

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

Selectmen's Meeting

July 9, 2015

MINUTES

Selectmen: Christopher P. Shipp, Chair (absent with prior notice), Russell C. Wakefield, Vice Chair, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Carol Granfield, Interim Town Administrator (absent with prior notice); Scott Kinmond, Administrative Liaison; 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. REVIEW / APPROVAL MINUTES:** Jean Made the Motion to approve the minutes of July 2, 2015 Meeting as amended. Josh Seconded and the Motion carried Unanimously.
- IV. CITIZEN INPUT:** 1) Bill Gassman told the Board that Town Hall Streams doesn't support android devices. He has had the conversation with Paul and they were both surprised about this. It is OK with Apple and Windows devices. They have let Town Hall Streams know and hopefully this will be corrected soon.
- V. NEW BUSINESS:**

1. Review for Action: Consent & Signature File:

DATE	DOCUMENT	MAP/LOT#
7/9/15	Administrative Abatement	213-017-000-CG0-050
7/9/15	Administrative Abatement	213-017-000-CG0-050
7/9/15	Employee Sick Leave Bank Deposit	N/A

- Russ read the Consent & Signature File. Josh Made the Motion to approve the Consent & Signature File for July 9, 2015. Paul Seconded and the Motion carried Unanimously.
2. Review for Action: Deputy Tax Collector Appointment, Ashley Pouliot: Scott asked to go out of order in order to introduce the new Deputy Tax Collector. Tax Collector, Susette Remson introduced Ashley Pouliot, who started on Monday. Russ Made the Motion to appoint Ashley Pouliot as the Deputy Tax Collector. Paul Seconded and the Motion carried Unanimously. The Board welcomed Ashley to Town Hall.
3. Review for Action: Recycling Equipment Grant Application: Scott requested that the Board authorize the WMF's application for the New Hampshire the Beautiful Recycling Equipment grant application in order to purchase 10 Gaylord containers, which is a 50/50 match. The cost per container is \$134, which is used to hold and stage recyclables collected, allowing for vertical baling. Jean Made the Motion to authorize the grant application as stated in Scott's memo dated July 2, 2015, for a total cost of \$1,340. Paul Seconded. The Motion carried Unanimously.
4. Review for Action: DES Used Oil Tank Grant Program: Scott told the Board this is a grant application through the NH DES for the purchase of a 500 gallon tank to store used

oil, also a 50/50 match, total cost of \$3,170. The WMF utilizes the used oil for heating the facility. He requested that the Vice Chair be authorized to sign the application. He added that for future grant applications, he will provide the Board with an affidavit to sign and to be filed with the Town Clerk which will eliminate some of the paperwork required by DES. Jean asked and Scott replied that the Town is required to keep the state informed of their progress and use of the used oil, which they will do. He explained that the present oil tank is aging and needs to be replaced. Josh asked how the WMF staff is able to tell if this used oil is coming from a commercial enterprise or residential use. Scott said that large quantities of used oil goes to the Highway Department, which is also used for heating purposes. He added that there is a visible difference between used oil and waste oil, which is considered hazardous waste. Typically at the WMF, people bring in small quantities of used oil. Paul Made the Motion to authorize the WMF's grant application to purchase a 500 gallon oil tank to store used oil with a total cost of \$3,170, and potential 50/50 match, and authorize the Vice Chair to sign the grant application. Josh Seconded and the Motion carried Unanimously.

4. Review for Action: Primex Workers Compensation Holiday Distribution: Scott reported that in Carol's Staff Report dated July 9th, Primex is distributing a premium holiday from 2013/2014 in the amount of \$46,879.09 for workers' compensation. The Board can choose to either apply this to the 2016 workers' compensation or request a refund check. It is Carol's recommendation to request a refund check to be applied to the general fund, in order to offset unanticipated large expenditures from the Board's contingency account. Jean questioned this, stating that the Town can't spend any more than what was approved at Town Meeting. She thought it best to apply the refund as a credit for the upcoming year, and therefore offsetting the tax rate. There was discussion amongst the Board if this was correct and if so, why did Carol make this recommendation. Josh Made the Motion to Table this item to allow Carol to provide them with more information. Paul Seconded and the Motion carried Unanimously.
5. Review for Action: Google Virtual Tour of Town Hall: Scott reported that Bill Gassman has offered to publish a 360° tour of Town Hall through his association with Google Maps, at no cost to the Town. Mr. Gassman recommends showing the main lobby, the meeting room, the counters in the Town Clerk's, Tax Collector's and Administration offices, but avoid capturing faces, license plates and blur any that make it into the shots. He said he will coordinate the timing of this, either at the end of the work day or beginning. Paul Made the Motion to accept Mr. Gassman's offer to publish the Google Virtual Tour of Town Hall at no cost. Josh Seconded and the Motion carried Unanimously.

VI. OLD BUSINESS:

1. Town Administrator Search Update: In Carol's absence, Scott reported that she did provide the Board with an update in the Weekly Report.
2. CAI Technologies, Data Collection Services 2015: Russ thanked Assessor, Gary Karp for attending the meeting, adding that he was concerned that the rise in cost would mean a reduction in inspections because there wasn't enough money budgeted. Gary explained that there are 2 proposals. The first is for an increase in the general maintenance of the maps. The cost has been \$4,900 since 2007, and they are increasing that to \$5,500 and this service includes updating the assessment maps for new subdivisions, boundary line adjustments, reading deeds, etc. The cost for data collection by CAI had been \$495 for the project fee and \$12.75/per parcel, again since 2007. The project fee is being

increased to \$795 and \$13.75 per building mapped. He provided the Board with a copy of a neighborhood map from CAI's Tax/GIS map, explaining that CAI, using GIS technology locates and maps the position of buildings on parcels. Each year, new houses and structures are built and CAI sends their staff to locate and map the new buildings. Gary said that there were approximately 50 new buildings to pick up at a cost of \$600 to \$700, and he budgeted \$2,000 for this project. Josh questioned the accuracy and Gary replied that he thought the accuracy was within three feet. Paul Made the Motion to approve the CAI Technologies 2015-2016 Maintenance Contract, which includes the Tax Map Maintenance, \$5,500 and the GPS Data Collection Services, \$795 and \$13.75/building. Josh Seconded and the Motion carried Unanimously.

VII. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: 1) Josh reported that the Library Board of Trustees met and are requesting that the Selectmen do something to reduce the speed of vehicles coming into the driveway/parking lot, especially in front of the Library. They are concerned that children coming in and out of the Library will get hit. The Trustees suggested using portable speed bumps or pylons. Jean felt that Chief Wetherbee should be consulted. Scott said that drivers tend to back over pylons and thought he had access to some portable speed bumps that are located at the WMF. They could be placed right after the entrance and just before the Library's walkway. Scott said he was meaning to contact the Library regarding the timing of the raising and take down of the tents for their annual book sale. The tents were removed midday Monday, closing off the entrance, requiring drivers to come in the exit. He acknowledged that there had been a problem with the timing of seal coating the parking lot. He explained that the vendor was to wait until the Library was closed on Saturday afternoon. He was aware that they started early due to impending rain, causing problems for the Library's patrons. Scott thought that someone needs to attend the Library Trustees' meeting from the operational side, to improve communications. 2) Scott brought in Chief Wetherbee's signs that he is using to bring to drivers' attention the posted speed limit. The signs read, "Speed 45 Limit. It's Not a Suggestion. Thank You! MPD." Josh and the Board commended the Police Chief's idea and effort to reduce speeding.
2. Planning Board Minutes, June 24, 2015: Acknowledged.
3. Single Stream Recycling Review Committee Minutes, July 2, 2015: Acknowledged.

VIII. CORRESPONDENCE:

1. Time Warner Cable, June 17, 2015, Possible Program Changes: Acknowledged.
2. Joe Cormier, June 29, 2015, Pickleball: Russ reported that at last week's meeting, it was decided that this was best handled through the Recreation Department. Paul said that Mr. Cormier had a misconception about the revenue. He added that the Recreation Revolving Fund had \$81,000 of revenue, which means there are a lot of participants and substantial money coming in through the Recreation Department. Josh asked why there is no charge to play tennis, but there is for Pickleball. Paul replied that Recreation staff has to sweep the court, put up the Pickleball nets, etc., while there is no staff action needed for those who play tennis.

IX. CITIZEN INPUT: None.

- X. **NON-PUBLIC SESSION:** None needed.
- XI. **ADJOURNMENT:** Paul Made the Motion to Adjourn. Josh Seconded.
Motion Carried Unanimously
Russ adjourned the meeting at 7:50 p.m.

Russell C. Wakefield, Vice Chair
Approved

July 16, 2015
Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant

Final