

**TOWN OF MOULTONBOROUGH  
NEW HAMPSHIRE  
TRUST/CAPITAL RESERVE FUND TRACKING FORM**

Please Complete the Form Below

- **Trust Fund/Capital Reserve Fund Name:** \_\_\_\_\_
- **TF/CR Account Number:** \_\_\_\_\_
- **Date Created:** \_\_\_\_\_
- **How Was the TF/CR Created (Donation By, Warrant Article, Town Meeting, etc):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **Initial Deposit:** \_\_\_\_\_
- **Description of Trust (Conditions, Restrictions, Can Be Used For, etc.):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **Agent to Expend (Who is Authorized to Approve Expenditures (Board, Person/Position, Committee)):** \_\_\_\_\_
- **What Portions of Fund Can Be Spent (Principal, Interest Only, Both P&I, etc):**  
\_\_\_\_\_  
\_\_\_\_\_
- **Revision Date:** \_\_\_\_\_
- **Conditions of Revision:**  
\_\_\_\_\_  
\_\_\_\_\_
- **Name of Person Filling Out This Form:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**See BOS Minutes Nov. 18, 2025  
Motion below approved by vote of 5 - 0 - 0**

**Amendment Articles - BOS**

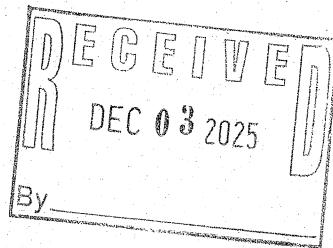
**TF119 - Dr. Richard Ames Memorial Trust**

I move that the Moultonborough Board of Selectmen agree and affirm that they received a donation of \$250,986.08 on September 2, 2022 to establish the Dr. Richard Ames Memorial Trust and have subsequently accepted said donation by vote at their meeting on October 6, 2022. Per the bequest, funds were to be used to install a well to provide running water at Middle Neck Cemetery and if that not be feasible, then funds could be well spent on maintaining the Moultonborough Neck Road walking path. Funds may be expended from principal and income. Agent to Expend is the Moultonborough Board of Selectmen. Said funds and all future donations to be held by the Trustees of Trust Funds in fund TF119. In accordance with RSA 31:19 authorization at the May 14, 2022 Town Meeting, the Board of Selectmen by this motion formally accepts the donation, retroactive to September 2, 2022 and under the provisions herein noted.

**Debra Burton  
260 Foggs Ridge Road  
Ossipee, NH 03864**

November 26, 2027

Town of Moultonborough  
Angela Bovill, Administrator  
PO Box 139  
Moultonborough, NH 03254



Dear Angela:

Thank you for the kind words in both your voicemail and email in response to the donation from the Robert Anderson Estate. In an effort to ensure that all provisions are properly extended to the entire fund donation as a whole, I am providing this updated letter.

By way of quick background, on September 6, 2022, I mailed a check to the Town in the amount of \$250,986.08 as it was named as a beneficiary in Bob's will. At that time, I had advised that upon the closing of the estate I would be mailing a check for your percentage of the balance left in that account. We have reached that point and I have enclosed check #537 in the amount of \$18,416.26 which represents your percentage of the final balance.

As I indicated in my initial letter, Bob donated the money in memory of Dr. Richard A. Ames. He had requested that it be used to install a well to provide running water at the Middle Neck Cemetery. He would be so pleased to see that his wish was fulfilled! He had further requested that any leftover funds be used for maintaining the Moultonborough Neck Road walking and biking path including funding for Phase III of the Moultonborough Neck Road Pathway. If this is not feasible, I am sure you will put the funds to good use in some other capacity which will help the residents of the town.

In view of that I know they would be happy to have me endorse the following:

- Installation of well or running water at other town cemeteries
- Cemetery-related expenses
- A potential columbarium with a plaque in both Robert Anderson and Dr. Richard A. Ames names, as the Town sees fit

If I can help with any other information, please don't hesitate to let me know!

Sincerely,

Deb Burton

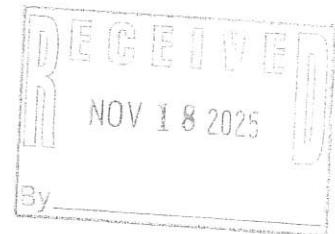
✓ 12/14/25 - Copy to AK for BOS  
read folder (per Jon)  
copy to Andrea for trustees  
12/17/25 meeting.

TF119

Debra Burton  
260 Foggs Ridge Road  
Ossipee NH 03864

\*Amended to include

November 15, 2025



Town of Moultonborough  
Angela Bovill, Administrator  
PO Box 139  
Moultonborough, NH 03524

Dear Angela:

Thank you for the kind words in both your voicemail and email in response to the donation from the Robert Anderson Estate.

By way of a quick background, Robert Anderson and my uncle Dr. Richard Ames were partners for 46 years prior to Richard's death in 2008. When it was time to prepare their wills they collaborated to give back to the towns where they'd grown up; Bob in Cape Elizabeth, ME and Richard in Moultonborough. As their niece, I agreed to be executor of their estates to be sure that happened. There was language in the will which gave me the ability to make choices approving the expenditure of funds as long as it followed the general intent of their wishes.

In view of that I know they would be happy to have me endorse the following:

- Installation of well or running water at other town cemeteries
- Cemetery-related expenses
- A potential columbarium with a plaque in both Robert Anderson and Dr. Richard Ames names, as the Town sees fit

If I can help with any other information please don't hesitate to let me know!

Sincerely,

Deb Burton

(Amended to include language  
below in addition to the  
walk/bike path)

## **BOS Minutes Nov. 4, 2025**

### **D. Final Disbursement from the Estate of Robert J. Anderson Jr. (TF 119)**

Chairman Quinlan stated that this is a final donation to be allocated in accordance with the donor's instructions as outlined in the letter dated October 10, 2025. Selectman Tolman motioned to approve the acceptance of the final estate disbursement in the amount of \$18,416.26, from the Estate of Robert J. Anderson JI, as presented in the letter dated October 10, 2025, to be deposited in TF 119. Seconded by Selectman Crawford. Vote: 4 - 0. Motion passed.

***Town Administrator***

***P.O. Box 139***

***Moultonborough, NH 03254***

***Office: 603-476-2347***

***Fax: 603-476-5835***

***E-mail: abovill@moultonboroughnh.gov***

Date: November 4, 2025

TO: Board of Selectmen

From: Town Administrator

**RE: Final Disbursement from the Estate of Robert J. Anderson Jr. (TF 119)**

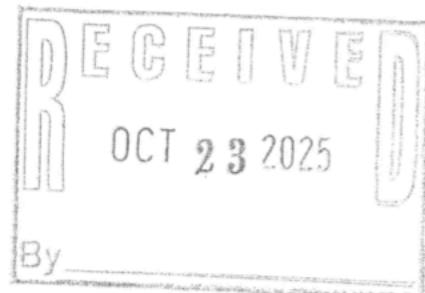
**Background:** In October 2022, the Town of Moultonborough received a check for \$250,986.08 from the estate of Robert J. Anderson Jr. The personal representative of the estate advised that a final disbursement would be made upon the closing of the estate. That final check, in the amount of \$18,416.26, has now been received.

**Discussion:** This final donation is to be acknowledged and allocated in accordance with the donor's instructions as outlined in the letter dated October 10, 2025. The Town previously adopted RSA 31:19 (2022, WA#21), which authorizes the Board of Selectmen to accept such funds.

**Fiscal Impact:** None. The funds are a donation and do not impact the Town's operating budget.

**Recommendation:** *Motion to approve acceptance of the final estate disbursement in the amount of \$18,416.26 from the Estate of Robert J. Anderson Jr., as presented in the letter dated October 10, 2025 to be deposited in TF 119.*

Debra Burton  
260A Foggs Ridge Road  
Ossipee NH 03864



October 10, 2025

Town of Moultonborough  
PO Box 139  
Moultonborough NH 03254

RE: Estate of Robert J. Anderson Jr.

Dear Select Board:

On September 6, 2022 I mailed a check to the Town in the amount of \$250,986.08 as it was named as a beneficiary in Bob's will. At that time, I had advised that upon the closing of the estate I would be mailing a check for your percentage of the balance left in that account. We have reached that point and I have enclosed check #537 **in the amount of \$18,416.26** which represents your percentage of the final balance.

As I indicated in my initial letter, Bob donated the money in memory of Dr. Richard A. Ames. He had requested that it be used to install a well to provide running water at the Middle Neck Cemetery. He would be so pleased to see that his wish was fulfilled! He had further requested that any leftover funds be used for maintaining the Moultonborough Neck Road walking and biking path. If that is not feasible I am sure you will put the funds to good use in some other capacity which will help the residents of the town.

If you have any questions I can be contacted at 603-452-8032 or [dburton5674@gmail.com](mailto:dburton5674@gmail.com).

Sincerely,

Debra Burton  
Personal Rep



**Town of Moultonborough**  
**OFFICE OF ADMINISTRATION**  
**6 Holland Street • PO Box 139 • Moultonborough, NH 03254**  
**PHONE 603.476.2347 FAX 603.476.5835**

**Board of Selectmen Agenda Report**

**Date:** September 27, 2022

**To:** Board of Selectmen

**From:** Town Administrator

**Subject:** Donation from the Estate of Robert J. Anderson, Jr.

**Recommended motion:** *"To approve the acceptance of a donation from the Estate of Robert J. Anderson, Jr., in the amount of \$250,986.08."*

**Background:** the town received a kind donation from the Robert Anderson Estate with the intent of the funds to be used toward installing a well at Middle Neck Cemetery or to maintain the Moultonborough Neck Road walking path.

**Issue:** N/A – last year the town adopted RSA 31:19 which authorized the Board of Selectmen to accept funds from trusts.

**Fiscal Impact:** N/A

**Town of Moultonborough  
Board of Selectmen Meeting  
October 6, 2022**

**MEETING MINUTES**

**Present:** Selectmen Kevin D. Quinlan Chair, Shari Colby Vice-Chair, James F. Gray, Jean M. Beadle, and Karel Crawford.

**I. CALL TO ORDER:** Town of Moultonborough Chairman of the Board Kevin Quinlan called the meeting to order at 4:00 p.m. at the Moultonborough Town Hall in the Ernest Davis meeting room.

**II. PLEDGE OF ALLEGIANCE:** The Board recited the Pledge of Allegiance.

**III. REVIEW/APPROVAL MINUTES**

A. 09/15/2022 (N/P); 09/27/2022 (N): Chair Quinlan asked if there were any changes. There were none.

**Motion:** Selectman Beadle

*To approve the 09/15/22 and 09/27/22 minutes as written.*

**Seconded:** Selectman Colby

**Vote:** 4-0-1 for 09/15/22 minutes (Selectmen Quinlan abstained as he was not present) and 5-0 on 09/27/22 minutes.

**Motion passed.**

**IV. CONSENT AGENDA**

A. Board Signature File

- i. Disposal Agreement
- ii. Personnel Action Form (s)
- iii. NH Dept. of Revenue Admin (DRA) - 2022 MS 535 Form
- iv. Real Estate Tax Exemption - Huggins Hospital
- v. Petition for Pole License
- vi. Driveway Permit Application (s)

**Motion:** Vice Chair Colby

*To approve the signed items as presented.*

**Seconded:** Selectman Gray

**Vote:** 5 – 0

**Motion passed.**

**V.**

**NEW BUSINESS**

A. Donation from the Estate of Robert J. Anderson, Jr for \$250,986.08: Chair Quinlan announced the Town received a donation from the estate of Robert J. Andersen Jr. for \$250,986.08 to be used towards installing a well at Middle Neck Cemetery, to maintain the Moultonborough Neck Road walking path.

**Motion:** Selectman Crawford

*To accept the donation from the Estate of Robert J. Anderson Jr for \$250,986.08 as presented.*

**Seconded:** Selectman Beadle

**Vote:** 5 – 0

**Motion passed.**

**B. Land Use Department**

Part-time Code Enforcement Officer; job description and advertisement: The Board reviewed the recommendation from Town Planner Dari Sassan along with the job description and advertisement for the position. Discussion ensued.

**Motion:** Selectman Gray

*To approve the proposed job description and to post the position using the proposed advertisement as presented.*

**Seconded:** Vice Chair Colby

**Vote:** 5 – 0

**Motion passed.**

**C. Recreation Department**

i. Expenditure from Local Fiscal Recovery Fund (LFRF) to pay ice rink resurface: The cost to pave came back higher than originally planned with an increased cost of \$5,799. The amount was not included in the warrant article (\$90,000) and must be expended either from LFRF or town budget. Discussion ensued.

**Motion:** Selectman Beadle

*To approve an expenditure of \$5,799 from the LFRF for the purpose of final payment toward resurfacing the ice rink as presented.*

**Seconded:** Selectman Gray

**Vote:** 5 – 0

**Motion passed.**

**D. AFSCME Council 93 Local 534 (Moultonborough Public Works Union)**

i. Memorandum of Agreement – extension of Collective Bargaining Agreement (CBA) until June 30, 2023: Town Administrator Charles Smith explained the current CBA with DPW expires on March 31, 2023, before Town meeting in May and the extension would cover the three months before the expiration of a new agreement would begin on July 1<sup>st</sup>. Discussion ensued.

**Motion:** Selectman Gray

*To approve the Memorandum of Agreement with AFSCME Council 93 Local 534 (Moultonborough Public Works Union) that will extend the collective bargaining agreement through June 30, 2023.*

**Seconded:** Vice Chair Colby

**Vote:** 5 – 0

**Motion passed.**

## **May 14, 2022 Town Meeting Minutes**

### **ARTICLE 21**

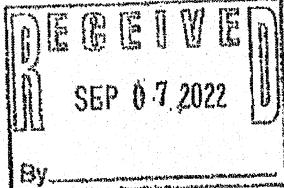
To see if the Town will authorize the Board of Selectmen to accept, expend, and hold in trust gifts, legacies, and devises for any public purpose without further action by the town pursuant to RSA 31:19. This authority shall continue in effect until rescinded.

**(Recommended by Selectmen – 5 Yes – 0 No)**

**(Recommended by Advisory Budget Committee - 5 Yes – 0 No)**

Article 21 was read by the Moderator then moved by Jim Hill and seconded by Vice Chair Beadle. Seeing no discussion, the Moderator called the question.

Article 21 was voted in the affirmative by a show of voter cards.



DEBRA BURTON  
260A FOGGS RIDGE ROAD  
OSSIPEE, NH 03864

September 6, 2022

Town of Moultonborough  
PO Box 139  
Moultonborough NH 03254

RE: Estate of Robert J. Anderson Jr.

Dear Charlie:

Last December you were notified by Epstein & O'Donovan, Atty's. that Robert J. Anderson Jr., had passed away on 10/16/21 and that you were named as a residual beneficiary sharing in a pro rata share of any remaining estate monies after debts had been paid and bequests to heirs satisfied.

As Personal Representative of the estate, I have enclosed a check for \$250,986.08. The address that shows on your check is mine as all checks were mailed to me to be distributed. That has not caused any issues to date as far as negotiating checks, but you may want to provide a copy of this letter to your bank if there are questions. Also enclosed is another copy of the page of his will (originally provided by the attorney) listing the residual beneficiaries and percentages to be paid each as well as his intended use of the funds where indicated.

Robert donated the money in memory of Dr. Richard A. Ames who was my uncle and Robert's partner of 46 years. His hope was that it could be used to install a well to provide running water at the Middle Neck Cemetery. If that is not feasible he felt it could be well spent helping to maintain the Moultonborough Neck Road walking path.

A small estate checking account is being maintained for unforeseeable future expenses. If nothing arises those funds will also be distributed proportionately to the six residual beneficiaries at a later date. If you have questions or concerns regarding the check enclosed or any of the information provided, I can be contacted at 603-452-8032, [dburton5674@gmail.com](mailto:dburton5674@gmail.com) or the address above.

Sincerely,



Debra Burton

*Robert J. Anderson Jr.*

B. To the extent my residuary estate is not sufficient to satisfy fully the bequests set forth in paragraph A of this Article FIFTH, each beneficiary identified in said paragraph A shall receive a pro-rata share of my residuary estate in the proportion that each such beneficiary's bequests described in said paragraph A above bears to the total sum of all bequests described in said paragraph A.

C. To the extent my residuary estate is not exhausted by the bequests devised in the foregoing paragraph A of this Article FIFTH, I give, devise and bequeath the balance of my residuary estate, to the following entities:

1. Twenty percent (20%) thereof to the CAPE ELIZABETH FIRE DEPARTMENT, Cape Elizabeth, Maine, in memory of Dr. Richard A. Ames, for the exclusive use and benefit of the Cape Elizabeth Rescue Unit of the Fire Department;
2. Twenty percent (20%) to the TOWN OF CAPE ELIZABETH, MAINE, in memory of Robert J. Anderson, Jr., to be used for the maintenance of the Shore Road Walking Path, if feasible, otherwise to be used to support a facility or project for the public's enjoyment;
3. Ten percent (10%) to the FORT WILLIAMS CHARITABLE FOUNDATION, Fort Williams Park, Cape Elizabeth, Maine, in memory of Frances E. Anderson;
4. Twenty percent (20%) to the CAPE ELIZABETH LAND TRUST, Cape Elizabeth, Maine, for its general charitable purposes;
5. Ten percent (10%) to the CONGREGATIONAL CHURCH, Meeting House Hill, South Portland, Maine, in memory of Robert J. Anderson, Jr., for the sole use by the Church Community Crisis Ministries Committee; and
6. Twenty percent (20%) to the TOWN OF MOULTONBORO, NEW HAMPSHIRE, in memory of Dr. Richard A. Ames, to install a well to provide water with a faucet at Middle Neck Cemetery, Moultonboro, New Hampshire, or, if such installation is not feasible, to maintain the Moultonboro Neck Walking Path.

#### **ARTICLE SIXTH**

A. 1. I nominate, constitute and appoint the said DEBRA AMES BURTON and ROBERT S. HORN to be the Co-Personal Representatives of my estate. If for any reason the said Debra Ames Burton or the said Robert S. Horn shall fail or cease to serve as a Co-Personal Representative for any reason, the remaining Co-Personal Representative shall serve alone.

2. In the event that ancillary administration of my estate becomes necessary in any jurisdiction, I nominate, constitute and appoint as ancillary personal representative of my estate in each such jurisdiction the person nominated to serve in such jurisdiction by the



Fort William Charitable Foundation, Fort William Park, P.O. Box 6260, Cape Elizabeth, ME 04107

Cape Elizabeth Land Trust, P.O. Box 265, Cape Elizabeth, ME 04107

First Congregational Church, 301 Cottage Road, South Portland, ME 04106

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

# STATE OF MAINE

Cumberland COUNTY PROBATE COURT DOCKET 2021-1698

Estate of Robert J. Anderson, Jr.  
(Decedent)

## NOTICE OF APPOINTMENT OF PERSONAL REPRESENTATIVE TO HEIRS, DEVISEES AND OTHER INTERESTED PARTIES<sup>1</sup>

TO (insert name and address): Town of Moultonborough, NH, P.O. Box 139, 6 Holland Street, Moultonborough, NH 03254

Debra Burton and Robert (Roki) Horr were appointed Co-Personal Representatives of this Estate on December 15, 2021. The addresses of the Co-Personal Representatives are attached. I am sending similar notices to all heirs, devisees, and other persons entitled to notice by law. The estate is being administered by the Personal Representative under the Maine Probate Code without supervision by the Court. However, you are entitled to information regarding the administration from the Personal Representative and may petition the Court in any matter relating to the Estate, including the distribution of assets and expenses of administration.

Check (a) or (b)

(a) A  personal  corporate (check one) surety bond in the amount of \_\_\_\_\_ is on file.

(b) No bond has been required or filed.

Copies of papers relating to this Estate are on file with the Probate Court for Cumberland County at 142 Federal Street, Portland, Maine.  
(street or mailing address)

According to my records you are interested in this estate in the following capacity or capacities:

<input type="checkbox"/> 1. Heir	<input type="checkbox"/> 5. Creditor
<input checked="" type="checkbox"/> 2. Devisee	<input type="checkbox"/> 6. Beneficiary of trust
<input type="checkbox"/> 3. Child of decedent	<input type="checkbox"/> 7. Person with priority for appointment as personal representative
<input type="checkbox"/> 4. Spouse of decedent	<input type="checkbox"/> 8. Fiduciary representing interested person
	<input type="checkbox"/> 9. Other (Explain) _____

The Personal Representative is required by law to inventory this Estate, to pay its just debts, and to make proper distribution of its assets. You have no duty to answer or appear in court in order to receive any inheritance or devise to which you are entitled, but any information you have concerning names and addresses of heirs, devisees or creditors of the decedent may assist me in performing my duties. I must prepare the inventory of decedent's property within three months of my appointment or the appointment of the institution I represent. If you request a copy of this inventory, I will furnish one to you. See 18-C M.R.S. § 3-706.

Dated 3/1/2022

  
Jennifer L. Kruszewski, Esq.  
Attorney's Maine Bar Registration Number #9958

<sup>1</sup> This form or another notice conforming to 18-C M.R.S. § 3-705 shall be delivered to all heirs and devisees, including devisees in purported wills not probated, or sent to them by ordinary mail by each personal representative within thirty days of his appointment. It is a good idea to keep a list of all persons to whom notice was sent, their addresses and date of mailing and to note any difficulties with delivery.

Epstein & O'Donovan, LLP  
Counselors at Law

MAR 03 2022

Two Monument Square  
Portland, Maine 04101-4036  
(207) 772-4100

JENNIFER L. KRUSZEWSKI  
jennifer@willsandtrusts.com

March 1, 2022

Heirs and Beneficiaries on attached list

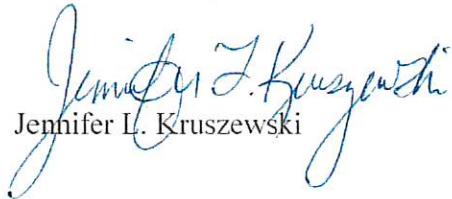
Re: Estate of Robert J. Anderson, Jr.

Dear Beneficiary:

The Cumberland County Probate Court has appointed Deborah Burton and Robert ("Roki") Horr, as Co-Personal Representatives of the Estate of Robert J. Anderson, Jr. I am enclosing with this letter a Notice of Appointment of Personal Representative to Heirs, Devisees and Other Interested Parties. Maine law requires that this Notice be sent to all interested persons when a Personal Representative has been appointed. You are an "interested person" because you are a devisee (a beneficiary under a Will). Please note that you do not need to respond to this Notice in any way. I have enclosed a copy of Anderson's Last Will and Testament for your reference. Please note that this bequest will not be paid until the Creditor's Claim Period has passed (May 5, 2022).

If you have any questions regarding the Estate, please do not hesitate to call me or Angela Hagan, the paralegal who is assisting me with the Estate administration.

With kindest regards,



Jennifer L. Kruszewski

Enclosure

cc: Ms. Deborah Burton  
Mr. Roki Horr

Debra Burton  
260A Foggs Ridge Rd  
Ossipee NH 03864

November 26, 2023

Town of Moultonborough  
Office of Selectmen  
PO Box 139  
Moultonborough, NH 03254

Dear Board of Selectmen:

I am responding to a request from Jonathan Tolman who thought it best that I stated, in writing, exactly what Robert Anderson Jr's intentions were for the gift of money that he left the Town of Moultonborough.

To start, I will briefly restate what I said in my email of 10/24/23 after Jon first called me. The Town of Moultonborough was left a percentage of what was left of the estate monies after all other beneficiaries were paid. The original will was prepared in the 90's....Bob could not predict when he would pass and could not have known how much money would be available when he did. His #1 priority was that a well be installed at the Middle Neck Cemetery. He did not know if there would be enough money for that or if a well might have already been installed by then. So with that in mind, he listed his second priority which was that the walking/bike path always be maintained and available for future generations.

We now know that at Bob's passing at age 93, there was not only enough money to install the well, but a lot left over to fund the maintenance of the walking/bike path. As Bob's Personal Representative he inserted a clause in his will that the final decision on such matters of discretion would be left to me and that my decision would be final and binding (as long as I was not acting in bad faith or with reckless disregard of my Personal Rep duties). This particular matter falls into that category and I am 100% sure that he would think the purchase of the mini-excavator with the sweeper you had described would be a wise investment of his money.

The probate process involved with the administration of Bob's will is called "informal probate" which means that it is not overseen by the probate court unless someone makes a formal complaint that his personal representative made a reckless or bad faith decision. He trusted his personal representative's decision in the matter and made that clear with the language he used in his will (of which the town was given a copy). I think you can move forward with your plans for both the well at the cemetery and the machinery needed for maintenance of the bike/walking path with no further reservations.

Sincerely,



Debra Ames Burton  
Personal Representative

**Town of Moultonborough  
Board of Selectmen Meeting  
December 7, 2023**

## MEETING MINUTES

**Present:** Chairman of the Board Jon W. Tolman, Vice Chairman Shari Colby, Selectmen Kevin D. Quinlan, Jean M. Beadle and Karel A. Crawford were present.

I. **CALL TO ORDER:** Chairman Tolman called the meeting to order at 5:00 p.m. at the Moultonborough Town Hall in the Ernest Davis meeting room.

## **II. PLEDGE OF ALLEGIANCE:** The Board recited the Pledge of Allegiance.

### III. PUBLIC HEARING – APPROPRIATION OF UNANTICIPATED FUNDS

A. Chairman Tolman opened the public hearing for public comment at 5:01 p.m. Purpose of the public hearing was to accept \$10,000 donation from the Boston Foundation Donor Advised Fund for Moultonborough Children's Christmas Trust Fund. Board received no public comment. Board voted to accept the funds. Chairman Tolman closed the hearing at 5:15pm.

**Motion:** Selectman Quinlan

*I move that the Moultonborough Select Board agree and affirm that by previous action of the Board pursuant to RSA 31:19, II, the town voted to accept a donation from the police department auxiliary organization thereby establishing the Moultonborough Children's Christmas Fund, and as of this date there is \$54,846.93 in the fund, to provide clothing, food or gift items on an annual basis to needy children and their families in the Town of Moultonborough; said funds and all future donations to be held by the Moultonborough Trustees of Trust Funds; and to further accept the pending donation of \$10,000 to be placed into the fund said monies (\$10,000) to be used at the discretion of the Moultonborough Library Director."*

## Seconded: Selectman Beadle

Vote: 5 - 0

## Motion passed.

#### **IV. APPROVAL OF MINUTES**

**Motion:** Vice Chairman Colby

*To approve the meeting minutes and nonpublic session minutes from November 30, 2023.*

**Seconded:** Selectman Beadle

**Vote:** 4 – 0 (Selectman Crawford abstained; absent at meeting)

## Motion passed.

1        **V.        NEW BUSINESS**

2        A. Moultonborough Conservation Commission

3            i. Acceptance of Land Donation: Chairman of the Moultonborough Conservation  
4            Commission, Marie Samaha, had a discussion with the Board about a property  
5            owner on Shaker Jerry Road (Map 179 Lot 001) who approached the Conservation  
6            Commission about donating land (31 acres) to the town for conservation. Ac-  
7            ceptance would be dependent on a conservation easement being placed on the land.  
8            Consensus of the Board was willing to accept the land however the town must vote  
9            on transferring the easement to an organization that would oversee the land going  
10           forward. Chairman Samaha did not expect a town vote would occur until 2025.

11        B. Anderson Estate Donation – Dr. Richard Ames Memorial – Middle Neck Cemetery

12            i. Board reviewed a letter from executor of the estate, Debra Burton, who clarified  
13            that as executor can authorize expenditures of the donation. Board previously  
14            asked for clarity from the estate on expenditures relating to installation of a well at  
15            Middle Neck Cemetery and purchase of a mini-excavator for the walking path.  
16            Board moved this expenditure request to CIPC for recommendation.

17        C. Town Administration

18            i. Board approved letters to the Trustee of Trust Fund requesting reimbursements to  
19            the general fund from capital reserve fund accounts. Disbursements were previ-  
20            ously approved at Town Meeting.

22            **Motion:** Selectman Quinlan

23            *To authorize the reimbursement from reserve accounts (listed below).*

- 24            1) CR 140 - \$146,379 (Milfoil Control)
- 25            2) CR 110 - \$21,360 (Historic Buildings)
- 26            3) CR 104 - \$59,305 (Lees Mills Retaining Wall)
- 27            4) CR 148 - \$2,830 (Community/Senior Center)
- 28            5) CR 152 - \$1,728 (Town Wide Information Technology)
- 29            6) CR 112 - \$13,527 (Appraisal Fund)
- 30            7) CR 112 - \$25,542 (Appraisal Fund)
- 31            8) CR 104 - \$98,101 (Municipal Building)
- 32            9) CR 100 - \$46,631.30 (Visiting Nurse Service Trust)

33            **Seconded:** Selectman Beadle

34            **Vote:** 5 – 0

35            **Motion passed.**

37            ii. Financial Consultant Job Description – was approved by the Board.

39            **Motion:** Selectman Quinlan

40            *To approve the job description for the financial consultant.*

41            **Seconded:** Vice Chairman Colby

42            **Vote:** 5 – 0

43            **Motion passed.**

45        **VI.        OTHER BUSINESS**

46        A. Quarterly Regional Meeting w/Neighboring Communities – the Board decided to have  
47            these meetings after May Town Meeting.

48        B. Department Budget Meetings – due to scheduling conflicts the Board moved their upcom-  
49            ing department budget meetings from starting on Wednesday, January 3<sup>rd</sup>, 2024 to the fol-  
50            lowing:

**TF119**



- i. Thursday, January 4<sup>th</sup>, 2024 at 5pm
- ii. Thursday, January 11<sup>th</sup>, 2024 at 4pm
- iii. Thursday, January 18<sup>th</sup>, 2024 at 5pm
- iv. Thursday, January 25<sup>th</sup>, 2024 at 5pm

## **VII. NON-PUBLIC SESSION**

**Motion:** Selectman Quinlan

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

**Seconded:** Vice Chairman Colby

Entered at: 5:41 p.m.

Reconvened: 6:20 p.m.

**Vote: 5 – 0**

## **Motion passed**

## VIII. ADJOURNMENT

**Motion:** Vice Chairman Colby

*To adjourn the meeting.*

**Seconded:** Selectman Quinlan

**Vote: 5 – 0**

### **Motion passed.**

Board of Selectmen adjourned their meeting at 6:20 p.m.

Written on behalf of the Selectmen by Charles Smith, Town Administrator

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Approved

Jon Tolman, 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: November 4, 2025

TO: Board of Selectmen

From: Town Administrator

**RE: Final Disbursement from the Estate of Robert J. Anderson Jr. (TF 119)**

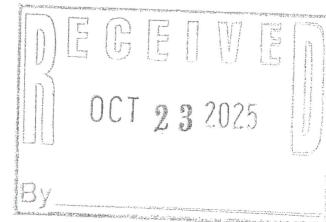
**Background:** In October 2022, the Town of Moultonborough received a check for \$250,986.08 from the estate of Robert J. Anderson Jr. The personal representative of the estate advised that a final disbursement would be made upon the closing of the estate. That final check, in the amount of \$18,416.26, has now been received.

**Discussion:** This final donation is to be acknowledged and allocated in accordance with the donor's instructions as outlined in the letter dated October 10, 2025. The Town previously adopted RSA 31:19 (2022, WA#21), which authorizes the Board of Selectmen to accept such funds.

**Fiscal Impact:** None. The funds are a donation and do not impact the Town's operating budget.

**Recommendation:** *Motion to approve acceptance of the final estate disbursement in the amount of \$18,416.26 from the Estate of Robert J. Anderson Jr., as presented in the letter dated October 10, 2025 to be deposited in TF 119.*

Debra Burton  
260A Foggs Ridge Road  
Ossipee NH 03864



October 10, 2025

Town of Moultonborough  
PO Box 139  
Moultonborough NH 03254

RE: Estate of Robert J. Anderson Jr.

Dear Select Board:

On September 6, 2022 I mailed a check to the Town in the amount of \$250,986.08 as it was named as a beneficiary in Bob's will. At that time, I had advised that upon the closing of the estate I would be mailing a check for your percentage of the balance left in that account. We have reached that point and I have enclosed check #537 **in the amount of \$18,416.26** which represents your percentage of the final balance.

As I indicated in my initial letter, Bob donated the money in memory of Dr. Richard A. Ames. He had requested that it be used to install a well to provide running water at the Middle Neck Cemetery. He would be so pleased to see that his wish was fulfilled! He had further requested that any leftover funds be used for maintaining the Moultonborough Neck Road walking and biking path. If that is not feasible I am sure you will put the funds to good use in some other capacity which will help the residents of the town.

If you have any questions I can be contacted at 603-452-8032 or [dburton5674@gmail.com](mailto:dburton5674@gmail.com).

Sincerely,

Debra Burton  
Personal Rep