

**Town of Moultonborough
Board of Selectmen
Meeting Agenda
Thursday, November 7, 2024
5:00 P.M.
6 Holland St. Moultonborough, NH**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. REVIEW / APPROVAL MINUTES**
 - A. Date: 10/17/24 (+N/P)
- IV. CONSENT AGENDA**
 - A. Middle Neck Cemetery Lot Purchase #121 (\$1600)
 - B. Shannon Cemetery sell back request Lot #287 (\$400)
- V. NEW BUSINESS**
 - A. Presentation Re: ADA Nature Trail @ Kraine Meadow Park
 - B. Action Re: 2024 Property Tax Warrant
 - C. Action Re: Proposed Revisions to Job Descriptions
 - i. Finance Director
 - ii. Payroll/AP Clerk
 - D. Action Re: Request for Participation in Tuition Reimbursement Program
 - E. Action Re: Donation of Land on Kanasatka
 - F. Action Re: ARPA Update
 - G. Action Re: Proposed Advert Design/Build ADA Bathroom @ Function Hall
 - H. Discussion Re: FY '26 Budget Guidance (COLA, SB Projects, Review Dates)
 - I. Action Re: Administrative Vacancies
- VI. OLD BUSINESS**
- VII. OTHER BUSINESS**
- VIII. CITIZEN INPUT**
- IX. NON-PUBLIC SESSION**
 - A. RSA 91-A: 3, II (b,c)

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
October 17, 2024**

MEETING MINUTES

Present: Chairman of the Board Kevin D. Quinlan and members present were Vice Chairman Jon W. Tolman, Selectmen Charles M. McGee, Karel A. Crawford, and James F. Gray. Department Heads present were Robin Reade HR Director.

- I.** **CALL TO ORDER:** Chairman of the Board Kevin D. Quinlan opened the meeting 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.** **ANNOUNCEMENT:** Carter Terenzini has been appointed by the Board as the interim Town Administrator starting October 18, 2024. Mr. Terenzini will provide support and consulting services with the current staffing team. He will also assist in the search and transition of a new Town Administrator.
- IV.** **APPROVAL OF MINUTES:**

IV. APPROVAL OF MINUTES:

Motion: Selectman Gray

To approve the meeting minutes of October 10, 2024, public and non-public. Vice Chairman Jon W. Tolman, abstained due to absence at 10.10.24 meeting.

Seconded: Selectman McGee.

Vote: 4-0

Motion passed.

V. CONSENT AGENDA:

- A. Middle Neck Cemetery Lot Purchase #161 (\$800)
- B. Disposal Agreement Map MBLU# 115-020
- C. New Hampshire Department of Revenue Administration Form PA-29
 - i. Solar Energy Systems Exemption
- D. Discretionary Preservation Easement Deeds (RSA 79-D)
 - i. MBLU 115-012
 - ii. MBLU 003-001
- E. New Hampshire Department of Revenue Administration Form MS-434

Motion: Selectman Crawford

Motion to accept the Consent Agenda

Seconded: Selectman McGee

Vote: 5-0

Motion passed.

VI. NEW BUSINESS:

A. Fall Newsletter Approval to be mailed with Tax Bills
Motion: Selectman McGee
Motion to approve the Fall Newsletter.
Seconded: Selectman Gray

Vote: 5-0
Motion passed.

B. Capital Improvements Program Committee Update (CIPC)
Chairman CIPC, Fred Van Magness, Clerk CIPC, Mary Phillips
Discussion of this year's process with the CIPC. CIPC is working on improving the timing of their report so that it is consistent with the charge that has been laid out for the Committee. The charge is to meet the needs of the Town and minimize the fluctuations in the tax rate and the impact upon the taxpayers and to also review the sources of funds to finance the capital projects. The thought process behind this is, how it benefits the overall community, how it advances the quality of life and things in Town, and how it can be funded appropriately to try and minimize the impact on the tax rate. All this is outlined in the presentation packet from the CIPC. CIPC public meeting is scheduled for November 12, 2024, at 5:00pm.

VI.

OTHER BUSINESS:

Health Trust provided final rates for FY 2025/2026 9.3% and 6.4% to put into budget.

Voter registration deadlines are posted on the website for the November 5, 2024, election to be held at Moultonborough Academy Gymnasium, 25 Blake Rd. Polls are open 7:00am-7:00pm. New voters can register on the day of the election.

VII.

CITIZEN'S INPUT:

Joe Cormier discussed Article 33 from the May 2023 Town meeting.

VIII.

NON-PUBLIC SESSION:

Motion: Selectman McGee

Motion to go into non-public under RSA 91-A:3, II (a.c) adjournment following.

Seconded: Selectman Crawford

Vote: 5-0

Motion passed.

IX.

ADJOURNMENT:— meeting adjourned at 6:20 p.m.

Motion: Selectman Crawford

To adjourn the meeting.

Seconded: Selectman McGee

Vote: 5 – 0

Motion passed.

Written on behalf of the Selectman by Robin Reade, HR Director.

Approved
Kevin D. Quinlan, Chairman

Date

Concept for building a ADA Nature Trail originating at the Kraine Meadow Park

Introduction:

A Town-owned nature trail plays a vital role in preserving natural habitats, promoting environmental education, and providing recreational opportunities for community members. At the same time, it is important to ensure that these spaces are inclusive and accessible to all individuals, regardless of their physical abilities or age. In this paper, we propose the establishment of an ADA (Americans with Disabilities Act) nature trail, mostly built on town-owned land (Recreation/Public Works), and to a lesser extent via access easements over one or two private land parcels. This nature tail concept would be similar to the Laverack Trail in Meredith, NH



<https://www.trailfinder.info/trails/trail/laverack-nature-trail-at-hawkins-brook> and would enhances the accessibility of these natural spaces and foster a greater sense of inclusivity within our community. This concept would be to create a nature trail layout that is approximately 1-Mile-long loop.

Benefits of an ADA Nature Trail:

1. Promoting Inclusion: An ADA nature trail will allow individuals with various physical abilities to experience the beauty and tranquility of nature. It will create an inclusive environment where everyone, including elderly individuals, those with mobility impairments, and families with young children, can connect with the natural world.
2. Environmental Education: The trail can be designed to provide educational signage, and interactive elements, enabling visitors to learn about local flora, fauna, and ecosystems. This will enhance the educational value of the conservation land and foster a greater appreciation for nature and wetlands among all community members.
3. Health and Well-being: Access to natural spaces has been proven to have numerous health benefits, including reduced stress levels, increased physical activity, and improved mental well-being. An ADA nature trail will enable individuals with disabilities to enjoy these benefits, promoting a healthier and happier community overall.



Concept for building a ADA Nature Trail originating at the Kraine Meadow Park

4. Economic Impact: Accessible nature trails can attract a broader range of visitors, including tourists, who are seeking inclusive outdoor experiences. This can have a positive economic impact on the community, as visitors are likely to spend money on local businesses, accommodations, and restaurants. Additionally, if the nature trail is ADA compliant, we have a good chance to cover part of the cost via available government grant money.



Implementation Strategy:

1) After we get a favorable response from the abutting landowners for an easement, the implementation strategy may be as follows...

- a) Collaborative Approach: Engage various stakeholders, including local disability organizations, environmental groups, and town officials, abutting landowners, to create a task force dedicated to the design and implementation of the ADA nature trail.
- b) Design Considerations: Ensure that the trail meets ADA guidelines, including the appropriate width, slope, and surface materials. Incorporate benches, rest areas, and accessible restrooms along the trail to enhance visitor comfort and convenience. The objective will be to design the Nature trail to minimize environmental impact during construction and after.
- c) Community Engagement: Organize public forums and workshops to gather input and ideas from community members. Encourage partnerships with local schools and organizations to promote environmental education and volunteer involvement in trail maintenance.
- d) Funding: Seek grants, private donors and sponsorships from governmental bodies, private foundations, and local businesses to cover the costs associated with trail construction, signage, and ongoing maintenance.



Concept for building a ADA Nature Trail originating at the Kraine Meadow Park

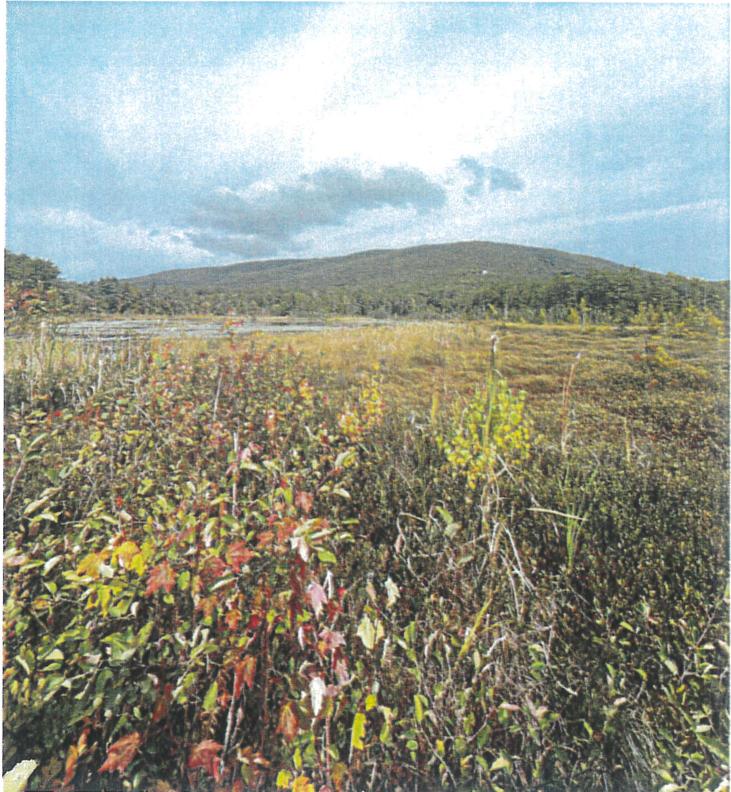
Conclusion:

The establishment of an ADA nature trail mostly on town-owned wetlands is a progressive step towards creating an inclusive and accessible community. By providing an opportunity for all individuals to connect with and experience the beauty of nature, promoting environmental education, and boost the local economy, this initiative will enrich the lives of all community members.



Aerial View of Kraines Meadow Park





PROPOSAL:

MOULTONBOROUGH
NATURE LOOP TRAIL FOR
RECREATION & ACCESSIBILITY

NOV. 7, 2024

THE NEED FOR A NATURE TRAIL

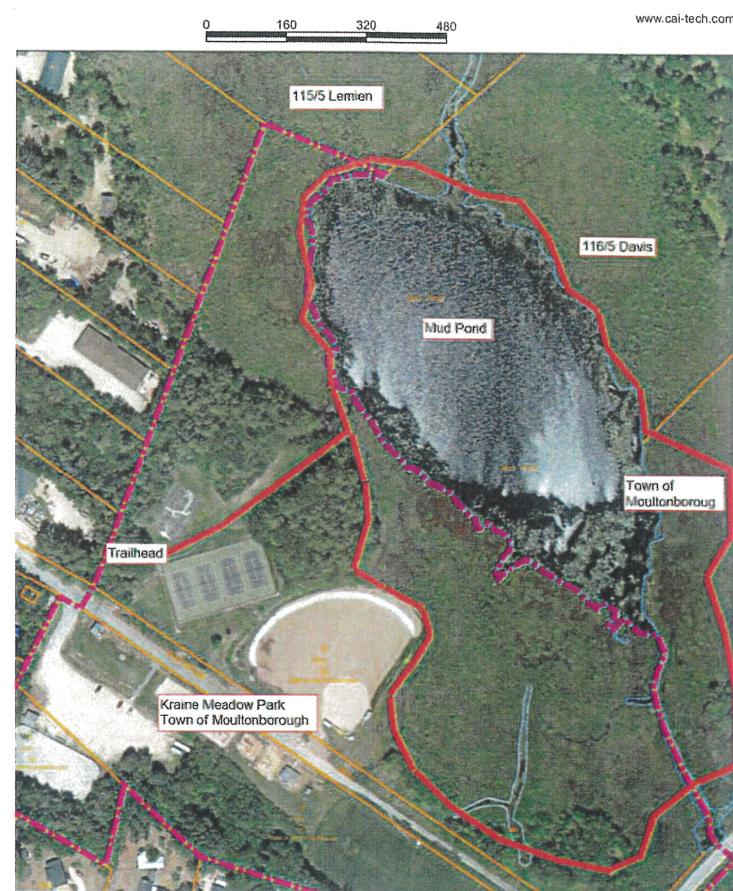
- MOULTONBOROUGH CURRENTLY LACKS ACCESSIBLE WALKING OPTIONS FOR FAMILIES, SENIORS, AND PEOPLE WITH MOBILITY ISSUES.
- ROADSIDE WALKING IS UNSAFE, AND PEDESTRIAN FATALITIES ON ROADWAYS ARE A CONCERN (PEDESTRIANS ACCOUNT FOR 9% OF FATALITIES ACCORDING TO NH DOT).
- MORE PEOPLE ARE WALKING. OUTDOOR RECREATION PARTICIPATION IS GROWING NATIONALLY (4.1% INCREASE IN THE USA IN 2023).



LOCATION & PROPOSED DESIGN

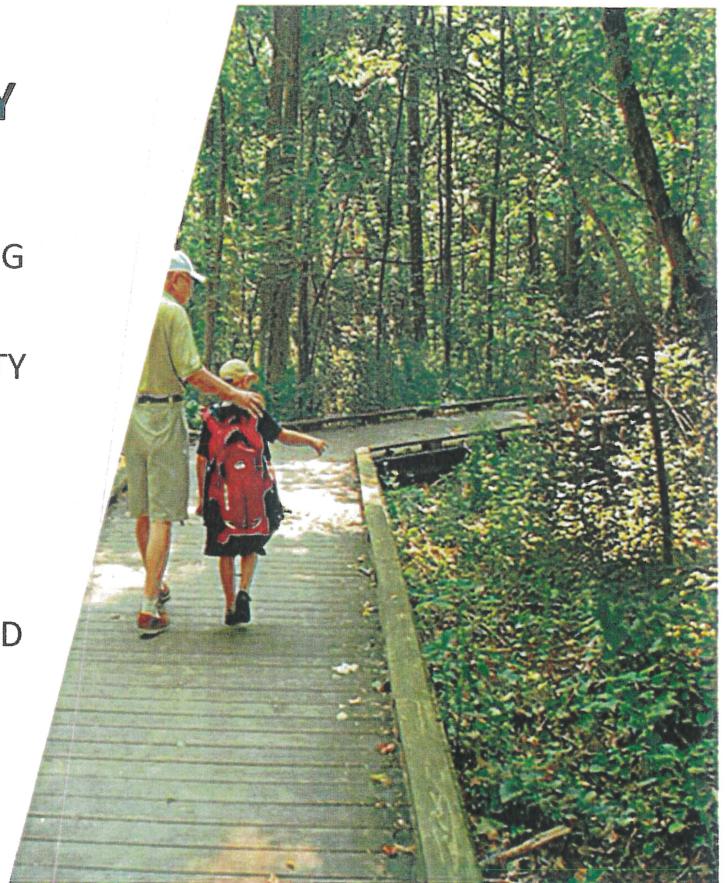
THE PROPOSED 1-MILE NATURE LOOP TRAIL WILL PRIMARILY BE SITUATED ON TOWN LAND.

THE "ALL PERSONS" TRAIL DESIGN WILL MEET ABA (ARCHITECTURAL BARRIERS ACT) STANDARDS & THE US FOREST SERVICE TRAIL ACCESSIBILITY GUIDELINES FOR ACCESS (FSTAG).



BENEFIT TO THE COMMUNITY

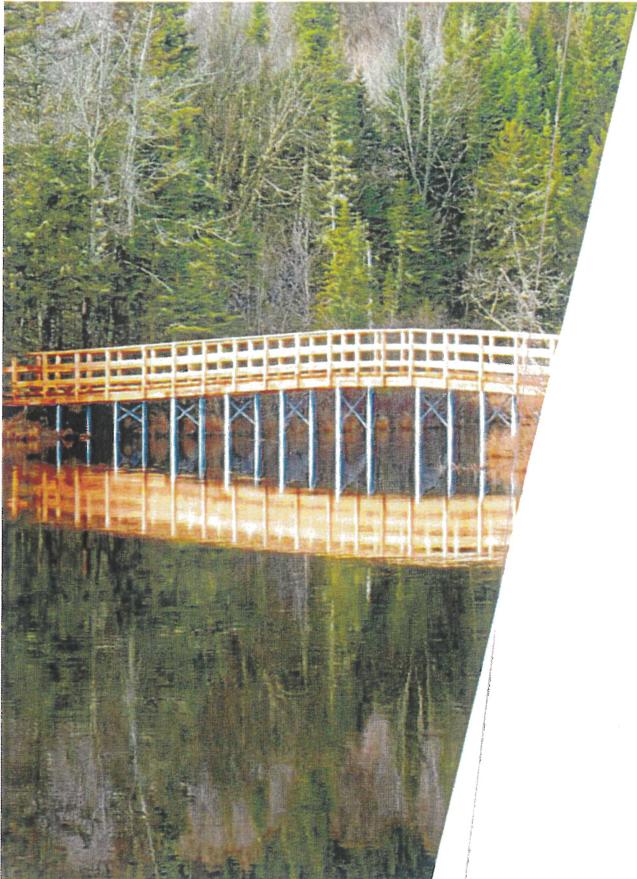
- SAFE, WALKABLE “ALL PERSONS” NATURE TRAILS BENEFIT ALL RESIDENTS, PROMOTING COMMUNITY SPIRIT.
- THE TRAIL ENCOURAGES OUTDOOR ACTIVITY IN ALL SEASONS.
- IMPROVED QUALITY OF LIFE THROUGH PHYSICAL ACTIVITY PROMOTES INDIVIDUAL AND COMMUNITY HEALTH.
- NATURE TRAIL WOULD BE A FEATURE ADDED TO AN EXISTING ASSET, MAKING IT MORE VALUABLE.



EDUCATION

THE NATURE TRAIL SUPPORTS
EDUCATION ABOUT NATURE AND
THE ROLE WETLANDS SERVE IN
PROTECTING OUR WATER QUALITY.





COMMUNITY SUPPORT AND FUNDING

- COMMUNITY STAKEHOLDERS SUPPORT THE PROJECT:

MOULTONBOROUGH RECREATION
DEPARTMENT, SCHOOL, LIBRARY, &
PUBLIC WORKS DEPARTMENT

RESIDENTS & VISITORS AND THE NH
AUDUBON

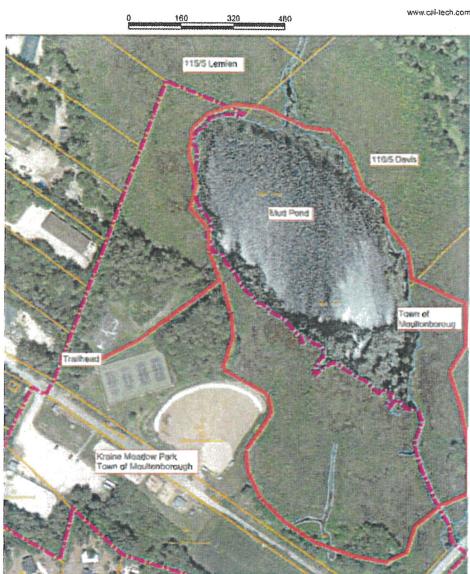
- ESTIMATED DESIGN COST IS ~\$29,760.

NO TAXPAYER MONEY REQUESTED.
FUNDING WILL BE SOURCED FROM
GRANTS AND DONATIONS, DRIVEN BY A
VOLUNTEER COMMITTEE.

CALL TO ACTION

- THANK YOU FOR YOUR TIME.
WE RESPECTFULLY REQUEST THE BOARD
OF SELECTMEN'S SUPPORT.
- MOVE FORWARD WITH NEXT STEP:
 - SB SUPPORT ENABLES NATURE TRAIL
COMMITTEE TO APPLY FOR GRANT \$\$
AND COLLECT DONATIONS TO FUND THE
DESIGN.
 - ENGAGE COMMUNITY SUPPORT
THROUGH A DEDICATED COMMITTEE.





QUESTIONS?



MAX HOENE

THANK YOU

Design Proposal
for the
Moultonborough Nature Trail

Town of Moultonborough
Moultonborough, New Hampshire



Prepared by

Peter S. Jensen & Associates, LLC
PO Box 154
Washington, VT 05675
413-441-0204
Peter@trailbuilders.com

Introduction

The firm of Peter S. Jensen & Associates, LLC has been an established professional trail contracting business since 2005 with Managing Member Peter Jensen at the helm. Previous to the LLC formation, a sole proprietorship existed for trail development which was established in 1988 by Peter Jensen. Membership has been held since 2001 in the Professional Trailbuilders Association, now with over 120 trail contracting businesses globally. Per the attached company resume, our work has ranged throughout the Northeastern US and has ranged from simple hiking trails to trails accessible to all. Our goal is to build trail experiences for our client's members as well as for the general public.

We have developed many trails in wetland environments and on properties where aesthetics are a high priority. We have previously developed an accessible trail and boardwalk for the Nature Conservancy in Little Compton, RI and Manchester, NH. Recent projects similar to the Moultonborough project include Parsons Marsh in Lenox, MA - an accessible trail and boardwalk for the Berkshire Natural Resources Council. Other projects include All Persons Trails for MA Audubon in Natick, MA, Worcester, MA, Belmont, MA, Princeton, MA, and Lenox, MA. Two of our signature projects are the trail systems at Crotched Mountain in Greenfield, NH and at John Dillion Park in Long Lake, NY.

All of this work is a result of the background of our Managing Member, Peter Jensen, who participated in the US Access Board's Regulatory Negotiation Committee for Outdoor Developed Areas in the late 1990's. At the time, he was representing the Appalachian Trail Conservancy, one of 25 committee members. As a trail builder and planner he played a large role in shaping the guidelines for trails. He also consulted with the US Forest Service in assisting the agency with developing their trail accessibility guidelines in 2003. The federal trail standards, now part of the Architectural Barriers Act (ABA) were finally issued in late 2012 and now serve as the best practices for developing trails for all on non-Federal lands (Federal agencies are required to use the trail standards in the development of trails on federal lands).

Our emphasis is on the development of sustainable trails which create access for all, minimize trail maintenance, reduce long term impacts on the trail environment, and provide positive trail user experiences. We want to ensure that projects are well built which begins with excellent design. As trail builders we feel that we become better trail designers as we fully understand the components needed for the development of high quality trails.

PROJECT APPROACH

Trail Planning and Layout

We will provide trail design and layout services to identify the most sustainable alignment for the Nature Trail. This will be based on the terrain, control points such as the viewing areas, significant glacial features, pleasing woodland vistas, etc. The trail, an All Persons Trail, will be laid out using the US Forest Service Trail Accessibility Guidelines (FSTAG). This includes using sustainable trail design techniques such as grade reversals, the half rule for layout, and fitting an alignment lightly on the land.

This is a balancing act which requires give and take on various parameters such as removal of vegetation (trees larger than 5 inches are avoided), crossing steeper terrain, negotiating rock outcroppings, and proximity to wetland resources as well as crossing wetlands.

In Moultonborough we envision the proposed trail beginning on the northerly side of the tennis courts at the end of a grassy lane. The trail would enter the wetlands around Mud Pond shortly after the trailhead. A section of boardwalk approximately 1,250 feet in length would loop around the northwesterly side of Mud Pond with a bridge spanning the inlet to Mud Pond. Given the size and type of vegetation on the northerly side of the pond, the trail would weave in and out of various sizes and types of vegetation. Once on town land on the easterly side of the pond, the boardwalk would transition to upland where it would be a conventionally surfaced tread for approximately 150 to 200 feet before shifting back to boardwalk. This section of boardwalk would be approximately 450 feet and have a bridge section spanning the pond outlet. Another section of upland tread, a short section of boardwalk, then more upland tread, and a final section of boardwalk would bring the trail up and next to the fencing along the eastern side of the baseball field. The trail would then follow the outside of the baseball field fencing to a point where it would cross a bridge over to woodlands. The trail would then wind its way through the woodlands back to the beginning.

The description of the proposed trail is only based on limited field scouting and maps provided by the town. Detailed investigation of the wetland and woodlands will be required to identify the best sustainable alignment as well as how that alignment would work with the existing features within the town park. Wetland delineation where the trail would enter/exit wetland will be necessary for the calculation of wetland impacts. Soil probing in the wetlands will also be necessary to determine soil depths and types for helical pile installation. Structural engineering will be required for the design of bridges required as well as the boardwalk design. Consideration will also be given to access points for the trail - perhaps an access point at the end of the bicycle trail at the easterly end of Playground Drive.

We will work with Town staff to create a trail alignment which meets with everyone's approval. We assume that the Town will then use that alignment and other delivered information for submission to the NH Department of Environmental Services for wetlands permitting. Wetland delineation and wetland permit preparation is not included in our scope of work.

There are no aspects of the trail which require compliance with the Americans with Disabilities Act (ADA). Trails are not part of the ADA law. While this is not federal land, the path between the accessible parking and the trailhead kiosk/signage is considered an Outdoor Recreation Access Route (ORAR) and will have some more stringent grade requirements. The trailhead kiosk will also have some ADA conditions such as height clearances as well as height of information of the kiosk. All of these aspects will be covered during the design phase.

Other aspects to be determined/discussed during the planning phase is interpretive signage - how much, where located, and how installed. The content of the interpretive signage will be left to others and is not part of our scope of work. Trail maintenance/management tasks can have an impact on the trail design as well and will be considered during the planning process. Once a final design is approved, the final report will also include the estimated construction cost.

Project Deliverables

The trail planning and design process will require field scouting and analysis of soils for boardwalk structural support purposes. This information will drive the set of typical drawings showing the various pile depths and bridge supports as well as alignment elevations. Construction details sufficient for permitting will be provided as part of this project. This will include construction methodology for both the boardwalk and the upland tread sections. Typical drawings showing the tread construction in the upland sections will also be provided. All this information will be contained in the final report.

Estimated Project Design Timeframe

Given current project commitments, we estimate that our work can be completed by late spring of 2025. Our initial work will entail meeting with the stakeholders to determine project parameters that will drive the trail design. Then field work would begin, likely in November 2024. Once a trail alignment is proposed and agreed upon by the Town, detailed investigation of soils will begin including test piles to determine soil suitability. Structural engineering for the bridge supports and structure would occur during the winter. Additional soil probing would happen during the winter when the site is frozen (hopefully). The final report would be assembled once all the field work is complete.

Estimated Budget

We are estimating a budget of \$29,760 to complete this trail design project. This includes all field time, structural engineering consultation (we work with DeWolf Engineering in Montpelier, VT - licenced in VT, NH, MA, and NY), helical test piles to determine wetland soil bearing capacities (this will be a handheld driver), wetland soil probing/sounding to determine depth to solid soil/rock, and the final report with drawings, engineering findings, and narrative.

We will bill on a time and materials basis. Changes in project scope can be handled via change orders. Upon acceptance of this proposal, we require a 15 percent deposit (\$3,669) to initiate the project.

Estimated Trail Construction Cost

Based on an estimated 2,000 feet of 5 foot wide boardwalk, 3 bridges, and 850 feet of upland tread the ballpark cost is about \$900,000. This cost will change with the completion of the design phase. Many variables exist which can affect the cost of a trail such as this. Type of decking material, structural elements for the 3 bridges, interpretive signage, maintenance/management elements, as well as construction access points.

Please let us know if you have any questions regarding the above information. We look forward to working with the Town of Moultonborough, NH.

Town of Moultonborough, NH

POSITION: Finance Director/Town Accountant

DEPARTMENT: Administration

FLSA STATUS: Exempt

APPROVED: 3.7.2024

REPORTS TO: Town Administrator

REVISION DATE: 10.28.24

GENERAL SUMMARY

Performs in accordance with the statutes of applicable New Hampshire General Laws, the Government Accounting Standards Board (GASB), and Generally Accepted Accounting Principles (GAAP).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains the town's accounting system and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls; ensures that no claim or payable against the town is fraudulent, unlawful, or excessive as prescribed by New Hampshire General Laws.
- Develops and prepares monthly reports to track all financial activity within the Town's many funds, to include special revenue funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the Town; ensures funds are reconciled on a monthly basis with the department authorized to expend said funds.
- Develops and prepares monthly reports to track all financial activity within the Town's receivable accounts and other town accounts. Enters in deposits.
- Develops and prepares year-end financial reports to include balance sheet and revenue and expense statements for the audit process.
- Develops annual budget proposals for entire department; submits and defends, monitors resources and expenditures throughout the year. Preparing proposals for modification to require minimal if any, transfer of additional resources.
- Submits monthly reports to Town Administrator, detailing all financial activity; prepares monthly operating statements reporting current and annual expenditures under authorized appropriations; reviews the expenditure of town funds by examining all vouchers and payrolls; prepares and certifies warrants for payment by the Town Treasurer.
- Provides coordination of the various financial functions associated with the Accounting Office, Treasurer's Office, and Assessors' Office.
- Prepares certain budgets for submission on annual town meeting warrant; provides assistance in budget area to Town Administrator, when required.
- Acts as insurance coordinator for property and liability coverage responsible for budgeting and purchasing insurance subject to review by the Town Administrator; keeps policies on file and adds endorsements; investigates claims. Monitors and reviews all matters regarding liability and property loss.
- Runs monthly Trial Balances for all funds and ensures all funds are in balance.
- Reconciles all bank statements to cash accounts in various funds and to the Town Treasurer's reconciliation.
- Verifies accounts payable and receivable account balances; reconciles due to/from accounts between funds and prepares transfers, as necessary.
- Reconcile the Moultonborough School District accounts and update excel file monthly; use this file to book year-end adjustments and provide file to financial auditors.

- Review and reconcile the town Tax Collector New Hampshire Department of Revenue Administration (DRA) MS-61 report to the General Ledger.
- Prepare all necessary reports and reconciliations for financial audit including Payment in Lieu of Taxes (PILOT) spreadsheet, GASB help Report of Other Post Retirement Benefits (OBEB), Accrued Payroll and Capital Assets.
- Prepare the Management Discussion and Analysis (MD&A) when the draft financial statements are received from auditors.
- Book adjusting journal entries when received from auditors and run a final Trial Balance.
- Setup the new budget year in the Town's financial software; close all accounts and roll the balances for the new budget year.
- Prepare year end schedule for departments; coordinate petty cash reporting.
- Works with Town Treasurer, MSD Business Administrator and various department heads, and fellow employees, to gather information needed to balance bank statements, correct account balances, or provide information for the financial audit.
- Reconcile all liability accounts; advise Town Administrator of any problems; make any journal entries necessary to correct balances; follow-up, as necessary.
- Prepare routine, or necessary, journal entries.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

Capital Improvements Program Committee: The Finance Director shall serve as ex-officio non-voting members who shall otherwise enjoy full privileges to participate in the proceedings of the Committee provided that they may not be elected to any officer position.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Finance, or related field and five years of progressively responsible related experience in a municipal position. Or any equivalent combination of education, training, and experience which demonstrates possession of required knowledge and skills and ability.

Knowledge, Skills and Abilities

- Knowledge of fund accounting and auditing including special revenue funds, considerable knowledge of Generally Accepted Auditing Standards (GAAS), considerable knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of town government organization, functions, and relationships within a municipal organization.
- Knowledge of financial system design and analysis.
- Ability to write clear, comprehensive explanatory texts to accompany financial reports.
- Ability to establish and maintain effective working relationships with staff, other Town employees/departments, Town officials and the public.
- Ability to handle stressful situations in a professional manner and meet mandatory deadlines.

SUPERVISION EXERCISED

Supervises Payroll/AP Clerk

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Computers, calculator, copier, fax machine, phone, and other general office equipment.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; speak, see, and hear. The employee must occasionally lift/move up to 25 pounds, bend, stoop, or crouch.

WORK ENVIRONMENT

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

Work is primarily performed in an office setting. Attendance at night meetings might be required. Some travel to offsite locations may be required.

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

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

Town of Moultonborough, NH

POSITION: Payroll/AP Clerk
FLSA STATUS: Non-Exempt
APPROVED:

DEPARTMENT: Administration
REPORTS TO: Finance Director
REVISION DT: 11.1.24

GENERAL SUMMARY

Under the direct supervision of the Finance Director, the Payroll/AP Clerk is responsible for processing the Payroll for all Town Employees on a bi-weekly basis according to State and Federal reporting requirements. Processes all accounts payable on a bi-weekly basis, working with Department Heads to get their invoices in on time for processing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process accounts payable invoices, prepare invoice batch report, print checks, and create manifest for Board of Selectman and Treasurer.
- Review payroll time sheets for processing. Enter payroll into payroll software. Print checks and direct deposit stubs for employees.
- Prepare payroll register for Board of Selectmen and Treasurer.
- Enter direct deposit into MVSB site. Enter tax withholding into EFTSP site (bi-weekly 941 deposits).
- Upload payroll into Payroll Software GL, and process payroll tax liabilities and associated reports.
- Enter payroll data monthly into NHRS database and process necessary paperwork on the NHRS website.
- Balance payroll submittal from software and NHRS database.
- Process NHRS deposit to coincide with the NHRS reporting of the same month by appropriate deadline.
- Interacts with and provides information for town departments, committees, and commissions as it relates to payroll and account payable matters.
- Responsible for quarterly submission of tax form 941.
- Responsible for quarterly submission of Earnings Report to NH Employment Security.
- Responsible yearly for timely and accurate preparation of W-2's, W-3's, Form 1096, Form 1099 and ACA reporting of 1094 & 1095's.
- Responsible for the yearly Primex payroll audit.
- Update COLA, PAF's or any other salary adjustments for personnel.
- Update medical, dental or other insurance rates in software.
- Performs basic data entry.
- Provides customer service to callers and walk-ins; provides information, takes messages and refers customer inquiries to appropriate personnel or department.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

MINIMUM QUALIFICATIONS

Education and Experience

Associates degree in Accounting, Finance or Business Administration, preferred, and High School Diploma or GED equivalent.

Three to five years of payroll/accounts payable experience preferably in a municipal setting.

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

Knowledge, Skills and Abilities

- Knowledge of municipal organizations and functions.
- Considerable knowledge of municipal finance, bookkeeping, and accounting.
- Skilled in municipal finance and administration.
- Ability to assemble, organize and present in written or oral form, statistical, financial, or historical factual information.
- Ability to establish and maintain effective working relationships with other employees, representatives of other governmental agencies, professional agencies, and the general public.
- Ability to recall events, data, and past actions as required to address current issues.
- Ability to handle stressful situations in a professional manner and meet mandatory deadlines.

SUPERVISION EXERCISED

None.

LICENSING AND CERTIFICATION

None

TOOLS AND EQUIPMENT USED

Computers, calculator, copier, fax machine, phone, and other general office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms and talk, see, and hear. The employee must occasionally lift/move up to 25 pounds, bend, stoop, or crouch.

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

John W. Cavic
Jcavic@moultonboroughnh.gov

OCT 03 2024

10/03/2024
Town of Moultonborough
6 Holand St
Moultonborough, NH 03254

Dear Selectmen,

I hope this letter finds you well. My name is John Cavic. As you know, I am currently a Firefighter/AEMT serving the town of Moultonborough since October 2nd 2023. I am writing to express my interest in qualifying for partial reimbursement for my college tuition through the town, as I am pursuing a degree in Fire Science. I am currently enrolled and taking classes with Columbia Southern University holding a 4.0 GPA.

As a dedicated member of the firefighting team, I have seen firsthand the importance of continuous education and training in our field. The challenges we face in emergency response require not only practical skills but also a deep understanding of fire behavior, safety protocols, and advanced firefighting techniques. By obtaining a degree in Fire Science, I aim to enhance my knowledge and skills, which will ultimately benefit our community and improve our department's effectiveness.

Pursuing higher education in this field is a significant financial commitment, and I believe that tuition reimbursement would not only assist me in achieving my academic goals but also demonstrate the town's support for professional development within our emergency services. Investing in education for firefighters directly translates to improved safety and service for the residents of Moultonborough.

I am committed to applying the knowledge I gain through my studies to further enhance our firefighting capabilities and contribute positively to our community. I respectfully ask for your consideration of my request for tuition reimbursement, as it would greatly aid me in my pursuit of a Fire Science degree.

Thank you for your attention to this matter. I am happy to discuss this further or provide any additional information you may require.

Sincerely,

John Cavic
Firefighter/AEMT
Moultonborough Fire Rescue

Employee  Date 10-3-2024
Employer  Date 10-3-2024

* Complies with Policy R.Reade 11/4/24

APPENDIX #2

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

STATEMENT OF POLICY No. 24

CONTINUING EDUCATION TUITION REIMBURSEMENT

I. PURPOSE.

Employees of the Town of Moultonborough are encouraged to further their education and training within their field of employment by the Town of Moultonborough. To that end, the Board of Selectmen institutes this policy in order to assist those employees who choose to take training related to their work.

II. REIMBURSEMENT CRITERIA:

1. The Board of Selectmen has as its limit Continuing Education Reimbursement in the dollar amount appropriated in the Annual Budget each year.
2. To receive consideration for reimbursement, the student-employee may not be in a probationary status.
3. To receive consideration for reimbursement, course selections must receive pre-approval (before classes begin) by the Board of Selectmen upon the recommendation of the student-employee's department supervisor.
4. The form of request for Continuing Education Tuition Reimbursement consideration shall be a letter to the Board of Selectmen that includes the student-employee's request supporting the relevance of the course work to the employee's position, sufficient information to identify the course work content and the instruction providing that course work and the anticipated date of completion. The letter should provide after the student-employee's signature a simple concurrence statement signed and dated by the student-employee's department supervisor.
5. Reimbursement will only occur after the successful completion of accredited courses offered by universities, colleges or vocational technical training providers accredited by the appropriate body and recognized by the State of New Hampshire. The student-employee may attend classes to complete course work, complete course work by correspondence, or complete course work through on-line offerings. The student-employee must provide proof of completion in the form of a completion certificate or grade report provided by the educational provider.
6. To receive reimbursement, the student-employee must achieve at least a grade of '2.0', 'C', 'Satisfactory' or equivalent for the course work completed.
7. To provide the maximum availability and opportunity for this Policy to student-employees, the Board of Selectmen imposes the following limits on reimbursement.

- a. Reimbursement at 75% of tuition cost to one thousand dollars (\$1,000.00) maximum per course
- b. Three (3) courses and not more than two thousand dollars (\$2,000.00) in any twelve-month period.
- c. A lifetime total reimbursement limit to any employee of Twenty thousand dollars (\$20,000.00).
- d. Consideration given to requests received between 45 and 75 days prior to the start of the traditional spring and fall semester.

8. This Policy shall include any course that a student-employee began after January 1, 2019. The Board of Selectmen does not waive the recommendation of the student-employee's supervisor or any other requirement herein contained.

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: SelectBoard

FROM: Carter Terenzini, Interim Town Administrator

RE: Town Administrator et al positions

DATE: November 1, 2024

Carter



I write to seek your decision on an offer to donate a small parcel of land situated between Route 25 and bordering on Lake Kanasatka (See letter of September 30, 2024 enclosed w/map). I submitted several questions to Counsel for the property owner that I might be prepared to present to the Board. Those were:

- Will the deed restrictions stay as stated in your letter or be more expansive?
- May the Town subsequently deed the property to another (i.e. State of NH, Nature Conservancy, LRCT, etc.)?
- Is the transaction of interest to the donor if it cannot be concluded this tax year?

I was advised by Counsel that:

- There will be no deed restrictions;
- The Town may subsequently deed the property for more efficient management; and
- The year the transaction is completed is not material to her.

Although it would be unlikely to have any potential for municipal use (e.g. pump station), after due consideration of the protection it offers the shoreline of Lake Kanasatka and the potential for transfer to the State of NH (it is directly adjacent to state lands and the boat launch), I recommend that a public entity does accept this offer. You have two options:

- Inform the property owner of your wish to accept this most generous offer subject to a title exam (\$750k^{+/}) and Conservation Commission action¹;
Or
- Refer them to the state to make the donation.

Given the desire of the donor to wrap up the administration of the Trust assets from which this donation is being made and the potential delays in a donation to the state and my view as to the import of getting this parcel under public control, I do recommend the first course of action.

¹ **RSA 36-A:4 – 1:** Said commission may receive gifts of... real property... within... boundaries of the municipality, by gift... subject to the approval of the local governing body, such gifts to be managed and controlled by the commission... [Town Counsel advise the ConCom can then subsequently donate it to the state.]



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

October 21, 2024

Attorney Heidi J. Barrett-Kitchen
Donohue, Tucker, & Ciandella PLLC
Towle House – Unit 2
164 NH Route 25
Meredith, NH 03301

Re: Whittier Highway, MAP 142, Lot 7

Dear Attorney Barrett-Kitchen:

I write to introduce myself as the Interim Town Administrator (as of 10/18/24) and follow-up on your letter of September 30th. I would like to bring this matter before the Select Board at its meeting of 11/7/24 but do anticipate a few questions beyond the intended uses set forth in your letter. They are:

- Will the deed restrictions stay as stated in your letter or will they be more expansive in any form?
- May the Town subsequently deed property to another (i.e. State of NH, Nature Conservancy, LRCT, etc.) if it finds that is a more efficient way to manage the property?
- Will the transaction still be of interest to the donor if it cannot be concluded this tax year?

I thank you for your time and consideration. A response by October 30 would be most appreciated in order to get it onto the Board's agenda for their formal consideration. Please feel free to transmit it via email to me at cterenzini@moultonboroughnh.gov.

Sincerely Yours

Carter Terenzini
Carter Terenzini
Interim Town Manager

CC: File

OCT 03 2024



CELEBRATING OVER 35 YEARS OF SERVICE TO OUR CLIENTS

PLEASE RESPOND TO THE MEREDITH OFFICE
Direct Dial (603) 766-6208

September 30, 2024

Select Board
Town of Moultonborough
PO Box 139
Moultonborough, NH 03254

LIZABETH M. MACDONALD
JOHN J. RATIGAN
ROBERT M. DEROSIER
CHRISTOPHER L. BOLDT
SHARON CUDDY SOMERS
DOUGLAS M. MANSFIELD
KATHERINE B. MILLER
CHRISTOPHER T. HILSON
HEIDI J. BARRETT-KITCHEN
ERIC A. MAHER
CHRISTOPHER D. HAWKINS
JOHN K. BOSEN
CHRISTOPHER P. MULLIGAN
ELAINA L. HOEPNER
WILLIAM K. WARREN
BRIANA L. MATUSZKO

OF COUNSEL
MOLLY E. FERRARA

RETired
MICHAEL J. DONAHUE
CHARLES F. TUCKER
ROBERT D. CIANDELLA
DENISE A. POULOS
NICHOLAS R. AESCHLIMAN

Re: Whittier Highway, Map 142, Lot 47

Dear Board Members:

I represent Helen F. Ferrante, Trustee of the James R. Ferrante 2002 Revocable Trust, the owner of the above-captioned land situated on Whittier Highway, which has been used by the public for access to Lake Kanastka. Helen believes that the parcel would be of great benefit to the Town to provide access to the Lake for recreation, conservation, or public safety purposes. Helen has asked me to contact you to determine whether the Town has any interest in acquiring the property.

We are in the process of the final administration of the Trust assets and would appreciate your response within 30 days. Thank you for your attention in this matter.

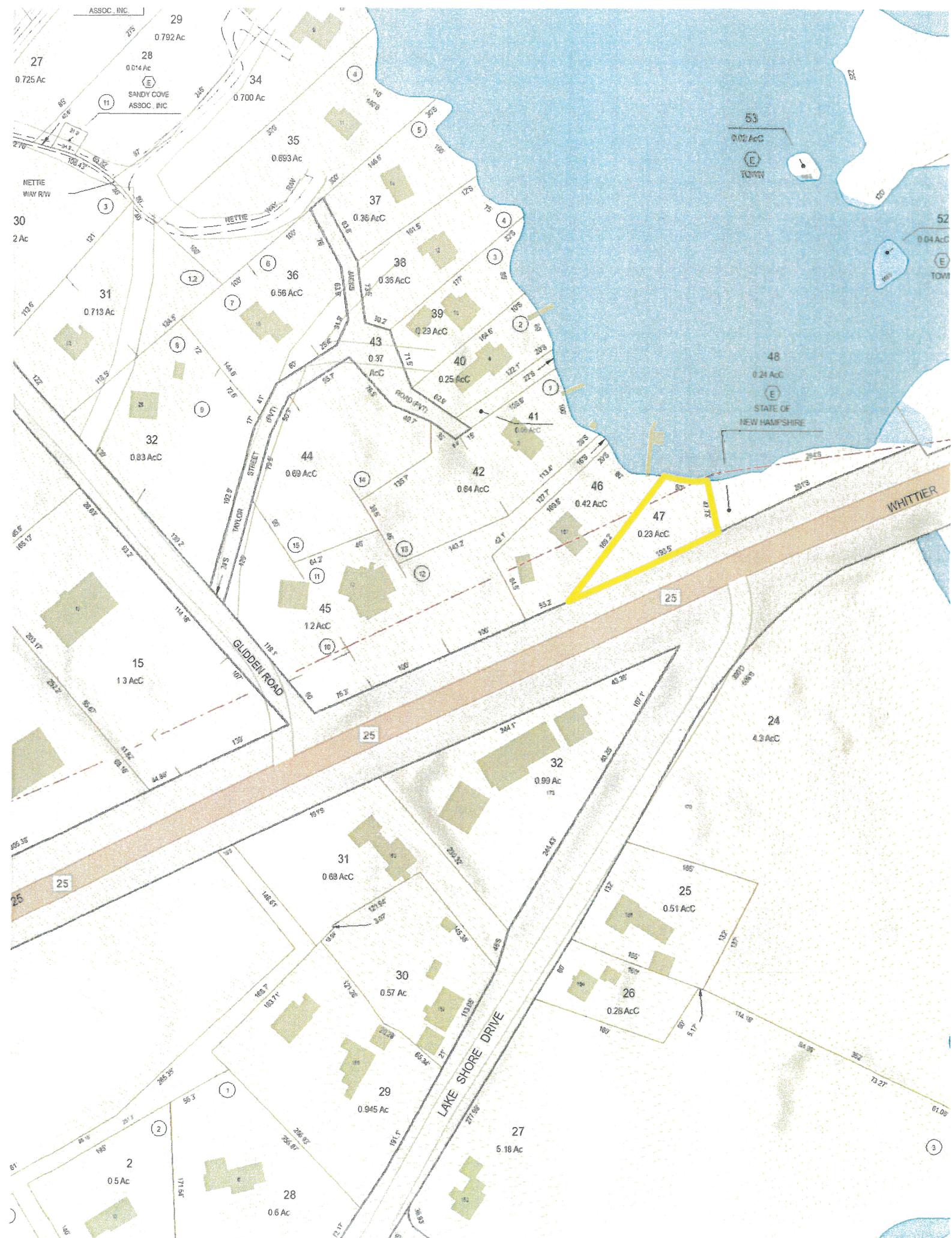
Very truly yours,

DONAHUE, TUCKER & CIANDELLA, PLLC

Heidi J. Barrett-Kitchen, Esq.
hkitchen@DTClawyers.com

Enc.

DONAHUE, TUCKER & CIANDELLA, PLLC
16 Acadia Lane, P.O. Box 630, Exeter, NH 03833
111 Maplewood Avenue, Suite D, Portsmouth, NH 03801
Towle House, Unit 2, 164 NH Route 25, Meredith, NH 03253





Town of Moultonborough
Office of Assessor
6 Holland Street – P. O. Box 139
Moultonborough, NH 03254
(603) 476-2347

MBLU #: 000142 / 047 / 000 / 000 / 000

LOCATION: WHITTIER HIGHWAY



13-5278

*****AUTO**5-DIGIT 03246

Ferrante James R 2002 Rev Trust
85 Hanson Dr
Moultonborough NH 03254-4153

August 9, 2024

Dear Property Owner,

The preliminary 2024 assessed value of your above-referenced property, is listed below. The **value is as of April 1, 2024, and** is based on the results of Moultonborough's 2024 town-wide valuation update, conducted by Whitney Consulting Group.

Please note, **THIS IS NOT A TAX BILL.** It is a *preliminary value and is subject to change*, dependent upon the results of any hearings or review of any materials submitted by taxpayers. This value **does not** reflect deductions for any applicable tax exemptions or credits but **does** reflect any applicable Current Use land values.

If you have questions or concerns regarding this value and would like to schedule an appointment for an informal hearing with a Whitney Consulting Group representative, please follow the instructions below. **Please do so before the close of business on August 23, 2024.**

The hearings will be by appointment only, **August 26th- August 30th** (Mon-Fri). In-person hearings will be held at the Moultonborough Town Hall. If you cannot attend in person, phone hearings will also be available, where a Whitney Consulting Group representative will call you at your scheduled time.

To schedule an appointment, please call the Assessor's office at 603-476-2347 between 7:30am and 4:00pm, Monday to Friday. **Please keep in mind the person making the appointments is not qualified to discuss values or parcel data.**

Please reference the MBLU # (shown at the top of this letter) when scheduling your appointment. Also, please be sure to inform us if you own more than one parcel.

If you are unable to attend a hearing, you may submit a written request for a review of value. The request must be submitted prior to August 30th and include any evidence. The request should be addressed to: Whitney Consulting Group, Attn: Moultonborough NH Revaluation, 6 Holland Street PO Box 139, Moultonborough, NH 03254.

Town-wide preliminary property values can be accessed at www.moultonboroughnh.gov (click on Departments, Assessor, Valuation Update Information). Printed lists are available to view at the Town Offices and Moultonborough Library.

2024 PRELIMINARY VALUE

Land:	\$37,600
Buildings:	\$0
Features:	\$0
Total:	\$37,600

Very truly yours,
Whitney Consulting Group

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Carter Terenzini, Interim Town Administrator

RE: ARPA Status

DATE: November 4, 2024

CC: Finance; P. Beede; File\

Carter



I have reviewed the status of the ARPA projects, as those were provided to me early upon my entry, with each of the department heads with balances remaining to be expended. Two projects still remain outstanding as you will see on the attached report. After deducting an overcommitment of roughly \$4k you may have a balance of roughly \$15k to expend.

While I am informed by the Police Chief that the tower funds are no longer needed, there is a wild card. You are getting a trade in value for the each of the pistols you return to the supplier of the new weaponry. However, you will not know the exact value of that until the pistols being replaced are actually returned. That will not happen until each officer qualifies on the new pistols which is thought to be on or about December 1st.

As you may know, the remaining funds must be fully expended or “committed” (i.e. under contract) by December 31, 2024 in a “use it or lose it” situation. I have two immediate suggestions for proceeding and the SB may have multiple items as well for the likely \$15k+/- that remains.

- The Chief informs me that the software/controls of the dispatch console are now about 3 years old and have had no software updates since then and has asked that the trade in amount be reprogrammed to upgrade it (\$3,500+/-)¹.
- The six month payout of one employee, and the costs of backstopping that position and backstop[ping a vacancy in Finance, is not something the budget anticipated and certainly not this early in the fiscal year. You may want to consider committing any of the remainder to covering those costs.

While you may not be prepared to address this on 11/07, I would encourage you to be prepared to address it on 11/21.

¹ ... which has caused us some issues that has required Ossipee Mountain Electronics to come out and diagnose. We have still experienced some issues since and that our hope is that the software upgrades should address the remaining issues. (P. Beede)

ARPA/LFRC Funds Status

November 4, 2024

By CT

Programmed	Over/Under	Expended	Current Remainder	Anticipated Remainder
\$ 20,000.00	\$ (4,221.70)	\$ -	\$ 15,778.30	\$ 15,778.30
\$ 16,000.00	\$ 4,221.70	\$ 20,221.70	\$ -	
\$ 56,000.00	\$ (6,065.96)	\$ 49,934.04	\$ -	
\$ 56,000.00	\$ (1,123.95)	\$ 54,876.05	\$ -	
\$ 50,000.00	\$ (987.00)	\$ 49,013.00	\$ -	
\$ 63,158.00	\$ (702.37)	\$ 62,455.63	\$ -	
\$ -	\$ -	\$ -	\$ -	
\$ 24,320.00	\$ -	\$ 24,320.00	\$ -	
\$ 47,500.00	\$ -	\$ 47,500.00	\$ -	
\$ 43,000.00	\$ (4,283.00)	\$ 38,717.00	\$ -	
\$ 25,000.00	\$ 4,606.19	\$ 29,606.19	\$ -	
\$ 5,800.00	\$ (1.00)	\$ 5,799.00	\$ -	
\$ 16,379.00	\$ -	\$ 16,379.00	\$ -	
\$ 20,000.00		\$ 9,002.81	\$ 10,997.19	\$ 3,000.00
\$ 443,157.00	\$ (8,557.09)	\$ 407,824.42	\$ 26,775.49	\$ 18,778.30
\$ (438,021.00)			Less Over-Committed	\$ (3,421.09)
\$ (3,421.09)			Likely Remainder To Expend	\$ 15,357.21

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: SelectBoard

FROM: Carter Terenzini, Interim Town Administrator

RE: ADA Unisex Bathroom @ Town's Function Hall

DATE: November 4, 2024

CC: C. Theriault; J. Blackwell; File

Carter



I was asked to prepare an advertisement to solicit design/build services to construct an ADA compliant bathroom. Before proceeding to develop the full Request for Proposals, I am submitting the draft to you for approval and would ask that I be informed of the funding source:

Town of Moultonborough, NH
Request for Design/Build Qualifications

The Town of Moultonborough is seeking proposals from qualified construction firms teamed with a qualified design professional to provide design and construction services for the development of a Unisex bathroom that is fully ADA compliant. The new bathroom is to be developed within the frame of an existing building known as Function Hall located at 139 Old Route 109 in Moultonborough by demolishing certain portions of existing bath framing, reframing as required and modifying associated interior plumbing and a connection to the existing waste line. The Scope of Services may be obtained from the Office of the Select Board 6 Holland Drive, PO Box 504, Moultonborough, NH 03254 during normal business hours or on the Town's web site at www.moultonboroughnh.gov (click on Bids & Employment). A pre-submission walkthrough will be available to all interested parties at the subject location at 9 a.m. on Tuesday November 26th and Tuesday December 3rd. Proposals must be received in the Office of said Select Board no later than 12 Noon on Monday December 16, 2024, in a sealed envelope plainly marked on the outside as "Moultonborough Function Hall; ADA Compliant Bathroom". If mailed, please submit this envelope inside of a separate sealed envelope for protection against being opened in error. The Town of Moultonborough reserves the right to reject any and/or all proposals and waive any minor informalities as it determines to be in the best interest of the Town.

/s/ Carter Terenzini
Interim Town Administrator

By cc: of this memo I have asked Director Theriault for a list of advertising locations and contractors to whom we can submit this notice. I'm proposing to work on the following timeline:

Advertise	11/18
Tour Dates	11/26 & 12/03
Questions Due	12/05
Addendums Out	12/10
Bids Due	12/16

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: SelectBoard

FROM: Carter Terenzini, Interim Town Administrator

RE: Town Administrator & Support Positions

DATE: November 1, 2024

CC: R. Reade; File

Re: T.A. & Support Positions



I write with respect to filling the vacant position of Town Administrator and related administration positions. Specifically, I ask you to:

- Decide how you want to proceed to fill the Town Administrator Position;
- Approval of the attached two job descriptions;
- Approval to proceed with the in-house promotion of a candidate to the position of Executive Assistant; and
- Approval to proceed recruit for the position such a promotion would open.

For Town Administrator, I would suggest you review the job description and establish what you are looking for in the next person. It is important to clearly establish their level of authority so there is no misunderstanding after the hire. So called “Profile” statements can range from fairly simple descriptions such as Windham or more sophisticated postings such as for Meredith.

I am not at all sure what your experience has been the past few recruitment cycles, but it is important to understand that the candidate pool today may not be as large and as qualified as those you have experienced in the past. Candidate pools today are about one-half to two-thirds of the size they were just five years ago. The percentage of your candidates lacking demonstrated positive performance or having problematic relationships with management has increased as a result. You may suffer “sticker shock” on what constitutes the market competitive salary as there has been a tremendous price inflation as communities seek to answer recruitment problems by raising the price (nearby Meredith offers “up to \$150k”).

There are several ways to proceed in filling the Town Administrator position:

- 1.) Open Recruitment:** Using a recruiter such as MRI (they can do all or portions of the task such as just the advertising or just the profile or just the background checks);
Or
Using an initial screening committee (such as done during my time for Police Chief (Weatherbee); Assessor (Karp); and Planner (Woodruff));
Or
SB supported by Staff
- 2.) In-house posting:** Do a brief posting (say two weeks) to see if you have any in-house candidates. Warning: This can leave applicants who feel overlooked in a poor mind-set.

- 3.) **Targeted Approach:** Perhaps you know someone, or have read of someone, you think might be a great candidate due to their knowledge of the community and organization, personality, or perceived ability.
- 4.) **Intern/Fellow:** This involves the recruiting of a graduate level intern or or a so-called “fellow” (See Branley and a sample), who undertakes projects for review and comment, males [public presentations, attends a wide range of meetings and shadows the TA to learn the statutes, organizational procedures, public policy development and strategy. Michael Branley left us and became the Francestown, NH (Pop 1,500⁺⁻) Town Coordinator for about 3 years and then moved on to Swanzey, NH (Pop 7,000⁺⁻) where he has been for a little over 9 years. Another community carried out a similar approach using a “fellow” and a part-time TA. That person is now on their second three year contract.

Option 1 – in some variation – is the norm.

Option(s) 2 & 3 may require some level of mentoring and support for a time as the person grows into their own. These options can also bring accusations of the job being “wired” and not advertised in the manner perceived the “right way”. I have always believed that if you have someone in mind, the best thing to do is forego the charade of advertising and simply appoint the person you believe is the right and explain it to the public.

Option 4 requires the oversight of a professional manager and I would say is best when one is looking at succession planning for continuity and or dealing with an upcoming retirement.

With respect to the administrative support positions, Robin and I have collectively reviewed the existing job descriptions for the two Administrative Assistant positions (Reception and inner office) and attach proposed revisions (Administrative Assistant and Executive Assistant). These are based upon how we perceive the office to have evolved since it was realigned (w/out Assessing) and to capitalize upon the skills of an in-house candidate (whom I would highly recommend) for the main support position (Executive Assistant) vacated almost one- year ago.

Town of Moultonborough, NH

POSITION: Administrative Assistant
FLSA STATUS: Non-Exempt

DEPARTMENT: Administration
REPORTS TO: Executive Assistant

GENERAL SUMMARY

Operates under the general direction of the Executive Assistant providing customer front line services and performing administrative work in the support of the Administration & Finance units.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer all incoming phone calls and directs calls to the correct department.
- Greets residents and directs them to where they need to go.
- Acts as a problem identification and resolutions resource, answering questions, providing guidance, troubleshooting and following up with the public in resolving problems; may coordinate (or act as liaison) between functions/departments as required to facilitate problem resolution.
- Processes requests for and issues permits for entrance to all Town Facilities; collects and records payments.
- Accept and process Community Garden applications, collects and records payments.
- Prepares copies of town documents requested by the public; collects and records payments charged for copies
- Receives daily mail, opens, date stamps and dispenses to proper departments, makes copies and distributes as material may indicate.
- Provide back-up coverage for the Administration Office to cover Board and Committee Meetings and prepare and post related minutes as occasionally needed.
- Post Bids, Job Descriptions, and other web postings as needed.
- Compiles, proofs, and produces the Town Newsletter to be included in the tax bill mailings and similar publications
- Provide Notary Services to the public.
- Performs routine help desk PC and software support.
- File timecards and payables.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or equivalent, and documented training in computer, secretarial and clerical skills. One year of general experience in an office environment is required. Add combinations OF

Knowledge, Skills and Abilities

- Advanced office skills.
- Superior knowledge of office computer systems and applications including word processing, spreadsheet, database, desktop publishing and information systems applications.
- Public relations and accurate telephone communications, including the consistent use of a pleasant phone presence.
- Ability to defuse problematic confrontations.
- Demonstrable transcription skills, decision making ability.

SUPERVISION EXERCISED

None.

LICENSING AND CERTIFICATION

Notary public or ability to obtain certification within six months of appointment.

TOOLS AND EQUIPMENT USED

Computers, calculator, copier, fax machine, phone and other general office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk, see and hear. The employee must occasional lift/move up to 25 pounds, bend, stoop or crouch.

WORK ENVIRONMENT

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

Work is primarily performed in office setting. **Occasional** attendance at night meetings is required. Some travel to offsite locations may be required.

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

ADD CONTRACT BOX

Town of Moultonborough, NH

POSITION: Executive Assistant
FLSA STATUS: Non-Exempt

DEPARTMENT: Administration
REPORTS TO: Town Administrator

GENERAL SUMMARY

Highly confidential position operating under the general direction of the Town Administrator providing the primary clerical and support functions for the SelectBoard and Town Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends, and Prepares Agenda's and Minutes for the SelectBoard Meetings.
- Acts as lead manager of the Town website; Maintains all Town Departments webpages in the maintenance and postings of their individual web pages.
- Responsible for managing/performing website editorial activities to enhance the value of the website.
- Compiles, proofs, and produces, the Annual Town Report, Town Administrators Weekly Report, and similar public relations publications, news releases and postings.
- Assists in the maintenance of cemetery records, produces/processes cemetery deeds.
- Prepares Copies of town documents requested by the public; collects and records payments.
- Maintains roster of all appointed boards, committees and rosters including terms of office, issues reminder to the Town Administrator when terms are about expire or vacancies occur and prepares Notices of Appointment.
- Receives public inquiries, provides available responses and performs research as needed.
- Prepares and processes Leases for Lees Mills Dock and similar Town properties.
- Receives and processes Fishing Tournament requests.
- Receives and processes Adopt-A-Spot Program requests and administers program.
- Order supplies for the building.
- Phone System Management.
- Maintain the contents of the "Gold Box". Provides back-up coverage for the Administrative Assistant in processing requests for and issue permits for entrance to Town Facilities and collects and records payments.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Associate's Degree in business or a related field and three years of general experience in an equivalent office environment is required.

Knowledge, Skills and Abilities

- Advanced office skills.
- Superior knowledge of office computer systems and applications including word processing, spreadsheet, database, desktop publishing and information systems applications.
- Public relations and accurate telephone communications, including the consistent use of a pleasant phone presence.
- Demonstrable transcription skills, decision making ability.

- Ability to defuse problematic confrontations.
-
- Ability to know what constitutes confidentiality and maintain the same in an environment driven by the public's right to know.

SUPERVISION EXERCISED

Coordinates activities of front line Administrative Assistant.

LICENSING AND CERTIFICATION

Notary Public upon appointment or obtaining the same within 6 months of entry into the position..

TOOLS AND EQUIPMENT USED

Computers, calculator, copier, fax machine, phone and other general office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk, see and hear. The employee must occasional lift/move up to 25 pounds, bend, stoop or crouch.

WORK ENVIRONMENT

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

Work is primarily performed in office setting. Attendance at night meetings is required. Some travel to offsite locations may be required.

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

NEEDS NOT A CONTRACT LANGUAGE