

**Town of Moultonborough
Board of Selectmen
Meeting Agenda
Thursday, October 5, 2023
5:00 P.M.
6 Holland St. Moultonborough, NH**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. REVIEW / APPROVAL MINUTES**
 - A. Dates:
 - i. 9/20/2023 BOS retreat w/Primex
 - ii. 9/21/2023 (+N/P)
 - iii. 9/28/2023 Work Session
- IV. CONSENT AGENDA**
 - A. Shannon Cemetery lot purchase
 - i. Eugene & Jean Farnam
 - B. Driveway Permit Application
 - i. 16 Ben Berry Road
- V. NEW BUSINESS**
 - A. Statement of Policy No. 5 – 2023 Investment Policy (RSA 41:9 VII)
 - B. Temporary Use Permit – Commercial Use
 - i. Yard Sale at Electrical Installations, LLC
- VI. OTHER BUSINESS**
- VII. CITIZEN INPUT**
- VIII. NON-PUBLIC SESSION**
 - A. RSA 91-A: 3, II (c)

Any person with a disabling condition who would like to attend this public meeting and needs to be provided reasonable accommodations to participate please contact the Moultonborough Town Hall at 603-476-2347 so accommodations can be made.

Town of Moultonborough
Board of Selectmen
Goal Setting Meeting
with Primex
September 20, 2023

MEETING MINUTES

Present: Chairman of the Board Jon Tolman, Vice Chairman of the Board Shari Colby, Selectmen Kevin D. Quinlan, Jean M. Beadle, and Karel Crawford were present. Also, present Town Administrator Charles Smith, and Primex Member Services Consultant Sally Tanner. Two public attendees; Barbara Koehler and Nancy Wright

Location: Meeting was held at the Lamprey House (Moultonborough Historical Society) 953 Whittier Highway, Moultonborough, NH

I. CALL TO ORDER: meeting began at 1:00 p.m.

II. NEW BUSINESS: after introductions Primex Consultant Tanner had the Selectmen set ground rules for the meeting. Selectmen were then asked to set what they believe are goals to achieve over the next 12 – 18 months. After the Selectmen categorized their goals (Facilities, Responsible Budget, Utility Expansion, and Legislation from Concord) and then discussed a strategic approach (What and When) followed by tactics (How) to achieve these goals. Primex will consolidate the Boards goals and provide a report.

III. ADJOURNMENT – meeting adjourned at 2:55 p.m.

Written on behalf of the Selectmen by Charles Smith, Town Administrator

Approved
Jon Tolman, Chairman

Date

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**Town of Moultonborough
Board of Selectmen Meeting
September 21, 2023**

MEETING MINUTES

Present: Chairman of the Board Jon Tolman, Vice Chairman of the Board Shari Colby, Selectmen Kevin D. Quinlan, Jean M. Beadle, and Karel Crawford were present.

I. CALL TO ORDER: Chairman Tolman called the meeting to order at 5:00 p.m. at the Moultonborough Town Hall in the Ernest Davis meeting room.

II. PLEDGE OF ALLEGIANCE: The Board recited the Pledge of Allegiance.

III. APPROVAL OF MINUTES

Motion: Selectman Beadle

To approve the meeting minutes and non-public session minutes from September 7, 2023.

Seconded: Selectman Crawford

Vote: 4 – 0 – 1 (Vice Chairman Colby abstained; absent for meeting)

Motion passed.

IV. CONSENT AGENDA

A. Board of Selectmen voted to approve the signature(s) of the following forms.

- i. 2023 NH DRA (Department of Revenue Administration) MS1 – Summary Inventory of Valuation
- ii. Disposal Agreement
- iii. Driveway Permit Applications
 - a) Paradise Drive
 - b) Lake Shore Drive
- iv. Driveway Permit at Orchard Drive – to pave a private road; Board approved through the following motion.

Motion: Selectman Quinlan

To approve the Orchard Drive permit as requested to pave roadway as a condition of permit approval. The approval of the permit to pave shall not be construed as to the Town acceptance of the road, the suitability for paving of the underlying roadbed or its location or drainage, nor anything related to town commitments, guarantees or warranties. This is a privately owned road, and all responsibility shall remain in the hands of the private owners.

Second: Vice Chairman Colby

Vote: 5 – 0

1 V.

2 **NEW BUSINESS**

3 A. Moultonborough Public Works

- 4 i. Bid award: 2011 Ford F550 dump w/plow and sander. The town received two
5 bids; 1) \$20,000 and 2) \$26,200.88 and trade-in with auto dealership was \$8,000.
6 Board approved the highest bid.

7 **Motion:** Selectman Beadle

8 *Motion to accept the bid for the sale of Vehicle #1 to William Coutts*
9 *(\$26,200.88). The truck is being sold as, as seen, with no warranty. And*
10 *authorize the Town Administrator to sign all documents related to the sale*
11 *of this vehicle."*

12 **Seconded:** Selectman Crawford

13 **Vote:** 5 – 0

14 **Motion passed**

15
16 B. Moultonborough Fire Department

- 17 i. Waive Competitive Bidding – Motorola Portable Radios

18
19 **Motion:** Selectman Beadle

20 *"A motion to approve the recommendation of the fire chief and waive the*
21 *Competitive Bidding Policy requirements to allow the purchase of 33*
22 *Motorola APX 6000XE portable radios, 6 single unit Impres 2 chargers, 2*
23 *Impres 2 multi-unit chargers, 33 XE500 Remote speaker microphones, 35*
24 *Impres 2, batteries, and one programming cable from Motorola Solutions,*
25 *Inc. under NH Dept. of Administrative Services Bid #8003026, NASPO*
26 *#00318, in an amount not to exceed \$174,305.36. And further to waive the*
27 *competitive bid policy #23 to allow the purchase from Ossipee Mountain*
28 *Electronics as OME is a locally owned and operated business and author-*
29 *ized reseller listed in the NH DAS contract #8003026 and currently per-*
30 *forms service, support, and installation of Motorola products to the Fire*
31 *Department. And further to authorize the Town Administrator to sign all*
32 *required documents."*

33
34 **Seconded:** Selectman Crawford

35 **Vote:** 5 – 0

36 **Motion passed**

- 37
38 C. Lakes Region Visiting Nurse Association – the Board received a letter from LRVNA to
39 liquidate the Visiting Nurse Service fund reserve. Funds to be used for hospice and
40 homecare supplies with clients of LRVNA.

41
42 **Motion:** Selectman Quinlan

43 *As authorized in the amended and reauthorized Visiting Nurse Trust dated*
44 *13 December 2013, move to make payable all funds in the Visting Nurse*
45 *Service Trust in the approximate amount of \$46,631.30 as formally re-*
46 *quested per LRVNA letter dated September 20, 2023 and further to close*
47 *the trust and authorize the Town Administrator to sign all necessary*

documents.

Seconded: Vice Chairman Colby

Vote: 5 – 0

Motion passed

- D. Temporary Use Permit-Commercial Use – the Board approved a temp use permit for the Castle Car Show on September 30th. Moultonborough Police and Fire details to be at the event, which expects to have 400 cars and 1,500 people.

Motion: Vice Chairman Colby

To approve the Temporary Use Permit-Commercial Use for the Castle Car Show on Saturday, September 30th, 2023.

Seconded: Selectman Beadle

Vote: 5 – 0

Motion passed

VI. OTHER BUSINESS

- A. Chairman Tolman read a letter the town received from the Town of Alton and their Public Works Department for the towns Public Works Department for the mutual aid assistance from a flooding event this past summer.
- B. Town Assessor Tom Hughes was nominated as county director for assessing official. Board approved the vote of the Chairman for Tom Hughes on NH Assessing Officials.

Motion: Selectman Quinlan

To authorize the Chairman of the Board to vote for Tom Hughes as county director on NH Assessing Officials.

Seconded: Selectman Beadle

Vote: 5 – 0

Motion passed

- C. New Hampshire Department of Transportation – the Chairman read NHDOT's announcement for an informational meeting to be held on Tuesday, October 3rd from 5:30 p.m. to 8 p.m. at Moultonborough Town Hall. Purpose of the meeting is to provide information about road improvements along Rt 25 at the intersection of Lakeshore and Glidden Roads.

VII. CITIZEN INPUT

- A. Town resident Joe Cormier – requested that the Board of Selectmen at a future work session begin a discussion about a warrant article for the 2024 Town Meeting to increase the Veterans Tax Credit from \$500 to \$750.

VIII. NON-PUBLIC SESSION

Motion: Selectman Crawford

To entered nonpublic session pursuant to RSA 91-A: 3, II (a), then reentered under (b), and after (a).

Seconded: Selectman Beadle

1 Entered at: 5:18 p.m.
2 Reconvened: 6:45 p.m.

3 **Vote: 5 – 0**

4 **Motion passed**

5 **Decision(s):** The Board agreed to reclassify an employee at MPD from par-time to
6 full-time, new youth soccer hires at Recreation, and hire a financial assistance on an as
7 needed basis.

8
9 **IX. ADJOURNMENT**

10 **Motion:** Selectman Beadle

11 *To adjourn the meeting.*

12 **Seconded:** Selectman Quinlan

13 **Vote: 5 – 0**

14 **Motion passed.**

15 Board of Selectmen adjourned their meeting at 6:45 p.m.

16
17 *Written on behalf of the Selectmen by Charles Smith, Town Administrator*

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21 _____
22 Approved

Jon Tolman, Chairman

_____ Date

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**Town of Moultonborough
Board of Selectmen Meeting
September 28, 2023**

WORK SESSION MEETING MINUTES

Present: Selectmen Jon Tolman Chairman, Shari Colby Vice-Chair, Kevin D. Quinlan, Jean M. Beadle, and Karel Crawford were present for the meeting.

I. CALL TO ORDER: Town of Moultonborough Chairman of the Board Jon Tolman called the meeting to order at 5:00 p.m. at the Moultonborough Town Hall in the Ernest Davis meeting room.

II. PLEDGE OF ALLEGIANCE: The Board recited the Pledge of Allegiance.

III. NEW BUSINESS:

- A. Sale of Town Property policy (No. 19) – Town Planner Dari Sassan provided the Board with updates to the policy that adds statutory language from RSA 80:80, sale of tax deeded property, and Board duties under RSA 41:14-a. Board to schedule a public hearing before adopting the revisions.
- B. Approval of Driveway Permit Applications – Town Planner Sassan discussed with the Board rescinding Town Ordinance #13 (Relative to the Construction of Driveways) and forwarding the approval of driveway permits from the Board of Selectmen to the Planning Board (RSA 236:13). Consensus of the Board agreed that the process would be more efficient and stop the delay of permit approvals. Board to vote on the measurer at their next meeting
- C. Assessing Services and Cyclical Measure and List – the town assessing services contract for assessing properties in town expires at the end of the year. Town Assessor Tom Hughes recommended the Board wave the Request for Proposals and continue with consultant Whitney Consulting on a new five-year contract. Board members discussed going out to bid, consensus of the Board agreed to renegotiating with Whitney. Assessor Hughes to provide the Board with a new contract for the Selectmen input on new deliverables.
- D. Assessing Recap of the Informal Hearings – Assessor Hughes provided the Board an update of the recent assessing hearings. Assessing department had 113 informal hearings a decrease from last year, which from, there were only two abatements and no assessment appeals.
- E. Fire Fighters Overtime and Holiday Compensation Policy – Chief Bengtson reviewed with the Board policy examples from neighboring towns on adopting full-time Firefighters Overtime and Holiday compensation. Board must adopt policy as the new full-time fire-fighters will work 24-hour shifts (then 48hrs off/24hrs on/96hrs off – averages out to 42hr work week). Board agreed to the policy that will pay time and one-half for hours worked more than their regularly scheduled shifts, provided they work an average of 42hrs per work week over a two-week period. Holiday pay – those working on the day will receive time and one-half for hours worked, non-working will receive 8.4hrs (20% of a 42hr work week). Call-Ins/Call backs – no recommended changes; Chief to consolidate the Board recommendations for a formal vote at their upcoming meeting.
- F. Pickleball – Recreation Director Dan Sturgeon updated the Board about residents being able to play pickleball at SAU. Director Sturgeon spoke with the Athletic Director,

1 received an informal approval, and submitted a facility use form with the SAU to use the
2 school facility for pickleball.

- 3 G. Braun Bay petition to Department of Safety (DOS) – the Board reviewed a letter to the
4 DOS that would update the offshore boat anchoring. Board did not object to the letter,
5 recommended it be condensed from four pages and include a signature page.
6 H. Town Employment Application – staff sent the employment application to Primex and
7 town labor attorney for review. Board reviewed the recommend changes and consensus of
8 the Selectmen agreed to the changes.
9 I. Business Credit Card Policy (No. 16) – before posting the policy staff had few a grammat-
10 ical change of “individual” to department receiving the credit card (page 1, first paragraph,
11 line 4). Board also added that a receipt shall be returned (with receipt) immediately after
12 use (first paragraph page 2). Last, Board changed the word “should” to must (page 2, item
13 1 and 3). Effective date to be updated to September 28th, 2023. Consensus of the Board
14 agreed to changes.

15 **IV. OTHER BUSINESS**

- 16 A. Quarterly Regional Meetings w/Neighboring Communities – Town Admin (TA) followed
17 up with the Board on the responses from neighboring communities interested in having
18 quarterly meetings. Towns of Ossipee, Tamworth, Sandwich, Meredith, Wolfeboro, Cen-
19 ter Harbor and Tuftonboro all were interested. Board asked the TA to follow up with the
20 communities, for discussion, any issues their communities are experiencing. Board also
21 asked TA to inquire with Lakes Region Planning Commission (LRPC) about being a mod-
22 erator for the meetings.
23 B. Conference of the Committees – Chairman Tolman provided the Board an update from
24 recent meeting with the Milfoil Committee about having a future conference meeting with
25 other town public bodies. As such, Moultonborough Library Trustees and Moultonbor-
26 ough School Board (SAU45) provided a few dates to meet with the Board of Selectmen.
27 Board agreed to meet with the Library Trustees on Thursday, October 19th at 8 a.m. and
28 the SAU on Tuesday, January 9th.

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30 **V. ADJOURNMENT**

31 Board of Selectmen adjourned their meeting at 7:14 p.m.

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33 *Written on behalf of the Selectmen by Charles Smith, Town Administrator*

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37
38 _____
39 Approved
Jon Tolman, Chairman

_____ Date



Town of Moultonborough
OFFICE OF ADMINISTRATION
6 Holland Street • PO Box 139 • Moultonborough, NH 03254
PHONE 603.476.2347 FAX 603.476.5835

Board of Selectmen Agenda Report

Date: October 4, 2023

To: Board of Selectmen

From: Town Administrator

Subject: Town Investment Policy No. 5

Recommended motion: *"To approve Statement of Policy No. 5 the towns 2023 Investment Policy."*

Background: per the requirement of RSA 41:9, VII on annual basis the Board of Selectmen are required to review the investment policy.

Issue: N/A – no suggested changes.

Fiscal Impact: N/A

Office of Selectmen
Post Office Box 139
Moultonborough, N.H. 03254
(603) 476-2347

STATEMENT OF POLICY
No. 5

2023 INVESTMENT POLICY

Responding to the requirements of RSA 41:9 VII, the Board of Selectmen hereby enacts this investment policy.

I. SCOPE

This investment policy applies to all Town of Moultonborough financial assets except those controlled by the Trustees of the Trust Funds. This includes:

- General fund
- Special revenue fund(s)
- Any other funds legally and appropriately held by the Treasurer.
- Any new funds created by at Town Meeting, unless specifically exempted by the article of creation.

This investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds. This investment policy does not address the financial assets of the Town of Moultonborough maintained by the Trustees of the Trust Funds.

II. OBJECTIVES

- A. Safety. The safety of principal of the financial assets of the Town of Moultonborough is the foremost objective of the Board of Selectmen. Each investment transaction shall seek first to ensure the avoidance of losses.
- B. Credit Risk. The Board of Selectmen recognizes that investment risks can result from issuer defaults or various technical complications leading to temporary loss of liquidity. The Treasurer shall only invest assets of the Town of Moultonborough in such instruments as may be specifically authorized by the Revised Statutes Annotated of the State of New Hampshire.
- C. Yield. The Board of Selectmen seeks to attain market rates of return on the investment of Town funds that are consistent with state laws that restrict the placement of public funds. It is therefore the responsibility of the Treasurer to represent the best interests of the Town in seeking to invest funds efficiently.

III. STANDARDS OF CARE

All participants in the investment process shall act responsibly as custodians of the public trust. They shall avoid any transaction that might impair public confidence in any elected official.

- A. Delegation of Authority. RSA 41:29 gives the duly elected Treasurer, with the approval of the Board of Selectmen, the authority to manage the investment program for the Town of Moultonborough. The Board of Selectmen hereby authorizes investment of excess and other funds in accordance with RSA 41:29, RSA 35-B, RSA 36-A, RSA 202-A, RSA 673, and any other applicable RSAs.
- B. Prudence. The standard of prudence to be used by the Treasurer shall be the “prudent person” standard and shall be applied in the context of managing an overall investment portfolio. The Treasurer shall make investments with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, considering the safety of capital as well as the probable income derived. The Treasurer, acting in accordance with this investment policy and exercising due diligence, shall be relieved of personal responsibility for issuer defaults or technical complications leading to temporary loss of liquidity, provided deviations from expectations are reported to the Board of Selectmen in a timely manner and the investments liquidated in a timely and responsible manner.
- C. Ethics and Conflict of Interest. The Treasurer shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair his or her ability to make impartial investment decisions. The Treasurer shall refrain from undertaking personal investment transactions with the same individual with whom he or she conducts business on behalf of the Town of Moultonborough. The Treasurer shall disclose, to the Board of Selectmen, any material financial interests in banks that conduct business with the Town of Moultonborough. He or she shall further disclose any personal financial positions related or perceived as related to the performance of the investment portfolio.

IV. INTERNAL CONTROLS

The Board of Selectmen is responsible for establishing and maintaining internal control procedures designed to insure the protection of Town assets from loss, theft, misuse, fraud, employee error, or misrepresentation by third parties. They shall design internal control procedures to provide reasonable assurance to meet this objective.

The concept of reasonable assurance recognizes that (1) the cost of a control shall not exceed the benefits derived, and (2) the valuation of costs and benefits requires estimates and judgments by management. Accordingly, the Board of Selectmen shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. In addition, internal control procedures shall address the following points:

- A. Control of Collusion. Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
- B. Separation of Transaction Authority from Accounting and Recordkeeping. To achieve a separation of duties, the person who authorizes or performs a transaction cannot be the same person who records or otherwise accounts for the transaction.
- C. Written Confirmation of Telephone Communications and Wire Transfers for Investment Transactions. Due to the potential for error and improprieties arising from telephone transactions, written communications shall support all telephone confirmations and wire transfer and shall receive transmission approval by the appropriate person. Written communications may be via fax, if on letterhead, providing the safekeeping institution has a list of the authorized signatures.

V. AUTHORIZED DEPOSITORIES

All depository accounts of the Town of Moultonborough must be in the name of the Town of Moultonborough. The depository (ies) shall forward all income payable to the Town of Moultonborough and all revenue received by the Town of Moultonborough to the Treasurer. The Treasurer shall deposit said funds in accord with RSA 41:29 II with one or more of the following institutions:

- A. Public Deposit Investment Pool established pursuant to RSA 383:22.
- B. Federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state.
- C. Federally insured banks outside the state if such banks pledge and deliver to a third-party custodial bank or the Federal Reserve Bank collateral security for such deposits of the following types:
 - United States government obligations
 - United States government agency obligations; or
 - Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

VI. AUTHORIZED INVESTMENTS

All investment accounts and securities of the Town of Moultonborough must be in the name of the Town of Moultonborough. The Treasurer may invest assets of the Town of Moultonborough which are not immediately needed for the purpose of expenditure in one or more of the following securities in accord with RSA 41:29 IV:

- A. Public Deposit Investment Pool established pursuant to RSA 383:22.
- B. Federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, for such deposits of the following types:
 - Money Market Accounts
 - Certificates of Deposit
 - Repurchase Agreements

- All other types of interest-bearing accounts; or
- Obligations fully guaranteed as to principal and interest by the United States government.

The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

The Treasurer, in January of each calendar year, shall obtain a Statement of Condition from each bank where the Treasurer deposits or invests funds.

VII. DIVERSIFICATION

It is the policy of the Board of Selectmen to diversify its investment portfolio. To the largest extent possible, the Treasurer shall diversify the investment of assets held in a common cash fund and any other investments to eliminate risk resulting from excessive credit risk or over-concentration of assets in a specific maturity. The Treasurer shall determine and periodically revise diversification strategies. These strategies shall receive review and approval by the Board of Selectmen according to Section IX presented below.

Portfolio diversification is desirable in order to control risk. The expectation is that the Treasurer shall display prudence in the selection of investments in order to minimize risk.

VIII. COLLATERALIZATION

The institution receiving Town assets on deposit must agree to collateralize the deposits pursuant to Title XXXV (Banks and Banking, Loan Association, Credit Unions) of the Statutes of the State of New Hampshire or RSA 383:22 (if investments reside in the NHPDIP). Further, the institution must abide by the current New Hampshire Code of Administrative Rules on Collateralization of Public Deposits set forth in Chapter Ban 1400 through Ban 1450.

The Treasurer shall provide a written list of all the investment instruments of the Town. Any institution holding deposits of Town assets must collateralize the total of these deposits with pledged securities that shall be equal to or in excess of the amount of the public funds deposited, less any portion thereof covered by federal deposit insurance.

Collateralization must remain in effect so long as Town assets remain on deposit. Further, the institution must agree to notify the Treasurer ninety (90) days in advance by written notice before electing to cancel collateralization or refusal to accept additional or future Town deposits.

IX. SAFEKEEPING AND CUSTODY

The Board of Selectmen shall provide security bonds according to law that cover the Treasurer and other officials handling Town assets to protect the public against possible embezzlement and malfeasance. An external auditor shall annually review and report on financial accounting and safekeeping procedures employed by the Treasurer and the Town.

X. REPORTING

The Treasurer shall submit a monthly report to the Board of Selectmen that reconciles all depository cash accounts and all investment accounts of the Town of Moultonborough. The Treasurer shall submit a semi-annual (June 30 and December 31) investment report to the Board of Selectmen that includes the following information:

- A. As of the end of the reporting period, a list of each of the following items:
 - Certificates of Deposit that the Treasurer does not intend to hold to maturity, with an explanation as to why the Treasurer chooses to liquidate them prior to maturity, and stating any penalties,
 - Investments held by maturity date, and
 - Transactions completed during the reporting period.
- B. Summary of the investment strategies employed in the most recent quarter.
- C. Description of any anticipated changes to the portfolio or anticipated changes in investment strategy.
- D. Explanation of the total investment return for the quarter compared to the anticipated return for the quarter.
- E. Explanation of any areas of concern.

XI. RECONCILIATION

Upon the request of the Board of Selectmen, its designee may perform periodic surprise audits of evidence of ownership and of the safekeeping and custodial systems. The Treasurer will receive written notice of the Board of Selectmen's desire to perform an internal audit.

This policy shall be effective immediately upon adoption and shall remain in effect until superseded or replaced. RSA 41:9 requires that this policy receive review and re-enactment annually. It is due to be reviewed one year from the date of adoption.

Date of Adoption:
October 3, 2013

Date of Amendment(s):
August 21, 2014

Date of Amendment(s)/Review:
August 10, 2017

Date of Amendment(s)/Review:
May 2, 2019

Date of Amendment(s)/Review:
July 2, 2020

Date of Amendment(s)/Review:
October 21, 2021

Date of Amendment(s)/Review:
October 6, 2022

Date of Amendment(s)/Review:
October 4, 2023

Kevin D. Quinlan
Jean M. Beadle
Karel A. Crawford
Shari Colby
Jonathan W. Tolman
BOARD OF SELECTMEN

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 41

CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:9

41:9 Financial Duties. –

- I. The selectmen shall pay all sums of money received by them in behalf of the town to the town treasurer immediately after receipt, and state to him from whom and for what received.
- II. They shall draw orders upon the treasurer for the payment of all accounts and claims against the town allowed by them, and take proper vouchers therefor.
- III. They shall keep a fair and correct account of all moneys received, all accounts and claims settled and all orders drawn by them, and of all their other financial transactions in behalf of the town.
- IV. They shall publish in the next annual report, or post at the annual meeting, the general fund balance sheet from the most recently completed audited financial statements or from the financial report filed pursuant to RSA 21-J:34, V.
- V. In the case of an accumulated general fund deficit, the selectmen shall insert an article in the warrant recommending such action as they deem appropriate, which may include, but is not limited to, raising a sum of money for the purpose of reducing that deficit.
- VI. The selectmen shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties.
- VII. The selectmen shall annually review and adopt an investment policy for the investment of public funds in conformance with applicable statutes and shall advise the treasurer of such policies.
- VIII. The selectmen shall be responsible for establishing procedures to ensure that all funds paid to the town from any department shall be remitted to the treasurer at least on a weekly basis or daily whenever such funds total \$500 or more. Remittances to the treasurer from the tax collector shall be in accordance with RSA 41:35 and remittances from the town clerk shall be in accordance with RSA 261:165.

Source. 1869, 26:3. 1874, 85:1. GL 40:9. PS 43:7. PL 47:14. RL 59:13. RSA 41:9. 1993, 181:1. 1994, 147:2. 2007, 246:2, eff. Aug. 27, 2007.



Office of Selectmen
 Town of Moultonborough
 6 Holland Street - PO Box 139
 Moultonborough, NH 03254
 (603) 476-2347 * Fax (603) 476-5835

SEP 19 2023
 Pd CK# 1624

Map/Lot 115/011
 Fee Charged \$25.00

**TOWN OF MOULTONBOROUGH
 TEMPORARY USE PERMIT-COMMERCIAL USE**

The undersigned hereby makes APPLICATION FOR TEMPORARY USE up to a maximum of three (3) consecutive days over a thirty day period for the following (describe commercial use): we are going to have a yard sale in the parking lot of Electrical Installations, LLC

October 28, 2023

8 to 10 Participants

Date(s) of Event

Expected Number of Participants

This application must be submitted fourteen (14) days before date of event.

PROPERTY OWNER'S SIGNATURE:

MAILING ADDRESS: 397 Whittier Hwy TEL. # 603-253-4525

This is to certify that we have examined the within detailed statement and find the application to be in accordance with the provisions of the Moultonborough Zoning Ordinance Article XI-H-(2), relating to Temporary Use-Commercial and that the application has been approved with the listed requirements and entered in the records, this _____ day of _____, 20__.

**Chairman-Board of Selectmen
 Town of Moultonborough**

REQUIREMENTS: _____

