

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

Selectmen's Meeting

September 17, 2015

MINUTES

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Vice Chair, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator; 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 September 10, 2015 and Non-Public Minutes as written. Josh Seconded and the Motion carried Unanimously.
- IV. **CITIZEN INPUT:** 1) Hollis Austin noted that there had been problems with the streaming of the last 3 scheduled meetings and offered to provide the Selectmen and School Board copies of the videos he's taken (9/8, 9/10 and 9/15). Chris thanked him for his offer. Mr. Austin also noted that prior to July 30th the streaming and quality of the recorded video was acceptable and thought that it was due to using the Town's camera vs. the installed wall mounted camera, which lead him to believe that it was a hardware problem. In addition he asked if it was necessary to log into the live streaming only at the beginning or can it be done in the middle. Mr. Austin asked what the protocol was for scheduling a meeting to be live streamed. Walter reported that as Mr. Austin was speaking, he just logged into the live stream without any problem. Paul commented that this is a work in progress. In order to be scheduled for live streaming a request must be submitted, in advance, to Hope who also schedules the School Board's meetings, and any other Town meetings.
- V. **NEW BUSINESS:**
 1. **Public Hearing: RSA 41-14-a, Land Acquisition, MBLU 162-091:** Chris opened the public hearing at 7:07 p.m., reporting that the Town is proposing to purchase 902 square feet from Gary and Kathleen Falwell (map 162 lot 091) at the intersection of Wentworth Shores, Tara Road and Shaker Jerry Roads. As there were no comments or questions, Chris closed the public hearing. Josh Made the Motion to accept the recommendation of the Highway/Road Agent to sign in good faith a sales agreement and deposit receipt for the purchase of 902 square feet of land from Gary S. and Kathleen M. Falwell, Map 162 Lot 91, for the sum of \$3,000.00 and to authorize the Chairman to sign any necessary documents relative to the purchase as directed by the Town Attorney. Jean Seconded and the Motion carried Unanimously.
 2. **Presentation: CIPC 2016-2021 Report:** Jordan Prouty, Chair of the CIPC delivered a final copy of the CIPC report to the Selectmen, and earlier provided a copy to the Town Clerk. Mr. Prouty commented that they streamlined the report this year to 14 pages from last year's report of 37 pages. The total of all projects recommended is \$14,189,318 for

the six year program (capital spending year plus five planning years) with \$1,718,341 for this 2016 program year. He thanked the members of the CIPC, with Enid Burrows, Fred Malatesta, Josh Bartlett as the Selectmen’s representative, and Paul Punturieri as the Board’s alternate in attendance at tonight’s meeting. He also thanked the Department Heads for their cooperation. Paul reminded the Board members that they must respond to the report within 90 days for the 2016 budget. He added that for 2017 there is a 36% increase. For 2018 Paul thought that the cost for the Fire Department’s request for a forestry vehicle could be reduced with a 5 year lease. Chris said that they will review the CIPC report at their work session. Mr. Prouty said that the CIPC is subject to unknown expenses through petition warrant articles, which causes problems for their projection. Chris replied that if the voters want something and request it through a citizens’ petition, then it is up to the voters. Josh said that the CIPC has asked publicly that anyone bringing a citizens’ petition warrant article which falls under the CIPC, as a courtesy to bring it to the committee for consideration and allow them to ask the needed questions. Chris said that anyone, who through a citizen’s petition, requests to be on the warrant feels that the voters have the last say. Paul felt that the Selectmen have the ability to have a voice in this. Mr. Prouty suggested and the Board agreed to think about increasing the amount from \$10,000 to \$25,000. The Selectmen thanked Mr. Prouty and the CIPC for their efforts.

3. Review for Action: Consent & Signature File:

DATE	DOCUMENT	MAP/LOT#
9/17/15	Petition & Pole License	268-006
9/17/15	Personnel Matter	N/A

Chris read the Consent & Signature File. Jean Made the Motion to approve the Consent & Signature File for September 17, 2015. Josh Seconded and the Motion carried Unanimously.

4. Review for Action: Proposed Welcome Packet: Jean said she was in favor of promoting those groups the Town sponsors, but felt that that if this is done then all the service providers in Town should be included. She questioned whether the Wellness Center was still in existence, and wants to be sure that the packet is kept up to date. The Board agreed that this was a great start towards this effort. Paul thought that the school should be asked to include an insert. The Board agreed that all and only charitable or non-profit organizations in Town should be given the opportunity to contribute to the packet. Paul Made the Motion to approve the Welcome Packet as outlined in the Town Administrator’s Staff Report. Russ Seconded and the Motion carried Unanimously.

5. Review for Action: Town Tax Sale Recommendation: Paul suggested asking the Property Owners Association at Suissevale, Inc. (POASI) to consider swapping the land the Town wants in the States Landing Beach area for the 2 lots they are purchasing. The Selectmen agreed that it was worth asking the question. Paul Made the Motion to approve the transfer of Town owned tax dedeed property as follows: Map 121 Lot 027 to Timothy O’Connor in the amount of \$6,222.00 to be merged with his property Map 121 Lot 026; and Map 128 Lot 075 and Map 130 Lot 040 to Property Owners Association at Suissevale, Inc. in the amount of \$500.00 and \$100.00 respectively. In addition, sending a letter asking POASI if they would be willing to swap these two lots for the land in the States Landing Beach area which the Board had previously requested from the Association. Russ Seconded and the Motion carried Unanimously.

6. Review for Action: 2015 Road Project Bid Recommendation: Scott Kinmond reported that they opened the 3 bids received on Friday, September 11th for the intersection

improvement program. The Town's Engineer found a mathematical error in the bid from the lowest bidder, Bruce Robinson Co. of Tamworth, an increase of \$1,055. It is Scott's and Engineer Ray Korber's recommendation to accept the bid from Bruce Robinson Co. in the amount of \$175,011.90. Russ asked and learned that the company was notified of the error and they are in agreement with the correction. Paul so Moved, authorizing the Chair to sign any change orders to not exceed 10%, per the Town Administrator's recommendation in the Staff Report of September 17, 2015. Russ Seconded and the Motion carried Unanimously.

7. Review for Action: Department Guidance for FY 2016 Budget: Walter told the Board that he would follow a similar format from last year, as it is too late in the year to make changes. He asked the Selectmen to provide any guidance that should be included in the packet. Chris said that they want to keep it at a level service. Paul commented that it can't be at a level service as the **costs services** keep going up. He added that he is concerned about the increase in the tax rate. Josh said that based on the increase in revenues as a result of the utility assessments this doesn't mean that the Town should spend it. He reported that he was able to find one of the utilities that Mr. Sansoucy couldn't find, 186 Communications with a mailing address of 10 N. Southwood Drive, Nashua, NH 03063. He asked that this information be given to the Assessor to relay to Mr. Sansoucy. Russ thought that there would be over runs into next year. Paul agreed, and also thought that they should check department's unexpended budgets to spend in 2015.
8. Review for Action: LRPC TAC Alternate Appointment: Chris asked for any suggestions for the alternate appointment. Paul said that he thought he could cover it. Jean suggested that Scott Bartlett, Chair of the Planning Board or a member of that board should be asked to fill the alternate appointment. Paul said he would check with Mr. Bartlett.

VI. OLD BUSINESS:

1. Conservation Commission Acceptance of Donation: Russ commented that his motion from September 3rd followed the Interim Town Administrator's staff report, to place the money in an escrow account held by the Selectmen. Paul asked and learned that if the transaction does not take place, then the donated funds will be returned. Paul said he was OK with holding the funds in the Town's escrow account. Walter reported that he did seek the Town Attorney's opinion on this and learned that it could be held by either the Conservation Commission or the Selectmen. Russ Made the Motion to accept the donation of funds from the Lees Pond Association in accordance with RSA 36-A:4 to be managed and controlled by the Conservation Commission and to rescind his motion from September 3rd. Paul Seconded and the Motion carried Unanimously.

VII. OTHER BUSINESS:

1. Board Update Reports: 1) Paul reported that he attended the Paralyzed Veterans' of America dinner on Saturday at Camp Robindel and it was even better attended than last year. A group associated with the Navy volunteered with helping the veterans and with the dinner. He said it was a very nice event, and very special that they chose Moultonborough and Camp Robindel for the event. The Town's proclamation was very much appreciated. 2) Jean told the Board that the ABC met and the new Chair is Amanda Bergquist. In addition, Alan Ballard has agreed to stay on the committee. Jean Made the Motion to appoint Alan Ballard as a member at large to the Advisory Budget

Committee with his term to expire March 31, 2016. Josh Seconded. The Motion carried Unanimously. 3) Josh referred to the Village Vision report to keep the view open at Berry Pond, as it is a scenic area. He noted that only 2/3 of the area had been kept open and wondered why it wasn't all open. Russ said he will check with the property owner. Chris suggested to first check with Joanne Coppinger, member of the Village Vision Committee to be sure that their recommendation was to keep it all open. Josh also suggested and Russ agreed it would be a good idea to open up the Sutherland Park area.

2. Town Administrator Report: Walter provided the Board with a written report of his activities for the week. He met with the Chiefs of the Fire and Police Departments, the Assessor, and Scott at the DPW and also visited the Transfer Station, in addition to learning about the road project. He attended meetings for the ABC, and the CIPC public hearing, and also the meeting for the Winnepesaukee River Basin project. Today he met with Attorney Peter Minkow and received an update on outstanding legal cases. He prepared the budget packet and asked that the Board review the schedule which goes into December and to identify any conflicts. Walter said he talked with Bill Letsky of Virtual Town & Schools and will receive a task list and organize a group of staff to start the 12 week project. He asked if any Board member wanted to participate. As the contract for the printer of the town report has expired he is recommending to put it out to bid for a 3 year contract period. The Town is waiting for DRA and the County's tax rate and then he will work with the Assessor towards a tax rate. To date 64% has been expended. He met Eric Spenlinhauer of Town Hall Streams today and Hope is working with him to replace the wall mounted camera. On Friday he will be attending the state Municipal Managers' meeting in Concord to discuss the State's tax portal.
3. Milfoil Committee Minutes: Acknowledged.

VIII. CORRESPONDENCE: None.

- IX. CITIZEN INPUT**: 1) Mr. Austin commented that he thought citizens have the responsibility to report their citizen's petition that meet the criteria to the CIPC. He suggested that the Steamboat Rally be added to the welcome packet, which is the largest in the world and a premier event. Josh agreed, adding that it is featured in the Town's seal. Chris thought that it would be beneficial to include in the packet a list of events that are held in Town.

Josh asked about two items that he thought would have been on this week's agenda. Chris said that he would prefer that any items he wants discussed during a business meeting should be listed as an agenda item.

- X. NON-PUBLIC SESSION**: Chris said that the Selectmen need to go into Non-Public Session per RSA 91-A:3 II (a) for compensation and will reconvene for adjournment only. Josh Made the Motion to go into Non-Public Session and to return for the sole purpose to adjourn. Paul Seconded. A roll call was taken: Josh – Aye; Paul – Aye; Russ – Aye; Jean – Aye; Chris – Aye. The Motion carried and the Selectmen went into Non-Public Session at 8:06 p.m.

The Selectmen exited Non-Public Session at 8:15 p.m. Josh Made the Motion to seal the minutes as it was determined that divulgence of the information discussed likely would affect adversely the reputation of a person other than a member of the public body itself, and to not disclose the minutes and decisions reached to the public until, in the opinion of a majority of the members, the aforesaid circumstances no longer apply. Paul Seconded. The Motion carried Unanimously.

XI. ADJOURNMENT: Paul Made the Motion to Adjourn. Josh Seconded.
Motion Carried Unanimously
Chris adjourned the meeting at 8:16 p.m.

Christopher P. Shipp 10/1/15
Approved

Hope K. Kokas 10/1/15
Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant

Final