BUSINESS:**

1. Review for Approval: CIPC Alternate Appointment(s): Joel reported that in Peter Jensen’s letter he is resigning as the CIPC Alternate, as he’s been asked to represent the Planning Board of which he is a member. Carter reminded the Selectmen that they have received volunteer applications and Josh Bartlett has expressed interest in the CIPC. Betsey Made the Motion to appoint Josh Bartlett to the CIPC as an Alternate At Large. Ed Seconded the Motion. The Motion carried Unanimously.
2. Review for Approval: Rock Pile Real Estate, LLC, 84 Gov. Wentworth Highway: Carter reminded the Selectmen that there are four means to achieve the parking area that Ms. Prause is requesting. Zoning prohibits the use of the land by license or a lease, requiring that businesses have parking areas on their property. An easement would require a variance from the ZBA. He recommended that the Selectmen consider a fee ownership as being the cleanest transfer. Ms. Prause has applied to the ZBA for a variance and special exception without this land owned by the Town. The staff have reviewed the request along with DOT and the Highway Department and all have no objections to transferring this small piece of land, but only if it is stipulated that the entrance and exit would be from Old Route 109. Carter suggested having contingencies to insure that the project gets done. Betsey asked if approval must be obtained at Town Meeting. Carter replied that Town Counsel felt that the decision of 2003 allows the Selectmen to dispose of land. The Selectmen agreed that it would be best to sell the land and require a boundary line adjustment and entrance and egress only from Old Route 109. Ed felt that with these requirements, it doesn’t matter if the original plan goes

through and a reversion clause isn't necessary. It will become one piece of land regardless of what is done with it. The Assessor has appraised the small piece at \$2,700. The Selectmen agreed that the land should be offered to Rock Pile Real Estate, LLC for \$2,700. Carter will let Ms. Prause know and see if she's interested. If so, he will draft a purchase and sales agreement.

3. Review for Approval: Carroll County Registry of Deeds Request to Release Old Assessment Maps: Carter reported that the Town has provided CCRD with copies of tax maps to assist with title searches, but have been prohibited from selling copies of the reduced maps, allowing review only. Title abstractors have difficulty identifying the lot when deeds refer to the old map and lot numbers. CCRD is requesting to sell copies of old and new maps for \$1.00 each. Carter felt that allowing this will reduce the time and effort Town staff have to go out back, find the old map, copy it, etc. The new maps are available on line free of charge for those who wish to access them. Betsey Made the Motion to allow the CCRD to sell copies of the Town's new and old assessment maps. Jim Seconded the Motion. The Motion carried Unanimously.
4. Review for Approval: FY 2011 Budget Amendment #2: Carter reminded the Selectmen that they have been notified at the previous work session that the facility account is \$45,000 over budget due to the perimeter drain work done at the Public Safety Building and it is expected \$10,000 will be needed. In his memo of August 26, 2011 he is requesting that the 2011 budget be amended, transferring funds from the Fire and Police Departments from the accounts of Other Services, Salaries, and Insurances for a total of \$55,000 to be transferred to the DPW Facilities account. Betsey asked if they can transfer from salary accounts. Carter replied that they are amending the budget and transferring funds and he knew of no barrier using salary funds as a source for the transfer. Betsey Made the Motion to amend the 2011 budget and transfer funds as outlined in Carter's memo dated August 26, 2011 to the DPW Facilities account in the amount of \$55,000. Ed Seconded the Motion. The Motion carried Unanimously.
5. Milfoil Survey: Betsey Made the Motion to waive the bid process to not exceed \$10,000 to "survey" up to 3 areas of dense milfoil areas. Jim Seconded the Motion. Ed said that he felt this should be put out to bid and out of the three vendors, one of them would possibly do the job cheaper. Russ agreed, but felt that due to the limited time available, approving this will allow them to collect the data and prepare a better plan for 2012. Joel agreed, and felt sure that next year it will go out to bid. Joel called for a vote with 4 Ayes and 1 Nay (Ed). The Motion carried.
6. Police Organization & General Management Study: Carter said that based on the Selectmen's request that departments prepare for a "responsible level" service budget, and on previous discussions and his recommendation, he is requesting that a study be conducted on the organization and structure of the Police Department. He added that the time is right for the study as the department has vacancies and personnel on leave. The study will be conducted by Crawford Polygraph Services, LLC with resident David Crawford, a retired State Police officer and the former Bedford Chief of Police, David Bailey. In order for the study to be ready for the upcoming budget process, Carter asked the Selectmen to waive the bid process for professional services in the amount not to exceed \$6,500 and authorize him to sign the contract. Betsey Made the Motion to waive the bid process for professional services and contract with Crawford Polygraph Services, LLC to not exceed \$6,500 and authorize Carter to sign the contract. Russ Seconded the Motion. The Motion carried Unanimously.
7. Carter reported that they did not receive any bids for the WMF's pole barn, which was advertised and letters sent to over eight vendors. After the bid date closed, they received

a call from a resident who then submitted a proposal for a total of \$34,000, which doesn't include painting and is within the budget. Carter recommended approving the proposal subject to review by the Town Engineer and CEO for a total of \$34,000, and authorizing him to sign the contract. Betsey Made the Motion to approve the proposal from Barton Construction for the construction of the WMF pole barn for \$34,000 subject to review and approval of the Town Engineer and Code Enforcement Officer, and authorizing the Town Administrator to sign the contract. Jim Seconded the Motion. Ed said he was amazed that they didn't receive any bids. The Motion carried Unanimously.

**VI. OLD BUSINESS:**

1. Lakes Region Conservation Trust, 2011 Exemption: Carter said that Don Berry will be attending the September 29<sup>th</sup> meeting. Betsey asked if the Selectmen objected to her contacting Ann Hackl of the Castle Preservation Society to improve the Library passes and the process, and to work on their public relations with the Town. Approved by Consensus.
2. Interim Rule Re Hiring Procedures: Carter reported that this has been referred to their next work session.

**VII. OTHER BUSINESS:**

1. Legislative Update: Betsey reported that basically not much is going on. They will be considering over-riding some of the Governor's vetoes. They will begin again in October.
2. Board Liaison Reports: Ed reported that the Planning Board had a work session and looked at the sign ordinance in preparation for Town Meeting. He informed the Selectmen that Tom Howard spoke about his opposition to reconstructing the Playground Drive field and was hoping to receive support from this board and urged members to attend the next Public Hearing scheduled for September 15, 2011. He said that he disagrees with Mr. Howard. The Planning Board is also looking at roads. They have formed a committee to explore designation of roads, i.e., scenic, rural, commercial, etc. Betsey reported that the CIPC held their last public hearing. Discussion took place regarding the Recreation Department's request and facilities at Playground Drive. They will be meeting September 13<sup>th</sup> and 20<sup>th</sup> and will be submitting their proposal. Carter confirmed that he needs it before October 1<sup>st</sup>.
3. Administrative Update: Carter responded to Ed's statement about the Planning Board's role in reviewing Town construction. In review of the RSA's he said that the Planning Board doesn't have a role unless there is a change in the use of a land as to road standards. He is working on this with Scott Kinmond, but suggested maybe they need another Blue Ribbon Commission to get a global view on the question. Carter reported that he will have an after action report regarding the Emergency Management Team efforts during Hurricane Irene. Joel commented that they met prior and during the storm to evaluate the need to open shelters, road conditions and power outages. Carter added that key members listened to teleconferences on Wednesday and Thursday. The Fire, Police, DPW, Mike Lancor, and the Selectmen Chair were all involved. Carter reported that the Town Hall generator came on and served Town Hall for four hours during the power outage. Betsey asked how best to let residents know that the Emergency Management Team is in action. Carter said that alerts and email blasters went out on Friday from the Town's website. There were also three CodeRed notifications.

4. Capital Improvements Program Committee Minutes, August 10, 2011: Acknowledged.
5. Milfoil Committee Minutes August 15, 2011: Acknowledged.
6. Zoning Board of Adjustment Minutes, August 17, 2011: Acknowledged.
7. Planning Board Minutes, August 24, 2011: Acknowledged.

**VIII. CORRESPONDENCE:**

1. Time Warner Cable, August 17, 2011: Joel reported this is their standard letter of possible programming changes.

**X. CITIZEN INPUT: None.**

- X. NON-PUBLIC SESSION: Betsey Made the Motion for the Selectmen to go into Non-Public Session per RSA 91-A:3 II (a) and (c). Ed Seconded the Motion. A roll call was taken: Jim – Aye; Betsey – Aye; Ed – Aye; Russ – Aye; Joel – Aye. The Selectmen went into Non-Public Session at 8:30 p.m.**

The Board exited Non-Public Session at 8:55 p.m. having voted by a vote of 2/3 or greater of the members present to not disclose the minutes and decisions reached therein to the public, as divulgence of the information discussed likely would affect adversely the reputation of any person other than a member of the public body itself, until - in the opinion of a majority of the members - the aforesaid circumstances no longer apply

- XI. ADJOURNMENT: Russ Made the Motion to Adjourn. Ed Seconded the Motion. Motion Carried Unanimously. Joel adjourned the meeting at 8:56 p.m.**

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Approved

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Date  
Respectfully Submitted  
Hope K. Kokas, Administrative Assistant