

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

Selectmen's Meeting

August 2, 2012

MINUTES

Selectmen: Joel R. Mudgett, Edward J. Charest, Betsey L. Patten, Jonathan W. Tolman, Russell C. Wakefield; Carter Terenzini, Town Administrator; Carol A. Fucarile, Executive 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 Minutes of July 19, 2012 and Payroll/Payables, Manifest Minutes of July 26, 2012. Work Session Minutes of July 26, 2012 were put on hold as printed copies had not been placed in the packets. Ed Seconded the Motion. The Motion carried Unanimously. Jon commented on the Work Session Minutes of July 26, 2012 for the public's information that the Minutes reflect that Russ referenced the Charette and there has been some discussion of people that saw the Draft Minutes to mean that the Planning Board and subsequently the Board of Selectmen did not support the results of the Charette. What they actually were presented with by Plan NH was a separate issue entirely; it was a Toolkit for Livable, Walkable Communities. It is two separate issues. The Board of Selectmen will still be getting a full report coming in the fall from the Charette's results that the Board of Selectmen have not seen and it will be presented to the public.
- IV. **NEW RESIDENTS:** Nicholas Celley, Albert and Judith Christensen, Chris T. Athanasia, Lisa Caikauskas, Lewana C. Burnell, Dakota F. Coburn and Susan Kennish.
- V. **CITIZEN INPUT:** 1) Barbara Wakefield spoke about the new Voter ID law which was just passed and will be phased in. It was put on the web yesterday and is posted around town and in Barbara's office. Barbara suggested that the Board of Selectmen might attend a training session which will be coming up on August 28 in Wolfeboro as well as other locations. The on-line training would involve about four to six hours for the Board of Selectmen. 2) Barbara Wakefield also made reference to an article in USA Today that New Hampshire placed in the top six states and top five states for best prepared state for doing the elections. Betsey congratulated the Town Clerk and Moderator for a good job. 3) Jerry Hopkins elaborated on the training for election officials, inspections, etc., and would appreciate if the Board of Selectmen would attend. The on-line training does not include the new Voter ID law. Jerry also stated that the Clerk has to report, to the Secretary of State, the tally of those who do not present an ID. Discussion followed concerning the setting up a separate table and placement thereof at the polls for the Voter ID as well as to sign the Affidavit for those who don't have an ID. Jerry asked the Board of Selectmen if they would be willing to sit down for an hour or so with Jerry, the ballot clerks, supervisors and Barbara to go over all of the requirements sometime in the week before the elections. 4) Sally Carver spoke concerning the wonderful job done by Sara Richardson, Anita Blood and Mary Hart. Sally also stated that there is a need for a couple more people - one would be a trained ballot clerk to cover lunch and dinner times (or two to split the time for this position)

and the other would be someone to be outside that is trained on the Voter ID. 5) Clelia MacKay, as a resident, spoke concerning the Pathway. They are still waiting for the Pathway to be completed. The new pavement laid by the state is uneven and it is very dangerous and unsafe. Clelia asked Betsey if she could put in a word to the Legislature to have this completed and fixed. Betsey stated that she received two letters – one that has a petition and one from another constituent. Betsey will confer with Karel Crawford who is running for the seat to see if they can get an appointment or at least a phone conversation with the Commissioner of DOT and the Chairman of the Public Works House Committee. Hopefully, she will get an answer before the road race. Betsey agreed that it is not a safe situation. 6) Hollis Austin asked if Barbara could go over the acceptable requirements for the Voter ID. Barbara read the list which requires a photo I.D. and stated that they are listed on the website. 7) Jerry Hopkins asked whether a committee was being formed to evaluate political campaigning on town property. Joel stated that this will be turned over to staff as discussed at the Work Session. 8) Nancy Wright asked if this would be open to the public. Joel said yes and stated that there was a notice. Carter stated that it will be posted on the web in a couple of days and it will also be on the Town’s calendar. 9) Clelia MacKay asked if the committee for political campaign would be made up of the town’s people. Joel reiterated that it will first go to the staff for suggestions and ideas.

VI. NEW BUSINESS:

1. Review for Approval: Payables Manifest & Signature File:

DOCUMENT DATE	DOCUMENT	MAP/LOT#
July 25, 2012	Independent Accountant’s Compilation Report of Vachon Clukay & Company PC and MS-5 Form (three copies)	N/A
8/2/12	Payables Manifest & Signature File, \$776,173.48	N/A

Joel read the Payroll/Payables Manifest and Signature File as listed above. Betsey Made the Motion to approve the Payroll/Payables Manifest & Signature File for August 2, 2012. Russ Seconded the Motion and the Motion carried Unanimously.

2. Review for Approval: Request for Tax Interest to be Abated: After a discussion about the past policies, Betsey Made the Motion to not grant the request for interest waiver and this includes giving Carter authorization to send a letter. Russ Seconded the Motion and the Motion carried Unanimously.
3. Review for Approval: Tax Collector’s Recommendation to Ta Deed MBLU 044-014. Carter stated that he and the Tax Collector have had many conversations concerning this. The options are a) to give the taxpayer one more try or b) to default him and take the property by tax deed; it is their recommendation that the Selectmen give him one more try with a new payment of \$275.00 a month to keep him current, but with the intent that should he default, the Tax Collector will immediately default him by recording a tax deed. Susette has sent the taxpayer a letter for the last three months reminding him that he was late on payments and has been getting progressively worse and is getting further behind. Susette has asked him to contact her if he can’t make the payment, but he has not done so. Susette feels that with the new amount (\$275.00 monthly), it will keep the current taxes current and a small amount will go towards the lien back to 2007. If the taxpayer cannot go with this agreement, the Tax Collector will have to tax deed the property. Betsey Made the Motion to authorize the Tax Collector to receive payments of \$275.00 a month and the Chairman to sign said agreement. If there is no response or

- ability to pay, or if he misses payment(s) under the agreement, then authorize the Tax Collector to start the tax deeding process without having to come back before the Selectmen. Russ Seconded the Motion. The Motion carried Unanimously.
4. Review for Approval: Conservation Commission Alternate Appointment. Betsey Made the Motion to appoint Edward Harrington as an alternate to the Conservation Commission with his term being through March of 2013 (Town Meeting). Ed Seconded the Motion. The Motion carried Unanimously.
 5. Review for Approval: NH Liquor Commission, Liquor License for 128 Lee Road. Carter will write a letter to the Liquor Commissioner on the Selectmen's behalf stating the Selectmen have no objection. The Selectmen agreed by Consensus.
 6. Review for Approval: Amend Personnel Policy – Classification of Employees. This has been discussed before. At this time, there are two people that would be grandfathered – one from the Library and one from Town Hall. Carter stated that the effort here is to create new classifications of employees that fit the way we use them under the current budgeting; it eliminates the regular part time and part time and formalizes the grandfathering of the two employees on the benefit side; it sets specific hours in a week and over the course of a year; it allows someone to be used in different classes, but the Department Head/Site Supervisor cannot just do it on their own; it recognizes that when employees are moved after a certain period of time, they are automatically due those pro-rated benefits for the part timers; and reflects any changes that might come along as the result of health care legislation.
 7. Review for Approval: Amend Personnel Policy – Absent Leave Policy. Carter stated that he went back as the result of a number of conversations with the Selectmen wherein any amount of time above 400 hours would be in the “lockbox” which will bring them down low enough so they will continue to accrue time. Carter stated that these two items (6 and 7 hereof) are separate issues. Russ stated that bereavement was a prior discussion. Carter stated that this sits outside of this and not included in this, and Russ agreed that they concluded they wanted that kept separate. Carter stated that the way this is set up is that when an employee is down to eighty hours and they are out for more than three days, then they can use the employee's reserve time (lockbox). There was discussion about sending the information to the Library for their review and to be part of it. Carter will prepare a letter for the Selectmen's signature to the Library outlining the Classification of Employees and Absent Leave Policy. The Selectmen are all in agreement on this. Carter will schedule a public hearing for a policy change.
 8. Review for Approval: 2012 Investment Policy #5. Carter stated that this is required by law to be done annually. After Carter checked with the Finance Director and the Treasurer, he finds there are no changes recommended other than the dates to reflect this year's addition. Betsey Made the Motion to adopt the 2012 Investment Policy #5. Ed Seconded the Motion.
 9. Review for Approval: FY 2012 Budget Amendment #2. Carter explained that this is the budget amendment for the first quarter. In 2011 we got a five percent bid and performance deposit on the fire boat which was deposited into the general fund in 2011. We got the boat in 2012. This is to replenish the payment of the deposit that was paid out of the Fire Department's account which was not part of the department's budget. Russ asked if this amount was put into the contingency or anticipated. Carter said it was not anticipated. Betsey Made the Motion to approve the Budget Amendment #2 and authorize the Chairman to sign it. Ed Seconded the Motion.
 10. Review: Staff Response to CIPC Issues of 06/28/12. Carter stated that there were nine items raised by Capital Improvement Committee, and there were three items that the staff

thought were lessons learned and should be brought to the Selectmen's attention. Since this is a very lengthy document, Carter suggested the Selectmen review it. Jon stated that he has been part of this process and is familiar with the process. Jon suggested the Selectmen take the time to really go through this, and stated that both sides have good points, and the bottom line is that the Selectmen need to take action on it one way or another that will eliminate some of the concerns brought by the CIPC. Carter will place this on the upcoming Work Session and talk about the 2013 budget as well.

11. Review: 2012 NH DOT Highway Block Grant Aid. Carter said the allotment from the state is going down, but we had somewhat planned for it.
12. Personnel Announcement. Joel stated that a complaint had been received and was previously worked on, but needs to be worked on further.

VII. OLD BUSINESS: None

VIII. OTHER BUSINESS:

1. Legislative Update: None
2. Board Liaison Reports: Jon attended the Hazardous Mitigation Committee and found it informative. The next meeting is next Wednesday.
3. Administrative Update: 1) Carter is looking for comments on the audit, the fund policy and the second quarter by the end of next week so that we can have the answers for the Work Session. Carter will add to this Monday's Administrator's Report the Memo concerning the sale of cemetery lots as well so that he can use those comments to prepare a draft for the Work Session on August 26. 2) The Snowmobile Club had done some clean up of the area by the Highway Garage. They have approximately two pickup trucks of debris and would like to have the Transfer Station fee waived. The Selectmen agreed to allow up to three pickup trucks for debris accumulated from this area. Carter will prepare a letter for them to present at the Transfer Station. Betsey added that no hazardous material shall be dumped.

IX. CORRESPONDENCE:

1. Center Harbor Selectmen, July 18, 2012, 2012 Fireworks. Acknowledged.
2. Time Warner Cable, July 18, 2012, Programming Changes. Acknowledged. Carter stated that the cable franchise agreement will be on the web in about three to four days under News and Announcements.

X. CITIZEN INPUT: 1) Nancy Wright: The Town Calendar, this morning, there was a CIPC meeting listed thereon, but when she checked with the Town Office, there was no meeting scheduled. She also noticed that there were issues with the Calendar concerning the time of the Selectmen's meeting and hopes that the calendar can be better relied upon. 2) Mr. Plaisted would like a key for the Auxiliary to get into the storage room on Sunday at 8:30 for the lighting. Joel stated that he will meet Mr. Plaisted at Town Hall to let him in.

XI. NON-PUBLIC SESSION: Betsey Made the Motion for the Selectmen to go into Non-Public Session per RSA 91-A:3 II (a) and only to reconvene for the purposes of adjournment. Jon Seconded the Motion. A. Roll call was taken: Jon – Aye, Betsey – Aye, Russ – Aye, Ed – Aye and Joel – Aye. The Selectmen went into Non-Public Session at 8:08 p.m.

The Board exited Non-Public Session at 9:50 p.m. having voted by a vote of 2/3's 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.

- XII. ADJOURNMENT:** Betsey Made the Motion to Adjourn. Ed Seconded the Motion. Motion Carried Unanimously.
Joel adjourned the meeting at 9:51p.m.

Approved

Date: August 2, 2012
Respectfully Submitted
Carol A. Fucarile
Executive Assistant