

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

Selectmen's Meeting

September 3, 2015

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Vice Chair, Josiah H. Bartlett (absent with prior notice), Jean M. Beadle, Paul T. Punturieri; Carol Granfield, Interim Town Administrator; Scott Kinmond, Administrative Liaison; and 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 August 20, 2015 Meeting & Non-Public, August 27, 2015 Meeting & Non-Public Minutes as written. Russ Seconded and the Motion carried Unanimously.
- IV. **CITIZEN INPUT:** 1) None.
- V. **NEW BUSINESS:**
 1. **Public Hearing: RSA 41-14-a, Land Acquisition, MBLU 162-091:** Chris opened the public hearing at 7:01 p.m. and asked if there were any questions. As there were none, Chris closed the public hearing and stated that the second public hearing on this matter is scheduled for September 17, 2015, 7 p.m. at the Selectmen's meeting.
 2. **Presentation: Ken Robichaud, Carroll County Administrator:** Chris thanked Mr. Robichaud and the three Carroll County Commissioners, Chair David Sorensen, David Babson, and Christopher Ahlgren for attending the meeting. Mr. Robichaud read his letter of August 24th that he sent to the Selectmen (attached). He said that he, as County Administrator, and the Commissioners are committed to having annual independent financial audits done. County departments have reduced their budgets further in addition to earlier cuts made. Mr. Robichaud stated that as the County Administrator he will be responsible for all budgets. He added that the mistakes made are not due to over expenditures. Presently they are searching for a financial director and acknowledged the Selectmen's letter dated August 27th, and their recommendation to hire someone with at least a master's degree or a CPA. Mr. Robichaud told the Board that they have six candidates for the position who have the experience and the appropriate degrees needed for the position. Chris questioned why they were advertising for someone with a minimum of a bachelor's degree and two years' experience. Mr. Robichaud explained that he thought the ad required a minimum of a bachelor's and seven to nine years' experience, adding that they didn't want to close any doors on a candidate. Jean commented that although hiring a candidate with a master's or a CPA will cost more, their experience will pay off. Russ said as Selectmen they work very hard to keep the budget down and the tax rate consistent. He added that Moultonborough pays approximately 24% of the County's budget, and now it will be expected to pay 24% of

the \$2.6 million supplemental budget. Chris asked the Commissioners how it was that they didn't recognize that they didn't have enough revenue coming in. Mr. Robichaud replied that the revenue was expected to be higher, adding that looking back there were a few good years and a few without enough revenue. Paul questioned how they knew this. Mr. Robichaud replied that the financial statements were used. Commissioner Christopher Ahlgren said that the problem is with the collections from the state of NH's Medicaid. He further explained that the \$2.6 million supplemental budget, only \$1 million is towards the deficit replacement, which will occur this tax bill only. The \$1.6 million is a revenue adjustment. He said that they expect the County's tax rate next year will be lower. Jean commented that they must have realistic expectations of revenue, adding that the \$1.6 million extra, will not mean a reduction compared to previous years. Paul asked how the Commissioners will work together with the Delegation so this doesn't happen again. Commissioner Dave Sorenson said that they hired the County Administrator to handle the daily operations, along with a Financial Director to monitor the budget. He said that the Delegation increased the expected revenue for last year. Mr. Sorenson explained that when a vacancy occurs at the Nursing Home, the usual turnaround time is 3 days, a loss of \$330 per day, however there can be variables in filling the vacancy resulting in a greater loss. He added that the Delegation planned on 100% occupancy. In addition, for the past four years the Delegation have used \$6.3 million to reduce the tax rate. Russ, reading from Fred Van Magness' email dated August 22nd, asked what happened to the bond money and where did it go. Mr. Sorenson replied that it was used to pay bills out of the general fund. Russ asked if it was expected that once the Registry of Deeds goes on-line, if this will decrease their budget. Mr. Robichaud said that the Registry is working on this now and he is unsure of the impact this will have on their budget. Russ pointed out that other counties have user fees, which allow smaller towns to use county services. Moultonborough doesn't use these services, but is expected to pay a quarter of the County's budget. 1) Joel Mudgett, former Selectmen reminded the Commissioners that the Town spent time trying to work with them on accessing the services the County offers. He said that the Town uses the Sheriff's Department and the jail, and residents have access to the Nursing Home. The Town doesn't use the County Dispatch for fire or police. They then learned that the County's Dispatch Center is unable to reach all areas of Moultonborough and would need an upgrade of equipment, which is an additional cost to the Town. Commissioner Babson said that the Delegation is against changing things. Joel replied that he felt the Commissioners did listen to them, but all the Representatives need to agree and certainly other towns, especially the smaller ones are not interested in raising their share of taxes. Mr. Robichaud told the Board that they have no choice in the \$2.6 supplemental budget and asked for the Town's patience to allow him to get it corrected. He said he will talk to other counties about user fees. 2) Joe Cormier asked the Commissioners if the initial appropriation of \$28.5 million is firm and was told it was plus the \$2.6 million. 3) Representative Glen Cordelli responding to the statement that the Delegation kept the tax rate artificially low, explained that he has the paperwork from the Commissioners that states in 2013 there was a \$4 million surplus, and in 2014 there was a \$3 million surplus. Based on this information the Delegation felt that the County shouldn't hold on to the taxpayers' money. He added that the statement of \$1 million of the \$2.6 million is for deficit reduction, is the first he's heard of this. Jean cautioned the Commissioners and Delegation about taking money from the fund balance to reduce the tax rate, unless this can be done consistently or the tax rate goes up. Mr. Cordelli replied that the Delegation relied on the information given that there was a surplus. Paul said that it is too early to

place blame. He thanked Representative Cordelli for his efforts towards having financial audits done. Commissioner Ahlgren said that they had an \$800,000 surplus and was used to reduce taxes, but then they had to pay the Nursing Home bond payments. Mr. Robichaud told Mr. Cordelli that the \$1 million deficit reduction was stated in the public hearing notice. Paul Made the Motion to engage the Town's Attorney to find out the Town's legal obligation of what must be paid to the County. Russ Seconded and the Motion carried Unanimously. Chris thanked the County Administrator and Commissioners for attending their meeting.

3. Review for Action: Consent & Signature File:

DATE	DOCUMENT	MAP/LOT#
9/3/15	Certification of Yield Taxes Assessed	232-001 & 009 & 248-001
9/3/15	Tax Collector's Yield Tax Warrant	232-001 & 009 & 248-001
9/3/15	Certification of Yield Taxes Assessed	014-005
9/3/15	Tax Collector's Yield Tax Warrant	014-005

Chris read the Consent & Signature File. Paul Made the Motion to approve the Consent & Signature File for September 3, 2015. Russ Seconded and the Motion carried Unanimously.

4. Review for Action: Marie Samaha, Chair Conservation Commission, Lee's Pond: Ms. Samaha asked the Selectmen to accept a donation of \$15,000 from the Lee's Pond Association towards the purchase of the Lee's Pond Preserve, to be placed in a trust fund. She explained that they are still negotiating with the owner and there isn't a purchase and sales agreement yet. Russ Made the Motion to accept the donation of funds from the Lee's Pond Association in accordance with RSA 36-A:4 to be managed and controlled by the Conservation Commission as detailed in the Interim Town Administrator's Staff Report dated September 3, 2015 and to be held in an escrow account by the Selectmen. Paul Seconded and the Motion carried Unanimously.
5. Review for Action: Dissolution of IMA Joint Board: Chris explained that the 3 town milfoil committee had been dissolved. Jean asked about the money that had been returned, \$18,489.46 and was placed in the general fund. The Milfoil Committee is requesting that this money go into their trust. Scott Bartlett, member of the Milfoil Committee said that it wasn't expected to spend this money during 2015, but to use it 2016. Carol told the Board it is usual practice for the money to go back into the general fund and the Milfoil Committee can request these funds in their next year's budget. Russ Made the Motion to dissolve the Milfoil Committee and to deposit the money returned, \$18,489.46 to the general fund. Paul Seconded and the Motion carried Unanimously.
6. Review for Action: Ordinance #21, Code of Conduct, Form #2: Chris explained that one of the Town's lifeguards received a token of appreciation. The Selectmen agreed that this was an expression of appreciation and not a problem or violation of the Code of Conduct. Chris thought that the response and signature page was missing. Carol said that they would look into this, as that was all that had been submitted. Paul Made the Motion and Russ Seconded to accept Form #2. Jean added to thank this employee for reporting the gift. The Motion carried Unanimously.
7. Review for Action: Appointment of Board of Library Trustees, Alternate: Russ Made the Motion to appoint Ginny Gassman as an Alternate to the Board of Library Trustees with a term to expire March 31, 2016. Jean Seconded and the Motion carried Unanimously.

8. Review for Action: Recognition of Interim Services: Chris explained that the former Town Administrator left with short notice. The Selectmen contracted with MRI for a temporary part-time Town Administrator services. To assist with the daily operations the Board entered into a contract with DPW Director Scott Kinmond as an Administrative Liaison, as he has had many years working for the Town and knows the employees well. Scott's liaison services will terminate as of September 5th and Carol Granfield's through MRI will end on September 9th. The Board presented Scott with a Certificate of Appreciation for his service in providing a seamless transition, while managing his duties as DPW Director. Scott thanked the Board, adding that since 1995, Moultonborough has been a great place to work, live, and bring up his kids. He complimented Carol as being a great mentor and the Selectmen for being supportive and giving him their vote of confidence. Chris said that the Board has been very happy with the quality of services received by Carol Granfield, through MRI. He added that she has been a breath of fresh air. The Board presented a Certificate of Appreciation to Carol. Carol thanked the Selectmen. She said it has been a great experience, especially since Moultonborough is next door to her home in Meredith. She has found Moultonborough to be a great community, with great people, talented staff, and a great Board of Selectmen. She said she will work to provide a smooth transition for the new Town Administrator, who she thought will be great for the Town. Carol stated that the Selectmen should be proud of their community. The Board and audience applauded Scott and Carol for their services.
9. Review for Action: Time Warner & Fairpoint Proposal for Broadband Expansion: Paul asked to table this item as Josh was unable to attend the meeting. Tabled by Consensus.
10. Proclamation: Paralyzed Veterans of America Day, September 12, 2015: Chris announced that the Selectmen in their proclamation have declared September 12, 2015 as Paralyzed Veterans of America Day in Moultonborough. Joel Mudgett thanked the Selectmen for the proclamation, adding that this will be the 9th year that Camp Robindel will host 30 disabled Veterans to a day of fishing and a banquet at the end of the day. Chris read the Proclamation aloud. Russ felt that the thanks should go to Joel Mudgett and Camp Robindel for this special day. Mr. Mudgett said that there are many people involved from the people who assist the Veterans to get in and out of the boats, to the owners of the bass boats. Paul commented that he attended the banquet last year and found it to be very moving. Mr. Mudgett added that in the past a Selectman attended and read the proclamation and hopes this will happen again. The Board agreed that a Selectman would be present. Paul Made the Motion to proclaim September 12, 2015 as paralyzed Veterans of America Day in Moultonborough and Jean Seconded. The Motion carried Unanimously.

VI. OLD BUSINESS:

1. Merit Performance Update: Carol said that the Board approved the merit performance evaluation in July and will start as of 2016. Today 15 Department Heads and Supervisors attended the Primex training on the evaluation process and she provided a training on the actual performance tool so everyone will be on the same page. The Selectmen need to consider the three elected officials, who are not evaluated for a merit raise. Some options to consider for elected officials include using the former step system, or to vote on increases in a Warrant Article at Town Meeting. Police supervisors attended the training, however the new merit system would have to be negotiated if desired, and the union has upcoming union negotiations. These items need to be addressed in the upcoming budget.

VII. OTHER BUSINESS:

1. Board & Staff Liaison and Update Reports: Jean reported that there will be a School Meeting on September 9th, at the Academy cafeteria, 6:30 p.m. The School Board hired a consultant to define the options based on the changing demographics of the Town. She urged everyone to attend the meeting.
2. Town Administrator Report: Carol reported that on Monday and part of Tuesday she will work with the new Town Administrator to provide a smooth transition. She added that she worked with Scott and provided him an update on work items. Carol reminded the Board that prior to their meeting on September 10th, at 6:15 p.m. there will be a “Meet and Greet” for Walter Johnson, the new Town Administrator and provide Town’s people an opportunity to welcome him.
3. Milfoil Committee Minutes, July 29, 2015: Acknowledged.
4. Library Board of Trustee Minutes, August 13, 2015: Acknowledged.
5. Trustees of the Trust Funds Minutes, August 17 & 24, 2015: Acknowledged. Paul commented on the minutes of August 17th regarding the presentation made by Mackensen & Company. Paul recalled that a few years back, there was concern that this company was insured for only up to \$1 million. He would like more information about this.
6. Single Stream Recycling Review Committee, August 18, 2015: Acknowledged.

VIII. CORRESPONDENCE:

1. Harry Powers, August 19, 2015, Hours of Town Clerk: Acknowledged.
2. Time Warner Cable, August 19, 2015, Possible Program Changes: Acknowledged.
3. Fred Van Magness, August 24, 2015, Carroll County Supplemental Budget: Acknowledged as previously mentioned.

- IX. CITIZEN INPUT:** 1) Hollis Austin reported that people are having problems with the live streaming of the meetings, especially with iPad products. There is a buffering problem or bad connection, with an audio problem making the conversation appear clipped. 2) Mr. Cormier said that Androids don’t work at all. He said he’s used his notebook and there was some buffering and had problems when using a “chrome stick” on his TV. Paul said that there is nothing the Town can do to rectify this problem. He did acknowledge that there is a problem with the meeting room microphones. 3) Bill Gassman said that the problem with Androids and iPad use eliminates a lot of viewers. 4) Scott Bartlett, Chair of the Planning Board said that the live streaming of their meeting was choppy. He added that the bulletin/white boards are out of view of the camera, and the volume was a problem. Paul said there was a possibility of adding a second camera and a wireless microphone for the audience. 5) Mr. Austin thought that the podium was not effective and asked that the Board increase the number of microphones used. Chris agreed. 6) Mr. Cormier added that the problems exists with live streaming and not viewing the recorded meetings. He suggested that other towns using Town Hall Streams be viewed to see how they handle different situations.

- X. NON-PUBLIC SESSION:** Not needed.

- XI. **ADJOURNMENT:** Paul Made the Motion to Adjourn. Jean Seconded.
Motion Carried Unanimously
Chris adjourned the meeting at 8:18 p.m.

Approved

Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant

Final