

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

Selectmen's Meeting

March 19, 2015

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Vice Chair, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Carter Terenzini, Town Administrator; Hope K. Kokas, Administrative Assistant.

I. CALL TO ORDER: Russ called the meeting to Order at 7:00 P.M.

II. PLEDGE OF ALLEGIANCE:

III. BOARD REORGANIZATION: Russ welcomed the two newly elected Selectmen, Josiah H. Bartlett and Jean M. Beadle to the Board. He explained that this was the organizational meeting. Russ nominated Chris Shipp as Chair. Jean Seconded. Paul began to make a comment, when Russ stated that he was going to take one nomination at a time, as he thought it was cleaner. Paul thought that another nomination could be made at the same time. Russ said it was standard procedure, and that at last year's Planning Board organizational meeting it was done wrong and this is was the proper way to do it. Paul thought that there would be enough votes as it has already been seconded. He thought that the proper way to do it was to have all the nominations made. Russ questioned if he thought he'd have enough votes and Paul said he didn't know. Russ said if Paul feels strongly about this, then he should make his statement. Paul said he would like to be sure that Chris has the time to be Chairman and he hasn't seen evidence of this in the past year. He wants to be sure that Chris is able to put the time and effort into this as the former Chair had done. With Carter leaving it is especially important that the Chair makes this commitment. Paul felt, that as Russ is holding the floor, he made the nomination and it wasn't correct and that any other nominations should be made before the vote. Chris commented that he understood his concerns, but accepts the nomination and assured the Board that he will put his heart and soul into being the Chair. Josh said he was also going to ask Chris if he had the time. He added that as Russ is the senior member, his rules are the rules, although he doesn't necessarily agree. Russ asked Josh if he would like to change the rule, and if he thought it would do any good. Chris commented that in the past he has seen multiple nominations on the floor and has no problem with it. Paul said that he was willing to vote on Chris as Chair and would be supportive. He added he wished that they wouldn't do this stuff outside of the meeting and he is not pleased, and it isn't in the best interest of the community. Russ said that the best interest of the community and Board is to discuss such things prior to the meeting and they didn't get into any protocol. Paul stated that this was illegal, and told Russ to just take the vote. Russ called for the vote: Jean – Aye; Paul – Nay (stating that it wasn't the correct procedure); Chris – Aye; Russ – Aye (stating that based on his past experience from 1977 on the Planning Board and Board of Selectmen, and all of those years, the nominations were discussed and voted on, and if not enough votes, then another nomination was made. He added that last year was the first time he'd seen multiple nominations being made before the vote); Josh – Nay (the procedure is wrong). 3 Ayes and 2 Nays (Paul and Josh). The nomination carried. Chris opened the

nominations for Vice Chair. Jean nominated Russ for Vice Chair. Paul nominated Josh as Vice Chair. Josh said that based on Russ' ruling, there could only be one nomination on the floor at a time. Chris asked for a second for Jean's nomination, and he seconded the motion. Russ said that although he doesn't have a lot of time, he will accept the nomination. Chris asked and Josh replied that he ***did not have any nominations for*** Vice Chair. Chris called for the vote: 3 – Ayes, 1 – Nay (Paul) and 1 – Abstain (Josh).

Paul Made the Motion for a brief Non-Public Session per RSA 91-A:3 II (c) for reputation and will shortly reconvene. Russ Seconded. Paul – Aye; Russ – Aye; Josh – Aye; Jean – Aye; Chris – Aye. The Selectmen went into Non-Public Session at 7:09 p.m.

The Board exited Non-Public Session at 7:13 p.m., having voted by a vote of 2/3 or greater of the members present to seal the minutes as it is determined that divulgence of the information discussed would likely affect adversely the reputation of a person other than a member of the public body itself and to not disclose the minutes and decisions reached to the public until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply.

Liaison/Ad Hoc Appointments: Chris stated that they would now appoint Board members. Josh asked for clarification, if a Board member can be on the Development Services Team and not on the Planning Board. Chris confirmed that was correct.

- Chris: Public Safety Team, IMA Ambulance Committee, E-911 Committee, Recreation Advisory Board, Joint BOS & School Board Subcommittee, BRC Gym Site Study Alternate
- Jean: Heritage Commission, Administration & Finance Team, Advisory Budget Committee, Milfoil IMA Committee
- Josh: Public Works Team, CIPC, Selectmen's Alternate to the Planning Board, Library, Master Plan Committee, UNH Recreation Needs & Feasibility Study Alternate
- Paul: Community Service Team, BRC Gym Site Study, UNH Recreation Needs & Feasibility Study, MPIC, CIPC Alternate, Joint BOS & School Board Subcommittee, Lakes Region Planning Commission
- Russ: Town Engineer Screening Committee, Development Services Team, Planning Board, Coalition Communities.

BoS Procedural Rules Review: Paul asked and received confirmation that Selectmen as Liaison members are to speak for themselves, and not as the Board. If the Board requests, they are to carry the Board's opinion back to the committee/board. Josh asked about the definition of ex-officio members, and if they are allowed to participate and not vote. Paul said that wasn't necessarily the case. Josh asked to amend the Procedural Rules, Section 4, Meetings on page 3, #1., striking the word *other*, to read, "The Town Administrator or any member of the Board of Selectman may place a matter upon the agenda." Approved by Consensus.

Work Sessions-Decision Process: Russ questioned their practice of not voting during Work Sessions and postponing the vote until the next business meeting, which can be a two week delay. He said that he searched the RSA's and couldn't find anywhere that states no votes during work sessions. The Board had decided to limit the discussion to only Board members during work sessions. Chris had a concern that if they are voting, then the public needs to be made aware. Paul said he was opposed to changing this policy. Jean said her main concern is that the

Board make timely decisions. Chris thought that they should only vote during a Work Session when absolutely necessary. Paul Made the Motion to keep it consistent and to not vote during Work Sessions. Josh Seconded. 3 Ayes, 2 Nay (Chris and Russ). The Motion carried.

2015 Meeting Schedule: Discussion occurred about conducting business meetings weekly, with a Work Session on the last Thursday of the month (4 p.m.). Paul said in light of Carter's leaving, the Board's work load will be increasing, and he was in favor of this. Approved by Consensus.

- IV. REVIEW / APPROVAL MINUTES:** Hope asked that the minutes of March 5, 2015 be amended, page 3, New Business, item #11, striking *Chris Seconded*, adding *Joel Seconded* and *Chris abstained*. Chris acknowledged that the Non-Public Minutes of March 12th were not included to be approved at this meeting. Russ Made the Motion to approve the Minutes of March 5, 2015 (2), Public & Non-Public Session as amended. Paul Seconded. Josh and Jean abstained. The Motion carried.
- V. CITIZEN INPUT:** Russ made a comment regarding Carter's March 9th weekly report about Carroll County carrying \$100,000 on a line of credit to cover their cash flow needs, at 2.5% interest. He added that if the interest rate goes up, the Town's share of this cost will also go up. Paul added that the line of credit is because the county doesn't have any funds in their Fund Balance. Josh suggested inviting the Carroll County Delegation to attend a Board meeting to report and discuss the situation. Carter reminded the Board that a year ago they did invite the local members of the delegation to attend their meeting (Representatives Crawford, Cordelli and Wright). Carter asked if they'd like to invite the local delegates again. Paul suggested that the Commissioners should also be asked to attend and the Board agreed to invite them all. Carter said he would draft the letter. 1) Joe Cormier asked about the Organizational Meeting. Russ explained that this is done every year after elections. Chris added that at any time, if the Board decides, they can vote again on the Chair if they deem he's not fulfilling his role, or for any appointment, for that matter. Paul commented that his concern was that this was decided before the meeting, which he felt was *a violation of the Right to Know law* regardless of how it had been done over the years.
- VI. NEW BUSINESS:**
1. Public Hearing: Acceptance of Money, RSA 31:95b, "Turn Up the Heat": Chris opened the public hearing to accept the money sent to the Town from the Turn Up the Heat committee, a total of \$7,253.88 for the purpose to assist residents who require fuel assistance. Paul asked how the funds were disbursed. Carter replied that the Human Services Director disburses the funds based on need. They can't be used to replace tax levy funds if a person was otherwise eligible for general assistance. People must first apply for Fuel Assistance, and those who do not meet their eligibility will be eligible for these funds. Payments are made out of the general fund and twice a year Heidi requests that the Trustees release the funds to the general fund to cover the cost. Josh Made the Motion to accept the funds donated by "Turn Up the Heat" in the amount of \$7,243.88. Jean Seconded and the Motion carried Unanimously.

2. Review for Action: Consent & Signature File: Carter explained that this is for administrative items that have been vetted by staff. The first item is paperwork for the MS5 in order to file the final report.

DATE	DOCUMENT	MAP/LOT#
3/19/15	Journal Entry Approvals	N/A
3/19/15	NH Retirement System, Group II Position Certification	N/A
3/19/15	Veterans' Tax Credit, SCPTD 2015 – Approved	169-057-000-003-005
3/19/15	Veterans' Tax Credit 2015 – Approved	072-031-000-000-000
3/19/15	Elderly Exemption Renewed 2015	1-2015-E
3/19/15	Elderly Exemption, New 2015	2-2015-E
3/19/15	Elderly Exemption, Denied	3-2015-E
3/19/15	Abatement Approved	283-014-000-009-034
3/19/15	Abatement Approved	026-011-000-000-000
3/19/15	Application for Construction of Driveways	072-024-000-000-000
3/19/15	Forest Fire Report/Bill	N/A

Chris read the Consent & Signature File. Russ Made the Motion to approve the Consent & Signature File for March 19, 2015. Josh Seconded. The Motion carried Unanimously.

3. Review for Action: Village Lane Narrowing: Carter reported that the Highway Safety Committee requested that the Selectmen reconsider their decision from the March 5th meeting to not include the village lane narrowing on the LRPC TIP list. DPW/Highway Agent Scott Kinmond said that in his 24 years of Police and Highway experience, that the best way to reduce the speed in the village is to narrow the width of the lanes, which is a low cost way to calm the traffic for pedestrians and bicyclists. Chris said that the Village Vision Committee didn't have much support for this idea, mainly due to large trucks which will be going over the fog line. Josh thought that if the shoulder width isn't changed, then people won't pay attention to the lines in the road or the lights. He wondered if a rumble strip would work. Scott said that wasn't a consideration, adding that the state law will allow a motorist to go over the fog line if there is enough pavement. Rumble strips are used to raise the driver's attention. Scott said that he has painted yellow lines down Town roads to force people to slow down and drive on their side of the road, versus on the crown. Russ thought it won't be any safer. Jean thought it was a low cost solution and to give it a try. Chief Leonard Wetherbee said that lane narrowing wasn't a new concept with numerous state and federal studies that it slows speeds and isn't a hazard. He added that this occurs unconsciously, as the driver slows down given the width of the lane, same as the yellow line concept. From the east side of Town, the road is very wide, drivers are travelling at 50+ MPH, if the road narrows, then they will slow down to drive safely. The Chief said that he was surprised at the Board's initial decision to not include this on the TIP list. Paul said that the LRPC's TIP list, is a request to the state and there is no guarantee that it will be funded. He said he's done some research and has changed his mind and is now in favor of this. Discussion continued regarding other possibilities to achieve the goal to slow traffic through the village. One suggestion was to add a speed reader on both sides coming into the village. The Chief reported that the cost for a speed reader is \$3,000 +/- and then additional cost for the solar panel. He commented that the state doesn't like speed readers for whatever reason. Adding barriers, signs, etc., were discussed. Paul Made the Motion to put back

- Lane Narrowing on the LRPC TIP list. Josh Seconded the Motion. 4 – Aye, 1 – Nay (Chris). The Motion carried.
4. Review for Action: Launch Request, NHIAA, 9/24/15: Chris reported that this has become an annual event, and this is the Interscholastic Athletic Association High School Bass Fishing Qualifier for the state championship. In the past the Town has waived the launch fee. Russ Made the Motion to approve the NHIAA, September 24th, at Lee's Mills and States Landing and to waive the launch fee. Jean Seconded and the Motion carried Unanimously. Chief Wetherbee said for the first tournament, the department was a bit concerned with all of the boats and trailers and possible traffic, but found that everything went very well and the group was very well organized. The Motion carried Unanimously.
 5. Review for Action: MPD 2015 Highway Safety Grants: Paul asked and the Chief replied that there wouldn't be any DWI checkpoints, as he is not in favor of them. This would be just for patrol. Chris reported that this is an application for four grants: Speed Enforcement, DWI Patrol, School Bus Enforcement Patrols, and In-cruiser Hi-def Video for the new cruiser, a total of \$22,060. Paul Made the Motion to approve the application for the four grants as written and authorize the Chair to sign. Russ Seconded and the Motion carried Unanimously.
 6. Review for Action: Amend the Master Plan Implementation Charge & Composition: Paul commented that the amendments have been previously reviewed and he Moved to approve the amended Master Plan Implementation Charge and Composition as written. Russ Seconded, and asked about the date of 2008 on the Master Plan and if it is still pertinent. Paul said it was still valid. Carter commented that it may be amended as needed. The Motion carried Unanimously.
 7. Review for Action: Budget Amendment #2 FY 2015 Re: COLAs: Chris reported that this was the 1.5% cost of living adjustment. Jean Made the Motion to approve budget amendment #2. Paul Seconded and the Motion carried Unanimously.
 8. Review for Action: Amendments to Personnel Plan Re: CBA Consistency: Chris asked about Section 5 to waive the probationary period. Carter said that in the case of hiring a department head, they might not consider taking a job with a probationary period, or for a present employee who was promoted to a new position and has successfully served their initial probationary period. Paul commented that this includes the amendment of new employees paying 15% of their health insurance cost. Paul Made the Motion to approve the amendments to the Personnel Plan. Josh Seconded and the Motion carried Unanimously.
 9. Review for Action: Single Stream Recycling Review Group: Chris asked that Carter correct his memo to read the BOS instead of the ABC. Paul questioned if single stream recycling would require outsourcing. Carter said it wouldn't. The change would be having only two deposit areas and then the number of staff needed would have to be determined. Paul said he would like to have a formal committee versus a working group. Jean agreed. There was discussion about asking a recent volunteer, Cody Gray if he would be willing to be a member of this committee as this is an area of interest for him. Paul Made the Motion to form the Single Stream Recycling Review Committee. Russ Seconded. Scott Kinmond said that sometimes it works out to save money, but with only two deposit areas, this will likely reduce staff needs. The Motion carried Unanimously. Carter said he would reach out to Mr. Gray.
 10. Review for Action: Formalize UNH Feasibility Working Group (P. Punturieri): Paul said that with Carter's departure, there is still a lot that needs to be done. He would like to formalize it to a committee from a working group and he would like to be the Chair.

Chris asked if the group has discussed this. Paul said it was discussed in an email. Jean asked what the purpose in doing this was. Paul said to bring to the Selectmen and School Board action on the first four recommendations. Paul thought that this could be done by June 1st. Paul Made the Motion to appoint the group as the UNH Feasibility Committee, and appoint himself as Chair. Josh Seconded. Russ asked if there were enough members and if a Selectmen's Alternate was needed. Josh said he would volunteer as Alternate. The Motion carried Unanimously.

11. Review for Action: Town Engineer Steering Committee: Russ said he put this on the agenda as he wasn't sure if everything was all set in motion. Carter reported that the membership is full and he just needs to rework the first meeting date.
12. Milfoil Grant & 2015 Contracts: Carter reported that the Milfoil Grant should have been on this Agenda, and is budgeted through the trust fund. He requested the Board's authority for the Chair to sign a grant application to DES to receive \$18,063 of reimbursements, to sign the contract with Aquatics Control Technology to not exceed \$90,000, and AB Aquatics for the DASH (hand pulling) to not exceed \$130,000, and any change orders if needed to not exceed 10%. Russ Made the Motion to authorize the Chair to sign the DES grant application, and to sign the contracts with Aquatics Control Technology, and AB Aquatics, along with any change orders to not exceed 10%, as described. Jean Seconded and the Motion carried Unanimously.

VII. OLD BUSINESS:

1. Cody Gray, February 19, 2015, Volunteer Application: Chris repeated that Mr. Gray will be asked to serve on the Single Stream Recycling Review Committee, and also as a member to the Advisory Budget Committee.
2. Draft 2015 BOS Goals Work Plan & Calendar: Paul reported that they have added the Single Stream recycling to the work plan and a future addition. Paul Made the Motion to approve the 2015 Selectmen's Work Plan and Calendar. Russ Seconded. The Motion carried Unanimously.
3. Amended Job Descriptions: Carter said that there were only a few mark-ups and suggested tabling to allow the new Board members to review it. Approved by Consensus.

VIII. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: 1) Paul reported that the Joint Selectmen and School Board Committee met and complimented Donna Kuethe for doing a good job regarding the summer program. He added that the School is committed to working with the Recreation Department towards the full day summer Recreation program. The Committee asked Donna to be sure to keep accurate records. The Committee talked about the Town's marketing program and wanted to know what the desired outcome is, and what the target is for the Town's population. They will meet again on April 23rd. Chris commented that the Town needs work force housing. Josh thought that it was possible to do without subsidized housing with zoning amendments. Paul agreed, adding that the lot size is a barrier. Chris asked what the Board thought the target should be. Russ said that the direction to go is develop zoning and planning to allow it to happen. 2) Josh reported that the Planning Board meeting was routine, with an informal discussion with the NH Electric Cooperative (NHEC) about a solar array farm on Moultonboro Neck Road, which poses some challenges. He commented that technically the NHEC is

exempt from zoning, but it appears they want to be good neighbors. Josh told the Board that the abutters feel that property values will be reduced along with their quality of life. Joe Cormier commented that NHEC is a public utility and the proposed project would be situated on land owned by the NHEC. Russ added that the Planning Board officially dissolved the Village Vision Committee, along with the Broadband Group. Josh said that the Village Vision Committee did a tremendous job, adding that the mailing list they created should be maintained and volunteered to follow-up on this. Carter said the only way to do that is to have the Supervisors of the Checklist maintain a list in the same format as the Tax Collector. 3) Carter announced that he will be resigning as Town Administrator at the close of business on April 1st due to the philosophical shift in the Board of Selectmen. He told the Board he announced this to employees in a staff meeting that was held on Tuesday. He thanked all of the staff for their support and also members of the community who have reached out to him to wish him well. Carter said that he will try to wrap up as much as he can by April 1st. Chris read the press release written by former Chair, Jon Tolman (see attached), citing the many achievements made by the Town Administrator in his tenure. Chris and Jean thanked Carter for his work and efforts.

2. Planning Board Minutes, February 25, 2015: Acknowledged.
3. Trustees of the Trust Funds Minutes, March 11, 2015: Acknowledged.

IX. CORRESPONDENCE:

1. Time Warner Cable, March 9, 2015, Possible Program Changes: Chris said that this was their usual letter of possible program changes.

X. CITIZEN INPUT: 1) Hollis Austin asked and learned that there were no choices available for the color of fog lines. The center line must be yellow and the fog line must be white. Mr. Austin then asked the height of the solar array. Josh said that the first height given was 17' and now it was reduced to 13' maximum. Mr. Austin wanted to know how far back off the road the solar arrays would be situated. Josh said that they would be several hundred *yards* off the road, with access through the Arcadia Campground. Russ added that the biggest concern is the visual impact. Josh thought it was too early to give specifics. 2) Mr. Cormier asked how many abutters were there to the proposed solar array project. Josh said approximately 4 abutters. 3) Mr. Austin then asked and learned that the next presentation by the NHEC would be for the next Planning Board meeting.

XI. NON-PUBLIC SESSION: Chris said that the Selectmen need to go into Non-Public Session per RSA 91-A:3 II (a), (b) and (c) and will reconvene for adjournment only. Russ Made the Motion to go into Non-Public Session and to return for the sole purpose to adjourn. Jean Seconded. A roll call was taken: Paul – Aye; Russ – Aye; Josh – Aye; Jean – Aye; Chris - Aye. Chris added that after they adjourn the Board will go into a Non-Meeting for collective bargaining. The Motion carried and the Selectmen went into Non-Public Session at 9:11 p.m.

The Board exited Non-Public Session at 10:36 p.m. having voted by a vote of 2/3 or greater of the members present to seal the minutes as it is determined that divulgence of the information discussed would likely affect adversely the reputation of a person other than a member of the public body itself and to not disclose the minutes and decisions reached to the public until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply.

XII. ADJOURNMENT: Paul Made the Motion to Adjourn. Russ Seconded.
Motion Carried Unanimously
Chris adjourned the meeting at 10:37 p.m.

Christopher P. Shipp, Chair
Approved

April 2, 2015
Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant

Final