

**Town of Moultonborough  
Board of Selectmen Meeting  
March 2, 2023**

**MEETING MINUTES**

**Present:** Selectmen Kevin Quinlan Chairman, Shari Colby Vice-Chair, James F. Gray, Karel Crawford, and Jean M. Beadle. Staff members present were Fire Chief Dave Bengston, Fire Lt. Frangelli, Public Works Director Chris Theriault, Waste Management Facility Supervisor Ken Filpula and Executive Administrative Assistant Angela Bovill.

**I. CALL TO ORDER:** Town of Moultonborough Chair 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 HEARING**

A. Moultonborough Volunteer Firefighters Association equipment donation: Chair Quinlan read the public hearing notice to accept a \$52,242 rescue equipment donation from the Moultonborough Volunteer Firefighters Association and opened the public hearing at 4:02 pm. Chair asked for public input and Ms. Barbara Beede, President of the Volunteer Firefighters Association gave information on the anonymous donation along with details on the equipment being purchased and donated to the town. Since the posting of the public hearing, there has been additional funds added to the \$52,242 donation for a new total amount of \$61,901. Fire Chief Dave Bengtson informed the Board that some of these items were in the Fire Department Capital budget, which means that requested amount will decrease after purchasing with funds from the donation. Discussion ensued. The Selectmen thanked the association and the anonymous donor for the generous donation. With no further public comment the Chair closed the public hearing at 4:12 pm.

**Motion:** Selectman Gray

*To accept the amended amount of \$61,901 of rescue equipment donation from the Moultonborough Firefighters Association.*

**Seconded:** Selectman Crawford

**Vote:** 5 – 0

**Motion passed.**

**IV. REVIEW/APPROVAL OF MINUTES**

A. Chair Quinlan read a revision requested under old business in the 02/16/23 (Pg 3 of 4, VI Old Business) from the Chair of the Heritage Commission to change the wording (as read into the record).

**Motion:** Selectman Beadle

*To approve the meeting minutes of February 16, 2023 as amended and to approve*

*the February 23, 2023 as written.*

**Seconded:** Vice Chair Colby

**Vote:** 4-0-1 (Selectmen Quinlan abstained)

**Motion passed.**

**IV. CONSENT AGENDA**

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

- i. Veteran Tax Credit(s)
- ii. Driveway Permit Application
- iii. Personnel Action Form(s)
- iv. 2022 Equalization Municipal Assessment Data Certificate (DRA Form)

**Motion:** Selectman Beadle

*To approve the signed items as presented.*

**Seconded:** Selectman Gray

**Vote:** 5 – 0

**Motion passed.**

**V. NEW BUSINESS:**

A. Department of Public Works

- i. Policy #14, Cemetery Lots & Cemetery Rules, proposed changes: Public Works Director Chris Theriault gave an overview of policy #14, cemetery lots & cemetery rules along with edits and recommend changes. One of the items discussed previously discussed was the need to update current fees and incorporating columbarium fees. He is also looking to include single lots (we currently have double lots), and cremation lots. Discussion ensued. The Board concurs with the recommended changes. The fees will have to be addressed at a future public hearing and the Board also instructed Director Theriault to include the minor changes sent out in a subsequent email today. Other items to be addressed: columbarium pricing added into policy now or after built, cemetery trust fund for maintenance and perpetual care. The Board thanked Director Theriault.

**Motion:** Selectman Beadle

*To approve policy #14 recommended changes as written to include the additional information sent out in the email (today) with minor modifications with fees to be adjusted at a public hearing.*

**Seconded:** Selectman Gray

**Vote:** 5 – 0

**Motion passed.**

- ii. FY2023 Road Program – Crack Sealing Bid Approval: Public Works Director Chris Theriault reviewed the crack sealing program along with the proposal comparison of bids received. Crack sealing in asphalt-

surfaced roads helps prevent moisture from infiltrating the pavement structure. Discussion ensued.

**Motion:** Selectman Gray

*To approve accept the proposal from Freshcoat Asphalt Services of Barre, VT for the purpose of pavement preservation via crack sealing with hot rubberized crack sealer at a rate of \$4,800 per day with an amount not to exceed \$28,800 and authorize the Town Administrator to sign.*

**Seconded:** Selectman Beadle

**Vote:** 5 – 0

**Motion passed.**

- iii. Request from Lakes Region Planning Commission (LRPC) – material research at the Moultonborough Transfer Station: Chair Quinlan read the request from Lakes Region Planning Commission for two - 3 day transfer station visits to set up to do data research and be available for residents. Three days during March and a second 3-day visit during the summer (summer data will coincide with HHW). Data collected will remain anonymous and used in future solid waste management efforts.

**Motion:** Vice Chair Colby

*To approve LRPC requested dated 02/27/23 for material research and Moultonborough transfer visits as requested.*

**Seconded:** Selectman Crawford

**Vote:** 5 – 0

**Motion passed.**

- iv. Request to close the Waste Management facility (05/22/23) for NRRA conference: Public Works director Chris Theriault and Waste Management Facility Supervisor Ken Filpula are requesting to close the Waste Management facility on Monday May 22, 2023 for a full day to allow for all of the attendants to attend the NRRA conference in Concord. This counts towards their yearly certifications. Discussion ensued.

**Motion:** Selectman Beadle

*To approve the request to close the Waste Management facility on Monday, May 22, 2023 for the full day, to allow staff to attend the NRRA conference and to advertise for the closure.*

**Vote:** 5 – 0

**Motion passed.**

B. Assessing Department

- i. 129-074 Abatement credit – Castle Shore Road (Town owned): The Board reviewed a memo from Town Assessor Thomas Hughes for MBLU# 129/074. The Town took this property by tax deed and due to

an oversight, the property record was not set to tax exempt status, and a tax bill was issued to the town.

**Motion:** Selectman Gray

*To approve the abatement credit refund for MBLU# 129/074, Castle Shore Road for \$60.00 as presented.*

**Seconded:** Vice Chair Colby

**Vote:** 5 – 0

**Motion passed.**

- ii. 099-070 – Application requesting restoration of involuntary merged lots – Villarroel: The Board reviewed a memo from Town Assessor Thomas Hughes for MBLU# 099/070 regarding the request to restore the two involuntarily merged lots. The addition of the deck, into what was once the side setback area, appears to meet the definition of voluntarily merged, in which case the owners are barred from requesting restoration. Discussion ensued.

**Motion:** Selectman Crawford

*To deny Tracy & Christian Villarroel's request to restore the two involuntarily merged lots that now comprise tax map/lot 099-070.*

**Seconded:** Selectman Beadle

**Vote:** 5 – 0

**Motion passed.**

- iii. 128-090 – Application requesting restoration of involuntarily merged lots – Geer & Manfra: The Board reviewed a memo from Town Assessor Thomas Hughes for MBLU# 128-090 regarding the restoration of involuntarily merged lots. Applicants seeks restoration of the two lots that were involuntarily merged by the Town. Discussion ensued.

**Motion:** Vice Chair Colby

*To approve the Lisa & David Greer/Jeremiah & Gina Manfra request to restore the two involuntarily merged lots that now compromise tax map/lot 128-090.*

**Seconded:** Selectman Beadle

**Vote:** 5 – 0

**Motion passed.**

C. Recreation Department

- i. Adult Programming/Activities Survey: Recreation Director Daniel Sturgeon gave the Board a copy of the “Adult Program & Activity Survey” that will be posted town wide and on the website. Board members along with the audience gave some good feedback to Director Sturgeon with some recommended changes/suggestions to the survey. They also thanked Director Sturgeon for doing this for adult programs and for all

the programming the Recreation Department provides. Discussion ensued and it was the consensus to move forward with the survey.

**VI. OLD BUSINESS**

A. Request to put on warrant “The Hub”: This request was brought forward at the 02/23/23 Work Session. Mr. Mark Borin spoke on this request to put on the warrant article for the 2023 annual town meeting (versus a petition warrant article). The Board of Selectmen each discussed their concerns. Lengthy discussion ensued and the Chair called for the vote.

**Motion:** Chair Quinlan

*To deny the request to put “The Hub” on the warrant article.*

**Seconded:** Selectman Crawford

**Vote:** 3 (Gray, Quinlan, Crawford) - 2 (Colby, Beadle)

**Motion passed**

**VII. OTHER BUSINESS**

**VIII. CITIZEN INPUT**

A. Mr. Joseph Cormier discussed his comments regarding the Moultonborough SB2 adoption and petition.

**IX. NON-PUBLIC SESSION**

**Motion:** Vice Chair Colby

*To enter non-public session per RSA 91-A:3, II (b)*

**Seconded:** Selectman Beadle

**Vote:** 5 - 0

**Motion passed**

Entered: 5:23 pm

Reconvened: 5:45

**NON-PUBLIC SESSION**

**Motion:** Selectmen Gray

*To enter non-public session per RSA 91-A:3, II (c)*

**Seconded:** Selectman Crawford

**Vote:** 5 - 0

**Motion passed**

Entered: 5:45 pm

Reconvened: 5:53

**X. ADJOURNMENT**

**Motion:** Selectman Beadle

*To adjourn the meeting.*

**Seconded:** Selectman Crawford

**Vote:** 5 – 0

**Motion passed.**

Board of Selectmen adjourned their meeting at 5:53 p.m.

*Written on behalf of the Selectmen by Angela Bovill, Executive Administrative Assistant.*

*Kevin D. Quinlan*

*03/16/23*

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Approved  
Kevin Quinlan, Chair

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Date