

**Town of Moultonborough
Board of Selectmen
Meeting Agenda
Thursday, January 2, 2025
5:00 P.M.
6 Holland St. Moultonborough, NH**

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. REVIEW / APPROVAL MINUTES

A. Date: 12/19/2024 +NP 12/5/24 & 12/19/24

IV. CONSENT AGENDA

- A. New Hampshire Department of Revenue Administration Form PA-29
 - i. Veteran's Tax Credit(s)

V. NEW BUSINESS

- A. Action Re: Lakes Region Planning Commission Reappointment of Cristina Ashjian as Moultonborough's Representative, term January 21, 2025, to January 21, 2029.
- B. Action Re: NH DOT Transportation Alternative Program Grant Opportunity
- C. Action Re: Approval of Countdown to Town Meeting Schedule

VI. OLD BUSINESS

VII. OTHER BUSINESS

VIII. CITIZEN INPUT

IX. NON-PUBLIC SESSION

- A. RSA 91-A: 3, II (b,c)

Any person with a disabling condition who would like to attend this public meeting and needs to be provided reasonable accommodations to participate please contact the Moultonborough Town Hall at 603-476-2347 so accommodations can be made. Interested parties may view this meeting by going to Town Hall Streams.

**Town of Moultonborough
Board of Selectmen
Thursday, December 19, 2024**

MEETING MINUTES

Present: Chairman of the Board Kevin D. Quinlan opened the meeting at 5:00 p.m. and members present were Selectmen Charles M. McGee, Karel A. Crawford, and James F. Gray. Interim Town Administrator, Carter Terenzini (arrived at 5:10 p.m.), Executive Assistant, Alison Kepple.

Absent: Vice Chair, Jonathan W. Tolman with prior notice.

I. **CALL TO ORDER:** Chairman of the Board Kevin D. 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. **PUBLIC HEARING – APPROPRIATION OF UNANTICIPATED FUNDS:**

- A. Chairman Quinlan opened the public hearing at 5:03 p.m. Purpose of the public hearing was to accept a \$10,000 donation from the Boston Foundation Donor Advisory Fund for the Moultonborough Children's Christmas Trust. The Board received no public comment. The board voted to accept the funds. Chairman Quinlan closed the hearing at 5:04 p.m.

Motion: Selectman McGee

To accept the donation of \$10,000 from the Boston Foundation Donor Advisory Fund for the Moultonborough Children's Christmas Trust Fund.

Seconded: Selectman Gray

Vote: 4-0

Motion passed.

IV. **INTRODUCTIONS:**

- A. Finance Director – Andrea Picard
Human Resource Director, Robin Reade introduced the new Finance Director, Andrea Picard. Andrea comes to us with over 25 years of Finance experience, in both the private and public sector. Her most recent position was with the Town of Osipee.
- B. Administrative Assistant – Michelle Bourgeois
Human Resource Director, Robin Reade introduced the Administrative Assistant, Michelle Bourgeois. Michelle will be the new face at the front window when entering Town Hall. Michelle has over 20 years of Administrative Assistant experience.

V. REVIEW / APPROVAL MINUTES:

Motion: Selectman McGee

To approve the meeting minutes of December 5, 2024, with a minor correction under Other Business, first paragraph, change "Service" to "Surface".

Seconded: Selectman Crawford

Vote: 4-0

Motion passed.

VI. CONSENT AGENDA:

- A. New Hampshire Department of Revenue Administration forms
 - i. Form PA-29 – Veterans' Tax Credits/Exemptions
- B. Shannon Cemetery Lot Purchase #287 (\$1,600)
- C. Shannon Cemetery Lot Purchase #335 (\$1,600)
- D. Discretionary Preservation Easement Deed MBLU# 041-009

Motion: Selectman McGee

To approve the Consent Agenda.

Seconded: Selectman Crawford

Vote: 4-0

Motion passed.

VII. NEW BUSINESS:

- A. Action Re: Abatement Refund Request(s)

- i. Benjamin E. Carver (Approve tax abatement) MBLU# 086-002

Motion: Selectman Crawford

To approve a \$535.00 tax abatement, to the Benjamin E. Carver for 2024 taxes on MBLU # 086-002, an improved, residential property located at 235 Sibley Road.

Seconded: Selectman Gray

Vote: 4-0

Motion passed.

- ii. Marie A. Kirker 2013 Trust (Approve tax abatement) MBLU# 050-008

Motion: Selectman McGee

To approve a \$203.00 tax abatement, to the Marie A. Kirker 2013 Trust for 2024 taxes on MBLU # 050-008, an unimproved, residential property located on Governor Wentworth Highway.

Seconded: Selectman Gray

Vote: 4-0

Motion passed.

- iii. Marie A. Kirker 2013 Trust (Approve tax abatement) MBLU# 169-001

Motion: Selectman Gray

To approve a \$220.00 tax abatement, to the Marie A. Kirker 2013 Trust for 2024 taxes on MBLU # 069-001, an unimproved, residential property located on Governor Wentworth Highway.

Seconded: Selectman Crawford

Vote: 4-0

Motion passed.

- B. Action Re: Moultonborough Function Hall Request and discount fees

Motion: Selectman Gray

To approve the waiver of rental fees for the Moultonborough Function Hall in October 2025 for a wedding for two town call firefighters.

Seconded: Selectman Crawford

Vote: 4-0

Motion passed.

- C. Action Re: Raffle Permit Application – Winnepesaukee Sportsman Club, LLC

Motion: Selectman McGee

To approve the raffle permit for the Winnepesaukee Sportsmen's Club, LLC on April 26, 2025.

Seconded: Selectman Gray

Vote: 4-0

Motion passed.

- D. Action R: 2024 Snowmobile Access Conditional Approval – Kona Farm Road

Motion: Selectman Gray

To approve the Kona Farm Road 2024 Snowmobile Access Conditional Approval.

Seconded: Selectman Crawford

Vote: 4-0

Motion passed.

- E. Action Re: Transfer Station Holiday Closure

Motion: Selectman Gray

To approve the 2025 Transfer Station Holiday Schedule as it was presented on December 5, 2024.

Seconded: Selectman Crawford

Vote: 4-0

Motion passed.

- F. Action Re: Name Change "Moultonborough Children's Christmas Trust"

Motion: Selectman Crawford

To approve the name change from "Moultonborough Children's Christmas Trust" to "Moultonborough Children's Holiday Trust".

Seconded: Selectman Gray

Vote: 4-0

Motion passed.

G. Action Re: Sell/Retain Tax Deeded Parcels

There was some discussion on possibly retaining 2 of the parcels. One for a possible cemetery if it could be combined with the property next to it (if it's for sale). One for possible heirs. We are still waiting for proof of heirs.

Motion: Selectman Crawford

To direct the Town Administrator to schedule public hearings on the proposed sale or retention of various parcels of tax deeded land as presented on Exhibit A submitted with his memorandum of December 19, 2024.

Seconded: Selectman McGee

Vote: 4-0

Motion passed.

H. Discussion re: 01/04/25 Budget Review Schedule:

T.A. Terenzini stated that the budget books will be ready on Thursday, December 26, 2024. The board should let him know by 12/30/24 which departments they need to meet with, if any on 1/4/25.

VIII. OLD BUSINESS:

A. Donation of land on Lake Kanasatka (verbal update):

T.A. Terenzini stated that Concom voted to accept the land and the \$750 towards the title work. T.A. Terenzini would like to proceed with the title exam.

B. Administrator Vacancy (JD & Other Documents Under Review: SB Decision Jan '25): T.A. Terenzini would like the board to review the documents that he sent to them for review in January.

IX. OTHER BUSINESS:

A. Chairman Quinlan stated that the last time there was a Road Surface Evaluation Program done was in 2017. T.A. Terenzini stated that this is part of the road program, he's asked for a list of detailed streets and pricing. Chairman Quinlan said he would like a request for bids on evaluation of all town roads.

B. Chairman Quinlan stated that LRPC is looking to reappoint Moultonborough's representative Cristina Ashjian. Follow up during the first board meeting in 2025.

C. Chairman Quinlan would also like an update at the next meeting from Dirigo Safety LLC on Police Departments standard operating procedures.

D. Selectman Gray thanked the Recreation Department & the Facilities Department for the outstanding job they did on the tree lighting at the Moultonborough Function Hall on December 13.

X. CITIZEN INPUT: None

XI. NON-PUBLIC SESSION: Enter into nonpublic at 5:45 p.m.

A. RSA 91-A: 3, II (b,c)

Motion: Selectman McGee

Motion to enter nonpublic session pursuant to RSA 91-A: 3, II (b,c) and coming out only to adjourn.

Seconded: Selectman Crawford

Vote: 4-0

Motion passed.

XII. ADJOURNMENT: Meeting adjourned at 6:45 p.m.

Motion: Selectman Crawford

To adjourn the meeting.

Seconded: Selectman McGee

Vote: 4-0

Motion passed.

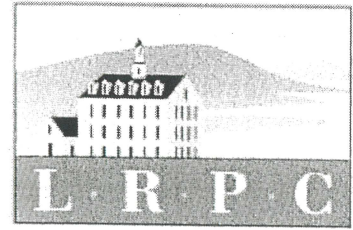
Written on behalf of the Selectman by Alison Kepple, Executive Assistant.

Approved
Kevin D. Quinlan, Chairman

Date

LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3
Meredith, NH 03253
Tel 603.279.8171
www.lakesrpc.nh.gov



November 21, 2024

SENT VIA EMAIL: kquinlan@moultonboroughnh.gov
and VIA U.S. MAIL

Kevin Quinlan, Chair
Town of Moultonborough, Board of Selectmen
6 Holland Street, PO Box 139
Moultonborough, NH 03254

RE: Cristina Ashjian, Commissioner
Term Expiration: January 21, 2025

Dear Chair Quinlan:

In reviewing our records, we see that the term of appointment for Cristina Ashjian as Moultonborough's representative to the Lakes Region Planning Commission (LRPC) expires January 21, 2025. Please let us know if it is the Board's intention to reappoint Ms. Ashjian to another term, or if you plan to appoint a new representative. Ms. Ashjian was last appointed on January 21, 2021, and **the new term for this position will be January 21, 2025 to January 21, 2029.**

Per Chapter 36:46 of NH RSA, representatives are nominated by the member municipality's planning board and appointed by its municipal officers; are residents of the member community; and may be elected or appointed officials of the member municipality.

The Commission is an active organization which needs continuous support and leadership from its member representatives to adequately serve the needs of all member communities. The LRPC sets its priorities and plans its work program based on input from our member representatives. The Commission normally meets six times a year and commissioner terms are typically 4 years. We look forward to your continued involvement.

Please send a letter of reappointment (or new appointment) to commence on January 21, 2025 prior to Ms. Ashjian's current term expiration referenced above. If you have any questions, feel free to call me at (603) 279-5334 or email me at execadmin@lakesrpc.nh.gov.

Sincerely,

Linda Waldron

Linda Waldron
Executive Administrative Assistant

c: Moultonborough Planning Board Chair (via email only: smackaykelly@gmail.com)
John Ayer, Chair, Lakes Region Planning Commission (via email only: jayer@gilfordnh.org)
Cristina Ashjian, Commissioner (via email only: cristina.ashjian@gmail.com)



MEMORANDUM

from the

OFFICE OF THE TOWN PLANNER
TOWN OF MOULTONBOROUGH, NEW HAMPSHIRE

DATE: December 30, 2024
TO: The Board of Selectmen and Town Administrator Carter Terenzini
RE: NH DOT Transportation Alternative Program Grant Opportunity

The Land Use Office seeks the support of the Board of Selectmen in its proposal to seek funding through NH DOT's Transportation Alternatives Program (TAP) for the revitalization of past efforts to implement necessary and overdue pedestrian infrastructure improvements in Moultonborough's Village Center Overlay District (VCOD). Moultonborough Village has been the focus of a number of community planning efforts, including two Plan NH Charrettes (2012 and 2018), the town-led Village Vision survey and report of 2015, and the UNH First Impressions program of 2019. All of these planning studies identified the need for enhanced pedestrian infrastructure along Moultonborough's historic Main Street (today's Route 25). Pedestrian routes were recommended to safely link and provide connectivity to schools and daycare facilities, businesses and residences, and municipal entities including the town hall and public library, all located in this key downtown area.

Initial plans to create sidewalks along Route 25 dating to 2013 (Proposed Sidewalk Routes & Crosswalks, KV Partners) have been revised and improved upon to include pathways behind commercial and municipal properties located on both sides of Route 25. This alternative would provide a more enjoyable experience for pedestrians and Village employees, provide safer routes to and from existing properties including the two schools, and create the infrastructure necessary for the types of workforce housing development that was envisioned when the overlay district was adopted in 2017. Both Plan NH Charrettes focused on large parcels of land with potential for residential development in the immediate downtown area, which could meet today's urgent need for housing and aid in the longstanding goal of Village revitalization.

Following the 2018 Plan NH Charrette, Moultonborough's Community Development Advisory Committee (CDAC) conceptualized a village loop walking/wellness trail linking the school properties on the south side of Route 25 to the municipal compound on the north side. Building on this and more recent recommendations, the proposed TAP project would provide critical connectivity approximately from the Central School to Sutherland Park (public safety complex), including the intersection at Holland Street (Route 109) adjacent to the town hall, public library, and Moultonborough's landmark destination, the Old Country Store. This connectivity would also further efforts at traffic calming and defining the Village such as recently installed Village Gateway signs and the award-winning Main Street Banners project implemented in 2021. Documents produced during previous planning efforts are attached to this memorandum. It is our intent to revisit those plan in response to the outcomes of our upcoming grant-funded community planning efforts.

Upon receiving the support of the Board of Selectmen, we will proceed with an application to DOT, due January 24, 2025.

D.S.

Village Vision Report

I. Introduction

The Planning Board and Board of Selectmen have recognized that there has been no overall vision for the future of the Village. The Town has compiled several studies and reports over the years on the different issues in the Village, but no single picture has been assembled that fits all the puzzle pieces together. The following report is intended to be a detailed, more refined overall vision for the Village that presents that single picture.

II. Executive Summary

Appointed by the Moultonborough Planning Board in collaboration with the Moultonborough Board of Selectmen, the Village Vision Committee (VVC) is charged with study and preparation of a report with "... a vision for the future of the Village and recommendations for attaining the vision..." (See **Appendix A**) Seven regular and two alternate members have met on a regular basis over the past twelve months to develop and finalize this report. The Committee envisions:

- A revitalized Village in the New England tradition with a distinctly Moultonborough character and ambiance.
- A Village that is self-sustaining, vibrant and lively, with a traffic-calmed roadway (formerly Main Street, now Whittier Highway/Route 25) where pedestrians and bicyclists safely circulate and add to the sense of activity.
- A Village that contributes to the community's economic well-being with the adaptive re-use or repurposing of existing historic structures and the addition of compatible new structures in order to create a diverse offering of quality retail and housing options, public gathering places, and municipal services.

In reaching this overall vision, the Committee received and reviewed a comprehensive packet of previous reports and studies, performed visual preference surveys, conducted a photographic assessment of the area, and interviewed a variety of experts. Topics ranged from historic preservation planning to small community sewer and water infrastructure; visiting speakers included NH DOT and DES personnel, municipal planners, housing experts and grant opportunity professionals. The Committee discussed and developed a village study area boundary map that may be the basis for recommended zone boundary and regulation changes in the future. The Committee held roundtable discussions on observations from this work and developed a conceptual village vision plan for planning purposes.

Benefiting the Town. The Village Vision Committee envisions a vibrant village center with lively public spaces, a safer roadway with circulation routes for pedestrians and bicyclists, and places to gather for community events.

Employing flexible Standards and Design Guidance to: Encourage the preservation of historical structures and properties while promoting their productive use, adaptive reuse or repurposing, including any necessary expansion to accommodate those uses that meet the form, function, character, scale, and streetscape of the village. Encourage preservation and celebration of cultural and natural resources within the village. Allow for creative designs and solutions. Promote diversity of uses and services that encourage walking and biking from place to place (connectivity).

Implemented by the Planning Board through:

Land Use, Site Design, Building Form and Design, Zoning and Site Plan Review Regulations.

The envisioned Village connects people, uses, design and community through the use of important design considerations such as:

- Arrangement of buildings, pathways, landscaping and gateway treatments
- Civic and public spaces, and natural and recreational areas
- Diversity and choices in municipal services and housing
- Scale of buildings and function of a shared, safer, calmer roadway
- Emphasis on quality, less focus on uses
- Access and connections for pedestrians and cyclists
- Mixed use development and use of innovative land use techniques

The Village Vision Committee seeks to ensure that the community and local economy are strong into the future by promoting village revitalization and redevelopment through strong advocacy, guidance, and steady and consistent planning. This vision is consistent with Moultonborough's quality of life and historic village tradition.

VI. Guiding Principles

The Committee endeavored to be guided by the following principles in its work in formulating a vision for Moultonborough Village:

The vision must take into account safety, functionality, affordability, history and the uniqueness of our Town.

The vision must make sure aesthetically pleasing aspects of the village are not overlooked or undervalued.

The vision, if it addresses any new building, development, or redevelopment, must advocate for good design, proper scale and relationship to other buildings in the village, efficient use of space, and compatible design features for new or appended construction.

The vision must ensure that natural, cultural, and historical resources in the village are not overlooked or undervalued.

The vision should focus on the following measurable attributes:

- Density (as measured by homes per acre, jobs per acre, or floor area ratios)
- Distance (between land uses, and the time and cost to travel between them)
- Diversity (mix of uses)
- Design (connectivity, streetscapes, managed driveway access, accommodating multiple forms of transportation)

It should measure a vision stressing acceptance by both citizen users and by potential businesses.

The vision should emphasize that the village is a community gathering place for people.

The vision should encourage walking and biking between activities/businesses, thereby making the connection without the use of a car.

The vision should strengthen our Town's sense of community.

VII. Goals and Strategies

- Revitalize Moultonborough Village through Transportation improvements, Land Use planning and initiatives, and managed Economic Development and marketing
- Preserve and strengthen the existing small-town character of Moultonborough Village, with its unique and landmark historic buildings, streetscape, scale, and ambiance
- Enhance and promote existing civic and public spaces, and natural, cultural and recreational areas within Moultonborough Village, with an emphasis on accessibility and connectivity
- Create additional community gathering places, facilities, and amenities with a focus on practicality and improving on what already exists in Moultonborough Village

Transportation Strategies:

- Collaborate with NH DOT on Route 25/Whittier Highway (formerly Main Street) traffic calming measures: Narrow travel lanes to 11 feet (BoS study 2013) to reduce speed and increase safety; Construct sidewalks and crosswalks to increase pedestrian activity and safety; Consider bike lanes to provide safe travel and access for bicyclists; Install village-appropriate street lights on pedestrian scale (dark-sky compliant); Plant street trees to provide shade and enhance village appearance
- Coordinate with NH DOT on Route 25/Whittier Highway improvements: Install radar speed 'signs' at each end of the village; Create split lane village Gateway treatments with appropriate landscaping to signal transition from highway to lower speed village area (Explore pedestrian refuge / median islands)
- Town/NH DOT Route 25/Whittier Highway intersection improvements in Moultonborough Village area:
 - Construct T intersection at Old Route 109
 - Address visibility/safety at Holland Street/Route 109
- Town improvements: Create trails/pathways off Route 25 as a network for pedestrians/bicyclists, providing links to schools, town facilities, village businesses, and parks and natural areas (connectivity)
- Develop future/potential connector roads off of Route 25 in Moultonborough Village to expand the transportation network in the village area, to improve circulation and access while retaining a sense of community (South side of Route 25: Moultonborough Academy to Old Route 109, with access to school, Taylor property, and Former Village School and Skating Pond; North side of Route 25: Holland Street to Blake Road, with access to businesses and undeveloped property) Refer to **Appendix D**, Village Vision Concept Plan.

Land Use Strategies:

- Use Zoning and Land Use Regulations to encourage mixed use in Moultonborough Village: higher density, smaller lot sizes and setbacks for mix of municipal, commercial, residential uses in village area
- Formulate Design Guidelines that may include incentives to manage future development

General Notes regarding Village Zoning:

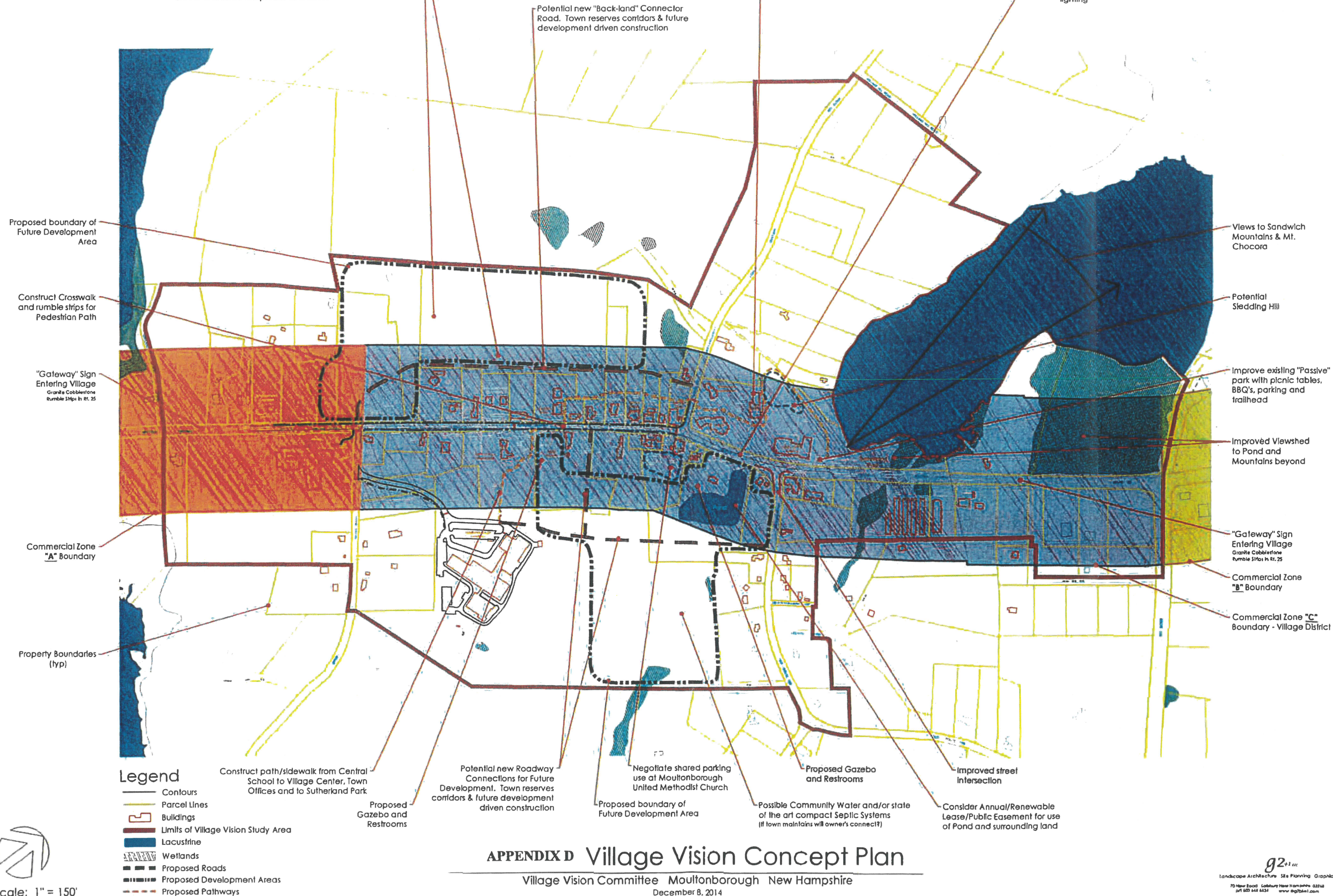
- Formulate Village Plan Alternative Subdivision Overlay District
- Create a Neighborhood Heritage Overlay District
- Change portions of the existing 500' deep Commercial C Zone to a Mixed Use Overlay District
- Create an Infill Development Ordinance

General Notes regarding Village Promotion:

- Formulate Design Guidelines for Village Development
- Create a Promotional Flyer

General Notes regarding Phased Village Improvements:

- Underground placement of cross highway overhead utilities
- Narrowing of NH Route 25 travel lanes to 11' width
- Installation of street trees and "Village" theme street lighting



APPENDIX D Village Vision Concept Plan

Village Vision Committee Moultonborough New Hampshire

December 8, 2014



Scale: 1" = 150'

g2+ inc.

Landscape Architecture Site Planning Graphics
70 New Road Colburn New Hampshire 03218
PH 603 648 6434 www.g2plus.com

Count Down to Town Meeting Deadlines

Department/Committees/Commissions Annual Reports submitted to Alison

- Wednesday, January 8, 2025

Publish Public Hearing Notice

- Friday, January 17, 2025 (by noon) for Meredith News 1/23/25 publication (7-day notice)
- Friday, January 24, 2025 (by noon) for Meredith News 1/30/25 publication (14-day notice)

Last Day to receive Petition Warrant Articles

- Thursday, February 4, 2025

Hold Public Hearing on Budget

- Thursday, February 6, 2025

Full Report to the Printer

- Thursday, February 13, 2025

Post the Warrant

- Monday, February 24, 2025

Town Reports due from the printer

- Tuesday, March 4, 2025

Town Election Day

- Tuesday, March 11, 2025

Town Meeting Day

- Saturday, March 15, 2025