

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

Selectmen's Meeting

July 16, 2015

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Vice Chair, Josiah H. Bartlett, Jean M. Beadle (absent with prior notice), 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 Made the Motion to approve the minutes of July 9, 2015 Meeting as written. Josh Seconded. Chris abstained as he did not attend the meeting. The Motion carried Unanimously.
- IV. **CITIZEN INPUT:** 1) None.
- V. **NEW BUSINESS:**
 1. **Public Hearing: Proposed Land Sale:** Chris opened the public hearing at 7:01 p.m. per RSA 41:14-a, for the sale of tax deed properties. He explained that the Town will be selling four lots: Map 121 Lot 027 – Oslo Street, Map 072 Lot 083 – Paradise Drive, Map 128 Lot 075 – Grindel Street, and Map 130 Lot 040 – Castle Shore Road. Paul asked and learned that there would be no back taxes due on these parcels. Josh asked about outstanding liens on the parcels, Town or private. Scott replied that there would be no Town tax liens, however the Town makes no warranties about other liens and the buyer needs to take due diligence to research the title. Carol agreed that the parcel is being sold as is. 1) Joe Cormier asked about these parcels which are described as exempt and if there would be a penalty for taking them out of exempt status. Hope explained that they are described as exempt due to their being Town owned property and the necessary use code needed for a zero assessment. Once the property is sold, they will become taxable again as of April 1st, the start of the next tax year, with a taxable use code. Mr. Cormier asked about these lots being sub-standard in size and less than the 40,000 sq. ft. required. Russ replied that they are grandfathered as they are existing lots of record. Josh questioned the policy of requiring bidding abutters to merge the purchased property to their lot. Russ said that this policy has been existence for quite some time and he felt it had been thoroughly vetted by Town Counsel when the policy was adopted. 2) Steve Maguire asked about the \$25 fee required to make a bid, \$350 deposit required, and the \$350 fee to pay legal costs and recording fees. He learned that the \$350 deposit will be applied to the purchase price and the legal/recording fees. Chris stated that the second public hearing will be held on July 30th, 7:00 p.m. There being no further questions, he closed the public hearing at 7:11 p.m.

2. Review for Action: Consent & Signature File:

DATE	DOCUMENT	MAP/LOT#
7/16/15	Disposal Agreement	067-032
7/16/15	NH DRED Forest Fire Report/Bill	N/A

Chris read the Consent & Signature File. Russ Made the Motion to approve the Consent & Signature File for July 16, 2015. Paul Seconded and the Motion carried Unanimously.

3. Review for Action: MPO Colin Leblanc's Resignation: Chris announced that Master Patrol Officer Colin Leblanc has submitted his letter of resignation and his last day will be August 2nd. Chris read MPO Leblanc's letter which stated that he has accepted a position with the Belknap County Sheriff's Department, and was appreciative of all the opportunities given to him during his nine years with the Moultonborough Police Department. Paul asked if MPO Leblanc would receive an exit interview and hoped to learn of his reason for leaving, adding that it was important to identify any trend for police officers resigning. Scott replied that Chief Wetherbee will do an exit interview. Carol added that in some towns the exit interview is done by the department head or the town administrator/manager. She said she will discuss this with Chief Wetherbee and would be happy to do the interview. Scott asked that a letter be written by the Board thanking MPO Leblanc for his nine years of service, as he has been a great officer and served the community well. Paul so Moved and Josh Seconded. The Motion carried Unanimously.
4. Review for Action: Sandwich Fair Annual Sign Request: Chris reported that this request is made annually. Paul Made the Motion to approve the request for 2015 Sandwich Fair signs. Josh Seconded and the Motion carried Unanimously.
5. Review for Action: Virtual Town Hall Website Services: Carol reported that she has received the proposal from Virtual Town Hall based on the presentation given to the Board in June as they requested. To update the Town's website the cost is \$1,500. For the new CMS platform which will allow each department to make changes, post notices, and to link to social media, the total cost is \$6,000 which can be paid in two yearly installments, starting January 2016. If approved they will be able to start immediately. The yearly cost with the maintenance fee will be \$5,375. Chris asked about the five phases and Carol replied that she was told it should be completed before the end of the year. Paul felt that the social media policy should be approved before that time. Josh Made the Motion to direct the Interim Town Administrator to move forth to enter into an agreement with Virtual Town Hall for Website Services listed in the proposal presented, with the cost spread over two fiscal years, \$5,375 per year. Paul Seconded and the Motion carried Unanimously.
6. Review for Action: Disclosure of Actual/Appearance of Conflict, Marie Samaha: Chris reported the Conservation Commission's Chair, Marie Samaha has submitted form #1 due to the Commission's attempt to purchase the Lee's Pond Preserve, and as she owns property on Fox Hollow Road, which is close to this property and could be perceived as a conflict of interest. Paul thanked Josh for bringing this to the Conservation Commission's attention. Josh thought that if the Conservation Commission does purchase this land that it would increase the property values of abutters, therefore creating a conflict of interest. Russ questioned this, adding that other than the land on Route 25, this property cannot be developed. Paul Made the Motion to find that: "...the financial interest is not substantial enough as to be deemed likely to affect the integrity of

- the services which the municipality may expect from the employee or officer.” Russ Seconded. Chris called for the vote: 3 Ayes, 1 Abstain (Josh). The Motion carried.
7. Review for Action: Disclosure of Actual/Appearance of Conflict, Jim Nelson: Chris reported that Jim Nelson as an Alternate to the Conservation Commission and an abutter to the same property that the Commission is attempting to purchase has also submitted form #1, which could be perceived as a conflict of interest. Paul Made the Motion to find that: “...the financial interest is not substantial enough as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee or officer.” Russ Seconded. Chris called for the vote: 3 Ayes, 1 Abstain (Josh). The Motion carried.
8. Review for Action: Health Officer & Deputy Health Officer Appointments: Scott explained that the Code & Health Officer, Don Cahoon has been the acting Health Officer and the previous Town Administrator had been the Deputy. Both appointments expired on June 13, 2015. It is staff’s recommendation to re-appoint Don Cahoon and that Fire Chief David Bengtson be appointed as the Deputy Health Officer, to which he has agreed to fill the role. Paul Made the Motion to appoint Don Cahoon as the Health Officer and Chief David Bengtson as the Deputy Health Officer. Russ Seconded. Josh asked if a doctor would be a better choice, as was done several years ago. Chris and Carol agreed that some towns do have a physician as the Health Officer and some towns have the code enforcement officer. Russ commented that the Code & Health Officer and the Fire Chief now work together on inspecting properties and that the Chief was a good choice as the Deputy. The Motion carried Unanimously.

VI. OLD BUSINESS:

1. Town Administrator Search Update: Carol reported that the process is nearing conclusion. There were 38 candidates, 10 of which received telephone interviews and the essay question. She explained that this has been narrowed to 6 candidates, however she anticipates that there could be less due to accepting other positions. The Board will receive the top 3 candidates to interview on July 23rd, starting at 8:30 a.m. Carol thought that they should allot 1 hour per interview, giving the Board a half hour for discussion in between interviews. Once a conditional offer has been made, which will occur in non-public session, the necessary background checks will be done. Paul suggested that no decision be made on the 23rd, to allow the Selectmen to have the weekend to digest all that they heard, then meet on Monday to make the decision. Carol said that she’s seen this happen both ways. Russ and Chris agreed that this might not be necessary and they may all agree on 23rd. Paul asked that a meeting be posted for Monday, July 27th, to immediately go into Non-Public session, just in case they can’t come to agreement. Carol said that she will get back to the Board with a scheduled time.
2. Primex Holiday Premium Distribution: Carol agreed with Jean’s opinion from last week that if the Board were to agree to request a refund check from Primex and put it back into the general fund, the Town could not expend it this year, but it would back fill the contingency fund. Paul thought that the money, which is an unexpected fund could be spent with a public hearing as is done in other cases. Russ asked and was told by Paul that the Town approved this at the 1984 Town Meeting, Article 4. Russ felt that the money couldn’t be spent this year. Paul Made the Motion to direct the Interim Town Administrator to write a letter to Primex requesting a refund check in the amount of \$46,879.09 and to be placed in the general fund for 2015. Josh Seconded. Chris called for the vote: 3 Ayes, 1 Nay (Russ). The Motion carried.

VII. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: 1) Carol reported that the Town's Assessor and Vision Government Solution is entering last stages of the 2015 tax year property value updates. Letters to property owners will be in the mail on Monday with informal hearings being set up, as has been done in the past. The Primex performance appraisal training has been scheduled for September 3rd. Carol said the agenda for July 30th will include amending the personnel policy to reflect these changes. She asked the Board to think about the yearly Volunteer Appreciation Luncheon which has been held for the past two years at the Lion's Club and has been catered by Buckey's. Paul and Russ were in favor of returning the Lion's Club. Carol asked that they check their calendars and get back to her. Scott said that the last Saturday of September is the 26th. 2) Josh reported that he has viewed some of the still photos that Bill Gassman took for the Google 360 tour and found them to be appropriate. He suggested that the Board should view the finished product before it is published and released on the web. Scott said he too has viewed all of the still shots. He added that based on staff's concern only the entrance to Town Hall, the lobby, and each department's entrance, along with the meeting room were photographed. As promised any personal information or faces (photos of veterans posted in the lobby) have been blurred. Josh Made the Motion that the Board must review the finished product prior to publishing and placing on the web. Chris asked and Scott replied that all of the staff concerns were met, adding that some staff members have viewed the photos. Paul agreed with Josh and Seconded the Motion. Chris called for the vote: 2 Ayes and 2 Nay (Chris and Russ). The Motion failed. 3) Josh asked for an update on the Lion's Club lease. Paul replied that he is still working on it. 4) Paul reminded the Board about the Convention of Committees in September and that they need to set a date and provide food, suggesting a week night. Discussion occurred about scheduling and it was the consensus to hold it on the last Thursday of the month, cancelling the work session for September 24th. Paul said he would work with Carol and Scott on this. 5) Josh reported that the Library was very happy with the speed bumps and they thanked Scott for taking care of this. 6) Chris reported that he attended the Recreation Advisory Board's meeting as a member where there was a heated discussion about Pickleball and the desire for more courts due to long wait times to get on the court. Scott said he has been meeting with the Recreation Director, Donna Kuethe and they are waiting to hear back from the court vendor about what can be done. He added that his department has a substantial investment with a 5 year plan on the tennis courts, total of \$25,000. Chris commented that there were a lot of people at the meeting, and this has been something Donna has been working on for some time. It isn't as easy as painting lines on the existing tennis courts. Scott said a few years back there was an issue that lines had been improperly and poorly sprayed on the basketball court, and it looked bad. Paul said that Gilford has had the same issue, adding that he thought that this was best resolved between the Recreation Department and DPW. Scott said that he and Donna are working on a temporary solution, but they want to be sure they don't disrupt another group in so doing. He added that the tennis courts are used regularly for tennis players. Russ commented that many people have criticized the idea of having more recreation space and now the same that complained are saying there isn't enough. 7) Scott said that Adopt a Spot Recognition will be on the August 6th agenda. He reported that the Lion's Club has asked to adopt the spot at the Sutherland Park by the PSB, and thanked them for volunteering to do this. Also for the August 6th agenda, he will be submitting a bid

package for intersection work to be done as part of the Road Program. Paul suggested that Scott take a look at the Route 3 and College Road intersection in Meredith, which has now been turned into a "T", and really requires drivers to slow down before turning. 8) Chris wanted to let people know that Jean is absent due to a family matter and he suspected she was watching the live stream of the meeting.

VIII. CORRESPONDENCE:

1. Joe Cormier, Pickleball Revenue (2), July 9, 2015: The Board acknowledged Mr. Cormier's emails.
2. Joe Cormier, MPD & Firework Ordinance, July 12, 2015: Chris asked and Mr. Cormier told the Board that Chief Wetherbee has been proactive, coming to his neighborhood to identify the hot spots for use of fireworks outside of the ordinance time. A recent incident occurred where fireworks had been set off and upon going outdoors to see what was going on, Mr. Cormier noted that there was a police officer already on the road attending to the problem. He commended Chief Wetherbee and the Police Department for enforcing the ordinance.

IX. CITIZEN INPUT: 1) Steve Maguire asked about the Time Warner Cable franchise negotiations. Josh said he is working on it and the negotiations have begun. Recently he and Attorney Puffer and the TWC representative met and they are making progress. He stated that due to FCC regulations they can't discuss the cost to the public. Josh added that this isn't about broadband and internet is also not part of the negotiations, only cable television. He did report that Bill Gassman has been speaking with Fairpoint about providing high speed DSL to those who don't have access now. Mr. Maguire asked if the Code & Health Officer does regular inspections on restaurants. Russ replied that the state does it. 2) Hollis Austin asked about the Google 360 virtual tour and if it was a video or still shots. Chris replied that they are still shots which are then uploaded to software which merges them together. Mr. Austin learned that only photos of the entrance to the building, and the outside of each department, along with the meeting room were photographed. Mr. Gassman has done this through Google and the Town will be able to link to it.

X. NON-PUBLIC SESSION: None needed.

XI. ADJOURNMENT: Paul Made the Motion to Adjourn. Russ Seconded.
Motion Carried Unanimously
Chris adjourned the meeting at 8:23 p.m.

Christopher P. Shipp, Chair
Approved

July 30, 2015
Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant