

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

Selectmen's Meeting

December 19, 2013

MINUTES

Present: Selectmen: Joel R. Mudgett, Chairman; Jonathan W. Tolman, Edward J. Charest, Christopher P. Shipp, Russell C. Wakefield; Carter Terenzini, Town Administrator; and 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 amend the minutes of December 13th, page 3, bottom paragraph, "*Joel said it was OK to fund it, but no MFD staff should be sent to cover it*", adding to the sentence *...without written confirmation of workers compensation insurance coverage.*" and to approve the minutes of December 5th and December 6th as written. Ed Seconded. The Motion carried Unanimously.
- IV. **CITIZEN INPUT:** 1) Jean Beadle, Chair of the ABC, apologized to Chris for her comments that offended him from the December 13th work session. Chris thanked her for her apology. 2) Joe Cormier referred to the minutes of December 13th, regarding the draft warrant and Articles 16, 17 and especially 18. He questioned the statutes referred to in Article 18, and suggested to the Selectmen that they have the right to amend ordinances, versus placing the question before the legislative body with two public hearings. In addition, Mr. Cormier suggested that while Article 18 is more prohibitive regarding the use of fireworks, of which he is in favor of, he stated that this petition requires at least 50 signatures by registered voters versus 25. Chris asked about the number of signatures required and Carter replied that he has forwarded the petition to Town Counsel for his review. Chris added that in Mr. Taussig's letter it specifically requests that the citizen's petition be placed on the warrant. Jon commented that he wasn't sure that it could be on the warrant. Joel said that they await Town Counsel's recommendation. Carter added that there are several issues that need to yet be sorted out on the warrant and this is one of them.

V. NEW BUSINESS:1. Review for Approval: Payables Manifest & Signature File:

| DOCUMENT DATE | DOCUMENT | MAP/LOT # |
|----------------------|--|------------------|
| 12/19/13 | Personnel Matter | N/A |
| 12/19/13 | Disposal Agreement, Wolcott | 094-014 |
| 12/16/13 | Forest Fire Report/Bill, \$1,551 | N/A |
| 12/19/13 | Trustees of Trust Funds – Road Sealing Fund, Art. 9 | |
| 12/19/13 | Trustees of Trust Funds – Cemetery Interest | |
| 12/19/13 | Trustees of Trust Funds – Capital Reserve & Maintenance Trust Funds (Property Acquisition & Milfoil) | |
| 12/19/13 | Trustees of Trust funds – Capital Reserve & Maintenance Trust Funds (Mun. Bldgs. Art. 22 2012, Playground Improvement Art. 16 2009 & Mun. Bldgs. Art. 16 2009) | |
| 12/19/13 | Trustees of Trust Funds – Cap. Reserve Fund Art. 14 2013, Public Works Equipment & Municipal Building | |
| 12/19/13 | Payables Manifest & Signature File \$3,700,849.14 | N/A |
| 12/19/13 | Payables Manifest & Signature File \$473,306.50 | N/A |

Joel read the Payables Manifest & Signature File for December 19, 2013, adding that the Carroll County tax bill is approximately \$3.1 million. Joel questioned why every year the interest earned on the Cemetery Trust Fund is being turned back to the general fund. Carter replied the interest earned (2013) is +/- \$500 and it has always been requested to go to the general fund as a revenue source. However, the Selectmen can decide to not do this for the 2014 year and if this is their intent, he'd like to be notified in January. He added that the Cemetery Trust Fund is for perpetual care. Russ Made the Motion to approve the Payables Manifest & Signature File. Ed Seconded the Motion. The Motion carried Unanimously. The Selectmen agreed by Consensus to not request from the Trustees of the Trust Fund to turn over the interest from the Cemetery Trust Fund to the general budget for 2014.

2. Presentation: Mark Borrin for the Adele Taylor Property Use Committee: Mark Borrin, Chair of the Adele Taylor Property Use Committee told the Selectmen that the Committee just met and made some minor amendments to the draft report earlier received by the Selectmen. As the Committee has fulfilled its given charge, they are requesting that it be discharged, and if the Selectmen have any questions, to not hesitate to ask. In the report's Executive Summary, the Committee listed four possible uses and which were not listed in any kind of order. Mr. Borrin said that the Committee felt it important that the Selectmen know that any of the four listed uses could also be combined. After receiving comments and suggestions from Town Departments and the public (included in the report), the four cataloged possible purposes are (in no particular order): Access/Egress to School District Property; Multi-Purpose Community Building; Green Open Space with Possible Multi-Use of Property; and Reuse of Existing Buildings "Commercial or Public". Mr. Borrin said that the Committee felt it

important to stress that they heard from the public to move slowly and cautiously, and if the Town decides to purchase the property that a feasibility study be done to avoid what was called “another Lions Club” situation. Mr. Borrin thanked the members of the Committee, Bob Goffredo, Tim Woods, Paul Punturieri, Allen Hoch, and Joanne Farnham for their hard work. 1) Bud Heinrich thought that a feasibility study was the same as the use committee. Mr. Borrin replied that the Committee’s charge was specific, to create a use list. What they heard from the public is that if any of the uses are pertinent, based on a feasibility study, to move cautiously and slowly. Mr. Heinrich asked how the warrant article question would be written, as this could easily sway voters. Joel replied that Carter, Town Counsel, and DRA will work on the wording, and the public hearing will be held on February 6th. 2) Committee member Paul Punturieri said that most who gave input, were in favor of the purchase, moving slowly and cautiously, but not to build a gymnasium. 3) Nancy Wright thought that the feasibility study should be done sooner than later, adding that she felt that based on the declining population, there was no need for additional Town facilities. Russ Made the Motion to receive the Adele Taylor Property Use Committee’s report and to discharge the Committee with the thanks of the Selectmen and community. Chris Seconded the Motion. The Motion carried Unanimously.

3. Review for Approval: Budget Amendment #4 FY 2013: Carter reported that it appears that the Town’s grant application for the Moultonborough Bay Inlet Study will be approved and \$10,000 needs to be transferred from Contingency to the Capital Outlay as our local match. \$2,750 for the modular carpeting in Administration needs to be transferred from Contingency to the Capital Outlay DPW account. Ed Made the Motion to approve Budget Amendment #4 as written and to authorize the Chair to sign. Russ Seconded and the Motion carried Unanimously.
4. Review for Approval: Budget Carry-Overs FY 2013: Carter explained that the 2013 carry-overs are due to projects not being completed and fully paid. In addition, after meeting with Ray Korber and Scott Kinmond, he is in hopes that they will have the 2014 Road Project out to bid by July 1st, which will reduce the carryovers. Russ asked how this will affect the cash flow and Carter replied that they will see a dip in the fund balance for the first year only. Russ Made the Motion to approve the FY 2013 Carry-Overs as written in Heidi Davis’ letter dated December 19, 2013. Ed Seconded. The Motion carried Unanimously. Joel wondered why the state’s engineer continues to occupy the site trailer, as they will not return until the spring to finish the job.
5. Review for Approval: Job Description & Classification MFD Office Clerk: Carter reminded the Selectmen that they received the proposed job description and classification for the Fire Department’s staff at a recent work session and it has been included in the budget. He added that the scoring is consistent with the requested grade. Jon Made the Motion to approve the change in the Job Description and Classification for MFD Office Clerk as presented and to take effect January 1, 2014. Ed Seconded. Chris abstained. The Motion carried Unanimously.

VI. OLD BUSINESS: Russ asked about Susette's letter to the Selectmen regarding her preference for the Avitar tax collection software. Peter Jensen added that he too recommends Avitar. It will integrate with the assessing software, however, it doesn't have an accounting package. Russ was told by Susette that Avitar could build a link for the accounting. Mr. Jensen felt that the support system far surpassed all others. Carter said he hasn't seen Susette's letter and suggested that they request a pricing proposal from Avitar. The Selectmen by Consensus agreed that Susette should proceed to get pricing proposals from all of the vendors.

VII. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: Jean Beadle reported about the ABC's meeting and presentation by Meredith Village Savings Bank. She said that they had some good ideas that are worthy of following-up on.
2. Zoning Board of Adjustment Minutes, December 4, 2013: Acknowledged.
3. Carter reminded the Selectmen to forward their questions or ideas on the warrant articles, especially the one on the ethics ordinance no later than the end of the day on December 30th. He thought he might have to change the work session to the following Friday. He also reminded the Selectmen that Thursday, December 26th, will be the last payables meeting, as the law has changed and it is no longer required. Mr. Heinrich expressed concern that the Selectmen wouldn't be meeting weekly. Joel replied that the payables meeting is not a business meeting as it doesn't have an agenda, and the only purpose is to sign the manifest, and no decisions can be made. This isn't needed anymore due to the change in the law that now allows the Selectmen to individually sign the manifest without actually meeting. Joel suggested to Mr. Heinrich, if he had any questions in between meetings, that he can reach out to any of the Selectmen if needed.

VIII. CORRESPONDENCE:

1. Time Warner Cable, December 4, 2013, Possible Program Changes: Acknowledged.
2. E. Taussig Re: Submitting Citizen's Petition, Amend Noise Ordinance: Acknowledged and has been placed on the draft Town Warrant awaiting Town Counsel's recommendation.

IX. CITIZEN INPUT: 1) Nancy Wright asked if the Code Enforcement Officer is still going to Holderness one day a week. Carter confirmed this, stating that the Town pays the CEO for five days a week and Holderness reimburses the Town \$300 +/- for the one day he spends there. Based on Ms. Wright's question, Jon confirmed that the number of building permits is increasing. Ms. Wright, based on a comment made to her, asked if the CEO provides any kind of paperwork for an inspection done. Russ thought that the contractor would know if an inspection had been done. Jon added that the CEO sets up the inspection with the contractor/property owner and no paperwork is given out, although the file probably contains an approval notation. He added that some towns do and some towns don't give out paperwork for inspections done. 2) Bud Heinrich asked if

the Heritage Commission will report on the Sidewalk Study regarding the impact sidewalks could have on the historic nature of the Town. Cristina Ashjian, Chair of the Heritage Commission remarked that they are advisory only and if the Selectmen request that they review the study and report, then they will do so. Jon added that during the public hearings the Heritage Commission can have input on the study. The Selectmen agreed by Consensus to request that the Heritage Commission review and report on the Sidewalk Study. 3) Hollis Austin commented that he attended a recent School Board meeting held in their cafeteria and thought that the small hand held camera could be used versus the larger one. Carter added that a case for the larger camera has been ordered so when and if the camera has to leave Town Hall it will be protected. 4) Bud Heinrich asked if the Town had all of the equipment needed to video the Selectmen's meetings. Mr. Austin replied that the camera part of it is all set. Carter added that we are still awaiting a small TV monitor and training will occur on December 31st, with the hope that a meeting can be broadcast as of the first of the New Year. 5) Mr. Austin commented that at the School Board meeting it was difficult to hear the Board members, as their microphones didn't reach them properly. He thought the school would do well to use microphones such as now installed in the Town Hall's meeting room.

- X. NON-PUBLIC SESSION:** Ed Made the Motion for the Selectmen to go into Non-Public Session per 91-A:3 II (a) 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 8:19 p.m.

The Board exited Non-Public Session at 8:51 p.m. having voted by a vote of 2/3 or greater of the members present to seal the minutes, as determined that divulgence of the information discussed likely would adversely affect the reputation of a person other than the member of the public body itself.

- XI. ADJOURNMENT:** Ed Made the Motion to Adjourn. Russ Seconded.
Motion Carried Unanimously
Joel adjourned the meeting at 8:52 p.m.

Approved

Date
Respectfully Submitted
Hope K. Kokas