

**Town of Moultonborough  
Board of Selectmen  
Meeting Agenda  
Tuesday, April 1, 2025  
5:00 P.M.**

**6 Holland St. Moultonborough, NH**

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. REVIEW / APPROVAL OF MINUTES**

A. 3/20/25 + 3/20/25 NP

**IV. CONSENT AGENDA**

- A. NH Department of Revenue Administration (DRA)
  - i. Form PA-29; Veteran's Tax Credit (s)
  - ii. Form PA-29; Elderly Exemption
- B. Personnel Acton Form(s)
  - i. Seasonal Recreation Rehires
- C. Lees Mills Dock Lease Agreement(s)
  - i. Slip #1-B
  - ii. Slip #4-B
  - iii. Slip #5-A

**V. NEW BUSINESS**

- A. Action Re: Concom Full Member (3/31/28)
- B. Action Re: Concom Alternate Member
- C. Action Re: County Broadband Committee Full & Alternate Members
- D. Action Re: NH DOT Re: Pedestrian Improvements in WVOD
- E. Action Re: Building Inspection Report
- F. Action Re: Staff Review CMA Transfer Station Report
- G. Action Re: Additional Clause Re: 603 Propane/Oil Contract

**VI. NEW BUSINESS**

**VII. OLD BUSINESS**

**VIII. CITIZEN INPUT**

**IX. NON-PUBLIC SESSION**

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

**X. ADJOURNMENT**

*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  
March 20, 2025**

**MEETING MINUTES**

**Present:** Chairman of the Board Kevin D. Quinlan and members present were Selectman Karel A. Crawford, Selectman James F. Gray and Selectmen Charles M. McGee. Interim Town Administrator, Carter Terenzini, Executive Assistant, Alison Kepple.

- 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.

On behalf of the board, Chairman Quinlan thanked everyone who help with the coordination from this past Town Meeting Day.

**III. BOARD OF SELECTMEN ORGANIZATION:**

Being the first regularly scheduled meeting since Town Meeting the Board reorganized and voted to appoint a Chairman and Vice Chairman of the Board. Consensus of the Board agreed to members or designees to the following Board and Committees:

- A. Chairman of the Board**  
**Motion:** Selectman Gray  
*To nominate Selectman Kevin D. Quinlan as Chairman of the Board.*  
**Seconded:** Selectman McGee  
**Vote:** 5-0  
**Motion passed.**
- B. Vice Chairman of the Board**  
**Motion:** Selectman Quinlan  
*To nominate Selectman Jonathan W. Tolman as Vice Chairman of the Board.*  
**Seconded:** Selectman Crawford  
**Vote:** 5-0  
**Motion passed.**
- C. Planning Board Ex-Officio Full Member**  
**Motion:** Selectman Gray  
*To nominate Selectman Kevin D. Quinlan as the Planning Board Ex-Officio full member.*  
**Seconded:** Selectman McGee  
**Vote:** 5-0  
**Motion passed.**

D. Planning Board Ex-Officio Alternate Member

**Motion:** Selectman Quinlan

*To nominate James F. Gray as the Planning Board Ex-Officio Alternate Member.*

**Seconded:** Selectman Tolman

**Vote:** 5-0

**Motion passed.**

E. Capital Improvements Program Committee Ex-Officio

**Motion:** Selectman Crawford

*To nominate Selectman Charles M. McGee as the CIPC Ex-Officio as a full member.*

**Seconded:** Selectman Quinlan

**Vote:** 5-0

**Motion passed.**

F. Advisory Budget Committee Ex-Officio

**Motion:** Selectman Crawford

*To nominate Selectman Kevin D. Quinlan as the (ABC) ex-officio member.*

**Seconded:** Selectman Tolman

**Vote:** 5-0

**Motion passed.**

G. Heritage Commission Board of Selectman Rep.

**Motion:** Selectman Quinlan

*To nominate Selectman Karel A. Crawford to the Heritage Commission as full member.*

**Seconded:** Selectman McGee

**Vote:** 5-0

**Motion passed.**

H. Joint Inter-Municipal Ambulance Service

**Motion:** Selectman Quinlan

*To nominate Selectman Jonathan W. Tolman as a board member to the ambulance service committee.*

**Seconded:** Selectman McGee

**Vote:** 5-0

**Motion passed.**

I. Carroll County Communications District

Hold till 4/1/25 meeting.

J. Change of Meeting Night to Tuesday

**Motion:** Selectman Gray

*To change the Board of Selectman's Meetings from Thursday nights to Tuesday nights at 5:00 p.m.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

**IV. REVIEW / APPROVAL MINUTES:**

**Motion:** Selectman McGee

*To approve the meeting minutes of February 27, 2025, and March 6, 2025, and non-public February 27, 2025.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

**V. CONSENT AGENDA:**

- A. NH Department of Revenue Administration (DRA)
  - i. Form A-10; Application for Current Use Assessment; Randall Road
  - ii. Form PA-29; Veteran's Tax Credit(s)
- B. Response to 2025 Tax Exemptions
  - i. Religious Exemption
    - a) Harvest Church of the Lakes Region
  - ii. Charitable Exemptions
    - a) Loon Preservation Committee
    - b) Squam Lake Conservation Society
    - c) 9 Locke Lane
  - iii. Elderly Exemption
    - a) 216 Sibley Road
- C. Lee's Mills Boat Dock Lease Agreement (Slip 2-A)
- D. Personnel Action Form(s)
- E. Shannon Cemetery Lot Purchase #338
- F. Disposal Agreement(s)
  - i. MBLU #022-007
  - ii. MBLU #045-009
- G. State Parade Permit(s) – Activity Conducted on State Highway
  - i. Memorial Day Parade
  - ii. Fourth of July Parade

**Motion:** Selectman Tolman

*To approve the consent agenda items.*

**Seconded:** Selectman Gray

**Vote:** 5-0

**Motion passed.**

## **VI. NEW BUSINESS:**

### **A. Introduction: Heather Chastain, PD Administrative Assistant:**

Chief Beede introduced Heather Chastain, stating that she comes to us from the Carroll Counties Attorneys Office where she was a paralegal. Previous to that she was a resident of North Carolina working with the State of NC District Attorneys Office as a legal assistant. Chief Beede stated that she has been a great asset to the Police Department. Great higher, great addition. The Board Welcome Heather!

### **B. Presentation Re: Top Dog Recipient Award**

Town Clerk Julia Marchand stated that there were representatives for the 5<sup>th</sup> grade Moultonborough Central School class and thanked the board for giving them a few minutes of their time tonight. Ms. Marchand mentioned that the Town Clerks office just completed Moultonborough's first Top Dog Contest. Every dog that is licensed between January 1<sup>st</sup> and April 30<sup>th</sup> of the year is automatically entered into this contest. Each month they draw one random tag number from all the dogs that were licensed on time to select the dog of the month. That dog's picture and bio is posted in the clerk's office and online. At the end of the year the dogs become candidates in the dog of the year election. In January they held a mock election where 5<sup>th</sup> grades come out and voted for the first Top Dog. Ms. Marchand stated that the 5<sup>th</sup> graders are here to announce the winner and to present the owners with a gift basket donated by Meadow Pond Animal Hospital, Interware Development, and Paws. The students announced that the winner is "Hank".

### **C. Presentation Re: Women's Club - Gift Idea to the Town in honor of the club's 75<sup>th</sup> Anniversary**

Tina Middlebrook from the Women's Club stated that the Women's club appreciates the use of the Lions Club for all the fundraisers and events that they do. The Women's Club is celebrating their 75<sup>th</sup> anniversary this year. In order to celebrate that properly they want to donate a gift to the town. What they would like to donate to the town is a state-of-the-art sound system for the Lions Club which includes 2 wireless microphones, a motorized hanging screen, and mobile lectern. This could be used by all who use the lions club. They prefer it to be permanently installed for just use in that facility. With the Boards approval they would be honor & delighted to offer this gift to the town.

**Motion:** Selectman Crawford

*To accept the generous gift from the Women's Club.*

**Seconded:** Selectman Tolman

**Vote:** 5-0

**Motion passed.**

D. Action Re: Scout Troup 142 - Fundraiser at the Transfer Station 4/19/25

**Motion:** Selectman McGee

*To approve the Scout Troup 142 Fundraiser at the Transfer Station on 4/19/25.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

E. Action Re: Lakes Region Dance - Fundraiser at the Transfer Station (Date TBD)

**Motion:** Selectman Tolman

*To approve the Lakes Region Dance Fundraiser at the Transfer Station. Date TBD Not to be on a holiday weekend.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

F. Action Re: LRPC Request to conduct a survey at the Transfer Station on Food Waste Composting

**Motion:** Selectman Gray

*To approve the LRPC request to conduct a survey at the Transfer Station. Not to be on a holiday weekend. Date to be determined.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

G. Action Re: Abatement Credit Refund (Motion to Approve)

i. MBLU # 207-030; 54 Beach Road (\$1,958.00)

ii. MBLU # 235-024; Stuart Circle (\$3.00)

**Motion:** Selectman Tolman

*To approve the abatement credit refunds for MBLU #207-030 for \$1,958.00 and MBLU# 235-024 for \$3.00.*

**Seconded:** Selectman McGee

**Vote:** 5-0

**Motion passed.**

H. Action Re: Fishing Tournament Request: NH Bass Casters 9/6/25 States Landing

**Motion:** Selectman Tolman

*To approve the Fishing Tournament Request: NH Bass Caster on 9/6/25 at States Landing.*

**Seconded:** Selectman McGee

**Vote:** 5-0

**Motion passed.**

I. Action Re: FY 2026 Road Program Contract(s)

DPW Director, Christopher Theriault stated that he has put together the Invitation for Bids for review and approval to advertise to bid now. Mr. Theriault stated that as GMI has done in the past they have offered to hold their pricing from the current contract to extend through the fiscal 2026 Road Program. There was a brief discussion on whether or not to put this out to bid or to extend the current contract for 1 year.

**Motion:** Selectman Crawford

*To extend the current GMI contract for 1 year.*

**Seconded:** Selectman Gray

**Vote:** 5-0

**Motion passed.**

J. Action Re: FY 2026 Road Program – Pavement Preservation

DPW Theriault mentioned that this is for the Asphalt Rubber Chip Seal. States Asphalt, Inc. has the proprietary market on chip sealing in NH and MA and they are prequalified NHDOT. Mr. Theriault provided the list of roads that he is looking to do this asphalt rubber chip seal on. Mr. Theriault is looking for a motion to waive the bidding requirement and accept the proposal from All States Asphalt, Inc. \$231,219.17.

**Motion:** Selectman Crawford

*To waive the competitive bid Policy #23 due to the sole source/proprietary market condition and to accept the proposal from All State Asphalts, Inc. of Sutherland, MA for the purpose of pavement preservation with the application of asphalt rubber chip seal as part of the FY2026 Road Program in the amount of \$231,219.17.*

**Seconded:** Selectman Gray

**Vote:** 5-0

**Motion passed.**

K. Action Re: Review/Approval to Advertise: FY 2026 Crack Sealing RFP

DPW Theriault mentioned that he has prepared a request for proposals for approval to advertise for this kind of work. We have had the same contractor for 2 years but there are 1 or 2 other companies out there that he'd like to see where their pricing is at.

**Motion:** Selectman Tolman

*To approve the Request for Proposals for the FY2026 Road Program – Crack Sealing.*

**Seconded:** Selectman McGee

**Vote:** 5-0

**Motion passed.**

L. Action Re: Pathway Extension

Chairman Quinlan stated that it looks like there are a couple of options that are being proposed, and he asked Rec. Director Dan Sturgeon if there have been any discussions with the people that use the pathway. Mr. Sturgeon stated that he did get some feedback

from one of the members asking if in fact that spot that we are not able to complete (approx. 1,000 ft.) is there anyway to extend that shoulder at all. In addition to that he stated that the Pathway Fund that the Friend of the Moultonborough Pathway has is about \$30,000 which would add to this. This was a brief discussion on which option would be better.

Chairman Quinlan stated that Joe Cormier has some input he'd like to share. Mr. Cormier, Moultonboro Neck Road stated that he's in support of the pathway. He stated that he is willing to give the town an easement on his property (approx. 300' of road frontage). He also stated that if they do it like Phase 1, he'd use it and would like to donate park benches.

There was more discussion of where it would best be utilized.

Dan Sturgeon is looking for permission to proceed to expend the funds in the Pathway Capital Reserve Fund.

**Motion:** Selectman Gray

*To move forwarded with proposed proposal from JoJo's to Smith Road. Reference the letter of March 17, 2025 from the Interim Town Administrator, Carter Terenzini for details.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

Mr. Cormier stated that the town owns about 45' of road front and could put some benches there since they already own the property.

M. Action Re: Town Administrator Profile & Job Description

Chairman Quinlan asked the board had a chance to look over the information and asked if they had any questions. There were none.

**Motion:** Selectman Tolman

*To motion to approve the Town Administrators' Job Description.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

By consensus the board approves the Town Administrators Profile & Challenge Statement and authorizes the T.A. and H.R. Director to move forward with recruiting and look at the first six.

N. Action Re: Use of Municibid for Sale of 2017 Ford Explorer

Chairman Quinlan asked T.A. Terenzini if his goal with this is to potentially use this as a way to dispose of old vehicles in the future and to use this as a test case. T.A. Terenzini stated yes. It would save on advertising costs, save on space to store

everything in one location and we would save on over overtime hours on a Saturday for viewing purposes. There was a brief discussion on the pros for using this.

**Motion:** Selectman McGee

*To motion authorize the use of the public web site Municibid for the offering for sale of a 2017 Ford Explorer formerly used as the Fire Chief's car and further to authorize the Town Administrator to execute the bill of sale and other related necessary documents to complete the sale.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

O. Action Re: Waiver of Competitive Bidding Policy

Chairman Quinlan stated that this for approval to waive competitive bidding for the replacement controls and motor for the fire boat. The T.A. asked the Fire Chief to speak to that. Chief Bengtson stated he did get pricing from a variety of vendors but on the motors with the added steering controls and joystick controls. The original vendor Meredith Marina can still do that, the only other one that was able to give a price with the steering controls and joystick controls was Melvin Village, they came in \$5,000 higher but they are not a certified vendor for that. They can obtain it but they can't install it until their people are trained and the next class for that is August which puts us at the end of boating season.

**Motion:** Selectman Gray

*To authorize the purchase of two (2), 150hp, 4 cycle outboard motors, joystick controller assembly, and assorted hardware and components to re-power the 2012 Eastern Fire Boat from Meredith Marina in the amount of \$58,234.02 and to waive the competitive bid policy #23 based on the boat being currently at Meredith Marina after having just completed hull repairs, the technical ability to integrate the controller and motors, and the need to have the shortest lead time in order to return the boat to the water as soon as possible. The funding for the purchase is by the 2025 Town Warrant, Article 16, \$50,000. Using funds from the unassigned fund balance and the balance coming from Primex Insurance Claim #PR 20243037605 and to authorize the Interim Town Administrator to sign all necessary documents.*

**Seconded:** Selectman Tolman

**Vote:** 5-0

**Motion passed.**

**VII. OLD BUSINESS:**

Selectman McGee stated that he noticed that in the Town Administrator's Report that we are going to bid out the States Landing Pavillion again. Selectman McGee had 2 questions the first being "didn't we bid this out before? Chairman Quinlan stated that we did but received no bids. The second question was "since it's already March should we rebid this or award it to someone who will do it? The Interim Town Administrator stated that if we have a couple of contractors that are willing to quote this, he'd be happy to do that on the

board's behalf. Selectman McGee stated that he'd touch base with the Interim Town Administrator on this. There was a brief discussion on what we have and what we don't have already for this bid. The DES Permits are good until 2029.

**VIII. OTHER BUSINESS:**

Interim Town Administrator Terenzini wanted to remind the public that as of this morning we have placed the 14 parcels of tax deed land up for sale. The bids are due by May 1<sup>st</sup>. Questions on parcels are due by April 17<sup>th</sup> in writing, which an addendum will follow and will be posted. All abutters were notified.

**IX. CITIZEN INPUT: None**

**X. NON-PUBLIC SESSION:**

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

**Motion:** Selectman Tolman

*To enter into non-public session at 6:04 p.m. coming out only to adjourn.*

**Seconded:** Selectman McGee

**Vote:** 5-0

**Motion passed.**

**XI. ADJOURNMENT: meeting adjourned at 6:25 p.m.**

**Motion:** Selectman Gray

*To adjourn the meeting.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

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

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Approved  
Kevin D. Quinlan, Chairman

Date

March 4, 2025

Kevin D. Quinlan, Chair  
Moultonborough Board of Selectmen  
6 Holland St.  
Moultonborough, NH 03254  
c/o Carter Terenzini, Town Administrator

RE: Conservation Commission Vacancy

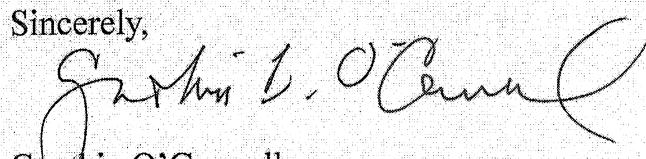
Dear Mr. Quinlan:

I have been an Alternate Member of the Commission since the fall of 2023. I am aware that Bill Gassman has chosen to step down to an Alternate position, opening up a vacancy for a voting member of the Commission. I would like to request that the Board of Selectmen appoint me as Mr. Gassman's replacement.

My background is in wetlands science and conservation (see attached resume). I also sit on the newly formed Moultonborough Cyanobacteria Committee. I have considerable experience with stormwater management and am currently the Program Manager for the Winnisquam Watershed Network, administering a Ch. 319 Watershed Grant from the EPA.

I believe that my combination of education and experience would be of value to the Moultonborough Conservation Commission. Thank you for your consideration.

Sincerely,



Cynthia O'Connell  
11 Abenaki Lane  
Moultonborough, NH 03254  
617-594-2738

cc: Marie Samaha, Chair, Moultonborough Conservation Commission

# Cynthia B. O'Connell

11 ABENAKI LANE, MOULTONBOROUGH, NH 03254  
[cbo.630@gmail.com](mailto:cbo.630@gmail.com)

617-594-2738 (M)

## **PROFESSIONAL EXPERIENCE**

### **Winnisquam Watershed Network, Winnisquam, New Hampshire 10/21 - present**

#### ***Program Manager***

- Manager of EPA Clean Water Act 319 grant to watershed network providing funding and technical expertise for the construction of three stormwater management demonstration projects in three locations within the Lake Winnisquam watershed.
- Assisted in the preparation of EPA Clean Water Act 319 grant application to NH Department of Environmental Services, awarded in November 2022.
- Performs community outreach in support of Lake Winnisquam Watershed Based Plan and with stakeholders of demonstration projects.
- Represents WWN as part of the Lake Advocates group of New Hampshire Lakes, tracking relevant bills before the NH Legislature and organizing membership support for lake friendly legislation.

### **Town of Braintree, Braintree, Massachusetts 10/18 – Mar. 2021**

#### ***Stormwater Manager***

- Supervisor of a newly created Division of the Dept. of Public Works, managing a staff of seven. Responsible for stormwater enterprise fund, departmental budget of \$950,000, capital planning and coordination with other town departments, the Mayor's office and the Town Council.
- Developed and implemented regulations to administer the Braintree Stormwater Ordinance as well as creating a stormwater permitting process.
- Responsible for Braintree's compliance with the EPA permit for Municipal Separate Storm Sewer Systems, stormwater permit review and approval, construction inspections.
- Received grant funding from three different state agency grant programs within the Division's first year for a total of \$90,000.
- Established a regional stormwater collaborative to assist in coordinated efforts to improve water quality in impaired rivers and streams

### **Town of Canton, Canton, Massachusetts 4/13 to 6/18**

#### ***Conservation Agent***

- Responsible for stewardship of locally owned conservation land, including Pequitside Farm, Pequitside Woods and Reservoir Pond, wetland delineation review, construction inspection, drafting of permits and special conditions.
- Administered the Massachusetts Wetland Protection Act, the Town of Canton Wetlands Protection By-law, Soil Erosion and Sedimentation Control By-law and Stormwater Management By-law as staff to the Canton Conservation Commission

- Preparation of annual budget, capital requests, coordination with other town departments and Board of Selectmen
- Prepared a Request for Proposals and was the prime contact for consultants chosen to update the 1997 Town of Canton Open Space and Recreation Plan and to prepare a Master Plan for the largest town-owned waterfront parcel

**Town of Dedham, Dedham, Massachusetts 7/10 to 6/15**  
***Conservation Agent***

- Responsible for stewardship of locally owned conservation land, wetland delineation review, construction inspection, drafting of permits and special conditions, and the monitoring of conservation restrictions
- Administered the Massachusetts Wetland Protection Act, the Town of Dedham Wetlands Protection By-law and the Town of Dedham Stormwater Management By-law as staff to the Dedham Conservation Commission

**Beals Associates, Inc., Charlestown, Massachusetts 9/93 to 4/12**  
***Multi-disciplinary consulting firm – civil engineering, landscape architecture, planning***  
***Senior Landscape Architect***

- Responsible for project management, site design, permitting, wetland delineation and replication design, litigation support, marketing and public presentations to clients and public boards and commissions
- Projects included large-scale residential and commercial developments from the feasibility study stage through construction inspection
- Conceptual site planning and permitting for English Commons at Topsfield, winner of the 2011 Gold Award for Best New Community from Professional Builder Magazine
- Conceptual site design for 1,200 acre privately held reservation to establish value for a future conservation restriction
- Landscape restoration of an 80,000 SF commercial office building

**EDUCATION**

**University of Massachusetts, Amherst, Massachusetts**  
Master of Landscape Architecture

**Dickinson College, Carlisle, Pennsylvania**  
Bachelor of Arts - Fine Arts

**PROFESSIONAL REGISTRATIONS**

**Registered Landscape Architect – *not renewed post-retirement***

- Commonwealth of Massachusetts #828
- State of New Hampshire #52

## **Carter Terenzini**

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**From:** Cynthia O'Connell <cboc.630@gmail.com>  
**Sent:** Tuesday, March 4, 2025 3:08 PM  
**To:** Carter Terenzini; Marie Samaha  
**Subject:** Vacancy on Conservation Commission  
**Attachments:** signed ltr to BOS.pdf; O'Connell C Resume 8-21-23.doc

You don't often get email from cboc.630@gmail.com. Learn why this is important

Good Afternoon Carter

I am currently an Alternate Member of the Conservation Commission. At our meeting yesterday Bill Gassman mentioned that he would be stepping down to an Alternate position when his term ends this year. I am interested in being appointed as his replacement. Attached please find a letter to the BOS along with a copy of my resume. Thank you for your consideration.

Cynthia O'Connell  
11 Abenaki Lane  
Moultonborough, NH 03254  
617-594-2738

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## Carter Terenzini

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**From:** Marie Samaha  
**Sent:** Tuesday, March 4, 2025 1:33 PM  
**To:** Carter Terenzini; Alison Kepple  
**Subject:** Re: Conservation Commission Appointment

Cynthia O'Connell would like to take Bill's place. She is an alternate on the CC. I told her to write a letter to the BoS requesting to be appointed in Bill's place and send it to you.

Marie

Sent from my Verizon, Samsung Galaxy smartphone  
[Get Outlook for Android](#)

---

**From:** Carter Terenzini <cterenzini@moultonboroughnh.gov>  
**Sent:** Tuesday, March 4, 2025 10:25:36 AM  
**To:** Alison Kepple <aKepple@moultonboroughnh.gov>  
**Cc:** Marie Samaha <msamaha@moultonboroughnh.gov>  
**Subject:** FW: Conservation Commission Appointment

For 03/20; we await input for Marie as to whom to appoint to fill the post being left vacant by Bill G

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**From:** billgassman42@gmail.com <billgassman42@gmail.com>  
**Sent:** Monday, March 3, 2025 7:34 PM  
**To:** Carter Terenzini  
**Cc:** marietsamaha@yahoo.com  
**Subject:** Conservation Commission Appointment

[You don't often get email from billgassman42@gmail.com. Learn why this is important](#)

My fourth term on the Conservation Commission is up this year. I am applying to be appointed as an alternate for the next term. This will give one of the numerous alternates a chance to move into a full member position. I intend to still be involved, but scaled back a bit.

The appointment application is attached. Please pass this along to the select board for its approval and what ever other process is required (does Marie have to approve?)

Also of note, the town's web page for volunteer opportunities needs to be updated to reflect your taking over Charles Smith's role.

<https://www.moultonboroughnh.gov/199/Volunteer-Opportunities>

thanks...

Bill Gassman



## ***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**

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Name	<u>Bill Gassman</u>	Home/Cell Phone	<u>603-540-5841</u>
Address	<u>77 Cottage Rd Moultonboro, NH</u>	Work Phone	_____
	_____	E-Mail	<u>billgassman42@gmail.com</u>

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: I wish to be appointed as an alternate on the Conservation Commission.

Amount of Time Available:

Present Business Affiliation and Work:

Retired

Business Experience:

Engineering, IT, Digital Marketing, Photography

Education or Special Training:

\_\_\_\_\_

Other Volunteer Efforts:

\_\_\_\_\_

Previous Town Offices Held  
Conservation Commission

Date Appointed  
2022

Term Expired  
2025

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.

I have been a member of the conservation commission for 12 years (four terms) and wish to step down to an alternate position, to give other alternates a chance to serve as a full member.

## **Alison Kepple**

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**From:** Carter Terenzini  
**Sent:** Friday, March 21, 2025 9:30 AM  
**To:** Kevin Quinlan; Jean Beadle  
**Cc:** Bill Gassman; Alison Kepple  
**Subject:** RE: County Broadband Committee

Alison for 04/01

**From:** Kevin Quinlan <kquinlan@moultonboroughnh.gov>  
**Sent:** Friday, March 21, 2025 9:25 AM  
**To:** Jean Beadle <jeanmbeadle@gmail.com>  
**Cc:** Carter Terenzini <cterenzini@moultonboroughnh.gov>; Bill Gassman <bill.gassman@aggles360.com>; Alison Kepple <aKepple@moultonboroughnh.gov>  
**Subject:** Re: County Broadband Committee

Good morning Jean,

Thank you for the correction and your willingness to stay on as Alternate Rep.

I will make the corrections at the next meeting.

I agree, Bill is the right person for the job.

Have a great day.

Kevin

Sent from my iPhone

On Mar 20, 2025, at 9:49 PM, Jean Beadle <jeanmbeadle@gmail.com> wrote:

**Carter, Kevin**

**I watched the Select Board meeting earlier this evening.**

**Kevin stated that I was the appointed Moultonborough Rep to that Committee. I am the Board appointed Alternate Rep to the County committee. Bill Gassman is the Board appointed Rep and has been since the inception of the Committee.**

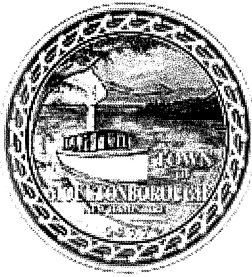
**Bill has a professional background in Technology and far more qualified than I to represent the Town on this Committee. I would strongly suggest that he be reappointed. I am happy to continue in the role of Alternate.**

**Jean**

--  
Jean M Beadle  
PO BOX 582  
Moultonborough NH 03254

603.707.1327 (C)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



# JOINT MEMORANDUM

*from the*

DIRECTORS OF PUBLIC WORKS AND LAND USE  
TOWN OF MOULTONBOROUGH, NEW HAMPSHIRE

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DATE: March 27, 2025

TO: The Board of Selectmen and Town Administrator Cater Terenzini  
RE: WVOD Pedestrian Facilities

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As highlighted within this memorandum, the climate is right to leverage immediate, timely action toward enhanced pedestrian infrastructure within our West Village Overlay District. Having communicated with many stakeholders, including commercial, retail, restaurant and residential landowners, community development non- and quasi-governmental organizations, and officials from the Town of Center Harbor, it is evident that the buy-in, enthusiasm and wherewithal is in place to begin looking at pedestrian needs, design options, partnership and financing opportunities and long-term maintenance and expansion provisions.

On 3/4/2025 NH DOT sent letters to the DPW Directors in Center Harbor and Moultonborough which amplified a resident's request for enhanced pedestrian facilities within the Center Harbor Village area which straddles the municipal boundary between Center Harbor and Moultonborough along the shore of Center Harbor Bay. The letter enumerated the different roles local and state government assume in the construction, operation, and maintenance of pedestrian networks along state roads and it closed with encouraging and constructive suggestions for moving forward.

The timing of this letter aligns with several other developing factors, including:

- Continuing engineering and design for the Ten-year Plan project for Lake Shore Drive
- Immediately pending development of private property in the district, including a 12-unit residential development currently before the Planning Board.
- Center Harbor's recent efforts to enhance its own sidewalk network within the village, the climate is right for timely action.
- Enhanced support capacity within Lakes Region Planning Commission

We seek the endorsement of the Selectmen to respond to NH DOT with reciprocation of our interest in moving forward with pursuing enhanced pedestrian infrastructure in Moultonborough's West Village Overlay District.



**THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION**



**William Cass, P.E.  
Commissioner**

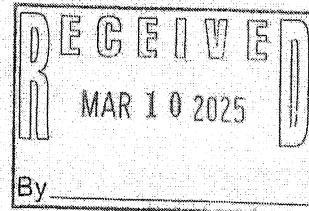
**David Rodrigue, P.E.  
Assistant Commissioner  
Andre Briere, Colonel, USAF (RET)  
Deputy Commissioner**

March 4, 2025

Jeff Haines, Road Agent  
Town of Center Harbor  
PO Box 140  
36 Main Street  
Center Harbor, NH 03226

Chris Theriault, Director of Public Works  
Town of Moultonborough  
PO Box 139  
6 Holland Street  
Moultonborough, NH 03254

RE: Center Harbor and Moultonborough  
Request for Pedestrian Improvements  
NH Route 25 near Town Line



Dear Mr. Haines and Mr. Theriault:

I am contacting you to follow up on a citizen request for improved pedestrian facilities along NH Route 25 spanning the Moultonborough/Center Harbor Town Line. The specific discussion that took place focused on establishing and improving pedestrian access between the businesses, residences, and recreational amenities in the area, along the State owned roads generally, and NH Route 25 in particular. While there would be benefits to pedestrians in the area in general, this is of special interest to the requester who has a deafblind family member who regularly travels the area independently on foot.

While the State owns the roadway and traffic signal equipment, the pedestrian environment is the responsibility of the municipality. If there is a desire by one or both municipalities to establish additional sidewalks, crosswalks and the like, the State would participate through its permitting processes and track the effort through its Right of Way Activity permitting software which is administered by District 3 in Gilford. The State would participate by installing the pedestrian controls on existing signals, and maintaining marked crosswalks at traffic control signals. The municipalities would be responsible for design, construction, maintenance, and all costs associated with sidewalk connections and also any crosswalk markings not located at a traffic control signal. Sufficient detail will need to be included in the design to demonstrate that the provisions of the American Disabilities Act/PROWAG are achieved by the proposal, and that there are no adverse impacts to our maintenance operations such as stormwater management and snow plowing.

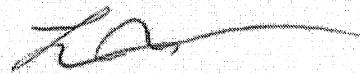
March 4, 2025

Letter to Center Harbor and Moultonborough  
Request for Pedestrian Improvements

Given the unique circumstance involving connectivity across the Town Line, we realize that there may be some atypical challenges in organizing and advancing the effort. The Lakes Region Planning Commission may be able to assist. The Planning Commission may also be able to assist in obtaining grant funding for engineering design, permitting, and construction of any improvements.

Any changes that are proposed in the State right-of-way should be initiated though our District 3 office in Gilford.

Sincerely,



Lee J. Baronas, P.E.  
Traffic Engineer/Administrator

mto

cc: Lakes Region Planning Commission, 103 Main Street, Suite #3, Meredith, NH 03253  
Marie Popkin, [sansfiregirl@gmail.com](mailto:sansfiregirl@gmail.com)  
Nancy Spaulding, District 3 Engineer  
Dana Lacasse, District 3 Assistant Engineer  
Matthew Lampron, Chief of Traffic Operations  
Mike O'Donnell, Chief of Traffic Engineering  
Peter Crouch, Senior Traffic Operations Engineer  
Track-It file 1274



**Town of Moultonborough  
Public Works**  
P.O. Box 139, 68 Highway Garage Rd  
Moultonborough, NH 03254  
603-253-7445- Office  
e-mail: [Facilities@Moultonboroughnh.gov](mailto:Facilities@Moultonboroughnh.gov)

**Michael Kepple  
Facilities Team Leader**

**March 28, 2025**

**RE: Town Property Inspection Report**

Enclosed are the 2025 Town facilities report. These reports are taken by the facilities team through the months of February and March. In the notes section for each report there are suggestions for updates and/or replacements as well as recent 2025 updates.

In my opinion based on age and efficiency, an upgrade to the Public Safety Building's Air conditioning units would be recommended to be replaced in the next 3-5 years.

Sincerely,

Michael Kepple

# Town Property Inspection Report

Location:

**Town Hall 1996**

Date: 3/19/2025

	Condition	Year	Notes
Roof	Good	2010	New 2010
Siding	Original	1996	Some Fading
Windows	New	2017	2017
Flooring	Good	2015	New VCT flooring
Heating System	Good	2017	New Air Handlers and AC Condensers/Boilers
Hot Water	Good	2018	New Hot Water Tank Installed
Electrical	Good	1996	Original
Parking Lot	New	2023	New Pavement
Lighting	Good	2018	Upgraded to new LED fixtures
Walls & Ceiling	Good	2022	Some Painting and Repairs 2022
Furniture	Good	1996	Original - Could Use Updating
Landscaping	Good	2024	Has Been Updated
Bathrooms	Good	2016	New paint
Septic	Good	Anually	Pumped Once A Year
Fire/Alarms	Good	1996	New security cameras installed in 2022
Other			
			Some office carpet should be updated as well as meeting room Planned for 2025/2026



Mike Kepple - Facilities Team Leader

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Chris Theriault - Director of Public Works

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Code Enforcement Officer

# Town Property Inspection Report

Location:

## Public Safety 2002

Date: 3/19/2025

	Condition	Year	Notes
Roof	New	2023	Installed New
Siding	Good	2002	Some Repairs Needed 2025
Windows	Good	2022	Some Weather Strip Repairs Needed
Flooring	Good		Some New
Heating System	Good	2019	New Boilers Installed
Hot Water	Good	2019	New Installed With Boilers
Electrical	Good	2002	Original
Parking Lot	Good	2017	New Pavement
Lighting	Good	2015/2016	New LED Upgraded
Walls & Ceiling	Good	2021	Apparatus Bay/ Sally Port New Paint
Furniture	Good		Some Original/Some New
Landscaping	Good		
Bathrooms	Good	2018/2025	Painted 2018 Dorms 2025
Septic	Good		Pumped Every 2 Years
Fire/Alarms	Good	2016	New Panel installed
Other			
			New flooring and cabinets and other updates to the fire dorms 2022
			Need new carpet in entry ways. Planned for this year 2025



Mike Kepple - Facilities Team Leader

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Chris Theriault - Director of Public Works

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Code Enforcement Officer

# Town Property Inspection Report

Location:

**Highway Garage**

Date: 3/19/2025

	Condition	Year	Notes
Roof	Good	1992	Metal
Siding	Good		Metal
Windows	Good	2015	Some New/Need Some Updating
Flooring	Good		
Heating System	Good	2018	New Waste Oil Burner
Hot Water	Good	2017	New 30 Gallon Electric Tank
Electrical	Good	2018	Panel Could Use Updating. New Generator
Parking Lot	Good		
Lighting	Good	2023	New LED Update
Walls & Ceiling	Good		Could Use Updates On Paint
Furniture	Good		
Landscaping	Good		
Bathrooms	Good		Needs Updated Paint Planned for This Year
Septic	Good	2022	New Ejection Pump
Fire/Alarms	Good	2014	
Other Structures - Salt Shed			
			Need new roof on sand/salt shed Planned for FY 2026 CIP



Mike Kepple - Facilities Team Leader

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Chris Theriault - Director of Public Works

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Code Enforcement Officer

# Town Property Inspection Report

Location:

**Function Hall - Year Built 1980**

Date: 3/19/2025

	Condition	Year	Notes
Roof		2017	
Siding	Original	1980	Should Be Updated
Windows	Original	1980	Should Be Updated
Flooring	Original	1980	Annual Stripping and Wax
Heating System	Good	2014	
Hot Water	Good	2021	New Hot Water Tank
Electrical	Good	2022	Some New Updates
Parking Lot	Fair	2006	Should be updated
Lighting	New	2022	LED Upgrades
Walls & Ceiling	Good	2022	New Paint
Furniture	Good		
Landscaping	Good		
Bathrooms	Fair	2023	Some New Toilets and Faucets
Septic	Fair		Pumped 3 Times A Year
Fire/Alarms	Good	2017	New Panel
Other			
			AC wall units are good but should be replaced for better efficiency.
			Exterior doors and kitchen, new 2022

  
\_\_\_\_\_  
Mike Kepple - Facilities Team Leader

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Chris Theriault - Director of Public Works

\_\_\_\_\_  
Code Enforcement Officer

# Town Property Inspection Report

Location:

**Recreation Department**

Date: 3/19/2025

	Condition	Year	Notes
Roof	Good	2009	
Siding	Good	2021	Exterior wood and trim painted in 2021
Windows	Good	2016	New
Flooring	Good	2020	New
Heating System	New	2022	New
Hot Water	Good	2018	New
Electrical	Original	1960	
Parking Lot	New	2023	
Lighting	Good	2022	LED Upgrades
Walls & Ceiling	Good	2021	New Paint
Furniture	Good		Some New Chairs
Landscaping	Good		Work In Progress
Bathrooms	Good	2023	New Toilets and Faucets
Septic	Good		Pumped Every 2 Years
Fire/Alarms	Good	2015	New
Other			
			New front entry door installed in 2022



Mike Kepple - Facilities Team Leader

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Chris Theriault - Director of Public Works

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Code Enforcement Officer

# Town Property Inspection Report

Location:

*Transfer Station*

Date: 3/19/2025

	Condition	Year	Notes
Roof	Good	1992	Metal Original
Siding	Good	2014	Metal/Painted 2014
Windows	New	2023	
Flooring	Good	1992	Original
Heating System	New	2021	New Waste Oil Furnace
Hot Water	Good		
Electrical	Good		Some Upgrades
Parking Lot	New	2023	
Lighting	Good	2023	LED Updated
Walls & Ceiling	Good		
Furniture	Good		
Landscaping	Good		
Bathrooms	Good		
Septic	Original	1992	Pumped Every 2 Years
Fire/Alarms	N/A		
Other			
			New generator and switch gear installed 2024



Mike Kepple - Facilities Team Leader

Chris Theriault - Director of Public Works

Code Enforcement Officer

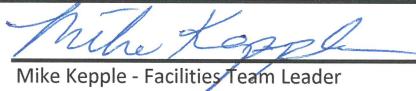
# Town Property Inspection Report

Location:

**Neck Fire Station**

Date: 3/19/2025

	Condition	Year	Notes
Roof	Good	2016	New roof
Siding	Good		Concrete
Windows	Good	2013	New Windows
Flooring	Good		
Heating System	Good	2017	New Boiler Installed
Hot Water	Good		Installed 2017 40 Gal Tank
Electrical	Good		
Parking Lot	Original	2000	Could Use Some Updating
Lighting	Good		Some New LED
Walls & Ceiling	Good	2000	Pine tongue and groove
Furniture	Good	2000	
Landscaping	Good	2000	
Bathrooms	Good		
Septic	Good	2022	Pumped
Fire/Alarms	Good	2017	Installed New
Other			
			Exterior paint needed, planned for 2025/2026
			2 New exterior doors installed 2021



Mike Kepple - Facilities Team Leader

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Chris Theriault - Director of Public Works

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Code Enforcement Officer



## Town of Moultonborough

### Public Works

P.O. Box 139, 68 Highway Garage Rd

Moultonborough, NH 03254

603-253-7445- Office

e-mail: [ctheriault@moultonboroughnh.gov](mailto:ctheriault@moultonboroughnh.gov)

**Chris Theriault  
Director of Public Works**

Date: February 20, 2025

To: Carter Terenzini

From: Chris Theriault and Ken Filpula

Re: WMF FEASIBILITY STUDY: CMA RECOMMENDATION REVIEW

WMF Supervisor Ken Filpula and I have reviewed the CMA Feasibility Study of the facility. Here are our comments regarding each of the recommendations provided in the report.

1. Relocate compactor area retaining wall and generator to create an additional compactor parking space and expanded exit lanes.

*Comment: To exit the flow of traffic safer and more efficiently, we feel this would need to be a larger project to include a complete relocation of the compactors, moving them back to create more space overall. Additional evaluation would need to be completed of the design changes/ideas. In our opinion the added benefits would be (a): a portion of the resident parking area could be under cover; (b): increase parking area for residents to unload commodities; (c): exiting traffic would have better flow as well as making the Municipal Solid Waste (MSW) and Single Stream Recycling (SSR) area safer and more efficient for the residents. This item is combined with the roof structure of item No.6 below. The estimated cost to complete this work is about \$1.4 million (see attached). This would include surveying, engineering, permitting, temporary MSW/SSR management, demolition and reconstruction of compactor structures and retaining walls, and site work. This project will be discussed in the next round of capital improvements planning.*

2. Reconfigure and clearly label compactors to an MSW-SSR-MSW-SSR configuration to minimize walk distances.

*Comment: We do not agree with this recommendation because the MSW and SSR compactors are not sized the same and it would involve removing and resetting the aging compactors in the new locations. Due to the age of the compactors, removing and resetting them could potentially cause damage to the compactor units which could lead to having to replace them. The reconfiguration would have to be cost-estimated, and we feel it really doesn't resolve the issue. As a reference, we just replaced MSW Compactor #1 with a new unit at the cost of \$40,000.*

3. Create a dedicated drop-off lane on north side of Operations Building for Styrofoam and waste oil.

*Comment: We do not agree with this recommendation as it would involve residents having to stop and unload, then proceed to the MSW/SSR to unload that material. Currently our Styrofoam collection operation is in the building and accessed from the MSW/SSR side, which is more convenient for the residents in conjunction with the disposal of their MSW/SSR. This would also block residents in the scale operations, weighing in/out for construction/demo and paying for those and other commodity transactions.*

4. Relocate swap shop area to either inside Operations Building (with parking on north side) or to a new location away from the compactor area.

*Comment: We do not agree with this recommendation because a larger swap shop will bring in more undesirable items. It would also be impossible to monitor what items would be dropped off (ie. HHW, chargeable items, etc.). The size and location we have now is adequate for the residents and easy to monitor with facility staff. How do we move the residents? When the facility is busy, the staff monitors the "give and take" area for residents who are parked for an extended period of time. Using their judgement, they will ask residents to please move their vehicle out of the way, preferably to the Apparel Impact donation boxes and come back on foot to resume shopping.*

5. Consider a new queuing loop over the reclaimed landfill area to keep vehicles off Holland Street during busy periods.

*Comment: This project began last Fall and is near completion. Once weather allows, this project will be completed in the Spring. The short loop was created with the intent of utilizing this section year-round to improve vehicle and pedestrian safety around the operations building. The larger loop would be utilized during busier periods of the year to help reduce traffic backups onto Holland Street.*

6. New roof structures over the compactor area (Task 2 and 3) are considered convenience items that would better protect workers and residents from weather and improve snow removal efficiencies.

*Comment: The extended roof over the travel/deposit lane would provide protection from the elements for staff and residents. This would also help with easier winter maintenance protections for the prevention of slips, trips, and falls. The roof covering the packer boxes would protect the Town's equipment (packer boxes and compactors). The roof would eliminate the need to clean the tops of the packer boxes and shoveling in between the boxes. Having the roof over the packer boxes would make it safer for facility staff and the waste removal company to access the packer boxes. The estimated cost of this work is \$350,000 as a stand-alone project. Combining this with item No.1 above to provide additional parking spaces and improve visibility and safety, is to relocate the compactors approximately 50-feet to the southeast. The estimated cost to complete this work is about \$1.4 million (see attached). This would include surveying, engineering, permitting, temporary MSW/SSR management, demolition and reconstruction of compactor structures and retaining walls, roof structure, and site work. This project will be discussed in the next round of capital improvements planning.*

7. Similarly, an enclosure over the scale would improve snow removal efficiency and is not recommended due to cost and visibility issues (camera system would be needed).

*Comment: A cover over the entire scale would provide the best protection (pole barn with open sides) having the building wide enough to prevent snow from accumulating under the scale. After every snow event the scale must have the snow removed from both sides of the entire length of the unit. This area has to be shoveled out by hand and could potentially lead to a slip, trips, and falls or back injury to staff. When there is snow and ice build-up under the scale, this causes false readings. This option is estimated at \$170,000 and will be discussed in the next round of capital improvements planning. Another option that was recently discussed internally is to construct a low-lying pitched roof system that would shelter each side of the scale. This would also help prevent snow and ice build-up under the scale. This option is estimated at \$3,500.*

8. Consider using Starlink for reliable internet service for the facility.

*Comment: Ken recently spoke with Lakes Region Computer about this idea. They feel very confident that Starlink would not support what we are looking to accomplish for internet services, card reader, and monitoring of the security system by Public Safety Dispatch. We spoke with Consolidated/Fidium regarding our current service and switching over to fiber. Our current internet service is 768 KB "dial-up" speed. Fiber service is available at the Transfer Station and currently there are no installation fees to run from the street to the building. A 300MB internet (\$75) and a VoIP line (\$20 + taxes, \$14 on current phone line) would be about \$110/month, no contract.*

9. Consider a limited household hazardous waste program in the Operations Building for quantities less than 220 lb. per month.

*Comment: We already get “gifted” small amounts of household hazardous waste (HHW) from our swap shop. It is processed during the Town’s Annual LRPC HHW Day in August. We should continue with our annual participation in this HHW Day program. To handle these “gifted” items properly, it would be a good idea for staff to go through the NHDES Small Quantity Generator Certification program as a training opportunity. Once training is completed, we can revisit the idea of accepting HHW year-round.*

10. Town should confer with NHDES Hazardous Waste Technical Assistance Section to confirm project training and storage requirements for the Transfer Station.

*Comment: Aligns with Comment No.9 above.*

11. A new tipping floor transfer station facility is not recommended at this time due to the high cost.

*Comment: At this time the tipping floor is not a good idea due to cost and fluctuating population. If the Town ever considers offering the Resource Recovery Park to neighboring towns, this may be a viable option.*

12. Consider implementing electronic means of transfer station permit tracking.

*Comment: The method we have for selling Transfer Station Passes (TSPs) could be frauded by a purchaser. At the facility, we have no way of cross checking the given name or address to any database. Only Town Hall has this ability. Creating a new way to sell TSPs would require some type of expense, training, and possible updates of a program and increase costs of the TSPs. How much fraud is happening? Do we run the risk of people not being able to afford the pass, then deposit trash, etc., in inappropriate areas (side of the road or dumpsters that don’t belong to them). We will look into other towns as to how they handle the TSPs and report back.*

13. Provide “Slow Down” signage, portable speed bumps, and/or pavement markings to encourage residents to slow down as they approach the facility on the north side of the Operations Building.

*Comment: We intend to have different “Slow Down” signs made up. Possibly set the new signs on some type of moveable sandwich boards so residents do not get a “blind eye” to the signs. The speed bumps would need to be set up, so they are removable in the Fall for Winter clean-up, then easily installed in the Spring. We intend to look at pavement marking options such as “Slow Down - 5 MPH” wording and possibly create some lane marking lines with directional arrows.*

14. Consider installing a railing system for C&D loop retaining walls.

*Comment: A safety railing system has been purchased and recently delivered to the Transfer Station. These will be installed as soon as weather conditions permit. The railing system will be installed around the full perimeter of the construction/demo pit area, along the length of the scrap metal wall, and the length of the leaf/yard waste drop off area.*

The Moultonborough Transfer Station Feasibility Study Report and Presentation can be viewed on the town website at: <https://moultonboroughnh.gov/518/Moultonborough-Transfer-Station-Feasibility-Study-Report-and-Presentation>

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## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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**TO:** Select Board

**FROM:** Carter Terenzini, Town Administrator

**RE:** 603 Propane Contract

**DATE:** March 28, 2025

**CC:** C. Theriault; file

*Carter*



I write to seek your authorization for an added clause to the 603 Propane/Oil contract.

**DRAFT Motion:** I move to authorize the Town Administrator to include in the 603 Propane/Fuel Oil contract the following clause:

The Town shall have the right to purchase any and all tanks under the control of the Contractor at any time during the course of the contract, up to and including the final billing hereunder, the sum of Six Thousand Dollars and No Cents (\$6,000.00) provided that it shall be the obligation of the Contractor to "etch" each tank showing Town ownership (or other appropriate markings recognized by those in the business) and the Contractor provides the Town with an appropriate bill of sale to document the transaction.

### History:

When the Town put the provision of these supplies out for bidding it thought a number of the tanks were owned by Amerigas. The vendors then assumed the same in their pricing proposals. It was not until all of the bids were in and the documents were presented to the Interim Town Administrator that it came to learn otherwise based upon his institutional knowledge.

While there was considerable circumstantial evidence of emails and minutes of the Select Board going back fifteen years to substantiate the Town's claim of ownership, there was, as Town Counsel noted, no "smoking gun. In addition, 603 had already paid Amerigas the billed amount out of concern for their credit and good reputation. After consideration of the challenges, we would face if we attempted to pursue the matter:

- We might not have "standing" given 603 paid Amerigas and we did represent to bidders we did not own these tanks; and
- We would likely spend more money chasing the claim than simply "eating" the \$6k.

I have concluded that the best course of action is the above.