

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

Selectmen's Meeting

April 9, 2015

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Vice Chair, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Scott Kinmond, Administrative Liaison; Hope K. Kokas, Administrative Assistant.

- I. CALL TO ORDER:** Chris called the meeting to Order at 7:05 P.M.
- II. PLEDGE OF ALLEGIANCE:**
- III. REVIEW / APPROVAL MINUTES:** Jean Made the Motion to approve the minutes of March 19, 2015 Non-Public as amended, April 2, 2015 Public (2), amending the business meeting portion, first page, Review/Approval Minutes, strike *Paul* and replace with *Chris asked for a brief Non-Public Session...*; and (1) Non-Public Minutes as written. Josh Seconded. The Motion carried Unanimously.
- IV. CITIZEN INPUT:** None.
- V. NEW BUSINESS:**

1. Review for Action: Consent & Signature File:

DATE	DOCUMENT	MAP/LOT#
4/9/15	Charitable Exemption, Squam Lakes Conservation Society	012-002, 029-013, 057-002, 081-003
4/9/15	Disposal Agreement	104-008
4/9/15	Disposal Agreement	014-002
4/9/15	Certification of Yield Taxes Assessed	279-001
4/9/15	Certification of Yield Taxes Assessed	114-033-001
4/9/15	Elderly Exemption – Renewed	6-2015-E
4/9/15	Lease Agreement, Slip #2-B	119-023
4/9/15	Land Use Change Tax	279-002
4/9/15	Tax Collector's Warrant for Town/City	279-002

Chris read the Consent & Signature File. Russ Made the Motion to approve the Consent & Signature File for April 9, 2015. Paul Seconded. The Motion carried Unanimously.

2. Review for Action: DPW, Engineering Intern – Summer 2015: Chris asked the DPW Director, and Scott Kinmond explained that he is requesting that the Selectmen approve of soliciting an engineering student intern for the summer of 2015, 320 hours approximately, budget amount of \$5,000, which is within the 2015 budget for engineering on call services. The engineering intern will assist with summer projects, performing field and leg work, gathering data, etc. Scott said that the City of Laconia DPW uses engineer interns seasonally. Paul asked and Scott replied that he has known

about this opportunity for a while, and recently a colleague suggested it to him. Given Scott's present workload, he said that having the added assistance will be very helpful. Josh Made the Motion to approve the DPW's request to hire an engineering intern for the summer of 2015 not to exceed \$5,000, as outlined in Scott's memo dated March 24, 2015. Paul Seconded. The Motion carried Unanimously.

3. Review for Action: Temporary Use Permit, Loon Preservation Committee: Chris reported that the Fire and Police Chiefs have reviewed the Temporary Use Permit for the Loon Society's annual kayaking fund raiser. For the Past 4 years, the Town has waived the \$25 permit fee. Paul Made the Motion to approve the Loon Society's Temporary Use Permit to launch kayaks from Lee's Mills, July 10, 2015 (rain date July 13, 2015), based on the Fire Chief's recommendations, waiving the fee, and authorizing the Chair to sign the permit. Russ Seconded and the Motion carried Unanimously.
4. Review for Action: Library Board of Trustee Alternate Appointments (2): Paul Made the Motion to appoint Richard Geden and Ed Harrington as Alternates for one year to the Library Board of Trustees. Jean Seconded and the Motion carried Unanimously.
5. Review for Action: Deputy Treasurer Appointment: Chris reported that the Town Treasurer, Laura Hilliard is requesting that the Selectmen appoint Brenda O'Connor as Deputy Treasurer. Jean said that she had concerns about this appointment and recalled the same request being made in 2012. Although Ms. Hilliard is an elected officer, Ms. O'Connor is an employee (along with Ms. Hilliard) at Meredith Village Savings Bank, the Town's bank, and Jean felt that this a conflict of interest. Paul said he too remembers the discussion, and thought that it would be appropriate that Ms. O'Connor submit a resume. Josh added that the RSA states that the Deputy Treasurer appointment requires Selectmen's approval, and he shares Jean's concern. He suggested asking Ms. Hilliard to consider someone else. The Board agreed that this had nothing to do with the individual, but with the situation of being employed by the Town's bank. Jean said that as the Finance Liaison, she will talk with Ms. Hilliard. The item was tabled by Consensus.
6. Review for Action: TWC/Comcast Merger Letter: Josh reported that he has been researching this and has received suggestions and advice. He did learn that if the FCC approves the October 2015 merger of TWC and Comcast, they will have a 35% share of the cable business in the country. He also learned that Comcast is lobbying against allowing towns to have their own broadband system. The letter that was requested be written at last week's meeting, opposing the merger, is not likely to have much effect. Chris thought and the Board agreed that he should go ahead and draft the letter for their approval. Joe Cormier suggested that besides sending the letter to the FCC, that it should also go to the Town's state representatives to work on the laws regulating broadband. Josh said he could do that. He said that he has spoken with Attorney Puffer and upon his advice, he will set up a working group. Joel Mudgett suggested that he also send the letter to New Hampshire's US Senators and Congressmen. Mr. Cormier commented that Senator Ayotte is very informed about broadband in the state and nationally.
7. Review for Action: Taylor Estate Scholarship: Josh said that he added this to the agenda for an update on the scholarship. Mr. Mudgett, said that when he was a Selectman he checked on the status, and it has nothing to do with the trustees of the Taylor estate. Dick Plaisted's side of the family and the proceeds that they received from the sale will be going to the scholarship, which was stated during Town Meeting. Paul confirmed that Article 7 of the 2014 Town Meeting does not mention the scholarship. Scott said that he has spoken with both sides of the Taylor family and confirmed what Mr. Mudgett stated. He was told that Mr. Plaisted is working with an attorney to set up a charitable trust, which is protected and will insure it is invested properly. The scholarship won't be

available until 2016. Chris felt that it wasn't the Selectmen's responsibility to follow-up on this. Paul felt that the scholarship had been discussed and could've changed votes on Article 7. Jean said that she has talked with the School Board and they too contacted Mr. Plaisted and are of the same understanding.

8. Review for Action: Department Update Reports: Josh suggested that due to the departments' increased work load that the weekly report should be done monthly, reducing the work load. Chris disagreed, stating that the weekly reports keep the Board up to date, and a month is too late to be notifying them. Jean thought that the weekly report is a formal process for Department Heads to keep the Board and Town informed. Scott said that for the DPW, he wants the Selectmen to know what's going on. He added that if a department doesn't report, it just means business as usual.

VI. OLD BUSINESS:

1. DPW, Authorization to Manage Woodchip Stockpiles – Via Non-Resident Sales: Chris said that his main concern was that wood chips are being given out for free and then the resident, acting commercially is then selling them for a profit. Scott replied that DPW often receives the chips by truck vendors contracted by NH Electric Cooperative and PSNH, and he is requesting that the Town sell them as other towns do. Josh asked and Scott confirmed that the minimum would be \$2/yard or \$6/ton, and to allow him to negotiate the price as the market allows. Residents won't be charged. Chris asked and Scott confirmed that the Town's loader operator won't be consumed with loading wood chips. Russ Made the Motion to authorize the DPW Director to manage the non-resident sales of wood chips as detailed in his memo dated March 17, 2015. Josh Seconded and the Motion carried Unanimously.
2. DPW, Intermittent Employee Classification: Chris asked Scott if this had already been approved, based on last week's approval of the amended job descriptions. Scott said that this is a change from attendant to apprentice, which Scott felt wasn't officially approved last week. Russ Made the Motion to approve the reclassification and job description as outlined in Scott's memo dated February 16, 2015. Josh Seconded and the Motion carried Unanimously.
3. NH Municipal Association 91-A RTK Training: Josh reported that the New Hampshire Municipal Association will do a Right to Know training at Town Hall for a cost of **\$475**. He added that he called Primex, but has yet to hear back from anyone. Russ thought that from previous Right to Know trainings, they would need a 2 hour period for the training. Chris asked about the public attending and Josh replied that when he mentioned this, the NHMA person he spoke with seemed to get nervous about it. Scott told Josh he would give him Ty Gagne's telephone number in order to make the request from Primex.
4. Town Administrator Search Update: Paul reported that he provided the Board with handouts about Town Administrator searches and asked that they review it. Chris said he liked the several job descriptions that Paul provided. Chris and Jean thought this should be the subject of their next work session. Paul Made the Motion to enter into a contract with Municipal Resources, Inc. (MRI) for the services of an Interim Town Administrator, and to authorize the Chair to negotiate the agreement and to have it reviewed by Town Counsel. Josh Seconded, and the Motion carried Unanimously. Mr. Mudgett asked about the contract with MRI, and his concern that it be very clear. Chris said that they have discussed the general idea, and the interim would work 2-3 days a week, working with Scott as the Administrative Liaison. Russ added that the contract won't be open ended. Mr. Mudgett reminded the Selectmen that the Town has contracted with MRI in

the past for the Master Plan and it was a bad experience. He added that they want to carefully review the travel portion of the agreement. Chris asked that a Meeting Notice be posted for Thursday, April 16, at 4 pm, for a work session to further work on this. Hope acknowledged the request.

5. Paul said he has contacted Carl Webber about the Selectmen's 2015 retreat, to be held sometime in May.
6. Paul asked and the Board agreed to authorize him to speak with the present IT provider about security, passwords and to review the services provided. Scott asked if he needed him to set up a meeting and Paul replied that he would do it.
7. Russ asked the Board to review the information from the General Code Company about codification. Their bid is good for only a short time. Agreed by Consensus to Table this item for next week. Paul *stated* that funds have been allocated for this.

VII. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: 1) Josh reported that the CIPC had their organizational meeting today, and Jordan was again nominated as the Chair. The schedule was reviewed and the next meeting is April 30th. There was a discussion about requesting citizen petitioners who are submitting large "ticket" items to come before the CIPC as a courtesy. Josh acknowledged that the CIPC can't require that they do this, but it would be helpful. 2) Russ reported that the Town Engineer Screening Committee is now waiting for the packets to come in with a closing date of April 16th. They will meet on April 17th to begin the rating process.
2. UNH Feasibility Study Committee Minutes, April 2, 2015: Acknowledged.

VIII. CORRESPONDENCE:

1. Steve & Debbie Tintle, Colby Road, March 30, 2015: Paul asked and learned that this is the same area, the Colby Road Rangeway. Chris thought that the Board should leave it as previously approved. Paul asked if a better sign was needed. Scott replied that the sign that is in place now was approved, stating that it is a rangeway, and allows only vessels (canoes, kayaks, small boats) that can be hand carried. Chris thought that based on the Tintles' letter that they want to restrict all vessels, which would negatively impact the many residents in the area. The Board requested that a letter be drafted, as receipt of the Tintles' letter, stating that this Board supports the action taken in 2014 (*sic, September 19, 2013*). Hope said she will have a letter for their review/signature next week.
2. Time Warner Cable, Possible Program Changes, April 3, 2015: Acknowledged.
3. Allen Hoch, Volunteer Application, April 3, 2015: Hope reported that Mr. Hoch's Volunteer Application has been forwarded to the Planning Board for their review.
4. Employee Complaint, Received April 6, 2015: Chris confirmed that the Selectmen have received a complaint about a Town employee and they will conduct an investigation. He added that he will contact the complainant.
5. Officer Daniel Ingram Resignation, Effective April 3, 2015: Chris reported that Police Officer Daniel Ingram resigned as of April 3rd. The Board accepts his resignation with regret and appreciation for his service, wishing him luck in his future endeavors.

- IX. CITIZEN INPUT:** 1) Ken Kasarjian asked if the Selectmen will be assimilating the recent Thornton Report into the Employee Personnel Policy. Chris said that they are working on the evaluation tool, focusing on the Gilford model. They recently approved amended job

descriptions and reclassifications. Mr. Kasarjian asked if they have decided on step or merit raises. Russ thought they are leaning more towards merit versus step raises. He added that raises are determined by Department Head evaluations. Jean said that it is a hybrid with the cost of living adjustments (COLA's). 2) Hollis Austin asked about the recent Carroll County Treasurer's resignation, and if this was expected or a surprise, and what happens next. Chris said that although it wasn't expected, given the financial condition of the county, it wasn't a surprise. Paul said he also read the article in the *Granite State News*, and the interview of the former treasurer and his explanation that it was due to a recent letter he received from the Carroll County ***Delegation Chair***. The former treasurer said he resigned due to the commissioners trying to blame his office for what the county delegates are doing. Paul reminded the Board that the county is borrowing money to pay for the Nursing Home bond, resulting in there being no fund balance. Moultonborough is paying for approximately 25% of this cost. Mr. Austin reminded the Board of his comment last week, that while searching for a new Town Administrator, it is an opportunity to look to simplify and reduce the size of government. He hopes that in their search they will consider candidates with various experiences, and how to handle a declining population. 3) Mr. Cormier added that when considering this don't just look at the voters' checklist, but consider other data. 4) Mr. Mudgett said that during his terms as Selectman, effort was put forth to work with the county on services the Town is paying for but not using, i.e., dispatch. He hopes the Board will continue this work, as the Town pays approximately 25% of the county's budget.

- X. NON-PUBLIC SESSION:** Chris said that the Selectmen need to go into Non-Public Session per RSA 91-A:3 II (a), and will reconvene for adjournment only. Paul Made the Motion to go into Non-Public Session and to return for the sole purpose to adjourn. Josh Seconded. A roll call was taken: Paul – Aye; Josh – Aye; Russ – Aye; Jean – Aye; Chris - Aye. The Motion carried and the Selectmen went into Non-Public Session at 8:37 p.m.

The Board exited Non-Public Session at 9:13 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.

- XI. ADJOURNMENT:** Paul Made the Motion to Adjourn. Josh Seconded.
 Motion Carried Unanimously
 Chris adjourned the meeting at 9:14 p.m.

Christopher P. Shipp, Chair

 Approved

April 16, 2015

 Date
 Respectfully Submitted
 Hope K. Kokas, Administrative Assistant