

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

Selectmen's Meeting

October 15, 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; 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:** Chris asked to amend the minutes, page 1, New Business #2, striking *response* and replacing it with *question* to read, "*Chris said he would have liked to see the whole email question to the Attorney General's office.*" Paul asked to amend the same item, page 2 striking *response* and replacing it with *action*. In addition, page 3, Other Business #1, 2) second sentence, strike *Paul* and replace it with *Chris*. Paul Made the Motion to approve the meeting minutes of October 8, 2015 as amended. Russ Seconded. The Motion carried Unanimously.
- IV. **CITIZEN INPUT:** 1) None.
- V. **NEW BUSINESS:**
 1. **Review for Action: Consent & Signature File:** None.
 2. **Review for Action: Playground Drive Softball Field Design Task Order:** Chris asked if the Board had any questions or comments. Paul said it was interesting to note that what was approved in the budget was \$15,000 and the task order is for exactly the same amount. Russ Made the Motion to accept the task order prepared by the Town Engineer for the services of preparing a conceptual design for the playground softball field and necessary permitting and testing, with engineering services not to exceed \$9,200 and \$5,800 for necessary field services and authorize the expenditure of said amount, and authorize the Chair to sign the task order. Paul Seconded and the Motion carried Unanimously.
 3. **Review for Action: Joint Loss Management Meeting, November 10, 2015:** Chris reported that the JLMC is requesting to hold the second training of the year on November 10th, from 8 a.m. to noon and closing all non-essential departments to allow employees to attend. Russ so Moved and Jean Seconded. Paul asked and learned that employees have not received their flu shots yet. He commented that November is late to administer the flu shot. The Motion carried Unanimously.
 4. **Review for Action: 2016 Elections:** Chris asked the Board if they were OK with the purchase per Barbara Wakefield's 2014 memo. Paul suggested that they look into using the Academy's gymnasium for the upcoming primary and presidential elections, as a high voter turnout is expected for both. The Board agreed that it would be a good idea. Chris

said that another set of voting booths is needed. Jean Made the Motion to authorize the purchase of one voting booth set per Barbara Wakefield's memo dated November 12, 2014. Paul Seconded and the Motion carried Unanimously. Walter will approach the school and make the request.

5. Review for Action: 2016 Steamboat Rally: Chris reported that the Steamboat Rally Association is requesting the use of the Lee's Mills facility for next year's rally starting Tuesday September 6, 2016 through Monday September 19, 2016. Russ said that he attended this year's rally and found that the association runs a good show and everything appeared to run without any problems. Russ Made the Motion to approve the Lee's Mills Steamboat Association's request for the 2016 rally as requested in their letter dated September 24, 2015. Paul Seconded and the Motion carried Unanimously.
6. Paul commented on the letter the Town received from Lakes Region Planning Commission and their request for the 2016 dues. He said he has received an explanation on the formula that is used and the Town's share is now 8.36%, which is better than the 13% the Town thought.

VI. OLD BUSINESS:

1. FY15 Year to Date Budget Review: Heidi asked the Board how they wanted to go over the third quarter report. Both Paul and Jean said that their questions had been answered in the report. Paul asked about this week's payroll and the cell phone reimbursements, two of which were very high. He asked what the Town is paying for. Walter reported that there is a policy covering this expense and it is for employees' use of their personal cell phone for Town business. He added that it is based on a fixed amount per position. Paul thought they should look at the policy during the budget process.

VII. OTHER BUSINESS:

1. Board Update Reports: 1) Russ reported that during the Planning Board meeting they discussed the CIPC list for funds for the States Landing improvement. He said the Conservation Commission and the Planning Board haven't seen anything officially. Russ told the Planning Board members that initial work has been done to clean up the area only, but they expect to have something soon. The bulk of the money is for permitting and dredging. Walter said that he received a project review update from the Town Engineer, and this and some other things have been put on hold while the Town Planner was out. On October 28th, a conceptual plan for States Landing with the set back issues will be provided to the Planning Board. 2) Chris reported that he has been contacted by the Laconia Area Community Land Trust and they would like to present to the Selectmen. He felt that considering the Town's need for work force housing to attract younger working families, he welcomed the presentation. The Board agreed and Chris said he will confirm to see if they can attend on November 12th. Jean suggested and the Board agreed to invite the Planning Board to attend.
2. Town Administrator Report: Walter reported budgets were received from Department Heads and it appears that they have all done an excellent job in developing responsible budgets per the Board's guidance. He added that he will be meeting with each Department Head next week. This past week he and Heidi met with representatives from the NH InterLocal Trust to discuss insurance options and they will be providing specific proposals to consider. The Convention of Committees invitations went out and to date the response has been thin, with an RSVP due early next week. As food will be ordered,

it might be necessary to contact the chairs of committees/boards to ask them to reach out to their members for their RSVP's. Walter reported to date he has no more information on Metrocast. Alison has asked the Board to begin thinking about the annual report cover and dedication. In year's past Karel Crawford's daughter has designed the cover and we need to know from the Board if they want to continue using her service. During this week, Walter said he talked with Tom Sawyer about developing an IT assessment and replacement plan. He added that this would be valuable in minimizing hardware failure and budget preparation. He will recommend an IT expendable capital reserve fund be set up to allow spending flexibility for unexpected needs or changes in technology. Russ thought it would benefit the Town to put out an RFP for IT services. Paul and Jean both agreed that Mr. Sawyer and his company is quite capable in meeting the Town's needs. Paul thought that Mr. Sawyer had been limited by the previous TA. He thought they should hear Mr. Sawyer's proposal. Walter asked Hope to update the Board on the Employee Appreciation Dinner. She reported that she has received menus from two Moultonborough restaurants with a cost of \$30 per person which includes tax and gratuity. She asked for feedback regarding the two establishments, both of which have held Town Christmas parties in the past with excellent food. Magic Foods will make available their whole facility, while the Bob House will provide just one dining room and any over flow must be seated in the bar. Based on changing the date to November in the hopes of increasing attendance, Hope thought that Magic Foods is better able to accommodate the Town's function. She also asked the Selectmen to think about the date, as several employees have conflicts with November 20th and won't be able to attend. Heidi reminded the Board that the NH Municipal Conference is also on the 20th. The Board agreed on November 13th at Magic Foods with a "Yankee Swap". Paul suggested and Chris agreed to do a brief presentation at the beginning.

3. Recreation Advisory Board Minutes, October 5, 2015: Acknowledged.
4. Zoning Board of Adjustment Minutes, October 7, 2015: Acknowledged.

VIII. CORRESPONDENCE:

1. Time Warner Cable, October 7, 2015, Possible Program Changes: Acknowledged.

IX. CITIZEN INPUT: 1) Al Hoch said that he put the Convention of Committees date on his calendar but wasn't aware of the RSVP needed. Russ asked about the NHMA conference website and if they needed to sign up on line. Hope said that she put a schedule of presentations in their boxes and to check off what they want to attend and then to hand it in to Carol and she will do the applications and schedule them. There is an application deadline for the reduced rate.

X. NON-PUBLIC SESSION: None.

XI. ADJOURNMENT: Paul Made the Motion to Adjourn. Russ Seconded.
 Motion Carried Unanimously
 Chris adjourned the meeting at 7:31 p.m.

Russell C. Wakefield

 Approved

11/5/15 Hope K. Kokas

 Date
 Respectfully Submitted
 Hope K. Kokas, Administrative Assistant