

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

Selectmen's Meeting

May 14, 2015

**MINUTES**

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

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

II. **PLEDGE OF ALLEGIANCE:**

III. **REVIEW / APPROVAL MINUTES:** Hope asked to amend the minutes of May 7<sup>th</sup>, Old Business, item #2, striking *Town* and replacing it with **Tom** for Tom Sawyer. Josh asked to amend page 2 of the same minutes, Citizen Input changing the wording from *was more like* \$3 million to, **was close to** \$3 million. Jean commented in regards to the Carroll County Budget matter, that it is premature to say what the actual deficit amount is. Paul Made the Motion to approve the Non-Public minutes of April 23, 2015, and the minutes of May7, 2015 (2) Meeting and Non-Public Minutes as amended. Russ Seconded and reported that Rep. Glenn Cordelli had an interesting article in this week's *Meredith News* and goes more in depth about the County's budget problems. The Motion carried Unanimously.

IV. **CITIZEN INPUT:** None.

V. **NEW BUSINESS:**

1. **Review for Action: Consent & Signature File:**

DATE	DOCUMENT	MAP/LOT#
5/14/15	Tax Collector's Warrant Property Tax Levy	N/A
5/14/15	2014 Annual Facility Report Transfer Stations & Recycling Facilities	N/A
5/14/15	Application for Construction of Driveways	173-022
5/14/15	Elderly Exemption – Updated	17-2015-E
5/14/15	Elderly Exemption – Updated	18-2015-E
5/14/15	2015 Charitable Exemption, West Wynde Retirement, Inc.	096-003

Chris read the Consent & Signature File. Russ Made the Motion to approve the Consent & Signature File for May 14, 2015. Jean Seconded. The Motion carried Unanimously.

2. **Review for Action: Town Emergency Operations Plan:** Scott reported that per his memo to the Selectmen, Chief Bengtson is requesting that the Selectmen appoint a representative from the Selectmen, Town Administration, and Public Health in order to review and update the Town Emergency Operations Plan. The plan was last updated in 2009 and is routinely updated every five years, which was deferred in 2014 to the spring of 2015. Scott offered to fill the Administration seat as the Administrative Liaison in addition to his role as DPW Director. Paul asked if anyone at DPW could sit in that role

to get the experience, alleviating Scott from having to fill two seats. Scott thought that was a good idea and said he would appoint a DPW staff person. Chris offered to represent the Selectmen. Scott said that in the past the Town's Visiting Nurse Director, Debra Peaslee had sat in for the Public Health seat. He said he would check with Chief Bengtson for his recommendation to fill that seat and will also check with the Lakes Region Visiting Nurse Association to see if one of the Town's former nurses could participate. Paul Made the Motion to appoint Chris as the Selectmen's representative, Scott as the representative from Administration and to authorize him to select a staff person from DPW to fill that seat, and reach out to the Lakes Region Visiting Nurse Association to identify a health professional to fill the public health seat. Josh Seconded and the Motion carried Unanimously.

3. Review for Action: Launch Request, Avid Anglers, States Landing-7/25 & 26: Scott reported that this is a standard request and was reviewed by both the Police and Fire Chief who have submitted their recommendation(s). Chris pointed out that if approved, that would mean that both States Landing and Lees Mills would have fishing tournaments running for that weekend. Discussion occurred about the concerns that were brought up at last week's meeting, and residents' inability to access the launches due to fishing tournaments. Hope reported that she has informed all those previously approved for this year of the Town's concern and will inform any other groups that receive approval. Josh Made the Motion to approve the Launch Request for Avid Anglers, States Landing, July 25<sup>th</sup> and 26<sup>th</sup>, 12 boats and trailers, with the added language of concern. Russ Seconded and the Motion carried Unanimously.
4. Review for Action: Assessor's Request for Out of State Travel: Scott reported that Assessor Gary Karp is requesting authorization for himself and Carol Fucarile to travel out of state to the Vision Government Solutions annual conference in Ogunquit, Maine, May 27 through the 28<sup>th</sup>. Carol Granfield reported that Vision pays for the lodging. Josh Made the Motion to approve the request for out of state travel to Gary Karp and Carol Fucarile as outlined in Gary's memo dated May 5, 2015. Jean Seconded. The Motion carried Unanimously.
5. Review for Action: JLMC Request for Annual Training, June 2, 2015: Scott reported that in Ken Filpula's memo, Chair of the Joint Loss Management Committee is requesting permission to hold the spring JLMC training on June 2<sup>nd</sup> at the Public Safety Building, 2 p.m., and closing all non-essential departments to allow staff to attend. Scott added that the Waste Management Facility will close prior to 2 p.m. and after the JLMC training will return to the WMF for a staff meeting which will conclude at the end of their work day. Chris asked and Scott replied that this is a mandatory training for all staff. Josh asked if the training could be scheduled on a day when the WMF is closed. Scott replied if that was done then the facility staff would be paid for overtime. Jean Made the Motion to approve the JLMC Annual Training scheduled for June 2<sup>nd</sup>, 2 p.m., closing all non-essential departments. Josh Seconded and the Motion carried Unanimously.
6. Review for Action: Request for Bids – Cleaning Services: Scott pointed out that the bid package should state June 11, 2015 and not May 14, 2015, as that is when the bids will be opened. He informed the Board that the present vendor's contract will expire June 20<sup>th</sup>, which has been in place for six years. The vendor would be happy to extend it for another year without an increase. Scott said the current cost is \$40,000 per year. Chris questioned if the firefighters should be cleaning their own quarters, as is the usual practice. Paul thought that a professional cleaning company is following accepted standards and has the equipment to do commercial cleaning. Carol agreed with Chris that the towns she's worked for had the firefighters clean their own area. Jean suggested and

Scott replied that the bid form requires vendors to break out the cost per facility. Scott said that the original cleaning contract was created prior to the Fire Department being manned by Stewarts Ambulance. He added that he will talk with Chief Bengtson to see what is being done. Paul Made the Motion to authorize the release/advertising of the Cleaning Services bid package. Russ Seconded and the Motion carried Unanimously.

7. Review for Action: 2015 Town Surplus Bid Auction Results: Scott reported that bids for the Town's surplus items were opened today at 2 p.m. and provided the Board with his recommendation to accept the bids and authorize the Chair to sign the necessary bills of sale or motor vehicle titles. The total of the sale is \$27,923. In addition he recommended that items #5, 6, 8, 11, 12, 14, 17, 18, 21 and 22 to be offered to staff as previously approved, and authorize the Chair to sign the bills of sale. Josh Made the Motion to approve the 2015 Town Surplus Auction sales as outlined in Scott's memo dated May 14<sup>th</sup>, and to offer the items without a bid to the Town employees, authorizing the Chair to sign the necessary bills of sale and/or motor vehicle titles. Paul Seconded and the Motion carried Unanimously.
8. Review for Action: CIPC Appointment, Enid Burrows: Josh Made the Motion to appoint Enid Burrows as an Alternate to the CIPC with a term expiring March 31, 2016. Paul Seconded. The Motion carried Unanimously.
9. Review for Action: Town Eng. Screening Com. Recommendation & Next Steps: Carol reported that in Chair Richard Brown's memo, the TESC has completed reviews, interviewed, rated and ranked the engineering firms which resulted in a list of three firms. The committee is requesting approval of the ranked list and to move forward to negotiate terms and a contract with the top ranked firms in accordance with the QBS process for submission for the Selectmen's approval. The ranked firms are: 1) KV Partners, LLC; 2) Underwood Engineers; and 3) HEB Engineers. Paul asked if the one with the most total points was selected. Josh replied that there was discussion on this and they went with the results of the matrix. Paul asked why the additional rating wasn't included. Josh replied that they did, after reviewing the bottom half and discussion, it was decided that they were subjective and the numerical matrix used in the three presentations, written application and interview would provide the best numbers. Russ said that the three bottom criteria was added and that it wouldn't have changed the numbers significantly. The results were very close. Paul questioned this, as two were in almost in a tie. Josh said he sat in on only two of the three interviews, and he was very impressed with the two firms, and all three are very qualified. He explained that the QBS process was followed. What is being requested is that the committee can go forward and start the negotiation process with the firm with the highest ranking, and if they are unable to come to terms, then to go to the second firm, and if needed the third, and if still not satisfied, then start the process over again. Russ commented that Town Planner Bruce Woodruff impressed with the Committee the importance to stay with the QBS process in order to receive state and federal grants. Paul felt that in the past KV Partners had been asked to do a project and the results turned out much grander than what was requested. Chris stated that the board is being asked to vote on the process and not the candidates. Russ said that is the reason they went out to bid, but they have followed the QBS process and these are the results. The process was most important and they followed it. Jean felt that all the members on the TES Committee were qualified people. Chris added that having two Selectmen's representatives present and in agreement is sufficient assurance. Josh Made the Motion to authorize the Town Engineer Screening Committee to continue with the QBS process as outlined in Richard Brown's memo dated May 13, 2015. Jean Seconded. The vote was called: 4 – Aye; 1 – Nay (Paul). The Motion carried.

10. Scott informed the Board that Police Chief Leonard Wetherbee, had posted in-house a lateral detective position and received one letter of intent, which received the review process. Effective May 13<sup>th</sup>, Master Patrol Officer Peter John is the Department's Detective, and he will continue with his regular rotation in addition to his duties as a Detective.
11. Jean reported that the Board has yet to vote and appoint members to the Single Stream Review Committee, and Made the Motion to appoint Scott Kinmond, DPW Director, Cody Gray, Barbara Rando, and Ken Filpula, and herself as the Selectmen's Representative to the Single Stream Review Committee. Josh Seconded and the Motion carried Unanimously.

**VI. OLD BUSINESS:**

1. Town Administrator Search Update: Carol reported that the TA Search Input Forum was held on May 11<sup>th</sup> with 15 to 20 in attendance. She received input and the people were pleased with the information she provided. To date there have been 37 surveys submitted, which closes tomorrow May 15<sup>th</sup>. She said she will provide the Board with the final summary. The position has been advertised in several professional publications throughout New England and the county, which closes June 19<sup>th</sup>. Carol reported that the salary range being advertised is \$78,700 to \$96,800 based on qualifications. There have been calls made to previous candidates who may be a good fit. Chris asked about the chances of hiring someone at the lower salary range. Carol said it will depend on the candidates' experience.

**VII. OTHER BUSINESS:**

1. Board & Staff Liaison and Update Reports: 1) Russ reported that he will not be able to attend the Memorial Day Parade, which will be the first one he's missed in years. Jean added that she too is unable to attend due to visiting her family. Chris said he will be there if his work schedule allows. Josh and Paul said they will be attending. 2) Paul reported that he will be working with Tom Sawyer to put a package together for IT issues, which includes road mapping. This will have to be presented to the CIPC for their review, as the cost will be around \$20,000. 3) Josh said he is ready to talk with Attorney Puffer about the TWC franchise agreement. He mentioned that he has a couple of names for people interested to sit on the citizens committee for the TA review. Josh reported that the Library Trustee's representative on the ABC, Barbara Sheppard has retired. The Chair of the Board of Library Trustees feels that their share of the budget is very small and they don't need representation on the ABC. Jean agreed, suggesting that a letter of appreciation be sent to Ms. Sheppard for her participation in the ABC. 4) Russ reported that during the past two Planning Board meetings they haven't had any new applications, and they have been using the time for discussion. He complimented the members of the Planning Board as it is a good group. 5) Jean reported that the Heritage Commission met. With the "Zelek" building now vacant, the Heritage Commission will ask the Board to facilitate a brainstorming session to develop the "downtown" area. Discussion occurred about vacant buildings in the village area and the desire for businesses to move into Town. 6) Josh reported that in the Planning Board minutes there has been discussion about the United Nation's Agenda 21, which is a hot button, adding that he is not in

favor. Russ said he agreed, adding that after everyone read the information provided, the majority of the Planning Board are in agreement that they are against Agenda 21.

2. Milfoil Committee Minutes, April 22, 2015: Acknowledged.
3. Planning Board Minutes, April 29, 2015: Acknowledged.
4. Zoning Board Minutes, May 6, 2015: Acknowledged.

**VIII. CORRESPONDENCE:**

1. Time Warner Cable, April 29, 2015, Comcast & May 6, 2015, Program Changes: Chris reported the April 29<sup>th</sup> letter reports that TWC will not be merging with Comcast, and the May 6<sup>th</sup> letter is their standard letter of possible program changes. Paul reported that Bill Gassman, while doing a presentation on Broadband in Maine, learned of private companies that offer to bring fixed wireless to towns for around \$100,000, which would take care of the voids in Town. Joe Cormier said that Bill has some concerns regarding legal issues. Josh added that Bill has agreed to discuss with organizations how to bring broadband to the 44 property owners now not served, which is premature, but worth exploring.

- IX. CITIZEN INPUT:** 1) Joe Cormier said that in the bi-monthly issue of the NHMA, they provided the definition of Town Administrator versus Town Manager and suggested the Board review it. Chris replied that the Board did just that at last week's meeting.

- X. NON-PUBLIC SESSION:** Chris said that the Selectmen need to go into Non-Public Session per RSA 91-A:3 II (a), (b) and will reconvene for adjournment only. Jean 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: Josh – Aye; Paul – Aye; Russ – Aye; Jean – Aye; Chris – Aye. The Motion carried and the Selectmen went into Non-Public Session at 8:16 p.m.

The Board exited Non-Public Session at 8:44 p.m. *a Motion was made by Paul* 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. *Russ Seconded and the Motion carried Unanimously.*

- XI. ADJOURNMENT:** Paul Made the Motion to Adjourn. Josh Seconded.  
Motion Carried Unanimously  
Chris adjourned the meeting at 8:45 p.m.

Christopher P. Shipp, Chair  
Approved

May 21, 2015  
Date  
Respectfully Submitted  
Hope K. Kokas, Administrative Assistant