

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

Selectmen's Meeting

October 18, 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:** Betsey Made the Motion to approve the Selectmen's Minutes of October 4, and to amend the Minutes of October 11, 2012, first page, I. Call to Order, strike Joel's name and add Ed's name (Joel was absent with prior notification). Russ asked that the October 4th Minutes be amended, page 2, VI. New Business, #4, fifth sentence, strike "Contact" and add "Context" to read Context Sensitive Solutions. Ed Seconded the Motion. The Motion carried Unanimously
- IV. NEW RESIDENTS:** Carolyn C. Richardson, Joshua M. & Megan H. Greenbaum, Walter E. & Brianna M. Hills, Margaret M. & Greig J. Morrison, Mark J. & Sarah E. Cotrupi, Jonathan J. Ecker, John P. Brennan, Elizabeth A. Dorrington, Rachel & Anthony L. LaForge, Deborah A. Canty, Michael A. Howlett, Randolph Hillman, Denise Siraco, Jared C. Young.
- V. CITIZEN INPUT:** None.
- VI. NEW BUSINESS:**
1. Review for Approval: Payables & Payroll Manifest & Signature File:

DOCUMENT DATE	DOCUMENT	MAP/LOT#
10/18/12	Land Use Change Tax (A-5)	182-007
10/18/12	CU LUCT, Tax Collector's Warrant (A-5W)	182-007
10/18/12	Intent to Cut (PA-7)	141-011
10/18/12	MFRD State Homeland Security Grant-Training	N/A
10/18/12	Payroll Manifest & Signature File, \$87,333.73	N/A

Joel read the Payroll/Payables Manifest and Signature File as listed above. Russ Made the Motion to approve the Payroll/Payables Manifest & Signature File for October 18, 2012. Ed Seconded. The Motion carried Unanimously.

2. Review for Approval: MPD's Highway Safety Grant "Operation Safe Commute": Betsey Made the Motion to approve the Police Department's grant application for \$4,410 from the NH Highway Safety Agency for "Operation Safe Commute" patrols and authorized the Chair to sign the application. Russ commented that the Police Department

continuously seeks grant funding and this is not a new occurrence. Ed Seconded and the Motion carried Unanimously.

3. Review for Approval: Replacement of Tax Collector's AC Unit: Joel reported that in Scott's memo to the Selectmen, he is requesting to replace the air conditioning unit for the Tax Collector's office and has received three quotes ranging from \$6,265 to \$8,882. It is Scott's recommendation to accept the lowest quote of \$6,265 from Caswell Corporation from Sanbornton, NH. Betsey Made the Motion to replace the Tax Collector's air conditioning unit and accept the quote from Caswell Corporation for \$6,265 and to authorize the Chair to sign the contract and any change orders within 10% of the contract cost. Ed Seconded. Jon asked what account the funds were coming from. Scott replied that the Facility Repair Fund was the appropriate account. The Motion carried Unanimously.
4. Review for Approval: Facilities 2012 Flooring Bid Award: Joel recused himself as he is related to one of the bidders and asked Ed to chair the meeting for this question. Ed read the bids of \$27,227 from Color Shed, LLC of Meredith, and \$17,147 from Moultonboro Paint, Wallpaper & Flooring, Inc. Russ asked and learned from Scott that both bidders responded completely. In Scott's memo to the Selectmen he is recommending accepting the lowest bid from Moultonboro Paint, Wallpaper & Flooring, adding that they've done work for the Town in the past. Ed asked what the time frame was. Scott replied that if approved, they would plan on doing the work over the Thanksgiving holiday. Scott reported that after the first round of bids, due to the long time period involved, the successful bidder withdrew his bid and the Town's Engineer was asked to develop the specifications. For this round of bids, both bidders met the minimum specifications. Betsey Made the Motion to accept the bid from Moultonboro Paint, Wallpaper & Flooring, Inc. for \$17,147, authorizing the Vice Chair to sign the contract and any change orders within 10% of the contract cost. Jon Seconded and the Motion carried Unanimously.
5. Review for Approval: Temporary Right of Way Agreement: Carter reported that the Selectmen authorized him to draw up a draft agreement providing a temporary right of way to the Bovill Brothers, allowing them to cross Town property (MBLU 134-031), 68/30 Highway Garage Road, to access and log the Davis land (MBLU 116-005). The agreement allows a 15' right of way across the Town's land, provides that the Town will be paid for any trees that need to be cut for the access road, will be under the supervision of the Highway Agent, and will expire on April 2013. Bovill Brothers is giving the Town a deposit to be added to the agreement. Betsey Made the Motion to authorize the Chair to sign the right of way agreement as provided. Jon Seconded and the Motion carried Unanimously. Carter reminded the Selectmen of the initial discussion about allowing Bovill Brothers to traverse this Town owned parcel that included the possibility of harvesting Town timber. At that time, they were not in favor, as it would bypass the bidding process. He asked the Selectmen if they would be interested in considering logging if it were put out to bid, and if so, he would contact an owner agent to give an estimate of the timber value. Carter estimated that the income to the Town could be approximately \$15,000. Joel said he wasn't against the idea, and asked what the market is paying for timber at this time. Russ asked Bruce Bovill, as they had a timber cruise done, about the quality of the timber. Mr. Bovill said that the time to harvest is now as there is an over-story and no new growth can be established. He added that if not harvested, the quality of the wood will deteriorate. Mr. Bovill said that he proposed cutting a 10 acre selective strip. The timber cruise was done by a licensed forester. Russ said that he was OK with considering a timber harvest and Made the Motion to have

Carter contact a forester to put out a bid package. Jon agreed that it would be a shame to lose the value of the trees. Betsey Seconded the Motion, adding that besides the Highway Garage property, they could also look at the Waste Management Facility and the Lions Club property. Based on Jon's question, Carter said that perhaps they were looking at 80 acres total. Betsey suggested contacting the school to see if they wanted to also be involved, although she thought their land and also Lions Club might be too wet. Carter said that he will contact the school to learn of their interest and will report back in a few weeks.

6. Review for Approval: Town Engineer Task Order Re: 2013 Road Program: Scott Kinmond told the Selectmen that they would like to start the process earlier in order to begin the actual work before November of the upcoming year. The roads were identified from the 2012 neighborhood meeting. The task order's scope is for the Town's Engineer and their subcontractors for surveying and borings. Carter added that Old Route 109 has been dropped from the 2013 list other than the intersection with Route 25, and includes part of Severance Road. Betsey Made the Motion to approve the 2013 Road Program Task Order in the amount of \$65,000 authorizing the Chair to sign the task order. Ed Seconded. Scott said that the funds will come from the 2012 road budget and allows the funds to be carried forward to 2013. The Motion carried Unanimously.
7. Review for Approval: Disposal Agreement, Morgan: Ed Made the Motion to approve the Disposal Agreement for Deborah Morgan, 334 Gov. Wentworth Highway as stated on the agreement and authorizing the Chair to sign. Betsey Seconded and the Motion carried Unanimously.
8. Review for Approval: 2012 Wentworth Acres, Halloween Road Closure: Joel reported that this has been an annual request for a long time. Betsey made the Motion to approve the closure of the entrance to Brae Burn Road to traffic on October 31st for trick or treating. Ed Seconded. The Motion carried. Betsey asked that the Police and Fire Departments be notified of the approval.
9. Review for Approval: 2013 Citizen Petition, Tri-County CAP: Joel asked that this be placed in the budget file.
10. Review for Approval: Fall 2012 Newsletter: Betsey thanked Carter for the article about the Town's Visiting Nurse Service included in the newsletter. Carter added that the Tax Collector has reviewed the newsletter and given her approval. Betsey Made the Motion to approve the 2012 Fall Newsletter as written. Ed Seconded. The Motion carried Unanimously.
11. Review for Approval: Software Update – Single or Multiple Vendors: Joel asked Peter Jensen to comment on Carter's memo. Mr. Jensen said that the question before the Selectmen is if they want to consider only one vendor to replace two systems or multi vendors who can provide the best service. He recommended keeping their options open to allow for the best vendor for the function. Russ stated that he wants to be sure the job is done right. Joel commented that as long as the vendors can interface properly, then he saw no problem with using multiple vendors. Carter commented that four vendors are suitable for tax collection. The last time this was considered, the Board at the time was not open to multiple vendors. If they choose to go with just one vendor, then this would eliminate one of the four vendors. Betsey Made the Motion to consider the multiple vendor option. Jon Seconded. The Motion carried Unanimously. Carter stated that this won't occur during 2012 and the funds will need to be rolled back and requested again for 2013. Betsey asked Jon to let the CIPC know this.
12. Review for Approval: Budget Amendment #4 – Engine 4 Pump Repairs: Joel reported that the pump on Engine #4 doesn't meet the requirements. Jon asked if the condition of

the pump was any different in 2012. Carter replied that no, it is the same issue, but it was decided to tackle it in the fall, when Engine #3 returns to service. He added that the funds would be transferred from the Selectmen's Contingency account. Carter said that in order to get the pump to the proper RPM's requires that the engine be raced, which can damage the engine. They felt it was better to make the repairs during the winter versus the summer months when it is most needed. Joel asked if the funds need to be transferred now or wait until they receive the quotes to repair it. The Consensus was to approve requesting quotes and to table the question until then. Russ then asked if that was for option #4. Joel replied they will need to see what they get for quotes.

13. Review: Fire Apparatus Bay Update: Joel said that based on Carter's memo and the Town Engineer, it is recommended to continue monitoring the situation for the next two years at a cost of approximately \$5,000. Scott Kinmond said that from the spring assessment, the movement was miniscule, with no water issues since the drain was repaired and proper fill used. Carter suggested using masonry caulking along the main building by the basement to fill in the crack along the wall to keep any water out. Russ asked if the radiant heat was at risk. Joel explained that action was taken and flex tubing was used to take the pressure off. Scott said that the sump pump in the elevator barely runs now whereas before it ran all of the time. The Selectmen agreed by Consensus to continue monitoring the situation.
14. Review: Siltation at Lees Mills Update: Joel reported that in Carter's memo, the Conservation Commission investigated Al Hoch's concern about excess silt coming from Halfway Brook into Lee's Mills and were unable to find the cause. Russ agreed with the Conservation Commission members who thought that the silt was probably a result of a heavy rainstorm.

VIII. OLD BUSINESS: None.

IX. OTHER BUSINESS:

1. Board Liaison Reports: Betsey reported that the Advisory Budget Committee met and Chief Wetherbee came in and spoke with them. In addition, the Chief told them that he would be analyzing the Police Department's Canine program. Ed asked Carter about the dates for the budget work sessions. Carter first thought it was December 2nd, 9th and the 16th, at 10 a.m., but Betsey said that those dates were all Sundays. He said that he will double check and confirm the dates with them, and thought the correct dates were November 30th, December 6th, and 13th (actual dates 11/30, 12/7 and 12/4). He added that he will post them as work sessions to allow the Selectmen to work on other items if needed.
2. Administrative Update: Carter told the Selectmen that he and Chief Wetherbee had talked about billing for negligence in accidents, as they had experienced from their previous employment in Massachusetts. NH does allow for this, but it is restricted to charging for negligence. He reported that the Town has received its first check for \$870. Betsey asked where the funds would go. Carter replied that the bill was for services rendered by the Police and Fire Departments, so the funds would go to the general budget. He estimated that approximately \$2,500 per year, a nominal amount would be collected. Scott Kinmond, as former Police Chief, said that during his tenure this practice had been done.
3. ABC Minutes, October 2, 2012: Acknowledged.
4. Zoning Board of Adjustment Minutes, October 3, 2012: Acknowledged.

5. Planning Board Minutes, October 10, 2012: Acknowledged.

X. CORRESPONDENCE:

1. Time Warner Cable, October 1, 2012, Possible Program Changes: Acknowledged.

XI. CITIZEN INPUT: 1) Peter Jensen asked Scott Kinmond if the Public Safety Building (PSB) has been checked for any settling after the recent earth quake. Scott replied that it had not. He added that if the crack in his home's foundation hadn't increased, then it was unlikely that there would be an increase at the PSB. 2) Hollis Austin asked and it was confirmed that there is a sump pump in the elevator in the PSB. Mr. Austin then asked if there had been any discussion about a scheduled meeting for the question on the use public facilities. Carter said that due to the death in the Library Director's family, one meeting was canceled, and they were unable to schedule another meeting due to conflicts. Since then they have scheduled the meeting for October 25th and it will be posted online.

XII. NON-PUBLIC SESSION: None needed.

XIII. ADJOURNMENT: Russ Made the Motion to Adjourn. Betsey Seconded the Motion. Motion Carried Unanimously.
Joel adjourned the meeting at 8:11 p.m.

Approved

Date:
Respectfully Submitted
Hope K. Kokas, Administrative Assistant