

**Town of Moultonborough
Board of Selectmen Work Session
March 30, 2023**

MEETING MINUTES

Present: Selectmen Kevin D. Quinlan Chair, Shari A. Colby Vice-Chair, Jean M. Beadle James F. Gray, Karel Crawford.

Staff members present were Police Chief Peter Beede Jr., Public Works Director Chris Theriault, Fire Chief David Bengtson, Town Clerk Julia Marchand, Recreation Director Daniel Sturgeon, Town Administrator Charles Smith, and Executive Administrative Assistant Angela Bovill.

I. CALL TO ORDER: Chairman Quinlan called the work session to order at 4:00 p.m.

II. PLEDGE OF ALLEGIANCE: The Board recited the Pledge of Allegiance. Chair Quinlan gave an overview of the order of business and reminded those present that there are no public comments during the work session.

III. NEW BUSINESS:

A. Capital Improvements Program Committee (CIPC) Fiscal Year 2023-2024 Report: Cody Gray, Chair was present along with members of the committee and presented the CIPC report and recommendations to the Board of Selectmen. The sum of all recommended ranked projects is \$2,528,529. In addition, two items were purposely not ranked, \$35,000 Library roof and \$150,000 Fire Equipment replacement, but are recommended for annual addition to Trust Fund Capital Reserves. Chair Gray also expressed that this year's process was condensed and rushed; all could benefit with earlier meetings etc. next year. All concur and the Board formally accepted the report and thanked the CIPC for their hard work on this.

B. Preparation of the Fiscal Year 2023 – 2024 Budget and Capital Expenditures and Warrant Articles. Town Administrator Charles Smith discussed some departments requested revisions before the board finalizes FY 23-24 budget as outlined in his memo dated 03/29/23. The Board will review in order of the budget allowing each department 10 minutes to present their request/changes:

- i. Executive: Increase line item 01-400-5015; Coalition of Communities to \$20,000 from \$7,000. Total budget increase \$13,000.
- ii. Assessing: Increase line item 01-412-4236: training to \$2,500. Increase 01-412-4237: Mileage to \$1,200 and increase line item 01-412-4368: Property Revaluation to \$38,600. Total increase: \$5,100
- iii. Planning & Zoning (Land Use): Increase line item 01-416-4589 to \$20,000. Total budget increase of \$15,000. This is for the Heritage

- Commission: Historical Resources Survey as explained by Heritage Commission Chair Cristina Ashjian (for the consultant).
- iv. Fire Department: Fire Chief David Bengtson requested six (6) new FT fire fighters positions in his original budget request. The Selectmen put three (3) in the budget. Chief Bengtson explained that three (3) does not allow for 24-hour coverage, 365, 24/7. The fire department has not increased their FT fire fighter staff since 2000. Discussion ensued and the Fire Chief asked the Board to reconsider adding the other three (3) FT fire fighter positions for the total request of six (6) in order to sustain and meet the growing need/demand for service/calls and provide 24/7 coverage. The Chief answered questions. Lengthy discussion ensued.
 - v. Police Department: Police Chief Peter Beede Jr. asked the Board to restore the 40% funding reduction (due to when in the budget process these positions would be filled) from his six (6) open positions. He is requesting the funding (40%) be restored (to 100% of the request) for the Lieutenant position, FT Certified Officer, and FT uncertified officer positions (3 total) as he feels these will be filled by June. Chief also asked the Board to reconsider the one full-time dispatcher position (vs 2 part time). Discussion ensued.
 - vi. Recreation: Recreation Director Daniel Sturgeon asked the Board to reconsider putting back his request for a full-time Activities Assistant and explained that the part-time wages could be reduced if a full-time Activities Assistant was hired. This would also allow for expanded programming, which has been expressed as a need by many. Discussion ensued.
 - vii. Town Clerk: Town Clerk Julia Marchand is asking the Board to increase line item 01-466-4236 to \$2,180, to increase line item 01-466-4552 to \$9,875 and increase line item 01-466-4718 to \$1,000 for a total increase of \$2,290.

C. Board of Selectmen Budget Review/Recommendations:

- i. Assessing: Increase meeting and training to \$2,500. Increase mileage to \$1,200
- ii. Land Use: Board unanimously concur to use \$15,000 from contingency in this year's budget and eliminate the Heritage Commission matching grant/Consultant Services from the budget request. Unanimous consensus of the Board to authorize up to the \$15,000 for the Heritage Commission Survey Inventory and to obtain the contract for approval at the 04/06/23 meeting.
- iii. Fire Department: Leave the recommendation to hire three (3) FT Fire Fighters.
- iv. Police: Fund the FT Lieutenant position, one full time certified police officer 100% and the one full time uncertified police officer can be covered from the current budget. Leave the two-part time

dispatchers' positions in budget (did not approve combining the part-time dispatchers into a full-time position).

- v. Recreation: Does not recommend the FT Activities Assistant.
- vi. Town Clerk: Recommend the increase of the three-line items as described above totaling \$2,290.

D. 2023 Town Warrant:

- i. Article – States Landing Improvements (CIPC): Reduce the amount to \$100,000.
- ii. Article – Fire Departments Portable Radios (CIPC): Approve as long as the money is not there from the 2022 warrant. If the money is not, it must remain
- iii. Article – Police Cruiser and Recreation Department vehicle replacements (CIPC) – Remove \$68,910 for the new police cruiser. Increase the new recreation vehicle amount to \$41,000.
- iv. Article – Police Department Body Worn cameras (CIPC) – Remove. It was a consensus of the Board to have the funding for the new cameras (Est. \$27,217 – still waiting on approval of the grant to offset) can come from the remaining “ARPA” (Local Fiscal Recovery Funds).
- v. Article – Lake Winnepesaukee Association on behalf of the Conservation Commission: Remove. This will need to be a petition warrant article.
- vi. Article – Conservation Commission regarding Land Use Change tax: Remove.
- vii. Article – Liquidate CRF/ETF's: Consensus of the Board for Town Administrator to list funds with an approximate total amount.

IV. **OTHER BUSINESS:** The Board unanimously agrees to Tuesday, April 25, 2023 at 7:00 pm for a public hearing on SB2. Chair Quinlan reminded everyone of the Public Hearing next Thursday, April 6, 2023 at 4:00 pm on the proposed Town and Library FY 2023-2024 budget, capital items and warrant articles

V. **ADJOURNMENT**

Motion: Selectman Gray

To adjourn the meeting.

Seconded: Selectman Beadle

Vote: 5 – 0

Motion passed.

Board of Selectmen adjourned their meeting at 6:35 p.m.

Approved by the Board of Selectmen 04/06/23

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

Kevin D. Quinlan

April 6, 2023

Approved

Kevin D. Quinlan, Chairman

Date