

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

Selectmen's Meeting

May 16, 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:** Ed Made the Motion to approve the Selectmen's Minutes of May 2, 2013 and May 9, 2013 as written. Chris Seconded the Motion. Jon asked that the Minutes of May 9th be amended to reflect that he was not present at that meeting. The Motion carried Unanimously.
- IV. NEW RESIDENTS:** David J. & Gail M. Lukiewski, Kristen E. Porter, Allison E. Connor, Amy A. Bruch, Thomas M. & Lynn R. Tobin, Paula R. & Robert F. Verdonck.
- V. CITIZEN INPUT:** 1) Sally Carver told the Selectmen that they have received the permit for the Memorial Day parade and will be honoring 15 veterans. Kevin Ringelstein will be home on leave and will be the honored speaker. 2) Jerry Hopkins, Town Moderator, asked the Selectmen to consider limiting the number of groups that are soliciting at Town Meeting. This past Town Meeting, there were 7 groups, Girl Scouts selling cookies, Milfoil Committee handing out information, groups requesting donations, etc. Although he doesn't want to discourage people from attending Town Meeting, he is concerned that some people may feel uncomfortable or compelled to make a donation or buy cookies, etc., when they may not be financially able to do so. Joel said he understood his concern as it becomes crowded in the space provided. Chris suggested that groups who are soliciting be located in the cafeteria. Russ felt that there should be no sales or soliciting of any kind, as the purpose is Town Meeting. The Selectmen agreed that they will consider his request and get back to him. 3) Kim Prause told the Selectmen that at the site plan approval meeting for Rock Pile, there was concern about over flow parking on Old Route 109. She asked the Selectmen to consider a no parking sign in that area. Scott Kinmond Highway Agent told the Selectmen that the state law prohibits any parking so many feet from an intersection. He wasn't sure of the actual distance from an intersection. Russ said that the Selectmen would be the entity that would grant their request. Carter suggested and the Selectmen agreed to have Chief Wetherbee review this and make his recommendation to the Selectmen.
- VI. NEW BUSINESS:**
1. Public Hearing: RSA 79-D Discretionary Preservation Easement, MBLU 014-005 & 014-006: Joel opened the Public Hearing. He informed the Board that the applicant Arthur Abbott was present at the meeting and would provide them with letters from his

abutters that support his application to receive the 79-D barn easement. Cristina Ashjian, chair of the Heritage Commission told the Selectmen that the commission was in support of the application for Map 014 Lot 005, located on 503 Sheridan Road. She along with the Planner and Assessor viewed Mr. Abbott’s barn. She added that at this time the sap house located on Map 014 Lot 006 is not eligible at this time. Hollis Austin said that he as in favor of protecting old buildings in Town. Joel agreed, saying that there were few working farms and barns in Town. Ed, the Selectmen’s representative on the Heritage Commission, spoke in support of the easement, adding that the Abbott’s barn is a good example of structures built during that time, which he finds fascinating. He supports the approval of the 79-D easement. Carter reported that the tax loss to the Town is approximately \$95 per year. Peter Jensen agreed that it is a beautiful old barn. Ed Made the Motion to acquire the Discretionary Preservation Easement for the Abbott barn located on Map 014 Lot 005, at 75% as stated in RSA 79-D. Chris Seconded and the Motion carried Unanimously. Joel closed the Public Hearing.

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

DOCUMENT DATE	DOCUMENT	MAP/LOT#
5/16/13	Notice of Intent to Cut	072-095
5/16/13	Certification of Yield Taxes Assessed	124-001 & 004
5/16/13	Notice of Intent to Excavate	141-011
5/16/13	Disposal Agreement, Winni Sportsmen Club	098-080
5/16/13	Disposal Agreement, Filpula	202-005
5/16/13	Temporary Use Permit, June 13, 14 & 15, 2013	050-009
5/16/13	Vachon Clukay & Co PC, 2012 Accountant’s Compilation Report	N/A
5/16/13	Application for Construction of Driveways	093-003
5/16/13	Application for Construction of Driveways	072-023
5/16/13	Application for Construction of Driveways	171-005
5/16/13	Application for Current Use	124-004
5/16/13	2013 Lee’s Mills Dock Lease	131-008
5/16/13	2013 Lee’s Mills Dock Lease	131-012
5/16/13	Letter to Owners of the “Bobhouse”	103-005
5/16/13	Payroll Manifest & Signature File, 5/16/13 \$95,373.60	N/A

Joel read the file for May 16, 2013. Russ Made the Motion to approve the Payables & Payroll Manifest & Signature File for May 16, 2013. Chris Seconded. The Motion carried Unanimously.

3. Review for Approval: Declaration of Public Works Week, May 19 – 25: Joel said that he was happy to acknowledge the Public Works Department during this state and national Public Works Week. Scott Kinmond commented that the Public Works Department acts as a first responder, working with the Police and Fire Departments allowing them to get their jobs done. Russ acknowledged that Craig Dunn has achieved another level in the T2 Road Scholar program, and learned that everyone in Scott’s department participates in this program, and are at various levels. Jon Made the Motion to approve the proclamation acknowledging Public Works Week, May 19th through the 25th. Ed Seconded and the Motion carried Unanimously.

4. Review for Approval: Budget Amendment #1: Joel reported that the amendment is to transfer funds for the COLA and pay steps. Ed Made the Motion to approve the budget amendment #1 as written. Jon Seconded. The Motion carried Unanimously.
5. Review for Approval: Report Re: Cable/Web Broadcast of Meetings: Ed reported that he and School Board Chair Mark Borrin have met with Carter several times, who he thanked for doing a lot of the research. They looked at video on demand vs. cable access and do not recommend going with Time Warner Cable. The reason is that the Town would have to reserve a specific slot and amount of time for the video and depending on the length of a meeting, may go over, and would be cut short, or may be under resulting in a blank screen. They agreed that being able to view the meetings on demand would be best. They've looked at providing the service in house vs. contracting with a provider to do the work. Inquiries were made at Town Hall and at the Schools and no one was interested in taking this job on, as it would require additional hours above and beyond present job responsibilities. They are recommending putting out a request for proposals for service provider (estimated package price of \$125+/-/meeting). It is anticipated that the equipment could cost anywhere from \$3,000 to \$10,000, and then we need to hire an individual. The meetings to be videoed would be the Board of Selectmen (3 meetings/month), the School Board (1 meeting/month), and the annual Town Meeting. Chris asked for explanation of the issues with Time Warner Cable (TWC). Carter explained that they would need to schedule the viewing day and amount of time. After each meeting a CD would be sent to TWC. If the meeting is shorter than the time slot allotted, the screen would be blank. If the meeting went over the time slot, then it is cut short. Joel thought and Jon agreed that more people would view the meetings if posted on the web. Chris asked why the Town couldn't do the same that Paul Punturieri and Hollis Austin are doing now, at the minimal cost of \$9.95/month. Carter suggested putting out an RFP and add the web channel option. Russ asked if they need someone to man a camera or can they use a stationary camera with microphones. Ed responded that it depends on what the two boards want. Chris thought that if the Town spends the money, it should be better than what is being done now. Carter said that the issue is if the municipality wants to acquire the equipment and hire a person to do the work or hire a service to do it all. The recommendation in the memo is to put out an RFP to find someone to provide the service. There was much discussion about the pros and cons of either purchasing the equipment and paying staff, or hiring someone to provide equipment and the service, and working with volunteers to do the work. Russ Made the Motion to place the RFP and Ed Seconded the Motion. Chris suggested we put out the RFP and explore working with the volunteers. Carter asked why we would expend 114 to 16 hours on an RFP, the money on advertising and the time of vendors if they wanted to explore the volunteers. Russ rescinded his Motion, and Ed agreed. Carter reminded them they were partners with the School Board and suggested if they want to go with volunteers they need to include the Schools in that decision as they had voted for an RFP. Chris wanted a timeline on it. Carter suggested he could meet with the Volunteers and then report back to the SAU for their meeting in June with the follow-up by the BoS. Jon Made the Motion to ask the School Board to reconsider working with volunteers to video the meetings. Ed Seconded. The Motion carried Unanimously.
6. Review for Approval: Lions Club Re: Annual Inspection Waiver: Carter reported that staff recommends waiving item 3.c from the letter to the Lions Club dated November 30, 2012, for a period of one year. Jon Made the Motion to waive item 3.c., as written in the letter to the Lions Club dated November 30, 2012. Chris Seconded and the Motion carried Unanimously.

7. Review for Approval: Guidance Re: Lions Club Lease Extension: Joel reported that the Lions Club has requested that the Town extend their lease another 6 years, for a total of 10 years. The new lease would be contingent upon the bathrooms being upgraded to be ADA compliant within twelve months. Joel read Carter's memo dated May 10, 2013 providing guidelines for a new lease and seeking the Selectmen's approval. Carter added that he met with Lions Club members and they are in agreement with the guidelines presented. He felt that these guidelines would provide more structure in the lease. Lions Club member Mike Lancor commented that item #6, is in line, as they've shown that they've replaced/repared several items that fell under the \$4,000 limit. Member Kate Lancor said that what is proposed so far has been vetted with the members of the club and has met with their approval. Russ asked and received confirmation from Carter that the Lions Club would be responsible for any repairs/replacements per building element that cost a total of \$4,000 or less. Carter added that the lease will define capital elements. Russ Made the Motion to authorize the Town Administrator to develop a lease for the approval of the Selectmen and Lions Club. Chris Seconded and the Motion carried Unanimously.
8. Review for Approval: Reset of Guidance Re: Community Garden Proceeding: Scott Kinmond told the Selectmen that they have made great progress towards having the community garden up and running, with a cost so far of \$1,000. Scott thought there were 16 gardeners signed up to date. Carter said that there were 12 that have paid and 4 who've said they would. It had been approved that base participation would be 20 gardeners. They are requesting that the Selectmen reset it to the 12 gardeners that have signed up and paid. Ed Made the Motion to reset the base to 12 gardeners. Chris Seconded and the Motion carried Unanimously.
9. Review for Approval: Award of DPW 6 Wheel Dump Truck Contract: Joel reported that Scott Kinmond has recommended accepting the bid from Yankee Truck, LLC of Concord, which was the lowest bidder and they are in full compliance. The purchase price would be \$159,300 which includes a 5 year extended warranty in the amount of \$3,300. Russ Made the Motion to accept the bid from Yankee Truck, LLC of Concord, NH for the purchase of the 6 wheel dump truck to not exceed \$159,300 and authorize the Highway Agent to sign the contract. Ed Seconded the Motion. The Motion carried Unanimously.
10. Review for Approval: Award of Playground Drive Soccer Field Contract: Carter reported that Ambrose Brothers of Meredith was the lowest bidder with a base bid of \$139,294, adding Alternate #1 \$30,585 and Alternate #2 \$28,875, and a 10% contingency of \$19,875, for a total of \$218,629. He informed the Selectmen that they met with Ambrose to insure that he was confident in his bid numbers. Russ Made the Motion to accept the bid for the construction of the soccer field on Playground Drive from Ambrose Brothers of Meredith, NH with a 10% contingency of \$19,875, for a total of \$218,629, which includes Alternate #1 and #2, and authorize the chair to sign. Ed Seconded and the Motion carried Unanimously.
11. Review for Approval: Town Engineer Task Order Re: Soccer Field: In Scott Kinmond's memo, this task order is to pay for the Town Engineer and a subcontractor, Schauer Environmental Consultants, LLC (SEC) for the wetland buffer construction and post-construction monitoring. The amendment for professional engineer services is \$32,850. For environmental services and monitoring, SEC, the cost is \$2,670. Jon Made the Motion to accept the task order and amendment from KV Partners, LLC for engineering services in the construction of the Playground Drive soccer field, \$32,850, and \$2,670 for

- the environmental services of Schauer Environmental Consultants, LLC, and authorize the Chair to sign. Russ Seconded and the Motion carried Unanimously.
12. Review for Approval: Award of 2013 Surplus Auction Sales: Joel and the Selectmen were surprised that there wasn't a bid for the cruiser, which was traded with the Selectmen's approval for the purchase of the new Police cruiser. Carter reminded the Selectmen that the surplus sale process, which includes advertising, and viewing time on the weekends, which all costs the Town money, was to keep the sale open and transparent. As listed in the memo/spreadsheet dated May 6, 2013, Carter recommends to award the 2 bids and to hold items numbered 3, 9, 11, 17, 18 and 19 for one year, dispose of items 4, 5, 6, 7, 8, 12, 22, and 24, and items 13, 14, 15, and 16 to be disposed at the Transfer Station or through the Household Hazardous Waste contract. Scott suggested opening the sale to employees to purchase any wanted items. Joel commented that some of these items will cost the Town money to dispose of. Hollis Austin suggested contacting non-profit organizations to see if they wanted any of these items. Carter replied that they have done this in the past, and have also offered items to other towns. Chris Made the Motion to dispose of the surplus items as listed in the Town Administrator's memo dated May 6, 2013 and authorize the Town Administrator to sign. Jon Seconded. Joel abstained from the vote. Mr. Austin asked if a list was available for viewing and Carter replied that it had been advertised in the *Meredith News* and also on the Town's website. The Motion carried Unanimously.
 13. Review for Approval: DPW – Amendment to Term Paving Contract: Joel asked Scott to speak to this item and he explained that the three year contract, which started in 2012, was reviewed based on the 2013 projects, which includes the repair of the Pathway, and resulted in adding three different items; 2 c. crushed gravel for driveways along the Pathway, 3 b. 6" reclaimed stabilized in-place w/asphalt emulsion, and 5 a. cold planning longitudinal. Russ Made the Motion to amend the paving contract by means of change order #1 as presented, and authorize the Chair to sign. Chris Seconded and the Motion carried Unanimously.
 14. Review for Approval: DPW - Task Order for Pathway Paving: Russ Made the Motion to expend \$34,760 under the term paving contract as amended and authorize the Chair to sign. Ed Seconded the Motion. The Motion carried Unanimously.
 15. Review for Approval: Supervisors of the Checklist, Request for 2 New Laptop Computers: Carter reported that this requested purchase was not budgeted and suggested deferring it until the end of this year or early next year. He met with the Town Clerk and they both agreed that the lap top computers won't be needed for a period of time. Sally Carver, one of the Supervisors of the Checklist told the Selectmen that the requested laptops would be used to register new voters and they would like to have them sooner than later, in order to be more comfortable with the new technology prior to Election Day and Town Meeting. If they receive them in January or February this won't give them much time. They also need a bigger screen, 17" is being requested. Russ asked if September would be enough time and Ms. Carver thought that would work for them. Carter reminded the Selectmen that a transfer to this account would need to be made. Joel asked the Supervisors to come back with some numbers. Carter thought that per computer the cost would be around \$900. The Selectmen agreed by consensus to make the purchase in September.
 16. Review for Approval: Acquire a Portion of MBLU 160-030, Clarks Landing - Highway Purposes: Carter requested that the Selectmen purchase of 3,600+/- square feet of land on Clarks Landing Road, a portion of Map 160 Lot 030 as presented at the public hearing for \$4,500 from the Land Acquisition Fund and authorize the Chair to execute the

documents. Russ Made the Motion to authorize the Town Administrator to proceed with the purchase of a portion of Map 160 Lot 030 for \$4,500 from the Land Acquisition Fund, as described and authorize the Chair to execute the documents. Ed Seconded and the Motion carried Unanimously.

17. Review for Approval: Offer for Sale MBLU 121-027 Oslo St. & MBLU 107-061 Evergreen Dr.: Carter asked and the Selectmen agreed by Consensus to table the sale of the 2 parcels as outlined in his memo dated May 13, 2013, in order to resolve the title issue for the lot on Evergreen Drive.

VIII. OLD BUSINESS: Joel reported that at a previous meeting the Selectmen approved payment for the services to man the Red Hill Tower and held onto the check as they were awaiting to receive requested information. Chief Schlemmer, Center Harbor Fire Chief is unable to make their next meeting, but has informed them that they are a NH Article 292 organization. The tower is manned during high fire danger days. They give 1099's to staff and they will provide a year-end report. They have a 5 member board. Joel added that they will request a financial report. Based on the information, he would like to release the payment. Carter said that he would like clarification of whether a 1099 or W-2 is being given. By Consensus the Selectmen agreed to release the payment. Russ asked and received an update from Carter on Wharf Road. They have learned that at the 1968 Town Meeting the Town gave an easement to the owners of the Laundromat across the road to withdraw water from the lake. The owner of the property has been informed that he needs to secure the cover within 3 days. Code Enforcement Officer Don Cahoon feels the ground is secure and there is no danger from further sinking. Carter says he wants to read the easement and if the reason that it existed is over, then extinguish the easement. Russ commented that this area has become busy with walking traffic. Jon reported that he has gone to the site, and the lid is made of very heavy steel, and it isn't likely that a child can open it. He agreed it needs that the lid needs to be locked.

IX. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: 1) Jon reported that the CIPC met today to go over the Fire and Police Departments requests. 2) Chris reported that the MPIC is reviewing the matrix.
2. MPIC Minutes, October 9, 2012, January 7, 2013 & April 8, 2013: Acknowledged.
3. Milfoil Committee Minutes, April 22, 2013: Acknowledged.
4. Planning Board Minutes, April 24, 2013: Acknowledged.
5. Zoning Board of Adjustment Minutes, May 1, 2013: Acknowledged.
6. Trustees of the Trust Funds Minutes, April 19, 2013: Acknowledged.
7. Heritage Commission Minutes, April 22, 2013: Acknowledged.

X. CORRESPONDENCE:

1. Time Warner Cable, Possible Program Changes, May 3, 2013: Joel reported that this is their usual letter of possible program changes.

XI. CITIZEN INPUT: 1) Peter Jensen, Chair of the Milfoil Committee said that Carter reminded him that he needs to give the Selectmen an outline for their review of what is being done and funds needed.

Carter asked the Selectmen for a non-meeting for a collective bargaining matter.

XII. NON-PUBLIC SESSION: None needed.

XIII. ADJOURNMENT: Chris Made the Motion to Adjourn. Ed Seconded the Motion.
Motion Carried Unanimously.
Joel adjourned the meeting at 9:03 p.m.

Approved

Date:
Respectfully Submitted
Hope K. Kokas, Administrative Assistant

DRAFT