

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

Selectmen's Meeting

October 6, 2011

MINUTES

Selectmen: Joel R. Mudgett, Chairman; Edward J. Charest, 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 / APPROVAL MINUTES:** Betsey made the Motion to approve the Selectmen's meeting minutes of September 29, 2011. Ed Seconded the Motion. Carter asked the minutes be amended, page 2, item #8, correcting the next work session date to October 27, 2011 vs. October 20, 2011 as reflected in the draft. Betsey asked that her Motion be amended to reflect this change. The Motion carried Unanimously.
- IV. **NEW RESIDENTS:** None.
- V. **CITIZEN INPUT:** None.
- VI. **NEW BUSINESS:**
 1. **Presentation: Richard Brown, CIPC:** Richard Brown, Chair of the Capital Improvement Program Committee, provided the Selectmen with his memo and initial draft report. He thanked the CIPC members, which include Joel and Betsey, and department heads for everyone's efforts identifying the anticipated capital improvement needs for the upcoming six years through 2017. Mr. Brown outlined the steps the CIPC took to identify and prioritize the needs and recommended approaches to funding the Capital Reserve Fund. The CIPC will meet with the Selectmen at their next work session of October 27, 2011 to go over the final report. Russ asked about the 2013 Assessing revaluation required by the state and Carter reminded him that this is not a capital improvement and therefore is not included in the CIPC's charge. Mr. Brown concluded by saying that this has been a fluid process identifying the known needs, but added that the numbers might change. Betsey commented that she wanted the Board to see the Asset Management questionnaire that the Department Heads will be using. Mr. Brown said that the questionnaire will be fine tuned and not every question will apply to each department. The Selectmen thanked him and the CIPC members for their first year efforts of capital improvement planning.
 2. **Review for Approval: Discharge of Town Planner Screening Committee:** Joel announced that Bruce Woodruff was selected and hired as the new Town Planner. Carter reported that they received the awaited state background checks on Friday and Mr. Woodruff started on Monday, October 3rd. By Consensus the Selectmen discharged the Town Planner Screening Committee with the thanks of the Community.

3. Review for Approval: 2012 Citizen Petition, Tri-County Community Action Program: Joel reported that this is the first citizen petition for the 2012 Town Meeting and asked that it be placed in the budget folder.
4. Review for Approval: Application for Permanent Sign Permit, 1180 Whittier Highway: Betsey Made the Motion to approve the Application for Permanent Sign Permit for 1180 Whittier Highway, Hillhurst Fix & Finish, LLC, located at the Moultonborough Airport Business Center as it complies with the ordinance. Russ Seconded the Motion. The Motion carried Unanimously.
5. Review for Approval: Award of Dispatch Center Contract: Carter reported that the Police Department have budgeted \$12,200 for a dispatch console and equipment. They sought prices from three companies and received costs from only two. Ossipee Mountain Electronics quote was less expensive than Xybix Systems and is the recommended vendor at a cost of \$9,495. The proposed console is designed to adjust to the dispatcher and can be used sitting or standing, as it is ergonomically designed. Carter asked that he be authorized to sign the contract. Russ Made the Motion to accept the bid from Ossipee Mountain Electronics to purchase the dispatch center console for \$9,495 and authorizing Carter to sign the contract. Ed Seconded the Motion. The Motion carried Unanimously.
6. Review for Approval: Scott Kinmond's Resignation from LRPC-TAC & Appointment: Joel reported that in Scott's memo to the Selectmen, as Bruce Woodruff is the new Town Planner and is onboard; he is resigning as a member from the Lakes Region Planning Committee Technical Advisory Committee and recommends that Mr. Woodruff be appointed. Scott Kinmond, Highway Agent was appointed as a member to fill in until a new Town Planner was hired. Betsey Made the Motion to appoint Town Planner Bruce Woodruff as member of the LPRC-TAC. Ed Seconded the Motion. Joel asked if Mr. Woodruff was ready to take over. Carter replied that he has extensive experience in this area and it won't take long for him to be familiar with the area. Nancy Wright asked Ed, who was a member of the screening committee, why Mr. Woodruff was chosen. Ed replied that he was the best candidate for the position, scoring the highest. He is extremely knowledgeable, clear and concise with over 20 years of experience. Ed added that he was impressed with Mr. Woodruff's being in the National Guard and his commitment to serving his country. His initial interview was through Skype as he was out west serving. Joel and the Selectmen agreed that during their interview they were very impressed and also found him to be the best candidate. Carter added that in the next newsletter, Mr. Woodruff would be featured. The Motion carried Unanimously.
7. Review for Approval: MFD's EMPG Grant Agreement for Town Hall Generator Project: Joel reported that Chief Bengtson has been working on this grant over the past year. The grant will reimburse the Town with matching funds for the Town Hall generator. Betsey Made the Motion to file the NH Emergency Management Performance Grant (EMPG) Agreement and will accept the EMPG grant if awarded for the Town's Alternative Emergency Operations Center Bank up Emergency Power Generator Project for the purpose to install a propane fired, 50KW stand by generator as its alternative EOC site in the Town Hall located at 6 Holland Street, the cost of \$55,081.94 and the Town will provide matching funds of \$27,540.97 to fulfill the 50% match requirement. Ed Seconded the Motion. Carter said that as the grant application is time sensitive it did not come forward in time to make the agenda. The Motion carried Unanimously.

VII. OLD BUSINESS: None.

VIII. OTHER BUSINESS:

1. Legislative Update: Betsey reported that subcommittees are being chosen. There will be a public hearing on October 13th to redistrict Carroll County. Betsey attended Ray Burton's meeting held here at the Town Hall regarding DOT cutting back plowing times in an effort to meet their budget. She reported that the new Commissioner of DOT has decided that they will not cut back on plowing, but will find other areas to cut back. Betsey added that the filing deadline for the Presidential election is in October and as of right now the primary will be held in early January. There will be a session on Wednesday regarding rate changes for retirement.
2. Board Liaison Reports: Ed reported that the Planning Board's Road Subcommittee met and the new Planner added a lot for their consideration of the road subdivision requirements.
3. Administrative Update: Carter said that other than his weekly report, he didn't have anything to add.

IX. CORRESPONDENCE:

1. Time Warner Cable, September 21, 2011, Program Changes: Joel said that this is their usual letter of possible program changes.

- X. CITIZEN INPUT:** 1) Ed reported that lately he has been having a lot of trouble with his Time Warner Cable service and has been keeping a log and suggested that others who are having problems should do the same. Carter said that he'd report the problems to the Town's contact at Time Warner. Betsey asked and Carter said that he'd look into creating some kind of an alert to be posted on the web for people to report their cable issues. 2) Nancy Wright asked if the Selectmen had any updates on hiring a new Police Chief. Joel responded by saying that they did not. Carter reported that using the Town's website, we are seeking community input on the search for a new Police Chief, identifying characteristics, experience, and focus areas, through a survey which will be open through next Thursday. So far 50 people have completed the survey. Through the Police Organization & General Management Study, they will receive the report with their recommended characteristics requirements for the Police Chief position. Based on all of this information he felt that they could begin advertising on November 1st. That timeline may need to be adjusted as advertising during the holidays is not an ideal time.

- XI. NON-PUBLIC SESSION:** None.

- XII. ADJOURNMENT:** Betsey Made the Motion to Adjourn. Ed Seconded the Motion. Motion Carried Unanimously.
Joel adjourned the meeting at 7:42 p.m.

Approved

Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant