

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

Selectmen's Meeting

April 7, 2016

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 March 17, 2016 Meeting and Non-Public minutes and March 24, 2016 Work Session and Non-Public minutes as written. Jean Seconded. The Motion carried Unanimously.
- IV. CITIZEN INPUT:** 1) Hollis Austin brought to the Selectmen's attention that the state has appointed a new Drug Czar, Jack Wozmak and thought that the Board could reach out to him in regards to the state's drug epidemic. He also asked for an update on the properties owned by the Town and also on the marketing campaign for the Town. Walter reported that at the present he is getting caught up from Town Meeting and expects to begin at looking at Town owned properties this summer. Chris added that the marketing campaign is a project the Board will be working on collaboratively with the school district. They've had some informal proposal so far, but this is still in the discussion phase.
- V. NEW BUSINESS:**

1. Review for Action: Consent & Signature File as of 4/7/16:

4/7/16	DRA 2016 MS-232, Report of Appropriations	N/A
4/7/16	Certification of Yield Taxes Assessed & Tax Collector's Warrant	124-001 & 004
4/7/16	Certification of Yield Taxes Assessed & Tax Collector's Warrant	247-013
4/7/16	Certification of Yield Taxes Assessed & Tax Collector's Warrant	154-003
4/7/16	Abatement Application – Granted	029-012
4/7/16	Abatement Application – Granted	190-003
4/7/16	Abatement Application – Granted	222-009
4/7/16	Abatement Application – Granted	122-016
4/7/16	Abatement Application – Denied	037-007
4/7/16	2016 Charitable Exemption, Historical Society – Granted	052-024 & 028

Russ Made the Motion to approve the Consent and Signature File for April 7, 2016 as written. Paul Seconded, but would like more information regarding the bill from the Town's attorney regarding Town Meeting. Chris suggested and the Board agreed to discuss this at their April 21st work session. The Motion carried Unanimously.

2. Review for Action: Amend Board of Selectmen's Rules & Procedures: Paul Made the Motion to approve the amendments made to Policy #33, Board of Selectmen Rules of Procedure. 1) Joel Mudgett asked for the Board to explain what was being amended. Chris replied that they are eliminating the first Citizen Input of the meeting and updating the Board's committee liaison representation. Mr. Mudgett questioned the elimination of the first citizen input, and asked the Board if they really thought it took up too much time. Chris replied that the purpose of the meeting is to conduct the Town's business, adding that during the meeting the public can speak. Russ said that citizen input isn't being completely eliminated and is still available at the end of the meeting. Mr. Mudgett felt that the two citizen inputs were instituted several years ago for transparency and this change is going backwards. Jean Seconded the Motion. 4 – Ayes, 1 Nay (Josh). The Motion carried.
3. Review for Action: Staff Report, States Landing Task Order Amendment #1: Walter explained that due to the Board's request that the project be vetted through the Planning Board's site plan review process, and this was not included in the original task order. The added expense is to cover the Engineer's time attending whatever meetings are required. He added that the wording in the task order is to not exceed, and it could be less depending on the number of meetings, and the funding is carried over from 2015. Paul Made the Motion to approve the amendment to the States Landing Area Improvements Schematic Design and Permitting Services task order #1 from KV Partners to not exceed \$8,000. Josh Seconded and the Motion carried Unanimously.
4. Review for Action: Stewart's Ambulance Contract: Walter explained that Stewart's Ambulance is requesting approval from the Town to assign the ambulance contract with Stewart's to the Transformative Healthcare and their parent company, Kamylon Holdings. He added that the **six** other towns involved in the contract must also agree to the assignment. Paul Made the Motion and Jean Seconded. 4 – Aye, 1 – Nay (Chris). The Motion carried.
5. Review for Action: Lakes Region Planning Commission's TAC Appointment: Jean Made the Motion to appoint Scott Bartlett to the Lakes Region Planning Commission's Transportation Advisory Committee, as an alternate with a term to expire on March 31, 2018. Russ Seconded and thanked Mr. Bartlett for filling in during the vacancy of the Town Planner. The Motion carried Unanimously.
6. Review for Action: CIPC Alternate Appointment: Walter reported that the Board has received two volunteer applications to fill the CIPC alternate seat, from Tom Howard and Ed Harrington. He added that the Chair, Jordan Prouty in his letter to the Board supports appointing Mr. Harrington. Chris commented that it isn't often that they receive two qualified people for one seat and thought in this case, the first volunteer application received should be appointed. He added that from reading the Chair's letter he took it that he was unaware of Mr. Howard's application. Hope said that Mr. Prouty received a scanned copy of Mr. Howard's application prior to receiving Mr. Harrington's. Jean felt that in the case of two qualified candidates that they should defer to the Chairman's wishes. Paul felt it was hard to turn down either candidate as they are both experienced. Josh said he agreed with Jean. The Board discussed possibly amending the CIPC's charter to add another alternate seat. Paul Made the Motion to appoint Edward Harrington to the CIPC as an Alternate with a term to expire March 31, 2017. Josh Seconded. Chris asked and Paul confirmed that he would be making another motion to add another alternate seat, commenting that the charter isn't set in stone. 4 – Aye, 1 – Nay (Chris). Paul Made the Motion to amend the CIPC charter to add an additional

alternate seat at the Selectmen's next business meeting, April 14th. Josh Seconded and the Motion carried Unanimously.

7. Review for Action: Staff Report, Public Works Director/Road Agent Search: Walter told the Board that he was seeking their approval to move forward with the search for a new DPW Director/Road Agent. In his staff report, he suggested developing a search committee to include Josh as the DPW Selectmen's Liaison, Scott Kinmond, Highway Department Foreman Ed Wakefield, Scott Dunn Town Administrator from Gilford (if available), Meredith's DPW Director Michael Faller (if available), himself, and one or two at large community members. Walter added that he didn't need to be a voting member. Chris asked about having the present foreman selecting his boss and Walter replied that he would be instrumental to describe the day to day activities. Josh asked about Scott's status and if he has or when he will resign. Walter said that he hasn't indicated, but said that Scott's intent was to help with the transition. Upon Josh's request, Walter said he would ask Scott. Russ Made the Motion to approve the revised position description for an appointed DPW Director Road Agent, to establish a search committee for the new Road Agent/DPW Director, and to appoint the members as described, which includes two at large community members. Paul Seconded and the Motion carried Unanimously. Walter asked and the Board agreed to post the at large positions on the Town's website and also in a local newspaper. Josh wondered if the education requirements were too high. Russ pointed out that they are desired, but not required.
8. Review for Action: Staff Report, 2016 Milfoil Treatment Contracts (3): Walter explained that there were two companies bidding through the state's process, AB Aquatics and Aqualogic. Aqualogic was the lowest bidder by a considerable amount. The Committee decided to evaluate both companies' performance for the future. He added the Committee did an excellent job coming up with the solution to best serve the taxpayers. Committee member Scott Bartlett told the Board that this is a test, with two fifteen day test periods, and they will evaluate the quality and effectiveness of each company before changing exclusively to one company. Paul Made the Motion to approve the 2016 contract with ACT not to exceed \$93,450, the 2016 contract with Aqualogic, Inc. not to exceed \$13,535, the 2016 contract with AB Aquatics Inc. not to exceed \$150,000, and to authorize the Town Administrator to sign all three contracts on behalf of the Town. Jean Seconded and the Motion carried Unanimously.
9. Review for Action: Staff Report, 2016 Wage Adjustments Approval: Jean Made the Motion to approve the attached list of wage adjustments as reviewed, and adjusted by the Board if necessary, with said adjustments to be effective for hours worked beginning March 28, 2016. Josh Seconded. The Motion carried Unanimously.
10. Review for Action: Policy #7 – Amend Complaints Regarding Performance of Town Employee: Chris explained that they are amending the Town's policy for complaints regarding the performance of Town staff. The change being made is deleting the name of the employee and inserting the employee's department. He added that staff's name shouldn't be made public before an investigation is done. Paul Made the Motion to amend Policy #7 – Complaints Regarding Performance of Town Employee as presented, Russ Seconded. The Motion carried Unanimously.
11. Review for Action: Turn Up the Heat - \$8,334 Fuel Assistance Donation Acceptance: Chris read the letter sent to the Town from Jeanie Forrester (see attached) regarding the fund raiser that was held with a total of \$25,000 being raised, and \$8,334 being donated to the Town to assist residents in our community who require fuel assistance. Josh Made

the Motion to accept the donation of \$8,334 and to be used as intended. Paul Seconded with the thanks of the community. The Motion carried Unanimously.

VI. OLD BUSINESS:

1. Library Trustee Alternate Appointments (3): Chris reported that they have since learned that the Selectmen are the appointing authority. Paul Made the Motion to appoint Virginia Gassman, Richard Geden, and Susan Bucknam as Alternates to the Moultonborough Board of Library Trustees with terms to expire March 31, 2017. Josh Seconded and the Motion carried Unanimously.

VII. OTHER BUSINESS:

1. Board Update Reports: 1) Paul reported that the Master Planning Screening Committee had their first meeting to review the two chapters that Bruce Woodruff had been working on for the Master Plan. They will be reviewing the chapters for consistency and to identify action items. They will meet again next week. 2) Jean reported that the ABC has appointed Cody Gray as their representative to the CIPC. Russ asked Planning Board Chair Scott Bartlett to comment about the zoning amendment for accessory housing. Mr. Bartlett said he would have an update for the Selectmen next week.
2. Town Administrator's Report: Walter reported that an RFP has been issued for the appraisal of 4 Whittier Highway and bids will be opened tomorrow, April 8th at 2 p.m. Work continues on the Transfer Station with the site work for the two compactors being completed. Delivery for the compactors should occur during the week of April 18th. They are planning on having a "shakedown" test late April, early May. The Transfer Station's flyer will be updated, information posted on the Town's website, along with instructional flyers will be posted for the public. Walter thought that the single stream recycling will be up and running by the end of May. He will be contacting Waste Management to amend the contract for this change. Walter told the Board that the 2016 Lees Mills dock leases are due to go out and looked for approval of the \$300 lease cost. Discussion occurred about the price and if it was appropriate. These leases are available only to island property owners, which allows them access. It was agreed that the \$300 cost is probably low, but to not change it for this year and to look at this for next year. Walter asked and the Board agreed to hold the annual surplus sale. He added that it appears the sale has been well established and as in year's past he would open it to surrounding towns. Letters of invitation have been sent out to the Town's State Representatives to attend an upcoming business meeting. Walter added he would then send out invitations to county and to the Town's State Senator. He provided the Board with upcoming agenda and work session topics for their review and comment if needed. A Non-Public Session is needed for (a) and (d).
3. Milfoil Committee Minutes, March 2, 2016: Acknowledged.
4. Zoning Board of Adjustment Minutes, March 16, 2016: Acknowledged.
5. Trustees of the Trust Funds Minutes, March 15, 2016: Acknowledged.
6. Planning Board Minutes, March 23, 2016: Acknowledged.

VIII. CORRESPONDENCE:

1. Time Warner Cable, March 16, 2016, Possible Program Changes: Acknowledged.
2. Eric Taussig, March 19, 2016, Town Moderator Rules: Chris asked Mr. Taussig to comment on his letter. Mr. Taussig said he hadn't received a response. Walter replied

that he did reply to his letter, stating that he would forward it to the Selectmen and also to the Town Moderator. Mr. Taussig said he expected a response from the Selectmen. He suggested that a committee be formed to work with the Town Moderator to work on new rules. Paul stated that the Town Moderator makes the rules, and if he desires can set up a committee, and do as he pleases. He added that he thought it was important that there is a separation between the Town Moderator and the Selectmen for good reason. Russ felt that the new Town Moderator should be given a chance. Chris told Mr. Taussig that the Board received his letter and it was forwarded to the Town Moderator and it is up to him to address Mr. Taussig's concerns. Mr. Taussig asked the Board if the Town Attorney was paid to review the previous Town Moderator's rules. Josh replied that he was and also charged for three hours to attend Town Meeting. Chris replied that this is on the agenda for their work session and he shares some of Mr. Taussig's concerns.

3. Jim Morrison, March 29, 2016, SB2: Chris reported that Mr. Morrison wants to know how the Board feels about SB2. Josh said he was in favor. Paul said that he won't comment and felt that if he wants to know he should attend the meeting and ask. Chris explained that in his email Mr. Morrison said he was unable to attend the meetings. Russ said that he's absolutely opposed. Chris said he is opposed, adding he has expressed this over 100 times. Jean said she was opposed and has been since she's lived in Town.

IX. CITIZEN INPUT: 1) Joe Cormier suggested to Walter that for any future town attorney search he should check to see how they charge, by retainer, or contingency or both, and if there is a cap. 2) Hollis Austin, referring to Russ' comment about his information about the drug czar (per the deletion of the first Citizen Input), he felt that the information provided was pertinent as it is state information and the Town should ask for the state's help. 3) Tom Howard said that he was in favor of Mr. Harrington being appointed as the CIPC alternate. However he questioned the Board's process in making this choice. He disagreed with Chris' suggestion that the first application should be appointed. Chris explained that this was only based on receiving two very qualified applicants. Mr. Howard also questioned deferring only to the Chair's wishes which he thought could be a problem and discourage people from volunteering. Jean agreed with Chris that her statement was based on receiving two very qualified applicants. Russ added that it is rare to receive two qualified applicants for one position. He added that the CIPC is an important committee that goes through the vetting process for the Board. 4) Mr. Taussig asked about the Lions Club and who is in charge of the upkeep/repair of the heating system, etc. Josh replied as DPW Liaison, saying that the Town is responsible for the exterior of the building. Mr. Taussig asked about the expiration of the lease. Chris said that this is also a topic for their upcoming work session and they have yet to discuss it.

X. NON-PUBLIC SESSION: Chris said that the Selectmen need to go into Non-Public Session per RSA 91-A:3 II (a) personnel, and (d) acquisitions and offers, and will reconvene for adjournment only. 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 8:17 p.m.

The Board exited Non-Public Session at 9:22 p.m. Paul Made the Motion to seal only the non-public minutes for (a) personnel 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. Russ announced that during the Non-

Public Session the Selectmen approved the execution of the purchase and sales agreement for the Lee's Pond parcel preservation easement, 37 acres.

- XII. ADJOURNMENT:** Josh Made the Motion to Adjourn. Paul Seconded.
Motion Carried Unanimously
Chris adjourned the meeting at 9:24 p.m.

Approved

Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant

DRAFT