

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

Selectmen's Work Session

January 28, 2016

**MINUTES**

Selectmen: Christopher P. Shipp, Chair, Russell C. Wakefield, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri; Walter P. Johnson, Town Administrator.

- I. **CALL TO ORDER:** Chairman Shipp called the meeting to Order at 4:00 P.M.
- II. **PLEDGE OF ALLEGIANCE:**
- III **DISCUSSION ITEMS:**
  1. **Village Sidewalk Project:** Town Engineer Ray Korber presented to the Board an update on the engineering study. Mr. Korber noted that during the discussions with NH DOT they discovered the right a way through the village is not 66' wide as previously believed. This will present a need for construction easements in certain sections of the project. The other issue identified is there are 5 to 6 utility poles located on the south side of the highway that will need to be relocated at a cost of \$25,000 to \$30,000. With these two concerns in mind a staff review of the findings leads to the consideration of locating the sidewalk on the north side of the road which will allow for a possible connection to the new Dollar General store sidewalk and fewer obstacles to deal with. The other possible consideration is if the proposed community center is approved and built it may eliminate the need for some of the south side sidewalk, as a walkway would be built connecting the schools to the village. The Board instructed Mr. Korber to suspend any further work on the project until after Town Meeting when the community center question is answered and a public information session can be held.
  2. **Finalize Bid Policy #23 Amendment for Warrant:** It was agreed at a prior Board meeting that an amendment to the Bidding Policy to increase the amount would go before the voters. After discussion it was agreed by consensus to propose to the voters an increase in the Competitive Bidding amount from \$2,500 to \$15,000 and to increase the amount to be procured through Best Management Practices from \$2,500 to \$5,000.
  3. **Finalize Annual Report Cover and Dedication:** After a brief review of the proposed color and dedication page for the 2015 annual report, the Board approved by consensus the color of light blue and the dedication statement and graphic with no wording under it.
  4. **Review of Draft Warrant Articles and Proposed Budget:** Walter reviewed a draft of the proposed 2016 Town Warrant and budget noting that the time period for receiving petition warrant articles runs through Tuesday, February 2<sup>nd</sup> so additional articles will likely be added. He also reported that the funding to the Historical Building Municipal Trust for \$22,400 has been removed from the budget as the fund has exceeded the recommended "ceiling" amount and the \$125,000 for the States Landing Improvement project has been moved from capital outlay to a warrant article to establish a capital reserve fund and put said amount in the fund. A discussion on Article 2 on the proposed community center led to clarification for Paul and Walter regarding the fund raising amount will not be a contingency of the project or bond which is why it is stated as a

“goal”. Also for consideration, a question regarding if the article can be brought up for reconsideration after the voting is completed. Paul and Walter believe there are specific restrictions by statute on bond votes that reconsideration of a vote cannot be held until seven days later at a specific place, day and time. Walter will confirm this.

5. **Planner Search Committee At Large Member:** Walter reported that four interested candidates for the At Large committee position have responded to the request put on the Town’s website so far. After discussion it was agreed by consensus that it would be appropriate to place an ad in the local paper in addition to the website notice for folks who don’t necessarily visit the website or get the news notices.
6. **Review of Charge for Joint School/Select Board Subcommittee:** Walter presented an outline of a subcommittee charge that he and Superintendent Noyes had developed. There was some discussion about how the agenda for the subcommittee meetings would be established and approved by the full Boards. The matter will be discussed further when the two full Boards meet on February 8<sup>th</sup>.
7. **Finalize the Board 2016 Goals:** The Board discussed the status of several of the 2015 and 2016 Board goals that have been completed or that are still in progress. Walter will summarize the list to be confirmed at the February 11<sup>th</sup> Board meeting. A “town meeting” style presentation meeting with all staff will be scheduled immediately after the March 12<sup>th</sup> Town Meeting.
8. **Bond and Budget Hearing Venue:** The Board discussed the need to move the upcoming Bond and Budget Public Hearings to a larger venue in order to accommodate all interested voters. Walter reported he had check and believed the Academy auditorium was available. The Board agreed by consensus to move the hearings scheduled for February 4<sup>th</sup> at 6:30 p.m. and 7:00 p.m. respectively to the MA auditorium. Walter will be getting the word out immediately so the voters will know about the change.
9. **Town Owned Land at 4 Whittier Highway:** Walter updated the Board regarding the possible sale of the privately owned building (former Alvord Pharmacy and DiSalvo Accounting Firm) on the Town owned land at the Center Harbor town line. The purchaser is expecting to request the Town extend the current lease that runs through 2031 for a 20 year extension through 2051 to allow him to secure financing to purchase and improve the building. Any amendment to the lease requires approval at Town Meeting by the voters. With the Board’s interest in perhaps selling the land, also requiring approval at Town Meeting, two warrant articles may be needed; one first addressing the authorization to sell the property and, second if that fails one to extend the lease term for 20 years beyond the current term. The Board will discuss the matter further at the Board meeting on the 4<sup>th</sup>. A decision on the warrant articles will be needed on the 11<sup>th</sup>.
10. **Town Liability for Rec Activities:** Walter reported on a question that was raised at a prior Board meeting concerning maintaining attendance at team practices. This question was posed to Primex, the Town’s property and liability coverage group and although it was not a requirement for coverage, it should be considered as a best practice to document who attended which practices and games and when. It was agreed by Board consensus that staff, coaches and volunteers keep a record of the participants’ attendance during the seasons to be turned in at the end of the season to the Recreation Director. Walter will work with the Recreation Director to develop a standard form to track the attendance.

**IV. Adjournment:** Mr. Punturieri Made the Motion to Adjourn. Mr. Bartlett Seconded.  
Motion Carried Unanimously  
Chris adjourned the meeting at 5:45 p.m.

Christopher P. Shipp  
Approved

2/4/16 Walter P. Johnson  
Date  
Respectfully Submitted  
Walter P. Johnson, Town Administrator

Final