

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

Selectmen's Meeting

September 6, 2012

MINUTES

Selectmen: Joel R. Mudgett, Edward J. Charest, Betsey L. Patten, Jonathan W. Tolman, 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:** Russ Made the Motion to approve the Selectmen's Minutes of August 30, 2012. Ed Seconded the Motion. The Motion carried Unanimously
- IV. NEW RESIDENTS:** Jennifer M. Perkins, Richard & Suzanne Mehegan, Kathleen S. & James A. MacNeill, Luis Rodriguez, Maldonao N. Rivas, Steven Rodriguez, Carlos Riveiera, Jose Javier, Javier Baez, Efrain Bernard, Jacqueline Merrill-Douglas, Troy Douglas, Paul & Laura MacIsaac, Allyson A. & Derek D. McKenna.
- V. CITIZEN INPUT:** 1) None.
- VI. NEW BUSINESS:**
1. Review for Approval: Payables Manifest & Signature File:

DOCUMENT DATE	DOCUMENT	MAP/LOT#
8/28/12	Driveway Permit	021-014
9/5/12	Certification of Yield Taxes Assessed	049-001, 050-006, 007, 008 & 069-001
9/6/12	Payroll Manifest & Signature File, \$90,871.88	N/A

Joel read the Payroll/Payables Manifest and Signature File as listed above. Jon Made the Motion to approve the Payroll/Payables Manifest & Signature File for September 6, 2012. Ed Seconded. The Motion carried Unanimously.

2. Presentation: 2012 Adopt A Spot Recognition: Jon thanked all of the Adopt A Spot participants, adding that it is a very successful program. He presented the first place award to Miracle Farms for their Adopt A Spot at the Center Harbor Town line. Second place also went to Miracle Farms at the Public Safety Building. Third place was awarded to Donnybrook Home Service, LLC for their spot at the Recreation Department. Certificates of Recognition went to Karen and James Nigzus, Aubuchon Hardware and the Lions Club for their joint effort at Sutherland Park, Moultonborough Toastmasters, Moultonborough Women's Club, Pine Ridge Lawn & Landscaping, Robert Patenaude,

and Dion's Plant Place & Landscaping. Joel thanked all of the participants for beautifying our Town and also the cost savings their work represents.

3. Presentation: Peter Jensen, Proposed Software: Peter Jensen provided the Selectmen with his Software Discovery Draft, reminding them that they asked him to do the analysis. There are three options: 1) Do nothing and work with what we now have; 2) work with Vadar to make the needed corrections/upgrades; 3) seek a new vendor and software program. Mr. Jensen projected that the tangible time that could be freed up with the corrections/upgrades or new software is approximately 88 to 90 days a year. This alone he did not feel warranted a new software program. However, combined with the confusion and excessive time that it takes to do the work arounds, he recommends taking action. Mr. Jensen suggested that the Town first go back to Vadar to learn if they are really willing to become invested in the NH market to make the necessary changes/upgrades. He added that Vadar has over 80 customers, with only 7 in NH, Moultonborough included. He next suggested talking with Vision Government Solutions and looking at their tax collection product and leaving out the general ledger aspect, as it can stand on its own. Mr. Jensen said that if their product isn't ready for NH to then start the RFP process with the requirement that any program be in full compliance with the State of NH's regulations and law for tax collection. In his discovery process, Mr. Jensen told the Selectmen that he learned the biggest problems for the Tax Collector's office are the excessive number of multiple owners, having an accurate audit trail for each parcel's history, and the inability for the Vision data to be fully downloaded to Vadar when creating or deleting new parcels, requiring that it be manually entered into Vadar. Mr. Jensen thought that time could be saved in the Tax Collector's office by putting the tax bills online. He acknowledged that this idea might be controversial for some property owners. Based on Betsey's question, Mr. Jensen confirmed that the general ledger could stand alone and did not need to be included in the software upgrade. Tax Collector, Susette Remson told the Selectmen that she, Carter and Heidi have had extensive meetings with Vadar and the projected cost to make the corrections and upgrades is about \$28,000. She added that over the years promises have been made and not realized. Because of this she doesn't have confidence in Vadar. Mr. Jensen agreed and said that some of the "fixes" have been "band-aids" and temporary in nature requiring that a special action must be taken each year to make the fix again. Susette told the Selectmen that the other six towns are not interested in cost sharing to make the improvements. She felt this is due to the nature of their towns, having fewer parcels, less multiple owners, and these problems are more manageable for them. Susette said that pursuing Vadar in her opinion is a waste of time. She did not think that Vision's tax collection program is up and running. Carter said that it is running, but only in Rhode Island and the discussion would be what it would take to make the program comply with NH's laws. He said that if the Selectmen choose to follow Mr. Jensen's recommendation, he could have an answer from Vadar for the next Selectmen's meeting. Betsey stated that she doesn't feel Vadar is an option. Discussion occurred as to the merits of going back to Vadar. Carter reminded the Selectmen that the Town is now in the middle of a multi-year service agreement and to pull out now could result in a penalty. He added that time is short and a contract needs to be awarded by mid December. He thought he could also have an answer from Vision within two weeks. Mr. Jensen suggested and the Selectmen agreed to start the RFP process while waiting to hear from Vadar and Vision. Carter said that deployment of a new program would be for the first tax bill in 2013, and felt that upon agreement it could take 45 to 60 days for a new program to be started. Betsey felt that if Mr. Jensen was willing to work on the RFP that he should be remunerated for his time.

Mr. Jensen said that he didn't think it would take that long to create the RFP as it is very clear that a new program must meet NH State laws. Russ asked Susette and she replied that there are 3-4 companies that comply with NH laws with the tax collection, assessing, finance, and land planning if needed. Mr. Jensen said that it was very important to include in any contract a test process with a clause that any fixes will be at the Vendor's expense. Russ Made the Motion to proceed with the development of the RFP focused on the tax collection, general ledger, incorporation of the Vision assessing program, and to contact Vadar to learn of their willingness to make the fixes/upgrades. Joel Seconded the Motion. Betsey said she didn't want to go back to Vadar. Joel explained that the advantage to talking to Vadar is to again tell them what needs to be corrected which he felt would show good faith in the contract process. Betsey understood his reasoning and the Motion carried Unanimously.

4. Review for Approval: 2012 Road Program Sheridan Road Bids and Award: Carter explained that a portion of Sheridan Road will be reconstructed. The request for bids was advertised in the local newspaper, mailed out to vendors, placed on the Town's website, and advertised through LGC. They received eight bids, from \$183,974 to \$250,262. The Town's Engineer has reviewed all of the bids and checked references. He found that one bidder failed to submit several of the required bid forms and one bidder omitted the signed signature page and upon request immediately submitted a completed signature page. It is the recommendation of the Town Engineer and the Highway Agent to accept the bid for the reconstruction of Sheridan Road from G. W. Brooks & Son in the amount of \$183,974 with a 10% contingency to not exceed \$202,500. Betsey Made the Motion to waive the informality of the failure of G.W. Brooks & Son to sign the signature page and to award the bid to G. W. Brooks & Son for the reconstruction of Sheridan Road at \$183,974 with a 10% contingency to not exceed \$202,500, authorize the Chair to sign the base contract and authorize contingencies as required in the amounts stated. Ed Seconded and the Motion carried Unanimously.
5. Review for Approval: Request for Temp. Access @ Highway Garage & Timber Harvest: Joel reported that logging is being done by abutters of the Town's Highway Garage. Presently there is a deeded right of way, but it would not give access to both lots. Carter said that there are two considerations. The first is to agree to a temporary right of way across the Highway Garage parcel and he provided the Selectmen with some samples of right of way agreements, of which he will refer to Town Counsel for his advice. The second was to do a timber harvest of this portion of Highway Garage. Betsey, Russ and Joel agreed that they didn't have any issue with granting the temporary right of way, but were opposed to a timber harvest. Joel felt that if they were to do a timber harvest, it should be put out to bid. Carter asked if the opposition was based on doing a timber harvest or that the job wasn't put out to bid. Betsey said that harvesting this lot was not the Town's intent. The Selectmen agreed that they didn't want to go forward with a timber harvest this year, but would consider it for 2013. Russ Made the Motion to authorize Carter to draft a temporary right of way agreement across Map 116 Lot 005 to Bovill Brothers (loggers). Betsey Seconded. Bruce Bovill asked the Selectmen and learned that this would include allowing their skidders to cross the Town's land. He added that they had a licensed forester do a timber cruise which would save the Town money if they decided to go forward. The Motion carried Unanimously.
6. Review for Approval: MPD, Portable Radio Purchase Request: Betsey Made the Motion to approve the request by the Police Department to expend \$11,098.40 from the Communications CRF account to purchase four portable radios. Ed Seconded. The Motion carried Unanimously.

7. Review for Approval: Disposal Agreement – Martin: Ed Made the Motion to approve the Disposal Agreement as listed for Nancy Martin and authorize the Chair to sign. Betsey Seconded. The Motion carried Unanimously.
8. Review for Approval: Temporary Use Permit, Volks Bahn Auto Show, 586 Ossipee Park: Ed Made the Motion to approve the Temporary Use Permit for the Volks Bahn Auto Show to be held at the Castle in the Clouds on September 9, 2012 contingent upon the Police and Fire Chiefs' stipulations. Betsey Seconded the Motion.
9. Review: CIPC Resignation, Barbara T. Rando: Joel reported that in Barbara Rando's letter she is resigning from the CIPC. The Selectmen accepted her resignation with regret and asked Carter to prepare a letter of acceptance and thanks from the Community.
10. Review for Approval: 2012 Final Property Values: Carter said that in the Assessor's memo to the Selectmen he reported that the 2012 Statistical Update of values has been completed. The overall assessed value of the Town decreased by 0.4% (\$1,207,360). The offset of the draft of the increased utility values of \$1,590,112, if unchanged, will essentially mean no change from 2011 to 2012. Betsey Made the Motion to accept the 2012 property values. Ed Seconded the Motion. The Motion carried Unanimously.
11. Joel reported that based on the new policy requiring Department Heads to request out of state travel reimbursement, Chief Bengtson and five members of the Fire Department are requesting to travel out of state to the National Fire Academy in Maryland from September 21st through the 23rd. Betsey Made the Motion to approve the out of state travel reimbursement request for the six firefighters to the National Fire Academy in Maryland. Ed Seconded. The Motion carried Unanimously. Carter reminded everyone that department heads don't have to make this request if the expense is included in their budget or is part of a contract.

VIII. OLD BUSINESS:

IX. OTHER BUSINESS:

1. Board Liaison Reports: Joel reported that the Hazardous Mitigation Plan Committee met this week and they are to complete a checklist of items for consideration.
2. Administrative Update: Carter said that other than his weekly update he has nothing else to add. He did ask the Selectmen to complete their LGC checklist and return it to Alison for the next meeting. As a matter of information, he reported that the Town's website will be down on Saturday the 8th for maintenance from 8 am to noon. He will post a notice on the web.
3. ABC Minutes, August 21, 2012: Acknowledged.
4. Milfoil Committee Minutes, August 22, 2012: Acknowledged.

X. CORRESPONDENCE: None.

- XI. CITIZEN INPUT:** 1) Russ asked Peter Jensen, Chair of the Milfoil Committee, if it was true that there is a minnow type fish that eats milfoil, adding that he learned that Pennsylvania is having success fighting milfoil with this fish. Mr. Jensen replied that he knows of a fish that eats Eurasian Milfoil, but won't eat NH's Variable Milfoil. He added that the Committee follows DES' recommendations. 2) Hollis Austin, referring to the Vadar contract, questioned why the Town gets involved in contracts that require buy outs. He expressed his concern that Vadar is a Massachusetts vendor and will bring Massachusetts' taxation to NH. He asked what was meant by land planning and learned from Carter that the term refers to the single integration of all

aspects of a parcel to include septic designs, building permits, etc., with all information in one location versus being spread out in different departments and locations. Land Planning usually refers to the Planning office. Mr. Austin advised caution in using that term as it may be construed to be something different. He also expressed his concern regarding Mr. Jensen's suggestion of putting tax bills on line, adding that if it is done, property owners should be able to opt in versus opt out of such a system. Mr. Austin felt this was another vehicle for personal identify theft. 3) Peter Jensen, Chair of the Milfoil Committee reported that due to concern expressed by the members of the Steamboat Rally, they will not be treating the Lee's Mill area until after the rally is over. ACT has agreed to this and has state approval.

- XII. ADJOURNMENT:** Ed Made the Motion to Adjourn. Betsey Seconded the Motion. Motion Carried Unanimously.
Joel adjourned the meeting at 8:21 p.m.

Approved

Date:
Respectfully Submitted
Hope K. Kokas, Administrative Assistant