

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

Selectmen's Meeting

July 17, 2014

MINUTES

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

- I. **CALL TO ORDER:** Jon called the meeting to Order at 7:04 P.M.
- II. **PLEDGE OF ALLEGIANCE:**
- III. **REVIEW / APPROVAL MINUTES:** Joel Made the Motion to approve the June 26, 2014 and July 3, 2014 minutes as written. Jon reported that the minutes of July 3rd needed to be amended, New Business #5, correcting Donald Margeson's name crossing out *Robert* and adding Donald. Paul asked to amend the work session minutes of June 26, 2014, first page, half way down, to reflect that it was by consensus and not the *Chairman determined* to include/invite either Chris or Paul to attend the meetings. In addition, the minutes of July 3rd, New Business item #6, top of page 3, Paul felt that without being at the meeting, the way the minutes are worded, it would appear that he was in favor of the way it seemed to him that government works differently than the private sector, by letting taxpayers pay for a COLA. Paul wanted to state for the record that he is not in favor of this. Russ Seconded the Motion with the amendments made. The Motion carried Unanimously.
- IV. **CITIZEN INPUT:** 1) Laura Whitley reported to the Selectmen that she is the new Chair of the Library Board of Trustees and the Library's Board looks forward to working with the Selectmen. They appreciate that Russ has been attending their meetings and hopes that will continue. Based on Russ' participation in their meetings, they will be sure to forward their minutes to be included in the Selectmen's packets for their review. Jon said that he has had conversations with Laura and they both agree that the relationship between the Selectmen and the Library is unique statutorily. They have agreed to keep the lines of communication open between both Boards and to work together.
- V. **NEW BUSINESS:**
 1. **Presentation: Rep. Glenn Cordelli, Re Carroll County Audit:** Rep. Cordelli reported that besides talking about the Carroll County audit, he wanted to let the Selectmen know that he has volunteered to be the state representative to regularly attend the Transportation Advisory Committee, which is a non-voting seat. It is hoped that by his attending he will represent the 8 or 9 towns in the region and keep the poor condition of the roads and bridges in front of Department of Transportation. Rep. Cordelli told the Selectmen that there are now 2 major audits underway in Carroll County. The first is a performance audit which will review management and financial control, along with how departments adhere to the county's policies and procedures. This was put out to bid and Matrix Consulting was chosen. After a preliminary meeting, the commissioners were told that it didn't look good. He added that the auditors were asked to include what the best

practices are being used throughout the country with the hope that the county can adopt them. The other is a financial audit going back to 2010 as one hasn't been done since 2009. The Commissioners thought a yearly financial audit was being done, but learned that it was actually a treasurer's report and not an audit. There is a lot of confusion over what the auditor's agreement of 2011, which turned out to be a financial report and not an audit, actually called for. An outside auditor has been contracted and preliminary findings starting with 2010 is that the general fund was over stated by \$1 million. He reminded the Selectmen that a portion of the general fund is used to offset taxes. Rep. Cordelli said that the Commissioners want to know what the true picture is of Carroll County's financial situation. Jon said that he has watched the Carroll County Commissioner's videos and he shared Rep. Cordelli's frustration. He repeated Rep. Chandler's question and asked if the right numbers were attributed to the right accounts. Rep. Cordelli stated that they haven't heard back from the auditor on this. Joel commented that the Selectmen were informed of the situation through Rep. Karel Crawford's letter and asked if there is consideration to change the law to require counties to perform a yearly audit. Rep. Cordelli replied that he has asked that there be research done on the history to find out why the counties are not required to do this in order to correct it. Joel commented that it was pretty scary that the county is not balancing their checkbook. Paul asked and Rep. Cordelli agreed that there are no accusations of misappropriations, but that the financial process needs to be tightened up. Russ commented that as Moultonborough pays the largest share, it figures why it keeps going up. Rep. Cordelli told the Selectmen that he suggested that DRA be informed, but the consensus was to wait until it is all done. Based on questions from the audience, Rep. Cordelli said that he wasn't sure how long the previous auditing company had been working for the county, but it is recommended to change it up. He reported that in previous years \$13,000 was budgeted for audits, and recently the yearly amount has increased. The Attorney General is not involved at this time. Jon complimented Rep. Cordelli for being on top of the situation. Hollis Austin asked if the Representative was aware of any requests from the federal government to the state to house the recent influx of illegal immigrant children. He's concerned that this would be a burden on the tax payers, schools, legal system, and also a spread of disease due to lack of immunizations. Rep. Cordelli replied that they are out of session, however, he did write to Senator Jeanne Shaheen on this, but has yet to receive a response. He added that Gov. Hassen recently commented that she was not aware of any requests being made. The Selectmen thanked Rep. Cordelli for attending their meeting to inform them of the situation to continue his good work.

2. Review for Action: Consent & Signature File:

DATE	DOCUMENT	MAP/LOT#
7/17/14	Certification of Yield Taxes Assessed	279-001
7/17/14	Certification of Yield Taxes Assessed	086-002, 086-002-001, 086-002-002, 086-002-003 & 086-002-004
7/17/14	Sandwich Fair's Temporary Signs	N/A
7/17/14	2014 Charitable Exemption, Geneva Point Center, Inc.	232-001 & 232-009 & 248-001
7/17/14	Veteran's Tax Credit (moved from 193-009)	130-076
6/30/14	NH DRED Forest Fire Report/Bill	N/A
7/17/14	Disposal Agreement	213-009

- Jon read the Consent & Signature File. Joel Made the Motion to approve the Consent & Signature File for July 17, 2014. Russ Seconded. The Motion carried Unanimously.
3. Review for Action: MFRD Request to Purchase, 70 HP-Outboard Motor: Jon reported that this purchase is to replace the 70 horsepower motor on boat #2. The Fire Department put this out to bid and received three quotes. It is Chief Bengtson's recommendation to accept the bid from Independent Marine, for the Yamaha F70 LA for total amount of \$7,737.50. Paul asked and learned that this was budgeted. Paul Made the Motion to approve the purchase of the 70 horsepower Yamaha F70 LA from Independent Marine, total \$7,737.50, and authorize the Fire Chief to sign the contract. Joel Seconded and the Motion carried Unanimously.
 4. Review for Action: Application for Permanent Sign Permit, Off Premise - Paradise Falls: Jon explained that this is an application for an off premise sign. In Don Cahoon's memo to the Board, the Selectmen have the authority to approve/deny the application. Jon added that in Don's memo he states that the sign can't be any greater than 4 square feet, which he believes his intent was to say it can't be any bigger than 4'x4', a total of 16 square feet. The applicant, Robin O'Rourke told the Selectmen that what she is requesting would replace the old Woodshed sign and she received a written easement from the property owner, James Gray. Carter stated that the size is an issue. Ms. O'Rourke replied that it was the same as the old sign. Russ told her that the old Woodshed sign had been grandfathered and now it doesn't meet the ordinance regulation. Ms. O'Rourke said she was willing to comply with the ordinance and would reduce it. Carter told the Selectmen that this is a three part test: 1) Size (the applicant is willing to comply), 2) the application should provide an actual representation of the sign (and not what will be changed, i.e., changing colors and removing palm trees, etc.), 3) is off-premise signage needed for traffic and safety. Jon asked the Selectmen to consider the last test. Russ said that coming from Wolfeboro you can't see the location of the business. Carter thought that they should approve a conditional off-premise sign permit, using the old Woodshed sign post, but removing the 2 small signs below it. Paul Made the Motion to approve the off-premise sign permit under the conditions that it be no larger than 16 square feet, with a white background and no palm trees, with a directional arrow, and the removal of the 2 smaller signs, as it is necessary for traffic and safety. Chris Seconded. The Motion carried Unanimously.
 5. Review for Action: Proposed Board Retreat: Carter told the Selectmen that he is recommending a Selectmen's retreat to focus on just their goals and objectives. He explained that although their intent is to work on them, times runs out. The Selectmen's goals drive the department goals, which drives the staff goals. He suggests having a facilitator, not a Town employee or someone with ties to the Town. Carter said he'd like to do this within the next 30 days to develop a 3 year plan. In his memo to the Selectmen, he provided the names of three possible facilitators with their costs, which he felt was a good investment. Jon said he thinks this has merit, goal setting is important. He asked the Board what they wanted to do. Paul thought that some of the goals listed in Carter's memo they've been working on. Carter said he'd like to see them put in order by year for the 3 year plan. Paul questioned paying someone to facilitate. Russ agreed asking if there was someone in-house that could do it. Carter thought that anyone concerned with receiving their Town paycheck was inappropriate. Russ did agree with Carter about some of the goals not being completed and the need to prioritize them. Carter thought that it would be a 4 hour session. Chris thought that was ambitious. Carter replied that is why they need a facilitator, someone who can be objective and it

would be \$1,000 well spent. Everything is on the list, but they can't get it done. Paul asked and Carter said that the final project would be a spreadsheet in order with the projected budgeted amount. Paul thought that the Selectmen's list needs to match the CIPC plan and Department Heads should attend. Carter thought that it would be OK for Department Heads to come and listen, along with the public, but not to participate. Carter thought that the CIPC's 6 year plan might be a problem as it is beyond the Selectmen's 3 year plan. He added that the Selectmen are the governing body and the decision is theirs. Russ thought that Department Heads should be invited to attend so they will understand the whole plan. By Consensus the Selectmen agreed to hold a retreat.

6. Review for Action: Setting of Date for Annual Volunteer Recognition Luncheon: Joel said that last year it was held at the Lions Club and they need to check their availability schedule. Carter suggested tabling this and having one of the Selectmen check on this for the 13th, 20th, and 27th in September. Russ offered to check. Tabled.
7. Review for Action: Launch Request, NH Jr. Bassmasters, 7/19/14, Lee's Mills: Jon reported that the Chiefs have reviewed and have no objections. Chris Made the Motion to approve the Launch Request for the NH Jr. Bassmasters, Lee's Mills, Saturday - July 19, 2014. Joel Seconded. The Motion carried Unanimously.

VI. OLD BUSINESS:

1. Trustees of Trust Funds, Appointment of Alternate: Paul Made the Motion to appoint Donald Margeson as an Alternate to the Trustee of Trust Funds, effective July 26, 2014 with a term to end March 31, 2015. Russ Seconded and the Motion carried.
2. Amendment of Cemetery Policy: Jon reported that Carter added the appeal language as requested. Carter pointed out that there were 3 changes: 1) Striking the old #15 as the new #14 primarily said the same thing, 2) renumbering, 3) adding #30 allowing an appeal process within 14 days of the Sexton's decision. This amendment would take effect September 1, 2014 after the public has been notified of the amended policy and allowing the public to remove items, plants, etc. Joel Made the Motion to approve the amended Cemetery Policy as written. Paul Seconded. Jon asked if there was a need for a public hearing. Carter said that this isn't always done, but if the Board decides to do this, then the effective date needs to be pushed back. The Selectmen agreed that a public hearing wasn't necessary as this has been discussed during numerous meetings. The Motion carried Unanimously. Jean Beadle thanked the Selectmen.

VII. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: 1) Paul reported that the CIPC met today and worked on classifications, and are waiting for information from the Recreation Department. 2) Russ said that the Planning Board held one of their input sessions. He said that the focus is on land use and transportation, with 150 letters being sent to Town stakeholders. He said it was a good session, but had hoped for a better attendance, as this will drive the Master Plan and Zoning. The schedule for the meetings is listed on the Town's website New & Announcements. 3) Jon wanted to address the cancellation for the July 4th parade, as he has received negative and positive feedback on the early morning CodeRed message that went out. He added that the Board was aware of what was going on and he supported the effort, as there were a lot of people involved preparing

floats, parade participants, along with food preparation, etc. In addition he said that he has been contacted by the Ladies Auxiliary about the upcoming primary election and the Board's wish to have them prepare lunch. The Selectmen all agreed that this has been a tradition and they would appreciate that the Auxiliary do this. 4) Carter reported that the Chair of the Heritage Commission has informed him that they now have a Commission member, Bruce Worthen, who is willing to volunteer and sit on the Village Vision Committee.

2. Village Vision Committee Minutes, June 17 & July 1, 2014: Acknowledged.
3. Milfoil Committee Minutes, June 25, 2014: Acknowledged.
4. CIPC Minutes, June 26, 2014: Acknowledged.
5. Trustees of the Trust Funds Minutes, June 27, 2014: Acknowledged.
6. Zoning Board of Adjustment Minutes, July 2, 2014: Acknowledged.
7. Planning Board Minutes, July 9, 2014: Acknowledged.

VIII. CORRESPONDENCE:

1. Rep. Karel A. Crawford, July 7, 2014, Carroll County Audit: Jon said that Rep. Crawford's letter was referred to earlier.
2. William & Susan Cutillo, July 1, 2014, Moultonboro Neck Road: Jon said that he will talk to the Road Agent regarding Mr. Cutillo's suggestion of the Town taking over Moultonboro Neck Road, as was done in Sanbornton, with the state paying 2/3 and the Town paying 1/3 of the reconstruction cost. Jon added that Scott has said the only way he would agree to take Moultonboro Neck would be if the state repaired, along with the bridge first. Joel added that from what he knows the states doesn't want to give it up as it owns Harilla Landing.
3. Time Warner Cable, July 7, 2014, Possible Program Changes: Jon reported that this was their usual letter.
4. Al Hume, Volunteer to Serve Your Town: Carter reported that there is one alternate seat open. Russ Made the Motion to appoint Al Hume to the Village Vision Committee, with a term to end upon discharge by the Selectmen. Paul Seconded and the Motion carried Unanimously.

- IX. CITIZEN INPUT:** 1) Ken Kasarjian spoke to the upcoming Volunteer Luncheon, suggesting that the Selectmen recognize what the volunteer has done. He added that they should put a dollar amount to the volunteer hours to recognize the Town's benefit. In addition, he would prefer to receive no gift, based on the gift that was given out last year. Mr. Kasarjian gave his opinion that Department Heads should participate in the Selectmen's retreat, as they are the ones to accomplish the goals. Jon replied that he does attend staff meetings and he feels that the Department Heads are aware of what the Board is working on. Joel added that the retreat is for the Selectmen to set their goals and then talk to the Department Heads about the best way to accomplish them. Referring to the gift, Joel said that it is a small token of the Town's appreciation and to say "Thank You". 2) Jean Beadle agreed with Joel, that the Selectmen should set their goals, adding that Department Heads shouldn't attend the retreat, but once the goals are set, to solicit their input on how to get it done. Jon said that the only participants will be the five Selectmen and the facilitator. 3) Al Hume agreed about the gift given to the volunteers, adding that he really liked the pewter key rings given out in a previous year, and would like to see more of that kind of gift. Jon said that it is important to look at the cost of the volunteer gifts, which is a token of appreciation. No disrespect was meant with the gift given

last year. 4) Hollis Austin asked if the Selectmen were satisfied with the Recreation Department's participant numbers given to them. Paul said that he asked again to receive them and will be able to answer Mr. Austin's question next Thursday.

- X. **NON-PUBLIC SESSION:** Paul Made the Motion for the Selectmen to go into Non-Public Session per 91-A:3 II (c) and (a) and only to reconvene for the purposes of adjournment. Joel Seconded. A roll call was taken: Paul – Aye; Russ – Aye; Chris – Aye; Joel – Aye; Jon- Aye. The Selectmen went into Non-Public Session at 8:34 p.m.

The Board exited Non-Public Session at 9:47 p.m. having voted by a vote of 2/3 or greater of the members present to seal the minutes until 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:** Chris Made the Motion to Adjourn. Joel Seconded. Motion Carried Unanimously
Jon adjourned the meeting at 9:48 p.m.

Approved

Date
Respectfully Submitted
Hope K. Kokas