

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

Selectmen's Meeting

November 12, 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 meeting minutes of November 5, 2015 as amended. Josh Seconded. Chris abstained from the vote as he wasn't present at the meeting. The Motion carried Unanimously.

IV. CITIZEN INPUT: 1) Joe Cormier commented about the discussion from last week's meeting about the Bay Sewer District and the lack of clarity of who owns the utility, and read an article from *Town & City* that the Bay Sewer District sewer lines are connected to the Winnepesaukee River Basins System which services 10 towns and is controlled by the Department of Environmental Services. He added that there is a memorandum of understanding (MOU) and asked if Moultonborough is part of that MOU. Walter reported that he has been in contact with Town Administrators and Managers to ask who owns what and heard from them that there hasn't been a final determination. Mr. Cormier said he was concerned about the unanswered questions and becoming involved in a contract. 2) Ed Maheux asked the Board for an update on the paving of Castle Shore Road and also wanted to know if all of the road will be paved, as the stakes fall short of the marker that depicts the end of the road. In addition, he asked once the paving is completed will the Town plow the road versus private contractors, as has been done in the past. Mr. Maheux voiced concern that the private contractors don't plow until they are called out by the Road Agent. Chris replied that they will get him the answers to his questions.

V. NEW BUSINESS:

1. Review for Action: Consent & Signature File:

DATE	DOCUMENT	MAP/LOT#
11/12/15	Personnel Matter	N/A

Russ Made the Motion to approve the Consent & Signature File as presented. Paul Seconded. The Motion carried Unanimously.

2. Presentation: Laconia Area Community Land Trust: Chris informed the audience that the need for affordable housing has been discussed at several meetings. He was approached by Frances Strayer of Sandwich, who is a Board member of the Laconia Area Community Land Trust (LACLT) and requested to provide a presentation to the Board by Executive Director Linda Harvey. Ms. Strayer told the Board that she has worked in the schools for several years where it is apparent that the lack affordable housing is an issue and became involved in the LACLT. She has been a Board member for the past year and

a half. She introduced Executive Director Linda Harvey, who explained that the LACLT a non-profit organization for the past 22 years, develops permanently affordable housing opportunities and associated support programs for the local work force. They originally partnered with the City of Laconia through neighborhood revitalization with community involvement. The Town of Meredith came to them and identified a lack of housing for their work force. Russ asked and learned that the Land Trust has developed projects in not only Belknap County, but also in Carroll County, in Wolfeboro. She added that they work with the greater lakes region, which includes Moultonborough. Ms. Harvey said the Land Trust purchases the land through a combination of raised private and public funds, and maintains ownership of the developed property and provides management. She explained that Wolfeboro started working on a developing affordable housing and asked the Land Trust to step in and they were able to bring it to finalization. Ms. Harvey told the Board that Sandwich through an ad hoc group wanted housing for young families and retired couples, 14 units, but unfortunately due to time lapses it didn't happen. The Laconia Area Community Land Trust, although a non-profit organization, does pay taxes on their properties. She added that they feel they are "stewards" of a very valuable asset. The Land Trust is available to help towns develop housing plans and to define the need in their community. Ms. Harvey told the Board that funding is from a combination of sources, usually some kind of public subsidy, local financing, federal and community block grants, and NH Housing Finance Authority, and yes there are strings attached, usually a specific percentage of median income is targeted. People and families are screened through extensive income eligibility, background checks, etc., with the goal of insuring great tenants and citizens. Chris asked what the towns have done to help the Land Trust to achieve their goals. Ms. Harvey said that they have included the Land Trust in their Master Plan, creating overlay district ordinances, community block development grants, waiving municipal fees, and received free labor through county correctional departments. 1) Mr. Cormier reported that the median rental income for Carroll County is \$1,010, and from information that he's seen many agencies/organizations are involved with the Land Trust. He added that local businesses can earn tax credits by investing in the Land Trust. Town Planner Bruce Woodruff agreed with Mr. Cormier that there are a lot of agencies involved that assist in many ways, such as the Eastern Lakes Housing Consortium in Wolfeboro, but unlike many others, the Land Trust owns and manages the properties. Ms. Harvey said that Eastern Lakes Housing Consortium in Wolfeboro asked them to develop the Wolfeboro property. She said the Land Trust can assist towns in many ways. 2) Hollis Austin thought that the Town first needs to attract mid to high range salary employment first and housing next. Chris said that people can't afford housing in Moultonborough. Josh thought properties now exist in Town, but aren't rented due to over regulation. Ms. Harvey said that they are strict about payment of rent, and tenants who get in arrears, they will work with them to get it turned around. 3) Cristina Ashjian asked Ms. Harvey to name the properties that they own and manage. Ms. Harvey replied that Pinecrest Apartments on Boynton Road in Meredith, formerly a mobile home park, and Harriman Hill in Wolfeboro, and also properties in Tilton and Laconia. Ms. Strayer said that in Sandwich, they were an ad hoc community group that asked for help from the Land Trust to develop rental properties at a lesser rent than what the Taylor Home offers. 4) Mr. Cormier commented that the financial responsibility for any project is on the investors and developers, and the Town isn't involved in it, but must have the zoning to allow it to go through. 5) Marie Samaha asked and learned that the Land Trust builds new properties and rehabs properties, along with historic preservation. Ms. Harvey added that they revitalized/rehabbed the old Vernitron property, which was abandoned with environmental hazards. Working with the city they were able to clean up the hazard and created attractive housing. Chris and the Selectmen thanked Ms. Harvey and Ms. Strayer for attending their meeting and giving the presentation.

3. Presentation: Master Plan Update: Planning Board Chair Scott Bartlett told the Selectmen that he and Town Planner Bruce Woodruff collaborated on the PowerPoint presentation. Their goal was to bring the Selectmen up-to-date on the Master Plan regarding housing. Mr. Bartlett said that using 2008 Master Plan as the base and then through additional information gathered since then such as the school board study, they have determined that a build out analysis is required. They are presently on the Land Use section and transportation portions of the Master Plan looking at 10-15 years from now. Statistics say that Moultonborough's seasonal properties are vacant, which is 69% of all property in Town, and 59% of our population is made up of seniors, which is the largest percentage in the state. They recognize the need for affordable and appropriate sized housing for young families and seniors which is essential to the growth of the Town. People want the character of the Town to stay rural and unique, growing in an orderly and managed way, while providing services to seniors to age in place. Also the lakes in Town are the primary draw. What is needed are zoning standards and not just guidelines, and to redefine and redesign zones to optimize commercial/residential development, such as the airport zone for light industry, village zone for retail, food, services to include housing for employees and seniors, greens corner zone for retail and offices, and repurpose existing commercial corridors outside of "nodes" to limited highway commercial or tourism uses. Mr. Bartlett said that they need to consider higher density for residential nodes versus the now minimum required of 40,000 square feet per unit. Bruce said that now it can't be done without obtaining a variance from zoning. Higher density can be done by requiring the developer to construct community sewer and water. The Town should also consider allowing accessory dwelling units. The proposed zoning changes would be developed in 2016 for approval in 2017. Bruce told the Selectmen that the base is the Master Plan for all and any change. Paul commented that CruCon has built a business that is attractive to all, but their workers can't afford to live in Moultonborough. He felt you can't attract business without housing. Chris agreed, adding that the Land Trust also helps transition tenants to purchase their first home. Chris asked what prevents the Town from making the changes this year. Bruce replied that if it isn't laid out in the Master Plan then it could be challenged. 1) Mr. Cormier thought that the Master Plan is not statutory, but advisory. Bruce disagreed. 2) Mr. Austin felt that in order to welcome people to Town you must first have employment. The Selectmen thanked Mr. Bartlett and Bruce for their presentation and updating them on the Master Plan.
4. Review for Action: 2016-2018 Annual Report Contract Bid Results: Chris asked about the loop binding for the annual report. Walter said it has been used in the past and it is up to the Selectmen if they want to have it again, which would be \$1,000 more per year. Paul Made the Motion to award the contract for printing the annual Town Report for years 2015, 2016 and 2017 to Select Print Solutions, at a cost of \$3,310 per year (perfect binding), and to authorize the Town Administrator to sign the contract on behalf of the Town and any related documents. Josh Seconded and the Motion carried Unanimously.
5. Review for Action: Request for Tuition Reimbursement, Anne Marie Welch: Paul questioned if Library employees are Town employees. Jean felt they are as they are paid through the Town, receive benefits through the Town and are under the Personnel Policy. Paul felt that the policy needs to be clarified and amended to include Library employees. Chris reminded the Board that the maximum tuition reimbursement is \$1,000 per year. Walter felt that amending the Town's policy wasn't necessary, but what they need to know if the Library has adopted the Town's personnel policies. He said that the individual is just trying to follow Town's policy and it says the request must be submitted

and approved by the Selectmen. He added that how this is handled differs from town to town. The Selectmen agreed that they don't have a problem with the request, but need to clarify the policy. 1) Kevin Quinlan suggested having the Board of Library Trustees write a letter of support and the Library reimbursing the Town. 2) Joel Mudgett reminded the Selectmen that the Library is under a separate RSA making them independent. The Selectmen liked Mr. Quinlan's suggestion and asked Walter to contact the Library Trustees for their approval. Tabled by Consensus of the Board.

6. Review for Action: NHMA Annual Meeting: Paul Made the Motion to authorize the Chair to cast the Town's vote at the NH Municipal Association annual meeting. Josh Seconded the Motion. Chris abstained. The Motion carried Unanimously. Josh asked the Chair to request that town administrators and managers not be elected to the NHMA Board. Paul thought that it may be in their by-laws.
7. Review for Action: Staff Report, Energy Improvements, Recreation Department: Walter reported that due to the discussion in 2009 and the process developed to evaluate energy needs, the DPW Director put out an RFP to replace the windows in the Recreation Department building for a total cost of \$6,999 per his staff report. Chris thought that the price was reasonable. Russ wondered if it was premature. Chris said that regardless the building still needs to be maintained. Jean Made the Motion to award the Recreation Center facilities window replacement project to Granite State Glass in the amount of \$6,999 and to authorize the Public Works Director to sign any necessary order form, and or Energy Star rebate documents. Josh Seconded and the Motion carried Unanimously.

VI. OLD BUSINESS:

1. Budget Review Schedule Update: Walter said that he heard back from Chris and Paul about conflicts. Paul said he can't make the December 11th, and asked if they could possibly double up on the 18th. Approved by Consensus to meet for the budget work session on December 4th and all day as needed for December 18th, cancelling the work session for the 11th.
2. 2015 Tax Rate: Walter reported that DRA gave them a tax rate late Monday. At the last meeting he was authorized to use up to \$500,000 of fund balance to maintain a level Town rate. In order to keep the Town's rate level, a total of \$575,000 of fund balance is needed (which includes the \$50,000 approved at Town Meeting and the counties extra 20¢), resulting in a tax rate at about \$9.01. Josh Made the Motion to authorize the Town Administrator to use no more than \$575,000 of the fund balance to offset the tax rate to maintain the Town's rate. Paul Seconded and the Motion carried Unanimously.

VII. OTHER BUSINESS:

1. Board Update Reports: 1) Jean reported that she attended the School Board meeting and was asked by Richard Brown to report back to the Selectmen the School Board's decision to end the Joint Selectmen and School Board Sub-committee. They feel that the meetings aren't effective due to full Boards aren't involved and then the time lapse that occurs. The School Board voted to go back to the two yearly meetings with both Boards, plus whenever else it is needed. They invited the Selectmen to attend their December 6th meeting. Paul asked and learned that included the January meeting. Both Paul and Chris said they were disappointed to hear this and would like to ask them to reconsider. In addition, the cost from Town Hall Streams to fit out the Academy's auditorium for streaming is \$14,400 and \$2,500 per year.

2. Paul reported that Carroll County Sheriff's Department just received a \$350,000 grant to replace their dispatch consoles. Paul would like to know what Moultonborough gets out of this. Walter said he would inquire.
3. Town Administrator Report: Walter reported that he did contact the School Superintendent about holding the 2016 federal elections at the Academy gymnasium. They prefer not do this, as they would have to close school for the day. The Selectmen questioned this as it had been done in the past and the school wasn't closed. 1) Mr. Mudgett thought that this probably has to do with keeping sexual offenders away from children. Walter informed the Board that the Conservation Commission is issuing an RFP for the national inventory. The 2016 budget meetings with Department Heads is done. In regards to the Capital Improvement Program asset threshold amount, most towns have the same policy, \$10,000 cap or 5 year user life. The Fire Department is now in custody of their new attack vehicle, but not in service yet. Chris asked if Walter thought there was a need for a meeting next week. Three Selectmen will be in Town on Thursday to sign the manifest. Walter thought there wasn't any need. The Board by Consensus agreed to not meet next week.
4. Planning Board Minutes, October 28, 2015: Acknowledged. Chris asked about these minutes and the Planning Board's question for the Selectmen if they planned on waiving the zoning ordinance, i.e., setback requirements for the States Landing project. Paul and Russ thought Town projects should be subject to the zoning ordinance and shouldn't be waived. Chris wanted to know how this would affect the project. Planning Board Chair, Scott Bartlett said that it would be very minimal.
4. Trustees of the Trust Funds Minutes, October 28 and November 6, 2015: Acknowledged.

VIII. CORRESPONDENCE:

1. Betsey L. Patten, November 3, 2015, Request for Data for 2014 Telephone Co. Values: Chris asked if the information Ms. Patten requested was provided. Walter replied that the Assessor met with Ms. Patten and it was also a matter of getting the information from Vision Government Solution on how the utility was assessed for 2014.
2. Time Warner Cable, November 4, 2015, Possible Program Changes: Acknowledged.

IX. CITIZEN INPUT: 1) Steve Maguire asked if the Town had a tax rate and learned, that the final amount has not yet been determined, but it will be shortly. 2) Scott Bartlett thanked the Selectmen and Paul for getting DOT to work on Long Island Road.

X. NON-PUBLIC SESSION: Chris said that the Selectmen need to go into Non-Public Session per RSA 91-A:3 II (a), hiring and will reconvene for adjournment only and after will go into a non-meeting for collective bargaining discussion. Paul Made the Motion to go into Non-Public Session and to return for the sole purpose to adjourn. Josh 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 9:16 p.m.

The Board exited Non-Public Session at 9:42 p.m. Paul Made the Motion to seal the minutes as it is 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. Josh Seconded. The Motion carried Unanimously.

XI. ADJOURNMENT: Josh Made the Motion to Adjourn. Paul Seconded.
Motion Carried Unanimously
Chris adjourned the meeting at 9:43 p.m.

Christopher P. Shipp _____
Approved

11/12/15 Hope K. Kokas _____
Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant

Final