

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

Selectmen's Meeting

July 2, 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:** Paul asked to amend the Non-Public Minutes of June 25th, to state that upon coming out of Non-Public Session the Board would return to the work session, and a roll call wasn't taken, but it was approved by voice vote. For the June 18th minutes, Paul asked to amend, New Business, item #3, page 3, one third down and to add to the sentence, "The voters at Town Meeting have voted at least twice in favor of a site study..." *and the sense of the meeting vote.* Paul Made the Motion to approve the minutes of June 18, 2015 Meeting, June 25, 2015 (2) Work Session and Non-Public Minutes as amended. Russ Seconded and the Motion carried Unanimously.
- IV. CITIZEN INPUT:** None.
- V. NEW BUSINESS:**
1. **Presentation: Castle Preservation Society:** Chris welcomed the Executive Director of the Castle in the Clouds Preservation Society (CSP), Charles Clark. Mr. Clark thanked the Board for once again approving CSP's annual charitable exemption and submitted a partial payment of their yearly donation in the amount of \$1,000. As a non-profit organization under 501-3C a historic house museum since 2006, with a primary mission of preserving, restoring and sharing the Lucknow property with the public. Also in attendance are three Board of Directors, all from Moultonborough. Mr. Clark explained that they are in the final stages with Lakes Region Conservation Trust (LRCT) as being nominated as a National Historic Landmark, which would include LRCT's 550 acres. This is partnership is unique. Paul asked if the public will be able to access the conservation property in order to use the snowmobile trails. Mr. Clark explained that those trails are no longer part of CSP, but are owned by LRCT. He added that he will review public access to the numerous trails especially during the winter months. Russ asked if this designation would further limit access to the land. Mr. Clark said that wouldn't be the case. Chris asked and Mr. Clark replied that there are 50-60,000 visitors a year to the Castle, which includes parties, the café, tours, but doesn't include those who just use the trails. The CSP opens the castle to Town residents twice a year, on opening and closing day. Also the Library has 1 free pass per day for Moultonborough residents

which includes 2 adults and 2 children. The Board thanked Mr. Clark for attending their meeting.

2. Review for Action: Consent & Signature File:

DATE	DOCUMENT	MAP/LOT#
7/2/15	Disposal Agreement – Harbourside Dr. Assoc.	N/A
7/2/15	Administrative Abatement (2013)	213-017-000-CG0-050
7/2/15	Administrative Abatement (2014)	213-017-000-CG0-050
7/2/15	Administrative Abatement (2013)	213-017-000-CG0-048
7/2/15	Administrative Abatement (2014)	213-017-000-CG0-048

Chris read the Consent & Signature File. Russ Made the Motion to approve the Consent & Signature File for July 2, 2015. Paul Seconded and the Motion carried Unanimously.

3. Review for Action: Conservation Commission, Update on Property Requisition: Marie

Samaha, Chair of the Conservation Commission provided information to the Selectmen about their efforts towards purchasing the 37 acres of land on Whittier Highway. She explained that they have been working on this for the past year, but at this time the Commission has stepped back from negotiations, as they have hit a snag and are not ready for the next steps. Ms. Samaha explained that the 2007 Natural Resources Inventory done for the Conservation Study highlighted 9 areas for conservation, with 3 given a high priority, Berry and Garland Pond, Mud Pond, and Lees Pond. The Land Criteria Rating Sheet was used by the Commission to score the land, specifically it supported water quality, wildlife habitat and historic value. This parcel met that criteria. To date they have had a title search, an appraisal has been done, and a site walk. Ms. Samaha told the Board that the snag just happened last week. Lakes Region Conservation Trust is interested in partnering with the Conservation Commission, but requires that the Town have a signed purchase and sale agreement before becoming involved. If they were to make a purchase, the Conservation Commission would use funds in their account. She explained that they would not use a down payment until they know that they can raise the balance of the funds. The Commission at this point has stepped back and is waiting to see what happens. If they were to use LCHIP funds, then they would be required to allow snowmobile trails and hunting. Josh thought that anyone on the Conservation Commission that lives in an abutting area or belonging to an abutting association should sign a Disclosure of Appearance of a Conflict of Interest statement. Ms. Samaha acknowledged this and said they have been studying it. Josh asked and Ms. Samaha thought that the CIPC should leave this amount as a placeholder. The Board thanked Ms. Samaha and the Conservation Commission for attending the meeting and providing them with an update.

4. Review for Action: 2015 Tax Deeded Properties Sale: Chris said that Conditions of Sale, item 6 states that abutters that bid have first right of refusal, and noted that the public hearing advertisement did not include this phrase. Hope explained that the advertisement, due to the holiday, was already sent out. The Board agreed that the word *bidding* should be added before abutter to make it clear that an abutter had to bid to have the right of first refusal. Josh Made the Motion to approve the packet as written and now amended. Paul Seconded. Russ said he would call *Salmon Press* and the *Laconia Sun* to make the change. The Motion carried Unanimously.

5. Review for Action: CAI Technologies, Data Collection Services 2015: Paul asked why there were increases. Josh Made the Motion to table this item to allow the Assessor to explain the increases for 2015. Russ Seconded and the Motion carried Unanimously.

6. Review for Action: Restoration of Involuntarily Merged Lots Request, 264-007: Jean Made the Motion to restore the Involuntarily Merged Lots as outlined in the Town Planner's memo dated June 16, 2015. Paul Seconded and the Motion carried Unanimously.
7. Review for Action: Trustees of the Trust Funds, Selectman Beadle's Assistance: Jean reported that Paul Daisy had asked her to assist in the analysis. Paul felt that the RSA is clear on this, that a Selectman can't be a member of the Trustees of the Trust Funds and a Trustee can't be a Selectman. He felt that the two need to remain separate. The Board agreed by Consensus and asked Carol to send the Trustees a letter explaining the need to keep the two separate.
8. Review for Action: Tuition Reimbursement, Scott Kinmond: Josh Made the Motion to approve the request for tuition reimbursement to Scott Kinmond in the amount of \$500 for his successful completion of the Certified Public Supervisor. Russ Seconded and the Motion carried Unanimously.
9. Review for Action: Request for Bid Waiver, Chip Sealing Services: Scott asked that the Board waive the competitive bidding requirement, as All States Asphalt, Inc. is a state DOT vendor, in the amount of \$48,000. Scott explained that while they were under budget approximately \$12,000, they will be using \$10,000 for crack sealing. Scott explained the difference between chip sealing and crack sealing. Jean suggested that he speak with the road agent in Sandwich, as they have just done School House Road, to learn what they did. Scott said he would take a look at it. Paul Made the Motion to waive the bid policy requirement and to approve the contract of \$48,000 for chip sealing services. Josh seconded and the Motion carried Unanimously.
10. Review for Action: Launch Request, NH Jr. Bassmasters, 7/11/15: Josh Made the Motion to approve the Launch Request for the NH Jr. Bassmasters, out of Lees Mills for Saturday, July 11th, 25 boats/trailers, to include a warning about inappropriate launch usage. Paul Seconded and the Motion carried Unanimously.
11. Review for Action: Video Streaming: Carol said that based on the discussion that occurred at the last work session, she researched other towns that are using Town Hall Streams. If the Board chooses to end its relationship with Ezstream and go with Town Hall Streams there is still sufficient money in the budget for this. Paul said that the vendor will supply the camera and mount, and the Town must provide the wiring. Paul Made the Motion to go forward with the Interim TA's recommendation dated July 2, 2015 and the Interim Town Administrator will contact Ezstream to immediately cancel their service, and contact Town Hall Streams to commence with their service, to include installation of the necessary equipment at Town Hall. Russ Seconded and the Motion carried Unanimously.
12. Review for Action: Tri-Town Milfoil Agreement: Jean reported that the Wolfeboro Selectmen approved the withdrawal agreement at their meeting last night. The Town will receive 1/3 of the \$12,000 budget. The Board asked Carol to find out where this refund would go, Milfoil Trust or the General Fund. Jean Made the Motion to approve of Moultonborough's withdrawal from the Intermunicipal Agreement as of August 1, 2015, and authorize the Chair to sign the agreement. Josh Seconded. The Motion carried Unanimously.

VI. OLD BUSINESS:

1. Town Administrator Search Update: Carol Reported that they received 37 applications from 13 states. The top 12 got the essay questions, 2 have been hired elsewhere, and 10

will receive a telephone interview next week. For the work session on July 23rd, she expects to have 5 to 6 candidates to interview, which will be held at the Moultonborough Academy.

2. Policy #23 – Competitive Bidding Policy: Carol reported that staff has researched this policy and found that it was amended by the Board of Selectmen in 2006. Carol suggested that this Board could approve it with the increase and language changes, then have it ratified at Town Meeting. Paul felt that because it originated at Town Meeting, the proposed bid increase of \$10,000 should go back to Town Meeting, however he wondered if \$10,000 was too low. Scott thought the municipal norm was \$15,000. Chris agreed that changing the dollar amount was the problem, and not the language changes. The Board agreed to amend the policy with the language changes, but not the \$5,000 bid amount. Carol said she will research what other towns are doing and report back with an appropriate amount. Paul Made the Motion to approve the amended language in the Competitive Bidding Policy, but to not change the \$5,000 limit and to put the question before the voters at Town Meeting with the recommended amount. Josh Seconded and the Motion carried Unanimously.
3. Funding Availability for Unanticipated Opportunities, Federal Surplus: Carol reported that she referred the question to Attorney Buckley at the NH Municipal Association. It was his opinion that Article 12 at the 2015 Town Meeting, which included listing a Highway pay-loader for \$185,000 was reviewed and because the article was worded, "...For a program of capital improvements and expenditures and equipment as generally illustrated below..." it was general enough so those funds could be spent for equipment if the opportunity arose to purchase federal surplus equipment at a savings to the Town. Scott requested that the Board approve expending \$28,000 for a federal surplus 2009 Freightliner, 6x6 10 wheel truck-tractor, with 3,375 miles, which would come from the 2015 DPW-Highway line, of which \$28,000 remains after the 4x4 loader purchase. In addition he asked that the Selectmen approve and authorize the Police and Fire Chiefs, as well as the Highway Agent/Public Works Director as agents for the Town to view and place interest of purchase agreements on federal surplus equipment as may become available. Scott said that this would be a savings of over \$100,000, and the only stipulations would be that the surplus equipment must be put into service 1 year after the sale and can't be sold until after 18 months. He recently went before the CIPC with this requested purchase. Josh reported that the CIPC was in favor. Paul Made the Motion to authorize the Police and Fire Chiefs, and the Highway Agent/Public Works Director as agents for the Town to view and place interest of purchase agreements on federal surplus equipment and approve the expenditure of \$28,000 as outlined in Scott's memo dated July 2, 2015. Russ Seconded. The Board agreed that this was a big savings to the Town. The Motion carried Unanimously.

VII. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: 1) Paul reported that he has spoken with those Pickleball players who wanted to be on the next Agenda, asking them to first address their issues with the Recreation Director. Scott commented that DPW budgets for tennis court maintenance at approximately \$5,000/year and any changes need to be reviewed and budgeted. Chris reported that Nancy Wright has been in contact with Donna Kuethe and both departments will review and discuss the issue. The Board agreed that this should be handled at the department level. Chris felt that it could also be directed to the Recreation Advisory Board and they should be notified. 2) Josh reported

that Bob Goffredo resigned from the CIPC and the committee is requesting to appoint Alternate Enid Burrows as a full member. Russ Made the Motion to appoint Enid Burrows as a member to the CIPC, filling Bob Goffredo's term. Discussion took place about waiting to receive a letter of resignation. Josh didn't think it would be forthcoming and Bruce felt that they should go ahead and make the appointment. Paul Seconded. Four Ayes – 1 Nay. Chris said the reason for his voting no was he would like to receive a letter of resignation first. The Motion carried. 2) Jean reported that the Single Stream Recycling Review Committee had their kick-off meeting today. 3) Carol reported that she has changed the performance appraisal tool as requested, merit raises to 12% and up. Primex will provide a training on the evaluation process, but not the tool. Once Primex completes their portion of the training, then Department Heads will train on how to use the tool. Due to the busy summer schedule and vacations, etc., she recommended having the training in early September. Carol spoke with the Gilford TA and learned that because self-evaluations weren't turned in on time, it brought about that section. Because of these changes, the Personnel Policy will need to reflect these changes. She brought to the Board's attention a new form will be coming out in January regarding the Affordable Care Tax and Cadillac Tax, which will require data on dependents to be gathered.

2. Indemnification Policy, September 12, 1996: Carol said this was a housekeeping item. Just this week this policy was found, which was approved in 1996 and ratified at Town Meeting in 1997, but was never given a policy number. The Board discussed the language in the policy, which they felt needed to be changed in the future, but all agreed that it was important to have. Carol recommended that it be numbered 4A which corresponds to the time period of when it was approved and ratified. Chris asked that it be placed in the Budget file for amendment and ratification. Jean Made the Motion to number the Indemnification Policy as 4A. Russ Seconded and the Motion carried Unanimously.
3. Heritage Commission Minutes, June 10, 2015: Acknowledged.
4. Library Board of Trustees Minutes, June 11, 2015: Acknowledged.
5. UNH Feasibility Study Committee Minutes, (2) June 10 & 15, 2015: Acknowledged.
6. Zoning Board of Adjustment Minutes, June 17, 2015: Acknowledged.

VIII. CORRESPONDENCE:

1. Time Warner Cable, June 17, 2015, Possible Program Changes: Chris reported that this was their usual letter of possible program changes.

IX. CITIZEN INPUT: None.

X. NON-PUBLIC SESSION: None needed.

**XI. ADJOURNMENT: Paul Made the Motion to Adjourn. Josh Seconded. Motion Carried Unanimously
Chris adjourned the meeting at 8:30 p.m.**

Christopher P. Shipp, Chair
Approved

July 9, 2015
Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant