

**Town of Moultonborough
Board of Selectmen Meeting
June 15, 2023**

MEETING MINUTES

Present: Selectmen Kevin D. Quinlan Chair, Shari Colby Vice-Chair, Jean M. Beadle, Karel Crawford, and Jonathan Tolman. Staff members present were Town Administrator Charles Smith, Fire Chief Dave Bengtson, Police Chief Peter Beede Jr., 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 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. BOARD OF SELECTMEN ORGANIZATION

A. Chairman of the Board:

Motion: Selectman Beadle

To nominate Jon Tolman as Chair.

Seconded: Vice chair Colby

Vote: 5 - 0

Motion passed.

B. Vice Chairman of the Board

Motion: Selectman Beadle

To nominate Shari Colby as the Vice Chair.

Seconded: Selectman Tolman

Vote: 5 - 0

Motion passed.

C. Board, Committee, and Commission Appointments as follows:

- **Planning Board Ex-Officio Full Member:** *Selectman Kevin Quinlan*
- **Planning Board Ex-Officio Alternate Member:** *Selectman Shari Colby*
- **Master Plan Steering Committee:** *Selectman Kevin Quinlan*
- **Advisory Budget Committee (ABC):** *Selectman Jean Beadle*
- **Capital Improvements Program Committee (CIPC):** *Selectman Jon Tolman*
- **Capital Improvements Program Committee (CIPC) Alternate Member:** *Selectman Jean Beadle*
- **Heritage Commission:** *Selectman Karel Crawford*

IV. REVIEW AND APPROVAL OF MINUTES

A. 05/18/23(+N/P): Selectmen reviewed the minutes. Chair asked for any corrections, etc. There were none.

Motion: Selectman Beadle

To approve the 05/18/23 minutes as written.

Seconded: Selectman Quinlan
Vote: 5 - 0
Motion passed.

V. CONSENT AGENDA:

- A. Board Signature File: The Board signed the following forms.
- i. NH DRA 2023 MS-232 – Report of Appropriations Actually Voted
 - ii. Veteran Tax Credit(s)
 - iii. Driveway Permit(s)
 - iv. Personnel Action Form(s)
 - v. Yield Tax Levy
 - vi. Real Estate Tax Exemption – Charitable Organizations
 - vii. Disposal Agreement
 - viii. Dock Lease Agreement
 - ix. Intent to Cut

Motion: Vice Chair Colby
To approve the signed items as presented.
Seconded: Selectman Beadle
Vote: 5 - 0
Motion passed.

VI. NEW BUSINESS:

- A. Fred Van Magness
- i. Town ordinance – NHEC Tree Pruning/Removal: Mr. Fred Van Magness presented his request for a town ordinance – NHEC tree pruning/removal to include examples from property owners, other utility companies guidelines for tree pruning, proposed ordinance language. Mr. Van Magness also discussed NH Public Utility Commission, standards comparable to Eversource, Unitil, Liberty etc. Chair Tolan read into the record a memo from Town Planner Dari Sassan with his input on the draft ordinance. Mr. Joseph Cormier spoke to private property vs. public property, right of easement and to speak with town counsel for legalities.
- B. Department of Public Works
- i. Award of Contract for FY'24 Road Program: The Board reviewed the memo from Public Works Director Chris Theriault with details on his recommendation for the FY2024 Road Program Reconstruction, Rehabilitation and Paving. Discussion ensued.
Motion: Vice Chair Colby
To accept the proposal from GMI Asphalt, LLC of Belmont, NH for the purpose of road reconstruction, reclamation and paving as part of the FY2024 Road Program for the not-to-exceed base bid price of \$970,998.70 and authorize the Town Administrator to sign all contract documents.
Seconded: Selectman Beadle
Vote: 5 - 0
Motion passed

- ii. Award of 19.5K dump truck/sander: The Board reviewed Public Works Director Chris Theriault and details on his recommendation for the FY2024 19.5K GVW 4x4 DPW Truck with dump body, plow, wing & sander. Discussion ensued.
Motion: Selectman Quinlan
To purchase the 19,500 GVW 4x4 cab/chassis, as specified, from Keene Chrysler Dodge Jeep and to purchase the dump body, plow, wing, and sander, as specified from Viking Cives, including extended warranties, emergency lights, radio, and other upfitting requirements in the amount of \$174,272 and authorize the Town Administrator to sign any necessary documents.
Seconded: Selectman Beadle
Vote: 5 - 0
Motion passed

- iii. Award of passenger fleet cargo van: The Board reviewed the memo from DPW Director Chris Theriault on his recommendation for purchase of FY24 Fleet Passenger/Cargo Van. Discussion ensued.
Motion: Vice Chair Colby
To purchase the 2023 Chrysler Pacifica, as specified, from Keen Chrysler Inc., including extended warranty, in the amount of \$49,159, and authorize the Town Administrator to sign all related documents. documents.
Seconded: Selectman Beadle
Vote: 5 - 0
Motion passed

- iv. Lees Mill Land Town and Fire Boat Dock Replacement (2023 Warrant Article #9): The Board reviewed the memo from Public Works Director Chris Theriault with his recommendation for Lee's Mills Landing Town and Fire Boat Dock Replacement. Discussion ensued.
Motion: Selectman Beadle
To approve change order No.2 of the Lee's Mill's Landing design-build project with G.W. Brooks & Son, Inc. in the amount of \$200,000.00 and authorize the Town Administrator to sign.
Seconded: Selectman Crawford
Vote: 5 - 0
Motion passed

- v. Approval to advertise, request for proposals (RFP) for the Public Safety Building Roof Replacement (2023 Warrant Article #14): The Board reviewed the RFP packet from Public Works Director Chris Theriault for the FY2024 Public Safety Building Roof Replacement Project. Selectman Tolman noted a few things that should be corrected: On page 12, strike a. (remove Timberline), on page 13, 2.2, 1. Add d. GAF Materials Corporation

and on page 14, 2.6, C. remove “and at locations indicated in the specification for deduct alternate #02.”

Motion: Selectman Quinlan

To approve the request to advertise RFP for FY2024 Public Safety Building Roof Replacement Project as amended.

Seconded: Vice Chair Colby

Vote: 5 - 0

Motion passed

- vi. Policy No. 14 – Cemetery Fees – Schedule public hearing: Based on the town VOTE (Article 10, Cemetery Columbarium and Cremation Garden), Policy #14 will need to be revised (removing all the information that was added in the even that Article 10 passed), and the request to increase fees will need to have a public hearing. Discussion ensued.

Motion: Selectman Quinlan

To approve policy #14 as amended and to hold a public hearing on the proposed increase in fees on July 6, 2023 at 5:00 pm.

Seconded: Vice Chair Colby

Vote: 5 - 0

Motion passed

- vii. Roadway Crack Sealing – extend FY’23 contract: The Board reviewed a memo from Public Works Director Theriault with his recommendation to extend the contract. Discussion ensued.

Motion: Vice Chair Colby

To extend the FY2023 contract/proposal from Fresh Coat Asphalt Services of Barre, VT for the purpose of pavement preservation via crack sealing with hot rubberized crack sealer at a rate of \$4,800.00 per day with an amount not to exceed \$28,800, and to authorize the Town Administrator to sign.

Seconded: Selectman Beadle

Vote: 5 - 0

Motion passed

C. Office of Administration

- i. Selection of Town Auditors: Town Administrator Charles Smith reviewed his recommendation to hire a new auditor for the town. The current firm has been auditing the books for approximately 20 years, and it is felt that a fresh set of eyes etc. is appropriate. The firm has done a great job, but 20 years is past the recommended standard/best practices in the industry. Discussion ensued.

Motion: Selectman Beadle

To approve the proposal from Plodzick & Sanderson, P.A. for the purpose of conducting the towns financial statement audit(s) as presented and to authorize the Town Administrator to execute/sign all necessary documents.

Seconded: Vice Chair Colby

Vote: 5 - 0

Motion passed

ii. Job descriptions (4)

a) Public Works

a) Facilities Maintenance Person: As approved at town meeting. Discussion ensued.

Motion: Selectman Quinlan.

To approve the new job description for Facilities Maintenance as presented.

Seconded: Selectman Beadle

Vote: 5 - 0

Motion passed

b) Administrative Assistant I: Job classification change in the Public Works Contract after the Board approved a new two-year agreement with the AFSCME, AFL-CIO Local 534. Discussion ensued.

Motion: Selectman Quinlan.

To approve the new job description for Public Works Administrative Assistant I, per union contract, as presented.

Seconded: Vice Chair Colby

Vote: 5 - 0

Motion passed

b) Fire Department – Firefighter/EMT: as approved at town meeting. Fire Chief Dave Bengston discussed key points he would like to board to consider prior to approving the job description to include; the CDL requirement listed in the job description, EMT basic EMT/AEMT, basic to advanced) and the requirement for a polygraph. Discussion ensued.

Motion: Vice Chair Colby

To approve job description for Firefighter/EMT with the following requirements: Basic EMT with AEMT within 18 months, eliminate CDL-B requirement (put as desired) and keep the requirement to pass a polygraph exam

Seconded: Selectman Crawford

Vote: 5 - 0

Motion passed

Chief Bengston indicated the position is currently posted until June 19, 2023 and reviewed next steps in the recruitment process with the Board. The Chief will try to have recommendation for the Board their July 6, 2023 meeting.

- c) Human Resource Director: Town Administrator Smith said this was the same job description that was used last time. As approved at town meeting. Discussion ensued.

Motion: Selectman Quinlan.

To approve the new job description for Human Resource Director as recommended by the Town Administrator as presented.

Seconded: Selectman Beadle

Vote: 5 - 0

Motion passed

- iii. Update name on town credit card: Town Administrator Charles Smith explained when town hall established the town business credit card, a town employees name was used, as such, when the bank issued the cards the employees name was written on the front of the card. To remove the employee name, we TA Smith said the town must update the credit card account administrator. Discussion ensued.

Motion: Selectman Quinlan

To authorize the Town Administrator to update/sign the town business credit card account administrator (program administrator designation form).

Seconded: Vice Chair Colby

Vote: 5 - 0

Motion passed

D. Town Clerk

- i. Warrant for Unlicensed Dogs: The Board reviewed the memo from Town Clerk Julia Marchand relative to RSA 466:14, unlicensed dogs. Discussion ensued.

Motion: Selectman Quinlan

To sign and issue the 2023 Unlicensed Dog Warrant to Moultonborough Police Department as presented.

Seconded: Selectman Beadle

Vote: 5 – 0

E. Town Assessor

- i. Abatement Credit Refund – 29 Long Island Road #072: The Board reviewed the memo from Town Assessor Thomas Hughes regarding the abatement credit refund. The camper on site in 2022 was removed prior to April 1, 2023. There is no unregistered travel trailer on site.

Motion: Selectman Beadle

To approve a \$21.00 tax abatement, to Rosalie Allgair for 2023 taxes on 29 Long Island Road #072 (MBLU# 257-024-000-CG0-072) as presented.

Seconded: Selectman Crawford

Vote: 5 – 0

F. Applications for Permit to conduct a raffle

- i. Lake Winnepesaukee Association

Motion: Vice Chair Colby

To approve the application for permit to conduct a raffle for the Lake Winnepesaukee Association, for July 14, 2023 as presented and to authorize the Town Administrator to sign.

Seconded: Selectman Beadle

Vote: 5 – 0

- ii. Great Waters Music

Motion: Vice Chair Colby

To approve the application for permit to conduct a raffle for the Great Waters Music, for August 19, 2023 as presented and to authorize the Town Administrator to sign.

Seconded: Selectman Beadle

Vote: 5 – 0

G. Ragnar, Reach the Beach Relay: Board reviewed the application for parade permit for the athletic event (running relay) on September 15-16, 2023 sponsored by Ragnar Events, LLC.

Motion: Vice Chair Colby

To approve the application for parade permit for September 15-16, 2023 as presented and to authorize the Town Administrator to sign.

Seconded: Selectman Beadle

Vote: 5 – 0

H. Fishing Tournament Launch Request

- i. Armed Forces Fishing League (06/24/23 @ Lees Mills)

- ii. Troy Marden Memorial Tournament (07/15/23 @ Lees Mills)

- iii. Lakes Region Bass Chasers (08/23/23 @ Lees Mills and States Landing, if needed)

- iv. New Hampshire Bass Anglers (NHBA) (08/25/23 @ Lees Mills)

Motion: Vice Chair Colby

To approve the fishing tournament launch requests as presented and authorize the Town Administrator to sign.

Seconded: Selectman Quinlan

Vote: 5 – 0

I. Carroll County Communications District Representative appointments

- i. Voting rep – Bill Gassman

- ii. Alternate Rep – Jean Beadle

Motion: Selectman Quinlan

To approve appoint William Gassmann as the voting rep and Jean Beadle as the alternate rep to the Carroll County Communications District.

Seconded: Vice Chair Colby

Vote: 5 – 0

J. Moultonborough Conservation Commission

- i. E. Max Hoene appointment: Town Administrator Charles Smith explained the request for E. Max Hoene appointment from alternate to regular member to fill the vacancy following Brian Sanford resignations. The term for E. Max Hoene will be until 03/31/2024, Mr. Sanford's remaining term.

Motion: Selectman Quinlan

To accept the resignation of Brian Sanford from the Conservation District as presented.

Seconded: Vice Chair Colby

Vote: 5 – 0

Motion: Selectman Quinlan

To approve the appointment from an alternate, to a regular member of the Conservation Commission to fill the term following Brian Sanford's resignation as presented, until 03/31/2024.

Seconded: Vice Chair Colby

Vote: 5 – 0

K. Recreation Department

- i. 4th of July parade announcement: Recreation provided a copy of the information on the fourth of July parade on Tuesday, July 4, 2023 starting at 11:00 am. This information is posted to the town website as well for the public's information and parade specifics.

L. Department Encumbrances

- i. Public works – Roads, highway block grant(s)

Motion: Selectman Beadle

To approve the encumbrance for public works FY 2023 Roads, 01-438-4938 for \$322,314.75, Highway Block Grant, 01-436-4907 for \$130,750.00 and Highway Block Grant SB401, 01-438-4460 for \$112,397.00 for an amount totaling \$565,461.75 as presented.

Seconded: Selectman Crawford

Vote: 5 – 0

- ii. Heritage Commission – Historical survey (\$12,000 from contingency line):

Motion: Selectman Beadle

To encumber \$12,000 from the contingency line 01-400-4516 for the purpose of completing the agreement with Mae Williams to conduct a town-wide historical resource survey.

Seconded: Selectman Crawford
Vote: 5 – 0

VII. OLD BUSINESS
None

VIII. OTHER BUSINESS
None

IX. CITIZEN INPUT
None

X. NON-PUBLIC SESSION
Motion: Selectman Beadle
To enter non-public session per RSA 91-A:3, II (c).
Seconded: Selectman Quinlan
Roll Call Vote: 5 – 0
Motion passed.
Entered: 7:00 pm
Reconvened: 7:45 pm

XI. NON-PUBLIC SESSION
Motion: Selectman Beadle
To enter non-public session per RSA 91-A:3, II (b).
Seconded: Selectman Crawford
Roll Call Vote: 5 – 0
Motion passed.
Entered: 7:45 pm
Reconvened: 8:10 pm

XII. NON-PUBLIC SESSION
Motion: Selectman Beadle
To enter non-public session per RSA 91-A:3, II (l).
Seconded: Selectman Crawford
Roll Call Vote: 5 – 0
Motion passed.
Entered: 8:10 pm
Reconvened: 8:30 pm

XV. ADJOURNMENT
Motion: Selectman Quinlan
To adjourn the meeting.
Seconded: Vice Chair Colby
Vote: 5 – 0
Motion passed.

The Board of Selectmen adjourned their meeting at 8:30 p.m.

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

Jonathan Tolman

July 6, 2023

Approved
Jonathan W. Tolman, Chairman

Date