

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

Selectmen's Meeting

December 18, 2014

MINUTES

Selectmen: Jonathan W. Tolman, Chairman; Joel R. Mudgett, Paul T. Punturieri, Christopher P. Shipp (absent with prior notice), Russell C. Wakefield; Carter Terenzini, Town Administrator; 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. REVIEW / APPROVAL MINUTES: Joel Made the Motion to approve the Minutes of December 4, 2014 (2), Public & Non-Public, December 5, 2014, December 12, 2014. Russ Seconded the Motion. Paul asked to amend the minutes of December 4th, page 5, Old Business, #1, at *Paul said yes, initially, adding before negotiations.* Jon said that also on page 5, Old Business #2, that he wanted to amend the minutes at *Jon said that the statute allows it, although he too was uncomfortable with it,* to read, *Jon said he agreed with Paul, but that the statute allows it.* Paul asked to amend the December 12th minutes, page 2, under Recreation, *Paul wanted to make sure we didn't spend it just to spend it down, adding, but use it to reduce the operating budget, and ...* The minutes were approved unanimously as amended.

IV. CITIZEN INPUT: 1) None.

V. NEW BUSINESS

1. Review for Action: Consent & Signature File:

DATE	DOCUMENT	MAP/LOT#
12/18/14	Administrative Abatement	189-003
12/18/14	Administrative Abatement	044-029
12/18/14	Administrative Abatement	134-012
12/18/14	Administrative Abatement	269-008
12/18/14	Administrative Abatement	134-011
12/18/14	Administrative Abatement	056-001
12/18/14	Administrative Abatement	029-044
12/18/14	Administrative Abatement	052-014
12/18/14	Disposal Agreement	134-001
12/18/14	2015 Forest Fire Warden/Deputy Reappointment	N/A
12/12/14	Citizens Petition, \$1,000 Loon Preservation Committee	N/A
12/18/14	NH DRED Div. Forest & Lands, Forest Fire Report/Bill	N/A

Jon read the Consent & Signature File. Russ Made the Motion to approve the Consent & Signature File for December 18, 2014. Joel asked Tax Collector Susette Remson to

explain about the Administrative Abatements due to interest. She said that the new Avitar system takes all interest first which is different from how Vadar handled it. During their training they were instructed to handle it this way, but the problem was discovered later. Susette added that it is a one-time problem. Paul Seconded the Motion. The Motion carried Unanimously.

2. Review for Action: Tax Collector, Susette Remson, Acceptance of 2011 Tax Deeds: Susette reported that the deadline was December 10th, but it didn't coincide with the Selectmen's meeting, adding that there haven't been changes since then. Russ Made the Motion to accept all 2011 tax deeds as listed in the Tax Collector's memo of December 16th and to authorize the Tax Collector to record the deeds. Carter explained the process stating that after the deeds are recorded, letters of notification will go out to each property owner. The buildings will be secured, the Town's insurance company will be notified, and notices will be posted to any building on the property. Joel Seconded and the Motion carried Unanimously. Paul asked Susette about the transition from Vadar to Avitar. Susette said that with Avitar it does take more time for data entry as it asks for more information. There have been some problems with electronic billing and secondary owners, but their customer service has been excellent and any issues have been quickly resolved. Susette added that she's received many requests for electronic billing and a lot of people are paying their bill through the NH Tax Kiosk.
3. Review for Action: NH DES, Septage Agreement – Winnepesaukee River Basin Program: Paul asked and learned that this was in addition to the agreement the Town has with Plymouth. Carter added that there is no added fee to the Town, but gives companies another option than Plymouth. Paul Made the Motion to approve the Septage Agreement with the Winnepesaukee River Basin Program and to authorize the Chair to sign the agreement. Joel Seconded and the Motion carried Unanimously.
4. Review for Action: Broadband Working Group Report: Bill Gassman of the Broadband Working Group told the Selectmen that the group started meeting in March and met eight times. In his presentation he added that they were led by UNH, NH DRED and LRPC. The report goes over the speed test, the provider matrix, glossary of terms and the working group's recommendations. The report is posted on the Broadband Working Group webpage. Mr. Gassman said that they found that overall the Town is in good shape with 95 to 99% being connected. Of those taking the speed test, three times as many used Time Warner Cable than Fairpoint, and at twice the speed. They found that there are three areas unserved, approximately 40 homes all with underground utilities. Mr. Gassman reported that a majority of the Town has 4 megabits/second which had been the FCC specification and definition for being served. However, the FCC has increased their specifications to 10 megabits/second as a minimum. The group is asking that the Selectmen accept all or some of their recommendations, of which there are four short term and 4 long term goals (3 years out). Russ asked Mr. Gassman if the Town's money would be better spent to invest in fiber optics to enhance the underserved or spend it on the 40 homes without it. Mr. Gassman said that the group feels that the 40 homes are the first priority. He added that they thought the Town should work with the providers to do this. 1) Joe Cormier, a member of the Broadband Working Group said that the technology is changing fast and reported that going from being plugged in to being wireless can cause a big variation in speed. Sometimes what had been reported as a problem turned out to be operator error or lack of knowledge. He cautioned the Selectmen when making decisions with the franchise agreement to understand that what is now a baseline of service will change quickly. Paul thought that it would be great to be able to market the Town with 100% broadband. He said that in the 2008 Master Plan, it

was recommended to create a technology committee and he thought that this needs to be done. Mr. Gassman said that they will need people who are familiar with the technology and government bids to do this. He thought that they could provide a no cost service to educate business owners how to best utilize the internet to enhance their business. Paul said that he would add that the Town Hall should open up its WIFI to all. 2) Steve Maguire asked Mr. Gassman if the Fairpoint strike has had any influence. Mr. Gassman said not initially, but right now it is having an impact. Mr. Gassman provided an idea to promote citizen WIFI, which would allow to beam it to neighbors without wired connections and the cost of the technology is reasonable. The Town could help with the engineering and let the property owner handle the cost. 3) Mr. Cormier reported that as a result of the strike there has been vandalism, people shooting out the wires (not in Town). 4) Bud Heinrich thought that if only 10% of the Town responded, then the estimated number of underserved could be more. Mr. Gassman said that the speed test didn't identify those who didn't have it, but those people were asked to call and did so to report. He added that the number of underserved could be more, but felt comfortable with the number given. 5) Mr. Cormier said that people who are underserved or with slow speeds can call their provider to find out why and get help to increase it. 6) Scott Bartlett, a member of the Broadband Working Group said he was happy to learn about the high capacity for business and thought it would be a great idea to market this, and create a technology advisory group which would open up the dialog with the providers. Paul Made the Motion to accept the four goals as presented in the 2014 Broadband Working Group Final Report Outline dated 12/18/14, to immediately fund opening the Town Hall's WIFI to the public, and ask the 2014 Broadband Working Group to develop a framework for a new working group to go forward. Joel Seconded the Motion. The Selectmen all agreed that they did a great job and appreciate the thorough investigation. 7) Mr. Bartlett said that Carter had a good relationship with UNH and was an integral part of the effort. The Motion carried Unanimously.

5. Review for Action: MFRD Emergency Operations Plan Update: Fire Chief David Bengtson told the Selectmen that the Emergency Operations Plan must be updated to meet FEMA formats. In the near future the state will be going digital. He said that they have received four bids and recommend going with LMK Emergency Planning Associates who presented a "hard bid" of \$5,500 despite the future digital requirement. The other bidders would need to revise their quotes. The Chief explained that the plan would be for the whole Town to include, shelter, DPW, etc. Joel Made the Motion to approve the bid of LMK in the amount of \$5,500 and authorize the Chair to sign the agreement. Paul Seconded.
6. Review for Action: Fire & Emergency Services Utility Truck & Encumbrance: Chief Bengtson told the Selectmen that the utility truck was taken out of service on December 4th due to rust and holes in the frame. In an attempt to see if it could be repaired, they were told by Lakes Region Fire Apparatus that they didn't recommend it be repaired. The Chief said they have received a bid from the state approved bidder, for a Ford, new cab and chassis, initially at \$28,156 and just revised to \$28,263. We will take the flat bed from the old truck and install it on the new one. The Total cost would be \$31,563. The Chief explained that he has the money in the budget due to reduced staff numbers. He added that he has provided this information to Town Planner Bruce Woodruff for him to submit it to the CIPC. Joel explained that in the past, volunteers were using their personal trucks to plow and haul frozen fire hose, which resulted in personal vehicles receiving damage. The truck that is being replaced is a GMC 2001 pick-up which came from the DPW in 2012 with 121,000 miles on it then. When questioned why firefighters

are plowing, Joel explained that hydrants need to be plowed and shoveled, and during emergency medical calls or during a fire, in order to access the property there are times they need to plow to allow the vehicles to enter. Carter said that this is consistent with the fleet plan the Selectmen approved. Joel Made the Motion to authorize the Chair to sign the purchase once the CIPC has reviewed it and then to encumber these funds to carry over into 2015 for a total of \$31,756. He added that they shouldn't refurbish old trucks as the cost is too high. Paul Seconded the Motion. The Motion carried Unanimously.

7. Review for Action: 2014 Public Safety Borings Task Order: Carter reported that the cost is for two days of borings only. There was discussion of the possibility of damaging the radiant heat tubes and the steps that would need to be taken to prevent this. Joel explained that they've been told that there hasn't been any more movement in the slab and they are taking this step to be sure that the floor is not being hung up by ties only with a void that they don't know about. They want to be sure that the settling is done before they start making repairs. Joel Made the Motion to authorize the Chair to sign the task order and the budget amendment of \$12,250 from contingency to DPW. Paul Seconded and the Motion carried Unanimously.
8. Review for Action: 2015 Road Program Task Order: Jon reported that this is for engineering services for 2015. Carter said that the goal is to request bids in the spring versus in the fall. Paul Made the Motion to authorize the Chair to sign the task order for \$75,000. Joel Seconded and the Motion carried Unanimously.
9. Review for Action: 2014 Flooring Bid Award: Jon recused himself from the Board for this discussion. Joel acting as Chair, reported that there were two bidders, Color Shed and Decorative Interiors. Due to Color Shed excluding from their bid the final clean and wax, it is recommended to approve the bid from Decorative Interiors. Russ Made the Motion to approve the bid by Decorative Interiors of \$18,000 and authorize the Chair to sign any change orders up to 10%. Paul Seconded and the Motion carried Unanimously. Jon returned to the Board.
10. Review for Action: 2014 Shaker Jerry Culvert Replacement Bid Award: Jon reported that there were 6 bids, with 2 being incomplete. It is recommended to award the bid to Nelson Communication Services for \$24,950. Carter said that there is a potential of higher volumes of unsuitable soils. As this job has the potential for quantities of "unsuitable" materials to have to be removed, he asked that the Chair be authorized to sign any contingencies up to 15%. Russ so moved and Joel Seconded. The Motion carried Unanimously.
11. Review for Action: 2015 Tri-County Bassmasters Launch Request, Lees Mills: Jon reported that the Police and Fire Chief have both reviewed this request and have no concerns. Scott Bartlett asked that this information be forwarded to the Milfoil Committee. Paul Made the Motion to approve the Tri-County Bassmasters Launch Request for Lees Mills, July 25th and 26th, a total of 18 boats/trailers. Joel Seconded and the Motion carried Unanimously.
12. Review for Action: 2014 Encumbrances: Carter explained that funds approved for projects that haven't been completed or just approved tonight are being requested to carry over to the 2015 budget year. Paul asked Carter to explain the differences in what was just approved versus what is being carried over. Carter explained that there could be extra costs and the carry-over was an estimate of what would be needed. Joel Made the Motion to approve the encumbrances of \$255,536.10 per Heidi Davis' memo of December 18, 2014. Russ Seconded. The Motion carried Unanimously.

13. Review for Action: Postage Meter Lease: Carter explained that the lease for the Pitney Bowes postage meter machine is up. He added that they can purchase the present machine, but were told that it was obsolete and they won't service it. Carol Fucarile researched vendors and received costs for 3 different companies and to lease their machines. One vendor, Formax came to Town Hall with his machine for a demonstration. Carter explained that for Pitney Bowes, the leader in the industry, their first quote was high and then upon learning that the Town was a member of NJPA reduced their cost by \$4,800. Staff were impressed with Formax who is out of Dover, NH and received high comments from their references, along with the lowest price per imprint, and are recommending going with them for a 5 year lease at \$9,796. Russ Made the Motion to approve the 5 year lease with Formax, \$9,796, and to thank Carol for her work. Paul Seconded and the Motion carried Unanimously.

VI. OLD BUSINESS:

1. MPD Officer Daniel Ingram's Resignation: Jon explained that this has been withdrawn, and it is likely that it will be before them in the near future.
2. KV Partners, LLC, Request for Contract Extension: Jon thought that they should set up a screening committee, as was done previously. Carter explained that the state requires that their selection be based on qualifications and then negotiate the price. Paul suggested that Town Administrator and DPW Director should not be involved in the screening. Carter agreed, as that is how it was done the last time. Jon said that he has no issues with KV Partners, but thought that this was in the best interest of the Town. Carter said that they could start this after the first of the year. Joel Made the Motion to set up an Engineering Screening Committee. Paul Seconded and the Motion carried Unanimously.

VII. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: 1) Paul reported that UNH presented their preliminary report on the Recreation Survey. There were 5 recommendations made, with 3 being suggested to be done immediately to work with the school and surrounding communities to utilize gym space. In their report, it was said that the Town needs to come to a definitive agreement about the need for a Recreation gym facility. At the Town-wide meetings 133 people attended. They remarked that Moultonborough is the smallest town they've worked with, but with the biggest participation. There will be another meeting in January. 2) Russ reported that the Planning Board approved 4 out of the 5 proposed zoning amendments for the 2015 Warrant. Russ also reported that he recently wrote to Senator Kelly Ayotte about his concern over Obama Care and the negative effect it will have on municipalities, i.e. Cadillac Tax. He was pleasantly surprised that he received a phone call from her office in DC and learned that the Senator is very aware of how this will effect New Hampshire and municipalities. Joe Cormier asked Russ and learned that the 4 out of 5 zoning amendments approved are the same that were posted on the web.

VIII. CORRESPONDENCE

1. Capital Improvements Program Committee, December 8, 2014, CIPC Review: Jon reported that they received a letter from the Chair of the CIPC about their concern of the proposed change of the charge of the committee. Bud Heinrich asked about how to view

the letter and learned that CIPC's meeting of December 4th was videoed. Russ asked Carter to explain the proposed changes. Based on the CIPC Chair being at tomorrow's work session, Russ said he could wait until then.

2. Time Warner Cable, December 3 & 7, 2014, Possible Program Changes: Jon reported there will be cost increases.
3. Steven Simpson, Volunteer to Serve Your Town: Joel suggested and the Selectmen agreed to refer Mr. Simpson's application to Chief Bengtson for his review as he is interested in being on the Community Emergency Response Team. Based on the Chief's recommendation, they can act on it at their next meeting, January 8, 2015.

IX. CITIZEN INPUT: 1) Mr. Heinrich suggested that more testing and research be done for the Highway Garage water system, suggesting that saline is polluting the area. He added that perhaps the present well can be saved. Joel commented that Mr. Heinrich's statement that salt from Highway Garage is leaking is unfounded. He added that 5 years ago 2 deep wells were drilled by Moultonboro Neck Road, and both were full of salt, which suggested that the aquifer is full of salt. 2) Hollis Austin asked about the sand for the public's use and if it contained salt. He learned that it does in order to keep it from freezing. He thought it should be somehow contained or covered. Joel replied that this problem has existed for years.

X. NON-PUBLIC SESSION: Not needed.

XI. ADJOURNMENT: Russ Made the Motion to Adjourn. Paul Seconded.
Motion Carried Unanimously
Jon adjourned the meeting at 9:14 p.m.

Approved

Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant