

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

Selectmen's Meeting

November 17, 2011

MINUTES

Selectmen: Joel R. Mudgett, Chair, Edward J. Charest, Vice Chair, 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 / APPROVAL MINUTES:** Betsey made the Motion to approve the Selectmen's meeting minutes of November 3, 2011. Ed Seconded the Motion. The Motion carried Unanimously.
- IV. **NEW RESIDENTS:** Elizabeth A. Vozzella, Basil H. Sole, Charity E. & Bruce W. Parker, Cathryn G. Turrentine, Rachel O. & Ian J. Craveiro, Lynne S. Kennish, Mary M.E. Champagne, Bernard W. & Carolyn Minahan.
- V. **CITIZEN INPUT:** 1) Don Muscavitz asked if the survey for the Police Chief Search results have been released yet. Carter replied that the results will be released as part of the recruitment process. Mr. Muscavitz then asked if the intra-municipal ambulance meeting with Stewart's Ambulance minutes have been released and where one could go to view them. Carter said that he will check with Chief Bengtson. 2) Hollis Austin, referring to Tuesday's Joint Selectmen and School Board meeting, and based on the statement made by a Recreation Department employee that scheduling of facilities is a problem, asked the Selectmen why they were unaware of the problem. Joel replied that the Selectmen have been aware, but they rely on the Department Heads to work it out, and it hasn't been a major problem to warrant going to either Board. At this time the Athletic Director and Recreation are working it out. Joel added that conflicts will continue to happen. Ed said that in the past, he was aware of problems due to game locations being moved at the last minute and a lack of communication regarding the change. Russ said he's been aware of the problem, but the Department Heads can handle it. The Selectmen do not want to micro-manage departments.
- VI. **NEW BUSINESS:**
 1. **Presentation: DOT, High Risk Rural Roads Improvement Program/Municipal Agreement:** Joel introduced William Oldenburg and Stewart Thompson from the Department of Transportation. Mr. Oldenburg told the Selectmen that NH's DOT receives federal funds in different components. Nationally, approximately \$10 million is distributed towards highways and NH receives \$.5 million to improve rural roads with high crash rates. The Selectmen were provided with maps identifying state and Town roads that were eligible for the new sign program. Mr. Oldenburg said that 60% of people who leave the road hit a tree or some kind of obstruction, or an oncoming vehicle. They know that effective signage reduces the crash rate by 30%. Through an engineering

study, they analyze the current signs, crash rates, and based on this information will improve various aspects of the signs from height to lettering. The signs that will be replaced are the yellow and black signs identifying intersections, curves, etc., are highly reflective and meet national standards. Mr. Oldenburg requested that the Selectmen review the map with the highlighted roads and provide input to DOT on areas that have a need or areas where they feel the new signs would be unwanted. As an example, on a road that is considered a scenic route, people may not want these signs. This program is cost free to the Town, as it is funded by state and federal funds. On Town owned roads, once the signs are installed, it will be the Town's responsibility to maintain and replace when needed. Any Town signs removed will be returned to the Town for use elsewhere. DOT will take responsibility for traffic control during the installation of the signs. Betsey asked and learned from Mr. Oldenburg that they need the Selectmen's input before spring as that's when they anticipate starting work. Carter requested that the Selectmen approve the Municipal Agreement authorizing him to sign and approve the Municipal Work Zone Agreement for the Selectmen's signature. Once the requested input regarding recommended roads is provided to DOT, they will produce a map for the Selectmen's review. DPW Director Scott Kinmond told the Selectmen that he supports the signage program and recommended that the Selectmen go to the Town of Meredith's website to view their signage map. Ed asked Scott if he could provide DOT with the accident information. Scott replied that this information is compiled by the Police Department. Mr. Oldenburg added that DOT has this information. Hollis Austin asked about the reflective product used. Mr. Oldenburg replied that they use prismatic sheeting made by 3-M, which is highly reflective and really stands out. Betsey Made the Motion to authorize the Town Administrator to sign the Municipal Agreement for the High Risk Rural Road Program Statewide Signing and Delineation and to approve the Municipal Work Zone Agreement. Ed Seconded the Motion. The Motion carried Unanimously.

2. Review for Approval: 2008 Tax Deeding: Carter reported that there are 10 properties that are in danger of being tax deeded unless the accounts are paid in full by November 29th. He added that the four properties that were identified as having possible environmental hazards have all paid in full, and it is likely that some of these 10 properties will be paid up by the deadline. In Susette's memo, she asked the Selectmen to review the properties, cautioning that those that are occupied require their attention as the Town could end up becoming landlords. Betsey said that she'd like to contact the owners of the occupied properties, offering them the option of a payment plan. Carter recommended accepting tax deeds for properties 1, 3, 4, 5, 6 and 8, and holding off on 2, 7, 9, and 10 until their next meeting, December 1st. Russ said that he wasn't in favor of holding off on the four properties. Discussion occurred and Ed pointed out that if they tax deed an occupied property that the Town must be careful to take full inventory of the property to avoid any liability, and any buildings will require winterization, etc. Russ felt certain that Susette has made attempts to contact the property owners. Jim Made the Motion to accept deeds 1, 3, 4, 5, 6 and 8, and to contact the owners of 2, 7, 9 and 10 offering them a payment plan, for which they must complete the paperwork by November 29th. Betsey Seconded the Motion. The Motion carried Unanimously.
3. Review for Approval: Disposal Agreement, Richard M. Young: Ed made the Motion to approve the Disposal Agreement for Richard Young, 30 Norwood North. Ed Seconded the Motion. The Motion carried Unanimously.
4. Review for Approval: Request to Restore Involuntarily Merged Lot, MBLU 175-013: Joel reported that this is the first request the Town has received which was reviewed by staff. They were unable to find any evidence that the Town merged the lot. Carter added

- that the question was reviewed by the Assessor, Planner, Tax Collector, and Code Enforcement Officer. He reminded the Selectmen that if a property owner acted to accept an involuntarily merged lot, then it would not be eligible for restoration. As they were unable to find any evidence that 62 Sticks and Stones Road had ever been two parcels, staff recommend denying the request to restore. The Selectmen agreed that the format that was presented by staff was acceptable and easy to follow. Betsey Made the Motion to deny the request as there was no evidence found that the parcel had been merged. Russ provided some history of that subdivision, adding that the developer had to construct Sticks and Stones Road in order to give the waterfront lots access. Ed Seconded the Motion. The Motion carried Unanimously. Betsey commented that she was very pleased with the research done and thought it was an excellent job.
5. Review for Approval: Linda Eldridge, Sick Bank Donation: Ed Made the Motion to approve Linda Eldridge's donation to the Employee Sick Bank. Betsey Seconded the Motion. The Motion carried Unanimously.
 6. Review for Approval: KV Partners, Inc., Option to Extend Contract – 2012: Carter reminded the Selectmen that the initial contract provides an option of extending the initial three year contract to another three years, to 2015. After that they must request bids. Russ asked if they should consider reducing the insurance requirements for smaller contractors. Carter agreed that this has been a struggle, but this is the requirement placed on the Town by its' insurance carrier, Primex. They are looking at new providers and this may provide for lower insurance limits. Scott Kinmond added that KV Partners, Inc., is a smaller firm which he feels is an advantage; however, they are not able to absorb the insurance costs for the smaller contractors. Carter said that he and Scott have been very happy with the services the Town has received. Betsey Made the Motion to extend the contract with KV Partners for another three years. Ed Seconded the Motion. The Motion carried Unanimously.
 7. Review for Approval: Joyce Janitorial Service, Option to Extend Contract –2012: Carter reported the same situation applies to Joyce Janitorial, to extend the contract another three years and at the end of that period, the Town will request bids. At Joel's request, Carter sent a memo to all Department Heads regarding the services provided by Joyce Janitorial and found that everyone was happy with their service. Carter informed the Selectmen that there is a 4% increase, which will be taken in increments through the three year period. Betsey Made the Motion to extend the contract with Joyce Janitorial Service for another three years. Russ Seconded the Motion. The Motion carried Unanimously.
 8. Review for Approval: Draft Amended Policy #26, Winter & Inclement Weather: Betsey thanked Scott Kinmond for working on the policy. Scott reported that there was an omission in the policy which occurred during cutting and pasting from the old one to the new one. One the first page under Level of Service, the second paragraph was omitted which describes when to plow and when to apply the icing agent. He explained that the policy needs to be broad due to 250 miles of diverse roads that must be plowed and treated. He explained that the schedule is based on Town roads and school bus routes (except weekends and vacations) which are given first priority. The purpose of the policy is to inform the public. Betsey asked if there was a typo on page 4, #8, section A and if it should read "no dwellings" versus "not dwellings". Scott agreed that it should read "no". Betsey Made the Motion to adopt Policy #26, Winter & Inclement Weather with the changes and edits made as described.
 9. Review for Approval: Request for Tuition Reimbursement, Off. Peter C. John: The Selectmen acknowledged Officer John's letter that he is continuing his education and will be requesting to be reimbursed per the Town's policy.

10. Review for Approval: JLMC Member Appointment & Training Request, 12/6/11: In Chief Bengtson's letter the Joint Loss Management Committee is requesting to hold their fall training on December 6, 2011, from noon to 4 p.m. In addition, he informed them that Scott Greenwood has agreed to fill the vacancy left by Kaitlin Sampson. Betsey Made the Motion to approve the Joint Loss Management Committee's request to hold the mandatory staff fall training on December 6, 2011, closing all non-essential departments starting at noon, and releasing funds to provide lunch for the employees. Ed Seconded the Motion. The Motion carried Unanimously.
11. Review for Approval: Modification of County Assessment Payment Date: Joel reported that at their last meeting, November 3rd, a motion was made to pay the county tax by December 19, 2011. It is a possibility that a cash flow problem will exist and the Town will be unable to make the full payment by the 19th, therefore they need to make another motion, excluding the date to pay it by. Betsey asked if the Town would notify the county that the payment may be late. Carter replied that he didn't feel that was necessary and they may be able to make the payment on time. The cash flow projection that was provided to them is based on the tax bills going out by December 1st. Susette thought it might go out a little earlier than that. They could ask the school to hold off on their payment request. Carter said that once he knows for sure and if necessary he would notify the county of a late payment. Betsey said that she knows other towns have paid late and the county did not charge interest. Carter thought that it might require an additional three weeks, however historically within the first few days of the tax bill going out, enough is collected to make the payment. The choice before them is to obtain a tax anticipation note or some flexibility in the timing to make the payment. Betsey Made the Motion to approve payment of the county tax as soon as possible. Jim Seconded the Motion. The Motion carried Unanimously.
12. Review for Approval: Police Chief Recruitment Process: Joel reported that the Selectmen have had an opportunity to review the Challenge Statement completed by Crawford Polygraph Services, along with a draft of the advertisement and draft of the Profile and Challenge Statement. Russ agreed that the recommendation of changing the job requirement from a high school diploma/GED to a Bachelor's Degree was a good idea. The Selectmen provided edits to the advertisement. Carter asked if the Selectmen wanted a screening panel or how they wished to proceed in this process. The Board agreed to use a screening panel, consisting of 3 police chiefs from outside of Carroll County, 1 Town Administrator, and 1 community member at large. Russ asked if a Selectman had been on the panel the last time and learned that wasn't the case. Betsey asked Jim what his role was for hiring the recent police officer. Jim replied that he was an observer only, but the panel did seek his opinion and included him in their discussion. The Selectmen agreed that having one of the Board members as an observer is a good idea and they name that person at their next work session. Carter said that once the advertisement for the police chief is posted on the Town's website it will include the survey results.
13. Review for Approval: Proposed Award of Five Year Copier Lease: Carter reported that the current copier lease is up. From the state's vendor list, three were chosen. Comparing the various vendors proved to be difficult as each machine offers something different. The firms looked at were Xerox, IKON Office Solutions and Oce North America. After each department affected reviewed the three machines, it is staff's recommendation to lease from Oce North America. The Canon is faster than Xerox, with a base price based on usage. It is estimated that the cost is \$777/month. Betsey made the Motion to approve the copier lease agreement with Oce North America for a year lease

period and authorize the Chair to sign the contract. Ed Seconded the Motion. The Motion carried Unanimously.

14. 2012 Tax Rate: Joel announced that the Town used \$30,000 fund balance for the 2012 tax rate of \$8.33. Although Carter didn't have specific numbers, he felt that those properties that went down 3% would result in their tax bill going down. Any less than a 3% reduction would see an increase.
15. Joint Selectmen's Meeting with Center Harbor: Joel asked that Carter set up a date for a joint Selectmen's meeting in Center Harbor. He added that it is a good idea to do this as the two towns have common interests.
16. LGC Conference: Joel reported that during their attendance at the annual LGC Conference, Moultonborough was award third place for last year's Annual Report, based on the Town's population size

VII. OLD BUSINESS: None.

VIII. OTHER BUSINESS:

1. Board Liaison Reports: 1) Ed reported that the Roads Committee met and will be giving their final report to the Planning Board. They continue to work on ordinances for Town Meeting. 2) Russ reported that ABC met and went over the Library's budget. They are waiting to review the School's formal budget. 3) Scott Kinmond asked the Selectmen to provide the Boy Scouts with a letter to the WMF. They will be assisting the Lions Club in demolishing an old shed and want to dispose of the materials at the transfer station. The Selectmen agreed that as the property is owned by the Town, it isn't necessary to waive the permit and will arrange to have a letter written explaining this.
2. Administrative Update: Carter reported that he just received an email from Pat Remick, Chair of the Coalition Communities informing them of a hearing next week (he was uncertain of the date) and asked if any of the Board members were able to attend as he could not. He would provide them with the date and time during their Work Session scheduled for tomorrow, Friday, the 18th.
3. Advisory Budget Committee Minutes, October 27, 2011: Acknowledged.
4. Planning Board Minutes, November 9, 2011: Acknowledged.
5. Milfoil Committee Minutes, November 2, 2011: Acknowledged.

IX. CORRESPONDENCE:

1. Time Warner Cable, October 24 & November 2, 2011, Program Changes: Joel reported this is their standard letter of possible program changes and a fee increase.
2. W. Andrew Daigneau, IV, November 14, 2011, PSB Room Dedication: Joel reported that in Andy Daigneau's letter, he is recommending dedicating the Public Safety Building's training room as the Mel Borrin Community Room. The Selectmen were unanimously in favor of this, recognizing Mel's long years of service to the Town. Joel would like to make the dedication just before the polls open on January 10, 2012. Ed Made the Motion to approve the dedication of the Mel Borrin Community Room. Betsey Seconded the Motion. The Motion carried Unanimously.

- X. CITIZEN INPUT:** 1) Steve Maguire asked when the tax bill would be out and when it would be due. Carter said Susette hoped by December 1st and would be due 30 days after. Mr. Maguire then asked about the foreclosed property on 1088 Whittier Highway and the partially dismantled

garage which has become an eyesore. Jim said that he has spoken with the Code Enforcement Officer and he was going try to get a contact person at the bank to speak with. Joel said that they would follow-up with the Code Enforcement Officer. 2) Hollis Austin asked why there would be a delay in paying the Carroll County tax. Joel responded it is due to cash flow, adding that some town's get a tax anticipation note. Joel added that the motion that had been made at the previous meeting stated a deadline date to pay by. A new motion was needed without a date. Mr. Austin asked what the philosophical differences were between the Selectmen and the former police chief and in this new search could they guarantee that this wouldn't happen again. Joel replied that they can not discuss what had occurred with the previous chief. He added that with any new employee it is difficult to predict. Betsey felt that with this new process and using the challenge statement has really helped identify what the Selectmen are looking for. She added that Dave Crawford's study was a big help in this process.

XI. NON-PUBLIC SESSION: None needed.

XII. ADJOURNMENT: Betsey Made the Motion to Adjourn. Russ Seconded the Motion.
Motion Carried Unanimously.
Joel adjourned the meeting at 8:47 p.m.

Approved

Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant