

**Town of Moultonborough
Board of Selectmen
Meeting Agenda
Thursday, September 16, 2025
5:00 P.M.
6 Holland St. Moultonborough, NH**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. REVIEW / APPROVAL OF MINUTES**
 - A. 9/4/25 + 9/4/25 NP
- IV. CONSENT AGENDA**
 - A. Personnel Action Form: Approval of hiring part-time staff for the Recreation Dept.
 - B. PA-29 NH DRA Form: 2026 Veteran Tax Credit(s)
- V. NEW BUSINESS**
 - 1. Action Re: Approval to Allow Modular Unit Storage at the Highway Garage
- VI. OLD BUSINESS**
- VII. OTHER BUSINESS**
- VIII. CITIZEN INPUT**
- IX. NON-PUBLIC SESSION**
 - 1. RSA 91-A: 3, II (c & e)
- 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
September 4, 2025**

MEETING MINUTES

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

Absent: Selectman Jonathan W. Tolman (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 Jonathan W. Tolman was an excused absence.
- III. REVIEW APPROVAL OF MINUTES:**
A. 8/19/25 + 8/19/25 NP

Motion: Selectman Crawford
To approve the minutes of 8/19/25 and 8/19/25 NP.
Seconded: Selectman McGee
Vote: 4-0
Motion passed.

- IV. CONSENT AGENDA:** The Board signed and voted in the affirmation on the following consent agenda items.
 - A. Personnel Action Form(s)
 - B. Disposal Agreement: 41 Blackadar Lane
 - C. 2025 Tax Exemption Application: Huggins Hospital
 - D. MS-1 (last minute add)

Motion: Selectman McGee
To approve the consent agenda items.
Seconded: Selectman Gray
Vote: 4-0
Motion passed.

- V. NEW BUSINESS:**
 - 1. **Introduction: Brooke Townsend, Land Use Office Clerk P/T**
Town Administrator, Bovill introduced Brooke Townsend as the new Building Code Clerk. She has several years' experience as an Administrator Assistant. She held positions at Holderness Central School and Interlake Elementary as a paraprofessional. A fun fact about Brooke, one summer she was a horse wrangler at the ranch at Rock Creek. We are pleased to welcome Brooke to the team.

2. Discussion: Review of Capital Reserves, including funding recommendations

Fred Van Magness presented recommendations on capital reserves and suggested reviewing capital reserve fund creation documents for improvement.

3. Action Re: Application For a Permit to Conduct a Raffle

This is a request for a permit to conduct a raffle from the Friends of Moultonborough Library it will be held on September 18th, 2025, at the Chase House in Meredith at 2 p.m.

Motion: Selectman Crawford

To approve the application for a raffle permit for the Friends of Moultonborough Library event on September 18th, 2025.

Seconded: Selectman Gray

Vote: 4-0

Motion passed.

4. Action Re: Geneva Point Request

Geneva Point is requesting a letter of approval to be sent to the NH Liquor Commission to allow alcohol to be sold by Maeve's Mobile Bar at the Annual Moultonborough Snowmobile Club Fundraiser on September 20th from 7pm – 10pm. Approximately 70 people.

Motion: Selectman Crawford

To authorize the Town Administrator to sign and send a letter of approval to the NH Liquor Commission.

Seconded: Selectman McGee

Vote: 4-0

Motion passed.

5. Action Re: Historic Building – Signs

Repairs to the signs on the historic Moultonborough Town Hall and Middle Neck School. This is a request to authorize payment not to exceed \$800 for repairs of the signs on both buildings.

Motion: Selectman McGee

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 Building Fund (CRF 110).

Seconded: Selectman Gray

Vote: 4-0

Motion passed.

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)

Police Chief Beede stated that during last year's budget process he budgeted \$75,000 for the replacement of 20 portable radios. Since then, the price has increased so he is looking for approval to purchase 18 portable radios.

Motion: Selectman Crawford

1.) 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 2.) 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 ensure continuity of operations and minimizes potential disruptions.

Seconded: Selectman McGee

Vote: 4-0

Motion passed.

Chief Beede brought to the board's attention that an accident happened the other day at the intersection of Rt.25 and Old Rt 109 and said it was fortunate that there wasn't a fatality. After reviewing the surveillance cameras, it was determined that excessive speed was a factor. Chief Beede stated that he has \$5,000 available to purchase 2 flashing speeds signs and want to place one at each end of the Village.

7. Action Re: Approval of Safety Program for 2025

Human Resources Director, Robin Reade gave an update on the Safety Program. Missing was the Department of Labor Section Lab 1403.4 Accident Reporting Requirements for fatality and serious injury. That section has now been added.

Motion: Selectman McGee

To approve the Safety Program as revised on June 6, 2025.

Seconded: Selectman Gray

Vote: 4-0

Motion passed.

8. Action Re: Statement of Policy No. 19 – Sale of Town Property

At the 2020 town meeting Article 20 voted to amend Policy 19 as follows: "to see if the town will vote to amend Policy 19 to no longer require the deposit of prior years' revenue from the sale of tax deed of property to be deposited to the property acquisition Capital Reserve Fund. The motion was made by Jim Hill and seconded by Scott Baler to move the article. Article 20 was voted in the affirmative by a show of cards." Due to an oversight Policy 19 was never updated. This is a request to approve the recommended change from the 2020 Town Meeting.

Motion: Selectman Crawford

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, 2024, as presented.

Seconded: Selectman Gray

Vote: 4-0

Motion passed.

9. Action Re: General Budget Guidance

Discussion led by the Town Administrator regarding budget priorities and strategies for fiscal year 2026. The Board of Selectmen concurred a 3.5% COLA and directed that we maintain level spending and services focusing on sustaining current staffing and completing in progress projects.

Motion: Selectman Gray

To approve the refining of the Ambulance and Legal items into their own areas as recommended for FY2027 budget for improved accuracy and efficiency.

Seconded: Selectman Crawford

Vote: 4-0

Motion passed.

III. OLD BUSINESS: None

IV. OTHER BUSINESS:

1. Board discussion on Grange Building

There was a discussion of the Grange Building and potential actions. The board by consensus approved the Town Administrator to send a letter of concern to the property owner.

2. Town Administrator Bovill gave an update on the following items:

- Auditors were here doing field work on August 28th and 29th
- CIPC is set to begin this month, as Mr. Van Magness stated in his report.
- The Finance Director and I attended a training session hosted by NHMA on the Fundamentals of the Municipal Budget Process. It was informative.
- Finance: new payroll is set up, new account numbers have been set up to match with DRA and MS-636 Budget Form, and new bank reconciliation module is set up.
- Thanks to DPW Mechanics – Rescue 3 (turbocharge) is back in service, Rescue 2 (new transmission) should be repaired and back in service in the next week or so.
- Re: Sandwich PD and their request to utilize our Police Station during renovations to their police station. Yesterday, I heard back from the Town Administrator in Sandwich that it looks like construction will not happen until the spring of 2026. We will stay in touch well ahead of time to formalize an MOU for both boards to sign.
- Code Enforcement continues to research 39 Acorn Lane
- Posted today: Road repairs will be done on the following roads weather permitting as part of the road improvement schedule.
 1. Paving, shim & overlay: Black Point Road and Clarks Landing Road

- 2. Road Reclamation and Paving: Eagle Shore Road and Wentworth Acres, Brae Burn Road, Country Side Lane, and Susan Drive
- 3. All roads will remain open, but some delays can be expected. Contact DPW Director for additional information at 603-253-7445.
- Re: RV at States Landing/Camper Airbnb – Complaint is in process; Code Officer conducted a site visit noting the portable toilet has been removed. Other more immediate issues prior to complaint – Code Officer apologies for the delay – stilling working on it. Will keep you updated as things develop.

V. CITIZEN INPUT:

Kevin Poitras, Stanyan Road: voiced his concerns regarding the property tax assessment process and its implications on town properties.

VI. NON-PUBLIC SESSION: Entered into non-public session at 6:24 p.m.

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

Motion: Selectman Gray

To enter into non-public session at 6:24 p.m. coming out only to adjourn.

Seconded: Selectman McGee

Vote: 4-0

Motion passed.

VII. ADJOURNMENT: Meeting Adjourned at 7:11 p.m.

Motion: Selectman Gray

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

Date: September 15, 2025

RE: Windsor Homes Request to Allow Modular Unit Storage (3) at the Highway Garage

Background: Windsor Homes is seeking permission to temporarily store modular home units (three pieces total) at the Moultonborough Public Works Department Highway Garage, located at 68 Highway Garage Road. The requested storage dates are November 12–17, 2025.

Discussion: This request has been approved in the past. Windsor Homes has provided the Town with a certificate of liability insurance. The DPW Director indicated that he has no concerns with the request and noted that previous staging at the DPW facility has gone smoothly.

Fiscal Impact: None

Recommendation: *Motion to approve the temporary parking request for Windsor Homes to store modular home units (three pieces total) at the Highway Garage, 68 Highway Garage Road, from November 12–17, 2025, as requested, and to coordinate with the DPW Director.*

Winsor Homes, LLC

429 DW HWY
Meredith, NH 03253
(603) 279-6548
info@winsorhomes.com



Moultonborough Board of Selectmen
PO Box 139
Moultonborough, NH 03254

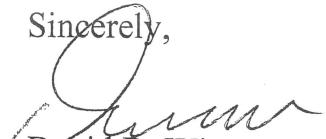
September 2, 2025

To the Moultonborough Board of Selectmen,

We are seeking permission to store three (3) of our modular home units at the Moultonborough Highway Garage (68 Highway Garage Road, Moultonborough, NH) from November 12, 2025 through November 17, 2025. We are thankful that you have allowed us to store our units in this location in the past. Our goal is to ship the modular units several days prior to the scheduled modular crane set of November 17, 2025.

We would only use the parking lot for storage and all modular work such as removal of shipping plastic, etc. would take place at the jobsite.

We appreciate your assistance.

Sincerely,

David R. Winsor
Owner, Winsor Homes, LLC