

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

Selectmen's Meeting

June 18, 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:** Chris asked to amend the minutes, June 4, page 2 New Business, item #3, striking *Motion carried Unanimously*, as Chris abstained from the vote. Also, same minutes, page 5, Old Business #3, correcting the spelling of Kathy Garry's last name. Jean Made the Motion to approve the minutes of June 4, 2015 (2) Meeting and Non-Public Minutes, June 9, 2015 Joint BOS/School Board Minutes, and June 11, 2015 Work Session Minutes as amended. Paul Seconded and the Motion carried Unanimously.

IV. **CITIZEN INPUT:** None.

V. **NEW BUSINESS:**

1. **Presentation: Virtual Town Hall:** Bill Letsky of Virtual Town and Schools (VTS fka Virtual Town Hall) provided the Board a PowerPoint presentation of the new capabilities of their services. He explained that Moultonborough has had it's website with their company since 2008, with 5 users and continue to receive unlimited support. He added that the present website can continue to grow with no limit. He understood that the purpose of his presentation tonight was to explain how some departments can do more with their page. He went through the capabilities of VTS using the present platform, including subsites within a department page. The cost is \$150 for additional users. Mr. Letsky thought that it was probably time to refresh or redesign the Town's website, with a cost of \$1,500. There is a new CMS platform, which allows real time editing per department versus uploading on the present First Class program, then having to access the Town's website to ensure it went up properly at a cost of \$5-\$6,000. In the case of the DPW, an authorized user can access the department's website from home, or on their phone/tablet, etc., and make changes, upload alerts, etc. as it is needed and those who subscribe to their alerts will be notified in real time. In addition, there is another program design available for viewing on tablets and phones. Paul asked and learned that there is no limit to the number of pages available. He also reported that he receives alerts much later than other people and wondered if that was a particular problem with the Town's set up or VTS. Mr. Letsky said that he will check on this. Joe Cormier asked if their server was cloud based. Mr. Letsky explained, that VTS is backed up by a server in Nevada and they are not really cloud based. Chris asked and learned that you can post to social media through VTS. Scott Kinmond thought that they should continue to review this at an

upcoming work session and the Board agreed. Recreation Director Donna Kuethe told the Board that her department was first to have Facebook and at the time the TA told them that they must have the same information on the Town’s website as posted on Facebook. Asst. Recreation Director Dan Sturgeon asked about posting to the Town’s website via Facebook and learned that this can be done uploading through another program. Chief Leonard Wetherbee expressed concern that if the Town were to go to the new CMS platform, with departments and many people posting, he felt that they would need a user group to establish Town wide rules to ensure that content is appropriate. The Board thanked Mr. Letsky for presenting at the meeting and expressed interest in the new CMS platform. Mr. Letsky said that he would work up a proposal for their review.

2. Review for Action: Consent & Signature File:

DATE	DOCUMENT	MAP/LOT#
6/18/15	Administrative Abatements	098-082-001 & 098-082-002
6/18/15	Administrative Abatement	099-204
6/18/15	Administrative Abatement	052-029
6/18/15	Certification of Yield Taxes Assessed	169-074
6/18/15	Disposal Agreement	045-008
6/18/15	Elderly Exemption – Updated 2015	16-2015-E
6/18/15	2015 Charitable Exemption – Geneva Point Center	232-001 & 232-009 & 248-001

Chris read the Consent & Signature File. Russ Made the Motion to approve the Consent & Signature File for June 18, 2015. Josh Seconded and the Motion carried Unanimously.

3. Review for Action: UNH Feasibility Study Committee Recommendation: Selectman Paul Punturieri, Chair of the UNH Feasibility Study Committee provided the Board with paper copies and a PowerPoint presentation of the Committee’s report. The members of the Committee include himself, Celeste Burns, School Board member, Susan Noyes, Superintendent of Schools, Donna Kuethe, Recreation Director, Al Hume, Citizen At Large, and Josh Bartlett, Selectmen’s Alternate. Paul provided the history and background, citing the 2011 Blue Ribbon Commission’s final report, the two warrant articles; 2013 Art #10 “sense of the meeting” vote for a gym/recreation facility per the Blue Ribbon commission report (156 Yes, 55 No), and 2014 Article #13 approving \$17,500 for a site study for a gym/recreation facility per the Blue Ribbon Commission’s recommendation (171 Yes, 68 No). The UNH Feasibility Study performed a parks and recreation needs assessment and their report was received January of 2015 which had 5 recommendations. Paul went through each recommendation and the Committee’s response. Recommendation #1: Extend partnership with the Schools for facility use. Paul explained that through the new UNH Feasibility Study Committee and through the joint subcommittee with the Selectmen and School Board, they feel they have met this recommendation. Recommendation #2: Explore partnership opportunities for indoor recreation facility use with local communities and organizations. The Committee explored the Meredith Recreation Center, which due to programming is only available on Sundays and isn’t viable for the Town’s Recreation Department. Camp Tecumseh’s gym was explored in the past and eliminated, but the committee will revisit the site. The committee toured the Elan Publishing site and also the Immaculate Conception School (ICS) in Center Harbor, finding the latter as the only real possibility, through a lease. Recommendation #3: Provide sufficient financial resources for on-going operations and maintenance of existing recreation facilities, including outdoor playing fields, town

beaches, boat launches, and playground facilities. Paul explained that the Committee believes that the intent of this has been met and is ongoing, through recent fields being reconstructed and improvements made to States Landing. Recommendation #4: Explore options for development and renovation of the Lion's Club building to accommodate senior meals and social programs/activities or divest from the property. Paul told the Board that the Committee disagrees with the UNH report, as they feel that the Lion's Club does provide a benefit to the Town from this facility. In addition, they feel that the facility can be improved to better utilize the space, but this is beyond their scope as a committee. Recommendation #5: Prepare a warrant article for the development of a new indoor recreation center and gym facility. The Committee feels that the challenge before the Selectmen is how to balance the needs of a minority in the community with the opinion of the majority. Paul added that the Needs Assessment done by UNH had over 700 responding, with the majority not in favor of building a new facility, but with a vocal minority in favor. The voters at Town Meeting have voted at least twice in favor of a site study *and the sense of the meeting*. Paul reported that the Committee through the study feels it is clear that there is a true need for gym space, as the demand exceeds the capacity. He stated that the Town only has 2 gyms (MA 1 NHIAA gym and MCS 1 elementary gym). They have concluded that the multi-purpose room is not a gym. The Academy's gym is used 97.2% and the Central School is used 96.3% of the available time outside of the school day. The Committee recommends exploring the idea of leasing the gym, playing field(s) and program space at the Immaculate Conception School in Center Harbor on a short term basis, which will allow an evaluation of programs and participation and future space needs. Donna Kuethe and Paul agreed that while the site would meet many of the needs, there are several logistics that would need to be explored and worked out. The Committee requests that the Selectmen approve of a work group made up of staff and Selectmen to work through the lease issues and report back to the Board by the end of August for their consideration. In addition, they would like approval to meet with the Center Harbor Board of Selectmen, as a courtesy. The Committee suggested based on a lease agreement that the next steps would be: 1) Authorize a study focusing on financing, construction cost options, ongoing operating expenses and impact to the tax rate for various building scenarios. Without this information it would be impossible for the Board and voters to make an informed decision. 2) The Selectmen should meet with their counterparts in neighboring towns to determine if there is interest to share in the cost and use of a potential new facility. 3) Based on the outcome of a financial study, program evaluation and neighboring towns interest, consider a warrant article for 2017 (2016 if lease agreement cannot be obtained) that is clear and unambiguous to fully resolve the issue. Jean asked and learned that the percentage of the Recreation Department's use of both gyms is under 20%. Donna Kuethe said that because of this they are unable to provide a lot of programming. She added that in the winter due to inclement weather and cancellations, some teams aren't able to practice at all before their first game. Paul said that the Committee will meet with the School Board and provide them with this report and their recommendation about leasing the ICS gym space. Chris asked Donna Kuethe if the proposed lease would meet the department's needs. She replied that she thought it could, but there were logistics that have to be explored and worked out. She felt as a temporary solution it is worth exploring and has a lot of potential. Jean expressed concern that this temporary solution could cost additional funds. Paul reported that ICS will be vacant, and they need to explore it further before making a decision. While Josh thought that this was a great idea, he felt that both Town Meetings (2013 and 2014) had a low attendance and represents a

small percentage of possible voters. He thought if they are asking the Town to spend \$5-6 million, it should be a ballot question. Chris said that the question before them is to explore leasing ICS. Jean said she was in favor and wants to be sure that the School Board is also in favor. Josh Made the Motion for a work group to explore and discuss the possibility and parameters, along with the limitations of leasing the Immaculate Conception School gym space as provided in the UNH Town Feasibility Committee's presentation given dated June 18, 2015. Paul Seconded the Motion. Donna asked Josh if his motion was to explore everything concerning the lease and logistics. Josh replied that it did but he is concerned about spending \$5-6 million on a new building. Chris asked Josh to stop using this figure as nothing is set in stone, they are not considering building anything, and it is misleading. Josh said that in his experience the square footage that is being talked about would equate to \$5-6 million. Chris again stated that they are not talking about building. The Motion carried Unanimously. School Board member Celeste Burns offered to be a member of the work group. The Board thanked her, the Committee and Paul for their efforts.

4. Review for Action: Classification Job Title Change: Carol reported that this is a housekeeping item, as changing the job description of Finance & Personnel Director to Finance Director had been discussed and noted in the minutes, but never acted upon. The duties and pay remain the same, it is just a change in title. Paul Made the Motion to change the job title from Finance & Personnel Director to Finance Director. Jean Seconded and the Motion carried Unanimously.
5. Review for Action: Exchange Email – Lakes Region Computer & Cellular: Carol explained that through her staff report, this is a proposal to expand the number of email addresses, which now is less than 50, through free Google email, which will allow the Selectmen to have a Town email address, and the cost to move some email data to a dedicated email server, which will provide more security and added features. The total cost is \$4,003.50, and the yearly maintenance is \$2,228.50 for 51 mailboxes and would come from the Finance Budget. Paul Made the Motion to approve the Email Exchange through Lakes Region Computer & Cellular as detailed in Carol's Staff Report dated June 18, 2015. Josh Seconded. Russ asked if there were any other options, as he doesn't like Microsoft products. Paul replied that with the present Google email there is no support or the additional features available with the new email server. The Motion carried Unanimously.
6. Review for Action: DPW Loader Bid Award: Scott recommended to the Board to accept the lowest bid from Milton Cat for a total of \$157,000. This price includes an extended two years of warranty from the 5 years being offered and a 5 year maintenance plan, along with some upgrades to the equipment. They budgeted \$185,000. Scott explained that in the past it was practice to run a piece of equipment to the ground with a very small trade in being realized. Today with the extended warranty and maintenance programs this will increase the trade in. Josh Made the Motion to accept the bid for the DPW Loader from Milton Cat for a total of \$157,000. Paul Seconded and the Motion carried Unanimously.
7. Review for Action: Request for Tuition Reimbursement: Scott informed the Selectmen that he will be signing up to begin his second year through the Certified Public Manager Certificate Program at the NH Bureau of Education and Training and will be requesting tuition reimbursement per Policy #24. He added that he successfully completed his first year in this program. The Board acknowledged Scott's notification.
8. Review for Action: Cease & Desist Order, 14 West Point Road: Scott reported that Code & Health Officer, Don Cahoon is requesting a Cease and Desist Order for 14 West

Point Road. Russ Made the Motion to approve the Cease & Desist Order for 14 West Point Road dated June 11, 2015. Paul Seconded. Clelia MacKay asked where the property is located and Mr. Cormier provided her with the location. Ms. MacKay then asked what the issue was and learned that it is a set-back issue. The Board asked that the typo on the Cease and Desist Order be corrected prior to their signing. Hope said she would be sure to let Don know to make the correction. The Motion carried Unanimously.

9. Review for Action: Town Hall Flooring Deficiency/Correction: Scott asked the Board's support towards the action of having the tile flooring replaced as a corrective action. He explained that after the floor was installed, waxed and sealed, it was apparent that there was a defect in the tile. He has spoken with the vendor and contractor, and the adjustor will be coming to look at it. Scott feels it would be best to remove the defective tile due to his concern about the performance and the warranty. Russ asked if the adjustor will be willing to not only remove and replace the tile, but to pay for proper floor preparation. Scott said he didn't know but will make the request. Approved by Consensus. Chris asked if it would be possible to change the bright green color to something more suitable. Scott said that the chip they were given was a good match to what had been there before and he will ask.
10. Review for Action: Facility Cleaning Contract Bid Award: Scott reported that initially there was a lot of interest, but they received only one bid from the present contractor, Joyce Janitorial, which is a 3 year contract. Jean asked if this was an increase and learned that it was within a 3% increase. Chris asked and learned that the proposed amount was for all buildings. Jean Made the Motion to accept the contract bid from Joyce Janitorial as presented. Russ Seconded the Motion. The Motion carried (4 Aye, 1 Nay – Chris). Chris explained that he feels some departments should clean their own, such as the Fire Department. Scott said he will work with Carol on the contract.
11. Scott asked the Board to consider closing the Waste Management Facility on Saturday, July 4th for the holiday, instead of being closed on the Friday the 3rd, as other departments. He added that the way it was approved, the WMF would be closed 3 days straight. This way they would be open on Friday and closed on the holiday, which is a slow WMF traffic day. Approved by Consensus. Paul commented that the co-managers are doing a great job. Scott agreed that it is going well. The morale and communication has improved. He is working on increasing seasonal staff for coverage, along with improving the cash reconciliation process.
12. Scott reported that he was informed by a neighboring DPW Director that through Federal Surplus, big pieces of equipment become available that are in good condition with low miles. If something becomes available he will need to act on it quickly. Jean thought that they could hold a special public hearing. Carol said that there are ways to do this and she will research it and report back.

VI. OLD BUSINESS:

1. Town Administrator Search Update: Carol reported that to date there are 30 applicants which closes this Friday. She will be reviewing the essays and holding telephone interviews. Carol reported that the first 5 out of the 10 names provided by the Board for the citizens' panel have all accepted to serve. She is calling the other 5 to see if they will serve as an alternate and can keep the day open.
2. Policy #23 – Competitive Bidding Policy: Scott reported that Town Counsel has reviewed the proposed amended policy and agrees that the Selectmen have the authority to make changes. As Russ requested, the language about the Quality Based Selection

(QBS) language has been added. He thought it would be a good idea to write an Administrative Regulation to direct staff on how to proceed with the policy. Paul said he disagreed with Town Counsel's opinion and felt that because initially it was approved at Town Meeting that it should go back to the voters for approval. He added he recognizes the need to amend the policy, but it is the authority that he questions. Chris and Josh agreed that it should be approved at Town Meeting. Russ said he was satisfied with Town Counsel's opinion. Russ Made the Motion to approve the amended Policy #23 – Competitive Bidding Policy as written. Jean Seconded. 2 – Ayes, 3 – Nays (Josh, Paul and Chris). The Motion did not carry. Scott said that this means that any purchase that costs more than \$5,000 must go through the bid process. The Board agreed that was correct, however they can waive the policy if requested. Policy #23 as amended to be placed in the 2016 Warrant File.

3. Town Planner Employment Agreement: Carol reported that after legal review, the first contract called for independent contractor status, which legally it would not meet that criteria. It was Town Counsel's opinion that it was appropriate for part-time status. She added that nothing else in the contract changed, just the status. Jean Made the Motion to approve of the Town Planner Employment Agreement as written as a part-time employee. Josh Seconded. 4 – Ayes, 1 – Nay (Chris). The Motion carried.

VII. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: None.
2. Milfoil Committee Minutes, May 27, 2015: Acknowledged.
3. Planning Board Minutes, June 10, 2015: Acknowledged.

VIII. CORRESPONDENCE:

1. Time Warner Cable, June 3, 2015, Possible Program Changes: Josh said that this was their usual letter of possible program changes. He reported that he and Attorney Puffer will be meeting with the TWC representative next week to discuss 8 items, and he will report back at the next meeting.

- ## **IX. CITIZEN INPUT:**
- 1) Joe Cormier said that he was on the tour of the ICS facility and said he was impressed. He challenged the information from the UNH Feasibility Study Committee's report, in particular the utilization of the 2 gyms and only 5 hours being available and thought the school should open it up more. Chris replied that it is the School Board's decision. Mr. Cormier suggested that the Recreation Department have programming on Sundays. He said that he would like to know, if they went ahead with leasing the ICS facility, what the cost would be per participant, and how many were using the gym(s).
 - 2) Nancy Wright questioned the July 20th availability of the schools' gyms, adding that she thought it was June. Donna replied that they were told that is when the gyms would be available, adding that the time it takes for the floors to be done and time needed for curing depends on the weather. The time could be less, but that was the date they were given.
 - 3) Joe Cormier reminded the Board that it was recommended by the Blue Ribbon Commission to merge the Recreation Department with the School. The Board corrected Mr. Cormier, stating that it was Town Fellow, Mike Branley who made the recommendation. Josh said that the gyms belong to the tax payers. Chris repeated that the amount of time the Schools provide to the Recreation Department is their decision and if voters want more time allotted, then they need to ask the School Board. Joe Cormier asked if the public will have the opportunity to review the report and was told it will go on the Town's website.

- X. **NON-PUBLIC SESSION:** None Needed.
- XI. **ADJOURNMENT:** Paul Made the Motion to Adjourn. Josh Seconded.
Motion Carried Unanimously
Chris adjourned the meeting at 9:27 p.m.

Christopher P. Shipp, Chair _____
Approved

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

Final