

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

**Selectmen & ABC Budget Meeting**

**December 2, 2011**

**MINUTES**

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

ABC: Jean Beadle, Ed Marudzinski, Barbara Sheppard, Russell C. Wakefield

Absent: Alan Ballard, Kathy Garry, Tom Randell (w/prior notification)

**CALL TO ORDER:** Joel called the meeting to Order at 10:05 A.M.

**Development Services:** Bruce Woodruff, the Town Planner, gave an overview of his office's budget noting the increases were in salary as his was higher than the prior Planner's, GIS for a planned staff site and two new layers, and advertising. The Town Administrator gave an overview of the long-term goal of using the GIS system as the central filing system for anything and everything from dog licenses to police reports related to a property. Tim Fountain gave an overview of the proposed staff site where materials would be password protected from public view by statute and/or sensitivity, such as persons with disabilities, persons on oxygen, and police reports. Jean Beadle suggested a 5 year plan be developed going forward so that the overall philosophy and implementation is not lost and we have a plan going forward to keep us focused. Carter said he would put the staff together to do so.

Marie Samaha, Chair of the Conservation Commission advocated for restoration of \$100 to increase a line item for \$500 to \$600 (#00800 – Inv. Special Services). The TA said this lien had not been fully used each year and noted there was still the possibility to accommodate the expenditure if the other itemized items within this account were not fully used. The same principle applied to the use of the other line items as well.

Carter then introduced the issue of the various parcels for potential acquisition that were in the budget. These had come to the Town's attention as the result of the Blue Ribbon Commission. One had been referred to staff, three to the SAU and three to the ConCom. The question now became if the BoS wanted to pursue any of these seven parcels (one was a duplicate referred to both the SAU and ConCom). The Selectmen confirmed by consensus that they had no further interest in parcel K, referred to staff, based upon the review memorandum. By consensus the Selectmen confirmed that they had no further interest in parcels H and M, referred to the SAU, based upon the SAU's lack of interest. Carter said he will notify the owners of these parcels. Ms. Patten noted that the parcel on page #166 is located behind the Public Safety Building, abuts Sutherland Park and extends our coverage in that area. Ed said he would love to buy all three. The consensus was for the staff to explore all three further and report back.

Peter Jensen was present on behalf of the Milfoil Committee. He asked the BoS to remember this program was not just about ecology and to improve the recreational value of the lake, but to address the real estate values as well. He noted the Committee had asked for \$200,000 but the recommendation was for \$195,000. There was a discussion of various treatment methods and the progress made to date. Ed Marudzinski asked if the budgeted amount was increased could the money actually be spent. In short,

were there sufficient divers and resources to use the money? Peter said that if we get on the various firm's schedule early enough; yes, it could. The TA pointed out there was roughly \$45,000 of carry-over money available so that when it was added to the \$195k there was sufficient money to meet the spending plan of the Committee. Carter said this added \$5,000 available when you tap into the carry over. He also pointed out that the capital financing plan for the CIPC and Town Fellow's reports (of which this is one item) had been prepared under a constraint (by him) of no more than a 5% increase in the tax levy annually. Increasing this would bring those percentages back up (although they still remained below that cap.). He also noted the financing plan had scheduled a \$5,000 decrease in this line item each year in keeping with the Milfoil Committee's prior presentations that after the initial heavy assaults were made on the problem we might get into more of a "maintenance" mode. Carter said that the Selectmen needed to let him know if those constraints were to be altered when they reviewed and acted upon the five year financing plan. Peter said he was asking for the increase back to the requested level in keeping with the opinion of the majority of the Committee, but did want to let the Board know that 2 members thought the \$195,000 was workable.

Attention was then turned to the possible launch fee the TA had been asked to research. He reviewed his memo noting the costs of collection left little to be raised and the conflicts with the Milfoil Committee and the philosophy of the Lake Host program with asking the Lake Hosts to collect a fee. The consensus was to (a) not impose the fee in the coming year, (b) ask the Milfoil Committee to collect activity data for another year; (c) review a means of collecting such a fee that did not require a staff presence at the various launches, and (d) deliberate upon the results thereof in the next budget cycle.

Bruce then gave an overview of the proposed zoning ordinances, the proposed process for involuntary merger dissolution request and the related proposed fee of \$25, and a policy related to the standards for repair, reconstruction, and rehabilitation of existing roads which he described as a series of Contact Sensitive Solutions

The Board recessed at 12:30 P.M. for lunch and reconvened at 1:00 P.M.

**Town Clerk & Elections:** Jean Beadle asked Town Clerk, Barbara Wakefield what the "returned registrations" expense was and learned it was for people who may be due a refund of some sort on an auto transaction. The TA reviewed how he and the Clerk had reviewed the collection history and based upon her recollections had picked a lower number on basis of history. There was a similar question on the payment of the state for their portion of birth certificates and the like. There was brief a discussion if it was best to expense these items or run them as contra-revenue transactions. On the Elections budget, Joel asked if people will need to do additional training and Barbara replied that she was not certain.

**Tax Collector:** Tax Collector, Susette Remson reviewed how the new software item had come to be requested. Betsey asked if it would have the ability to track fleet maintenance expenses as requested by the CIPC. It was explained that this module would be requested in the bidding process with an eventual decision flowing out of the review, available budget, and consideration of other means of tracking this data.

**Administration & Town Officers:** Director of Finance and Personnel, Heidi Davidson, and Assessor, Gary Karp were present. Heidi pointed out that the increase in audit fees was for compliance with GASB 54. Jean asked if the copier budgets could be lowered to account for the new leases. Carter replied that the new lease had a different billing format than the old lease and the plan was to discontinue some of the printers moving printing to the copiers. While some "best guesses" could be

made, he really did not know exactly how the cost distributions would be impacted and suggested leaving the numbers intact for a year of experience and adjust in the next budget cycle.

Gary reviewed how this year's request had a reduction in fees for BTLA cases from \$9k to \$4k and that the Timber Appraiser had been reduced modestly to \$2k. He also noted there was an increase in mileage as he was trying to view more properties. Gary worked through his proposal for a Periodic Measure & List program which could be completed by 2017 under a "within current budget" approach. It would take an added \$90,000 to get it done by 2013. His outlined approach would take an amendment to the Vision contract, which he circulated, and would be subject to fluctuations in the market if those required more "sales" or "permit" inspections. He hopes to get into 50% of all properties. Russ asked about the court decision that required a measure and list on a five year cycle and learned that the requirement was for a full revaluation not a measure and list. Carter asked to receive any comments on the Assessor's proposal by 12/09 so the item could be placed on the Selectmen's 12/15 agenda.

In reviewing the Town Officers budget there was further discussion on the potential for and problems with establishing a formalized Merit Pay system to replace the current Grade and Step plan. The essence seemed to be all were agreed in the desirability of doing the same, but at a bit of a standstill in developing a system that all felt comfortable with as being workable in terms of acceptance and administration.

**ADJOURNMENT:** There being no further business the Chair adjourned the meeting at 3:25 p.m.

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Approved

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Date  
Respectfully Submitted  
Carter Terenzini, Town Administrator