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**Town of Moultonborough
Board of Selectmen Meeting
September 28, 2023**

WORK SESSION MEETING MINUTES

Present: Selectmen Jon Tolman Chairman, Shari Colby Vice-Chair, Kevin D. Quinlan, Jean M. Beadle, and Karel Crawford were present for the meeting.

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. NEW BUSINESS:

- A. Sale of Town Property policy (No. 19) – Town Planner Dari Sassan provided the Board with updates to the policy that adds statutory language from RSA 80:80, sale of tax deeded property, and Board duties under RSA 41:14-a. Board to schedule a public hearing before adopting the revisions.
- B. Approval of Driveway Permit Applications – Town Planner Sassan discussed with the Board rescinding Town Ordinance #13 (Relative to the Construction of Driveways) and forwarding the approval of driveway permits from the Board of Selectmen to the Planning Board (RSA 236:13). Consensus of the Board agreed that the process would be more efficient and stop the delay of permit approvals. Board to vote on the measurer at their next meeting.
- C. Assessing Services and Cyclical Measure and List – the town assessing services contract for assessing properties in town expires at the end of the year. Town Assessor Tom Hughes recommended the Board wave the Request for Proposals and continue with consultant Whitney Consulting on a new five-year contract. Board members discussed going out to bid, consensus of the Board agreed to renegotiating with Whitney. Assessor Hughes to provide the Board with a new contract for the Selectmen input on new deliverables.
- D. Assessing Recap of the Informal Hearings – Assessor Hughes provided the Board an update of the recent assessing hearings. Assessing department had 113 informal hearings a decrease from last year, which from, there were only two abatements and no assessment appeals.
- E. Fire Fighters Overtime and Holiday Compensation Policy – Chief Bengtson reviewed with the Board policy examples from neighboring towns on adopting full-time Firefighters Overtime and Holiday compensation. Board must adopt policy as the new full-time fire-fighters will work 24-hour shifts (then 48hrs off/24hrs on/96hrs off – averages out to 42hr work week). Board agreed to the policy that will pay time and one-half for hours worked more than their regularly scheduled shifts, provided they work an average of 42hrs per work week over a two-week period. Holiday pay – those working on the day will receive time and one-half for hours worked, non-working will receive 8.4hrs (20% of a 42hr work week). Call-Ins/Call backs – no recommended changes; Chief to consolidate the Board recommendations for a formal vote at their upcoming meeting.
- F. Pickleball – Recreation Director Dan Sturgeon updated the Board about residents being able to play pickleball at SAU. Director Sturgeon spoke with the Athletic Director,

1 received an informal approval, and submitted a facility use form with the SAU to use the
2 school facility for pickleball.

3 G. Braun Bay petition to Department of Safety (DOS) – the Board reviewed a letter to the
4 DOS that would update the offshore boat anchoring. Board did not object to the letter,
5 recommended it be condensed from four pages and include a signature page.

6 H. Town Employment Application – staff sent the employment application to Primex and
7 town labor attorney for review. Board reviewed the recommend changes and consensus of
8 the Selectmen agreed to the changes.

9 I. Business Credit Card Policy (No. 16) – before posting the policy staff had few a grammat-
10 tical change of “individual” to department receiving the credit card (page 1, first paragraph,
11 line 4). Board also added that a receipt shall be returned (with receipt) immediately after
12 use (first paragraph page 2). Last, Board changed the word “should” to must (page 2, item
13 1 and 3). Effective date to be updated to September 28th, 2023. Consensus of the Board
14 agreed to changes.
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16 **IV. OTHER BUSINESS**


17 A. Quarterly Regional Meetings w/Neighboring Communities – Town Admin (TA) followed
18 up with the Board on the responses from neighboring communities interested in having
19 quarterly meetings. Towns of Ossipee, Tamworth, Sandwich, Meredith, Wolfeboro, Cen-
20 ter Harbor and Tuftonboro all were interested. Board asked the TA to follow up with the
21 communities, for discussion, any issues their communities are experiencing. Board also
22 asked TA to inquire with Lakes Region Planning Commission (LRPC) about being a mod-
23 erator for the meetings.

24 B. Conference of the Committees – Chairman Tolman provided the Board an update from
25 recent meeting with the Milfoil Committee about having a future conference meeting with
26 other town public bodies. As such, Moultonborough Library Trustees and Moultonbor-
27 ough School Board (SAU45) provided a few dates to meet with the Board of Selectmen.
28 Board agreed to meet with the Library Trustees on Thursday, October 19th at 8 a.m. and
29 the SAU on Tuesday, January 9th.
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31 **V. ADJOURNMENT**

32 Board of Selectmen adjourned their meeting at 7:14 p.m.
33

34 *Written on behalf of the Selectmen by Charles Smith, Town Administrator*
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39 Approved
40 Jon Tolman, Chairman

10/17/23
Date