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**Town of Moultonborough
Board of Selectmen Meeting
August 3, 2023**

MEETING MINUTES

Present: Selectmen Jon Tolman Chairman, Shari Colby Vice-Chair, Kevin D. Quinlan, and Jean M. Beadle, Selectman Karel Crawford was absent with prior notice.

I. CALL TO ORDER: Town of Moultonborough Chairman of the Board Jon Tolman 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. APPROVAL OF MINUTES

A. Motion: Selectman Beadle

To approve the meeting minutes and non-public session minutes from July 20th, 2023.

Seconded: Vice Chairman Colby

Vote: 4 – 0

Motion passed.

B. Motion: Selectman Beadle

To approve the meeting minutes and non-public session minutes from July 27th, 2023.

Seconded: Vice Chairman Colby

Vote: 4 – 0

Motion passed.

IV. NEW BUSINESS

A. New Hampshire Electric Co-Op (NHEC)

- i. Representatives from NHEC gave a presentation to the Board about their vegetation management in Moultonborough. Following the presentation, the Co-op answered questions and heard the concerns of residents about the tree trimming. Residents said they are appreciative of the Co-ops work but asked that they use reasonable judgement when trimming on properties, as many felt their practice of cutting was excessive. Attendees made suggestions on ways the Co-op can improve communication with property owners before tree trimming, such as advertisements in the local newspaper. Co-op members admitted they have made allowances over the years but are attempting to improve their tree clearing standards.

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- B. Application for a permit to conduct a raffle
 - i. Friends of the Moultonborough Library permit to conduct a raffle on August 27th was approved.

Motion: Vice Chairman Colby
To approve the Friends of the Moultonborough Library application for a permit to conduct a raffle on August 27th at the Moultonborough Public Library.
Seconded: Selectman Beadle
Vote: 4 – 0
Motion passed.

- C. Pours & Petals Catering Service
 - i. New policy at the NH Liquor Commission requires offsite caterers that serve alcohol at events have prior approval from the town. Pours & Petals has an event at The Loon Center on 8/13 that will service alcohol.

Motion: Selectman Beadle
To approve alcohol services by Pours & Petals Catering Services for their event at the Loon Center on August 13th.
Seconded: Vice Chairman Colby
Vote: 4 – 0
Motion passed.

V. **OTHER BUSINESS** – from last weeks work session

- A. Spring Island Parking at States Landing – the Board voted on allowing overnight parking at States Landing for Spring Island.

Motion: Selectman Beadle
To approve one overnight parking pass and spot for Spring Island at States Landing between Memorial Day through Labor Day.
Seconded: Vice Chairman Colby
Discussion: parking spot to be located at the far end of the lot. Chairman read an email from Blake and Catherine Callais objecting to designating a parking spot. (Copy of email attached to the minutes).
Vote: 4 – 0
Motion passed.

- B. Adoption of policies from work session meeting
 - i. Capital Improvements Program Committee (CIPC)

Motion: Selectman Beadle
To approve the amendments to the Capital Improvements Program Committee Charge & Composition.
Seconded: Selectman Quinlan
Vote: 4 – 0
Motion passed.

- ii. Department Credit Card
Motion: Selectman Beadle

1 *To approve the amendments to Statement of Policy No. 16 Business Credit*
2 *Card Policy.*

3 **Seconded:** Selectman Quinlan

4 **Discussion:** update to Use of Credit Card, item three (3) to read as follows:
5 Not use the credit card for purchases of items not anticipated in the current
6 year budget, totaling amounts over \$2,500 without advance authorization of
7 the Board of Selectmen or respective Selectman Representative.

8 **Vote:** 4 – 0

9 **Motion passed.**

10
11 iii. Human Services Policy

12 **Motion:** Selectman Beadle

13 *To approve as amended the Human Services Policy; to keep administrator*
14 *title, update burial amount to \$1,500, title the policy as Public Assistance*
15 *and application.*

16 **Seconded:** Vice Chairman Colby

17 **Discussion:** The Selectmen discussed changing the title from Human Ser-
18 vices Director to Administrator and decided to keep as Administrator. Bur-
19 ials & Cremations section updated to; “the town will pay up to \$1,500 for
20 burial/cremation.” Title of the policy as Public Assistance and Application.
21 Staff to assign policy number, update with a signature page and try to in-
22 clude NH Housing Authority tables.

23 **Vote:** 4 – 0

24 **Motion passed.**

25
26 **VI. NON-PUBLIC SESSION**

27 **Motion:** Vice Chairman Colby

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

29 **Seconded:** Selectman Beadle

30 Entered at: 6:25 p.m.

31 Reconvened: 6:56 p.m.

32 **Vote:** 4 – 0

33 **Motion passed**

34 **Decision:** The Board agreed to tax deed waivers.

35
36 **Motion:** Selectman Quinlan

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

38 **Seconded:** Selectman Beadle

39 Entered at: 6:56 p.m.

40 Reconvened: 6:59 p.m.

41 **Vote:** 4 – 0

42 **Motion passed**

43 **Decision:** The Board decided to temporarily reclassify the Assistant Town Clerk to
44 full-time (29 hours to 40 hours; estimate 8-10 weeks)

45
46 **Motion:** Selectman Beadle

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

2 **Seconded:** Selectman Quinlan

3 Entered at: 6:59 p.m.

4 Reconvened: 7:30 p.m.

5 **Vote:** 4 – 0

6 **Motion passed**

7 **Decision:** The Board approved conditional offers to hire three (3) new full-time fire-
8 fighter/AEMs.

9
10 **VII. ADJOURNMENT**

11 **Motion:** Selectman Beadle

12 *To adjourn the meeting.*


13 **Seconded:** Selectman Quinlan

14 **Vote:** 4 – 0

15 **Motion passed.**

16 Board of Selectmen adjourned their meeting at 7:30 p.m.

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18 *Written on behalf of the Selectmen by Charles Smith, Town Administrator*

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23 Approved
24 Jon Tolman, Chairman

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Date

8/21/23