

**Town of Moultonborough
Board of Selectmen
Meeting Agenda
Thursday, July 25, 2024
5:00 P.M.
6 Holland St.
Moultonborough, NH**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. REVIEW / APPROVAL MINUTES**
 - A. Date(s): 6/20/2024 and Non-Public Minutes
- IV. CONSENT AGENDA**
 - A. Department of Revenue Administration forms
 - i. PA-28 form (Not to use in 2025)
 - ii. Form A-10 (Application for Current Use Assessment)
 - iii. Form PA-29 (Veteran's Tax Credit)
 - B. Disposal Agreement
 - i. 46 Patten Hill Road
 - C. Middle Neck Cemetery (cremation lot purchase; #320B, 4'x10' - \$800 paid in full)
 - D. Police Officer Derick Jones -- appointment oath
- V. NEW BUSINESS**
 - A. Moultonborough Fire Department
 - i. Paramedic Add-On to Stewart's Contract
 - B. Moultonborough Conservation Commission
 - i. Natural Resources Inventory Update -- Waive Competitive Bidding (Policy #23)
 - ii. Appointments
 - a) Alternate Member -- Brian Sanford; 3-year term
 - b) Alternate Member -- Cornelia Schneider (appointment in May had married name of Swenson instead of legal and registered voter name)
 - C. Lakes Region Dance
 - i. Fundraiser at Transfer Station
 - D. Moultonborough Municipal Records Committee
 - i. Appointment -- Finance Director
 - E. Town of Moultonborough forms
 - i. Application for a Permit to Conduct a Raffle
 - a) Loon Preservation Committee; Saturday, November 30th at 2pm
 - b) Castle Preservation Society; October 27th at 2pm
 - ii. NEW Moultonborough Temporary Use Permit -- Commercial Use
 - F. Shannon Cemetery
 - i. Lot repurchases #105 and #120 (8x10 - \$500 paid in full)
 - G. Moultonborough UMC -- fee waiver for use of Function Hall, August 4th and 11th.
- VI. OTHER BUSINESS**
- VII. CITIZEN INPUT**
- VIII. NON-PUBLIC SESSION**
 - A. RSA 91-A: 3, II (b)
 - B. RSA 91-A: 3, II (a)

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.

**Town of Moultonborough
Board of Selectmen
June 20, 2024**

MEETING MINUTES

Present: Chairman of the Board Kevin D. Quinlan opened the meeting at 5:00 p.m. and members present were Vice Chairman Jon W. Tolman, Selectmen Karel A. Crawford, James F. Gray, and Charles M. McGee. Department Heads present were Town Administrator Charles Smith, Department of Public Works Director Chris Theriault, Police Chief Peter Beede, and Town Planner Dari Sassan.

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. APPROVAL OF MINUTES

Motion: Selectman Gray

To approve the meeting minutes and nonpublic minutes from June 6, 2024.

Seconded: Selectman McGee

Vote: 5 – 0

Motion passed.

IV. CONSENT AGENDA: The Board signed and voted in the affirmative on the following consent agenda items.

A. New Hampshire Department of Revenue Administration

i. Form PA-29; Veteran's Tax Credit

Motion: Vice Chairman Tolman

To approve the consent agenda items.

Seconded: Selectman Crawford

Vote: 5 – 0

Motion passed.

V. NEW BUSINESS

A. Moultonborough Public Library

i. Annual Book Sale: Trustee Chairman John Buckley met with the Board and announced that the Library Annual Book Sale will be held on July 13th and 14th inside the Library and Recreation building. Chairman Buckley requested approval from the Board to block off certain sections in the municipal parking lot as an attempt to slow down cars. Consensus of the Board approved.

- 1 ii. Town moveable digital sign: Chairman Buckley also requested to use the
2 Police Department moveable road sign to advertise for the book sale. Con-
3 sensus of the Board approved the request.
4 iii. Friends of the Library: Chairman Buckley mentioned to the Board that the
5 Friend of the Library would like to construct a memorial brick walkway
6 around the Library. Board agreed to installation of new walkway.
7 iv. New Library Sign: Chairman Buckley discussed with the Board about the
8 Library procuring funds to install an electronic sign outside the Library
9 building. New sign would not have flashing lights or graphics.
10

11 B. Moultonborough Fire Department

- 12 i. Replacement of Fire Chief vehicle – Fire Chief Bengtson submitted a pro-
13 posal to move forward with purchasing a new Fire Chief vehicle. Funding
14 for the vehicle was approved at town meeting under warrant article #17.
15 Board waived the competitive bidding and approved the purchase.
16

17 **Motion:** Vice Chairman Tolman

18 *For the Select Board to waive the competitive bid process and use the State*
19 *Contract to allow the fire department to make the purchase of a 2024 Ford*
20 *F250 4X4, XL Model, color Race Red from Ford of Claremont for \$52,028.*

21 **Seconded:** Selectman Gray

22 **Vote:** 5 – 0

23 **Motion passed**
24

- 25 ii. Encumbrances – the Fire Department had a six (6) end of year encum-
26 brances for three budget line items. Purchases to be delivered at start of
27 new fiscal year. Board approved encumbrances; total \$1,867.
28

29 **Motion:** Vice Chairman Tolman

30 *To encumber \$180 from line item 01-445-4236.*

31 **Seconded:** Selectman Crawford

32 **Discussion:** purchase item was reading material for the Fire Department.

33 **Vote:** 5 – 0

34 **Motion passed**
35

36 **Motion:** Vice Chairman Tolman

37 *To encumber \$1,649 from line item 01-445-4644.*

38 **Seconded:** Selectman Crawford

39 **Discussion:** purchase items were auto pulse service plan, sign materials,
40 towels, and bug spray.

41 **Vote:** 5 – 0

42 **Motion passed**
43

44 **Motion:** Vice Chairman Tolman

45 *To encumber \$38 from line item 01-445-4966.*

46 **Seconded:** Selectman Crawford

1 **Discussion:** purchase item was for Boat 1 hardware.

2 **Vote:** 5 – 0

3 **Motion passed**

- 4
- 5 iii. Parking a cargo trailer at Moultonborough Neck Fire Station – the Board
- 6 reviewed a request from a resident to allow parking of a cargo trailer at the
- 7 Neck First Station. Board denied the request as overnight public parking at
- 8 the facility is not permitted.

9

10 **Motion:** Vice Chairman Tolman

11 *To deny the request to park a cargo trailer at the Moultonborough Neck*

12 *Fire Station.*

13 **Seconded:** Selectman Gray

14 **Vote:** 5 – 0

15 **Motion passed**

16

17 C. Moultonborough Public Works

- 18 i. Winter Maintenance Service Contracts (2024-2025) – DPW Director The-
- 19 riault forwarded this year's new winter maintenance service contract to the
- 20 Board for discussion and approval. New service contract had the following
- 21 changes from prior year; increased equipment operated rates, vehicle
- 22 maintenance, repair and towing one-time allowance increased, and a mini-
- 23 mum compensation (\$500) per vehicle, per week. Board discussion was
- 24 around seeing what other towns have for private winter maintenance con-
- 25 tracts, how private roads are not being maintained by municipalities, and
- 26 the need to keep our contractors to plow our emergency lanes. Board voted
- 27 to see a comparison of contracts and moved further discussion on the con-
- 28 tract to future meeting.

29

30 **Motion:** Chairman Quinlan

31 *For a comparison to town winter maintenance service contract, have staff*

32 *research for other state and/or private contracts.*

33 **Seconded:** Selectman McGee

34 **Vote:** 5 – 0

35 **Motion passed**

- 36
- 37
- 38 ii. Middle Neck Cemetery water well installation – DPW Director Theriault
- 39 presented two quotes for Select Board approval to install a well at the cem-
- 40 etery and a deep well pump head. Funding for the project will be from the
- 41 Anderson Estate donation that the Board accepted in 2022. Total quotes for
- 42 the project are \$26,487 (Drill 6" well \$18,500 and pump head \$7,987). Di-
- 43 rector Theriault reached out to other vendors for bids and did not receive a
- 44 response.

45

46 **Motion:** Selectman Gray

1 *Motion to contract with Roth Artesian Well for the well drilling and to pur-*
2 *chase the deep well pump head from Bison Pumps, to provide water to the*
3 *Middle Neck Cemetery and authorize the Town Administrator to sign.*

4 **Seconded:** Selectman Crawford

5 **Vote:** 5 – 0

6 **Motion passed**
7

- 8 iii. Encumbrances – Director Theriault recommended the Board approve en-
9 cumbering the remaining Capital Outlay funds to finish the projects next
10 fiscal year. As of June 4th, capital outlay had two items to encumber listed
11 below. Consensus of the Board agreed to encumbrance.

12 1) Feasibility Study (Transfer Station) line item 01-488-9055 remain-
13 ing balance \$13,712.

14 2) Lees Mill Retaining Wall Replacement line item 01-488-9102 re-
15 maining balance \$162,660.
16

17 **D. Girl Scout Community Service Project**

- 18 i. Girl Scout Troop 58666 presented to the Board their “Take Action Project”
19 which was a request to install temporary buckets at a town beach that kids
20 can use for recycling and toys to make sandcastles. Buckets would be in-
21 stalled at Long Island Beach starting June 29th. Board had concerns about
22 trash pickup but agreed to the project as a trial run.
23

24 **Motion:** Selectman Crawford

25 *Motion to allow Girl Scout Troop to install buckets at Long Island Beach*
26 *for their take action project.*

27 **Seconded:** Selectman McGee

28 **Vote:** 5 – 0

29 **Motion passed**
30

31 **E. Moultonborough Police Department**

- 32 i. Replacement of 2021 Ford Police Interceptor Utility – Police Chief Beede
33 forwarded the Board a quote from CMG Colonial Municipal Group to pur-
34 chase a new police cruiser. Police Departments 2021 Ford Interceptor Util-
35 ity was totaled in an accident on March 9th. Primex (town insurer) paid a
36 claim in the amount of \$22,350 for the damaged cruiser. Primex also agreed
37 to cover labor and equipment damage up to 30% of the cost but the town
38 must be pay cost before. Chief Beede requested the Board use the claim
39 amount toward the purchase of the new cruiser; \$74,702. Board agreed to
40 the purchase and use funds from their contingency line to cover the remain-
41 ing balance; \$52,352. Board agreed to encumber the funds.
42

43 **Motion:** Selectman Gray

44 *To authorize the Police Chief to expend up to \$74,702 to purchase and*
45 *equip one (1) 2024 Ford Police Interceptor Utility to replace a 2021 Ford*
46 *Police Interceptor Utility that was totaled in an accident. Of that amount*

1 \$22,350 will come from Primex insurance payment and the remaining
2 \$52,352 from Contingency Line 400-4516 and authorize the Town Admin-
3 istrator to sign required documents.

4 **Seconded:** Selectman Crawford

5 **Vote:** 5 – 0

6 **Motion passed**
7

8 ii. Encumbrance:

9 **Motion:** Selectman McGee

10 *To encumber \$52,352 from the fiscal year 2023-2024 contingency line*
11 *(400-4516) for the purchase of a new 2024 Ford Police Interceptor to be*
12 *delivered in fiscal year 2024-2025 budget cycle.*

13 **Seconded:** Selectman Gray

14 **Vote:** 5 – 0

15 **Motion passed**
16

17 F. Moultonborough Town Planner

- 18 i. Online Building Permitting – Town Planner Sassan and Building Inspec-
19 tor/Code Enforcement Officer Jeff Blackwell presented to the Board a pro-
20 posal from “Spatial Data Logic (SDL) Municipal Management Software”
21 company to install software that would allow the public to complete their
22 building permit applications online. Board had a few questions and con-
23 cerns such as usability questions, integration with other town software, and
24 processing fee payments. For further research on the software and before
25 implementation of this service the Board moved further discussion to future
26 meeting
27

28 G. Moultonborough Town Assessor

- 29 i. 2024 Revaluation Timeline – Town Assessor Tom Hughes provided a mem-
30 orandum to the Board that outlined the 2024 town-wide revaluation sched-
31 ule. As such, preliminary values on 8/2, hearing letters to printer 8/5, letters
32 sent 8/9, letters delivered 8/13, informal hearings start 8/26, hearings end
33 date of 8/30, finalize values on 9/15 and submit MS-1 on 9/16. Board
34 agreed to the schedule.
35

36 **Motion:** Vice Chairman Tolman

37 *To agree to the 2024 Revaluation Timeline as provided by the Town Asses-*
38 *sor.*

39 **Seconded:** Selectman McGee

40 **Vote:** 5 – 0

41 **Motion passed**
42

43 H. Moultonborough Town Clerk

- 44 i. Warrant for Unlicensed Dogs – per RSA 466:14 the Town Clerk must pre-
45 sent a list of town unlicensed dogs and within 20-days the Board issues the
46 warrant for civil forfeiture. Board approved the warrant.

1
2 **Motion:** Vice Chairman Tolman

3 *To sign and issue the 2024 Unlicensed Dog Warrant to Moultonborough*
4 *PD.*

5 **Seconded:** Selectman Gray

6 **Vote:** 5 – 0

7 **Motion passed**
8

9 I. Town of Moultonborough permitting requests

10 i. Moultonborough Temporary Use Permit – Commercial Use

11 **Motion:** Vice Chairman Tolman

12 *To approve temp use permit subject to any requirements for Castle in the*
13 *Clouds Art Festival on June 22, 2024.*

14 **Seconded:** Selectman Gray

15 **Vote:** 5 – 0

16 **Motion passed**
17

18 ii. Application for a Permit to Conduct a Raffle

19 1) Friends of the Moultonborough Library

20 **Motion:** Vice Chairman Tolman

21 *To approve the application for a raffle permit for Friends of the*
22 *Moultonborough Library with the raffle to be held on July 14, 2024*
23 *at 12:30 p.m.*

24 **Seconded:** Selectman Crawford

25 **Vote:** 5 – 0

26 **Motion passed**
27

28 2) Winnepesaukee Sportsmen's Club

29 **Motion:** Vice Chairman Tolman

30 *To approve the application for a raffle permit for Winnepesaukee*
31 *Sportsmen's Club on October 14, 2024 at 4 p.m.*

32 **Seconded:** Selectman Gray

33 **Vote:** 5 – 0

34 **Motion passed**
35

36 iii. Fishing Tournament Launch Request

37 1) NH Bass Casters on September 7, 2024 from States Landing.

38 **Motion:** Vice Chairman Tolman

39 *To approve the fishing tournament launch request for NH Basscast-*
40 *ers to launch from States Landing on September 7, 2024 with a max-*
41 *imum of 25 boats.*

42 **Seconded:** Selectman McGee

43 **Vote:** 5 – 0

44 **Motion passed**
45

1 J. Administration Department

- 2 i. Finance Director Deb Davidowsky requested approval from the Board to
3 start the town employee payroll for the new fiscal year start on June 23rd.
4 Employees pay increases are effective July 1st in the middle of a payroll
5 period and can be difficult for finance to process. Estimate fiscal impact of
6 effective start date week earlier was less than \$5K. Board approved the
7 request.

8
9 **Motion:** Vice Chairman Tolman

10 *To approve next fiscal year, pay increases (FY '24-25) to be effective on*
11 *start date June 23rd.*

12 **Seconded:** Selectman Crawford

13 **Vote:** 5 – 0

14 **Motion passed**

- 15
16 ii. Town Administration – the Board reviewed a service agreement and state-
17 ment of work with Lakes Region Computer for servicing the town infor-
18 mation technology (IT). Board had the option of having a one-to-three-year
19 agreement and approved a renewal of 3-years.

20
21 **Motion:** Vice Chairman Tolman

22 *To approve the Services Agreement and Statement of Work between the*
23 *Town of Moultonborough and Lakes Region Computer for three years and*
24 *authorize the Town Administrator to sign.*

25 **Seconded:** Selectman Crawford

26 **Vote:** 5 – 0

27 **Motion passed**

- 28
29 K. Moultonborough Advisory Budget Committee (ABC) Appointments – the Board
30 discussed reappointments to ABC.

31
32 **Motion:** Vice Chairman Tolman

33 *To appoint the following applicants to ABC under appointment terms:*

34 *Jean Beadle – At large member; 2-year term, end date 3/10/2026*

35 *Mary Phillips – At large member; 3-year term, end date 3/9/2027*

36 *Joe Adams – Alternate member; 3-year term, end date 3/9/2027*

37 **Seconded:** Selectman Crawford

38 **Discussion:** members discussed delaying the vote to allow time for new
39 applicants and about importance of reappointing members that already
40 know the town budget, process, and are willing to serve.

41 **Vote:** 4 – 1

42 **Motion passed**

43
44 **VI. OTHER BUSINESS**

- 45 A. Department Project Updates – Town Administrator Smith provided updates on rec-
46 ommended changes to the town personnel policies, which are under review by

1 Primex and town counsel.

- 2
3 B. Moultonborough Function Hall sign – Town Administrator Smith forwarded a
4 quote from Advantage Signs to replace the deteriorating “Lions Club” sign at the
5 Function Hall. Total cost that includes installation was \$16,379. Board approved
6 new sign.

7
8 **Motion:** Selectman Crawford

9 *To approve the quote (#10388) from Advantage Signs for \$16,379 to replace the*
10 *Lions Club sign and for the funds to expended from Local Fiscal Recovery Funds*
11 *and authorize the Town Administrator to sign the quote.*

12 **Seconded:** Vice Chairman Tolman

13 **Vote:** 5 – 0

14 **Motion passed**

15
16 **VII. CITIZEN INPUT**

- 17 A. Tom Howard – discussed with the Board their process with selling tax deeded prop-
18 erty.

19
20 **VIII. NON-PUBLIC SESSION**

21
22 **Motion:** Vice Chairman Tolman

23 *To entered nonpublic session pursuant to RSA 91-A: 3, II (a).*

24 **Seconded:** Selectman Crawford

25 **Vote:** 5 – 0

26 **Motion passed.**

27
28 **IX. ADJOURNMENT – meeting adjourned at 7:40 p.m.**

29
30
31 *Written on behalf of the Selectmen by Charles Smith, Town Administrator*
32
33
34

35
36 _____
37 Approved

Kevin D. Quinlan, Chairman

Date



**Town of Moultonborough
FIRE DEPARTMENT**
1035 Whittier Highway • PO Box 446
Moultonborough, NH 03254
PHONE 603.476.5658 FAX 603.476.2738



Board of Selectmen Agenda Report

Date: July 2, 2024

To: Chair Kevin Quinlan & Town Administrator Charles Smith

From: David Bengtson, Fire Chief

Subject: Stewart's Ambulance Request to resume Paramedic Add-On Contract.

Recommended Motion: "Motion that the Select Board deny the request by Stewart's Ambulance to resume provision of the Paramedic Add-On contract suspended in October 2022 due to lack of qualified staff. This motion is based upon the recommendation of the fire chief, the fire department is now capable of providing ALS level care on a 24/7/365 basis with the current staffing model."

Background: On July 1, 2024, Stewart's Ambulance Chair Justin Van Etten emailed the fire chief to request resumption of the Paramedic Add-On contract. (see attached)

As you may recall, in October 2022, Stewart Ambulance requested to suspend the additional paramedic provision due to an industry wide lack of paramedics that was affecting their company. The Paramedic Add-On contract had been cost-shared voluntarily by Moultonborough, Center Harbor, and Sandwich, with Moultonborough bearing approximately 71% of the cost. The decision to introduce the paramedic add-on originated in 2014 from former Selectmen Shipp and Punturieri. Despite the fire chief's reservations, they believed that our town required an advanced life support (ALS) level of EMS care.

During the first year of the Paramedic Add-On, the Town of Meredith also contributed to the cost on a pro-rated basis. However, they ceased their participation after the initial year. Statistically, Stewart's data indicates that Moultonborough does not experience the call volume necessary to warrant a paramedic. Nevertheless, Stewart's routinely provides a paramedic on each truck, even though our four-town contract specifies a Paramedic level ambulance for Meredith and an Intermediate (Advanced EMT) level truck for Moultonborough. Their decision to staff at this level aligns with their business model, particularly for interfacility transports.

Fiscal Impact: Moultonborough did not allocate funds for this expense in the 2024/2025 fiscal year, nor did we receive any prior indications to do so. As the fire chief, I still maintain my belief that this service is unwarranted, especially considering our current 24/7/365 staffing at the Advanced EMT level. I have also spoken with Sandwich Fire Chief Call, who faces a similar budgetary constraint. Chief Driscoll from Center Harbor is reviewing the information and will present it to the Board for consideration.



**Town of Moultonborough
FIRE DEPARTMENT**
1035 Whittier Highway • PO Box 446
Moultonborough, NH 03254
PHONE 603.476.5658 FAX 603.476.2738



A review of the terms of the contract should be conducted (the fire department does not have a copy of this contract.) However, based on the current circumstances, I recommend denying Justin's request to resume the service and proceed with the contract termination.

Moultonborough Conservation Commission

Date: July 18, 2024

To: Moultonborough Board of Selectmen

From: Marie Samaha, Chair, Moultonborough Conservation Commission

Re: Updated Natural Resources Inventory (NRI)

The Moultonborough Conservation Commission has voted to update its Natural Resources Inventory (NRI.) The previous NRI was completed in 2017. The commission requests that the Board of Selectman allow the commission to engage a professional organization to complete the NRI without a Request for Proposals. The NRI may cost \$15,000 - \$20,000. The Commission would conceivably engage FB Environmental Associates, who completed the previous NRI

The Board of Selectman may grant this according to Article 10 of the Competitive Bidding Policy.

Professional Services: All contracts involving professional services, to include but not limited to auditors, ambulance services, engineers, attorneys, physicians, architects or postage and utilities for the Town of Moultonborough, may not by Majority vote of the Board of Selectmen, need to follow the bidding process outlined above (see QBS Process-NHDOT-NHRSA 21-I:22)

A Natural Resource Inventory (NRI) is required in New Hampshire by RSA 36-A.

36-A:2 Conservation Commission. – *A city or town which accepts the provisions of this chapter may establish a conservation commission, hereinafter called the commission, for the proper utilization and protection of the natural resources and for the protection of watershed resources of said city or town. Such commission shall conduct researches into its local land and water areas and shall seek to coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which in its judgment it deems necessary for its work. It shall keep an index of all open space and natural, aesthetic or ecological areas within the city or town, as the case may be, with the plan of obtaining information pertinent to proper utilization of such areas, including lands owned by the state or lands owned by a town or city. It shall keep an index of all marshlands, swamps and all other wet lands in a like manner, and may recommend to the city council or selectmen or to the department of natural and cultural resources a program for the protection, development or better utilization of all such areas.*

A Natural Resources Inventory (NRI) compiles information on important, naturally occurring resources within a given locality (e.g., municipality, watershed, or region), such as forests, farmlands, streams, lakes, wetlands, wildlife habitats and rocky ridges. Cultural resources, such as historic, scenic, and recreational assets are often included in an inventory. NRIs are comprised

of maps, data, and a report that describes the resources, project goals and recommendations for next steps. As well as being a stand-alone product, the NRI can also be integrated into a master plan, conservation plan or watershed plan.



Town of Moultonborough
6 Holland Street - P.O. Box 139
Moultonborough, NH 03254
(603) 476-2347 * Fax: (603) 476-5835



VOLUNTEER TO SERVE YOUR TOWN

Good government starts with you! Volunteers are the lifeblood of small towns. They bring talent, energy, and vision to our many Boards and Commissions which deliver services to our citizens. If you are interested in serving your community in any capacity, please fill out this form and return it to the Administration office, Town of Moultonborough, P.O. Box 139, Moultonborough, NH 03254. Thank you for your interest!

Moultonborough Board of Selectmen

.....
Name BRIAN SANFORD Home/Cell Phone 603-998-4392
Address 15, HEMLOCK HARBOR DR Work Phone _____
MOULTONBOROUGH, NH E-Mail briansanford@gmail.com

I am interested in the following areas (check as many as apply):

Planning, Zoning, Development	<input type="checkbox"/> Check Box	Senior Citizens	<input type="checkbox"/> Check Box
Conservation & Open Space	<input checked="" type="checkbox"/> Check Box	Library	<input type="checkbox"/> Check Box
Public Works & Transportation	<input type="checkbox"/> Check Box	Historic	<input type="checkbox"/> Check Box
Fire or Emergency Management	<input type="checkbox"/> Check Box	Recycling	<input type="checkbox"/> Check Box
Finance & Administration	<input type="checkbox"/> Check Box	Parks & Recreation	<input type="checkbox"/> Check Box
Health & Human Services	<input type="checkbox"/> Check Box	Police	<input type="checkbox"/> Check Box

Other: _____

Amount of Time Available: 4 HRS / WK

Present Business Affiliation and Work: RETIRED

Business Experience: BIOTECH QUALITY MANAGEMENT EXECUTIVE

Education or Special Training: B.A BIOLOGICAL SCIENCE, FDA INVESTIGATOR

Other Volunteer Efforts: PREVIOUS CHAIR CONSERVATION COMMISSION

Previous Town Offices Held

Date Appointed

Term Expired

- ' CON COM MEMBER 2014 - MAY 2023
- ' RESIGNED CON COM MAY 2023 FOR YEAR LONG BOAT TRIP

Feel free to attach anything that will help us carefully consider how to match your experience and interests with the needs of the Town. Thank you for thinking of serving your town.

BYLAWS
Moultonborough Conservation Commission
TOWN OF MOULTONBOROUGH

I: Statutory Authority

The Moultonborough Conservation Commission was duly authorized pursuant to RSA 36-A by the town of Moultonborough for the proper recognition, use, and protection of natural resources and of watershed resources.

II: Title

The Commission is hereby designated as the "Moultonborough Conservation Commission."

III: Membership; Residency; Terms of Office; Removal of Members; Vacancies

The Moultonborough Conservation Commission (hereinafter the Commission) shall be organized consistent with, and pursuant to RSA 36-A. The Commission shall consist of five (5) members who shall be appointed by the Board of Selectmen. One member may be a member of the Planning Board. The terms of the members shall be for three (3) years, pursuant to the provisions of RSA 36-A:3; The Board of Selectmen may appoint to the Commission up to five alternate members. All members shall be residents of the Town of Moultonborough. Members of the Commission may also serve on other town boards or commissions pursuant to RSA 36-A, 36-A:3, and 91:2. Members may be removed for cause, after notice and a hearing, by the appointing authority. Vacancies shall be filled as necessary by the Board of Selectmen;

IV: Officers

- At the first meeting after the Moultonborough Town Meeting the Commission shall elect a Chair and a Secretary from the appointed regular members and create and fill such other offices as it may deem necessary for its work. An alternate member cannot serve as Permanent Chair or Secretary. The term of the Chair or Secretary and any other officers shall be one year, and he or she shall be eligible for re-election. The Chair shall preside at all meetings of the Commission, sign all official correspondence of the Commission, and serve as the official spokesperson for the Commission.
- The Secretary
 - Posts notices of all meetings and notifies members of any special meetings;
 - Oversees, keeps and posts accurate minutes of all meetings and hearings and distributes copies to Commission members, appropriate town officials and in a file accessible to the public;
 - Presides over a meeting if the Chair is absent.

V: Scheduling of Meetings; Meetings and Records

Meetings of the Commission shall be held on a monthly basis and at other times as necessary. A majority of the members shall constitute the quorum necessary to transact business. The Commission shall prepare a report of activities to be included in the Town's Annual Report. All meetings and records are subject to RSA 91-A.

VI: Powers and Duties

The Commission shall have advisory authority generally, with the specific powers and duties designated in RSA 36-A, including the ability to:

- A. Assist the Planning Board, as requested, in the development and review of those sections of the Master Plan which address natural resources
- B. Advise, upon request, local agencies and other local boards in their review of matters affecting or potentially affecting natural resources
- C. Coordinate activities with appropriate service organizations and nonprofit groups
- D. Publicize and provide educational information regarding its activities
- E. Hire consultants and contractors as needed
- F. Appoint subcommittees, groups, and individuals (clerks and other employees)
- G. Receive gifts of money and property, both real and personal, in the name of the town, subject to the approval of the Board of Selectmen, such gifts to be managed and controlled by the Commission for its proper purposes
- H. Hold meetings and hearings necessary to carry out its duties
- I. Expend monies from the Conservation Fund
- J. Keep accurate records of its meetings and actions
- K. Keep an index (*aka Natural Resource Inventory*) of all open spaces and natural, aesthetic or ecological areas, all marshlands, swamps and other wetlands.
- L. All decisions of the Commission shall be by majority of the members present and constituting a quorum. In the event of a conflict of interest, the Commission may request that a member with a conflict of interest recluse him/herself, though only the member with the potential conflict may determine if such a conflict exists, and may step down at his/her discretion.
- M. Perform review and comment duties on NH Department of Environmental Services applications relating to natural resources, these being primarily, but not limited to, applications for Dredge and Fill Permits, Major, Minor and Expedited and Permits by Notification.

VII: Advisory Role to Town Boards and Commissions

The Commission may assist and advise State and Local boards and agencies in the review of applications submitted for and make recommendations relative to those and other matters that may affect natural resources.

VIII Amendments to these Bylaws

These bylaws and rules of procedure may be amended by a majority vote of the Commission at a regular meeting, provided that the proposed amendments must have been presented to the Commission at the regular meeting preceding the meeting at which the vote is taken. These By-Laws and procedures are reviewed annually and may be amended at any regular meeting.

IX Effective Date

These Rules of Procedure shall take effect on February 8, 2011.

Ammended November 7, 2022

Ammended for approval November 7, 2022

TOWN OF MOULTONBOROUGH

APPOINTMENT

To **Brian Sanford**, of Moultonborough, in the County of Carroll, State of New Hampshire.

Whereas, there is a vacancy in **Conservation Commission**, for **Alternate Member** and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, **Brian Sanford**, as an **Alternate Member** for **Conservation Commission** and upon your taking oath of office, and having this appointment and the certification of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office. Your term shall end on **March 9, 2027**.

Given under our hands, this **25th** day of **July 2024**.

MOULTONBOROUGH BOARD OF SELECTMEN

Kevin D. Quinlan, Chairman

Jonathan W. Tolman, Vice Chairman

Karel A. Crawford

James F. Gray

Charles M. McGee

I, **Brian Sanford**, swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as an **Alternate Member**, of **Conservation Commission** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire.

So Help Me God
State of New Hampshire
Carroll County, ss.

Personally, appeared the above, named **Brian Sanford**, who took and subscribed the foregoing oath. Before me, Town Clerk.

Date _____

Town Clerk

Received and Recorded: _____

TOWN OF MOULTONBOROUGH

APPOINTMENT

To **Cornelia Schneider**, of Moultonborough, in the County of Carroll, State of New Hampshire.

Whereas, there is a vacancy in **Conservation Commission**, for **Alternate Member** and whereas we, the subscribers, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, **Cornelia Schneider**, as an **Alternate Member** for **Conservation Commission** and upon your taking oath of office, and having this appointment and the certification of said oath of office recorded by the Town Clerk, you shall have the powers, perform the duties and be subject to the liabilities of such office. Your term shall end on **May 12, 2026**.

Given under our hands, this **25th** day of **July 2024**.

MOULTONBOROUGH BOARD OF SELECTMEN

Kevin D. Quinlan, Chairman

Jonathan W. Tolman, Vice Chairman

Karel A. Crawford

James F. Gray

Charles M. McGee

I, **Cornelia Schneider**, swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as an **Alternate Member**, of **Conservation Commission** according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire.

So Help Me God
State of New Hampshire
Carroll County, ss.

Personally, appeared the above, named **Cornelia Schneider**, who took and subscribed the foregoing oath. Before me, Town Clerk.

Date _____

Town Clerk

Received and Recorded: _____

June 19, 2024

Good afternoon

I am reaching out on behalf of Lakes Region Dance competition team, of Meredith NH

As one of the dance moms (from Moultonborough) I have been tasked with coming up with ways to raise money (fundraisers) for the dancers who compete in 4 regionals throughout the 2025 dance season. Also, this year they will be competing in Nationals competition as well!! The dancers come from Moultonborough and joining towns and are very excited for the upcoming season! But it comes with a cost for these dancers.

I am reaching out to you, as an option, to have another fundraiser, at the Moultonborough Transfer station. We have done this in the past and it was very successful for the dancers. We will remain organized and safe, just like last year.

Our proposition is to set up a table with a donation bucket, along with a sign stating who we are and what we are raising money for. We normally do 2 shifts (2-3 dancers and adults on each shift) on Saturday and 2 shifts on Sunday (2-3 dancers and adults on each shift). The dancers will offer to help people with their recyclables and trash for a small donation - (these dancers are so amazing they even help individuals with or without a donation)

Anyone handling garbage will be sure to wear approved gloves, and closed toed shoes (no crocks or sandals). There will be adult also be adult supervision. If needed we can make sure smaller children wear a bright safety vest.

I have already spoken to Ken (supervisor) and he has said I needed to present it to the board of selectmen. Once approved by them, I will work with Ken on the dates and shifts we will be at the transfer station for the fundraiser.

Thank you for this opportunity!
Katina Coffin



Office of Selectmen
Town of Moultonborough
6 Holland Street - PO Box 139
Moultonborough, NH 03254
(603) 476-2347 * Fax (603) 476-5835

Board of Selectmen Agenda Report

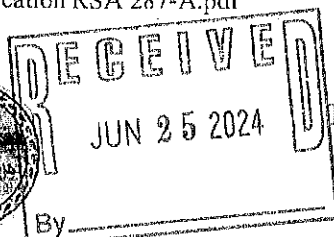
Date: 7/2/24
To: Select Board
From: Julia Marchand, Town Clerk/MRC Chair *JM*
Subject: Municipal Records Committee Appointee

Recommended motion: To appoint a new designee for the Municipal Records Committee to replace the former Finance Director.

Background: Per RSA 33-A:3, the Municipal Records Committee is to be made up of the "municipal officers (Select Board) or their designee" and others. These officials meet to discuss and make decisions regarding the retention and disposition of town records.

Issue: Moultonborough's former Finance Director served on this committee as the Select Board's designee for many years, but recently found new employment elsewhere so she will need to be replaced.

Fiscal Impact (If any): None.



**TOWN OF MOULTONBOROUGH
APPLICATION FOR A PERMIT
TO CONDUCT A RAFFLE**

ATTACHMENT A

By _____

NOTICE: Application Must be Filled Out Completely to be Processed

WPC
6/20/24 3/476-51666

1. Name and address of the organization: LOON PRESERVATION COMMITTEE (LPC)
183 Lee's Mill Road / PO Box 604, Moultonborough, NH 03254
2. Name, address and capacity of the person requesting the permit: HOLLY M HEATH
DEVELOPMENT & MEMBERSHIP MANAGER
3. The organization is organized under the laws of the State of New Hampshire as a non-profit organization: Yes ☒ No ☐
4. Date of organization: 1975
5. The organization is registered to do business within the State of New Hampshire as a non-profit organization: Yes ☒ No ☐
6. The organization was registered on 2/28/2007
7. The organization's IRS non-profit Federal ID number: 62-0451944
8. Names and address of the organization's principal officers:
Robert Rotberg, Chair 14 Barbours Rd, Lexington, MA 02421
Brenda Stowe, Vice Chair 237 Doctham St, Dover, NH 03824
9. Location, date and time where the raffle is to be conducted: Loon Center, 183 Lee's Mill Rd
Saturday, November 30, 2024 @ 2 pm
10. Name and address of the owner of the property where the raffle is to be conducted:
Loon Preservation Committee, 183 Lee's Mill Rd, Moultonborough
12. A sample of the raffle ticket must be submitted for review. Yes ☐ No ☐
13. List the last time a permit was issued to the applicant for a raffle within the Town of Moultonborough:
June 2023

The applicant hereby swears and takes oath that the information contained in this application is true and accurate and acknowledges having received and read a copy of the rules and regulations of the Town of Moultonborough and agrees to abide by the provisions thereof in all respects.

Dated: 6/25/24Applicant's Name: Holly M Heath

Date Received: _____

Date Processed: _____

Approved _____ Denied _____

Town Administrator or Designee

cc: Board of Selectmen
Chief of Police



LPC 2024 Benefit Raffle

Donation: \$5 ticket or 3/\$10
Drawing: November 30, 2024 @ 2pm
at The Loon Center

Prizes: Kayak, Rustic Wall Art,
LPC Tote & Beach Accessories

You need not be present to win!

Loon Preservation Committee's 2024 BENEFIT RAFFLE

Name: _____

Phone: _____
(Where you can be reached on 11/30/24)

Email: _____

Loon Preservation Committee's 2024 BENEFIT RAFFLE

Name: _____

Phone: _____
(Where you can be reached on 11/30/24)

Email: _____

Loon Preservation Committee's 2024 BENEFIT RAFFLE

Name: _____

Phone: _____
(Where you can be reached on 11/30/24)

Email: _____

Loon Preservation Committee's 2024 BENEFIT RAFFLE

Name: _____

Phone: _____
(Where you can be reached on 11/30/24)

Email: _____

Loon Preservation Committee's 2024 BENEFIT RAFFLE

Name: _____

Phone: _____
(Where you can be reached on 11/30/24)

Email: _____

Loon Preservation Committee's 2024 BENEFIT RAFFLE

Name: _____

Phone: _____
(Where you can be reached on 11/30/24)

Email: _____



LPC 2024 Benefit Raffle

Donation: \$5 ticket or 3/\$10
Drawing: November 30, 2024 @ 2pm
at The Loon Center

Prizes: Kayak, Rustic Loon Wall Art,
LPC Tote & Beach Accessories

You need not be present to win!



LPC 2024 Benefit Raffle

Donation: \$5 ticket or 3/\$10
Drawing: November 30, 2024 @ 2pm
at The Loon Center

Prizes: Kayak, Rustic Loon Wall Art,
LPC Tote & Beach Accessories

You need not be present to win!



LPC 2024 Benefit Raffle

Donation: \$5 ticket or 3/\$10
Drawing: November 30, 2024 @ 2pm
at The Loon Center

Prizes: Kayak, Rustic Loon Wall Art,
LPC Tote & Beach Accessories

You need not be present to win!



LPC 2024 Benefit Raffle

Donation: \$5 ticket or 3/\$10
Drawing: November 30, 2024 @ 2pm
at The Loon Center

Prizes: Kayak, Rustic Loon Wall Art,
LPC Tote & Beach Accessories

You need not be present to win!



LPC 2024 Benefit Raffle

Donation: \$5 ticket or 3/\$10
Drawing: November 30, 2024 @ 2pm
at The Loon Center

Prizes: Kayak, Rustic Loon Wall Art,
LPC Tote & Beach Accessories

You need not be present to win!

2024 LPC Benefit Raffle!

Tickets \$5.00 each or 3/\$10.00

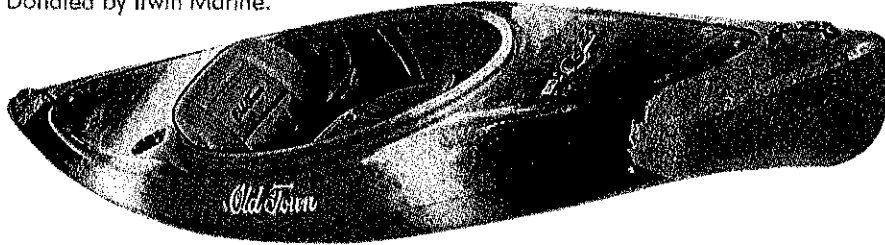
Rustic Wall Art

This colorfully handpainted vintage saw will complement most any decor. 27" long and 7" high.
Donated by Montie Fiske.



Vapor 10XT Kayak (paddle and life vest included)

Compact kayak with a lot of volume! The large cockpit opening, Comfort Flex Seat and stern Quick Seal Hatch, make the Vapor 10XT perfect for anglers, sportsmen and recreational paddlers alike.
Donated by Irwin Marine.



A Day at the Lake

This large LL Bean "Boat and Tote" comes with the essentials for a day at the lake—ultra-absorbant Sand Cloud beach towel; 25 oz. Camelback Eddy water bottle; and the newly released *Loons of New Hampshire: Preserving a Natural Treasure* by local author and historian Glenn Knoblock.

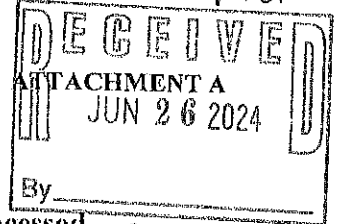
Drawing November 30; 2pm at The Loon Center

LOON PRESERVATION COMMITTEE • PO BOX 604, MOULTONBOROUGH, NH 03254 • 603-476-5666

Call Shannon 603-476-5412



**TOWN OF MOULTONBOROUGH
APPLICATION FOR A PERMIT
TO CONDUCT A RAFFLE**



NOTICE: Application Must be Filled Out Completely to be Processed

1. Name and address of the organization: CASTLE Preservation Society / Castle in the Clouds
2. Name, address and capacity of the person requesting the permit: Shannon Merrin, Deputy Director, 586 Ossipee Park Rd
3. The organization is organized under the laws of the State of New Hampshire as a non-profit organization: Yes ☒ No ☐
4. Date of organization: 11/7/2006
5. The organization is registered to do business within the State of New Hampshire as a non-profit organization: Yes ☒ No ☐
6. The organization was registered on 11/7/2006
7. The organization's IRS non-profit Federal ID number: 27-0085747
8. Names and address of the organization's principal officers:
Ann Glover - Chair - 74 Veasey Shore Rd. Meredith, NH 03853
Jim Gregoire - Vice Chair / Treasurer - 69 Swain Rd " " "
Mark Borin - Secretary - PO Box 707 Ctr Harbor, NH 03226
9. Location, date and time where the raffle is to be conducted: Carriage House
on 10/27/24 at 2pm
10. Name and address of the owner of the property where the raffle is to be conducted: Castle Preservation Society 586 Ossipee Park Rd Moultonboro
12. A sample of the raffle ticket must be submitted for review. Yes ☒ No ☐
13. List the last time a permit was issued to the applicant for a raffle within the Town of Moultonborough: 2023

The applicant hereby swears and takes oath that the information contained in this application is true and accurate and acknowledges having received and read a copy of the rules and regulations of the Town of Moultonborough and agrees to abide by the provisions thereof in all respects.

Dated: 5/31/24 Applicant's Name: Charles Clark, Executive Director

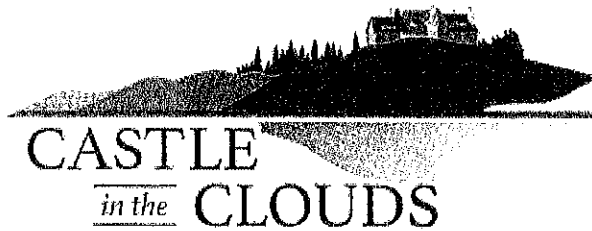
Date Received: _____

Date Processed: _____

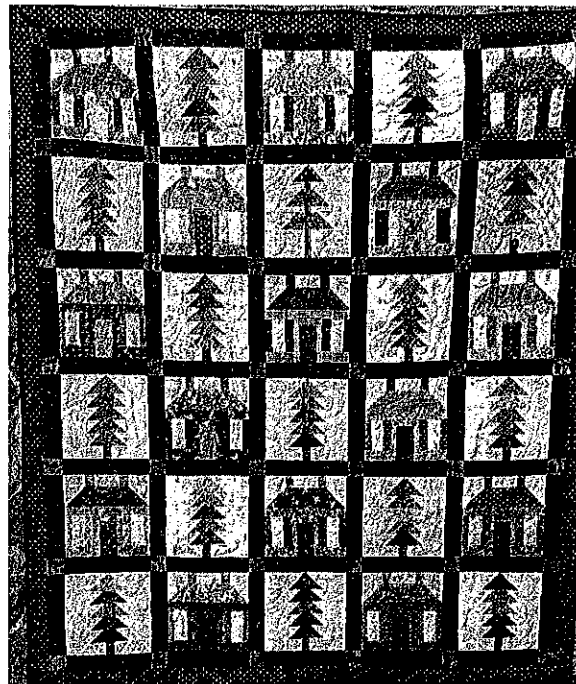
Approved _____ Denied _____

Town Administrator or Designee

cc: Board of Selectmen
Chief of Police



Full Size Quilt Raffle



ENTER TO WIN!

Drawing: October 20, 2024

Tickets: 1 for \$5 or 3 for \$10

Quilt is normally available to view in the Gift Shop



**Town of Moultonborough
OFFICE OF SELECTMEN**

6 Holland Street • PO Box 139 • Moultonborough, NH 03254
PHONE 603.476.2347 FAX 603.476.5835

**TOWN OF MOULTONBOROUGH
TEMPORARY USE PERMIT-COMMERCIAL USE**

The undersigned hereby makes APPLICATION FOR TEMPORARY USE up to a maximum of three (3) consecutive days over a thirty day period for the following (describe commercial use): _____

Location of Event: _____

Map/Lot: _____

Date(s) of Event: _____

Expected Number of Participants: _____

**** This application must be submitted fourteen (14) days before the date of the event.****

PROPERTY OWNER'S SIGNATURE: _____

MAILING ADDRESS: _____ **TEL. #** _____

This is to certify that we have examined the within detailed statement and find the application to be in accordance with the provisions of the Moultonborough Zoning Ordinance Article XI-H-(2), relating to Temporary Use-Commercial and that the application has been approved with the listed requirements and entered in the records, this _____ day of _____, 20__.

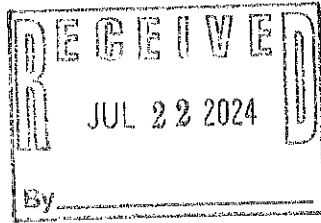
**Chairman-Board of Selectmen
Town of Moultonborough**

REQUIREMENTS: _____

Fee Charged \$25.00

Check #: _____

Date Received: _____



Richard J and Phyllis McCann
25 Long Point Rd
Moultonborough NH
03254-4725
Out2c78@outlook.com

Town of Moultonborough
Board of Selectman

Good Day

Please accept this letter as a request to re-purchase our current cemetery plots located in the Shannon Cemetery known as Lot #105 and Lot #120 (8 x 10). These were purchased in 2007 in the amount of \$500 and paid in full. A copy of the deed accompanies this request.

Thank you for your kind attention to this matter.

Sincerely

A handwritten signature in black ink, appearing to read "Richard McCann".

Richard McCann

A handwritten signature in black ink, appearing to read "Phyllis McCann".

Know all Men by These Presents:

That We, Karel A. Crawford, Edward J. Charest, James F. Gray, Joel R. Mudgett, and Betsey L. Patten, Selectmen of Moultonborough, Carroll County, State of New Hampshire, For Consideration paid, Grant to RICHARD J & PHYLLIS L MCCANN, 43 COLBY ROAD, MOULTONBOROUGH, NH 03254, PO BOX 778, CENTER HARBOR, NH 03226 FOR CONSIDERATION PAID IN THE AMOUNT OF \$500.00 PAID IN FULL.
With Warranty Covenants to the said:

RICHARD J & PHYLLIS L MCCANN

TWO CERTAIN TWO GRAVE LOTS #105 & #120 SIZE 8FT X 10FT IN THE SHANNON CEMETERY, IN THE Town of Moultonborough. SAID LOTS ARE DESIGNATED ON THE PLAN OF THE SHANNON CEMETERY WHICH IS RECORDED AT THE CARROLL COUNTY REGISTRY OF DEEDS.

THE ABOVE NAMED LOT IS SUBJECT TO THE FOLLOWING RESTRICTIONS:

- 1). A CEMENT VAULT OR LINER SHALL BE USED FOR ALL GRAVES.
- 2). NO LARGE GROWING TREES OR SHRUBS SHALL BE PLANTED OR ALLOWED TO GROW.
- 3). NO LOTS SHALL BE GRADED OR BUILT UP ABOVE THE LEVEL OF THE SURROUNDING GROUND.
- 4). NO MONUMENTS EXCEEDING FOUR (4) FEET IN HEIGHT SHALL BE ERECTED.

Witness our hands and seal on this 22nd day of MARCH, 2007.

WITNESS:

Heidi A. Davis
Heidi A. Davis

Heidi A. Davis
Heidi A. Davis

Heidi A. Davis
Heidi A. Davis

Heidi A. Davis
Heidi A. Davis

Heidi A. Davis
Heidi A. Davis

Karel A. Crawford
Karel A. Crawford, Selectman

Edward J. Charest
Edward J. Charest, Selectman

James F. Gray
James F. Gray, Selectman

Joel R. Mudgett
Joel R. Mudgett, Selectman

Betsey L. Patten
Betsey L. Patten, Selectman

STATE OF NEW HAMPSHIRE

COUNTY OF CARROLL

On this 22nd day of MARCH, 2007, before me, Heidi A. Davis, the undersigned officer, personally appeared Karel A. Crawford, Edward J. Charest, James F. Gray, Joel R. Mudgett and Betsey L. Patten, known to me (or satisfactorily proven) to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purpose therein contained.

In witness where of I here unto set my hand and official seal.

Heidi A. Davis
Notary Public - Heidi A. Davis
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
August 3, 2010