

**Town of Moultonborough
Meeting Agenda
Tuesday, August 5, 2025
5:00 P.M.**

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. REVIEW / APPROVAL OF MINUTES

A. 7/15/25 + 7/15/25 NP

IV. CONSENT AGENDA

- A. PA-29 NH DRA Form: Veteran's Tax Credit(s)
- B. Tax Exemption Application: Charitable Exemption
- C. Application for Current Use Assessment Form A-10: MBLU#047/002/001
- D. Abatement Credit Refund(s):

MBLU# 187/006	MBLU# 194/040	MBLU# 243/006
MBLU# 283/014/000/001/003	MBLU# 283/014/000/007/026	MBLU# 283/014/000/011/042
MBLU# 283/014/000/012/048	MBLU# 283/014/000/014/055	

E. Letter(s) to Trustees of the Trust Funds, Annual Appropriation Deposits/Reimbursements, Discontinuing Certain Capital Reserve Funds (Article 8)

V. NEW BUSINESS

- A. Introduction of New Hire(s):
 - i. Angela Bovill, Town Administrator
 - ii. Austin Wakefield, Code, Compliance and Health Officer
- B. Discussion: 39 Acorn Lane Property (K. Nelson on behalf of Lee's Pond Assoc.)
- C. Action Re: FY2026 Article 14: Winter Sand/Salt Shed Roof Replacement
- D. Action Re: FY2026 Article 14: DPW/Fleet 10-Ton Vehicle Lift Replacement
- E. Action Re: Adoption of Hazard Mitigation Plan Update - 2025
- F. Action Re: Request for Restoration of Involuntarily Merged Lots MBLU# 107/043
- G. Action Re: Review and Approval of Town Planner Job Description
- H. Presentation: Fellowship Presentation – Brennan Dwyer

VI. OLD BUSINESS

A. Crucon

VII. OTHER BUSINESS

VIII. CITIZEN INPUT

IX. NON-PUBLIC SESSION

A. RSA 91-A: 3. II (b,c,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
July 15, 2025**

MEETING MINUTES

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

- I. CALL TO ORDER:** Chairman of the Board called the meeting to order at 5:00 p.m.
- II. PLEDGE OF ALLEGIANCE:** The Board recited the Pledge of Allegiance.
- III. PUBLIC HEARING:** Chairman Quinlan Opened the Public Hearing at 5:03 p.m.

A. Docking & Tournament Fees:

The Interim Town Administrator Carter Terenzini stated that he wanted to bring to the attention of the board with respect to the dock rentals, the most relevant comparisons out of the town of Moultonborough itself at \$900 and it has been since 2020 at that rate. Suissevale dock rentals are \$1,425. Balmoral is at \$1,500, and the Lees Mill boating Association, those range depending upon size from \$1,500 to \$1,900.

There was a brief discussion relating to the docking fees and citizen input from the following Island Owners:

Al Hoch – Pinehurst Island
Mark Chase – 10 Gansy Island
Janet Clemons – Whaleback Island (submitted letter on file)
Art Lively – Whaleback Point (submitted letter and photos on file)
Mark Hoch - Pinehurst Island

Chairman Quinlan stated that by consensus of the Board that they would like to have the Town Administrator obtain more details on the number of docks, the cost to put them in and out, and any other costs associated with them and schedule that for a future meeting. Chairman Quinlan closed public hearing on docks at 5:20 p.m.

Chairman Quinlan then moved on to the fishing tournament fees. There was a brief discussion about the tournament fees for surrounding towns. The surrounding towns that allow fishing tournaments all had higher fees.

Motion: Selectman Crawford

To raise the fee from \$150 to \$250 beginning in the 2026 fishing season.

Seconded: Selectman Gray

Vote: 5-0

Motion passed.

Chairman Quinlan asked if there were any more questions/comments. There being none he closed the public hearing on Docking & Tournament Fees at 5:24p.m.

IV. REVIEW APPROVAL OF MINUTES:

A. 7/01/25 + 7/01/25 NP

Motion: Selectman McGee

To approve the minutes of 7/01/25 and 7/01/25 NP

Seconded: Selectman Crawford

Vote: 5-0

Motion passed.

V. CONSENT AGENDA:

A. Abatement Credit Refunds:

MBLU #172-021	MBLU #235-005	MBLU #254-024-000-CG0-019
MBLU #213-017-000-CG0-019		MBLU #213-017-000-CG0-106
MBLU #213-017-000-CG0-00A		MBLU #143-016-000
MBLU #222-011-000	MBLU #174/065	

B. Disposal Agreement – 37 Airport Road:

Motion: Selectman McGee

To approve the consent agenda items.

Seconded: Selectman Gray

Vote: 5-0

Motion passed.

VI. NEW BUSINESS:

A. Introduction & Swearing In of New Staff/Promotions:

Police Chief Peter Beede introduced 2 new hires:

- Jennifer Jackunas is the new full-time communication specialist. Jennifer comes to us with over 24 years of experience in public safety, administrative support and emergency medical services. Jennifer's experience includes 19 years of experience as a dispatcher for child and the ambulance Service and 8 years of experience as a public safety dispatcher for the Kingston, Mass Police Department, where she still is currently part-time. Jennifer also served 2 years as the administrative assistant to the fire chief for the Kingston, Mass. Welcome Jennifer!
- Pamela Heath, Case Review Officer P/T. Pamela comes to us with a lot of experience. She started in the Hampshire State Police in 1994 and retired in

2018. Toward the end of the state police position, she was promoted to the rank of Sergeant, and she was also a court officer as well as a patrol supervisor. Pamela then went on to Marine Patrol where she served from 2018 to 2022. In her role with Marine Patrol, she was the court officer. Welcome Pamela!

Police Chief Peter Beede announced 2 Promotions:

- Officer Christian Cloutier promotion to Master Patrol Officer. Officer Cloutier has been with us since November of 2019. He is currently a School Resource Officer. Chief Beede stated that after an employee reaches 5 years of service with the town or comes to us from another agency and has a minimum of 2 years here with 3 years with another agency, they're eligible for the rank of Master Patrol Officer. That title is deserving because he's achieved certain goals. In this particular case, Officer Cloutier has obtained the training for Field Training Officer. He's an AI instructor, which has to do with lockdowns in schools, law enforcement against drugs, lead instructor, and taser instructor. He also is our vehicle maintenance officer, he's done a great job in those roles, especially as School Resource Officer, and he'll continue to do so. Congratulations!
- Officer Abbi Gillis promotion to Master Patrol Officer. Officer Gillis started in 2016 as a dispatcher with the Conway Police Department. From there, she went on in 2019 and began her law enforcement career at the Tuftonboro Police Department. which she did a few years and then came to us in February of 2023. Officer Gillis is currently a Field Training Officer. Certified to detect impaired drivers. She's also a PDT instructor. Officer Gillis has taken on the lead for Officer Jones in putting together our National Night Out program she's done an excellent job, and I think people will be impressed with this year's display that's being put on by the Police Department and Fire Department. She's done an excellent job. Congratulations!

Town Planner, Dari Sassan Introduced a new hire- Christina Kelleher as Administrative Assistant Land Use

- Mr. Sasson stated that Tina Kelleher, Land Use Administrative Assistant, has been with us since Monday of last week, and is already making a huge impact on the efficiency of the department. She comes to us with a background in the tech industry, among other things. She lives here in Moultonboro. Mr. Sasson stated that he's very happy to have her here and says she's going to be instrumental in their upcoming efforts to digitize our processes . Welcome Tina!

The Board Congratulated them all!

B. Presentation: FY25 Q4 Report

The Interim Town Administrator informed the board that the Finance Director was unable to attend the meeting tonight but mentioned that the Town Treasurer, Robert Bowdring was here and would report on the 2025 Year End Cash Balances and Collateralization. The treasurer gave a brief overview of his report.

C. Presentation: Public Safety “Cadet” Program & Recruitment Issues

There was a brief overview of the programs that they offer and discussion about how and whether or not it would work. Both the Fire Chief and Police Chief feel that it is doable.

Motion: Selectman Gray

To support the consideration of a Public Safety “Cadet” Program (aka “Learn to Earn”) as generally outlined in the Interim Town Administrator’s Memorandum of July 8, 2025, and to request a report back on this matter – and other possible recruitment and retention tools for public safety employees – from the staff by November 15, 2025.

Seconded: Selectman Crawford

Vote: 5-0

Motion passed.

There also was a discussion about how the Community Service Officer’s vehicle is outfitted with the police emblem.

Catherine Callais – Dufault Road spoke to the fact that she thinks it’s important that the CSO vehicle is a little bit more identified as the police or have the authority to handle emergency situations.

After a brief discussion it was agreed by consensus of the board to leave the vehicle as is.

D. Action Re: Temporary Use Permit Re: 950 Whittier Highway

Request for a maker’s market with local makers and artists at 950 Whittier Highway on Sunday August 3, 2025. Comments from the Fire Chief in regard to the parking. Chelsea Burke, the owner of the business stated that they have overflow parking available at 954 Whittier Highway.

Motion: Selectman Tolman

To approve the temporary use permit for 950 Whittier Highway on August 3, 2025, as long as they submit a site plan to the Fire Chief prior to the event.

Seconded: Selectman Crawford

Vote: 5-0

Motion passed.

E. Action Re: Request to Use Community Substance Abuse Funds (ETF 136)

Heidi Ritter Kremser and Jen Thomas gave a brief overview of what the program is and how they would use the funds. Ms. Kremser is asking for 20% of the funds available for this year

and would revisit next year to see how the program is going and if they would request more at that time. Joe Cormier, 817 Moultonboro Neck Road, asked if these funds would be available for all Moultonborough Residents or just the school? Ms. Kremser stated that anyone in Town with a need for assistance could possibly use it. There was a motion to approve the disbursement of \$4500 from the Capital Reserve Fund 136. The Board asked how the funds would be disbursed and to whom they would be disbursed. Ms. Kremser stated that she'd have to look into that and get back to them. Chairman Quinlan stated that the board would like to take a look at all the programs available and counselors to see what the school already has and to see what might be consolidated. Tabled by consensus.

F. Action Re: DRA Form PA-28 – 2026 Inventory of Taxable Property

Request from the Town Assessor requesting confirmation on whether or not the Town will be using the DRA Form PA-28 – Inventory of Taxable Property. The Town has not used this form in a number of years.

Motion: Selectman Crawford

To confirm the Assessors, request on to use the DRA Form PA-28.

Seconded: Selectman McGee

Vote: 5-0

Motion passed.

G. Action Re: Application for a Permit to Conduct a Raffle

- i. Moultonborough Police Benevolent Association Local #52, "National Night Out" August 5, 2025, at Castle in the Clouds

Motion: Selectman Tolman

To approve the Application for a permit to conduct a raffle for the Moultonborough Police Benevolent Association Local #52, "National Night Out" August 5, 2025, to be held at The Castle in the Clouds.

Seconded: Selectman Gray

Vote: 5-0

Motion passed.

IV. OLD BUSINESS:

A. Action Re: 81 Whittier Highway (Crucon) (Tabled from 7/1/25)

Chairman Quinlan reminded everyone that the town has been given an opportunity to purchase the Crucon building at a steep discount from the current advertised amount. Selectman Crawford and Selectman Gray had a chance to tour the building, and both agree that it is a beautiful building. There would still need to be done to the inside to make it work for the town offices. Chairman Quinlan stated that there's a lot more to discuss before the board considers anything. A Public Hearing and all the things that go along with that. Chairman Crawford stated that tonight, we are just getting a sense of where the board members stand.

V. OTHER BUSINESS:

Chairman Quinlan read 2 announcements:

1. The Moultonborough Police Department and Moultonborough Fire Department will be holding their 2nd National Night Out on Tuesday, August 5, 2025, from 4:30 p.m. to 7:30 p.m., at Castle in the Clouds. As they get near the event, they will put out a list of all participating departments/agencies. There will be food trucks on site.
2. Protecting Our Lakes/Cyanobacteria Impacts and How You Can Help

PROTECTING OUR LAKES
CYANOBACTERIA IMPACTS AND HOW YOU CAN HELP

YOU'RE INVITED!

Bree Rossiter, Conservation Program Manager for the Lake Winnipesaukee Alliance, will cover several topics:

- The regional rise in blooms
- How you can become a cyano watcher
- The reasons behind the increased blooms in 2024 compared to 2025
- An overview of the new NHDES signage

THE LOON CENTER

183 Lees Mill Rd.
Moultonborough, NH 03254

Thursday
July 24, 2025

7:00pm- 8:00pm

REGISTER HERE

This event is free, open to the public, and is hosted by the Town of Moultonborough Cyanobacteria Committee, the Loon Preservation Committee and the Lake Winnipesaukee Alliance. Registration appreciated but not required.

Questions? Contact LWA at 603-916-2010

VI. CITIZEN INPUT:

Joe Adams, 167 Fox Hollow Road stated that the Library Book Sale was a tremendous success. Thousands of books were donated by citizens and from the Transfer Station.

Kay Peranelli, 213 Eagle Shore Road, talked about why she doesn't think the location of the Crucon building would work for Town Hall. Ms. Peranelli then wants to thank the town and the donor for the well that was installed at Middle Neck Cemetery.

Catherine Callais, 12 Dufault Road, asked to hear each board members thoughts on the Crucon building.

Joe Cormier, 817 Moultonboro Neck Road, stated his opinion on the Crucon building and thoughts on potential traffic issues.

VII. NON-PUBLIC SESSION: Entered into non-public session

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

Motion: Selectman Tolman

To enter into non-public session at 7:18 p.m. coming out only to adjourn.

Seconded: Selectman Crawford

Vote: 5-0

Motion passed.

VIII. ADJOURNMENT: Meeting Adjourned at 8:20 p.m.

Motion: Selectman Tolman

To adjourn the meeting.

Seconded: Selectman Gray

Vote: 5-0

Motion passed.

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

Approved

Kevin D. Quinlan, Chairman

Date

Alison Kepple

From: Karin Nelson <forkarin@hotmail.com>
Sent: Wednesday, July 23, 2025 11:56 AM
To: Alison Kepple
Subject: Selectboard meeting Tues., Aug. 5th
Attachments: 20250723_114912.jpg; 20250723_114905.jpg

Hi Alison: (remind me, did you say I should address Selectboard items to you now?)
I think you wanted more detail for the board meeting re: 39 Acorn Lane-

The Lee's Pond Association is very concerned about this property because of possible leaching into the lake of detrimental chemicals from the fire that occurred 2.5 yrs ago. Attached is a photo copy of the 27 signatures or pond residents to that effect.

Thanks!

Karin Nelson

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.

Please Sign to Request

Town Help to Remove

Burned House on Leo Pond

Heita Kaylor 47 Moose Walk
Paula Young 63 Moose Walk

Mary Phillips 167 Fox Hollow Rd.

Joe Adams 167 Fox Hollow Rd.

Michael Sullivan 191 Fox Hollow Rd.

Cornelia Schneider 19 Fuller Road

Erik Swenson "

~~John Fodenstall~~ 43 Acorn Lane

Peggy Hobay 202 Lees Mill Road

Karen Klem 8 Fuller Rd.

Keith Nelson 8 Fuller Rd

Shannon Oalkip 104 Blake Rd

P. Lee Clark "

Mary Hawken 89 Acorn Lane

~~John C.~~ 39 Moose Walk

Anna Wiggs 22 Kid's Point

Deb McLean 150 Blake Rd

~~Deb McLean~~ 150 Blake Rd.

Jennifer Fodastki 180 Blake Rd

Philip Fodastki 180 Blake Rd

Brian Cox 33 Acorn Ln

Judy Cox 33 Acorn Ln

Lee Garrett 168 Blake Rd

Vince Bonsuollo 63 Burnell Rd

~~THE END~~

Edward M. Haniffa 16 Longley Road
Done 4 December 1971 16 Longley Road
24 Tel 022



**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

**Chris Theriault
Director of Public Works**

July 14, 2025

RE: FY2026 CIP: Winter Sand/Salt Shed Roof Replacement

Background: As part of the FY2026 Capital Improvements Program, the Public Works Department is scheduled to replace the Winter Sand/Salt Shed Roof.

Discussion: As part of the purchasing process, we issued an Invitation for Bids dated May 20, 2025, all labor, equipment, and materials necessary to complete a full-service installation, removal and disposal of all existing roofing materials, repair of roof decking on an as needed basis, and the installation of new drip edge, snow & ice and/or felt and roofing shingles together with a daily clean-up.

On the due date of June 10, 2025, we received a total of seven (7) bids ranging from \$38,000 to \$76,580. The as-read bid results are attached.

Facilities Team Leader Kepple reached out to the low bidder, JMS Roofing, LLC of Alton, NH, for additional information to perform a detailed reference check on their previous projects. In speaking with those references, he received very positive feedback overall. One of the businesses JMS has been doing work for the past three years includes roof projects and repairs valued at \$300k+. Another business' roof project valued at \$110k had positive feedback as well, with a one-time call back which quickly got addressed.

Fiscal Impact: Approved as part of the 2025 Town Meeting Warrant Article 14: Funding the FY'26 Capital Improvements Program (\$50,000).

Recommendation: The Board of Selectmen approve the request as follows: "Motion to accept the bid from JMS Roofing, LLC of Alton, NH in the amount of \$38,000 to replace the Winter Sand/Salt Shed Roof as detailed in the Invitation for Bids and authorize the Town Administrator to sign."

**Town of Moultonborough
FY2026 Hwy Garage Sand Shed Roof Replacement
BID OPENING: AS-READ JUNE 10, 2025**

FIRM & ADDRESS	ADDENDUM ACKNOWLEDGED	BASE BID	E-MAIL ADDRESS
JJS Universal Construction Company. 1 Par Five Lane Dudley, MA 01501	YES	\$56,950.00	JSWojciech@yahoo.com
A-1 Siding, Roofing & Insulation LLC. 34 Laurier St. Manchester, NH 03102	YES	\$51,837.00	CoreyL@A1SidingandRoofing.com
JB Roofing Systems, LLC. 41 Liberty Hill Road-Building 2 Henniker, NH 03242	NO	\$46,596.00	Jeff@Jbroofingsystems.com
Derry Roofing, LLC, 2 Chester Rd, Ste 103A, Derry, NH 03038	YES	\$52,585.00	DerryRoofing@yahoo.com
JMS Roofing, LLC. 138 Main St, Alton, NH, 03809	YES	\$38,000.00	jake@jmsroofingnh.com
Lacewood Group, Inc., 961 Whittier Hwy, Moultonborough, NH 03254	NO	\$76,590.00	larry@lacewood.com
PREP Contractors. 208 Daniel Webster Highway Plymouth, NH 03264	YES	\$69,973.00	Office@PrepContractors.com

BID OPENING - SIGN IN SHEET
Tuesday, June 10, 2025 @ 2:00 PM

FY2026 HIGHWAY GARAGE SAND SHED ROOF REPLACEMENT

**Town of Moultonborough
FY2026 Highway Garage Sand Shed Roof Replacement**

Bid Form

(Please Print or Type)

Name of Bidder: JMS Roofing llc

Address: 138 Main St. Alton, NH

Contact Person: 603-520-3481

Telephone _____ Fax _____

jake@jmsroofingnh.com

Email _____

ATTENTION:

Mr. Carter Terenzini, Interim Town Administrator
Board of Selectmen
PO Box 139
Moultonborough, NH 03254

Dear Mr. Terenzini:

Having examined the documentation provided with the subject Invitation for Bids the undersigned proposes to furnish all materials as requested in accordance with the subject documents.

Bidder acknowledges receipt of the following Addenda (List Addenda by Addendum Number and Date):

Number	Date
<u>1</u>	<u>June 4th</u>

If I am notified my proposal is accepted within thirty (30) days of the bids having been opened, I will execute a contract for the work within fourteen (14) days thereafter.

Bid Form
FY20256 Highway Garage Sand Shed Roof Replacement
June 10, 2025
Page 2

1. BASE BID:

I propose to provide the total work required for the lump sum price of:

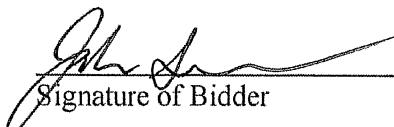
In Words: Thirty Eight Thousand Dollars and 00/100-----

In Numbers: \$ 38,000.00

Note: In the event there is a discrepancy between the written bid amount and the numerical bid amount, the written amount will be the bid amount recorded.

I understand that the Town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests. I understand that the Town may hold my bid for thirty (30) days prior to awarding a contract.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full bid package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this bid, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have a payment agreement in place or have filed an appeal over the same.



Signature of Bidder

Owner _____
Title of Bidder _____

Corporate
Seal

Signed this 10th day of June, 2025.

STATEMENT OF BIDDERS QUALIFICATIONS

GENERAL INFORMATION

A. Name: Jake Stanley

Principal Office Address: 138 Main St. Alton, NH

Telephone: 603-520-3481

B. If a Corporation, answer the following:

When incorporated: 2009

In what State: NH

Director's names (s) N/A

President's Name: Jake Stanley

Vice President's Name: Meghan Stanley

Secretary's Name: Angie Carver

Treasurer's Name: n/a

C. If a partnership, answer the following:

Date of Organization: N/A

State whether partnership is general or limited: N/A

Name and Address of Partners: N/A

EXPERIENCE

A. How many years has your organization been in business as a contractor under your present business name? 15

B. What are the prior names of your organization? n/a

C. How many years of experience does your organization have as a prime contractor in the type of work specified in the Contract Documents? 15
 As a sub-contractor? 15

D. List below the largest projects your organization has completed.

	<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
1.	\$110,000	Hampton inn Lincoln, NH	Opechee Co.	6/12/2023
2.	\$522,910.00	Envases Milford, NH	Envases Corp.	12/30/2024
3.	\$301,084.00	Index Dover	Index Packaging	8/19/2024

Name and address of references for respective projects listed above:

1. Spencer Dauer 58 Main Street Lincoln, NH 03251
 2. Hector Almonte 24 Powers St. Milford, NH 03055
 3. Anthony Breeden 150 Venture Ave. Dover, NH 03820

E. List other references: Scott Drugg 603 520-1948, Jeremy Mains 603 403-0903,
Anthony Breeden 603 833-6922, Jerry Levin 617 719-5724, Jake Dube 603387-4312

F. List below two (2) completed projects which agree most similar to the proposed work.

	<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
1.	\$87,000.00	Spit Brook	Twin Ponds	2024
2.	\$30,000.00	Multi	Headwall Con.	2024

G. Have you ever failed to complete any work awarded to you? If yes, give name of Owner, name of Bonding Company and circumstances: no

H. State the largest dollar volume of work your organization has completed in any one year and the year that it was completed in: \$5,000,000.00 in 2024

FINANCIAL REFERENCES

A. Name one (1) banking institution reference:

Name: Tammi Rogers
Address: 36 Center st wolfeboro, NH 03894

B. Name two (2) credit references other than the bank listed above.

1. Name: Mathew Parise
Address: 225 Heritage Ave, Portsmouth, NH 03801
2. Name: Jay Dziubek
Address: 84 Westover Rd, Ludlow, MA 01056

Attach OSHA-10 Certificate

CERTIFICATION

I hereby certify that the information submitted herewith, including any attachment, is true to the best of my knowledge and belief.

JMS ROOFING LLC
Firm Name
By: 
Signature
Title: Owner
Date: 6/10/2025



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

Chris Theriault

Director of Public Works

A handwritten signature in blue ink, appearing to read "Chris Theriault".

July 15, 2025

RE: FY2026 CIP: DPW/Fleet 10-Ton Vehicle Lift Replacement

Background: As part of the FY2026 Capital Improvements Program, the Public Works Department is scheduled to replace the Fleet Vehicle Lift.

Discussion: DPW staff researched and solicited quotes from manufacturers and suppliers of 10-ton vehicle lifts including Mohawk, Rotary, and Bendpak.

As is the Town, Mohawk and Rotary are members of Sourcewell. Through this membership, customers that are also part of Sourcewell receive a streamlined project process to forego the bidding process. Sourcewell is a municipal contracting agency that provides its members with purchasing contracts under the guidance of the Uniform Municipal Contracting Law. Sourcewell has created this successful cooperative by creating a business and service alliance between members and Sourcewell contracted suppliers. Members of Sourcewell can work more efficiently by selecting to work with suppliers from Sourcewell's extensive database.

The Mohawk ML-220 2-Post Lift (made in the USA with local steel), has been competitively bid and competitively awarded and is available on Sourcewell Contract #121223-MRL for a total of \$27,443.11 (including freight and installation), Quote No. ML-220-053025.

The Rotary SPO20N0T0BL 2-Post Lift was quoted at \$36,922.68 (including freight and installation) and a second supplier quoted at \$32,204.00 (not including installation).

Fiscal Impact: Approved as part of the 2025 Town Meeting Warrant Article 14: Funding the FY'26 Capital Improvements Program (\$35,000).

Recommendation: The Board of Selectmen approve the request as follows: "Motion to accept the Mohawk Quote No. ML-220-053025 for the Mohawk ML-220 2-Post Lift through Sourcewell Contract #121223-MRL in the amount of \$27,443.11 and authorize the Town Administrator to sign."

MOHAWK LIFTS

Vendor: **MOHAWK LIFTS LLC**
PO Box 110, Amsterdam, NY 12010
Phone: 800-833-2006 Fax: 518-842-1289
Contact: Dan Quigley x 1001
Email: dquigley@mohawklifts.com



For purchase of Mohawk equipment using:

Sourcewell Contract #
121223-MRI

Valid: 02/07/2024 - 02/12/2029

All quoted equipment has been Competitively Bid and Awarded and is Guaranteed Best Government Pricing. Freight Included @ No Charge.

CUSTOMER
Chris Theriault
Town of Moultonborough
ctheriault@moultonboroughnh.gov
603-253-7445

QUOTE NUMBER	QUOTE DATE
Quote-Moultonborough-ML220-053025	5/30/2025
Freight Terms:	FOB Destination, Freight Prepaid
Payment Terms:	Net 30
Lead Time:	Model Dependent
Good Through:	June 14, 2025

***After Receipt of Completed Order - When applicable, includes signed quote, data sheets and receipt of required payment**

NOTES: Price includes freight.
Quote provided per request from Kevin Lynch @AHC (603-623-5444, Kevin@AHCLifts.com)

SUBTOTAL \$ 27,443.11

Sales Tax (if applicable) **Add if Applicable**

Add if Applic.

Credit Card Fee**

TOTAL | \$ 27,443.11

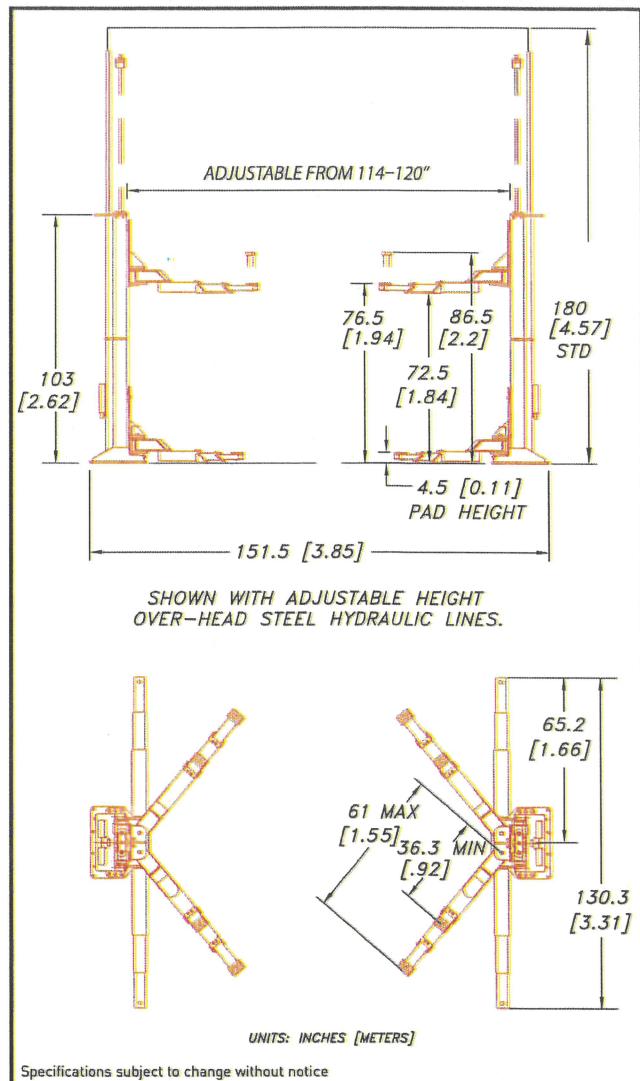
Click here for: Mohawk W9: mohawklifts.com/w9

This quotation is subject to the terms and conditions noted on the following page

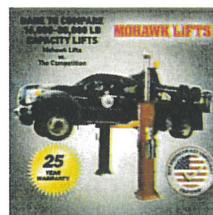
V2.25.5

MODEL ML-220 SPECIFICATIONS

Model:	ML-220
Capacity:	20,000 lbs. (9000 Kg)
Motor Rating:	4 HP/208-230V, Single-phase (3Ø optional)
Synchronization:	Hydraulic fluid displacement using no chains, cables, or overhead obstructions
Arm Pad Height:	4.5" (11.43 cm) min.
Lifting Height:	6' (1.83 m) under arm
Arm Pad Height @ Full Rise:	6'5" (1.96 m)
Max. Arm Pad Height with Adaptors:	7'3" (2.21 m) [includes 5", 7½" and 10" stackable lift adaptor pads]
Overall Width:	12' 7½" (3.85 m) [adjustable]
Width Between Posts:	10' (3.05 m) [adjustable 114-120"]
Width Between Lifting Arms:	8' 9¾" (2.69 m) [adjustable]
Column Height:	8' 7" (2.62 m)
Max. Cylinder Height:	13'6" (4.11 m)
Overhead Hydraulic Line Height:	15' (4.57 m) Standard [adjustable to accommodate any height ceiling or routed in-floor]
Weight:	4100 lbs. (1859.73 Kg)
Concrete Floor Requirements:	Wide Base: 5½" of 4,000 psi concrete Standard Base: 6½" of 4,000 psi concrete
Anchoring System: Included	(16) ¾" x 6" (1.91 x 15.24 cm) bolts
Mechanical Safety Locks:	Automatic; multi-position starting @ 5" (12.7 cm) off the floor
Hydraulic Safety Systems:	Automatic; all position
Swing Arm Restraints:	Automatic upon ascent
Cylinders:	2 (1 per column)
Drive System:	Direct drive (using no cables or chains)
Lifting Speed:	90 seconds (faster with lighter load)
5" Frame Adaptors (stackable):	4 included as standard equipment
7½" Frame Adaptors (stackable):	4 included as standard equipment
10" Frame Adaptors (stackable):	4 included as standard equipment
Steel Carriage Bearings:	(16) 4" (10.16 cm) diameter (8 per carriage) double sealed, self-lubricating ball bearing rollers
Floor Access Between Posts:	Clear and unobstructed
Warranty:	25 years structural, 3 year mechanical, plus limited lifetime cylinder seal warranty



Specifications subject to change without notice



Learn how our two post vehicle lifts compare to the competition.
mohawklifts.com/dare2compare

Mohawk builds the best products with the finest materials, to the highest standards. Just compare our lifts. Our staff will assist you with a fleet evaluation, design assistance and answer any technical questions you have. We invite your calls.

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Mohawk Lifts, LLC.
P.O. Box 110
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(518) 842-1431
FAX: (518) 842-1289
www.mohawklifts.com

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Contract GS-07F-207AA



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HGACBuy.org
THE SMART PURCHASING SOLUTION

Contract #H1320 MRL

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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: May 2, 2025

To: Board of Selectmen

From: Emergency Management Director David Bengtson

Subject: Adoption of Hazard Mitigation Plan Update-2025

Recommended motion: *“For the Select Board to accept the recommendation of the Emergency Management Director and sign the resolution formally adopting the Hazard Mitigation Plan Update 2025.”*

Background: Under 44 CFR Part 201, FEMA requires communities to develop and maintain Hazard Mitigation Plans (HMPs) to proactively identify and reduce their vulnerability to natural hazards. This federal requirement supports FEMA’s broader strategy to enhance public safety and reduce the long-term costs of disasters. To remain in compliance with and eligible for federal mitigation funding, HMPs must be updated every five years, as specified in 44 CFR § 201.6(d)(3).

Issue: Moultonborough’s current Hazard Mitigation Plan, last updated in 2019, is being revised through a grant awarded to the Lakes Region Planning Commission. Due to COVID-related extensions, the update process was delayed, but the town’s HMP Update Committee has worked diligently to meet the August grant deadline. FEMA issued “Approval Pending Adoption” on July 30, 2025. Adoption by the Select Board is now urgently required to satisfy grant terms and avoid the risk of losing funding.

Fiscal Impact (If any): The total cost of Moultonborough’s Hazard Mitigation Plan Update is \$10,000, with \$2,500 required as a 25% local match under the FEMA grant administered by the Lakes Region Planning Commission. The Town has fulfilled this match through in-kind contributions based on committee members’ time. However, failure to adopt the plan promptly may jeopardize the match, potentially leaving the Town responsible for the full project cost.

It is recommended that the Select Board approve and sign the resolution adopting the Hazard Mitigation Plan – 2025. The plan was thoroughly reviewed by a multi-departmental committee, including key Town and School District officials. The Town has completed its due diligence, and adoption is the last step to formalizing the plan.

A RESOLUTION OF THE TOWN OF MOULTONBOROUGH ADOPTING THE
TOWN OF MOULTONBOROUGH HAZARD MITIGATION PLAN UPDATE– 2025

WHEREAS the Selectmen of the Town of Moultonborough recognize the threat that natural hazards pose to people and property within the Town; and

WHEREAS, the Town of Moultonborough has prepared a multi-hazard mitigation plan, hereby known as the Town of Moultonborough Hazard Mitigation Plan – 2025, in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS the Town of Moultonborough Hazard Mitigation Plan – 2025 identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the Town from the impacts of future hazards and disasters; and

WHEREAS adoption by the Moultonborough Board of Selectmen demonstrates the Town's commitment to hazard mitigation and achieving the goals outlined in the Town of Moultonborough Hazard Mitigation Plan – 2025.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF MOULTONBOROUGH, NEW HAMPSHIRE,
THAT:

Section 1. In accordance with local rules for adopting resolutions, the Moultonborough Board of Selectmen hereby adopts the Town of Moultonborough Hazard Mitigation Plan – 2025. While content related to the Town of Moultonborough may require revisions to meet FEMA plan approval requirements, changes occurring after adoption shall not require the Town to re-adopt any further iterations of the plan during the approval cycle. Subsequent plan updates following the expiration of the current approval period shall require separate adoption resolutions.

ADOPTED by a vote of ____ in favor, ____ against, and ____ abstaining, this ____ day of _____, 2025.

By: _____

Print Name: Kevin D. Quinlan

Title: Chair, Moultonborough Board of Selectmen

ATTEST:

By: _____

Print Name: Alison G. Kepple

Title: Executive Assistant



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: 7/21/2025

To: Angela Bovill, Town Administrator

From: Dari Sassan, Town Planner

Subject: Application Requesting Restoration of Involuntarily Merged Lots: Lot (Bradley and Karen Wolff)

Recommended motion: Approval

Background: See 7/21/2025 email from Dari Sassan to Angela Bovill (subject: *Application Requesting Restoration of Involuntarily Merged Lots: Lot 107-43 (Wolff)*)

Issue: Applicant seeks restoration of lots that were merged by the Town in 1987.

Fiscal Impact (If any): potential impact to assessed value unknown

APPLICATION FEE \$25.00

FEES PAID YES

DATE 5/20/2025

TOWN OF MOULTONBOROUGH

Application Requesting Restoration of Involuntarily Merged Lots

Pursuant to NH RSA 674:39-aa

P.O. Box 139, Moultonborough, NH 03254

Tel. 603-476-2347

RECEIVED

MAY 20 2025

TOWN OF
MOULTON BOROUGH

Contact Information (current or address valid for next 30 days):

Name (print): Bradley H. Wolf Tel: 603-233-7903

Street: 82 Heathwood Dr. Cell (Optional): 603-236-7088

Town/City: Moultonborough NH Zip Code: 03254

Electronic Mail (optional): bwoolf83@rochester.rr.com

Information - Lot/Parcels Involved:

Lot/Parcel Information for each: 1) Map 107 Lot 04302 2) Map _____ AKA lots
3) Map _____ Lot _____ 4) Map _____ Lot _____ B21, B13, B12

Address: 82 Heathwood Dr.

Owner's Statement describing how, why and when the lots were merged by the Town
(information is intended to assist all parties included in the review) - if more space is
needed, please attach an additional page.

These lots were purchased in a single transaction
15 September 1994. The two parcels were not yet
combined or merged. We believe that time has been required
as per tax purposes.

Owner is invited to include any supporting information, if any, to accompany this
application. If additional information is supplied, please describe it briefly so its existence is
duly noted:

Our property is shown as 4 lots (B12, B13, B21, B22) on
Great Northern Land Corporation subdivision plan of Dec 31, 1968.
Bridgton's Land Information notes show description of joining of
lots B13 & B21 would be expected soon. (copy of information of
B13/B20 boundary lines.)

Involuntary Merger - Caused by - Please Mark the one that most applies:

Zoning Purposes: _____ Assessing Purposes: _____ Taxation Purposes: uncertain

Completed Applications should be filed in the Land Use Department.

Aides for the Applicant:

Process: Applications may be secured from the Land Use Department and when completed should be submitted to this office. Following this submission the applicant is provided with a copy of the application and the original is filed with the Office of the Board of Selectmen for scheduling purposes. The application is reviewed by the town in order to identify pertinent information. Within approximately thirty days from the application's filing of, a report is provided to the Board of Selectmen. This report includes recommendations and proposed findings for the Board's consideration. Following their deliberations, the Board is expected to act on the request and this action is subsequently conveyed by a letter of decision to the applicant. All of the Board's decisions may be appealed to the Board of Adjustment in accordance with their procedures. Information on this process is available from the Land Use Department.

Disclaimers: The applicant should be aware of possible consequences that may arise from an action taken under this statute. Whether any subsequent consequence(s) arising from such action would be positive or detrimental is for the applicant alone to assess. This responsibility is born solely by the applicant. The following disclaimers are not meant to be inclusive or comprehensive and possible effects positive or negative are not necessarily limited to these.

- If any owner in the chain of title voluntarily merged lots/parcels, then all subsequent owners may not seek restoration of this lot/parcel to its pre-merger status.
- An application seeking restoration of lots to their pre-merger status could be approved or denied by the Board of Selectmen based on the merits of the particular situation.
- Lots/parcels that are restored to their pre-merger status are restored without warranty as to suitability for building or the ability to gain any desired regulatory approval from the town.
- Lots/parcels that are restored to their pre-merger status will be formally depicted on the Town's Assessor Maps when the next scheduled update occurs. Notice of the change is noted by the Assessor's Office as an application is approved by the Board of Selectmen.
- Possible tax changes would be processed in the usual fashion meaning any changes will become effective as of April 1st following the date of approval. Thereafter, for example, each lot is going to be subject to a separate tax bill.
- Valuations, the total assessed value is likely to change following a restoration of lots/parcels to their pre-merger status. The reassessment is going to be based on the change from a subject parcel into one or more lots.
- Reserved

For the purposes of this statute, the applicant must be the owner, meaning the person or entity that holds legal title to the lots in question. In order to comply with the requirements of this statute, the involuntary merger of lots must have occurred prior to September 18, 2010. By signing this form, the applicant is presenting themselves as the owner possessing legal title to all lots so involved and that the following lots/parcels of land were Involuntarily Merged by the Town prior to September 18, 2010.

Owners Signature(s): Karen D. Wolff

Bradley H. Wolff

Date: May 20, 2015

SUBDIVISION PLAN
OF
HEATHERWOOD ESTATES

GREAT NORTHERN LAND CORPORATION
MOULTONBORO, NEW HAMPSHIRE

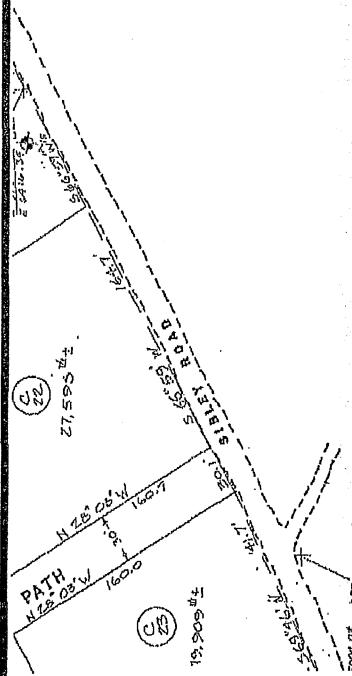
SCALE 1" = 50' MAY 31, 1968

CONTOUR INTERVAL 5'
LEVEL DATUM IS M.S.L.

BY
WAYNE KELLOGG, surveyor
LAKES REGION SURVEY SERVICE
WOLFEBRO, N.H.

I CERTIFY THAT THIS IS A TRUE AND ACCURATE
REPRESENTATION OF A SURVEY MADE AS REQUESTED FROM
A CLOSER TRANSIT AND SURVEY COMPANY, AS FORWARDED FROM
THE FED. HIGHWAY ADMINISTRATION, APRIL 1968.
WJK
Address of Surveyor: Certification added
4/12/68
Blanchard & Blanchard, Inc.
WJK
DATE: 4/12/68
REVISION: BY

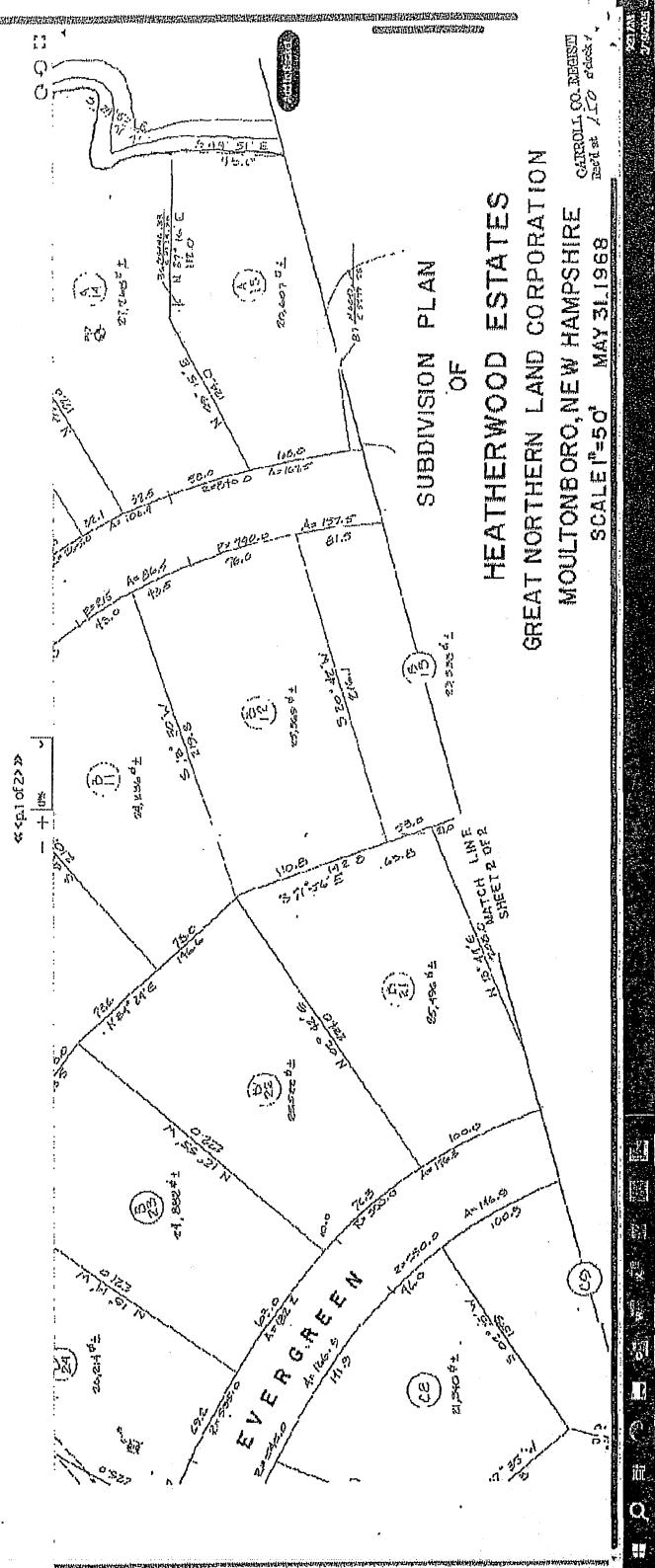
STATE WATER POLLUTION COMMISSION APPROVAL No. 557 DATED 7/25/68.

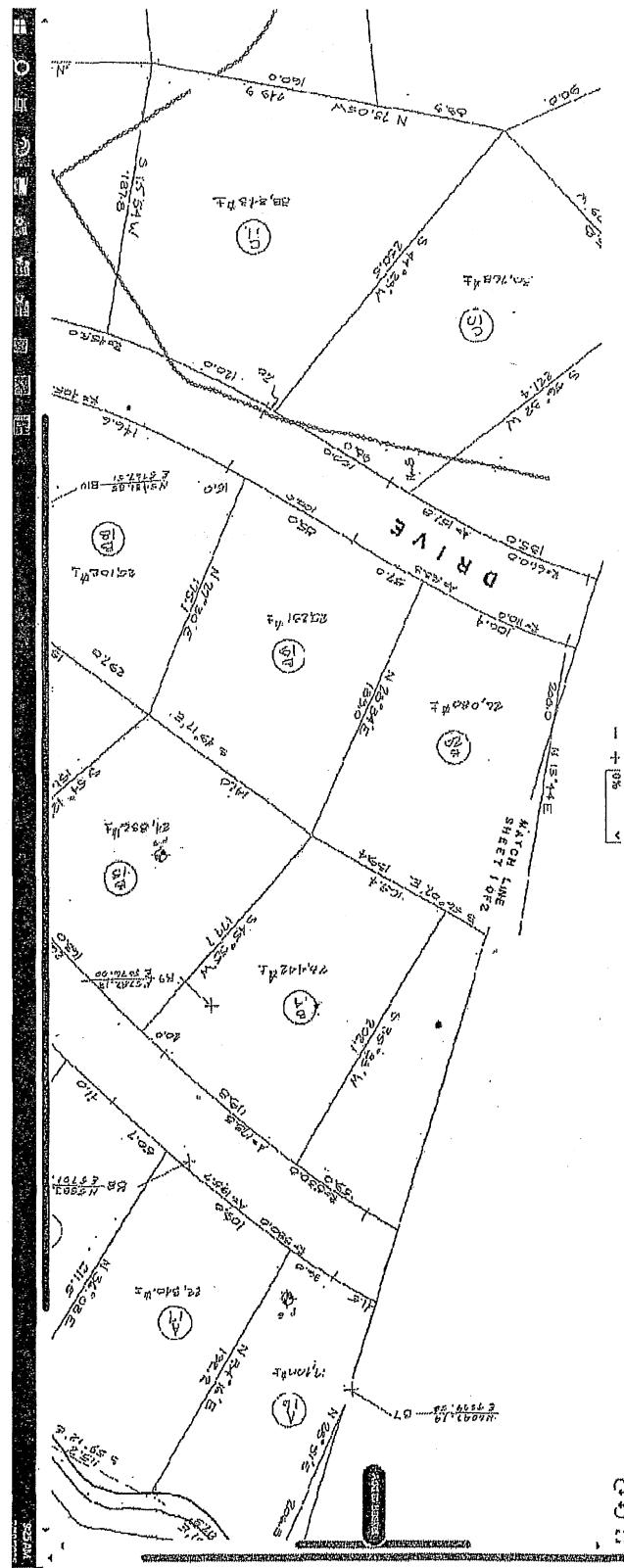


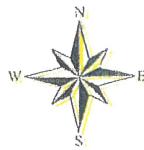
SHEET 2 OF 2

SEE OTHER SHEETS FOR LEGEND









Moultonborough, NH



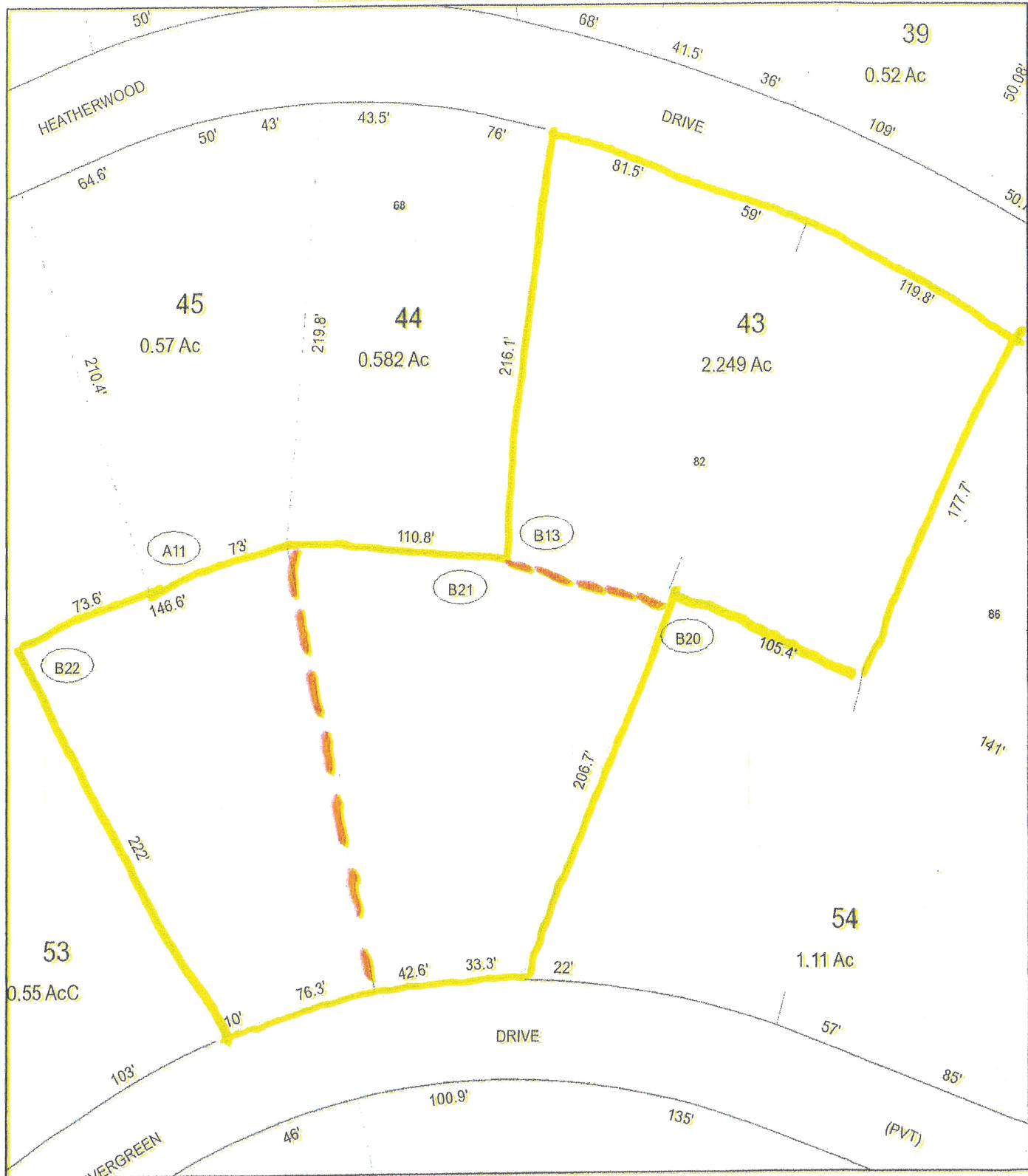
Technologies

February 14, 2025

1 inch = 69 Feet



www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

Office of Selectmen

Post Office Box 139

Moultonborough, N.H. 03254

(603) 476-2347

July 23, 1987

Map 47
LOT 48

Carl Engstrom
58 Sullivan Road
Hudson, NH. 03051

Re: Lots B13, B14 & B22 (Map 47 Lots 48, 47, & 59) NOW: Map 47 Lot 48

Dear Mr. Engstrom,

The voters of the Town of Moultonborough at a Special Town Meeting on October 15, 1985 approved a Zoning Ordinance for the Town of Moultonborough. Within this approved ordinance there is a paragraph that states "nonconforming lots which are contiguous and under the same ownership may be developed only with the adjacent lot(s)". This is known with the state statutes as the doctrine of merger.

If one of your nonconforming lots should be sold it would constitute an illegal subdivision that could prove expensive to correct.

In the future you will be receiving only ONE property tax bill for the above mentioned lots because we have combined your nonconforming lots into one lot. The combined lots may be developed or sold as one lot or application may be made to the Planning Board for sub-division.

Enclosed is a copy of the ordinance approved by the Town on a vote of 532 yes and 193 no. The information contained within this pamphlet will explain to you what constitutes a nonconforming lot.

Any questions that you may have regarding this matter will be gladly answered by this office.

Sincerely,

Robert J. Holopainen
Robert J. Holopainen, Chairman

Ernest E. Davis, Jr.
Ernest E. Davis, Jr.

Richard A. Wakefield
Richard A. Wakefield

Selectmen of Moultonborough

Town of Moultonborough, NH

POSITION: Town Planner
FLSA STATUS: Exempt

DEPARTMENT: Land Use
REPORTS TO: Town Administrator

GENERAL SUMMARY

Responsible for working with the community to preserve and shape a safe, sustainable, vital and **well planned** Town through long-range planning that reflects the Community's vision. To be a trusted resource that provides innovative solutions, engages with the community and serves the public as a source of information and data about the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and directs the overall activities of the department.
- Supervises the Town's planning efforts: works in conjunction with Town Boards and Committees to develop long-range, comprehensive, capital improvement and acquisition plans.
- Attends **expected at evening and day** Planning Board and Zoning Board of Adjustment Meetings as required.
- Prepares and revises drafts of Town ordinances, policies and regulations related to planning and zoning and presents draft changes to the Planning Board; assists in implementing policies and prosecuting violators.
- **Provide necessary information and reports to the Town Administrator.**
- Assumes general responsibility for the maintenance of the Municipal Geographic Information System and oversight of contractors and general use of the system by other town staff.
- Prepares special analyses and reports for the Town Administrator and Board of Selectmen; provides technical assistance as requested, including status of pending litigation.
- Develops annual budget proposals for entire department; submits and defends, monitors resources and expenditures throughout the year. Preparing proposals for modification to require minimal if any, transfer of additional resources.
- Trains, supervises and evaluates department staff; ensures coordinated efforts of professional and administrative staff.
- Oversees the provision of technical, professional and administrative support for several public boards and commissions.
- Assists applicants in the application process for appointments with various boards.
- Oversees and conducts professional planning studies and analyses and shares the results with the appropriate boards.
- Coordinates department activities with those of other Town departments and outside agencies.
- Conducts public education programs regarding the Town Master Plan, conservation programs, and other special projects.
- Answers questions from contractors, developers, engineers and the general public concerning planning, zoning and development issues.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's Degree in Planning or Community Development.

Master's Degree preferred.

Five years of experience in municipal planning and development experience including management experience preferably with a broad range of involvement with GIS, land use, housing, economic development, transportation, growth management and resource conservation issues.

Or any equivalent combination of education, training and experience which demonstrates possession of the required knowledge, skills and ability.

Preference given to those with experience.

Knowledge, Skills and Abilities

- Knowledge of planning, zoning, subdivision and environmental laws and regulations.
- Knowledge of software for presentations and records management of a planning department and working knowledge of the design and operation of GIS.
- Strong interpersonal and communication skills are required.
- Ability to work conceptually and practically with long range planning documents, including implementing action items involving diverse and interrelated components is essential.
- Ability to understand and to communicate clearly, both orally and in writing on the implications of a development or trend of development upon the infrastructure of the Town including its' natural and cultural resources, on a multidisciplinary basis is required.

SUPERVISION EXERCISED

Supervises all staff within the Land Use Department, including but not limited to Administrative Assistant staff, and -and- Code and Health Officer. Carries out all supervisory functions in accordance with the Town's rules, policies, regulations and applicable laws.

LICENSING AND CERTIFICATION

AICP professional certifications are preferred.

TOOLS AND EQUIPMENT USED

Various Vehicles, computers and peripherals, software, GPS Units, Transits and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk, see and hear. The employee must occasional lift/move up to 25 pounds, bend, stoop or crouch. Occasional site walks may require walking on unimproved surfaces in their natural state, in naturally occurring weather conditions and environments.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in office setting. Attendance at night meetings is required. Travel to various sites is required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have reviewed this job description and have determined that it accurately represents the position.

Employee

Date

HR Director or Town Administrator

Date