

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

Selectmen's Meeting

March 21, 2013

MINUTES

Selectmen: Joel R. Mudgett, Edward J. Charest, Christopher P. Shipp, 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 March 7, 2013, March 14, 2013 and March 16, 2013, amending the minutes of March 7th, page 4, New Business item #5 which should read, '...approve the appointment for Mark Borrin as *alternate* to the Heritage Commission...' and not as member. Ed Seconded the Motion. Chris abstained from the vote. The Motion carried Unanimously.
- IV. **NEW RESIDENTS:** Lauren C. Janosky, George E. & Dianna J. Marshall, Edith J. Jackson, Edward J. & Linda K. Snyder, Wilda R. Elliott, Jonathan A. Wade, William J. Hampton, Laura J. Riskedahl-Hampton.
- V. **CITIZEN INPUT:** 1) Russ commented on the minutes of March 7th and Hollis Austin's suggestion that the Milfoil Committee sell milfoil cookbooks as a fundraiser, which he found to be very funny. 2) Hollis Austin welcomed Chris Shipp as the Town's new Selectman.
- VI. **NEW BUSINESS:**
 1. **Board Reorganization:** Russ Made the Motion to nominate Joel as Selectmen Chair. Jon Seconded and the Motion carried Unanimously. Ed Made the Motion to nominate Jon as the Vice Chair. Russ Seconded and the Motion carried Unanimously. The Selectmen reviewed the committee and board seats and decided by consensus as follows:
 - 1) Advisory Budget Committee – Chris Shipp
 - 2) E-911 Committee – Joel Mudgett
 - 3) IMA-Ambulance – Joel Mudgett
 - 4) CIPC – Jon Tolman
 - 5) Coalition Communities – Russ
 - 6) Planning Board Member & Alternate – Russ Wakefield Member, Chris Shipp Alternate
 - 7) Heritage Commission – Ed Charest
 - 8) Visiting Nurse Service – Ed Charest
 - 9) Master Plan Implementation Committee – Chris Shipp
 - 10) IMA-Milfoil Committee – Carter Terenzini

2. Review for Approval: Payables & Payroll Manifest & Signature File:

DOCUMENT DATE	DOCUMENT	MAP/LOT #
3/21/13	Notice of Intent to Cut	095-001 & 096-001
3/21/13	Elderly Exemption – Denied	051-028
3/21/13	Payroll Manifest & Signature File, 3/7/13 \$87,672.88	N/A

Joel read the file for March 21, 2013. Russ Made the Motion to approve the Payables & Payroll Manifest & Signature File for March 21, 2013. Chris Seconded and the Motion carried Unanimously.

3. Review for Approval: Academy Prom Committee Request: Andy Coppinger, Moultonborough Academy Principal introduced to the Selectmen the members of the MA 2013 Prom Committee and Advisors. He provided the background of the now defunct MTA, which had as its purpose to keep kids safe. The MTA had found that the after prom party was not successful, as it had low attendance which was funded by the Community Substance Abuse Prevention & Education Fund. The past two years, the Selectmen approved expending funds from this trust fund to pay for limousine service to transport students to the prom. This year’s Prom Committee was aware that last year’s request was met with dissatisfaction from some and the thought that the students felt they were entitled to this. Based on this the Prom Committee took a second look and are requesting \$2,385 from the Community Substance Abuse P&E Fund to pay for coach bus transportation from the Academy to the site of the prom at Gunstock Resort in Gilford and back. Last year’s request was \$4,300. The members of the Prom Committee spoke to the merits of providing transportation to the prom participants with the goal of keeping as many students safe as possible. Paul Punturieri asked if the students had raised funds to help with the cost, or were any parents participating in the cost. Mr. Coppinger replied that they did not raise any funds, but would if needed. He explained that during the year, the students are constantly fund raising and making requests from community businesses for donations. Moultonborough is a small community and he felt that they were saturated. He added that the funds from this account are from alcohol and substance abuse fines and are not raised from the taxpayers. Mr. Punturieri asked how the Town providing transportation to the prom was a benefit to the community. One of the prom committee members replied that the prom is scheduled during Memorial Day Weekend, which is a very busy weekend with a lot of traffic. Penny Morrison recalled from last year’s meeting that she felt then that this has become an entitlement to the students. She added that last year Jon said he would like to see more parents engaged. Mr. Coppinger said that if the students wanted to upgrade the transportation, then anything above what is being requested would require them to pay the difference. Chris asked and learned that the School Board was not asked to contribute. Joel recalled that in 2007 this trust fund account was set up. Last year he felt that the limousine service was a lot of money and he favors this year’s request for the coach transportation which is half as much. Jon asked what else has been done with the funds from this account. Mr. Coppinger replied that only the \$4,300 for the limo service was withdrawn last year. Carter thought there was approximately \$14,000 in the trust fund. Chris asked if all the students are required to take the bus to the prom. Mr. Coppinger replied that for various reasons they are not required, but felt that a large percentage of the students (approximately 100) will take the provided transportation. Jon said that as the fund was set up for education and prevention, he would like to see the funds be used for some programming. Mr.

Coppinger said that they could have a pre-prom assembly. Jon thought that the students could develop the programs under the same concept as the MTA. Police Chief Wetherbee and school officials are looking at the best ways to use the Community Substance Abuse P&E Fund and will eventually report to the Selectmen. Ms. Morrison said that there is no student contribution or ownership in this program. One of the Prom Committee Advisors countered that the students are taking responsibility for their safety to go together on a coach. Peter Jensen asked what the trust fund's purpose was. Joel replied it is for education and prevention of alcohol and substance abuse. Mr. Coppinger said that the idea came from the meeting that he had with Chief Wetherbee and the Superintendent. The Chief is in favor of the coach transportation and if students want to upgrade then it would be at their cost. Chris asked Carter if the Chief agrees that providing transportation increases prom participants' safety. Carter said that while there is no quantitative data, the Chief feels it does reduce alcohol related accidents, and agreed that Town provided limo service stretched the best use of the funds. Russ said that he has been in support and continues to support this. When his daughters went to the prom he drove them, while many kids drove themselves. He feels this will keep at least 100 kids safe. The trust fund was set up for prevention. Ed said that the senior class does give back to the community and providing this funding is one way of commending them for their actions. Ed Made the Motion to approve the Prom Committee's request for \$2,385 to be expended from the Community Substance Abuse P&E Capital Reserve Fund for the cost of coach bus transportation for students going to this year's prom. Russ Seconded and the Motion carried Unanimously.

4. Review for Approval: Revision of Personnel Manual: Joel reported that the Selectmen have worked extensively on Section 17 that deals with over time and call-ins. He asked and the Selectmen were in agreement to work on the whole manual at their next work session, as it is extensive and all haven't had the opportunity to fully read the document. Carter asked to strike the word "work" in the definition of overtime, 4th line down and substitute it with "the duties" which was agreeable to the Selectmen. Carter added that once they are OK with the contents there will be a number of rewrites to format it correctly and make it flow better. He reminded the Selectmen that two employees would be grandfathered into the use of compensatory time off for the term of their employment regarding the call-ins to attend night meetings. Overtime will be consistent with the Fair Labor Act, and although two hours is required, to be consistent throughout all departments (Highway, Police and Fire), 3 hours will be the minimum. The Selectmen agreed that it was best to keep it uniform. Jon Made the Motion to approve Section 17 as written and amended that defines Overtime and Call-Ins, effective March 21, 2013. Chris Seconded. The Motion carried Unanimously. Joel asked Carter to make Department Heads aware.
5. Review for Approval: Revision of Document/Copying Costs: Carter reminded the Selectmen that as a cost savings the Town is discontinuing using a software program that provided a summary of the property record cards on line. Using another program, a pdf of the actual property record card will be available through the Town's website. The revised copying costs proposed will make all similar charges consistent. A property record card that consists of one card only (back to back) will cost \$1. Properties that have more than one card will be charged \$1 for each additional card. Carter asked that the Town discontinue the practice of not charging property owners for their own card, as this information is now available on-line for free. The revised copying costs would take effect May 1, 2013, although it is hoped that the new property record card software will be up and running April 1st. Russ asked if these charges would apply to other

departments and gave as example copies of the voters' checklist. Carter replied that these don't come through the Administration office, but he will check with the other departments to see if they want to use the same cost structure. Hollis Austin asked if the property records cards that are now suppressed will continue to be suppressed with the next software program. Carter said that they will, but reminded him that they can't suppress the actual map and one will be able to view the lot, but the particular information will be suppressed. He added that anyone who requests information by calling or coming into the office will receive the information. Joel said that nothing has changed and the same information on the property record card that is obtained from the office will be the information seen on line. Carter said that once the software is up and running he will provide the Selectmen with a presentation. Mr. Austin requested that a notice be placed on the front page of the Town's website. Carter said the usual announcement will be posted on the Town's website, along with a press release. Jon asked that it include information about suppression. Mr. Austin hoped that the announcement would be on the home page of the website, as people have difficulty finding information throughout the various layers. Jon reminded him that only a certain amount can be posted on the home page and the more that is added, the deeper the layers. Carter said it would be posted on News & Announcements, as was the Administrator's Recommended Budget and the Town Warrant, but as time goes on, these items get moved down in priority. Russ Made the Motion to approve the revised document/ copying costs as presented with the possibility of other departments being included in using the same cost schedule, effective May 1, 2013. Ed Seconded the Motion. The Motion carried Unanimously.

6. Review for Approval: Disposal Agreement, Fullerton: Russ Made the Motion to approve the Disposal Agreement for Mark Fullerton of 75 Marvin Road as described. Ed Seconded and the Motion carried Unanimously.
7. Review for Approval: NH Liquor Commission, MBLU 142-001: Joel reported that the Town recently wrote a similar letter for Tedeschi Foods Shops, Inc. (new owner of what had been known as Fullers Convenience Store) for their liquor license. This request is for a tobacco license. The Police and Fire Chiefs have reviewed the letter and have no objections. Ed Made the Motion to send a letter to the NH Liquor Commission which states the Town has no objection. Russ Seconded and the Motion carried Unanimously.
8. Review for Approval: Turn Up The Heat Contribution: Joel reported that a fundraiser was held in Meredith on February 11th to assist residents of Moultonborough, Meredith, and Center Harbor to purchase fuel. Over \$10,000 was raised and \$3,458.73 is the Town's share to provide fuel assistance to needy residents. Carter reported that a trust fund was set up by the Trustees and \$100 is left in the account each year to keep it open. The Human Services Director will provide fuel assistance to those who may not qualify for any other program. Russ Made the Motion to accept \$3,458.73 per RSA 31-95(b) to provide fuel assistance to Moultonborough residents and authorize expenditure. Ed Seconded and asked that a thank you letter be sent. The Motion carried Unanimously.
9. Review for Approval: FY 2013 NH DOT State Highway Block Grant Aid: Joel reported that \$125,632.05 is the State Highway Block Grant for the 2013 year. Mr. Austin asked and learned that the funds are for maintenance, construction and reconstruction of class IV and V highways per RSA 235:23 and will be used for the 2013 Road Program. Carter said that this amount along with the \$140,000+/- appropriated will be used for the road program. He added that the state's portion is a little less than what was expected. The Selectmen acknowledged the grant aid.

10. Review for Approval: Lakes Region Planning Areas: Joel reported that the Town started out as part of the Carroll County group. Carter said that since he's been in Moultonborough, the Town has been with the Lakes Region group, as the ambulance service is out of Meredith, dispatch is out of Laconia, along with EMT's. In Chief Dave Bengtson's letter, the Town has participated with the Lakes Region Partnership for Public Health since 2006 and has developed an All-Hazards Emergency Preparedness and Response Plan for Moultonborough as part of the Greater Laconia/Meredith region. The state has reduced the number of groups from 14 to 13 and this primarily affects the new "Lakes" Region which incorporates the Franklin-Bristol region, but Moultonborough would be aligned with the Carroll County group. Most of the residents use and are accustomed to services in the Meredith/Laconia area. Interlakes High School is the Point of Distribution and is well known by Moultonborough residents. Chief Bengtson is requesting that the Selectmen send a letter to NH DHHS Division of Public Health Services and to the Director and Public Health Coordinator of Lakes Region Partnership for Public Health asking that Moultonborough stay with the new "Lakes" Region Partnership versus going to Carroll County. Mr. Austin asked what this covers and in response Russ read the second paragraph of the Chief's memo. In particular, "...to develop an All-hazards Emergency Preparedness and Response Plan for Moultonborough as a part of the Greater Laconia/Meredith region." Sandwich is in the same situation and is also requesting to stay with the new "Lakes" region. Jon Made the Motion to write a letter of support requesting that Moultonborough remain part of the Laconia/Meredith group or the "Lakes" region as requested in Chief Bengtson's memo dated March 14, 2013. Chris Seconded the Motion. The Motion carried Unanimously.
11. Review for Approval: Revised Launch Request, NH Bass Casters, 8/10/13: Hope explained that after sending out the 6 approved Launch Requests and accompanying information and parking permits, all for States Landing, that the organizer called and said that he had made a mistake and for the August 10th tournament wants to use Lee's Mills instead. She added that Chief Bengtson and Chief Wetherbee had no objections to the launch site change. Russ Made the Motion to approve the revised Launch Request for NH Bass Casters, August 10, 2013, to launch from Lee's Mills (25 boat/trailers maximum). Ed Seconded and the Motion carried Unanimously.

VII. OLD BUSINESS: Russ reported that he received a call from the Director of Camp Tecumseh in regards to the Town's request for a right of way to enter what is known as the "Poor Farm" Cemetery. The camp's board of directors is not in favor of granting access to the Town which would allow the public to enter the camp's property to visit the cemetery. It was proposed that if the Town provided the materials, then the camp would do the work. Joel said he understands the camp's concern, as he is a manager of a private camp, and he too would be against having the public access the private land. He thought if the camp was willing to do the work, then it would be OK. Carter reminded the Selectmen that it would be problematic for the Town to spend public funds on private property, without having any control. Russ said the cemetery is abandoned, the fence is falling down and there are no markers or headstones. He Made a Motion to "drop it". Ed said he is disappointed. Discussion occurred about the uncertainty of it even being a Town cemetery, honoring the dead, and use of public funds on private land. It was decided by consensus that Russ would let Camp Tecumseh know the sense of the Selectmen, and find out if they would delineate the area cemetery, setting the corners, etc. Russ removed his motion.

VIII. OTHER BUSINESS:

1. Board Liaison Reports: 1) Jon reported that the CIPC met today. They looked at the three articles that passed for the landfill, gymnasium study and sidewalk study, which the Selectmen need to discuss next steps. Carter said he will be meeting with the staff on this and will get back to the Selectmen. 2) Joel reported that he and Carter attended the Carroll County Dispatch meeting. There has been a change and they are now willing to talk and have looked at the three towns' concerns. Carter said they now need to review the numbers and will meet again at the end of April.
2. Administrative Update: Carter reported that other than his Weekly Update, he didn't have anything else to add.
3. Milfoil Committee Minutes, February 21, 2013 & March 6, 2013: Acknowledged.
4. Zoning Board of Adjustment Minutes, March 6, 2013: Acknowledged.

IX. CORRESPONDENCE:

1. Time Warner Cable, Possible Program Changes, March 6, 2013: Joel reported this is their usual letter of possible program changes.

X. CITIZEN INPUT: 1) Hollis Austin asked how many unions does the Town have, as he thought he heard more than one in the discussion of overtime and call-ins. Joel reported that there is only one, the Police Collective Bargaining Unit. The purpose is to have the policy be uniform for all departments. Mr. Austin then asked if the Town had checked with other communities regarding copying costs. Carter replied that the purpose is that the Town's policy be consistent. Russ added that copying costs vary per town, which he thinks is related to internal costs. He also thought that a town's lack of web presence also dictates price. Mr. Austin then asked how many other neighboring towns put information on line. The Selectmen said that this varies from town to town.

XI. NON-PUBLIC SESSION: Jon Made the Motion for the Selectmen to go into Non-Public Session per 91-A:3 II (d) and (e) and only to reconvene for the purposes of adjournment. Russ seconded. A Roll call was taken: Jon – Aye; Chris – Aye; Ed – Aye; Russ – Aye, Joel – Aye. The Selectmen went into Non-Public Session at 8:35 pm.

The Board exited Non-Public Session at 9:42 p.m. having voted by a vote of 2/3 or greater of the members present to seal the minutes, as divulgence of the information discussed likely would make the action as being ineffective, until - in the opinion of a majority of the members - the aforesaid circumstances no longer apply.

XII. ADJOURNMENT: Ed Made the Motion to Adjourn. Jon Seconded the Motion. Motion Carried Unanimously. Joel adjourned the meeting at 9:43 p.m.

Approved

Date:
Respectfully Submitted
Hope K. Kokas, Administrative Assistant