

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

Selectmen's Meeting

December 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:** Hope asked to amend the meeting minutes of December 10, 2015, Consent & Signature File, second to the last abatement, the map and lot should read ***096-004-000-000-014*** and not ***010***. Paul Made the Motion to approve the meeting minutes of December 10, 2015 and Non-Public Minutes as amended. Russ Seconded. Chris abstained as he wasn't present. The Motion carried Unanimously.
- IV. **CITIZEN INPUT:** 1) Joe Cormier wanted to clarify his comment from last week, stating that he wasn't criticizing the former Town Administrator regarding the cable franchise fees going into the general fund versus the Communication Technology CRF. In addition, in reference to the Conservation Commission's RFP for the update to the 2007 Natural Resource Inventory, he asked that land owned by conservation trusts, such as Lakes Region Conservation Trust, or Squam Lakes Conservation Trust, etc. be included in the inventory of what is available. Jean commented that the purpose of the Conservation Commission's inventory is to identify natural resources within the Town. Walter added that he will be conducting an inventory of Town owned property to identify the significance and use. Paul replied to Mr. Cormier that this is the Conservation Commission's inventory and the Board is not involved. 2) Hollis Austin asked what the natural resource inventory involved and was instructed to seek information from the Conservation Commission.
- V. **NEW BUSINESS:**
  1. **Oath of Office, Patrol Officers Elysha Pare & Michael Bagan:** Chris asked Chief Leonard Wetherbee to introduce the two officers. Chief Wetherbee felt it important to explain to the Selectmen and the public the Police Department's hiring process. Openings are advertised in the North East and the resumes received are then reviewed for the minimum qualifications. Those who meet the qualifications are then invited to Moultonborough to take the physical fitness test prior to interviewing/hiring and being sent to the Academy. He added that people would be surprised how many of the candidates do not pass this test and it is done to insure that they will get into the Academy. Those who pass go onto the internal interview panel of three Moultonborough officers, all of which specialize in a specific and different area. After this process the narrowed group receives lengthy one on one interviews with the Chief in an effort to identify if they are a match to the community to become a Moultonborough Police

Officer. Chief Wetherbee told the Board that Officer Michael Bagan, is a 24 year police veteran with experience from New York City and Long Island, NY. Officer Elysha Pare is a US Army veteran, with 4 years' experience as an aviation expert and served two tours in Iraq. The Chief said she has proven that she works well under pressure. The officers are hired with the goal that they become part of the Moultonborough community and will work well with the residents. Chris commented that it is his hope that they have long and rewarding careers with the Town. His biggest wish is that they never have to put themselves in harm's way, but the reality is that they will and tonight in taking their oath, they are showing their commitment. This is their first act of selflessness, community service, and bravery. Chris said that he wants Officer Pare and Officer Bagan to know how much ~~they~~ **the Board of Selectmen** appreciate their willingness to serve the community. Chris proceeded to give the oath to Officer Pare and Officer Bagan and thanked their families for raising a community servant. At 7:19 p.m. Chris called for a 5 minute recess to allow for photos. The meeting resumed at 7:25 p.m.

2. Review for Action: Resignation, James M. Quinlan, MPD: Chris asked to take this item out of order, as Officer Quinlan was present. Chris and the Selectmen thanked Officer Quinlan for his service to the Town, adding that he was an excellent officer and teacher at the Police Academy. Russ Made the Motion to accept the resignation of Officer James M. Quinlan and thanked him for his 6 years of service. Paul Seconded and the Motion carried Unanimously.

3. Review for Action: Consent & Signature File:

DATE	DOCUMENT	MAP/LOT#
12/17/15	Citizens' Petition, Loon Preservation Committee, \$1,000	N/A
12/17/15	DRED Forest Fire Report/Bill	N/A

Chris commented that he doesn't understand why an employee of the Moultonborough Fire Department or Dispatch is getting paid for issuing fire permits while "on the clock". Paul questioned if it was legal or not. Russ commented that this practice has been going on for some time. Jean thought that before they discontinue this practice that the Board review the policy. Chief Wetherbee commented that if an officer goes to court they receive court pay, which is then turned back to the Department. After discussion the Board agreed to allow this for now, but to look at the policy in the future. Paul commented that \$3.8 million is the payment of the Carroll County tax. Josh asked about the bankcard payments and how they were monitored. Walter explained that Department Heads are responsible for reviewing and coding them. He added that he also reviews them. Chris felt that employees shouldn't receive payment from DRED while they are being paid by the Town. Russ Made the Motion to approve the Consent & Signature File as presented. Paul Seconded. The Motion carried Unanimously.

4. Review for Action: Staff Report, 2016 Road Program Engineer Task Order: Chris asked for any comments or questions. Paul said that it was clear and Moved to authorize a Task Order from the Town Engineer in the amount of \$76,500 for the purpose of the 2016 Road program, with acknowledgement that the said program planning and development starts in 2015 and authorize the Chairman to sign the task agreement. The said expenditure to come from the Road Program Account (001-04050-00500-4312). Josh Seconded and the Motion carried Unanimously.

5. Review for Action: Staff Report, PSB Parking Lot Engineer Task Order: Paul commented that the CIPC had reviewed this and they want to know the cost to reconstruct the parking lot. Road Agent-DPW Director Scott Kinmond explained that the \$10,000 approved in the 2015 budget process is for the design and bid preparations for

the reconstruction of the parking lot, a 2 year project. The first year they will work on the rear portion of the parking lot and it is expected the cost will be approximately \$175,000, as a full box reconstruction. Josh commented that this is a result of poor construction due to poor supervision. Paul agreed, but added that the Town now has a fully qualified engineer and clerk of the works. Russ Made the Motion to authorize the task order from the Town Engineer in the amount of \$10,000 for the purpose of the Public Safety Building parking lot improvements, to include project initiation, design, bid assistance, and authorize the Chairman to sign the task order. The said expenditure is to come from the PSB Parking Lot Improvements Account (001-05000-00723-4194). Paul Seconded and the Motion carried Unanimously.

6. Review for Action: Staff Report, Playground Comfort Station Engineer Task Order: Jean recalled that this came before the Board in last year's budget process by a letter written by one individual. She said it was decided then not to go forward on this due to one person's request and if the individual wanted to pursue it, to get a citizens' petition to be on the warrant. Jean added that she was surprised this came through. Paul said that Donna Kuethe asked for it to be on the 2017 CIPC review. Scott told the Board that he has discussed the question with Donna and due to having to rent portable toilets, vandalism, and poor conditions, it was decided to request the task order to find out what could be done. He added that the Town has made substantial improvements on the Playground facility. Scott said that they aren't sure if a water septic system is viable, but there are other kinds of systems available. The money to cover the task order is available and left over from the soccer field budget. The goal is to answer the questions of what can done and determine the estimated cost. Paul commented that he would prefer that this stay on the 2017 CIPC list. Scott said that the cost of \$6,500 for the task order is below the CIPC level and the funding mechanism is in place. Chris said that restrooms have been talked about before receiving the letter from the individual and developing the Playground. Paul told the Board he'd like it to go through the 2017 CIPC review. Russ felt uncomfortable spending the money without the Town's approval. Josh agreed, adding that he questions the cost and is concerned that because the study has been done, it will lead to more expense. Paul Made the Motion to not approve the Playground Comfort Station Engineer Task Order. Josh Seconded. Chris called for the vote: 4 Aye, 1 Nay (Chris). The Motion carried.
7. Review for Action: 2015 Encumbrances & Carryovers: Paul asked and Walter replied that the list will get smaller and has done so since he wrote the staff report. He will update it as the deadline has passed, and all of the encumbrances were approved and budgeted. Paul Made the Motion to approve the recommended encumbrances and continuing appropriations for fiscal year 2015 in the amount of \$687,402 and to sign the attached letter to the Town auditors instructing them to carry forward said amount. Josh Seconded. The Motion carried Unanimously. Josh asked about returning the unexpended \$26,762.44 from the Playground Drive – Community Field account to the general fund, as the money belongs to the taxpayers. Walter replied that he would first need to review the article, as it was fairly complicated and he will report back.

## **VI. OLD BUSINESS:**

1. **2016 Holiday Schedule Revised:** Walter explained that in 2016, Christmas falls on a Sunday and the schedule presented last week didn't identify it. The main reason for the revision is for Waste Management Facility staff. Paul Moved and Jean Seconded to approve the 2016 Holiday Schedule as revised. The Motion carried Unanimously.

**VII. OTHER BUSINESS:**

1. Board Update Reports: Josh reported that he's learned that the gym schedule is not being followed and the gyms aren't fully booked as they had been told. Chris felt that this should be discussed at the School Board and Selectmen's ~~join~~ **\*\*joint\*\*** meeting. Paul commented that if this were the case, the schools wouldn't be happy if gyms were being scheduled for the Recreation programs and not being used. Josh said he wants a written report of gym use. Chris felt evidence has been provided to the Board. He added that he is constantly dropping off his children at the gyms and they are being used and they are full, also at late hours. Paul said he accepts the school's word about the gym usage. Recreation programs are coached by volunteers, and they supervise the schedule. The information they received is that they are used 90% of the time. Chris stated that this is not an agenda item and the purpose under this section of the agenda is for board updates.
2. Town Administrator's Report: Walter reminded the Board they will be meeting tomorrow, at 8:30 a.m. through 2:30 p.m. for the budget work session. He spoke with a Fairpoint representative regarding the Town's agreement with them and was told that the equipment has been ordered and the engineer will begin work the first of the year. Walter reported that he received a phone call from the Chair of the School Board, Kathy Garry regarding the letter sent to her about the Selectmen's request that they reconsider dissolving the School Board & Selectmen Joint Subcommittee. According to Ms. Garry the School Board hasn't made a decision on this and it will be discussed at the next meeting with the Selectmen on January 7<sup>th</sup>. The Board was surprised to hear this, and Jean added that she was at the meeting when this was discussed and decided. This week, Walter met with Superintendent of Schools, Susan Noyes in an effort to share information and agenda items. One item the school would like the Selectmen to consider is holding Town & School Meeting at night during the week vs. Saturday. They also discussed a cooperative marketing efforts and concepts. Paul asked if they agreed to budget \$10,000 towards this effort. Walter replied that they didn't discuss this, but he felt they needed time to develop it and it was more likely to occur in 2017. Chris felt they need to do something in 2016. Walter said that he's spoken with other TA's about marketing efforts and learned that it has primarily been around economic development. He added that Superintendent Noyes is in favor of this effort. The Board agreed to keep the \$10,000 place holder in the budget for this purpose. Walter asked the Board to consider having a meeting next week, December 30<sup>th</sup>. If not, it would mean going without a meeting for three weeks. The Board agreed by Consensus. Walter asked the Board to consider what they want for the Annual Report cover and dedication and asked them to email him their ideas, as time is short. Paul suggested dedicating the annual report to former public servants. Jean suggested for the cover creating a jigsaw puzzle of the Town.
3. Joint School Board & Select Board Subcommittee Minutes, October 8, 2015:  
Acknowledged.
4. Planning Board Minutes, December 9, 2015: Acknowledged.

**VIII. CORRESPONDENCE:**

1. Time Warner Cable, December 11, 2015, New Prices February 2016 Bill:  
Acknowledged.

**IX. CITIZEN INPUT:** 1) Scott Kinmond notified the Selectmen that he has accepted a position as Town Administrator in a nearby community, adding that there will be a press release on Monday. He said that this was a bittersweet decision as he has worked for the Town since 1985, coming up through the ranks as a Police Officer and becoming the Chief, and then running for Road Agent. He is to start his new position January 11<sup>th</sup>, but will continue as he is an elected officer to provide a transition for the DPW until the Selectmen know how they want to proceed. Scott said that he was proud of the accomplishments made in the 7 years he's been the Road Agent and Director of Public Works, which he felt had become efficient and cost effective. He recommended that the Board consider changing the position from elected to an appointed position. Scott said that through his education and his experience as Administrative Liaison, these have opened the doors of opportunity for him. Chris and the Selectmen expressed their appreciation for the outstanding job that Scott has done. Jean added that he should be proud of his accomplishments. Scott told the Board that his term expires in 2018 and a warrant article would be needed for the Town to vote on changing it from an elected to an appointed position. Chris said that this will be discussed at tomorrow's meeting. He added that the words "thank you" are not enough to express how the Board and community feels. Chief Wetherbee complimented Scott, saying that he brought the Police Department into a new era, and then did the same thing with the Department of Public Works. Scott said he feels he is up to the challenge, which will be difficult after 26 years working for the people in Moultonborough. He concluded that he will work with the Selectmen for a smooth transition. 2) Joe Cormier, referring to Josh's earlier comments about gym usage that an individual in Town has been checking on the scheduled use and then actually checking to view the usage. Chris commented that a volunteer coach/parent could've cancelled a practice for any number of reasons. Paul added that at the January 7<sup>th</sup> meeting a decision will be made about placing the question of building a community center on the warrant, and it will be based on the gym usage numbers provided. He felt it should go to Town Meeting and let it be decided.

**X. NON-PUBLIC SESSION:** Chris said that the Selectmen need to go into Non-Public Session per RSA 91-A:3 II (a) for personnel and will reconvene for adjournment. 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; Jean – Aye; Russ – Aye; Chris - Aye. The Motion carried and the Selectmen went into Non-Public Session at 8:41 p.m.

The Board exited Non-Public Session at 8:55 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 and the Motion carried Unanimously.

**XI. ADJOURNMENT:** Paul Made the Motion to Adjourn. Josh Seconded.  
Motion Carried Unanimously  
Chris adjourned the meeting at 8:56 p.m.

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Approved

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Date  
Respectfully Submitted  
Hope K. Kokas, Administrative Assistant