

**Town of Moultonborough  
Board of Selectmen Meeting  
JULY 6, 2023**

**MEETING MINUTES**

**Present:** Selectmen Jonathan Tolman Chair, Karel Crawford, Kevin Quinlan, and Jean Beadle. Staff present: Town Administrator Charles Smith, Police Chief Peter Beede Jr., Public Works Director Chris Theriault, Recreation Director Daniel Sturgeon, Town Assessor Thomas Hughes, and Executive Administrative Assistant Angela Bovill.

**I. CALL TO ORDER:** Town of Moultonborough Chairman of the Board Jonathan Tolman called the meeting to order at 5:00 p.m. at the Moultonborough Town Hall in the Ernest Davis meeting room. Chair Tolman announced Vice Chair Shari Colby was excused with prior notice.

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

**III. PUBLIC HEARING**

A. Public Hearing on Historic Barn Preservation Easement (RSA 79-D): Chair Tolman recused himself for the barn easements portion of the meeting and turned the meeting over to Selectmen Quinlan to conduct the public hearing. Selectman Quinlan read the notice of public hearing for the purpose to take public comment on applications for Discretionary Preservation Easement under RSA 79-D for historic barns located as follows: Abbott, 503 Sheridan Road (Tax Map 14, Lot); Ames, 527 Moultonborough Neck Road (Tax Map 192, Lot 6); and Buy, 466 Moultonborough Neck Road (Tax Map 192, Lot 22). Selectman Quinlan opened the public hearing at 5:03 p.m.

Selectman Quinlan handed over the meeting to Cristina Ashjian, Chair of the Heritage Commission for an overview and detailed explanation of each of these historic barns, preliminary review of applications, inspections and finally, the recommendations to the Board of Selectmen for abatement. Ms. Ashjian explained the background of RSA 79-D, to maintain and repair buildings, eligibility, purpose, conditions to name a few. The Heritage Commission indicates that each barn meets the criteria and is recommending a 75% abatement for the Abbott, Ames and Buy historic barns as presented. Selectmen Quinlan asked if there was any public input. There was none; he closed the public hearing at 5:12 pm.

**Motion:** Selectman Beadle

*To approve the 75% abatement for the Abbott Barn at 503 Sheridan Road as presented.*

**Seconded:** Selectman Crawford

**Vote:** 3 - 0 (Chair Tolman recused himself)

**Motion passed.**

**Motion:** Selectman Crawford

*To approve the 75% abatement for the Ames Barn at 527 Moultonborough Neck Road as presented.*

**Seconded:** Selectman Beadle

**Vote:** 3 - 0 (Chair Tolman recused himself)

**Motion passed.**

**Motion:** Selectman Beadle

*To approve the 75% abatement for the Buy Barn at 466 Moultonborough Neck Road as presented*

**Seconded:** Selectman Crawford

**Vote:** 3 - 0 (Chair Tolman recused himself)

**Motion passed.**

- B. Public Hearing on Moultonborough Cemetery Fees: Chair Tolman read the notice of public hearing to amend the town cemetery lot fees. The new proposed schedule of fees is cremation burial lot (2'x4') for \$400, single full burial lot (4'x10') is \$800 and double full burial lot (8'x10') is \$1,600. Chair Tolman opened the public hearing at 5:15 p.m.

Chair Tolman handed over the meeting to Chris Theriault, Public Works Director who stated that the approval needs to include the additional fees to open and close gravesites as follows: "Cremation Burial" fee is \$400 weekdays and \$500 weekends and holidays. "Single or Double Full Burial" fee is \$700 weekdays and \$800 weekend and holidays. The chair asked if there was any public input. There was none; the Chair closed the public hearing at 5:17 pm.

**Motion:** Selectman Quinlan

*To approve the new town cemetery fees in Statement of policy #14 as presented to: Cremation burial lot (2'x4') is \$400, single full burial lot (4'x10') is \$800 and double full burial lot (8'x10') is \$1,600 with the additional fees to open and close gravesites as follows: "Cremation Burial" fee is \$400 weekdays and \$500 weekends and holidays. "Single or Double Full Burial" fee is \$700 weekdays and \$850 weekend and holidays, with an effective immediately. (July 6, 2023).*

**Seconded:** Selectman Beadle

**Vote:** 4 - 0

**Motion passed**

- C. Public Hearing on Appropriation of Unanticipated Funds: Chair Tolman read the notice of public hearing for the purpose to accept a New Hampshire Department of Safety (NHDOS) Grant in the amount of \$24,588 for the purchase of Police Officer body worn cameras and dashboard cruiser cameras. Chair Tolman opened the public hearing at 5:19 p.m.

Chair Tolman handed over the meeting to Peter Beede, Jr. Chief of Police who discussed these funds will be used to purchase 14 body worn cameras and three

dashboard cameras. The cost totals approximately \$50,000. This NHDOS grant pays approximately half the cost. The Local Fiscal Recovery Funds will then cover the balance. The chair asked if there was any public input. There was none; the Chair closed the public hearing at 5:21 pm.

**Motion:** Selectman Beadle

*To accept the New Hampshire Department of Safety Grant of \$24,588 to be used to purchase 14 body worn cameras and three dashboard cameras for the Police Department.*

**Seconded:** Selectman Crawford

**Vote:** 4 - 0

**Motion passed.**

#### IV. **REVIEW AND APPROVAL OF MINUTES**

06/15/2023 (+N/P), 06/29/2023 (Work Session + N/P): Selectmen reviewed the minutes. Chair asked for any corrections. Selectmen Quinlan had one amendment to the minutes if 06/15/2023. Page 8 of 10, L. Department Encumbrances. It should be broken out into the amounts and account numbers that equal the \$565,461.75. (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.)

**Motion:** Selectman Quinlan

*To approve the 06/15/23 minutes as amended and the 06/29/23 minutes as written.*

**Seconded:** Selectman Beadle

**Vote:** 4 - 0

**Motion passed.**

#### V. **CONSENT AGENDA:**

A. Board Signature File: The Board signed the following forms.

- i. Town Treasurer Delegation of Deposit Authority to Town Clerk and Deputy
- ii. Transfer Station Temp Use Permit for Non-Resident
- iii. Shannon Cemetery Lot Purchase(s)
- iv. Driveway permit

**Motion:** Selectman Beadle

*To approve the signed items as presented.*

**Seconded:** Selectman Quinlan

**Vote:** 4 - 0

**Motion passed.**

#### VI. **NEW BUSINESS:**

A. Town Assessing

- i. Abatement Applications

- a) 59 Echo Landing Road: The Board reviewed Town Assessor Thomas Hughes recommendation to deny the abatement application

for 59 Echo Landing Road – Lester H. N. Burnham Trust. Discussion ensued.

**Motion:** Selectman Quinlan

*To deny the abatement application filed by the Lester H. N. Burnham Trust, for the property located at 59 Echo Landing Road (MBLU#244-006) as presented by the Town Assessor.*

**Seconded:** Selectman Crawford

**Vote:** 4 - 0

**Motion passed**

- b) 53 Blackey Cove Road: The Board reviewed Town Assessor Thomas Hughes recommendation to deny the abatement application for 53 Blackey Cove Road – Sigglekoe. Discussion ensued.

**Motion:** Selectman Quinlan

*To deny the abatement application filed by Russell & Teresa Sigglekoe, for the property located at 53 Blackey Cove Road (MBLU#172-003) as presented by the Town Assessor.*

**Seconded:** Selectman Crawford

**Vote:** 4 - 0

**Motion passed**

- ii. Whitney Consulting Group, LLC (Town Assessing Consultant)

- a) Statistical Performance Summary report: Stephan Hamilton was present along with Town Assessor Thomas Hughes and reviewed the annual report pursuant to the assessment contract between the Town and Whitney Consulting Group, LLC. Mr. Hamilton is providing the rationale and support for prudent valuation changes and revaluation activity. Mr. Hamilton reviewed the statistical performance summary. The performance of mass appraisal system is measured using three primary statistics: The assessment to sales ratio, the Coefficient of dispersion (COD) and the price related differential (PRD). Discussion ensued. In conclusion, Mr. Hamilton recommended that the re-estimation of the value of all property in Moultonborough be completed by valuation and statistical update (100% of properties). Discussion ensued, Mr. Hamilton answered the Boards questions, and the Board thanked him for the detailed update.

B. Moultonborough Recreation

- i. Job Description for Administrative Assistant I: The Board reviewed the updated job description from Recreation Director Daniel Sturgeon as previously submitted. This is to formalize/approve.

**Motion:** Selectman Beadle

*To approve the updated job description as presented.*

**Seconded:** Selectman Crawford

**Vote: 4 - 0**  
**Motion passed**

C. Moultonborough Academy Class of 2025

- i. Color Run 5K Road Race: Chair Tolman said this is a renewal and gave full disclosure that his wife is the class advisor, and his son is in the class. It is recurring and they need the Town to approve to send the paperwork to the State. The event is in October.

**Motion:** Selectman Crawford

*To approve the Application for Parade permit for the Moultonborough Class of 2025, for the event on October 14, 2023 as presented and authorize the Town Administrator to sign.*

**Seconded:** Selectman Beadle

**Vote:** 3 – 0 (Chair Tolman recused himself)

**Motion passed**

D. Fishing Tournament Launch Request(s)

- i. NE Paralyzed Veterans Association – September 9, 2023 at Long Island: The Selectmen reviewed the annual launch request from the NE Paralyzed Veterans and their request to waive the fee for their event in September.

**Motion:** Selectman Quinlan

*To approve the launch request as presented for September 9, 2023 and to waive the \$150 fee as requested.*

**Seconded:** Selectman Crawford

**Vote:** 4 – 0

**Motion passed**

- ii. NEBA of NH – September 10, 2023 at States Landing: The Selectmen reviewed the Fishing Tournament Launch Request from NEBA of NH.

**Motion:** Selectman Quinlan

*To approve the launch request as presented for September 10, 2023.*

**Seconded:** Selectman Crawford

**Vote:** 4 – 0

**Motion passed**

E. Lakes Region Planning Commission Transportation Advisory Committee Appointment

- i. Town Planner Dari Sassan appointment: term August 19, 2023 to August 19, 2025: Lakes Region Planning Commission, Transportation Advisory Committee (TAC) member, Dari Sassan, Town Planner term expires on August 19, 2023 and they are asking if Mr. Sassan will be reappointed for another term. Town Administrator Charles Smith stated Planner Sassan agreed to be reappointed.

**Motion:** Selectman Beadle

*To appoint Dariush Sassan, Moultonborough Town Planner as the member for the Lakes Region Planning Commission Transportation Advisory Committee for the term August 19, 2023 to August 19, 2025.*

**Seconded:** Selectman Crawford

**Vote:** 4 – 0

**Motion passed**

**VII. OLD BUSINESS**

Chair Tolman discussed having a retreat in an effort to establish goal setting which also includes time slots for each department manager to join in for input etc. Discussion ensued regarding potential dates for Selectmen/Town Administrator schedule. TA Smith will try to coordinate a date for the week of September 18, 2023 along with establishing a location, which could be the Lamprey House in Moultonborough.

**VIII. OTHER BUSINESS**

Police Chief Peter Beede, Jr. discussed the parking issues and permitting at Lees Mills. There is no town ordinance (unenforceable) as far as parking at Lees Mills (only warning given, no tickets). The issue came up due to the new sign that was installed. There has been confusion. The Town Administrator will add this to the 07/27/23 work session. The Chief also brought up States Landing, overnight parking, Spring Island Residents etc. which should also be discussed/addressed at the work session.

**IX. CITIZEN INPUT**

Mr. Joseph Cornier, 817 Moultonborough Neck Road stated there are 16 items can create an ordinance by itself (not state, check statute), one of them has to do with traffic.

Town Administrator Smith announced Police Lt. Mark Cavic will be pinned at the next Board meeting, but since he was present, he introduced Lt. Cavic who was welcomed by the public and the board.

**X. NON-PUBLIC SESSION**

**Motion:** Selectman Quinlan

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

**Seconded:** Selectman Beadle

**Roll Call Vote:** 4 – 0

**Motion passed.**

Entered: 6:23 pm

Reconvened: 6:40 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:** 4 – 0

**Motion passed.**

Entered: 6:40 pm

Reconvened: 7:25 pm

**XV. ADJOURNMENT**

**Motion:** Selectman Quinlan

*To adjourn the meeting.*

**Seconded:** Selectman Beadle

**Vote:** 4 – 0

**Motion passed.**

The Board of Selectmen adjourned their meeting at 7:25 p.m.

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

*Jonathan Tolman*

*July 20, 2023*

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Approved  
Jonathan W. Tolman, Chairman

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Date