

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

Selectmen's Meeting

May 15, 2014

MINUTES

Present: Selectmen: Jonathan W. Tolman, Chair, Joel R. Mudgett, Paul T. Punturieri, Christopher P. Shipp, Russell C. Wakefield (absent with prior notice); Carter Terenzini, Town Administrator; and Hope K. Kokas, Administrative Assistant.

- I. **CALL TO ORDER:** Jon called the meeting to Order at 7:00 P.M.
- II. **PLEDGE OF ALLEGIANCE:**
- III. **PUBLIC HEARING: RSA 31:95-B Acceptance of a Gift of Money – Castle In the Clouds Preservation Society:** Jon opened the Public Hearing at 7:01 p.m. to accept the gift of \$5,000 from the Castle In The Clouds Preservation Society, which is to be spent without restrictions. Joel asked if this was a payment in lieu of taxes (PILOT). Carter replied that he tried for a written agreement, but the Society was not willing. This is the third year that the Town has received this gift from the Castle Preservation Society, with the first year having a restriction as to how it would be spent. The last two years, the gift has been unrestricted, and will go to the general fund. Paul asked if the \$5,000 was included in the budget and learned that it was not. As there were no questions from the Board or audience Joel Made the Motion to accept the \$5,000 gift from the Castle In The Clouds Preservation Society per RSA 31:95-B with the thanks of the community. Chris Seconded and the Motion carried Unanimously.
- IV. **REVIEW / APPROVAL MINUTES:** Joel Made the Motion to approve the May 1, 2014 minutes as written. Paul Seconded the Motion and asked that the minutes be amended, page 4, New Business #8, 1st line, striking the word conversation and replacing it with *email*. Also in the same section, line 6, he asked to include in the sentence, “He thought that the Selectmen did not have a *formal economic* vision.” The Motion carried Unanimously. Chris commented that he would like the minutes to be condensed, outlining the business conducted and not to the length they are now. Joel pointed out and Jon agreed, that when the phone calls come in from speakers seeking additions of their comments, to remember their directive. After a brief discussion the consensus was to instruct Hope to condense the minutes.
- V. **CITIZEN INPUT:** 1) Dorothy Solomon, former Carroll County Commissioner, addressed the Selectmen to report on the initiative “Starting Home” to use a section of the former county nursing home to house homeless veterans. What is proposed is to use 2 of the wings to house up to 17 homeless veterans for transitional housing. She explained that these people who have served our country are not overly visible, or necessarily sleeping outside, but are without permanent housing, employment, and services, and they deserve our support. Ms. Solomon thought that providing this service will also relieve the burden on Towns required to pay for housing for indigent veterans. Joel asked if towns are expected to contribute to this and learned that they are seeking federal grant funds, approximately \$1 million to renovate the 2 wings. Ms. Solomon said that individuals can learn more at their website, <http://vethousecc.org>. Hollis Austin asked how much of the building is unused. Ms. Solomon explained that it is empty now, but the core of the building does house the heating plant for the new building. There are 4

wings, 2 of which will be demolished. The center core space will be offered for lease. The Selectmen thanked Ms. Solomon and her committee for this worthy cause.

VI. NEW BUSINESS:

1. Review for Action: Consent & Signature File:

DATE	DOCUMENT	MAP/LOT#
5/15/14	Deputy Warden Appointment Form	N/A
5/15/14	Administrative Abatement	213-017-000- CG0-028
5/15/14	2014 1 st Half Tax Warrant	N/A
5/15/14	2014 Yield Tax	212-001
5/15/14	Disposal Agreement, Holmes	074-014
5/15/14	Disposal Agreement, Heath	051-026
5/15/14	Elderly Exemption, Updated	1-2014-E
5/15/14	Elderly Exemption, Updated	2-2014-E
5/15/14	Elderly Exemption, Denied	3-2014-E
5/15/14	Elderly Exemption, Updated	4-2014-E
5/15/14	Elderly Exemption, Denied	5-2014-E
5/15/14	2014 Charitable Exemption, West Wynde Retirement, Inc.	096-003
5/15/14	Application for Current Use, Approved	056-001
5/15/14	Application for Construction of Driveways	093-013
5/15/14	Application for Construction of Driveways	093-007
5/15/14	Lees Mills Dock Lease Agreement	119-022
5/15/14	Cemetery Deed, #253 Shannon Cemetery	N/A
5/15/14	Cemetery Deed, #219 Shannon Cemetery	N/A
5/15/14	Cemetery Deed, #177, 178 & 179, Shannon Cemetery	N/A

Jon read the Consent & Signature File for May 15, 2014. Joel Made the Motion to approve the Consent & Signature File for May 15, 2014. Chris Seconded. The Motion carried Unanimously.

2. Review for Action: Susette Remson, Tax Collector, Award of Software Contract: Tax Collector, Susette Remson reminded the Selectmen that she has been working on this for the past 3 years. Based on the Board's request, she put out an RFP for pricing. The result was that 4 companies were pre-qualified; 1 withdrew and 1 company was excluded due to their exorbitant cost. The 2 remaining were Avitar and BMSI. Susette in her memo to the Selectmen, recommends going with Avitar as they are the best fit and the cost will be offset in time with savings. She said their ability to offer online paperless billing, their excellent customer service and knowledge of NH laws, along with the ability to handle multiple owners will reduce the work load on her department and also on Assessing. Susette added that Peter Jensen had been working with her on the technical aspects. Chris Made the Motion to authorize the Town Administrator and the Tax Collector to negotiate the contract with Avitar, and authorize the Chair to sign upon completion. Joel Seconded. Paul asked why the cost is less than what was projected and budgeted. Carter explained that the initial plan was to replace the software for tax

collection and also the Finance Department at the same time. A decision was made instead to follow a "Best in Breed", piecemeal approach. The Finance Department will continue to use Vadar for payables and payroll for now. There was discussion about the possible need for extra staff during the conversion period, which Susette didn't think would be necessary. Vadar will work with Avitar on a conversion file. Jon thought that if needed extra support could be provided. Susette said that if the last tax bill of the year gets out early, then they can start in December, but otherwise she expects to begin in January. Mr. Austin asked if there was a connection between Vadar, Avitar and Vision Appraisal. Susette explained that Vadar is the present software contractor for her department, which due to not making upgrades for the state of New Hampshire, would be replaced by Avitar. Vadar will work with Avitar in the transition. Vision Appraisal is the assessing software and presently Assessing staff have to work in both programs. The new tax collection software will eliminate a lot of extra keying of information and will allow Vision to fully transfer assessing information to Avitar. The Motion carried Unanimously.

3. Review for Action: Chief Leonard Wetherbee Re: Summer Programs (Fireworks, Parking Control) & K-9 program: Chief Wetherbee requested that the Selectmen allow his department to offer old and obsolete police equipment to other towns not suitable for public disposal. In his memo dated May 7th, he asked to offer 6 radar units that are not being used and need upgrades to other towns. If the equipment is not disposed of, then it will be destroyed. Chris Made the Motion to authorize the Town Administrator to sign a bill of sale for police surplus equipment to other towns, and further approve the destruction of any equipment that is not disposed of. Paul Seconded. Joel thought it was a great idea. The Motion carried Unanimously. Chief Wetherbee told the Selectmen that the Department had a retirement ceremony recognizing K-9 officer Rony and his handler, Detective Steve Kessler. Rony will be retiring the end of May along with the K-9 program. At 11 years old, Rony has been an excellent dog and continues to be in good shape, but it is necessary to retire him to prevent injury and insure that he spends his remaining years in comfort. The Chief reminded the Board that they did not budget for the K-9 program for 2014 and there are no plans to do so. There are other K-9's in the area, and it is important to look at the cost and effect. Joel said that as the K-9 program was approved at Town Meeting, he thought it important that the discontinuance be discussed during a business meeting. The Selectmen thanked Detective Kessler and Rony for their service. The Chief told the Selectmen that new patrol officer, Kathryn Melanson is now in training and progressing as expected. He felt it was important that as she trains with other officers, she gets to know the community, the Town offices and departments. Chief Wetherbee told the Selectmen that the part-time parking enforcement officer resigned during the winter and he does not plan to fill the position, but to have officers patrol these areas. It is his hope that with police visibility and first issuing orange warnings and then tickets, that compliance will increase. The Chief will review this after the summer and will come back to the Selectmen if needed. Regarding the new Fireworks Ordinance, the Chief and Carter worked together to write an article for the newsletter that will be sent out to road associations and Realtors in the area, and posters will be placed throughout Town. Chief Wetherbee said that the first step was educational. They will review past logs and will visit those areas that have received complaints to explain the new ordinance for prevention. During the season, they will place police officers in known areas to request compliance. The goal is to deal with it before complaints come in. Carter added that he and the Chief met with Town Counsel

to make sure that the Noise Ordinance is in agreement with the Fireworks Ordinance. Paul asked about the substance abuse fund and prom rides. The Chief replied that the prom is in Moultonborough, therefore it isn't an issue. Joel told the Chief that he has received positive comments from people who are happy with the changes made with the Police Department. Chief Wetherbee appreciated hearing this and said that his goal is to have officers in the neighborhoods. Chris offered his sympathy to the Chief and Department in the recent loss of their colleague, adding that he appreciates that the police put their lives on the line every day. Chief Wetherbee thanked him and said that statistics show that the most dangerous towns are either urban areas or those with a population less than 10,000. For the upcoming Bike Week, the Police Department welcomes the bikers. Electronic speed signs will be posted on both sides of what he considers to be the village, along with deploying empty patrol cars, again looking for voluntary compliance. He said that calls are starting to pick up for the season.

4. Review for Action: Temporary Use Permit, Castle in the Clouds Antique Car Show: Jon thanked Chief Wetherbee for his comments and recommendation if the situation is warranted. Chief Wetherbee commented that they are not in the detail business, however, if needed to assign patrol officers, event holders need to understand they will have to reimburse for the cost. Joel Made the Motion to approve the Temporary Use Permit for the Castle in the Clouds Antique Care Show on July 12, 2014, 10 a.m. to 3 p.m. with the recommendations by the Fire and Police Chiefs. Chris Seconded and the Motion carried Unanimously.
5. Review for Action: Spring Newsletter for Inclusion in Tax Billing: Carter reported that Susette has vetted the newsletter and he asked that it be approved to be included in the upcoming tax bill. Paul suggested that as it is widely read that it be sent out quarterly and Made the Motion to approve that it be included in the tax bill. Chris Seconded and the Motion carried Unanimously. Carter said that the cost to send it out quarterly would cost approximately \$8,000 and suggested that they consider doing it electronically.

VII. OLD BUSINESS: 1) Chris asked about Shannon Cemetery based on the complaint they received at the last meeting. Jon reported that Scott Kinmond has seen to the clean-up of some of it, but some is outside of the present ordinance. Carter said that this would be a subject for their next work session on Thursday the 22nd. 2) Joel said that he attended the Fire Department's Appreciation ceremony and will bring in the list for the next meeting of the volunteer firefighters who have participated and the extra calls they have attended. 3) Chris reported that he and Paul met to discuss employee recognition and will be putting out a survey for employees to complete.

VIII. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: Paul reported that the CIPC met today and reviewed the Fire and Police Departments requests. He asked Carter to check with the Town Planner to see what can be done to free up his time, as Planning has received 9 new submissions, which is the most Bonnie has seen in her tenure. Carter said that they were able to staff the Blue Ribbon Commission with part-time clerical support and thought this could work again. He added that they need to talk about cross training. The Selectmen agreed that Town Planner Bruce Woodruff is doing a great job, but he is overwhelmed. Chris reported that the Village Vision Committee has formed a sub-committee for their survey. Joel said that the Heritage Commission met this week, but he was unable to attend. Carter asked the Selectmen to let him know who will attend the upcoming States

Landing work day and barbeque. Paul said he would attend. In addition, Carter let the Board know that the large logs that were cut at States Landing will be removed by a contractor.

2. Planning Board Minutes, April 30, 2014: Acknowledged.
3. Trustees of the Trust funds Minutes, May 1, 2014: Acknowledged.

IX. CORRESPONDENCE:

1. Time Warner Cable, April 22, 2014, Possible Program Changes: Jon said that this wasn't their usual letter, but informing the Town that the line-up change was delayed.
2. Volunteer to Serve Your Town Form: Amanda Bergquist: Jon thought and the Selectmen agreed that the ABC needed to fill their vacant seats. Carter reminded the Selectmen that this is a joint appointment between them and the School Board. He will try to have the School Board attend their June 5th meeting. The Selectmen agreed that if they couldn't make this meeting, they would attend their June meeting.

X. CITIZEN INPUT: 1) Bob Goffredo asked if the Selectmen could do anything about the poor parking and road conditions at the Post Office. Jon said that while this is not a Town issue, he said they would look into who can be contacted to report the problem. 2) Hollis Austin asked Chief Wetherbee if he is seeing any crime trends in Town. Chief Wetherbee replied that crime adapts to the population and they have seen a large number of scams, housebreaks and age related crimes. He thought the key to this was neighbor talking to neighbor. In addition, many of those who have been involved in a scam are ashamed and/or they don't want to bother the Police Department. The Chief said that it is never a bother and that is what they are there for. The next few weeks they will be receiving an increase of reports of break-ins. He encouraged people to call the Police Department if they see anything out of the ordinary.

XI. NON-PUBLIC SESSION: None needed.

XII. ADJOURNMENT: Joel Made the Motion to Adjourn. Chris Seconded.
Motion Carried Unanimously
Jon adjourned the meeting at 8:42 p.m.

Approved

Date
Respectfully Submitted
Hope K. Kokas