

**Town of Moultonborough
Board of Selectmen
Meeting Agenda
Thursday, September 4, 2025
5:00 P.M.
6 Holland St. Moultonborough, NH**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. REVIEW / APPROVAL OF MINUTES**
 - 1. 8/19/25 + 8/19/25 NP
- IV. CONSENT AGENDA**
 - A. Personnel Action Form(s)
 - B. Disposal Agreement: 41 Blackadar Lane
 - C. 2025 Tax Exemption Application: Huggins Hospital
- V. NEW BUSINESS**
 - 1. Introduction: Brooke Townsend, Land Use Office Clerk P/T
 - 2. Discussion: Review of Capital Reserves, including funding recommendations
 - 3. Action Re: Application For a Permit to Conduct a Raffle
 - 4. Action Re: Geneva Point Request
 - 5. Action Re: Historic Building – Signs
 - 6. Action Re: Purchase of 18 Motorola APX N50 VHF Model 2 Portable Radios and associated equipment for the Police Department (2025 Warrant Article 14)
 - 7. Action Re: Approval of Safety Program for 2025
 - 8. Action Re: Statement of Policy No. 19 – Sale of Town Property
 - 9. Action Re: General Budget Guidance
- VI. OLD BUSINESS**
- VII. OTHER BUSINESS**
 - 1. Board discussion on Grange Building
- VIII. CITIZEN INPUT**
- IX. NON-PUBLIC SESSION**
 - 1. RSA 91-A: 3, II (b,c)
- 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
August 19, 2025**

MEETING MINUTES

Present: Chairman of the Board Kevin D. Quinlan and members present were Selectman Karel A. Crawford, Selectman Jonathan W. Tolman, Selectman Charles M. McGee. Town Administrator, Angela Bovill, Executive Assistant, Alison Kepple.

Absent: Selectman, James F. Gray (with prior notification)

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. Chairman Quinlan announced that Selectman James F. Gray was an excused absence.

III. REVIEW APPROVAL OF MINUTES:

A. 8/05/25 + 8/05/25 NP

Motion: Selectman McGee

To approve the minutes of 8/05/25 and 8/05/25 NP.

Seconded: Selectman Tolman

Vote: 3 - 0 - 1 (Selectman Crawford abstained)

Motion passed.

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

A. Abatement Credit Refunds:

MBLU# 072/092 (\$209)	MBLU# 072/093 (\$209)	MBLU# 072/094 (\$209)
MBLU# 283/014/000/005/020 (\$825)	MBLU# 122/016 (Deny)	

B. Certification of Yield Taxes Assessed and Yield Tax Levy Form:

MBLU# 048/009 Yield Tax Due (\$283.52)

C. Personnel Action Forms (8): Reclassification of seasonal staff to part-time staff

Motion: Selectman Crawford

To approve the consent agenda items.

Seconded: Selectman McGee

Vote: 4-0

Motion passed.

V. NEW BUSINESS:

A. Presentation: FY25 Q4 Report

Finance Director, Andrea Picard presented highlights from the FY25 Q4 financial report, noting improvements in interest income and future budgeting adjustments for health insurance, and workers compensation. Approved by consensus of the Board for

the Finance Director to move forward with the recommended changes to the upcoming budget.

B. Action Re: Request for Selectmen concurrence that Town Septic Approval Authority be returned to the NH DES

Code, Compliance & Health Officer, Austin Wakefield stated that currently the Code office is tasked with the review and approval of the design of all septic systems. Mr. Wakefield stated that the design approvals of ISDS are a liability and strongly feels that the Town should not have taken on this task and is requesting that the board allow him to contact NH DES to inform them that the Town will no longer provide this service as the NH DES are the subject matter experts on ISDS. Mr. Wakefield further stated that the Town will still collect the \$45.00 fee because staff will continue to do ground-truthing of the design plan to ensure the plan layout is correct.

Motion: Selectman Tolman

To approve the town septic approval authority to be returned to NH DES.

Seconded: Selectman McGee

Vote: 4-0

Motion passed.

C. Update: Verbal update from Code Enforcement of SDL Software

The Code, Compliance & Health Officer, Austin Wakefield stated that the soft launch of the SDL software will begin around 8/22/25, involving some local contractors to test the system under real-world conditions. Mr. Wakefield will conduct training sessions for residents on how to use the new system at a later date.

D. Action Re: Moultonborough Academy After Prom Request

Jessie Gray, After Prom Committee Chairman requested financial support from the Town to help fund their annual After Prom Celebration.

Motion: Selectman Tolman

To approve the request for \$2,000 contribution to the Moultonborough Academy After Prom from CR 136.

Seconded: Selectman Crawford

Vote: 4-0

Motion passed.

E. Action Re: Fishing Tournament Launch Request: Tri State Disabled Vets, 9/6/25 Long Island Beach, Requesting waiver of fee.

Motion: Selectman Crawford

To approve the fishing tournament launch request for Tri State Disabled Vets on 9/6/25 at Long Island Beach and waive the \$150 fee.

Seconded: Selectman Tolman

Vote: 4-0

Motion passed.

F. Action Re: Tri-County Community Action Program

Tri-County Community Action Program has offered to bring their Mobile Services Unit to raise awareness of services available. TCCAP is asking if they can park this Mobile Unit for 2 days at the Town Hall.

Motion: Selectman Tolman

To approve the request from the Tri-County Community Action Program to set up in the parking area coordinating with DPW and Recreation Departments.

Seconded: Selectman Crawford

Vote: 4-0

Motion passed.

G. Action Re: Moultonborough Town School

The Historical Society is requesting funds for repairs, window glazing, and painting with some clapboard replacements to the Middle Neck School.

Motion: Selectman McGee

To authorize the expenditure for general building repairs and painting of the historic Middle Neck School by Barton Construction in an amount not to exceed \$8,000. Funds to come from the Historical Buildings Fund (CRF 110) with the proposed work being coordinated by the DPW Facilities Team Leader, and further, to waive the 3 bids requirement due to the nature of Historic Properties restoration and use of a known, local contractor familiar with the building.

Seconded: Selectman Tolman

Vote: 4-0

Motion passed.

III. OLD BUSINESS:

A. Action Re: Lees Mills Dock Lease Fees

There was a brief discussion regarding past dock lease fee increases and if there was need to increase the fees for 2026.

Motion: Selectman Tolman

To approve the 2026 increase from \$900 to \$1,000 effective April 1, 2026.

Seconded: Selectman McGee

Vote: 4-0

Motion passed.

B. Action Re: Use of Community Substance Abuse Fund (CR 136) – Tabled 7/15/25

Heidi Ritter submitted a memorandum of understanding between Moultonborough School District and the Town of Moultonborough.

1. The Moultonborough School District will pay for an assembly program and/or Red Ribbon Week events for Middle Level (Max. \$1K) which addresses high risk behaviors including substance abuse prevention and then submit report and receipt for reimbursement from the CR 136 Community Substance Prevention Fund during the 2025-2026 school year.

2. The Moultonborough School District will pay for Licensed Drug and Alcohol Professional contracted counseling for high-risk students (Max. \$4K) and submit proof of payment and receipts for reimbursement from the CR 136 Community Substance Prevention Fund during the 2025-2026 school year. Student information will be redacted as required by law.

Motion: Selectman Crawford

To approve funds as outlined, not to exceed \$5,000.

Seconded: Selectman Tolman

Vote: 4-0

Motion passed.

IV. OTHER BUSINESS:

1. Town Administrator, Angela Bovill stated that at the 8/5/25 Selectmen's meeting, the Board authorized the expenditure for general building repairs and painting of the Historic Moultonborough Town House by Barton Construction, in an amount not to exceed \$10,000. The memo stated that the cost was not to exceed \$10,000 without approval. The total cost of the project came to \$13,053 due to some additional required work.

Motion: Selectman Tolman

To authorize the additional funding of \$3,053 from general building repairs and painting for the Historic Moultonborough Town House by Barton Construction.

Funds are to come from the Historical Buildings Fund (CRF110).

Seconded: Selectman McGee

Vote: 4-0

Motion passed.

2. Sandwich Select Boards Letter Dated 8/11/25

The Sandwich Select Board is requesting permission to utilize the Town of Moultonborough's Police Facility during reconstruction of their facility.

Motion: Selectman Tolman

As long as legal counsel approves the board authorizes the use of the Police Department for the time period that Sandwich Police needs it and to coordinate with the Moultonborough Police Chief.

Seconded: Selectman Crawford

Vote: 4-0

Motion passed.

3. Due to a lack of a quorum for Tuesday, September 2, 2025, Board of Selectmen Meeting that meeting is moved to Thursday, September 4, 2025, at 5:00 PM.

V. CITIZEN INPUT:

1. Robin Guion of Spring Island expressed concerns about parking regulations affecting island residents, requested equitable solution for longstanding family property usage.
2. Joe Cormier, 817 Moultonboro Neck Road commended the Code Enforcement Office for expediting the septic approval process.

VI. NON-PUBLIC SESSION: Entered into non-public session at 6:03 p.m.

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

Motion: Selectman Tolman

To enter into non-public session at 6:03 p.m. coming out only to adjourn.

Seconded: Selectman Crawford

Vote: 4-0

Motion passed.

VII. ADJOURNMENT: Meeting Adjourned at 7:02 p.m.

Motion: Selectman Tolman

To adjourn the meeting.

Seconded: Selectman McGee

Vote: 4-0

Motion passed.

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

Approved

Kevin D. Quinlan, Chairman

Date



TOWN OF MOULTONBOROUGH

CAPITAL IMPROVEMENTS PROGRAM

COMMITTEE (CIPC)

TO: Board of Selectmen
FROM: CIPC Committee
RE: Review of Capital Reserves, including funding recommendations
DATE: April 13, 2025

In the FY26 CIPC report to the Board of Selectmen (BOS), our team identified the need for a more detailed review process of capital reserve funding to enhance stabilization of the tax rates wherever possible. Significant future potential costs for community capital expenditures, including continuing inflation, requires an aggressive approach to ensure funds are available when needed without dramatic fluctuations in the annual tax rate for capital needs. Quite frankly, various members of the BOS have expressed concerns about inadequate annual capital reserve funding in the past but, along with the CIPC, have not had a defined process to determine adequacy for Town Warrant recommendations or even fund usages. The CIPC believed that a long overdue and potentially one time deep dive into various elements of capital planning was needed with an initial focus on town/library needs. However, we should all be realistic that there must be an annual process that continually reviews all Capital Reserves to ensure they meet the ongoing needs of the community, are used appropriately, and that unneeded funds are closed. We appreciate the Boards full support of the CIPC in this endeavor.

To accomplish forward looking goals, our focus has been on five areas:

1. Segregation of existing Capital Reserve Funds into various groupings...ie: Intensive equipment and facilities capital needs, and Expendable Trust Funds.
2. Review of existing Capital Reserve fund creation documents, usage, expenditures, candidates for elimination or repurposing, etc. and coordination with Trustees where necessary.
3. Determination of the best financial model for annual and long-range Capital Reserve funding, including review of the Branley Report.
4. Data requirements from Department leaders for implementing long range Capital Reserve funding
5. Potential creation of a Town policy for Capital Reserves

Following are details, recommendations, and conclusions concerning each goal area:

1. Segregation of existing Capital Reserve Funds into various groupings...ie: Intensive equipment and facilities capital needs, Expendable Trust Funds, etc.

During our discussions, it became evident that reserve funds could be segregated into 2 specific groupings. We classified one group as "Tier I" reserves and defined them as large long term capital reserves where 10-year detailed plans are appropriate. Those funds are CR106-Fire Fighting Equipment, CR102-Public Works Equipment, CR104-Municipal Building Maintenance, and CR159-Library Building. You will note our rationale was to focus on reserves to maintain or even enhance the long-term viability of town buildings/facilities and reserves for large capital intensive equipment accounts. All other reserve funds were deemed "Tier II" and include numerous accounts that operate as Expendable Trust Funds where annual appropriations are spent during the budget year and do not require long-term (ie: 10 year)

capital planning. In addition, there are some reserves that might be eliminated with those costs included in operating budgets rather than Capital Reserves.

2. Review of existing Capital Reserve fund creation documents, usage, expenditures, candidates for elimination or repurposing, etc. and coordination with Trustees where necessary.

The BOS are agents to expend for all CR funds other than Fire Fighting, Public Works Equipment, and Municipal Building Maintenance (three of the four Tier I Capital Reserve Funds). The Library Trustees are agents to expend the Library Building fund. In light of the fact that there is no nomination of agents to expend on three reserve funds, the Committee is concerned as to the unlimited flexibility Town Meeting (ie: the voters) might grant to the BOS on these funds if they were to be named as agents to expend without impinging on the longstanding authority of the voters to determine whether specific projects should move forward and by how much. It is somewhat a risk/reward situation where there is a inherent risk of granting unlimited authority to expend that might result in projects funded without the legislative body approval (risk) or having unanticipated but necessary needs go unaddressed until the next legislative session (reward). Obviously the magnitude of funds in these three reserves is a significant concern, as boards change from time to time. It is the conclusion of the CIPC that these three reserves *should stay without agents to expend identified.*

The Committee reviewed each CR to determine what, if any, changes should be addressed. These reserves (split between Tier I and all other) are listed by dollars (high to low) at year end 12/31/2024.

TIER I

- **CR 106 Fire Fighting (\$985 K) (Tier I Fund):** CIPC will prepare annual reserve needs over a 10-year horizon given the high-cost and sporadic nature of these capital expenditures.
- **CR 104 Municipal Building Maintenance (\$969 K) (Tier I Fund):** CIPC will prepare annual reserve needs over a 10-year horizon given the high-cost and sporadic nature of these capital expenditures.
- **CR 102 Public Works Equipment (\$241 K) (Tier I Fund):** CIPC will prepare annual reserve needs over a 10-year horizon given the high-cost and sporadic nature of these capital expenditures.
- **CR 159 Library Building (\$64 K) (Tier I Fund):** CIPC, consulting with the Library Trustees, should consider needed funding over a 10-year horizon. The Committee noted that the Library has developed a thorough plan to address building renewal needs. However some requests are not capital and must be vetted.

TIER II

- **CR 134 Town Property Acquisition (\$517 K):** Monitor only. No action needed at this time.
- **CR 150 States Landing Improvements (\$289 K):** Still active. After funds are expended for the final phase of the project, the fund should be dissolved.
- **CR 138 Communications Technology (\$260 K):** The Town Administration is considering how to repurpose this CR. CIPC will await a plan/recommendations for the account in the fall. However, due to the nature of the fund, the BOS may well consider the balance be transferred to the Municipal Building Maintenance Fund CR104.
- **CR 158 Pathway Phase III (\$237 K):** After the CIPC recommended closure of this account in FY25 due to a number of years dormant, the pathway project appears to have new life and a "path" forward for an extension of the current pathway is currently under consideration. Recommend fund remain active until final BOS decision on plans are made. Then the fund should be discontinued.
- **CR 140 Milfoil Control (\$183 K):** No CIPC action needed. However, the warrant article creating this fund is significantly restricted to only milfoil. We will have a discussion with the Milfoil Committee in the fall to determine if changes to wording, such as "milfoil and other aquatic weeds" might be more constructive, given their efforts to maintain lake/pond water quality in Moultonborough. Would require a 2/3rds vote. The fund acts as a true Expendable Trust Fund.

- **CR 156 Roads Improvement (\$179 K)**: The team decided to give more thought on whether the fund should be used only to address a storm emergency, or as has been done in the past, all appropriated road funds should be deposited in the CR to ensure funds do not lapse if not encumbered during the fiscal year.
- **CR 164 Bridge Repair & Maintenance (NEW) (\$92 K)**: No action needed at this time. Will be funded through annual State bridge repair grants.
- **CR 116 Dry Hydrant & Cistern Fund (\$78 K) (irrevocable)**: Funds will be expended this year to build a new dry hydrant. The consensus of the Committee is to monitor the fund.
- **CR 112 Appraisal Fund (\$72 K)**: The CIPC had recommended that the fund be dissolved, but at Town Meeting the Appraisal Fund was retained by amendment, due to an error in calculating the FY26 budget for the Assessor's office. The Committee agrees the CR should be dissolved next year when the fund is fully expended (FY27) and any needed future funding be handled through annual operating budgets. Assessor concurs.
- **CR 162 Ambulance Contingency (NEW) (\$70 K)**: Future funding action to be determined.
- **CR 110 Historic Building Fund (\$66 K)**: The consensus was to get more information about the plans for this account.
- **CR 160 Police Cruiser Fund (\$50 K)**: No action needed. Fund will likely be funded at a level sufficient to pay for an emergency replacement of a single cruiser.
- **CR 120 Police Department Communications Equipment (\$49 K)**: Recent warrant articles for radios and the repeater location have not been funded out of this CR. The Committee recommends monitoring the need for the fund.
- **CR 122 Recreation (\$29 K)**: Per the Trustees records, the fund was created April 26, 2011 via a donation of \$22,346.94, and after a lot of research, we have determined with the help of Dan Sturgeon (including supporting documents) that the funds came from the Friends of Moultonborough Recreation 501(c)(3) dissolution. It appears CR122 was informally created before the funds were accepted by the BOS and the funds should have been classified as a "Trust" fund with donor instructions, not deposited in this non town meeting approved CR fund. Since the three original projects outlined in the funds may now be complete, the donors allowed other recreation uses. The Trustees and the BOS may need to take added actions to accept and place these funds in the correct place with redefined use, after which CR122 will disappear.
- **CR 152 Town Wide Information Technology (\$25 K)**: The consensus was to fund these projects from the annual Town operating budget and dissolve the CR.
- **CR 136 Community Substance Abuse (\$23 K)**: According to the Trustees report, no funds have been expended from the fund in the past four or five years. The CIPC recommendation is to dissolve the fund by donating the remaining balance to local organizations which have programs that address substance abuse.
- **CR 148 Community Senior Center (\$16 K)**: While a potential "hot bed" community issue, these funds should be deposited into the Municipal Building Maintenance Fund. The value of the fund is too small to maintain a separate account.
- **CR 128 Christmas Maintenance (\$3 K)**: The Committee recommends the fund be dissolved and any expenses be handled through the Town's annual operating budget.
- **CR 126 Lee's Mill (\$1 K)**: The Committee recommends dissolving the fund since the project has been completed. Note, 2009 Town Meeting voted to discontinue this fund but nothing happened.

The Committee held a brief discussion of the tradeoffs of putting money aside annually in Capital Reserves versus funding an expensive project through NHBB bonding. We noted the advantageous terms of last year's School bond (bond premiums returned to the SAU to reduce debt repayments, etc.) and feel that, with goals of tax rate stabilization, large capital projects might be better funded using bonding. We will continue to explore this option in developing the 10-year capital plans for the four Tier I accounts and bonding might be more realistic than trying to estimate future fund needs for abnormal but significant projects. The first one that may be up for bonding consideration is improvements to the Transfer Station, especially when there may be very favorable future interest rates.

3. Determination of best financial model for annual and long range Capital Reserve funding, including review of the Branley Report.

As a refresher, the Branley Report was issued Aug. 25, 2011 and at the time, "Moultonborough had created a plethora of trust funds with a wide range of purposes. The charge of this effort was to take a big picture look at these trust funds and identify a policy for their use, consisting of: Annual Recommended Contributions (ARCs) based on quantifiable needs, Ceilings, floors, and target ranges for all appropriate funds, Guidelines as to when to establish a new fund, and Guidelines as to when to discontinue an existing fund". At the time, "it was clear that Moultonborough is not alone in its lack of a consistent funding and use plan for its trust funds. While various towns had a hodgepodge of policies that contributed to putting together this effort, there was clearly no single "best practice" that guided municipalities' trust fund approach. This report seeks to become an example of forward thinking and responsible fiscal planning that can be replicated across the state."

Despite the lofty goals and recommendations included in the final Branley report, Moultonborough, through its CIPC, BOS, Town Administrator, and even ABC, never implemented any of the recommendations. As a matter of fact, per a lengthy discussion with the Chair of the Swanzey NH CIPC, it was disclosed that for the 10 years (2015-2025) Mr. Branley was a TA in Swanzey NH, there was never any implementation of the principles contained in this report nor was there any recollection of any discussion of these concepts in the past. While "forward thinking and responsible fiscal planning that can be replicated across the state" was a hopeful theory, we can find no instance where this model was implemented. It is what it is...a concept for consideration. Unfortunately, even sections of the report with guidelines for when to establish a new fund or when to discontinue an existing fund found no takers.

The Committee found the Branley Report to be helpful as a jumping off point for deliberate planning of Capital Reserve funding, but concluded the approach is not appropriate for most Moultonborough capital items, which are recurring capital requests such as Milfoil or Historic Buildings, and funded annually. The Branley report is also a static approach to planning that does not meet the needs of a community to annually review and adjust the capital plan, and the impact of spending on the tax rate. Nor does the Branley Report take into account that it may be much more efficient to fund longer term needs through bonding rather than setting aside taxpayer dollars for many years prior to actual project initiation/construction.

The Committee concluded that traditional cash flow models would be more efficient than using floors, ceilings, and targets. One of the issues with the Branley Report is that it is structured to only be forward looking for capital needs based on where a town may be in equipment life cycles which may or may not provide adequate funding for future needs. Similar calculations for buildings reflect full replacement at the end of cycles vs. potential annual upgrades to maintain longevity. As a result, the Committee believes a traditional approach to cash flow needs using a 10-year rolling cycle with allowances for inflation, abnormal product market price adjustments, as well as fund earnings, can more accurately project cash flow needs and annual capital reserve funding. We started using a traditional model when ensuring adequate fund availability for the Fire Engine 1 replacement and found it to be very adequate, especially when there were multiple cash payments across two or more fiscal years. This was probably the most complex cash model we have produced but found it to be very adequate and was the basis for our recommended \$350K Capital Reserve Funding for FY26 fire equipment at town meeting.

Any program of annual cash infusions into capital reserve accounts using traditional cash flow models must be made on a disciplined approach where warrant articles for capital purchases are made from fund balances and new fund cash additions are made with a separate warrant article to fund deposits. It is a two-step process and should not be deviated from for simplicity purposes. In this regard, it is vital that department forecasts for capital needs be accurate, disciplined, and inclusive, but reserve fund balances must also allow some flexibility for unanticipated needs. We believe we can accomplish this using traditional methods. In looking at the current reserve fund landscape, it appears that maybe four significant reserve funds will require this type of detailed cash flow analysis...Fire Equipment, DPW Equipment, Municipal Building Maintenance, and the Library Building.

In addition to the above, there may be instances where the cost of a particular item is so excessive that short-term leasing or even longer term bonding might make better sense than trying to “save” in advance of purchasing, especially when trying to stabilize tax rate impacts.

4. Data requirements from Department leaders for implementing long range Capital Reserve funding

The Committee turned next to a discussion of the information the CIPC will ask the departments to submit for next year's (FY27) budget cycle. The time horizon for the capital plan will be changed from 6 to 10 years to plan for Capital Reserve funding in the four Tier I accounts. The discussion focused on DPW equipment as an example, including the need for vehicle mileage, maintenance expenses, hours of equipment usage, options for leasing rather than owning equipment, and, for near-term items, quotes to support the request. It is suggested that the bar for justifying a project should be higher for projects that expand town services, such as adding a roof to the ice rink. Departments also need to be able to demonstrate that the project has the strong backing of the residents and taxpayers.

For the FY27 cycle, the CIPC is also planning late summer to make actual site visits to DPW, Fire, Police, all Building Facilities, and the Library in advance of their submitting long range plans. We will also be strongly requesting various committees to meet with CIPC to provide the details for their FY27 requests rather than past practices where some have circumvented our review.

5. Potential creation of a Town policy for Capital Reserves

Rather than creating a draft policy at this juncture, the CIPC would recommend we use the upcoming FY27 planning process to fine-tune procedures and then provide a recommended policy for the BOS if it is deemed necessary. It is too early in the process to develop a policy without testing our planned initiatives. However, the committee feels strongly that ANY future Capital Reserve or Expendable Trust Fund creation or modification article for Town Meeting must include the specific CR number within the motion for future identification. We have spent way too much time trying to find past articles. We also caution the BOS to avoid, wherever possible, a new proliferation of reserve accounts.

Other Items:

The Committee noted that Trustees of the Trust Funds intend to shift their annual reporting to the Town's fiscal year. This is extremely important to match current reserve funding and expenditures with Town Meeting actions. We fully support this change.

The CIPC wishes to sincerely thank Alanna Schiller, Alison Kepple, Andrea Picard, Mary Bengtson, Dan Sturgeon, Bob Watts, and Paul Daisy for their consultation and assistance in various aspects of this report. We also appreciate the ongoing support from the BOS to allow us to do a deep dive into Capital Reserves in general and trust that your expectations have been met.

Respectfully submitted:

The CIPC Committee

Frederick Van Magness, Chair
Cody Gray, Vice Chair
Mary Phillips, Clerk
Chuck McGee, BOS representative
Peter Claypoole, Planning Board representative

CC: Carter Teranzini, Interim Town Administrator
Dari Sassan, Town Planner
Paul Daisy, Trustees
Andrea Picard, Finance Director



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

ATTACHMENT A

NOTICE: Application Must be Filled Out Completely to be Processed

1. Name and address of the organization: Friends of the Moultonborough Library
P.O Box 150 Moultonborough NH 03254
2. Name, address and capacity of the person requesting the permit: Treasurer & Co- President
Deborah B. Wiacek 210 Wentworth Shores Rd Moultonboro, NH
3. The organization is organized under the laws of the State of New Hampshire as a non-profit organization: Yes X No _____
4. Date of organization: 1986
5. The organization is registered to do business within the State of New Hampshire as a non-profit organization: Yes X No _____
6. The organization was registered on April 2015
7. The organization's IRS non-profit Federal ID number: 02-0514188
8. Names and address of the organization's principal officers:
Jessie Bray & Deb Wiacek - Co-President
Secretary - Linda Palmer
Corresponding Secretary - Paula Young
Treasurer - Deb Wiacek
9. Location, date and time where the raffle is to be conducted:
Scotstop 18th 2025 Chase House - Meredith, NH
(at 2:00 pm)
10. Name and address of the owner of the property where the raffle is to be conducted:
Chase House - Meredith, NH
12. A sample of the raffle ticket must be submitted for review. Yes X No _____
13. List the last time a permit was issued to the applicant for a raffle within the Town of Moultonborough:
June 24, 2025

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

Dated: 8/21/2025

Applicant's Name: Deborah B. Wiacek

Date Received: _____

860-930-1527

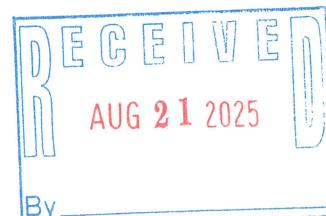
Date Processed: _____

debwiacek56@gmail.com

Approved _____ Denied _____

Town Administrator or Designee

cc: Board of Selectmen
Chief of Police



FRIENDS OF THE MOULTONBOROUGH PUBLIC LIBRARY

BOOK/AUTHOR RAFFLE BASKET

DRAWING WILL BE HELD AT the Chase House, Meredith, NH

On

Thursday, September 18, 2025 at 2:00 PM

TICKETS ARE \$5/1, \$10/3 and \$20/7

Value \$65

NAME:

PHONE:

EMAIL:

<p>FRIENDS OF THE MOULTONBOROUGH PUBLIC LIBRARY</p> <p>BOOK/AUTHOR RAFFLE BASKET</p>	<p>NAME:</p> <p>PHONE:</p>
<p>DRAWING WILL BE HELD AT the Chase House, Meredith, NH</p> <p>On</p> <p>Thursday, September 18, 2025 at 2:00 PM</p>	<p>EMAIL:</p>
<p>TICKETS ARE \$5/1, \$10/3 and \$20/7</p>	<p>Value \$65</p>

D. Action Re: Geneva Point Request

Geneva Point is looking for the Board of Selectmen's approval. They are requesting a letter from the Town of Moultonborough to the State Liquor Commission stating the Boards approval to allow Maeve's Mobile Cocktail Hour (Mobile Bar) to sell alcohol at their Annual Moultonborough Snowmobile Club Fundraiser on Saturday, September 20th from 7:00 p.m. – 10:00 p.m. with approximately 70 people.

Contact information:

Mellissa
Maeve's Mobile Cocktail Hour
www.mobilecocktailhour.com

Julie Carroll
Event Organizer

MEMORANDUM – MOULTONBOROUGH HERITAGE COMMISSION

TO: Moultonborough Board of Selectmen
FROM: Cristina Ashjian, Chair
Kathy Garry, President, Historical Society
RE: Historic Buildings - Signs
DATE: Tuesday, August 19, 2025
CC: Angela Bovill, Town Administrator
Mike Kepple, Facilities Team Leader

Members of the Board of Selectmen:

As the work on repairs and repainting of the historic Moultonborough Town House and Middle Neck School buildings was underway, we realized that the signs on both buildings were starting to peel and deteriorate, so it is time to restore both (last time was 2012, as with the painting job).

We are fortunate that Jerome Holden (JC Signs) was in Moultonborough and able to pick up both signs and take them to his workshop (so no pickup fee). His estimate for work on the signs is: \$450 for the Town House, and \$243 for the Middle Neck School sign (plus \$75 delivery fee).

There are sufficient funds in the Historical Buildings Fund (CRF 110, established in 1995 for the maintenance and repair of the town-owned Moultonborough Town House and Middle Neck School) to cover the sign restoration project, with your approval. Thank you for your support.

Recommended Motion:

Motion to authorize the expenditure for repainting of the signs for the historic Moultonborough Town House and Middle Neck School by JC Signs of Wolfeboro (Jerome Holden) in an amount not to exceed \$800. Funds to come from the Historical Buildings Fund (CRF 110).

MULTONBOROUGH TOWN HOUSE

MIDDLE NECK SCHOOL



17 Grove St., Wolfeboro NH. 03894

603-569-5335 **JCSigns.com**



Moultonborough Police Department



Dispatch: (603) 476-2305

Chief of Police
Peter W. Beede, Jr.
pbeede@moultonboroughnh.gov

Office: (603) 476-2400

P.O. Box 121, 1035 Whittier Highway - Moultonborough, NH 03254

Fax: (603) 476-2657

Board of Selectmen Agenda Report

Date: August 25, 2025

To: Honorable Board of Selectmen

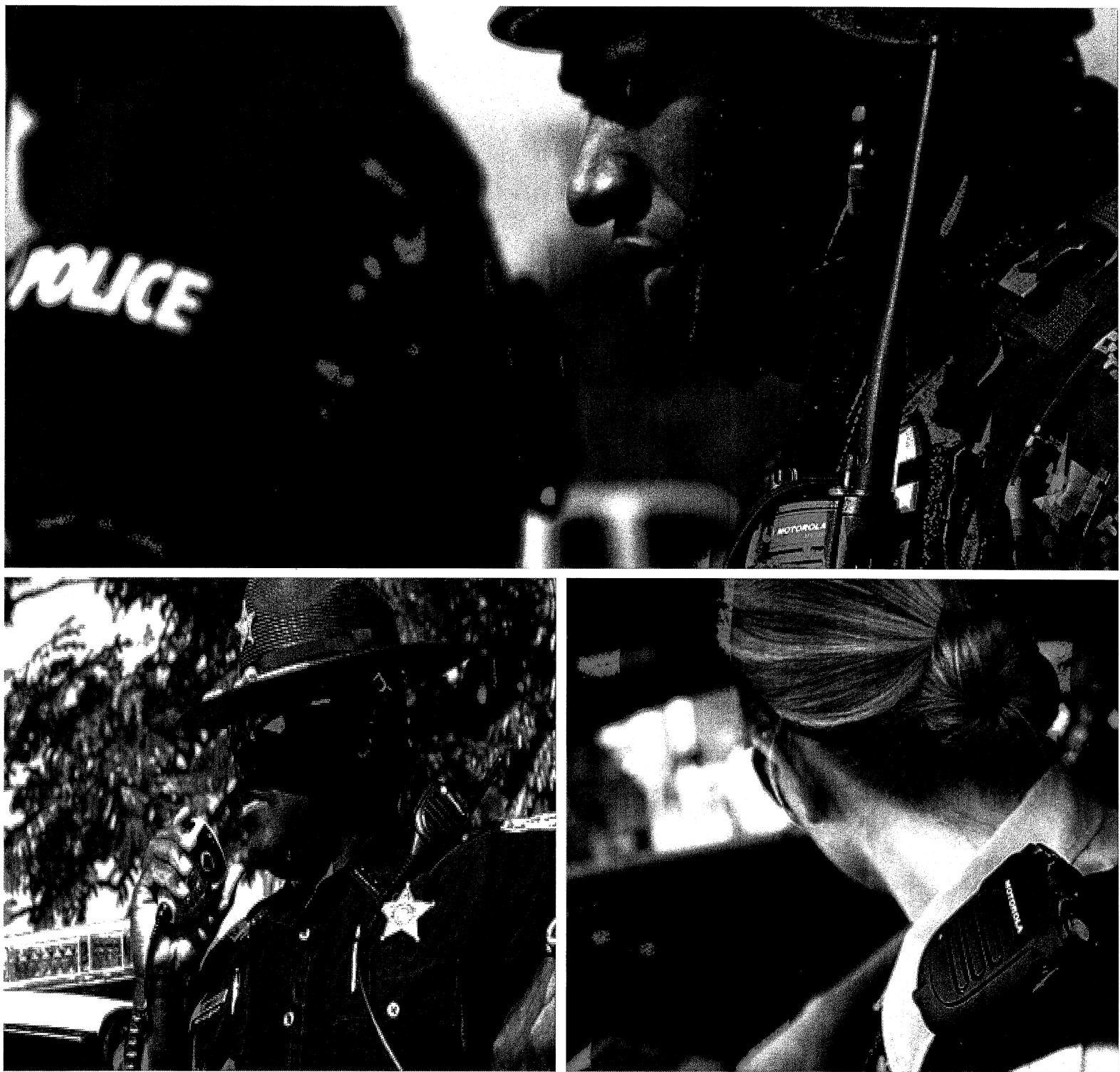
From: Peter W. Beede, Jr., Chief of Police

Subject: Purchase of eighteen (18) Motorola APX N50 VHF Model 2 Portable Radios and associated equipment for the Police Department

Recommended motion: *"To authorize the Police Chief to expend up to \$75,000.00 to purchase eighteen (18) Motorola APX N50 VHF Model 2 Portable Radios and associated equipment from Motorola Solutions through Ossipee Mountain Electronics for the Police Department that was approved in Article 14 of the 2025 Warrant and to waive the competitive bidding process, as the current local supplier is actively providing ongoing service and support for the Police Department's radio communications. Their familiarity with our infrastructure and proven reliability ensures continuity of operations and minimizes potential disruptions."*

Background/Issue: During the budget process, the Police Department requested \$75,000.00 to replace twenty (20) portable radios, which was approved in Article 14 of the 2025 Warrant. As significant time has passed since the Police Department received the first quote, Chief Beede requested an updated quote from Ossipee Mountain Electronics in Moultonborough. Due to inflation, Chief Beede found that the initial quote had gone up substantially to \$80,174.80. Ossipee Mountain Electronics then informed Chief Beede that a newer portable radio had hit the market and would be better suited for the Police Department due to the updated technology. Chief Beede then requested an updated quote from Ossipee Mountain Electronics staying within the \$75,000.00 allocation, which they provided. Based on the new quote, the Police Department will be able to purchase eighteen (18) Motorola APX N50 VHF Model 2 Portable Radios and associated equipment for \$74,628.36, which is under the \$75,000.00 approved in Article 14 of the 2025 Warrant. The same portable radios were just recently purchased by the Meredith Police Department. Based on the updated quote, the Police Chief seeks approval to purchase eighteen (18) Motorola APX N50 VHF Model 2 Portable Radios and associated equipment from Motorola Solutions through Ossipee Mountain Electronics for the Police Department.

Fiscal Impact (If any): Funding was approved in Article 14 of the 2025 Warrant for \$75,000.00.



MOULTONBOROUGH POLICE DEPT

08/21/2025



QUOTE-3259779

08/21/2025

MOULTONBOROUGH POLICE DEPT
P O BOX 121
MOULTONBOROUGH, NH 03254

Dear Peter Beede,

Motorola Solutions is pleased to present MOULTONBOROUGH POLICE DEPT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide MOULTONBOROUGH POLICE DEPT with the best products and services available in the communications industry. Please direct any questions to Kevin Marcucci at kmarcucci@omesbs.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Kevin Marcucci

Motorola Solutions Manufacturer's Representative



QUOTE-3259779

Billing Address:
MOULTONBOROUGH POLICE
DEPT
P O BOX 121
MOULTONBOROUGH,
NH 03254
US

Quote Date:08/21/2025
Expiration Date:10/20/2025
Quote Created By:
Kevin Marcucci
kmarcucci@omesbs.com

End Customer:
MOULTONBOROUGH POLICE DEPT
Peter Beede
pbeede@moultonboroughnh.gov
603-476-2305

Contract: 19860 - NASPO 00318
AGREEMENT: STATE OF NEW
HAMPSHIRE

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
	APX™ N50	APX N50					
1	H25KDF9PW6AN	APX N50 VHF MODEL 2 PORTABLE	18		\$3,496.00	\$2,552.08	\$45,937.44
1a	QA08715AA	ADD: BASIC VOICE CONTROL	18		\$107.00	\$78.11	\$1,405.98
1b	QA09006AA	ADD: ADAPTIVE NOISE SUPPRESSION	18		\$177.00	\$129.21	\$2,325.78
1c	QA01833AH	ADD: EXTREME 1-SIDED NOISE REDUCTION	18		\$30.00	\$21.90	\$394.20
1d	QA08676AA	ADD: ADAPTIVE SPEAKER VOLUME	18		\$177.00	\$129.21	\$2,325.78
1e	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)	18		\$0.00	\$0.00	\$0.00
1f	Q811BR	SOFTWARE LICENSE ENH: SOFTWARE P25 CONVENTIONAL	18		\$696.00	\$508.08	\$9,145.44
1g	QA09113AA	ADD: BASELINE RELEASE SW	18		\$0.00	\$0.00	\$0.00
1h	QA08853AA	ADD: CPS ENABLEMENT	18		\$0.00	\$0.00	\$0.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "[Underlying Agreement](#)") that authorizes Customer to purchase equipment and/or services or license software (collectively "[Products](#)"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



QUOTE-3259779

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
2	LSV01S03084A	APX N50/30 DMS ESSENTIAL	18	5 YEARS	\$264.00	\$264.00	\$4,752.00
3	PSV01S03059A	APX NEXT PROVISIONING WITH CPS	1		\$0.00	\$0.00	\$0.00
4	PMPN4820B	CHR DESKTOP SINGLE UNIT IMPRES 2 EXT PS US/NA	18		\$91.71	\$66.95	\$1,205.10
5	PMMN4141ATAA	XVP750 REMOTE SPEAKER MICROPHONE WITH CHANNEL KNOB, FOR APX N RADIOS TAA	18		\$543.13	\$396.48	\$7,136.64

Grand Total **\$74,628.36(USD)**

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.

Motorola's quote (Quote Number: _____ Dated: _____) is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then the following Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products which is found at <http://www.motorolasolutions.com/product-terms>.

The Parties hereby enter into this Agreement as of the Effective Date.

Motorola Solutions, Inc.

Customer

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Parametric Data
1h	QA08853AA	TEMAILAR = greg@omesbs.com,SYSTEMID = FFFF
3	PSV01S03059A	TEMAILAR = greg@omesbs.com,CUSTNAME = Greg, Janaitis,SYSTEMID = FFFF



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

APX N50 Portable Radio Solution Description

OVERVIEW

The APX N50 offers affordable, next generation communications for without compromising P25 interoperability or voice and data quality. It offers a durable design with "pick-up-and-go" functionality, optimizing ease-of-use and focused communications in almost all environments.

DURABLE AND EASY TO USE

The APX N50 enhances operations with a front display with an upgraded user interface for better readability and loud and clear audio for reliable, everyday use. Additionally, it offers extended battery life, a shorter antenna, and Bluetooth compatibility with audio accessories, promoting efficient communications between first responders.

Adaptive Audio

For first responders in loud environments, the APX N50 offers adaptive audio that enhances voice quality and minimizes background noise. The APX N50 includes two High Dynamic Range (HDR) microphones with high overload point pickup that reproduces voice with clarity and reduces audio clipping and distortion, even when shouting. The radio has custom speakers that use noise cancellation technology to amplify loud and clear audio, and help make every syllable intelligible.

An enhanced audio engine dynamically adjusts the N50 in any environment by using algorithms to filter out unpredictable background noise and wind while using multiple microphones to track voice from every angle, allowing first responders to speak into the radio without compromising voice quality.

Additional environmentally aware audio features receive volume leveling and noise sensing volume control—the radio will automatically adjust for loud or soft talkers and the changing ambient noise levels. These features allow first responders to keep their eyes forward and remain focused on situations as they unfold.



Essential and Secure P25 Communications

The APX N50 is certified compliant with P25 standards and supports digital and analog trunking, FDMA and TDMA, and Integrated Voice and Data. All P25 communications over the N50 are safe and secure—it offers software and hardware encryption, single- and multi key encryption, and P25 Authentication, protecting communications during daily operations.

Reliable Connectivity

Using the APX N50 lets first responders stay connected across disparate networks. It is equipped with Wi-Fi®, Bluetooth®, and GPS features, bringing future-ready applications, services, and best-in-class connectivity to everyday use. APX N50 radios support 7/800 MHz frequency bands across radio systems, with minimal intervention by the radio user.



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SmartConnect over Wi-Fi

SmartConnect is a subscription service that allows first responders to access critical intelligence no matter where the mission takes them. When P25 networks are unavailable, the APX N50 will maintain functionality and voice quality by automatically switching to an available broadband network, enabling connectivity outside of radio system coverage. Voice information and signals between radios and control are encrypted, ensuring that all transmissions are secure.

The APX N50 can use SmartConnect when directly connected to Wi-Fi hotspots, through an in-vehicle LTE modem, or over a satellite connection. Additionally, the radio will indicate to users when SmartConnect is active by displaying a blue bar on-screen.

Managing and Provisioning Devices

APX N50 can be programmed in two ways: one-at-a-time through Customer Programming Service (“CPS”) or through a combination of CPS and batch programming over Wi-Fi available with the radio management (“RM”) software.

CPS is a proprietary, Windows-based application, used to configure APX subscriber radios in offline situations that include provisioning, networking, and monitoring tools that provide greater awareness and faster radio management. The CPS application offers drag-and-drop, clone-wizard, and basic import/export functions that allow the addition of new software and feature enhancements. APX N radios can be programmed one-at-a-time on a local PC, via secure USB port connection, with TLS-PSK based encryption. Once loaded, subscriber radios are read and edited, and codeplugs and templates can be saved and duplicated to program other fleet radios

Batch Programming is available through the RM software for simultaneous programming and upgrading throughout the radio fleet. With Batch Programming, up to 16 radios can be programmed at once over a Wi-Fi connection. This reduces programming time and ensures that the radio fleet is always up-to-date and ready-to-use in the field.

Device Management Services

Device Management Services (“DMS”) packages provide programming, management, and maintenance services to maximize the effectiveness of this APX N50 solution, while reducing maintenance risk, workload, and total cost of ownership. DMS tackles a range of customer needs, whether the solution is self-maintained or managed by Motorola Solutions.



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APX N-SERIES DEVICE MANAGEMENT SERVICES - ESSENTIAL STATEMENT OF WORK

OVERVIEW

Device Management Services ("DMS") efficiently maintains the Customer's device fleet while helping to keep devices up-to-date and fully operational in the field.

DMS Essential services provide basic hardware and software support.

This Statement of Work ("SOW"), including all of its subsections and attachments is an integral part of the applicable agreement ("Agreement") between Motorola Solutions, Inc. ("Motorola Solutions") and Customer ("Customer").

In the event of a conflict between the terms and conditions of the Agreement and the terms and conditions of this SOW, this SOW will control as to the inconsistency only. The SOW applies to the device specifically named in the Agreement.

HARDWARE REPAIR

Hardware Repair provides repair coverage for internal and external device components that do not work in accordance with published specifications. Repair services are performed at a Motorola Solutions-operated or supervised facility. The device will be repaired to bring it to compliance with its specifications, as published by Motorola Solutions at the time of delivery of the original device.

For malfunctioning devices that must be replaced, Motorola Solutions will attempt to read the codeplugs from those devices. If successful, Motorola Solutions will load the codeplug to any replacement devices. If not, Motorola Solutions will load a factory codeplug, and the Customer will need to load the previous codeplug.

Motorola Solutions will load factory available firmware to any replacement devices, which may not match the Customer's firmware version.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Repair or replace malfunctioning device, as determined by Motorola Solutions.
- Complete repair or replacement with a turnaround time of five business days in-house, provided the device is delivered to the repair center by 9:00 a.m. (local repair center time). Turnaround time represents the time a product spends in the repair process, and does not include time in transit to and from the Customer's site. Business days do not include US holidays or weekends.
- If applicable, apply periodically-released device updates, in accordance with an Engineering Change Notice.
- Provide two-way air shipping when a supported Motorola Solutions electronic system, such as MyView Portal, is used to initiate a repair. A shipping label will be generated via the electronic system.

CUSTOMER RESPONSIBILITIES

- For non-contiguous renewals, Customer must provide a complete list, preferably in electronic format, of all hardware serial numbers to be covered under the Agreement to Motorola Solutions.
- Initiate device repairs, as needed.
 - When initiating a repair via a supported Motorola Solutions electronic system, label each package correctly with the shipping label and Return Material Authorization ("RMA") number generated by the electronic system.
 - When initiating a repair via paper Return Material Form ("RMF"), the RMF must be completed for each device, included in the package with the device, and shipped to the Motorola Solutions depot specified on the RMF.



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- Remove any data or other information from the device that the Customer wishes to destroy or retain prior to sending the device for repair.
- If a malfunctioning device must be replaced and the Customer has loaded information for that device to Motorola Solutions' cloud environment, the Customer will need to remove the information for the malfunctioning device and add information for the replacement device to the applicable cloud environment.

LIMITATIONS AND EXCLUSIONS

The Customer will incur additional charges at the prevailing rates for any activities that are not included or are specifically excluded from this service scope, as described below. Motorola Solutions will notify the Customer and provide a quotation of any incremental charges related to such exclusions prior to completing the repair and said repair will be subject to Customer's acceptance of the quotation.

- Replacement of consumable parts or accessories, as defined by product, including but not limited to batteries, cables, and carrying cases.
- Repair of problems caused by:
 - Natural or manmade disasters, including but not limited to internal or external damage resulting from fire, theft, and floods.
 - Third-party software, accessories, or peripherals not approved in writing by Motorola Solutions for use with the device.
 - Using the device outside of the product's operational and environmental specifications, including improper handling, carelessness, or reckless use.
 - Unauthorized alterations or attempted repair, or repair by a third party.
- Non-remedial work, including but not limited to administration and operator procedures, reprogramming, and operator or user training.
- Problem determination and/or work performed to repair or resolve issues with non-covered products. For example, any hardware or software products not specifically listed on the service order form are excluded from service.
- File backup or restoration.
- Completion and test of incomplete application programming or system integration if not performed by Motorola Solutions and specifically listed as covered.
- Accidental damage, chemical or liquid damage, or other damage caused outside of normal device operating specifications, except if optional Accidental Damage Coverage was purchased.
- Cosmetic imperfections that do not affect the functionality of the device.
- Software support for unauthorized modifications or other misuse of the device software is not covered.

Motorola Solutions is not obligated to provide support for any device that has been subject to the following:

- Repaired, tampered with, altered or modified (including the unauthorized installation of any software) — except by Motorola Solutions authorized service personnel.
- Subjected to unusual physical or electrical stress, abuse, or forces or exposure beyond normal use within the specified operational and environmental parameters set forth in the applicable product specification.
- If the Customer fails to comply with the obligations contained in the Agreement, the applicable software license agreement, and Motorola Solutions terms and conditions of service.

DEVICE TECHNICAL SUPPORT

Motorola Solutions' Device Technical Support service provides telephone consultation for device and accessory issues. Support is delivered through the Motorola Solutions Centralized Managed Support Operations ("CMSO") organization by a staff of technical support specialists.

For Device Technical Support, Motorola Solutions will respond to calls within two (2) hours during the support days. Support hours are 7 a.m. to 7 p.m. CST Monday through Friday, excluding US holidays. In addition, Customers may



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contact the Call Management Center (800-MSI-HELP) at any time (24 hours a day, seven days a week) and a Motorola Solutions representative will log a technical request in Motorola Solutions Case Management System on the Customer's behalf.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Provide technical support for devices, assessing and troubleshooting reported issues.
- Receive and log Customer support requests, and assign a technical representative to respond to a Customer incident per the defined timeframes.

CUSTOMER RESPONSIBILITIES

- Use the provided methods to contact Motorola Solutions technical support.
- Provide sufficient information to allow Motorola Solutions technical support agents to diagnose and resolve Customer issues.
- Provide contact information for field service technicians in the event that Motorola Solutions has to follow up.

LIMITATIONS AND EXCLUSIONS

- Device support does not include Land Mobile Radio ("LMR") network, Wi-Fi, and LTE network troubleshooting.

Software Maintenance

Motorola Solutions is continually developing new features and functionality for our portfolio of public-safety-grade radios. By purchasing software maintenance, the Customer can take advantage of these firmware releases and future-proof their communications investment.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Test all firmware releases to minimize software defects.
- Announce new firmware releases and post release notes in a timely manner via MyView Portal.
- Provide firmware updates. Motorola Solutions makes no guarantees as to the frequency or timing of firmware updates.
- Provide upgrade capability through supported Programming Tools.
- Provide programming and service tools and technical support through the firmware support window.
- Provide documentation via MyView Portal with each release detailing new features, bug fixes, and any known issues.

CUSTOMER RESPONSIBILITIES

- Periodically check MyView Portal for firmware update announcements.
- Keep the radio fleet updated with firmware versions within the support window.

MyView Portal Access

MyView Portal is the single location to track the status of subscriptions and service contracts, including start and end dates. This portal includes order, RMA, and technical support ticket status, as well as a consolidated download site for software and documentation.

Outside of pre-announced maintenance periods, MyView Portal will be available on a best effort 24/7 basis. Motorola Solutions cannot guarantee the availability of Internet networks outside of our control.



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MOTOROLA SOLUTIONS RESPONSIBILITIES

- Provide a web accessible, secure portal to view the Customer's data.
- Provide the Customer with login credentials for the site.
- Provide end-user training for the site.
- Provide technical support to answer end user questions between the hours of 8 a.m. to 5 p.m. CST Monday through Friday, excluding US holidays.
- Keep the site updated with the latest Customer information.

CUSTOMER RESPONSIBILITIES

- Provide Motorola Solutions with contact information for administrative users.
- Administer user access.
- Provide Internet access for users to access the site.
- Attend available MyView Portal training.
- Protect login information against unauthorized use.
- Provide Motorola Solutions with updated equipment information, as needed.



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Purchase Order Checklist NA OM

**Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)**

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the Legal Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

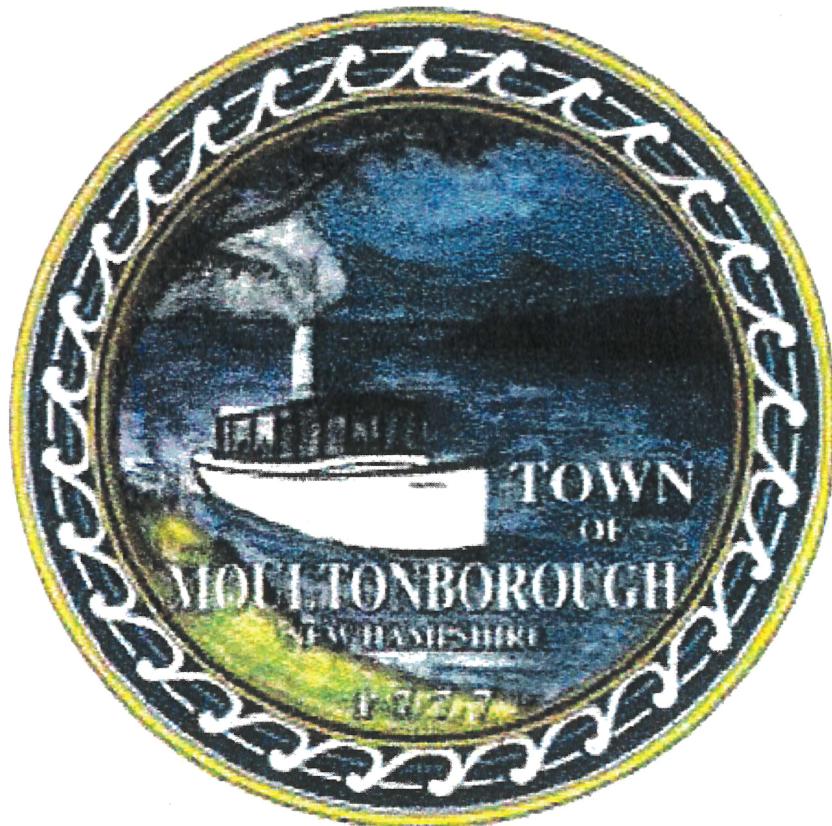
Tax Exemption Status

Signatures (As required)

NOTE: When an email order is submitted a confirmation is sent from Motorola AutoNotify referencing a case number.

Once checklist is complete, order still must go through Order Validation/Credit Approval

Town of Moultonborough



Safety Program
Revised as of:
June 6, 2025

Safety Program

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1. Introduction

The welfare and safety of our employees are of prime concern to the elected officials and management in the Town of Moultonborough. Accidents result in unnecessary pain and suffering, loss of wages and, all too often, some measure of disability. Therefore, it is the policy of the Town of Moultonborough to provide and maintain safe and healthful working conditions and to require safe work practices.

To assure that our best efforts consistently go toward the prevention of accidents, the Board of Selectmen establishes herein a comprehensive joint loss management policy and the procedures to implement that policy.

The following premises form the foundation of the Town of Moultonborough Loss Prevention Program. Unsafe behaviors, unsafe conditions, and accidents are indicators of a weakness in the risk management process that is in place. A truly effective process provides the framework for safety and concern for self and others to be integrated into the organization like any other function through planning, organization, and leadership. A well-trained, motivated, and team-oriented employee in a safe and healthful environment is more likely to be highly productive and less likely to have an accident.

Every employee desires and has the right to a workplace free from occupational safety and health hazards. It is the intent of the Town of Moultonborough that ALL employees work in a safe and healthful environment. Through the Moultonborough Joint Loss Management Committee (JLMC), formed as part of this policy, the Board of Selectmen strives to seek the active participation of all town employees. In turn by actively supporting the JLMC, each employee helps make certain that their work environment is safe, healthful and watchful of unsafe conditions.

Each employee is hereby challenged and charged to:

1. Take a proactive role in establishing safe work practices and a safe work environment,
2. Monitor and report all unsafe conditions, and,
3. To create, encourage and support concern for self and others as a way of life.

2. MANAGEMENT STATEMENT OF COMMITMENT

The Town of Moultonborough values the health, welfare, and safety of every employee and intends to provide a safe and healthy workplace. Accidents cause untold suffering and financial loss to our employees and their families.

In pledging its full support of the safety process, the Board of Selectmen recognizes certain obligations:

1. That prevention of accidents and protection of all resources are guiding principles.
2. That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.

3. That safe working conditions and methods are of prime importance and take precedence over shortcuts and "quick fixes."
4. That the Town of Moultonborough will comply with all safety laws and regulations.
5. That feedback will be welcomed from all employees.
6. That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment, and make safety an integral part of their lives.

As an employee of Town of Moultonborough, you have a responsibility to yourself, your family, your co-workers, and the community to understand and follow our safety process. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, well-being, and productivity.

Your efforts will make the difference!

Kevin D. Quinlan, Chair
Board of Selectmen

Jonathan Tolman, Vice Chair Board of
Selectmen

Karel Crawford, Selectmen

James Gray, Selectmen

Charles Mcgee, Selectmen

Date

3. RESPONSIBILITIES

Everyone shall be fully responsible for implementing the provisions of this process within their respective jurisdictions. The responsibilities listed are minimums and should not be construed to limit individual initiative to create and implement more comprehensive procedures to control losses and enhance workplace safety.

- I. Board of Selectmen and Town Administrator shall
 - A. Officially adopt the program.
 - B. Demonstrate overall support, direction, and commitment. Actively participate in the process as necessary.
 - C. Clearly communicate with all members of the organization. Emphasize that Safety is a primary value of the organization, the program is a joint effort among all parties and engaged, motivated participation by everyone is critical to the program's success.
 - D. Ensure that required resources are available when necessary. Resources may include, but not be limited to, the following:
 1. Funding - safety equipment; personal protective equipment; training courses and materials.
 2. Personnel - outside experts; Risk Management Services consultants; inter-departmental liaisons.
 3. Time - review and respond to inspection/recommendation/investigation reports; participate in training programs.
 4. Support - encourage acceptance by everyone.
 5. Other, as needed.
 - E. Respond, in writing, to recommendations made by the Joint Loss Management Committee.
 - F. Provide training for members of the Joint Loss Management Committee in workplace hazard identification and accident/ injury investigation adequate to carry out the committee's responsibilities.
 - G. Ensure that contractors follow all appropriate safety and health standards.
- II. Department Heads and Supervisory Personnel

Department Heads and Supervisors are our leaders, whether first line or the head of the department they play an essential role in the success of our organization. They

have authority and share the responsibility for a number of tasks, including the following:

Department Heads and Supervisory Personnel shall

- A. Ensure that all employees within their area of responsibility understand and comply with the process and observe all work rules.
- B. Ensure that all employees within their area of responsibility also understand all personnel policies and procedures and disciplinary consequences as they relate to the safety process.
- C. Exhibit leadership, provide guidance and set the tone for safe behavior. Supervisory staff should always listen and respond to any safety concerns brought forward by/from employees.
- D. Educate employees within their area of responsibility in the correct methods for performing each task, the nature of the hazards involved the necessary precautions to be taken, and the use of appropriate protective and emergency equipment.
- E. Be actively concerned for the safety and health of their staff. Leaders are accountable for the positive, successful performance of their team, as well as accidents, incidents, and near-misses which occur.
- F. Regularly meet with staff to discuss plans and ideas to bring about additional loss prevention measures. A review of accidents and near misses which may have occurred as well as positive actions can also be conducted at this time.
- G. In conjunction with the joint loss management committee, schedule and/or conduct workplace inspections and investigations to identify and correct unsafe equipment, conditions, or actions.
- H. Include an evaluation of an employee's safety behavior in each formal performance appraisal. An employee's safety behavior record may highlight both specific performance competencies and areas for improvement.

III. Employees

As members of the organization, employees are expected to exhibit safe behaviors and are required, as a condition of employment, to exercise active concern in the course of their work to prevent injuries to themselves and to their fellow workers. Employees are also strongly encouraged to bring safety concerns forward to their immediate supervisors and department heads.

Employees shall:

- A. Create and maintain a safe working environment in all aspects of employment.

- B. Exhibit active concern for fellow employees and the workplace.
- C. Take immediate action to correct unsafe acts and conditions and apprise the supervisor of actions taken.
- D. Understand and observe all personnel and work rules, policies, and procedures.
- E. Wear required personal protective equipment, including seat belts.
- F. Operate only machines and equipment that they have been formally trained to operate.
- G. Follow all accident reporting procedures.

4. JOINT LOSS MANAGEMENT COMMITTEE

I. Organization of Committee

A. Size

The JLMC is comprised of at least an equal number of representatives from both management and employee ranks. The size of the committee should generally range from six (6) to ten (10).

B. Membership and Structure:

Selection is by employees for their representation and by the Town Administrator for management representation. The membership of the JLMC will strive to keep all major departments of the Town represented at all times.

The Chairman will rotate, between management and employee representatives. The Chairman will be elected from among the membership of the JLMC. Meetings will be held at least quarterly throughout the year and more often, as necessary, to carry out the required functions of the JLMC.

C. Sample Agenda

1. Call to order.
2. Attendance.
3. Introduce any visitors, if applicable.
4. Review/approve minutes of previous meetings.

5. Review any new rules or regulations issued since last meeting, and/or any correspondence received.
6. Address any unfinished business.
7. Review any noted safe practices, behaviors, or ideas.
8. Review all personal and property accidents and “near misses” and define preventive measures to be taken.
9. Discuss safety inspections and recommendations to be submitted to the employer.
10. Bring up new business. Include any outside programs of interest.
11. Adjourn the meeting. Indicate date, time, and location of next meeting.

II. Duties and Responsibilities

The duties of the committee are to advocate safety, values, procedures, policies and programs. Also, the JLMC is charged to create and distribute a policy statement to all employees. Further, the committee must maintain clearly established goals and objectives and disseminate them to employees. Workplace accidents and injuries must be reviewed to assist with establishing goals and objectives. Provide an open forum for free discussion of both accident problems and preventive measures. Establish specific safety programs. During the inspections, discover unsafe conditions and practices, and determine their remedies. Instruct those in an affected work area how to recognize, control and eliminate unsafe conditions and practices. Ensure that the required training and familiarization is provided for all employees, so they may perform their work in a safe and healthy manner. Assist with the identification of temporary, alternate tasks.

5. SAFETY RULES AND REGULATIONS

In order for all employees to understand their responsibilities for safety and health, it is very important that the Town of Moultonborough, its supervisory personnel and the Joint Loss Management Committee take a proactive approach to implementing the applicable statutes, rules and standards. Employees will be informed of applicable statutes, rules and standards through a variety of method that shall include, but shall not be limited to, verbal and written communications, and training sessions.

Examples of the applicable statutes, rules and standards include:

PUBLIC SECTOR:

- [Lab 1400 rules, Administrative Rules for Safety and Health](#)
- [Lab 600 rules, Safety Programs](#)
- [RSA 277, Safety & Health of Employees](#)
- [RSA 277A, Employees Right to Know](#)

- [RSA 281-A:64, Safety Provision](#)

Enforcement agency: New Hampshire Department of Labor (NH DOL)

Areas in which the public employers should develop an effective safety and health program can be found in the [Lab 1400](#) rules and the [Town of Moultonborough Personnel Policy and Procedures Manual](#) as revised. Each of the documents are hyperlinked above and may be obtained in hard copy through the appropriate department head within your department.

6. Disciplinary Policy

Individual employees are subject to the disciplinary procedures governed by the Town Personnel Policy manual and/or applicable collective bargaining contract. The Town's Personnel Policy Manual and collective bargaining contract are available on the Town's Internet.

7. Accident/Incident Reporting

When there is any question whatsoever about the seriousness of any injury, employees should dial 9-1-1.

Regardless of magnitude, all incidents or injuries shall be reported immediately to the employee's supervisor. All injuries shall be reported within twenty-four hours of the injury, the employee shall notify their Supervisor or in his/her absence the Town Administrator or HR Manager, but no later than 5 days after the employer learns of the occurrence of such an injury. (See Administrative Regulation #12 available in each department and on line as issued by the Town Administrator for further details).

Injuries, other than minor cuts or scratches shall be assessed and treated by an appropriate medical provider. Every supervisor shall record in sufficient detail and shall report or cause to be reported, Fatal and Serious injuries to the Department of Labor following the requirement below.

Section Lab 1403.04 - Accident Reporting Requirements for Fatality and Serious Injury
(a) Within 8 hours after its occurrence, the employer shall report an employment accident which is fatal to one or more employees to the commissioner of labor. Notification may be given by telephone by calling (603) 271-0127 or 271-6850 or via e-mail at SafetyDiv@dol.nh.gov.
(b) The reporter shall include the following information:(1) Date and time of fatality;(2) Location of fatality;(3) Cause of death; and(4) Place where the body of the deceased person was sent.
(c) Within 24 hours after the occurrence of a workplace injury which necessitates hospitalization for a serious injury for one or more employees, the employer shall report the employment accident to the commissioner of labor. Notification may be given by telephone by calling (603) 271-0127 or 271-6850 or via email to SafetyDiv@dol.nh.gov.
(d) The reporter shall include the following information;(1) Date of injury;(2) Time of injury;(3) Cause of the injury;(4) Place where the injured person was sent for medical evaluation or treatment; and(5) Place where the injured person was hospitalized.

N.H. Admin. Code § Lab 1403.04

#4118 eff 8-22-86, EXPIRED: 8-22-92

New. #6684, eff 2-4-98, EXPIRED: 2-4-06

New. #8606, INTERIM, eff 4-12-06, EXPIRED: 10-09-06

New. #8796, eff 1-11-07

Amended by Volume XXXV Number 18, Filed May 7, 2015 , Proposed by #10809, Effective 4/9/2015, Expires 4/9/2015. Amended by Volume XXXIX Number 46, November 14, 2019, Proposed by #12904, Effective 10/23/2019, Expires 10/23/2029.

Forms for reporting injuries may be found on the Town website under employee forms or may be obtained by contacting the Town Administrator's Office or Human Resources Director.

8. TRAINING REQUIREMENTS FOR SAFETY AND HEALTH

PHYSICAL EXAMINATION

Prior to employment, the potential employee may be required to pass a physical examination by a physician. The examination must relate to the employee's pending position.

A signed physician's statement agreeing that the potential employee is physically capable of doing the work must be delivered to the Board of Selectmen for placement in the employee's medical file.

Physical examinations outlined in this section shall be taken at the expense of the Town of Moultonborough and shall generally be completed at a town designated occupational health facility.

Appropriate psychological tests may be administered for specific positions.

TRAINING

INITIAL TRAINING

Employees will receive links to the Personnel Policy Manual and Written Safety Plan through the Internet and are required to review and follow all department safety rules and regulations as well the training requirements for their jobs as described more fully in their job descriptions. No-one can work with any hazardous equipment, or with any hazardous materials until they have been properly trained per department policy.

CONTINUING EMPLOYEE EDUCATION AND TRAINING

Employees are encouraged to participate in training relevant to their job description from approved sources. While the Town of Moultonborough will make every effort to accommodate as many employees as possible, management reserves the right to prioritize training on a first come, first serve basis. The individual Department shall maintain training record files for each employee and copies shall be provided to the town administrator's office to be securely maintained as a part of personnel records as well.

The Town of Moultonborough will generally provide at least one employee safety training session per year. The content of the instruction shall be determined by the JLMC.

9. EMERGENCY EVACUATION AND REPSONSE PLANS

Each Town facility shall have a written Emergency Evacuation and Emergency Response Plan that has been developed by the Department Head and approved by the Board of Selectmen. The plans shall be coordinated with the Town's Emergency Operations Plan and the Evacuation Plan shall be posted where employees may examine the plan at any time. Supervisors shall provide initial training on the plans when training new employees and an annual review of the plan shall be conducted with each department.

For all Emergencies requiring Fire or Ambulance services, personnel shall dial 9-1-1

For instances of hostile persons within a building or office, activation of "panic alarm" shall be used and personnel should follow department and building specific guidelines for handling these type of incidents.

In the event of a fire alarm or evacuation, department heads and or supervisors shall be responsible for ensuring the complete evacuation of their facilities and the accounting for all personnel working in the building at the time of the incident. The accounting or reporting of missing personnel shall be made to the first arriving emergency first responder.

10. SAFETY AND HEALTH COMMUNICATIONS

The key to success of any safety & health program is an open line of communication between employees and management. The Town program encourages employees to suggest safety and health changes to management and JLMC members, to notify management of any unsafe conditions or equipment, and to actively participate on safety committees.

Ways in which the Town attempts to keep employees informed on issues of safety & health include but are not limited to:

- Providing all employees with access to the safety program on the Town Website;
- Posting information such as notification of JLMC meetings and the minutes of the meetings;
- Using Safety & Health signs and Posters;
- Having an Annual Safety and Health Fair with our Employees and Risk Management Partners

The Town of Moultonborough will generally conduct at least one employee safety training session per year. Employees will receive notification of these training session in advance by written notice included in their payroll checks and/or postings within each individual department.

Postings of safety and health posters shall be posted in employee information areas at each Town facility.

11. WORKPLACE VIOLENCE

Workplace violence can strike anywhere, anytime, and no one is immune. Employees must be able to recognize the high risk behaviors.

“No single strategy for preventing occupational violence will ever fit all workplaces. Employers and workers should develop and pursue the mix of actions most appropriate for the specific circumstances”.

~ NIOSH Director Linda Rosentock, M.D., M.P.H.

a. WHO IS AT RISK OF WORKPLACE VIOLENCE?

Factors that may increase the risk of violence for some workers are: *exchanging money with the public, working alone or in isolated areas, and working after hours in the evening.*

b. HOW TO REDUCE THE RISK:

1. *Assessing the workplace, identify methods for reducing the risk.*

Implement engineering controls, administrative controls and training the employees to recognize dangerous situations and de-escalate the situation whenever possible.

2. *Engineering Controls:* prudent cash-handling policies such as physical separation of workers from customers, good lighting, security devices, and any other controls to discourage would-be assailants.

3. *Administrative controls:* Establish policies and work practices aimed at maintaining a safe working environment which covers all workers, clients, visitors and anyone else who can come in contact with employees.

4. *Training* employees to anticipate, recognize and respond to conflict and potential violence in the workplace

c. *Public Sector: Offices*

Each department shall review their work areas and develop a plan to meet their needs recognizing there may be some need for variation based on the work setting and type of services offered. Items to consider include but are not limited to:

1. Clerk's counter should be at a height even to customer.

2. Physical barrier separating customers and clerks with wide counter space between customer and clerk.

3. No swinging doors to allow intruders behind the work environment.

4. Proper lighting in hallways, and parking lots.

5. In cooperation with the police department, each town facility will receive a site assessment and safety plan.

6. The police department will work to stay current with best practices in personnel employee and site safety such as ALICE, ALERRT and CRASE training. The police department or their designee will provide this training to current employees as new practices emerge and to incoming employees as part of their orientation program with the town.

12. CHAPTER 281-A WORKERS' COMPENSATION Section 281-A:64

281-A:64 Safety Provisions; Administrative Penalty. –

I. Every employer shall provide employees with safe employment. Safe employment includes but is not limited to furnishing personal protective equipment, safety appliances and safeguards; ensuring

that such equipment, appliances, and safeguards are used regularly; and adopting work methods and procedures which will protect the life, health, and safety of the employees. For the purposes of this section, "employer" shall include railroads, even if the employees of such railroads receive compensation for work injuries under federal law rather than RSA 281-A.

II. All employers with 15 or more employees shall prepare, with the assistance of the commissioner, a current written safety program and file this program with the commissioner. After a written safety program has been filed, the program shall be reviewed and updated by the employer at least every 2 years. Employer programs shall, in addition to the specific rules and regulations regarding worker safety, include the process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program.

III. Every employer of 15 or more employees shall establish and administer a joint loss management committee composed of equal numbers of employer and employee representatives. Employee representatives shall be selected by the employees. If workers are represented by a union, the union shall select the employee representatives. The joint loss management committee shall meet regularly to develop and carry out workplace safety programs, alternative work programs that allow and encourage injured employees to return to work, and programs for continuing education of employers and employees on the subject of workplace safety. The committee shall perform all duties required in rules adopted pursuant to this section.

IV. Employers subject to the requirements of paragraph III, other than employers participating in the safety incentive program under RSA 281-A:64-a, shall be placed on a list for early and periodic workplace inspections by the department's safety inspectors in accordance with rules adopted by the commissioner. Such employers shall comply with the directives of the department resulting from such inspections.

V. Notwithstanding paragraphs III and IV, an employer of 15 or more employees may satisfy the requirements of those paragraphs if such employer implements an equivalent loss management and safety program approved by the commissioner.

VI. The commissioner, in conjunction with the National Council of Compensation Insurance (NCCI), shall develop a list of the best and worst performers based on the experience modification factors promulgated by NCCI. The list shall include the top 10 lowest experience modification employers. The commissioner shall publicly recognize these low experience modification employers by presenting them with an award at the department's annual workers' compensation conference. The list of the top 10 highest and lowest experience modification employers shall be provided to the advisory council. The department shall review any specific claim against any employer listed in the top 10 highest experience modification list in conjunction with the safety program on file with the commissioner.

VII. In order to assist self-insurers in developing experience modification factors, self-insurers may submit the appropriate statistical information to the National Council of Compensation Insurance for calculating experience modifications.

VIII. The commissioner may assess an administrative penalty of up to \$250 a day on any employer not in compliance with the written safety program required under paragraph II of this section, the joint loss management committee required under paragraph III of this section, or the directives of the department under paragraph IV of this section. Each violation shall be subject to a separate administrative penalty. All penalties collected under this paragraph shall be deposited in the general fund.

IX. [Repealed.]

Source. 1990, 254:36. 1994, 3:19. 1997, 343:9, 10, eff. Jan. 1, 1998. 2010, 134:1, eff. July 14, 2010. 2012, 144:1, 2, 4, I, eff. Jan. 1, 2013. 2019, 134:20, eff. June 25, 2019; 346:142, eff. July 1, 2019. 2020, 38:11, eff. Sept. 27, 2020.

13. LAB 600 RULES/SAFETY PROGRAMS AND JOINT LOSS MANAGEMENT COMMITTEES

CHAPTER Lab 600 SAFETY PROGRAMS AND JOINT LOSS MANAGEMENT COMMITTEES

REVISION NOTE:

Document #5909, effective 10-13-94, made extensive changes to the wording, format, structure, and numbering of rules in Chapter Lab 600. Document #5909 supersedes all prior filings for the sections in this chapter. The prior filings for former Chapter Lab 600 include the following documents:

[Source.](#) #5372, eff 4-14-92

PART Lab 601 DEFINITIONS

Lab 601.01 "Employer representative" as used in RSA 281-A: 64 III means any individual who serves as the management member of the joint loss management committee and who has the authority delegated by the employer to use his/her judgment in the interest of the employer to take the following actions:

- (a) Hire;
- (b) Transfer;
- (c) Suspend;
- (d) Lay off;
- (e) Recall;
- (f) Promote;
- (g) Discharge;
- (h) Assign;
- (i) Reward;
- (j) Discipline;
- (k) Direct them; or
- (l) Adjust grievances or effectively to recommend such actions.

[Source.](#) (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

PART Lab 602 SAFETY PROGRAMS

Lab 602.01 Program Requirements. As set forth in RSA 281-A: 64, II, the written safety program shall include the following:

(a) The components required by Lab 603.03(g);

(b) The process of warnings, job suspension, and job termination for violations of the safety rules and regulations set forth in the program;

(c) Provision(s) for the commitment of adequate resources solely for safety;

(d) Provision(s) for medical services, emergency response, first aid, and accident reporting and investigation; and

(e) Provision(s) for review of the current written safety program by all employees.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

Lab 602.02 Filing Procedures. To carry out the intent of RSA 281-A: 64, II, a summary of the above written safety program shall be filed with the commissioner of labor on a biennial basis by January 1st by submitting Safety Summary Form No WCSSF pursuant to Lab 515.16.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94; ss by # #6735, eff 4-23-98; ss by #8592, eff 3-24-06

PART Lab 603 JOINT LOSS MANAGEMENT COMMITTEES

Lab 603.01 Purpose. To carry out the purpose of RSA 281-A: 64, a joint loss management committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A joint loss management committee assists the employer and makes recommendations for change.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

Lab 603.02 Establishment of Joint Loss Management Committee.

(a) Pursuant to RSA281-A: 64, III, all employers of 5 or more employees shall establish a working joint loss management committee composed of equal numbers of employer and employee representatives as follows:

(1) The size of the joint loss management committee shall be determined as follows:

a. Employers with 20 or fewer employees shall have a minimum of 2 members; and

b. Employers with more than 20 employees shall have a minimum of 4 members;

(2) Employee representatives shall be selected by employees;

(3) Where the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members;

(4) Where the employees are represented by more than one labor organization or where some but not all of the employees are represented by a labor organization, each bargaining unit of represented employees and any residual group of employees not represented shall have a proportionate number of committee members based on the number of employees in each bargaining unit or group; and

(5) Committee members shall be representative of the major work activities of the employer

(b) An employer's auxiliary, mobile or satellite location, may be combined into a single, centralized joint loss management committee when an employer owned/leased facility is physically and/or geographically separated from the employer's primary facility such as would be found in construction operations, trucking, branch or field offices, sales operations or highly mobile activities, which shall represent the safety and health concerns of all locations.

(c) A joint loss management committee shall be located at each of the employer's primary places of employment at a major economic unit at a single geographic location comprised of a building or group of buildings and all surrounding facilities. The location shall have both employer and employee representatives present, control of a portion of a budget, and the ability to take action on the majority of the recommendations made by the joint loss management committee.

(d) Committee members shall be trained in workplace hazard identification and accident/incident investigation adequate to carry out the committee's responsibilities.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

Lab 603.03 Duties and Responsibilities of Joint Loss Management Committee. To carry out the intent of RSA 281-A: 64, the joint loss management committee shall:

(a) Meet at least quarterly to carry out their duties and responsibilities.

- (b) Keep minutes of meetings which shall be made available for review of all employees;
- (c) Elect a chairperson, alternating between employee and employer representatives;
- (d) Develop and disseminate to all employees a committee policy statement;
- (e) Maintain current and disseminate to all employees the clearly established goals and objectives of the committee;
- (f) Review workplace accident and injury data to help establish the committee's goals and objectives;
- (g) Establish specific safety programs which include, but are not be limited to, the following:
 - (1) Designation, by name and title, of a person who shall be knowledgeable of site specific safety requirements and be accountable for their implementation and adherence;
 - (2) Provisions for health and safety inspections at least annually for hazard identification purposes;
 - (3) Performance of audits at least annually regarding the inspection findings; and
 - (4) Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls;
- (h) Assist with the identification of necessary safety and health training for employees; and
- (i) Assist with the identification and definition of temporary, alternate tasks.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

Lab 603.04 Duties and Responsibilities of the Employer. To carry out the intent of RSA 281-A: 64, the employer shall:

- (a) Respond in writing to recommendations made by the committee, or make a verbal response that is recorded in the committee's official minutes,
- (b) Pay any employee who participates in committee activities in his/her role as a committee member, including, but not limited to, attending meetings, training activities, and inspections, at his/her regular rate of pay for all time spent on such activities; and
- (c) Provide for the required and necessary safety and health training for employees, at no cost and without any loss of pay so they can perform their work in a safe and healthy manner and environment.

Source. (See Revision Note at chapter heading for Lab 600) #5909, eff 10-13-94, EXPIRED: 10-13-00

New. #8592, eff 3-24-06

APPENDIX

RULE	STATUTE
Lab 601	RSA 281-A: 64
Lab 602	RSA 281-A: 64
Lab 603	RSA 281-A: 64

14. SAFETY SUMMARY FORM (MOST RECENT SAFETY SUMMARY FORM) SAFETY SUMMARY FORM (2018)

Town of Moultonborough
P.O. Box 139, 6 Holland Street,
Moultonborough, NH 03254

CONTACT PERSON: Robin Reade, Human Resources Director
PHONE: 603-476-2347

EMAIL:

rreade@moultonboroughnh.gov

NUMBER OF N. H. EMPLOYEES: - 100 including full time, part time & per diem
during the year

NATURE OF BUSINESS: Local Government
FED. ID. # 02-6000574

1) List potential safety and health hazards of your company. (Example: burns, trips/falls, or violence, etc.)

Hazards associated with activities, facilities, and equipment used in providing a full range of Town government services including Administration, Tax Collector, Town Clerk, Assessing, Land Use, DPW, Police, Recreation and Fire. The most typical potential safety & health hazards include: Lifting injuries, slips, trips & falls, infectious exposure, strains, sprains, struggles, cuts, repetitive motions, ergonomic issues, etc. Accidents and losses are reviewed as part of our annual JLMC action plan and at meetings throughout the year.

2) List the members of your company's joint loss management committee by name and job title. Please indicate which members represent the employer and those which represent employees and identify chairperson. There should be equal representation between management and employees or more employees than management representation.

Town Department	Management	Employee
Administration		
Assessing		
DPW		
Fire		
Police		
Recreation		
Library		
Tax Collector		

The Human Resources Director attends to assist the Committee in research and follow up as needed. Other employees are encouraged to attend as needed and based on workload and assignments.

3) Specify your emergency response procedures. (Example: call manager; call 911; transport injured employee, etc.)

Emergency evacuation plans are posted in various offices and conference rooms, responses include, but are not limited to, having emergency panic buttons that go directly to the police department or calling 911.

4) Identify person(s) by name and title qualified to take corrective actions on safety and health hazards, conduct on-site inspections, and responsible for employees' safety training.

Town Administrator – is responsible for issuing town wide Safety and Health instructions through administrative regulation or at the direction of the Select Board. The Joint Loss Management Committee for the Town, under the leadership of the Chair, is responsible for recommending general safety policies and procedures. All department heads are responsible for the health and safety of the employees in their respective departments. Current Town department heads include: Town Administrator, HR Director, Finance Director, Assessor, Town Planner, Town Clerk, Tax Collector, DPW Director, Police Chief, Fire Chief, and Library Director.

5) Indicate your policy to communicate safety and health concerns with the activities of sub-contractors or outside service providers, when, or if utilized. (Example: are they in compliance with OSHA Regulations? Do they have workers' compensation coverage?)

All outside contractors report to the various offices during regular business hours when entering each facility. Any safety or health concerns that could potentially affect them are communicated at that time. Further, safety related issues are identified and

communicated as needed within various requests for bids, requests for proposals as part of standard conditions of the contracts. Compliance with applicable standards is required. The department overseeing the project typically handles contract administration and interacts with the contractors throughout the course of the contract.

6) Summarize your disciplinary policy with regard to violations of your safety and health policies.

The town follows progressive disciplinary policies as contained within town wide rules and regulations and a separate collective bargaining contact. Disciplinary action can range from a verbal reprimand to termination depending on the nature and/or frequency of the violation.

7) Summarize your policy for providing adequate resources dedicated to safety including providing safety training, posting minutes of the JLMC meetings, providing access to your safety and health manual, and when required, providing personal protective equipment.

Safety begins with identification of issues via chain of command, discussions based on incidents brought to the attention of JLMC and a review of best practices. The Town wide Joint Loss Management Committee develops a plan to address various safety related issues identified within the Town. Issues warranting immediate corrective action are taken based on the nature and potential severity of the issue involved. Items are also brought forward to department heads, the Town Administrator and Select Board during the annual budgetary process. Issues and items are addressed through this process based on the nature and the severity of the issues involved. The Town is also insured through Primex. They provide a loss prevention consultant who attends our Joint Loss Management Prevention Committee meetings as needed.

Policies are regularly communicated through various means including internet, email and hard copy communications. Each member of the respective Joint Loss Management Committees is also charged with the responsibility of furthering effective 2-way communication of safety issues and policies and procedures issued. All Safety related policies and issues are available for all employees to view. In addition, policies and procedures are maintained in key locations including the Town Administrators Office, and at various town departments. The town Joint Loss Management Committee Actions are also regularly reviewed with the department head meetings and at staff meetings held in various locations throughout the town.

15. SAFETY AND HEALTH PROGRAM UPDATE LOG

Per Lab 602.01 (f) Provision(s) for review and update of the written safety program by an employer representative at least every 2 years; and (g) Provision(s) for a signature of the above employer representative which shall include the date the program was reviewed and updated.

Town of Moultonborough
6 Holland Street,
Moultonborough, NH 03254

SAFETY AND HEALTH PROGRAM
LAST REVIEW DATE or REVISION DATE:

AUTHORIZED SIGNATURES

TITLE

16. SAFETY & HEALTH ASSISTANCE RESOURCES

<p>New Hampshire Department of Labor 95 Pleasant Street Concord, NH 03301 Telephone: 603-271-3176 https://www.nh.gov/labor/</p>	<p>National Safety Council of Northern New England New Hampshire & Vermont 2 Whitney Rd., Suite 11 Concord, NH 03301 Phone: (603) 228-1401 Fax: (603) 230-9795 info@nscnne.org</p>
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Town Administrator
P.O. Box 139
Moultonborough, NH 03254
Office: 603-476-2347
Fax: 603-476-5835
E-mail: abovill@moultonboroughnh.gov

Agenda Report

Date: September 4, 2025

RE: Statement of Policy No. 19 – Sale of Town Property

Background: At the 2020 Town Meeting, Article 20 voted to amend Policy No. 19 as follows:

ARTICLE 20

“To see if the Town will vote to amend the Policy No. 19 to no longer require the deposit of the prior year’s revenue from the sale of tax deeded property be deposited into the Property Acquisition Capital Reserve Fund.

A motion was made by Jim Hill and seconded by Scott Bartlett to move the article. Article 20 was voted in the affirmative by a show of voter cards”

Discussion: It was brought to our attention that Policy No. 19 was never updated to reflect the Town Meeting action. The attached policy now reflects the intended change and reads.

“Any proceeds from such sales will be deposited into the general fund”

Minor grammatical edits have also been made and are highlighted in red.

Recommendation: *Motion to approve the recommended changes to Statement of Policy No. 19 – Sale of Town Property, in order to correct the oversight and bring the policy current as of September 4, 2025, as presented.*

Office of Selectmen
6 Holland Street • Post Office Box 139
Moultonborough, N.H. 03254
(603) 476-2347

Statement of Policy
No.19

Sale of Town Property

The Town of Moultonborough, with the passage of Article 33 at the 2003 Town Meeting, adopted the provisions of RSA 41:14-a authorizing the Selectmen to dispose of Town properties.

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The selectmen shall review all property held by deed to determine their intent for that property. Property held by Tax deed will be held for a minimum of three years. Thereafter, the Selectmen will annually review properties with tax deeds held for three years after the date of record. The annual review shall determine whether each parcel should be retained by the Town or made available for sale.

Town owned lots will first be offered to owners of abutting, nonconforming lots for merger with their nonconforming lot. Any nonconforming Town property will be offered to abutters for merging with abutting lots or to local associations for recreational use or green space.

Those properties that are intended for sale will be offered annually.

The selectmen may convey these properties by advertised sealed bids. The selectmen shall have the power to establish a minimum amount for which the property is to be sold and the terms and conditions of the sale.

Any proceeds from such sales will be deposited into the general fund.

Deleted: a Trust Fund for future acquisition of real estate...

Addendum 1. Process

Addendum 2. Property Evaluation and Categorization

This policy shall be effective immediately upon adoption and shall remain in effect until superseded or amended.

Date of Adoption:
July 29, 2004

Karel A. Crawford, Chair, Board of Selectmen
Jerry D. Hopkins, Selectman
Ernest E. Davis, Jr., Selectman

This Policy received review, revision and update on September 4, 2025 and shall become effective on September 4, 2025.

Kevin Quinlan, Chair
Jonathan Tolman, Vice Chair
Charles McGee, Selectman
James Gray, Selectman
Karel Crawford, Selectman
BOARD OF SELECTMEN

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Addendum 1

Process

The selectmen, by the 1st of July, shall annually review all property held by the Town, including parcels that were tax-deeded at least three years from the date of record, to determine their intent for that property.

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Deleted: tax deeded

The Selectmen shall categorize those properties held by deed with their determination noted for each parcel.

Consistent with the spirit of the purpose and authority of the zoning ordinance, the Selectmen will endeavor to retain all non-conforming parcels or merge such parcel with abutting parcels.

Pursuant to RSA 41:14-a, the Selectmen shall first submit any such proposed property sale to the planning board and to the conservation commission for review and recommendation by those bodies.

After the selectmen receive the written recommendation of the planning board and the conservation commission, they shall hold 2 public hearings at least 10 but not more than 14 days apart on the proposed sale.

Deleted: commission

However, prior to the selectmen's vote, upon the written petition of 50 registered voters presented to the selectmen, according to the provisions of RSA 39:3, the proposed sale shall be inserted as an article in the warrant for the town meeting.

The selectmen's vote shall take place no sooner than 10 days nor later than 14 days after the second public hearing which is held.

Deleted: then

The selectmen shall adequately advertise the properties to be sold, requesting sealed bids by not less than four weeks after the last advertisement. The selectmen shall have the power to establish a minimum amount for which the property is to be sold and the terms and conditions of the sale.

The goal is to complete any sale by the 1st of December.

Any proceeds from such sales will be deposited into the general fund.

Deleted: a Trust Fund (to be established by Warrant Article at the March 2005 Town Meeting) for future acquisition of real estate

Town owned Land

Map&Lot	Address	Description	Value	Date of Record	Deed Record	Former Owner	Conform-ing lot	Abutting Lots	Selectmen's Decision
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
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16									
17									
18									
19									
20									
21									
22									
23									
24									

2020 Town Meeting Minutes

ARTICLE 5

To see if the Town will vote to raise and appropriate the sum of Three Million Dollars (\$3,000,000) for the design, engineering, construction and equipping of a Community Center and certain outdoor improvements to the surrounding grounds, contingencies and all other costs associated with the project and for the expenses related to the issuance of municipal bonds and notes, and to authorize the issuance of bonds or notes in an amount not to exceed Two Million Five Hundred Dollars (\$2,500,000) in accordance with the Municipal Finance Act RSA Chapter 33, to authorize the Select Board to apply for and obtain and accept any Federal, State, other such aid and/or donations that may be available for said project and to use such funds to reduce the amount of bonds or notes issued for said project; to authorize the Select Board to issue and negotiate such bonds or notes and to determine the rate of interest, maturity and other terms thereon; and to authorize the Select Board to take any other action relative thereto, and further to authorize the withdrawal of Five Hundred Thousand Dollars (\$500,000) from the Municipal Building Capital Reserve Fund. (2/3 ballot vote required). The vote on this Article 5 shall be by ballot and the polls shall remain open for not less than one hour following completion of discussion on this Article. Said Community Center to be located on property owned by the Town known as the former Lions Club property located on Old Route 109.

(Recommended by Selectmen 5 Yes 0 No)

(Recommended by Advisory Budget Committee 4 Yes 0 No)

A motion for Article 5 was made by Russell Wakefield and seconded by Charles Fritz.

The moderator explained this vote is by secret ballot with a 2/3rds majority required and the ballot box will be open for a period of one hour.

A motion was made by Joe Cormier and seconded by Jim Hill to move Article 5.

This motion was voted in the affirmative by a majority card vote.

Article 5 was defeated by a ballot vote: YES - 158 NO - 154

ARTICLE 7

To see if the Town will vote to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000) to fund a building site investigation on property owned by the Town known as the former Taylor property located at 970 Whittier Highway and the Moultonborough School District. Said investigation to include engineering, surveying, soil testing and a site development cost estimate for the construction of a new recreation facility up to 12,000 square feet and associated infrastructure. Said amount to come from the municipal building fund. In the event Article 6 passes this article will be passed over.

(Recommended by Selectmen 5 Yes 0 No)

(Recommended by Advisory Budget Committee 4 Yes 0 No)

The motion was made by Donna Tatro and seconded by Rick Buckler to move the article.

An amendment was offered by Joe Cormier and seconded by Jim Hill to insert a dollar amount of zero (0) in place of (\$100,000.)

The amendment was voted in the affirmative by a show of voter cards.

The amended Article 7 was voted in the affirmative by a show of voter cards.

ARTICLE 20

To see if the Town will vote to amend the Policy No. 19 to no longer require the deposit of the prior year's revenue from the sale of tax deeded property be deposited into the Property Acquisition Capital Reserve Fund.

A motion was made by Jim Hill and seconded by Scott Bartlett to move the article.



Article 20 was voted in the affirmative by a show of voter cards.

ARTICLE 21

To see if the Town will vote to amend Moultonborough Ordinance #22 Fireworks Ordinance of March 15, 2014 to prohibit the individual use of Consumer Grade Fireworks on or within fifty (50) feet of a waterbody greater than five (5) acres or aimed at such waterbody. This provision shall not apply to a fireworks display authorized by the Town's Board of Selectmen. This article is by petition.

(Recommended by Selectmen 5 Yes 0 No)

(Recommended by Advisory Budget Committee 4 Yes 0 No)

A motion was made by Eric Taussig and seconded by Jim Hill to move the article.

Article 21 was defeated by a show of voter cards.

ARTICLE 22

To see if the Town will vote to raise and appropriate the sum of Twenty-Eight Thousand Dollars (\$28,000.00) to support Moultonboro/Sandwich Senior Meals to be allocated to the Moultonboro meals program article is by petition.

(Recommended by Selectmen 5 Yes 0 No)

(Recommended by Advisory Budget Committee 4 Yes 0 No)

Article 22 was voted in the affirmative as it was bundled with Article 15.

ARTICLE 23

To see if the Town will vote to raise and appropriate the sum of Two Thousand Forty Two Dollars and Fifty Cents (\$2,042.50) to support Tri County CAP's Homeless Intervention and Prevention Program community Service Program provided by Tri-County Community Action Program, Inc. This article is by petition.

(Recommended by Selectmen 5 Yes 0 No)

(Recommended by Advisory Budget Committee 4 Yes 0 No)

Article 23 was voted in the affirmative as it was bundled with Article 15.

Zc

ARTICLE 24

To see if the Town will vote to approve the Select Board's and the Advisory Budget Committee's recommendation to change the Town's fiscal year from a calendar year (January 1 – December 31) to an alternate fiscal year (July 1 – June 30) and to instruct the Select Board to present to the voters at the town meeting an eighteen (18) month budget to complete this transition in accordance with RSA 74:12.

A motion was made by Jim Hill and seconded by Joe Cormier to move the article.

Article 24 was voted in the affirmative by a show of voter cards.

M

Town Administrator
P.O. Box 139
Moultonborough, NH 03254
Office: 603-476-2347
Fax: 603-476-5835
E-mail: abovill@moultonboroughnh.gov

Date: September 4, 2025

RE: General Budget Process

Background: We are seeking direction, clarification, and guidance from the Selectmen as we begin preparing the FY 26/27 budget to reflect your priorities and expectations.

Discussion: Guidance Requested from the Board

- What are the Board's top priorities for FY 26/27 that should guide departmental planning
- Selectmens budget philosophy for the coming budget cycle
- In recent years, a Cost of Living (COLA) has been budgeted for all employees effective July 1st of each year. A 3.5% COLA was budgeted for last year.
- The HR Director completed a classification review of all positions and updated the wage scale, which the Board has approved. The BOS budgeted for a wage and classification study for this fiscal year. Negotiations with the PD and DPW unions are currently underway.
- Seeking guidance from the Board on implementation to include COLA and a merit-based increase on anniversary dates in the FY 26/27 budget?

As discussed at your recent meeting, the Selectmen reached a consensus and voted on refining budget categories for improved accuracy and efficiency. These include health insurance, workers' compensation, property and liability insurance, postage, copiers, telephone, internet, IT services, and furniture/small equipment.

A few other categories we would like to refine would be:

1. Having the Ambulance Contract separate from the Fire Department and put in its own area (like we are doing for insurances).
2. Legal also in its own area (just like the insurances as well)

Recommendation motion: *Motion to approve the refining of the Ambulance and Legal items into their own areas as recommended for FY2027 budget for improved accuracy and efficiency.*

Based on the Board's direction, I will distribute an overview to all Department Managers outlining expectations/recommendations for budget submissions. The Finance Director will provide updated payroll figures, and budget spreadsheets will be issued within the next week to initiate the process.

DRAFT – Town of Moultonborough
Budget Preparation Timeline
Fiscal Year July 1, 2026 to June 30, 2027

Day	*Date	Action or Deadline
Phase 1	(September/October 2025)	Budget Development
Thursday	September 4, 2025	BOS Sets overall budget guidelines
Friday	September 12, 2025	TA sends memo to department heads with guidelines
	September 2025	CIPC/ Planning begins meeting with Departments
Friday	October 3, 2025	Department budgets due to TA/Finance
Week of	October 13, 2025	TA reviews budgets with departments
Week of	October 20, 2025	BOS meets with Departments
Friday	October 31, 2025	TA submits draft budget to BOS
Mid – Late	October 2025	Tax Rate Set
Friday	October 31, 2025	CIPC/Planning – Final report to BOS
Phase 2	November/December 2025	Capital & Ordinance Planning
November	November 2025	BOS meets with CIPS on capital recommendations
Monday	November 10, 2025	First day to accept ordinance/building code petitions
December	December 2025	BOS and ABC hold joint work session(s)
Phase 3	January/February 2026	Reports, Hearings & Finalization
Friday	January 2, 2026	All reports into Town Office for Annual Report
Friday	January 2, 2026	First Day to post bond hearing notice
Friday	January 9, 2026	First day to hold bond hearing
January	January 2026	ABC Final budget report and review with BOS
January	January 2026	BOS holds draft warrant article review
Tuesday	**February 3, 2026	Last Day to submit petitioned warrant articles
Tuesday	February 3, 2026	Last day to finalize CBA “cost items”
Friday	February 6, 2026	Last day to post public hearing notice
Friday	February 13, 2026	Last day to hold public hearing on budget
Monday	February 23, 2026	Last day to post budget and warrant articles
Phase 4	March 2026	Town Meeting and Elections
Tuesday	March 3, 2026	Annual report MUST be available
Tuesday	March 10, 2026	Town Election Day
Saturday	March 14, 2026	Town Meeting (Business session) – to confirm with Moderator

*Date is subject to change

** Deadline set by RSA