

**Town of Moultonborough, NH
Board of Selectmen
Meeting Agenda
Thursday, February 2, 2023
4:00 P.M.
6 Holland St. Moultonborough, NH**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. REVIEW / APPROVAL MINUTES**
 - A. Date: 1/19/2023 (N/P)
- IV. CONSENT AGENDA**
 - A. Board Signature File
 - i. Veteran's Tax Credit(s)
 - ii. Driveway Permit Applications
- V. NEW BUSINESS**
 - A. Moultonborough Police Department
 - i. Cruiser seat belt replacement
 - ii. Automated External Defibrillator replacement
 - B. Lakes Region Planning Commission –
 - i. Circuit Rider Planner Assistance
 - ii. DPW Director – TAC, 2-year appointment
- VI. OLD BUSINESS**
- VII. OTHER BUSINESS**
- VIII. CITIZEN INPUT**
- IX. NON-PUBLIC SESSION**
 - A. RSA 91-A:3, II (b)

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.

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**Town of Moultonborough
Board of Selectmen Meeting
January 19, 2023**

MEETING MINUTES

Present: Selectmen Kevin D. Quinlan Chair, James F. Gray, Karel Crawford, and Jean M. Beadle. Shari Colby Vice-Chair was absent with advanced notice. Staff members present were Town Administrator Charles Smith, Public Works Director Chris Theriault, Police Chief Peter Beede and Executive Administrative Assistant Angela Bovill.

I. CALL TO ORDER: Town of Moultonborough Chairman of the Board Kevin Quinlan called the meeting to order at 4:00 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. PUBLIC HEARINGS

A. Acceptance of onetime bridge payment (SB401), \$69,892.10: Chairman Quinlan read the notice of Public Hearing to accept a special onetime bridge payment in the amount of \$69,892.10 and opened the public hearing at 4:02 pm. Chair asked for public input. There was none. Chair closed the public hearing at 4:03 pm.

Motion: Selectman Beadle

To accept the appropriation of unanticipated funds in the amount of \$69,892.10 as presented.

Seconded: Selectman Crawford

Vote: 4 – 0

Motion passed.

B. Acceptance of NHDES Exotic Species Program (Milfoil) grant, \$68,813: Chairman Quinlan read the notice of public hearing to discuss, take public comment and act upon the acceptance of \$68,813 from the NH Department of Environmental Services Exotic Species Program. He opened the public hearing at 4:04 pm and explained the grant (and match) in detail. Chair asked for public input. There was none. Chair closed the public hearing at 4:05 pm.

Motion: Selectman Gray

To accept the appropriation of unanticipated funds in the amount of \$69,892.10 from NHDES as presented and authorize the Town Administrator to sign all documents.

Seconded: Selectman Crawford

Vote: 4 – 0

Motion passed.

1 **IV. REVIEW/APPROVAL OF MINUTES**

2 A. 01/05/23 (N/P), 01/06/23 (joint w/ABC), 01/13/23 (joint w/ABC):

3 **Motion:** Selectman Beadle

4 *To approve the meeting minutes of 01/05/23, 01/16/23 and 01/13/23 as written.*

5 **Seconded:** Selectman Crawford

6 **Vote:** 4 – 0 (3-0-1 on the 01/13/23 minutes, Chairman Quinlan abstained)

7 **Motion passed.**

8
9 **V. CONSENT AGENDA**

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

11 i. Veteran Tax Credit(s)

12 ii. Cemetery Deed(s)

13
14 **Motion:** Selectman Beadle

15 *To approve the signed items as presented.*

16 **Seconded:** Selectman Gray

17 **Vote:** 4 – 0

18 **Motion passed.**

19
20 **VI. NEW BUSINESS:**

21 A. Long Island Beach trailer parking: Selectman Crawford was approached by a res-
22 ident who inquired about parking (trailer) at Long Island boat launch when fishing
23 alone and shared his concerns/questions. The Police Chief and DPW Director were
24 present and offered information as well for the Boards discussion. There are also
25 two other boat launches where you can park your vehicle with the trailer. A vehicle
26 can park there (with sticker) but trailer needs to be left at Moultonborough Neck
27 Fire Station.

28
29 B. Lakes Region Computer: The Board reviewed the annual contract with Lakes Re-
30 gion Computer (Statement of Work). Chair Quinlan asked if Town Administrator
31 Charles Smith if he and the lawyer review. TA Smith stated it is the same contract
32 as last year and it is for the work and services they provide. Discussion ensued.

33
34 **Motion:** Selectman Beadle

35 *To approve the Statement of Work from Lakes Region Computer and to authorize*
36 *the Town Administrator to sign all relative documents.*

37 **Seconded:** Selectman Crawford

38 **Vote:** 4 – 0

39 **Motion passed.**

40
41 **VII. NON-PUBLIC SESSION**

42 **Motion:** Selectman Crawford

43 *To enter nonpublic session pursuant to RSA 91-A: 3, II (a)*

44 **Seconded:** Selectman Gray

45 **Roll Call Vote:** 4 – 0

46 **Motion passed.**

1 Entered at: 4:22 p.m.
2 Reconvened: 4:37 p.m.

3
4 The Board discussed strategy/negotiations with respect to collective bargaining per
5 RSA 91-A:2, I, (a). Non-meeting.
6

7 **Motion:** Selectman Crawford
8 *To enter nonpublic session pursuant to RSA 91-A: 3, II (a)*

9 **Seconded:** Selectman Gray

10 **Roll Call Vote:** 4 – 0

11 **Motion passed.**

12 Entered at: 5:10 p.m.

13 Reconvened: 5:30 p.m.
14

15 **VIII. ADJOURNMENT**

16 **Motion:** Selectman Gray

17 *To adjourn the meeting.*

18 **Seconded:** Selectman Beadle

19 **Vote:** 4 – 0

20 **Motion passed.**

21 Board of Selectmen adjourned their meeting at 5:30 p.m.
22

23
24
25 *Written on behalf of the Selectmen by Angela Bovill, Executive Administrative Assistant*
26
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28
29

30 _____
31 Approved
Kevin D. Quinlan, Chairman

32 _____
Date



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

Board of Selectmen Agenda Report

Date: January 26, 2022

To: Honorable Board of Selectmen

From: Chief Peter W. Beede, Jr.

Subject: Marked Cruiser Rear Seatbelt Replacement

Recommended motion: To authorize the Police Chief to spend up to \$4,932.00 to replace the rear seatbelts in six (6) marked cruisers.

Background: The current Police Department fleet, as of this date, consists of nine (9) cruisers; eight (8) marked cruisers and (1) unmarked cruiser.

Issue: The Board of Selectmen have tasked the Police Chief with addressing any safety issues within the Police Department. As part of that ongoing process, the Police Chief has identified the rear seatbelts in the rear of the six (6) primary cruisers as a potential Officer Safety issue. As it stands now, when an officer places a prisoner in the rear seat of the cruiser, the officer has to bend over and reach across a prisoner exposing the officer to being assaulted, ie: headbutted, bitten, spit on, etc. It also exposes the officer to the potential of a claim that an officer inappropriately touched a prisoner, as the officer is bent over in front of a prisoner and has to reach across a prisoner to attach the seatbelt. If an officer is alone, they have to do this task alone. If two officers are present, one officer grabs the seatbelt and hands it off to the other officer on the side of the cruiser and attaches it. There is a solution to this, which requires the current seatbelt to be retrofitted with a Seatbelt, Outboard Retro-Fit Kit, which can be installed by Ossipee Mountain Electronics at a cost of \$612.00 for the kit and \$210.00 for labor per cruiser. This fix would then allow one (1) officer to secure a prisoner in the rear seat of a cruiser without having the officer expose themselves to being assaulted or having a claim made against them.

Fiscal Impact (If any): The total cost to replace the rear seatbelts in the six (6) primary marked cruisers would be \$4,932.00. The remaining three (3) cruisers would be addressed at the time of replacement.



Ossipee Mountain Electronics, Inc.

Quote QTE014489
 Date 1/25/2023
 Page 1 of 1

Bill To
Moultonborough Police Dept PO Box 121 Moultonborough, NH 03254

Ship To
Moultonborough Police Dept 1035 Whittier Hwy Moultonborough, NH 03254

Customer No.	Salesperson	Shipping Method	Payment Terms
MOU460	Craig Belcher	OME Install	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	4OSBK4722	Seat Belt, Outboard Retro-Fit Kit	612.00	612.00
2	1.00	LABOR	Replace Standard Seat Belts with Outboard Seatbelts	210.00	210.00

Quoted By: _____	Accepted By: _____	Date: _____	Subtotal	822.00
PRICE IS PER VEHICLE			Additional Discount	0.00
QUOTE VALID FOR 30 DAYS			Freight	0.00
			Total	822.00



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Town of Moultonborough
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(603) 476-2347 * Fax (603) 476-5835

Board of Selectmen Agenda Report

Date: January 26, 2022

To: Honorable Board of Selectmen

From: Chief Peter W. Beede, Jr.

Subject: Automated External Defibrillator (AED) Replacement

Recommended motion: To authorize the Police Chief to spend up to \$7,641.00 to replace nine (9) Automated External Defibrillators (AED) for the current Police Department fleet of nine (9) cruisers.

Background: The current Police Department fleet, as of this date, consists of nine (9) cruisers; eight (8) marked cruisers and (1) unmarked cruiser. An Automated External Defibrillator (AED) is assigned to each cruiser.

Issue: The Board of Selectmen have tasked the Police Chief with addressing any safety issues within the Police Department. As part of that ongoing process, the Police Chief has identified the Automated External Defibrillators (AED) in each cruiser as a Public Safety issue, as the Automated External Defibrillators (AED) right now are pushing 15 to 20 years old. The average life expectancy for an Automated External Defibrillator (AED) is 5 to 8 years. Based on the age of the current Automated External Defibrillators (AED) and the average life expectancy of an Automated External Defibrillator (AED), it is critical that this important lifesaving tool be replaced immediately. Our Police Officers are First Responders with Fire and Ambulance personnel and more often than not they are the first to arrive and start to provide critical care to a person in cardiac arrest. The first 10 minutes of a person in cardiac arrest are the most critical to saving a life, which is accomplished through CPR and the use of an Automated External Defibrillator (AED). With that said, the Police Chief is looking to replace each Automated External Defibrillator (AED) in each of the nine (9) cruisers. The current state bid through the Fire Department is \$849.00 per unit for a Defibtech Lifeline (Portable/Mobile) Automated External Defibrillator (AED), which includes one (1) set of adult pads, one (1) standard 7-year battery pack with 9 volt battery, one (1) soft carrying case, one (1) CPR equipment pouch, and one (1) DVD overview video. The Defibtech Lifeline (Portable/Mobile) Automated External Defibrillator (AED) is the same Automated External Defibrillator (AED) that is used by rest of the Town Departments, according to the Fire Chief.

Fiscal Impact (If any): The total cost to replace nine (9) Automated External Defibrillators (AED) would be \$7,641.00.

valid
to
2/3/23

LifeSavers, Inc.
NH AED Special Pricing Program - Effective 07/2020
FAX ORDER FORM Fax # (973)244-1666

Customer Name: MOULTONBOROUGH FIRE-RESCUE DEPT **Contact:** KELLY MARSH

Phone: (603) 476-5658 **Fax:** (603) 476-2738 **Email:** KMARSH@MOULTONBOROUGHNH.GOV

Billing Address: P.O. BOX 446 **City:** MOULTONBOROUGH **State:** NH **Zip:** 03254

Shipping Address: 1035 WHITTIER HIGHWAY **City:** MOULTONBOROUGH **State:** NH **Zip:** 03254

Credit Card # OR PO#	Expiration Date	Authorizing Signature	DATE

Quantity ordered	Part number	Description	Price Each	Total
	DCF-100 Soft Case Package	Defibtech Lifeline (Portable/Mobile) - 1 set of adult pads; 1 standard 7yr battery pack with 9 volt battery; 1 soft carrying case; 1 CPR equipment pouch; 1 DVD overview video.	\$49.00	
	DCF-100 Cabinet Package	Defibtech Lifeline (Fixed Location) - 1 set of adult pads; 1 standard 7 yr battery pack with 9 volt battery; 1 soft carrying case; 1 CPR equipment pouch; 1 DVD overview video; 1 non alarmed cabinet; 1 - 3 way sign; 2 facility decals;	\$17.00	
	DDP-100	Adult Pads	\$49.80	
	DDP-200P	Pediatric Pads	\$89.25	
	DCF-200	Standard 5 year battery pack including 9 volt (DBP-1400)	\$152.10	
	DCF-210	High Use 7 year battery pack including 9 volt (DBP-2800)	\$188.10	
	DAC-410	9volt lithium battery	\$8.99	
	DSG-300A	AED Wall Mount Cabinet with Alarm.	\$139.60	
	DSG-300	AED Wall Mount Cabinet	\$119.60	
	DAC-200	AED Soft Carrying Case	\$69.30	
	DS-100	3 Way AED Wall Sign	\$13.46	
	DCF-350T	AED Trainer. Includes handheld remote, training pads, rechargeable battery, and battery charger.	\$339.15	
	DDP-101T	Training Pad Package Adult	\$27.55	
	DDP-105T	Adult Training Pad Replacement Pads 5pr	\$27.55	
	DDP-201T	Training Pad Package Pediatric	\$27.55	
	DDP-205T	Pediatric Training Pad Replacement Pads 5pr	\$27.55	
	DEC-100	AED Facility Decal	\$1.80	
	DEC-200	AED Vehicle Decal	\$1.80	
	78-821	Rescue Pack (CPR Equip)	\$22.50	
TOTAL:				

New Hampshire State Contract # 8002699

LifeSavers, Inc. 39 Plymouth Street, Fairfield, NJ 07004
Phone: (973)244-9111 Fax: (973)-244-1666
E-mail: orders@lifesaversinc.com Web Site: www.lifesaversinc.com

Letter of Agreement between the Town of Moultonborough, New Hampshire and the Lakes Region Planning Commission

Circuit Rider Planner Assistance

General Description: The Lakes Region Planning Commission (LRPC) will provide assistance to the Moultonborough Planning Board through the services of a Circuit Rider Planner.

Specific Provisions: Beginning upon notice to proceed from the Town, LRPC staff will provide planning assistance to the Town of Moultonborough depending upon the needs of the Planning Board. The specific services are summarized below and may be to be amended by mutual agreement.

1. LRPC staff will be available to respond to questions from Town staff by telephone or email or be available for on-call office hours in Town Hall to speak with potential Planning Board applicants.
2. LRPC staff will provide on-going circuit rider services that include:
 - (a) Review of recent zoning updates to ensure that all changes have been incorporated into the zoning ordinance.
 - (b) Review, or assistance in the review, of subdivision and site plan applications to ensure completeness and noting potential problem areas and identifying local, state, or federal permits which may be required.
 - (c) Coordination and follow-up phone calls with applicants, surveyors, engineers and developers.
 - (d) Initial review of the any Subdivision and Site Plan Review Regulations to identify potential updates/improvements.
 - (e) Attendance at Planning Board meetings as necessary.

Compensation: The costs for time involved are as follows:

- (a) General planning support will be charged at the LRPC member rate of \$83.50 per hour. Tasks include on-call circuit rider services and pre-application meeting attendance not directly related to a specific development review. No specific hours are set but generally availability is limited to no more than 10 hours per week through March 31, 2023 unless this agreement is modified by the Town and LRPC.

The Town of Moultonborough agrees to pay the LRPC upon presentation of a monthly invoice. This agreement may be terminated upon written notice by either party.

Town of Moultonborough

Chair Board of Selectmen

date

Lakes Regional Planning Commission

Jeffrey R. Hayes, Executive Director

date

TOWN OF MOULTONBOROUGH

APPOINTMENT

To **Moultonborough Public Works Director, Christopher Theriault**, of Moultonborough, in the County of Carroll, State of New Hampshire.

Whereas, there is a vacancy in the **Lakes Region Planning Commission Transportation Advisory Committee**, for **Alternate Member**, and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, **Moultonborough Public Works Director, Christopher Theriault**, as the **Alternate Member** for the **Lakes Region Planning Commission Transportation Advisory Committee**, and upon your taking oath of office, and having this appointment and the certification of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office. Your term shall end on **February 2, 2025**.

Given under our hands, this 2nd day of **February 2023**.

MOULTONBOROUGH BOARD OF SELECTMEN

Kevin D. Quinlan, Chair

Shari A. Colby, Vice Chair

Jean M. Beadle

James F. Gray

Karel A. Crawford

I, **Moultonborough Public Works Director, Christopher Theriault**, swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as **Alternate Member**, of the **Lakes Region Planning Commission Transportation Advisory Committee**, according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire.

So Help Me God
State of New Hampshire
Carroll County, ss.

Personally appeared the above, named **Moultonborough Public Works Director, Christopher Theriault**, who took and subscribed the foregoing oath. Before me, Town Clerk.

Date _____

Town Clerk

Received and Recorded: _____