

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

Selectmen's Meeting

April 4, 2013

MINUTES

Selectmen: Joel R. Mudgett, Jonathan W. Tolman, Edward J. Charest, Christopher P. Shipp, 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 21, 2013 and March 28, 2013 as written. Chris Seconded the Motion. The Motion carried Unanimously.

IV. NEW RESIDENTS: William C. Perl, Joseph C. Garceau, Steven P. Laferriere, Sandy L. & Edward G. Perrotti, Jr., Mary K. Flynn, Erick P. Bengtson, Michael A. Forgione, Francis W. Cleary, Gary M. Jardine, Tricia J. Martin-Wallace, Steven P. & Elizabeth S. Simpson, Timothy J. Moore, Kaylee M. St. Jean.

V. CITIZEN INPUT: 1) None.

VI. NEW BUSINESS:

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

DOCUMENT DATE	DOCUMENT	MAP/LOT#
4/4/13	2013 Job Classifications & Compensation	N/A
4/4/13	Dep. Forest Fire Warden Appointment, Timothy Woods	N/A
4/4/13	2013 Charitable Exemption - Squam Lakes Conservation Society	012-002, 029-013, 056-001, 057-002, 081-003
4/4/13	Veterans' Tax Credit - Removal	291-009
4/4/13	Yield Tax, \$4025.72	134-003
4/4/13	Elderly Exemption Renewal	098-081
4/4/13	Elderly Exemption Renewal	139-015
4/4/13	Elderly Exemption Renewal	103-019
2013 Season	2013 Beach Permit	N/A
4/4/13	Payroll Manifest & Signature File, 4/4/13 \$86,550.39	N/A

Joel read the file for April 4, 2013. Russ Made the Motion to approve the Payables & Payroll Manifest & Signature File for April 4, 2013. Ed Seconded. Chris asked why the Veterans' Tax Credit was being removed. Ed replied that it is due to residency, and the

property owner/veteran no longer resides in Moultonborough. The Motion carried Unanimously.

2. Review for Approval: Major Capital Project(s) Update: Carter explained that the schedule incorporates the Town Planner's schedule on the Master Plan and the Charrette survey work. Bruce Woodruff acknowledges that the schedule for the Planning Board is very aggressive and hoped that if the Town considers obtaining a new Town Fellow that part of his/her duties could be in this process. Carter said he is looking for direction on the landfill if the Board wants to proceed differently. Joel said that he plans on attending the States Landing clean up scheduled for May 11th. He added that this will be a busy time for him at work and a conflict may arise preventing him from participating. Joel asked if Recreation staff will be attendance. Carter replied that Recreation and DPW staff, along with the Town's Engineer will be there. Joel asked if Recreation staff could do the cook-out portion. Carter said that it is unclear what the attendance will be. The Selectmen by consensus gave their approval on the Major Capital Project update and approach.
3. Review for Approval: NH Emergency Notification System (ENS): Joel reported that the state is ready to roll out their free service of a reverse 911 call system. Carter said that this system is for emergency notification and not the broader community notifications and will be more restrictive. In addition their policy regarding cell phone enrollment is different than what the Town has with Code Red. However, he cautioned that if the Town doesn't sign up now, the window of opportunity may be closed at a later date. Hollis Austin asked the Selectmen if the Town would drop one program, based on performance, to limit the extra cost. Joel replied that when the time comes, the programs will be evaluated, and only one will be used. The Selectmen agreed by Consensus to sign up for the ENS.
4. Review for Approval: Mortgagee Search Contract: Joel reported that Tax Collector Susette Remson is asking the Selectmen to approve a three year contract for a mortgagee search service with Jane Sanders (d/b/a Jane Sanders Searches). TitlePro who has done this service in the past lost their abstractor that worked with the Town, and have not identified another person to do the work. In Susette's memo, liens for unpaid 2012 real estate taxes will be placed on April 12th and RSA 80:67 requires that mortgage holders be identified and notified of the lien. Russ Made the Motion to authorize the Chair to sign the three year contract for "Jane Sanders Searches" at the cost of \$9.42 per search in 2013 and \$8.00 per search in 2014 and 2015. Jon Seconded and the Motion carried Unanimously.
5. Review for Approval: ABC, At Large Appointment, Betsey L. Patten: Joel reported that in Ms. Patten's letter, she is requesting to be appointed as the citizen at large member to the Advisory Budget Committee. Jean Beadle, ABC Chair, said that there is one opening now, and another opening will need to be filled in the near future. Chris said that he's reviewed the applications in the volunteer folder and there haven't been any new ones. He asked when they would be placing another ad looking for people to volunteer for committees. Carter replied that an advertisement had been placed two months ago and another will be placed around Memorial Day. Joel felt that if the ad is continuously running, it will not attract anyone's attention. Russ said he wants diverse ideas and someone new. He added that he feels the ABC dictates policy and goes beyond their scope. Ms. Beadle spoke in support of Ms. Patten being on the ABC as she knows the RSA's. Ed said he supports appointing Ms. Patten, as she has been on the ABC and knows what it requires. Ms. Beadle replied to Russ' comment, stating that the ABC is advisory only. Chris asked and Carter replied that they advertise in the *Meredith News*

which is the community paper, it is placed on News & Announcements on the Town's web home page, and posted on the Town's seven bulletin boards. He added that on the front page of the Town's website, the Paid, Volunteer & Contract link is very visible and very easy for any volunteer to learn of what is available. Carter reminded the Selectmen that the ABC hasn't had a full roster since its first year and now has a member who isn't available year round. Chris thought that the ad should run in the *Meredith News*, the *Laconia Sun* and the *Evening Citizen*. He added that the other places would require that people would have to actively seek out the information. Joel felt that they have a volunteer who wants to do the work and they should go with it. Peter Jensen suggested that the Selectmen speak to some of the community organizations, such as the Lions Club, and talk about the need for volunteers and the openings available. He thought that these are the people who are involved and would be willing. Ed said that it is getting harder and harder to get volunteers. The people who have the time, are predominately retired and elderly and don't like the evening hours. Cristina Ashjian said that this is a problem everywhere. She thought that it is a question of quality versus quantity, and thought it was best to have someone committed to do the work. Jon Made the Motion to appoint Betsey Patten as the citizen at large member to the ABC. Ed Seconded the Motion. Joel, Ed, and Jon - Aye. Chris and Russ - Nay. The Motion carried. Hollis Austin thought that maybe the problem is that the municipal government has gotten too large. Russ said he agreed.

6. Review for Approval: RSA 31:95-B, Acceptance of Funds & Request for Out of State Travel, Scott Kinmond, DPW: Joel reported that DPW Director Scott Kinmond has received a scholarship of \$1,400 from the NH Public Works Association to allow the Highway Agent to attend the APWA North American Snow Conference. Jon asked what the total cost would be for him to attend. Carter thought the scholarship paid for about 2/3rds of the cost, adding that he did not include the trip in his budget and wouldn't consider going without the scholarship. Russ Made the Motion per RSA 31:95-b to accept the \$1,400 scholarship from the NH Public Works Association and to expend the funds to pay for the expenses of the Highway Agent to travel and attend the out of state conference. Chris Seconded the Motion. The Motion carried Unanimously.
7. Review for Approval: Vachon Clukay & Co., PC, Terms & Objectives of Audit & Scope of Services: Joel questioned why the Selectmen are being asked to sign the agreement for the audit that has already been done, adding that Carter told him this has been the usual process for the past couple of years. Carter said that they have done the field work, but the Town hasn't received the actual audit report yet. Jon Made the Motion to approve the Objectives of Audit and the Scope of Services provided by Vachon Clukay for the 2012 audit, authorizing the Chair to sign, and asked that in the future the contract be received prior to the work being done. Russ Seconded and the Motion carried Unanimously.
8. Review for Approval: Restoration of Involuntarily Merged Lots, MBLU 129-013: Carter reported that four lots had been merged on what is now known as 48 Langdorf Street. It is staff's recommendation to unmerge the one into 2 lots. The Property Owners Association of Suissevale, Inc. required that lots 2, 3, and 4 be merged which is consistent with their association rules. Therefore, the restoration would be for a total of two lots consisting of lot 1 and then one lot of 2, 3, and 4. Russ Made the Motion to restore the involuntarily merged lot at 48 Langdorf Street, Map 129 Lot 013, to consist of lot 1 and lot 2 (consisting of lots 2, 3, and 4). Ed Seconded and the Motion carried Unanimously. Carter added that the Town must notify the property owner that there is a potential of a civil issue stemming from the deed language restricting lot(s) future use.

And also that there is no guarantee that these now separate lots will meet permitting requirements for septic or development criteria.

9. Review for Approval: Personnel Manual: Carter provided the Selectmen with a list of the items in the Personnel Manual that have been either previously approved or were a restatement of an original policy. He brought to the Selectmen's attention that under Section 12, which discusses cell phone use for Town business (12b) and prohibits use while driving or operating a vehicle. He needs to add a second paragraph that talks about hand free technology in vehicles that allows staff to communicate and is permissible. Joel asked if all of the cruisers have hands free technology. Carter replied that the new cruisers have it. Chris asked about the "push back" Carter is receiving for Section 17. Carter said that one of the two employees that work at night is upset that if there is a holiday during the week, then the night worked will not count toward overtime, as the holiday doesn't count as time worked. Chris felt that holidays should be counted as work time and the call-out time considered as overtime. Carter reminded the Selectmen that they approved this and that overtime exists once staff has worked 40 hours. Joel said that if they change their policy that this would be a budget problem. Chris said that this doesn't often occur and most towns consider holidays as time worked. Jon disagreed. Joel added that a lot of towns have time worked to count as the 40 hours, which doesn't include sick time, vacation, etc. Joel said that before they continue this discussion they need to have Department Heads tell them what this would do to their budgets. Russ said and Joel agreed that the most effected departments are DPW, the Police Department and the Transfer Station. Russ said he had questions in Section 17, regarding the two incumbent positions and asked if they are getting call-out time. Carter said that they are getting the 3 hours of call-out time, at time and half assuming they are eligible for time and a half as comp. time. He pointed out that when those incumbents leave, the new employee won't incur the present amount of overtime/comp. time. The intent was to keep the promises that were made to them when hired (not counting holiday time). The second question Russ had, is in the Foreword, towards the bottom of page 1 regarding the wording of updated. Carter replied that it should read "...are regularly updated..." Carter said that there is more work to be done on the Personnel Manual, but wanted the Selectmen to approve the addition/changes of what has already been approved. Russ said that he had some edit questions, specifically page 13 which states that employees, "... can anticipate receiving consideration for a Step Increase after two years." He felt that using the word *can* sounds like it is an automatic raise. Carter pointed out that following that sentence is the statement, "This is not an automatic increase." The Selectmen agreed that there is more work to be done and it will take time. Jon Made the Motion to approve the list presented with the two changes. Ed Seconded the Motion. Chris asked that Carter check with the Department Heads to see how changing holiday time to be considered time worked would affect their budget. Carter said that it would be easier for Heidi to do this. Mr. Austin asked and learned that job descriptions are not included in the Personnel Manual. In particular, Mr. Austin referred to the two stipends that are being given. Joel added that over the years they have worked extensively on job descriptions through the Thornton Study. There are positions that have turned out to be more and they are working on them. Carter said that the Town had a Police Prosecutor position eliminated, which was a 30 hour a week position with a clothing allowance and had carried a \$75,000 per year cost. The Police Chief was agreeable to eliminating the position and having a police officer trained to prosecute cases, which is above and beyond the officer's duties. He thought that a modest stipend would make the added responsibilities more attractive. Carter said that this has not been added to the job

description as staff come and go and not all are going to be able to perform this role. A stipend would be offered to the best person able to handle the added responsibility at that time. The Town Planner's experience goes far beyond his job description. Offering a stipend for him to act as the GIS Coordinator, is much less than including this expertise in the job description. Carter felt that both stipends were conservative. He also pointed out that revisiting a job description to include these tasks in one specific position might well raise the pay for the new grades above the stipends being offered. The Motion carried Unanimously.

10. Review for Approval: Lee's Mills Docks: Joel reported that Scott received four prices to build 10 sections of dock at Lee's Mills. Carter added that the Milfoil Committee is requesting that one section be reserved for them. The state has permitted 7 docks, and the Town leases 5. Scott recommends accepting the bid from GLA Carpentry at \$1,593.92. Installation would be through Hank Hardaway with an estimate of \$3,000. Russ Made the Motion to approve GLA Carpentry to build the dock sections for Lee's Mills and to spend no more than \$5,000 from the Lee's Mills Trust Expenditure Fund and authorize the DPW Director to sign. Ed Seconded and the Motion carried Unanimously. Carter reported that the 2013 leases will go out, and reminded the Selectmen that the cost is now \$300.
11. Review: Heritage Commission 2013 Update: The Selectmen acknowledged the list of the current members and also the Commission's rules of procedure.

VII. OLD BUSINESS: Chris asked for an update about broadcasting the meetings on the community channel. Carter said that they are on schedule. Ed said that he and Mark Borrin and Carter have looked at the costs. Carter reported that \$13,000 would be for the equipment and \$5,000 a year for someone to film, edit, and get it on the web. Chris asked if it will be live. Joel said that he's heard positives and negatives from other towns about doing live broadcasts and was warned against it. Russ stated his opposition to spoon feeding information to people, and felt that those who want it will seek it out. Mr. Austin felt that it was more important to make viewing the meetings widely available and on demand, when it is convenient for people to watch it. Joel cautioned that once this is up and running the cost will continue to increase, as more and more will want to be videoed. What is proposed now is to just video Selectmen and the School Board meetings, along with Town Meeting. Nancy Wright asked why it costs so much, when the video that Mr. Austin does is now put on the web by Paul Punturieri, who works full time, and at no cost. Carter replied that what is being proposed will be a quality product with several cameras and microphones, and will need to be edited between the various equipment.

VIII. OTHER BUSINESS:

1. Board Liaison Reports: Russ suggested hat that the LGC link that was sent to all of the Selectmen regarding the Conservation Aquatic Resource Mitigation Funding grant might be worth trying for the landfill study, as it states it is for restoration of wetlands and conservation. Carter said he would investigate. He added that they need an understanding of what the end goal is for the landfill, and this will be a topic on the April work session. Ed notified the Board that he will not attend the next two Thursday meetings. Chris said he would miss the Thursday during school vacation.
2. Administrative Update: Carter reported that other than his Weekly Update, he didn't have anything else to add.
3. Heritage Commission Minutes, March 18, 2013: Acknowledged.

IX. CORRESPONDENCE:

1. Time Warner Cable, Possible Program Changes, March 25, 2013: Joel reported this is their usual letter of possible program changes.

X. CITIZEN INPUT: 1) Cristina Ashjian said this is the time of year she walks the roads around her home and picks up the road trash. If anyone knows of a student who needs a community project, she could use the help in this effort. 2) Hollis Austin, referring to last week's workshop asked for clarification regarding satellite dishes and how Time Warner treats them in the density analysis. Joel replied that they count the number of houses in a mile, and if a house has a satellite dish, then that property doesn't count. Russ said that was the opposite of what they were told by Time Warner a year ago. Mr. Austin asked how this affects the build out. Carter replied that Time Warner requires 15 houses within 1 mile, and if they do not count those with satellite dishes, it has a large impact on whether the area meets the density requirement. Chris said that those properties that discontinue the satellite service often leave the dish on their homes, which could then disqualify them, even if they aren't using it. Carter said that the Selectmen need to decide if they are going to build out cable or broadband. He added the additional problem that exists with underground utility wires that don't have conduit to allow the cable wires to go to the house.

XI. NON-PUBLIC SESSION: Russ Made the Motion for the Selectmen to go into Non-Public Session per 91-A:3 II (a) and (d) and only to reconvene for the purposes of adjournment. Ed seconded. A Roll call was taken: Jon – Aye; Chris – Aye; Ed – Aye; Russ – Aye, Joel – Aye. The Selectmen went into Non-Public Session at 8:40 pm.

The Board exited Non-Public Session at 10:13 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 10:14 p.m.

Approved

Date:
Respectfully Submitted
Hope K. Kokas, Administrative Assistant