

**Town of Moultonborough  
Board of Selectmen  
Meeting Agenda  
Tuesday, October 7, 2025  
5:00 P.M.  
Moultonborough, NH**

## **I. CALL TO ORDER**

## II. PLEDGE OF ALLEGIANCE

### III. REVIEW / APPROVAL OF MINUTES

A. 9/16/25 + 9/16/25 NP

#### IV. CONSENT AGENDA - None

## V. NEW BUSINESS

- A. Action Re: ABC Appointments: (2) At Large Full Members; (1) At Large Alternate Member
- B. Action Re: Request to Advertise – RFP Construction of Pole Barn PSB
- C. Action Re: 2025-2026 Winter Maintenance Service Contract
- D. Petition to Board of Selectmen for Increased Police Presence
- E. Action Re: Ratification of decision made via poll regarding Annual Car Show at the Castle in the Clouds
- F. Action Re: Disabled Veteran Tax Credit
- G. Action Re: Lee's Mills Steamboat Association Letter of Support
- H. Action Re: Class of 2027 Fundraiser Request at the Transfer Station, 11/29/25, 8:30 am – 4:30 pm
- I. Action Re: Application for a Permit to Conduct a Raffle: Interlakes Community Caregivers, 10/23/25, 6:30pm – 10:30pm, Academy
- J. Discussion: Ordinance 13 – Construction of Driveways Extinguishment
- K. Action Re: Education Coalition Communities 2.0 NH –Authorization and Signature
- L. Action Re: Approval of Investment Policy No. 5 (RSA 41:9)
- M. Action Re: HealthTrust Medicare Advantage with Prescription Drug Plan Package for CY2026
- N. Action Re: Date and Location of March 2026 Town Meeting
- O. Action Re: Fall Newsletter Approval

## VI. OLD BUSINESS

## VII. OTHER BUSINESS

## **VIII. CITIZEN INPUT**

## **IX. NON-PUBLIC SESSION**

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

## X. ADJOURNMENT

*Any person with a disabling condition who would like to attend this public meeting and needs to be provided reasonable accommodations to participate please contact the Moultonborough Town Hall at 603-476-2347 so accommodations can be made. Interested parties may view this meeting by going to Town Hall Streams.*

**Town of Moultonborough  
Board of Selectmen  
September 16, 2025**

## MEETING MINUTES

**Present:** Vice Chairman Jonathan W. Tolman, Selectman Karel A. Crawford, Selectman James F. Gray, Selectman Charles M. McGee. Town Administrator, Angela Bovill, Executive Assistant, Alison Kepple.

**Absent:** Chairman Kevin D. Quinlan (with prior notification)

**Motion:** Selectman Crawford  
*To approve the minutes of 9/4/25 and 9/4/25 NP.*  
**Seconded:** Selectman McGee  
**Vote:** 3-0-1 (Vice Chairman Tolman abstained)  
**Motion passed.**

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

- A. Personnel Action Form: Approval of hiring part-time staff for the Rec. Dept.**
- B. PA-29 NH DRA Form: 2026 Veteran Tax Credit(s)**

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

**V. NEW BUSINESS:**

**A. Action Re: Approval to Allow Modular Unit Storage at the Highway Garage**

1. Winsor Homes is seeking approval to store three modular units Nov. 12-17, 2025.
2. Town Administrator Bovill advised the Board that Winsor Homes submitted a last minute request today for an additional two modular units to be stored on October 6-8, 2025.

**Motion:** Selectman Crawford  
*To approve both the temporary parking requests for Windsor Homes to store modular*

*Home units (three pieces total) November 12-17, 2025, and (two pieces total) October 6-8, 2025, at the Highway Garage, 68 Highway Garage Road, as requested, and to coordinate with the DPW Director.*

**Seconded:** Selectman Gray

**Vote:** 4-0

**Motion passed.**

**III. OLD BUSINESS:** None

**IV. OTHER BUSINESS:**

1. Town Administrator Bovill updated that board of the following items:

- The CIPC first meeting is 9/18/25 at 1:00 pm
- The Finance Director met with all department heads last week to verify payroll wages, benefits, position titles, etc. as phase 1 of the FY27 budget process.
- A budget guidance memo and draft timeline of important dates was emailed to all department managers along their budget worksheet with a deadline on or before October 3<sup>rd</sup>.
- We are looking into the potential of switching Town Hall phone lines from old and outdated copper lines to SIP trunk lines.
- Legislative concerns regarding zoning lot size mandates were shared with reference to House Bill 459 and Senate Bill 84. Vice Chairman, Tolman mentioned that there is a Legislative hearing on September 23<sup>rd</sup> at 10:00am.

2. Vice Chairman, Tolman reported that he, Selectman Quinlan, Pat Hart and Kathy Gerry (School Board Members) interviewed three candidates for the Advisory Budget Committee.

There are three open spots. School Board members will join the next Board of Selectmen's meeting on 10/7 to report back and make a decision on appointees.

3. Town Administrator Bovill noted that she spoke with the owner of the Grange building, Mr. Shaughnessy, about the letter that was sent to him about the concerns regarding the appearance of his property. Mr. Shaughnessy stated that the rehab he originally had in mind wasn't going to happen. T.A. Bovill asked if he could aesthetically make it look better.

**V. CITIZEN INPUT:** None

**VI. NON-PUBLIC SESSION:** Entered into non-public session at 5:08 p.m.

**A. RSA 91-A:3, II (c & e)**

**Motion:** Selectman McGee

*To enter into non-public session at 5:08 p.m. coming out only to adjourn.*

**Seconded:** Selectman Crawford

**Vote:** 4-0

**Motion passed.**

**VII. ADJOURNMENT:** Meeting Adjourned at 6:00 p.m.

**Motion:** Selectman Crawford

*To adjourn the meeting.*

**Seconded:** Selectman Gray

**Vote:** 4-0

**Motion passed.**

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

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Approved

Jonathan W. Tolman, Vice Chairman

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Date

Dear Members of the Moultonborough Advisory Budget Committee,

I am writing to express my strong interest in serving on the Moultonborough Advisory Budget Committee. As a resident of Moultonborough, I am deeply committed to the responsible stewardship and financial well-being of our town's resources.

I hold an MBA, which has provided me with valuable skills in analysis, budgeting, and strategic planning. Currently, I am employed by the State of New Hampshire, where I have gained experience in public sector operations. This role has allowed me to understand the intricacies of government functions, fiscal accountability, and the efficient allocation of taxpayer funds.

My academic qualifications, combined with my practical experience in state government, would enable me to make a meaningful contribution to the Committee. I am skilled at reviewing complex documents, identifying key trends, and collaborating with diverse stakeholders to achieve positive outcomes. My goal is to support the Committee in its crucial role of ensuring transparency, efficiency, and long-term fiscal stability for Moultonborough.

I am eager to dedicate my skills and time to support our community and contribute to the important work of the Advisory Budget Committee. Thank you for considering my application. I have attached my resume for your review and would welcome the opportunity to discuss my qualifications further.

Sincerely,

Nathan James Hanna

15 Susan Drive Moultonborough,

NH 03254

## QUALIFICATIONS SUMMARY

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Goal-oriented professional with success furthering business goals across multiple industries prepared to leverage a universal skill set and recent education in finance to make an instant impact within a leading company.

**Analysis**

- ♦ Well-versed in examining complex and high-volume information, interpreting key elements that shape immediate and future decision-making.

**Process Improvement**

- ♦ Possesses a visionary mindset that is essential in modernizing operations and performance and quality of service delivered.

**Project Oversight**

- ♦ Adept at the understanding team and organizational goals, putting in place and managing strategies that result in targets being reached.

**Regulatory Compliance**

- ♦ Maintains a thorough understanding of industry and company-specific regulations and guidelines, which are critical in protecting businesses and associated interests.

## EDUCATION

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**Master of Business Administration in Finance**

University of Houston-Victoria · expected May 2023

GPA: 3.8

Select Coursework: *International Finance, International Economics, Data Analytics / Management Information Systems (M.I.S.), Statistics and Research Methods, International Leadership, International Supply Chain Operations, Business Ethics, and Knowledge of Excel*

**Bachelor of Science in Mechanical & Agricultural Engineering Technology**

Sam Houston State University · 2010

## PROFESSIONAL EXPERIENCE

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Anheuser-Busch, Merrimack, NH

February - July 2020

Group Manager

As a Frontline Manager, I efficiently coordinated the product floor team, focusing on maximizing output, service quality, and ensuring safety. I assigned daily objectives based on individual strengths and streamlined operations to exceed expectations. I also implemented workflow changes and provided personnel training for skill enhancement. In collaboration with the team, I resolved conflicts and addressed production concerns. My responsibilities included managing 30 employees across shifts and supporting HR functions such as processing timecards and payroll through in-depth knowledge of internal systems.

Houston Plastic Products, Houston, TX  
Maintenance Technician

2018 ~ 2019

Manufacturing quotas were met by conducting preventative and remedial maintenance on complex machinery and electrical components. Inspections and root-cause analysis led to high-performance restoration and integrating of modern productivity and safety systems, resulting in new milestones. Enhanced safety policies eliminated incidents and production interruptions. Repairs reduced downtime by 20%, electrical troubleshooting improved productivity by 15%, and implementing Kaizen 6S systems led to a 10% overall production growth.

Fluor Corporation, Baytown, TX  
Industrial Electrician,

2015 ~ 2017

Weekly audits were conducted at Fluor/CP chemical sites, resulting in a 30% reduction in safety issues by identifying hazards. A thorough study of blueprints allowed for accurate conduit installation using bending techniques, increasing productivity by 15%. Grounding and bonding points were installed on motor terminals located on the grounding grid. Work orders were completed diligently, ensuring projects met quality checks and achieved their goals.

### EXPERIENCE HIGHLIGHTS

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Completion Tool Mechanic / Assembler II, Baker Hughes, Houston, TX	2013 ~ 2015
Field Engineer / Equipment Operator, Weatherford International, Houston, TX	2011 ~ 2012
Assembler and Tester, Weatherford International, Houston, TX	2010 ~ 2011
Drip Line Supervisor, Sanderson Farms, Waco, TX	2010 ~ 2011

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### MILITARY EXPERIENCE

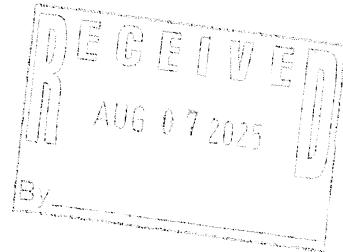
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Sergeant E4, US Army National Guard	2003 ~ 2009
Sergeant E5 – Active Duty Iraq, US Army National Guard	2005 ~ 2006



## Town of Moultonborough

6 Holland Street - P.O. Box 139  
Moultonborough, NH 03254  
(603) 476-2347 \* Fax: (603) 476-5835



### VOLUNTEER TO SERVE YOUR TOWN

Good government starts with you! Volunteers are the lifeblood of small towns. They bring talent, energy, and vision to our many Boards and Commissions which deliver services to our citizens. If you are interested in serving your community in any capacity, please fill out this form and return it to the Administration office, Town of Moultonborough, P.O. Box 139, Moultonborough, NH 03254. Thank you for your interest!

### Moultonborough Board of Selectmen

Name Christopher Aiken Home/Cell Phone 603-455-1797  
Address 118 Whittier Highway #7 Work Phone 603-832-8656  
Moultonborough NH 03254 E-Mail aikencj@gmail.com

I am interested in the following areas (check as many as apply):

Planning, Zoning, Development	<input checked="" type="checkbox"/>	Check Box	Senior Citizens	<input type="checkbox"/>	Check Box
Conservation & Open Space	<input checked="" type="checkbox"/>	Check Box	Library	<input type="checkbox"/>	Check Box
Public Works & Transportation	<input type="checkbox"/>	Check Box	Heritage	<input type="checkbox"/>	Check Box
Fire or Emergency Management	<input type="checkbox"/>	Check Box	Recycling	<input checked="" type="checkbox"/>	Check Box
Finance & Administration	<input checked="" type="checkbox"/>	Check Box	Parks & Recreation	<input checked="" type="checkbox"/>	Check Box
Health & Human Services	<input type="checkbox"/>	Check Box	Police	<input checked="" type="checkbox"/>	Check Box

Other: \_\_\_\_\_

Amount of Time Available:

Present Business Affiliation and Work:

General Manager Larchwood Inc  
As Business Administration 25 yrs  
Relative Experience 41 yrs.

Business Experience:

Education or Special Training:

Other Volunteer Efforts:

Previous Town Offices Held

N/A  
N/A

Date Appointed

Term Expired

Feel free to attach anything that will help us carefully consider how to match your experience and interests with the needs of the Town. Thank you for thinking of serving your town.

March 17, 2025

RECEIVED  
MAR 18 2025  
Moultonborough Selectmen

Mr. Carter Terenzini  
Interim Town Administrator  
Town of Moultonborough  
6 Holland Street,  
Moultonborough, NH 03254

Dear Interim Administrator Terenzini,

I would appreciate being considered for an open position on the Advisory Budget Committee. I have served on the ABC for four years -- the first three as a member of the Committee, and this past year as an alternate. Given the importance of the Town and School budgets and their impact on the taxpayers in the coming years, I would like to continue my service to the Town. Thank you.

Respectfully,

*Joe Adams*  
Joseph J. Adams

Angela Bovill

**From:** Kevin Quinlan <lzr1261@gmail.com>  
**Sent:** Saturday, September 13, 2025 8:52 PM  
**To:** Angela Bovill  
**Subject:** Fwd: ABC Candidacy

Hi Angela,

Please see email from Joe Adams back in May when the BOS appointed him in error of the process.  
I did not see this in the packet from the last time around.

Could you please provide to the team.

Thank you

Kevin

----- Forwarded message -----

**From:** Kevin Quinlan <[kquinlan@moultonboroughnh.gov](mailto:kquinlan@moultonboroughnh.gov)>  
**Date:** Tue, May 20, 2025 at 3:37 PM  
**Subject:** Fwd: ABC Candidacy  
**To:** [lzr1261@gmail.com](mailto:lzr1261@gmail.com) <[lzr1261@gmail.com](mailto:lzr1261@gmail.com)>

Sent from my iPhone

Begin forwarded message:

**From:** Joseph Adams <[jadams@txoma.com](mailto:jadams@txoma.com)>  
**Date:** May 2, 2025 at 11:29:00 AM EDT  
**To:** Kevin Quinlan <[kquinlan@moultonboroughnh.gov](mailto:kquinlan@moultonboroughnh.gov)>  
**Subject:** ABC Candidacy

Hi Kevin.

In the event that it could be of help, here is my background:

Brown University BA cum laude 1967

American Airlines JFK, Baggage Service Agent, Ramp Agent, Summers

Stanford Law School JD 1970

Royall, Koegel, Rogers and Wells, New York City, Summer Associate, 1966

**Request for Proposals  
Construction of Pole Barn  
Public Safety Building  
Moultonborough, NH**

**Proposals Due 2:00 P.M. November 4, 2025**



**Angela Bovill, Town Administrator**



## TOWN OF MOULTONBOROUGH

### REQUEST FOR PROPOSALS Construction of Pole Barn Public Safety Building

The Town of Moultonborough is seeking proposals from qualified companies for the construction of a Pole Barn, located at The Public Safety Building, 1035 Whittier Hwy, Moultonborough, NH. The Proposals will be accepted **until 2:00 p.m. on Tuesday, November 4, 2025**, in the Offices of the Select Board, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud.

The work includes providing all labor, equipment and materials necessary to complete a full-service installation, including all carpentry, electrical, and finish work. Site work and foundation/slab to be completed by others.

A detailed package with information on the services to be provided or items to be supplied by the vendor, the conditions thereof, and bid forms, is available at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) (Bids & Jobs) or said Select Board offices during normal business hours. **A pre-bid conference and site inspection will be held at 10:00 a.m. on Tuesday, October 21, 2025 at the subject location.**

Your bid envelope must be marked with the project, item or service being sought, and the date the bids are due. Bids submitted by mail should be placed in a separate sealed envelope, marked as required, inside the mailing envelope to safeguard against it being opened in error. Any questions with respect to this invitation must be received, in writing by mail, fax (603.476.5835) or email ([abovill@moultonboroughnh.gov](mailto:abovill@moultonboroughnh.gov)) Angela Bovill, Town Administrator, **no later than 12:00 PM on Tuesday, October 28, 2025.**

The Town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

Kevin D. Quinlan, Chairman/s/  
Board of Selectmen

Posted: Town Bulletin Boards

Advertised: N/A

Mailed: Bidders list

Web: Town Web Site

**REQUEST FOR PROPOSALS**  
**Construction of Pole Barn**  
**Public Safety Building**

**REQUIREMENTS:**

1. A pre-bid conference and site inspection will be held at 10:00 a.m. on Tuesday, October 21, 2025 at the subject location.
2. Any questions with respect to this invitation must be received, in writing by mail at PO Box 139, Moultonborough, NH 03254, by fax (603.476.5835) or by email (abovill@moultonboroughnh.gov), by Angela Bovill, Town Administrator, no later than 12:00 PM on Tuesday, October 28, 2025. The answers, and any other changes or supplements to this document, will be posted on the Town's website as an Addendum no later than 4:00 p.m. on Thursday, October 30, 2025 ([www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) Bids & Jobs). It is the bidder's responsibility to check and verify any such changes in order to account for them in their bid.
3. Contractor shall provide all material, labor and equipment required to complete a full-service installation, including all carpentry, electrical, and finish work.
4. Site work, foundation, and slab to be completed *by others*.
5. Contractor shall complete field reconnaissance of the work areas to become fully familiar with the existing conditions.
6. Contractor shall obtain the required permits from the Office of Code Enforcement.
7. Contractor shall construct the Pole Barn in accordance with the latest Building Codes.
8. Contractor shall perform all work in accordance with the requirements of the Town of Moultonborough ordinances and regulations.
9. Contractor shall clean up the site daily, receiving prior approval from the Town for any staging area of materials, dumpsters and the like. Disposal of materials is permissible at the Town's Solid Waste Facility at no charge to contractor during normal hours of Facility operation or by prior arrangement with the Town of Moultonborough.
10. Materials, equipment, and construction requirements shall be per Exhibit A and the posted plans, schematics, and specifications, or approved equivalent.

## **PROPOSAL SUBMISSION:**

1. A description of the firm and qualifications, and references of the individual who will be completing the work.
2. Completed Town of Moultonborough Bid Form (attached).

## **INSURANCE & HOLD HARMLESS:**

Prior to commencing work, and throughout the term of this contract, the Contractor shall obtain, and maintain, in the limits and under the conditions set forth below, insurance coverage naming the Town, its officers, employees and assigns, as Certificate Holder and additionally Named Insured, for the following types and levels of coverage:

- Workers Compensation	Statutory
- Automobile and Equipment	\$1 Million/\$2 Million
- Property Damage	\$1 Million/\$2 Million
- General Liability	\$1 Million/\$2 Million

If a sub-Contractor is used for any portion of the work, the Contractor will provide to the Town a similar certificate, in similar amounts and under similar conditions, from the Subcontractor.

Should the Contractor fail to maintain such Workers' Compensation insurance, and should the Town be found liable to principals, officers, employees and agents of the Contractor, the Town may recover from the Contractor the amount of any medical costs and compensation paid to or on behalf of the principals, officers, employees and agents of the Contractor and any expenses relating to claims filed under the provisions of Workers' Compensation.

The Contractor shall indemnify, defend and save harmless the Town, and its officers, agents and employees from and against any suit, action or claim of loss or expenses because of bodily injury, including death at any time there from, sustained by any person or persons or on account of damages to property, including loss thereof to the extent caused by the Contractor's negligent acts, errors, or omissions, in the performance of services under this Contract. The Town agrees that the Contractor will not be responsible for any suit, action or claim of loss or expenses because of bodily injury, or damages, caused by the Town, its officers, agents and employees due to the negligence or omission of the Town. This covenant shall survive the termination of this Contract.

## **DUE DATE AND METHODS OF DELIVERY:**

Sealed Proposals will be accepted **until 2:00 p.m. on Tuesday, November 4, 2025**, in the Town Hall Administration Office, 6 Holland Street, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud. Each submission should be in a sealed envelope marked, Town of Moultonborough, Construction of Public Safety Building Pole Barn with the due date clearly marked. If mailed, the proposal should be in a separate sealed envelope with the outer envelope marked similarly to prevent the bid from being opened in error.

It is the Contractor's responsibility to ensure that the proposal is received in the Town Administrator's office by the due date and time irrespective of whatever means of delivery chosen. Any submission received after the due date and time will be returned to you unopened.

**ANTICIPATED TIMELINE:**

Pre-Bid Meeting	October 21, 2025
Questions on RFP due	October 28, 2025
Opening of Proposals	November 4, 2025
Award of Contract	November 18, 2025
Contract Execution	TBD
Contract Start Date	TBD
Contract Completion	TBD

**PAYMENT PROCEDURE:**

Payment for this Contract will be one (1) upon 50% completion and one (1) upon final completion and acceptance of the work. Payment will be made upon invoice, within twenty-one (21) days of the acceptance of the work.

**Town of Moultonborough**  
**Construction of Pole Barn**  
**Public Safety Building**  
**Bid Form**  
**(Please Print in Ink or Type)**

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

\_\_\_\_\_

Telephone

Fax

\_\_\_\_\_

Email

ATTENTION:      Board of Selectmen  
                          PO Box 139  
                          Moultonborough, NH 03254

Dear Honorable Selectmen:

Having examined the documentation provided with the subject Request for Proposals the undersigned proposes to furnish the requested item or materials as requested in accordance with the subject documents.

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

Number	Date

**1.      BASE BID:**

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

In Words: \_\_\_\_\_

In Numbers: \$ \_\_\_\_\_

**Bid Form**

**Construction of Pole Barn – Public Safety Building**

**November 4, 2025**

**Page 2**

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

Time for Delivery: I will complete all work within \_\_\_\_\_ days (In Figures) of your notice to proceed.

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

If I am notified my proposal is accepted within fifteen (15) days of the bids having been opened, I will execute a contract for the work within seven (7) days following Notice of Award.

I understand that the Town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

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

---

Signature of Bidder

Corporate

---

Title of Bidder

Seal

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## STATEMENT OF BIDDERS QUALIFICATIONS

### GENERAL INFORMATION:

A. Name: \_\_\_\_\_

Principal Office Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

B. If a Corporation, answer the following:

When incorporated: \_\_\_\_\_

In what State: \_\_\_\_\_

Director's names (s) \_\_\_\_\_  
\_\_\_\_\_

President's Name: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

C. If a partnership, answer the following:

Date of Organization: \_\_\_\_\_

State whether partnership is general or limited: \_\_\_\_\_

Name and Address of Partners: \_\_\_\_\_  
\_\_\_\_\_

### EXPERIENCE:

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

B. What are the prior names of your organization? \_\_\_\_\_  
\_\_\_\_\_

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

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

<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
------------------------	----------------------	--------------	-----------------------

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Name and address of references for respective projects listed above:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

E. List other references: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
------------------------	----------------------	--------------	-----------------------

1. \_\_\_\_\_
2. \_\_\_\_\_

G. Have you ever failed to complete any work awarded to you? If yes, give name of Owner, name of Bonding Company and circumstances: \_\_\_\_\_  
\_\_\_\_\_

H. State the largest dollar volume of work your organization has completed in any one year and the year that it was completed in: \_\_\_\_\_  
\_\_\_\_\_

## **FINANCIAL REFERENCES**

A. Name one (1) banking institution reference:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

## **CERTIFICATION**

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

\_\_\_\_\_  
Firm Name

By: \_\_\_\_\_  
\_\_\_\_\_  
Signature

Title: \_\_\_\_\_

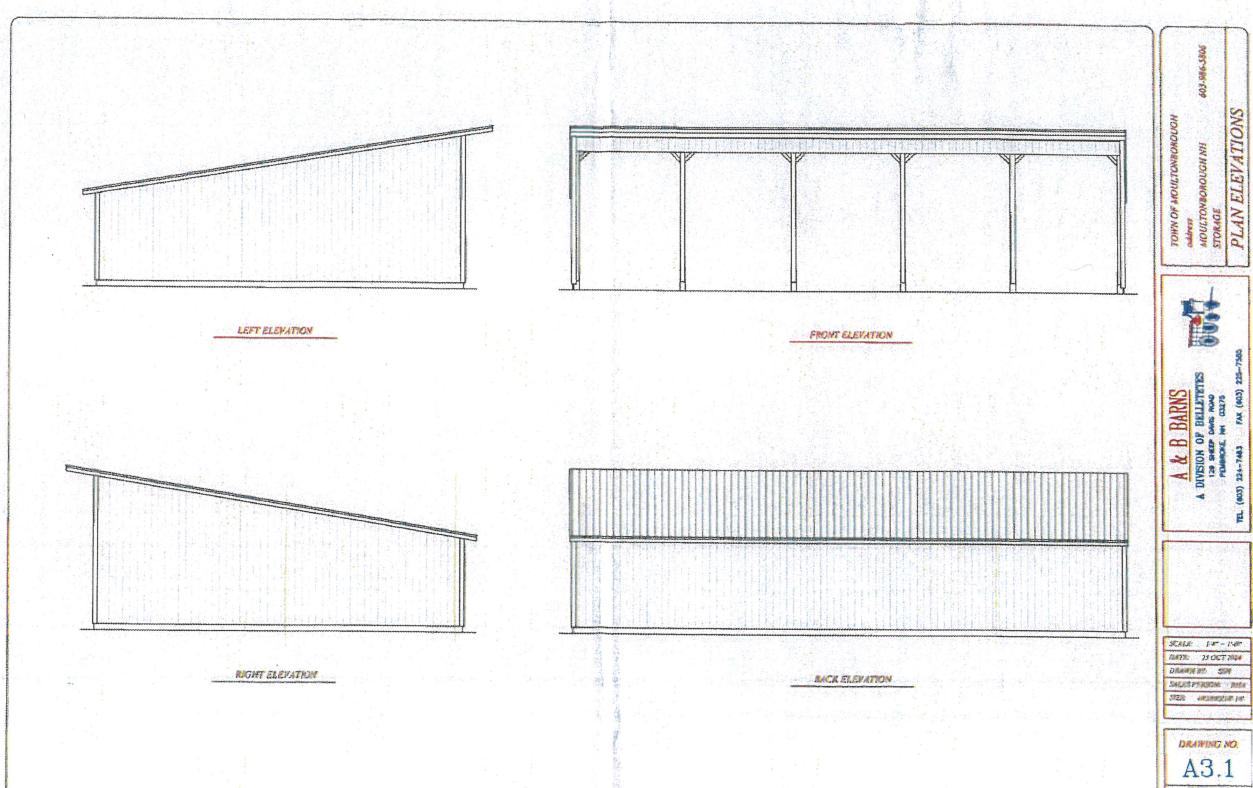
Date: \_\_\_\_\_

## EXHIBIT A

Compliance			Construction of Pavilion/Bathrooms
Item #	Yes	No	<u>Specifications:</u>
1			<b>Walls:</b> Metal siding 8x8 Hemlock Timbers 2x4" strapping
2			<b>Roof:</b>  Metal Roofing (color Black) 2x8 KD Rafters 1x6 strapping

This list is a general specification for the project and may not be all inclusive. Contractor is responsible for providing all necessary materials and equipment for a full-service operating installation meeting all applicable codes, ordinances, and regulations.

## Exhibit B



Town of Manchester

E017-3p 1/4" 25 Oct 2007

GEOR-

RIM

Sect 10" 1/4"

Manchester NH 80#

$$80 \times 7.5 \times 600 \times 7 \div 400 \div 216 = 194.211 \text{ Elevation}$$

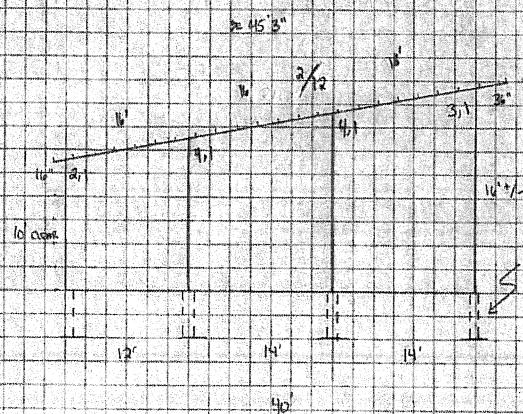
$$80 \times 13 \times 1040 \times 7 \div 729 \div 216 = 3.37 \text{ (4.1) Minus cuttings}$$

$$80 \times 10 = 800 \times 7 \div 216 = 2.51 \text{ (5.1) Grade, traffic wall}$$

X X X X

13' X X X X

14' X X X X

OPEN  
TRACT

13' X X X X

14' X X X X

15' X X X X

**Moultonborough Public Works  
Staff Report  
Winter Maintenance Service Contracts**

***October 1, 2025***

**Background:** The Town annually contracts for services and equipment for snow/ice removal/treatment of Emergency Lanes.

**Issue:** The private snow removal contractors that the town utilizes for winter maintenance of Emergency Lanes are requesting an increase in service rates for the upcoming 2025-2026 winter season.

**Discussion:** The operational costs associated with roadway snow removal and treatment continue to increase. This includes vehicle maintenance, insurance, and employing a dedicated staff throughout the winter months.

We have had a great relationship with our dedicated team of winter contractors over the years, and we recommend adjusting the rates as provided in the 2025-2026 Winter Maintenance Service Contract including hourly rate increases, minimum compensation for slow winters, and vehicle allowance for maintenance/repair of plow equipment.

**Fiscal Impact:** Public Works Emergency Lane Budget Lines.

**Recommendation:** The Board of Selectmen approve the request as follows: "Motion to approve the rate changes in the 2025-2026 Winter Maintenance Service Contracts dated October 7, 2025, and authorize the Town Administrator to sign."

**Prepared by:** Christopher Theriault, Director of Public Works.

**TOWN OF MOULTONBOROUGH, NH**  
**PUBLIC WORKS DEPARTMENT**

**SERVICE CONTRACT**  
**Winter Maintenance 2025-2026**

The Town of Moultonborough, acting by and through its Public Works Director, herewith enters into a Service Contract (“Contract”) for services and equipment lease for snow and ice removal and/or treatment of town or private roads.

\_\_\_\_\_ shall provide insured and qualified the operator(s) to perform those functions as identified herein.

Terms defined:

“**Town**,” shall hereafter mean the Town of Moultonborough, corporate body politic, acting by and through its Public Works Director.

“**Contractor**,” shall hereafter mean the firm or individual providing the operator(s) to perform the Services.

“**Services**” shall hereafter mean Snow & Ice Removal and/or Treatment as specified herein or in any executed addendum.

Terms and Conditions:

1. Any specifications, amendments or modifications to this Service Contract shall be clearly and legibly printed in ink or typewritten and signed by the parties through those authorized to execute an agreement on their behalf. Subsequent to execution by the parties, they shall be appended to this Contract as an addendum thereof.
2. The Contractor shall indemnify, defend and save harmless the Town, its officials, employees and agents from and against any demand, suit, action or claim for damages, equitable relief, statutory relief, penalties, interest, costs and/or attorney’s fees on account of bodily injury, personal injury, death, property damage, economic injury, statutory violations sustained by any person, persons, entity, or entities arising from the acts or omissions of the Contractor, its officers, employees, agents, representatives and subcontractors. This covenant shall survive the termination of this Contract.
3. The Contractor shall obtain and maintain in force during the term of this Contract comprehensive general liability insurance including contractual coverage in amounts not less than one million dollars (\$1,000,000.00) per occurrence – two million dollars (\$2,000,000.00) in the aggregate. This insurance must include both bodily injury and property damage coverage, as well as contractual liability coverage. The Contractor shall obtain and maintain in force during the term of this Contract automobile liability insurance in an amount

not less than one million dollars (\$1,000,000.00) combined single limit. The automobile policy obtained must provide coverage for all owned, non-owned and hired vehicles.

4. The Contractor hereby agrees to purchase and maintain as required by New Hampshire RSA 281-A, Workers' Compensation Law, the appropriate Workers' Compensation Insurance to cover all claims of principals, officers, employees, and agents of the Contractor. Should the Contractor fail to purchase and maintain such insurance, and should the Town be found liable to principals, officers, employees and agents of the Contractor, the Town may recover from the Contractor the amount of any medical costs and compensation paid to or on behalf of the principals, officers, employees and agents of the Contractor and any expenses relating to claims filed under the provisions of Workers' Compensation.
5. Prior to the beginning of the contract the Contractor shall provide a Certificate of Insurance to the Town of Moultonborough demonstrating the required insurance coverages. The policy shall be the standard form employed in the State of New Hampshire, issued by an insurance company authorized to do business in the state of New Hampshire, and written through a company having a rating with A.M. Best or other such rating company of A- or better. It shall name the Town as certificate holder and provide that the Town and their officers, employees, and agents are named as additionally insured on the General Liability policy and adding them by endorsement to the extent required by the insurance policy to effectuate additional insured status. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the Town of Moultonborough.
6. Contractor and Town agree that any physical damage to Contractor's vehicles, property and equipment shall be the exclusive financial responsibility of the Contractor, and Contractor, therefore, releases the Town from any such liability and waives all claims that the Town, its officials, and employees are financially responsible for any property damage to Contractor's vehicles, property, and equipment. Contractor shall also be financially responsible to and shall fully repair or replace any Town equipment or property that is damaged or destroyed as a result of the operations or use of Contractor, its officers, employees, subcontractors, agents, or representatives.
7. The Contractor shall ensure that all equipment and operators are lawfully registered, inspected, and licensed, and that they comport with all applicable state and federal laws, including but not limited to NHDMV rules and regulations relative to the operation of commercial vehicles, i.e., CDL licensing, Medical Cards. Failure to comply with applicable law will result in immediate termination of the Contract.
8. The Contractor shall mobilize its plowing equipment within two (2) hours of being notified to do so. Said equipment shall remain in continuous operation, suitable to the working conditions, with due diligence until the Town notifies the Contractor to cease operations.
9. This Contract may be terminated by (a) mutual agreement of the parties, (b) the Town for a failure of the Contractor to mobilize as directed or (c) either party for a breach of the contract by the other. The party seeking to terminate the Contract under section (c) must provide a notice to the other party of the alleged breach and their intent to terminate and

must allow a reasonable period of time to cure the breach, except with respect to Contractor's violations of law. In the event that a party breaches and cures the contract on three occasions, to the continuing detriment of the other, the party in breach may be given a final notice termination notice by the other party.

Additional terms and conditions relating to rates, transportation, work delays, etc.: \_\_\_\_\_

See Attachment A.

---

On proper signature, the preceding contract lease agreement shall be valid for a period of one year or until terminated in accordance with the terms of this Contract.

All notices required or permitted under this Contract shall be in writing and considered properly served if they are delivered by hand or certified mail with return receipt requested to the Contractor or to the Public Works Director in the case of the Town to the address listed herein or such other address as shall from time to time be established in writing by one party to the other as its new address. Notices shall be considered received upon the day of hand delivery or, in the instance of mail delivery, upon three business days having expired after the date of mailing.

**Executed for Owner or Contractor:**

by: \_\_\_\_\_  
(name), Duly Authorized

its: \_\_\_\_\_  
~~reector~~  
(title)

Mail Address: \_\_\_\_\_

**Executed for Town of Moultonborough, NH:**

by: \_\_\_\_\_  
Angela Bovill~~Chris Theriault~~,  
(Duly Authorized)

its: Town Administrator~~Public Works Di~~

Mail Address: P.O. Box 139

Moultonborough, NH 03254

date: \_\_\_\_\_

date: \_\_\_\_\_

**Approved:**

by: \_\_\_\_\_

\_\_\_\_\_ **TOWN (Authorized Signature)**

date: \_\_\_\_\_

**TOWN OF MOULTONBOROUGH, NH**  
**PUBLIC WORKS DEPARTMENT**

**SERVICE CONTRACT**  
**Winter Maintenance 2025-2026**

**Attachment A**

This attachment is provided to inform you of what the Department of Public Works requires of its Contractors. Listed below are the hourly rates for Contracted Services **by type of equipment operated:**

3/4Ton w/8'plow	\$80.00
3/4Ton w/ 8' plow & sander; 3/4T w/9' plow; 1Ton w/ 9' plow; 1T w/8' plow & sander	\$90.00 <del>94.50</del>
1Ton w/ 9' plow& sander	\$100.00 <del>105.00</del>
Small 6-wheel dump (5500 series) w/ min 9' plow & sander (w/wing \$10/hr. additional)	\$105.00 <del>110.25</del> \$115.00 <del>120.00</del>
Tractor/Skid Steer w/Loader Bucket	\$85.00

**Notification:** Notification will be made by the Department of Public Works. The Contractor shall mobilize its plowing equipment within two (2) hours of being notified to do so. Said equipment shall remain in continuous operation, suitable to the working conditions, with due diligence until the Town notifies the Contractor to cease operations

**Sign-in / Sign-out:** Each piece of equipment shall be signed in with the Highway Garage unless other arrangements have been made with the DPW Highway Team Leader in advance. The Contractor is responsible to keep an accurate record of time and shall record start and end times on the provided timesheets. Time in starts once the driver has signed in with the DPW Highway Team Leader. Time is finished when the DPW Highway Team Leader determines that the route is completed to his satisfaction. The cut-off time for each day is to be recorded as 12:00 Midnight.

**Snow Plowing/Sanding:** After the driver has signed in, he/she will go immediately to their assigned route(s) and commence plowing in the following manner:

1. Open every street on the route with a pass in each direction.
2. After every street on the route is open, begin to push back the snow toward the edge of the road, widening each street in sequence.

3. At intersections, where possible, plowing should be to the right to minimize snow remaining in the intersections.
4. Clean the intersections of snow only after each street has been widened from edge to edge.
5. After the initial snow plowing operation has been completed, sanding of the roads shall commence as a last pass, unless otherwise directed by the DPW Highway Team Leader.

When the Contractor feels that the route has been properly cleared of snow and treated, they shall notify the DPW Highway Team Leader to make sure the route has been completed to his satisfaction.

**Damage:** Damage to mailboxes, fences, homeowner's property, cars, etc., must be reported immediately to the Town of Moultonborough, Department of Public Works, 68 Highway Garage Rd., New Hampshire (603) 253-7445.

**Repair Time:** A reasonable amount of time may be submitted for payment for necessary repairs to contractor's vehicles/equipment during a storm event.

**Equipment Feasibility:** The Town reserves the right to utilize only the equipment it deems necessary to complete a plowing operation. Equipment size and the route assigned will determine if a certain vehicle can be utilized by the Town.

**Route Assignment:** The Town will determine the routes of the contracted vehicles. The routes will be pre-assigned utilizing the type of vehicle(s) used by the Contractor in a plowing operation.

**Fuel:** Contractors are responsible for their own fuel. This service will not be available at the Highway Garage.

**Vehicle Maintenance, Repair & Towing:** Contractors are responsible for their own vehicle maintenance, repairs, and towing. These services will not be provided by the Town. If a vehicle has to be taken off the route, the Contractor must notify the DPW Highway Team Leader immediately. Cutting edges for plows are to be provided by the Contractor. The Town will provide the Contractor with a one-time allowance of up to \$1,000/vehicle for the maintenance or repair of plow equipment. A copy of invoices shall be submitted with the timesheets for payment of the allowance.

**Snowplows and Frames:** The Town does not provide snowplows and frames for contracted vehicles. Snowplows and frames must be provided by the Contractor and in proper mechanical condition for each plowing operation.

**Sand:** The Contractor shall keep a running tally of sand loaded to their vehicles during each storm event, and the load tally shall be submitted with timesheets. Town sand should be used only on assigned roads whenever practical.

**Communication:** It is mandatory that the Contractor have communication at all times during the entire snow operation with every piece of his equipment that is being contracted by the

Town. The type of communication equipment is at the Contractor's discretion and all associated costs are at the Contractor's expense.

**Billing/Timesheets:** Time shall be submitted on Town of Moultonborough Winter Maintenance 2024-2025 Timesheets only; no other timesheets will be accepted. Timesheets shall be turned in to the Highway Department, 68 Highway Garage Rd., Moultonborough, NH, no later than 12:00 Noon on Mondays for the previous weeks' time. The pay week is from Sunday (12:01 am) through Saturday (12:00 midnight) and a separate timesheet shall be submitted for each pay week. Payments will be made bi-weekly, and it is the Contractor's responsibility to get timesheets in on time otherwise, they will have to wait for the next billing cycle.

**Minimum Compensation:** All contractors whose equipment is available for every event during the contract period will be guaranteed a minimum payment of five (5) hours per vehicle, per week for any week the contractor is not called in for snow plowing and/or sanding of the roadways. When the Contractor is called in, the minimum hours are used first. Once the minimum hours are exhausted, the Contractor goes on the clock. It is possible for the Contractor to be called in a couple times per week for small events and never hit the minimum. This minimum is to ensure that the contractor's expenses are covered in a mild (snowless) winter.

The Guaranteed Rate Season will last 18 weeks, beginning Monday, November 25, 2024, and continue until Sunday, March 30, 2025.

**Fuel Surcharge: (For Plowing - Effective Date, September 2930, 20242025)\*:** The hourly rate paid for services under this contract includes fuel. It is assumed that fuel costs during the course of this contract will not exceed \$3.0193.034 per gallon of gasoline\* or \$3.7883.962 per gallon of diesel fuel.\* If the per gallon price for the given fuel exceeds this amount on the 1st day of any given month during which work is being performed under this contract, as published in the U.S. Department of Energy's chart of Weekly U.S. Retail Gasoline Prices (Regular Grade) or their chart of Weekly Retail On-Diesel Prices (both for the New England region), you are permitted to invoice us for a fuel surcharge for that one month for the amount of the difference times an hourly usage rate of 3.0 gallons per hour.

$[(\text{Rate on 1st of Month}) - (\text{Assumed \$ Rate}) * \text{hours operated} * 3.0] = \text{That Month's \$ Fuel Surcharge.}$

You will be provided with worksheets upon which to submit your invoice. There will be space to add this surcharge, and the Town will do that for you once we have an invoice in hand.

*\*Administrative Note: Effective date and price per gallon must be filled in at the beginning of each contract term. Price per gallon is the market price the Public Works Director anticipates occurring during the term of the contract for the referenced fuel plus a factor of 10% for market risk we expect the contractor to assume.*

Effective: October 37, 20242025

We, the undersigned residents of Moultonborough, residing along Governor Wentworth Highway between Starley's Sunoco Station and Whittier Highway, request the Board of Selectmen to take immediate action by increasing police presence along the roadside.

We believe that a more noticeable Police presence will reinforce the current speed limit which is habitually exceeded and result in better Public Safety with the following benefits:

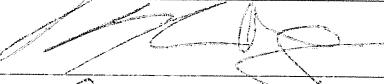
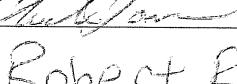
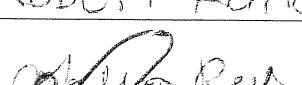
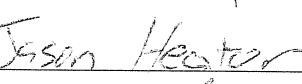
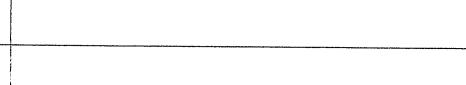
1. Allow for safer exiting and entering the road to and from our driveways. Also attenuate impatient driver vehicles from tailgating when we're slowing down to make the turn into our driveways or intersecting roads.
2. Deter needless truck engine braking or excessive noise levels emanating from ridiculously loud motorcycles.
3. Curb juvenile driving behaviors of those few but too often witless customers departing a certain establishment on the street.
4. Allow for safer pedestrian traffic along the sides of the road for both walkers and bicyclists.
5. Provide for a more accommodating presence in our neighborhood, instead of just a thruway.

This will create a safer environment for all community members to enjoy whether living nearby or travelling through.

Please NOTE that Street Name "GWH" is abbreviation for "Governor Wentworth Highway"

✓ bfr. AC List	Name(Printed)	Signature	Address
✓	<sup>1</sup> Daniel F. St. James	Daniel St. James	330 GWH
✓	<sup>2</sup> Viretta St. James	Viretta St. James	330 GWH
✓	<sup>3</sup> Karen Finer	Karen Finer	362 GWH
✓	<sup>4</sup> CARALYN RESCHKE	Caralyn Reschke	301 GWH
✓	<sup>5</sup> Justin Boisvert	Justin Boisvert	279 GWH
✓	<sup>6</sup> Jamie Boisvert	Jamie Boisvert	279 GWH
✓	<sup>7</sup> Corbell Summers	Corbell Summers	280 GWH
✓	<sup>8</sup> Amanda Whiting	Amanda Whiting	280 GWH
✓	<sup>9</sup> GAYTRI KACORROO	Gaytri Kacorroo	255 GWH
✓	<sup>10</sup> Michael Mathews	Michael Mathews	327 GWH

G1

✓ 11	Name(Printed)	Signature	Address
✓ 12	Anthony Hopping		334 GW HT
✓ 13	Kristen Hopping		334 GW HT
✓ 14	Barbara Haft		19 GW HT
✓ 15	Elman Rembrey		25 GW HT
✓ 16	JEFFREY WHITE		98 GW HT
✓ 17	Richard B Casella		97 GW HT
✓ 18	BARBARA CRESCENTI		97 GW HT
✓ 19	Charles Parson		123 GW HT
✓ 20	Robert Rand		120 GW HT
✓ 21	Angela Rand		120 GW HT
✓ 22	Elton Davis		175 GW HT
✓ 23	John H. Davis		270 GW HT
✓ 24	Jason Heater		298 GW HT
✓ 25	Wesley L. Heaton		188 GW HT
✓ 26	Richard Abbott		252 GW HT
✓ 27			
✓ 28			
✓ 29			
✓ 30			

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

**Date: October 7, 2025**

**RE: Ratification of decision made via poll regarding Annual Car Show at the Castle in the Clouds**

**Background:** Application was submitted to close to the deadline and unfortunately, the Board would not have a meeting to vote prior to the event on October 4, 2025.

**Discussion:** This is an annual event, which provides a clear opportunity for advance planning. I attached a response to the application emphasizing the importance of earlier submission in the future. We appreciate their efforts in organizing the event and remain committed to supporting them moving forward.

**Fiscal Impact:** None

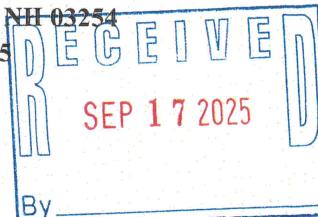
**Recommendation:** *Motion to ratify the decision made via poll on September 17, 2025 regarding approval of the Temporary Use Permit-Commercial Use, for the Car Show at the Castle in the Clouds and authorized the Chair to sign.*



**Town of Moultonborough  
OFFICE OF SELECTMEN**

6 Holland Street • PO Box 139 • Moultonborough, NH 03254

PHONE 603.476.2347 FAX 603.476.5835



**TOWN OF MOULTONBOROUGH  
TEMPORARY USE PERMIT-COMMERCIAL USE**

The undersigned hereby makes APPLICATION FOR TEMPORARY USE up to a maximum of three (3) consecutive days over a thirty day period for the following (describe commercial use):

Car show, t-shirt sales, food trucks, and sale of spectator admissions.

Location of Event: Castle in the Clouds

Map/Lot: \_\_\_\_\_

Date(s) of Event: October 4, 2025

Expected Number of Participants: Around 2,500

\*\* This application must be submitted fourteen (14) days before the date of the event.\*\*

PROPERTY OWNER'S SIGNATURE: Charles Clark, Executive Director

MAILING ADDRESS: PO Box 687 Moultonborough, NH TEL. # 603-476-5410

This is to certify that we have examined the within detailed statement and find the application to be in accordance with the provisions of the Moultonborough Zoning Ordinance Article XI-H-(2), relating to Temporary Use-Commercial and that the application has been approved with the listed requirements and entered in the records, this 22 day of September, 2025.

SCM  
Chairman-Board of Selectmen  
Town of Moultonborough

REQUIREMENTS: please see attached

Fee Charged \$25.00

Check #: 22046

Date Received: 9/17/25

*Evan*  
- *programs@*  
*inthechin*

**From:** Kevin Quinlan  
**Sent:** Thursday, September 18, 2025 6:46 AM  
**To:** Angela Bovill  
**Subject:** Re: Temporary Use Permit – Castle Car Show (October 4, 2025)

Good morning Angela,

I am ok with it.

We usually have several stipulations by Chief Beede and Bengtson if you can get their inputs.

Jon or I can sign depending on needs.

Thank you

Kevin

---

**From:** Jon Tolman  
**Sent:** Thursday, September 18, 2025 10:44 AM  
**To:** Angela Bovill  
**Subject:** Re: Temporary Use Permit – Castle Car Show (October 4, 2025)

I appreciate your emphasizing to them getting application earlier.....

I have no problem with your approach....

Jonathan W. Tolman  
Selectman  
Town of Moultonborough  
P. O. Box 139  
Moultonborough, NH 03254  
603-387-7901

---

**From:** Karel Crawford  
**Sent:** Wednesday, September 17, 2025 5:05 PM  
**To:** Angela Bovill  
**Subject:** Re: Temporary Use Permit – Castle Car Show (October 4, 2025)

I do not have a problem with the Chairman signing  
but with this being an event that occurs every year the Castle should know better and not let it happen  
again, just my opinion.

Karel

**From:** James Gray  
**Sent:** Wednesday, September 17, 2025 6:27 PM  
**To:** Angela Bovill  
**Subject:** Re: Temporary Use Permit – Castle Car Show (October 4, 2025)

That's ok with me to allow the event.

---

**From:** David Bengtson  
**Sent:** Thursday, September 18, 2025 12:50 PM  
**To:** Angela Bovill; Mark Cavic  
**Cc:** Peter Beede  
**Subject:** Re: Temporary Use Permit – Castle Car Show (October 4, 2025)

Angela

They have contacted us about obtaining a firefighter/EMT for this event and we are scheduling this with them. Outside of that, we have no concerns with the application.

Dave

---



## ***Town of Moultonborough***

### *Office of Assessor*

6 Holland Street – P. O. Box 139

Moultonborough, NH 03254

(603) 476-2347 - Fax (603) 476-5835

e-mail: [thughes@moultonboroughnh.gov](mailto:thughes@moultonboroughnh.gov)

### **M E M O R A N D U M**

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TO: Board of Selectmen

FROM: Thomas Hughes, Town Assessor 

RE: Disabled Veteran Tax Credit

DATE: September 29, 2025

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A recent legislative amendment (HB99, effective July 13, 2025) changed the **Tax Credit for Service-Connected Total Disability** (RSA 72:35). The key changes are:

- The maximum credit increased from **\$4,000 to \$5,000**.
- The **credit can no longer be combined** with any other veterans' tax credits or exemptions; it **must be used as a replacement**.

These legislative amendments impact 18 local veterans who are currently receiving both the \$750 Optional Veterans' Tax Credit and the \$1,400 Service-Connected Disability Credit. Without action, their total credit of \$2,150 will be reduced to \$1,400.

To prevent this reduction, the town can increase the local **Tax Credit for Service-Connected Total Disability** to \$2,150. Increasing the credit requires a vote at the town meeting.

The net financial impact for the town would be an increase of **\$750** from the previous year, as one veteran currently receives the credit without any other veteran benefit.

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#### **Recommended motion:**

Motion to recommend the warrant article,

“To see if the Town will vote to modify the Tax Credit for Service-Connected Disability (RSA 72:35) from its current tax credit of \$1,400 per year to \$2,150 per year, in accordance with RSA 72:27-a III and RSA 72:35 I-a. (Majority Vote Required)”,

for placement on the 2026 Annual Town Meeting warrant.

CHAPTER 15  
HB 99 - FINAL VERSION

6Feb2025... 0045h

25-0136  
07/08

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Twenty Five*

AN ACT relative to a waiver from property taxes for disabled veterans.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1 15:1 Tax Credit for Service-Connected Total Disability. Amend RSA 72.35, I-a to read as follows:  
2 I-a. The optional tax credit for service-connected **permanent and** total disability, upon adoption by  
3 a city or town pursuant to RSA 72:27-a, shall be an amount from \$701 up to [\$4,000] **\$5,000**. The optional  
4 tax credit for service-connected **permanent and** total disability shall replace the [standard] tax [credit]  
5 **credits pursuant to RSA 72:28, 72:28-b, 72:28-c, and 72:36-a** in its entirety and shall not be in addition  
6 thereto.

15:2 Effective Date. This act shall take effect 60 days after its passage.

Approved: May 14, 2025

Effective Date: July 13, 2025

## **72:28 Standard and Optional Veterans' Tax Credit. –**

- I. The standard veterans' tax credit shall be \$50.
- II. The optional veterans' tax credit, upon adoption by a city or town pursuant to RSA 72:27-a, shall be an amount from \$51 up to \$750. The optional veterans' tax credit shall replace the standard veterans' tax credit in its entirety and shall not be in addition thereto.
- III. Either the standard veterans' tax credit or the optional veterans' tax credit shall be subtracted each year from the property tax on the veteran's residential property. However, the surviving spouse of a resident who suffered a service-connected death may have the amount subtracted from the property tax on any real property in the same municipality where the surviving spouse is a resident.
- IV. The following persons shall qualify for the standard veterans' tax credit or the optional veterans' tax credit:
  - (a) Every resident of this state who is a veteran, as defined in RSA 21:50, and served not less than 90 days on active service in the armed forces of the United States in any qualifying war or armed conflict listed in this section, and continues to serve or was honorably discharged or an officer who continues to serve or was honorably separated from service; or the spouse or surviving spouse of such resident, provided that training for active duty by a member of the national guard or reserve shall be included as service under this subparagraph;
  - (b) Every resident of this state who was terminated from the armed forces because of service-connected disability; or the surviving spouse of such resident; and
  - (c) The surviving spouse of any resident who suffered a service-connected death.
- V. Service in a qualifying war or armed conflict shall be as follows:
  - (a) "World War I" between April 6, 1917 and November 11, 1918, extended to April 1, 1920 for service in Russia; provided that military or naval service on or after November 12, 1918 and before July 2, 1921, where there was prior service between April 6, 1917 and November 11, 1918 shall be considered as World War I service;
  - (b) "World War II" between December 7, 1941 and December 31, 1946;
  - (c) "Korean Conflict" between June 25, 1950 and January 31, 1955;
  - (d) "Vietnam Conflict" between December 22, 1961 and May 7, 1975;
  - (e) "Vietnam Conflict" between July 1, 1958 and December 22, 1961, if the resident earned the Vietnam service medal or the armed forces expeditionary medal;
  - (f) "Persian Gulf War" between August 2, 1990 and the date thereafter prescribed by Presidential proclamation or by law; and
  - (g) Any other war or armed conflict that has occurred since May 8, 1975, and in which the resident earned an armed forces expeditionary medal or theater of operations service medal.

**Source.** 1871, 13:1. GL 54:2. PS 56:4. 1907, 95:1. 1919, 54:1. 1921, 12:3; 103:1. 1923, 68:2. PL 60:26. 1941, 157:1. RL 73:29. 1943, 174:1. 1944, 4:1. 1947, 240:1, par. 29. 1949, 167:1. 1951, 132:1. RSA 72:28. 1955, 289:1. 1963, 49:1; 118:1; 324:1. 1967, 35:1, 2; 219:1, 2. 1971, 303:1. 1975, 282:1. 1976, 42:1, 2. 1977, 61:1. 1979, 288:2. 1981, 215:1. 1989, 64:1; 270:1. 1991, 70:3-6. 1992, 70:3. 1993, 73:3, 10; 262:1. 2003, 299:2. 2005, 126:1, eff. April 1, 2006. 2013, 254:2, eff. July 24, 2013. 2016, 217:9, eff. Aug. 8, 2016. 2018, 148:1, eff. Apr. 1, 2018. 2022, 121:1, eff. July 26, 2022.

## **Section 72:28-a**

**72:28-a Repealed by 2003, 299:29, I, eff. April 1, 2003. –**

### **Section 72:28-b**

#### **72:28-b All Veterans' Tax Credit. –**

- I. A town or city may adopt or rescind the all veterans' property tax credit granted under this section by the procedure in RSA 72:27-a.
- II. The credit granted under this section shall be the same as the amount of the standard or optional veterans' tax credit in effect in the town or city under RSA 72:28. A town or city with an existing standard or optional veterans' tax credit under RSA 72:28 prior to August 18, 2016, adopting the credit under this section, may phase in the amount of the all veterans' tax credit over a 3-year period to match the standard or optional veterans' tax credit.
- III. The all veterans' tax credit shall be subtracted each year from the property tax on the veteran's residential property.
- IV. A person shall qualify for the all veterans' tax credit if the person is a resident of this state who is a veteran, as defined in RSA 21:50, and served not less than 90 days on active service in the armed forces of the United States and continues to serve or was honorably discharged or an officer who continues to serve or was honorably separated from service; or the spouse or surviving spouse of such resident, provided that training for active duty or state active duty by a member of the national guard or reserve shall be included as service under this paragraph; provided however that the person is not eligible for and is not receiving a credit under RSA 72:28 or RSA 72:35.

**Source.** 2016, 217:1, eff. Aug. 8, 2016. 2017, 109:1, eff. June 8, 2017. 2022, 121:2, eff. July 26, 2022.

### **Section 72:28-c**

#### **72:28-c Optional Tax Credit for Combat Service. –**

- I. A town or city may adopt or rescind an optional tax credit for combat service pursuant to the procedure provided in RSA 72:27-a.
- II. The optional tax credit for combat service, upon adoption by a city or town pursuant to RSA 72:27-a, shall be an amount from \$50 up to \$500. The tax credit for combat service shall be subtracted each year from the property tax on the qualifying service member's residential real estate, as defined in RSA 72:29, II.
- III. To qualify for the tax credit for combat service, a person shall be a resident of this state engaged at any point during the taxable period in combat service as a member of the New Hampshire national guard or a reserve component of the United States armed forces, called to active duty. For purposes of this section, and in accordance with Internal Revenue Service Publication 3, Armed Forces Tax Guide, "combat service" shall mean military service in one of the following areas:
  - (a) An active combat area as designated by the President in an Executive Order, for which the service member receives special pay for duty subject to hostile fire or imminent danger as certified by the Department of Defense.
  - (b) A support area as designated by the Department of Defense in direct sustainment of military operations in the combat zone, for which the service member receives special pay for duty

subject to hostile fire or imminent danger as certified by the Department of Defense.

(c) Service in a contingency operation as designated by the Department of Defense, for which the service member receives special pay for duty subject to hostile fire or imminent danger as certified by the Department of Defense.

IV. The application for the tax credit under this section shall be accompanied by the service member's military orders, and shall include such information as may be required for the assessor's office to verify the dates of combat service.

V. A tax credit for combat service shall be in lieu of, and not in addition to, the optional veteran's tax credit under RSA 72:28 or the all veterans' tax credit under RSA 72:28-b. The service member shall be eligible for the credit in each tax year in which the combat service occurs, but the credit may be prorated in the second tax year based on the duration of combat service.

**Source.** 2018, 151:1, eff. Jan. 1, 2019.

**72:36-a Certain Disabled Veterans. –**

Any person, who is discharged from military service of the United States and who meets the veteran eligibility criteria established by RSA 21:50, and who owns a home which has been specially adapted by the Veterans Administration through an approved Special Adapted Housing (SAH) or Special Home Adaptation (SHA) grant or owns a home that has been specially adapted and has been acquired using proceeds from the sale of such an SAH or SHA home, the person or person's surviving spouse, as defined in RSA 72:29, V, shall be exempt from all taxation on said homestead, provided that:

I. The person:

(a) Is 100 percent permanently and totally disabled as prescribed in 38 C.F.R. 3.340, total and permanent total ratings and unemployability; or

(b) Is a double amputee of the upper or lower extremities or any combination thereof, or paraplegic, as the result of service connection; or

(c) Has blindness of both eyes with visual acuity of 5/200 or less, as the result of service connection.

II. Satisfactory proof of such service connection disability is furnished to the assessors.

**Source.** 1965, 291:1. 1971, 466:1. 1977, 52:1. 1987, 200:1. 1993, 73:9, eff. June 22, 1993. 2020, 1:1, eff. Apr. 1, 2020. 2024, 13:1, eff. July 13, 2024.

# **TITLE V TAXATION**

## **CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION**

### **Property Taxes**

#### **Section 72:35**

##### **72:35 Tax Credit for Service-Connected Total Disability. –**

I. Any person who has been honorably discharged or an officer honorably separated from the military service of the United States and who has total and permanent service-connected disability, or who is a double amputee or paraplegic because of service-connected injury, or the surviving spouse of such a person, shall receive a standard yearly tax credit in the amount of \$700 of property taxes on the person's residential property.

I-a. The optional tax credit for service-connected permanent and total disability, upon adoption by a city or town pursuant to RSA 72:27-a, shall be an amount from \$701 up to \$5,000. The optional tax credit for service-connected permanent and total disability shall replace the tax credits pursuant to RSA 72:28, 72:28-b, 72:28-c, and 72:36-a in its entirety and shall not be in addition thereto.

I-b. Either the standard tax credit for service-connected total disability or the optional tax credit for service-connected total disability shall be subtracted each year from the property tax on the person's residential property.

II. The standard or optional tax credit under this section may be applied only to property which is occupied as the principal place of abode by the disabled person or the surviving spouse. The tax credit may be applied to any land or buildings appurtenant to the residence or to manufactured housing if that is the principal place of abode.

III. (a) Any person applying for the standard or optional tax credit under this section shall furnish to the assessors or selectmen certification from the United States Department of Veterans' Affairs that the applicant is rated totally and permanently disabled from service connection. The assessors or selectmen shall accept such certification as conclusive on the question of disability unless they have specific contrary evidence and the applicant, or the applicant's representative, has had a reasonable opportunity to review and rebut that evidence. The applicant shall also be afforded a reasonable opportunity to submit additional evidence on the question of disability.

(b) Any decision to deny an application shall identify the evidence upon which the decision relied and shall be made within the time period provided by law.

(c) Any tax credit shall be divided evenly among the number of tax payments required annually by the town or city so that a portion of the tax credit shall apply to each tax payment to be made.

**Source.** 1947, 240:1, par. 29-f. RSA 72:35. 1955, 283:1. 1963, 174:1. 1967, 219:6. 1969, 54:1. 1973, 553:1. 1975, 277:2. 1983, 95:1. 1989, 64:3. 1991, 70:17. 1993, 73:6, 7. 2000, 54:1. 2003, 299:8, eff. April 1, 2003. 2018, 105:1, eff. Jan. 1, 2019. 2025, 15:1, eff. July 13, 2025.

# **TITLE V**

## **TAXATION**

### **CHAPTER 72**

#### **PERSONS AND PROPERTY LIABLE TO TAXATION**

##### **Property Taxes**

###### **Section 72:27-a**

###### **72:27-a Procedure for Adoption, Modification, or Rescission. –**

I. Any town or city may adopt the provisions of RSA 72:28, RSA 72:28-b, RSA 72:29-a, RSA 72:35, RSA 72:37, RSA 72:37-b, RSA 72:38-b, RSA 72:39-a, RSA 72:62, RSA 72:66, RSA 72:70, RSA 72:76, RSA 72:82, RSA 72:85, or RSA 72:87, in the following manner:

(a) In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition pursuant to RSA 39:3.

(b) In a city or town that has adopted a charter pursuant to RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

II. The vote shall specify the provisions of the property tax exemption or credit, the amount of such exemption or credit, and the manner of its determination, as listed in paragraph I. If a majority of those voting on the question vote "yes," the exemption or credit shall take effect within the town or city, on the date set by the governing body, or in the tax year beginning April 1 following its adoption, whichever shall occur first.

III. A municipality may modify, if applicable, or rescind the exemption or credits provided in paragraph I in the manner described in this section.

IV. An amendment to a statutory provision listed in paragraph I related to an exemption or credit amount or to the eligibility or application of an exemption or credit, shall apply in a municipality which previously adopted the provision only after the municipality complies with the procedure in this section, unless otherwise expressly required by law.

**Source.** 2003, 299:1; 299:23. 2004, 170:3. 2008, 224:3, eff. July 1, 2008. 2016, 217:2, eff. Aug. 8, 2016. 2017, 179:1, eff. Aug. 28, 2017. 2019, 327:3, eff. Oct. 15, 2019. 2021, 200:2, Pt. II, Sec. 1, eff. Oct. 9, 2021.

# **TITLE V TAXATION**

## **CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION**

### **Property Taxes**

#### **Section 72:29**

##### **72:29 Definitions. –**

- I. The word "resident" as used in RSA 72:28 , RSA 72:28-b, and RSA 72:28-c shall mean a person who has resided in this state for at least one year preceding April 1, in the year in which the tax credit is claimed.
- II. The term "residential real estate" for the purposes of RSA 72:28-34, inclusive, shall mean the real estate which the person qualified for an exemption or a tax credit thereunder occupies as his principal place of abode together with any land or buildings appurtenant thereto and shall include manufactured housing if used for said purpose.
- III. "Exemption" as used in RSA 72 shall mean the amount of money to be deducted from the assessed valuation, for property tax purposes, of real property.
- IV. The term "tax credit" as used in RSA 72 shall mean the amount of money to be deducted from the person's tax bill.
- V. The term "surviving spouse" as used in RSA 72 shall not include a surviving spouse that has remarried, but if the surviving spouse is later divorced, his or her status as the surviving spouse of a veteran is regained. If the surviving spouse remarries and the new husband or wife dies, he or she shall be deemed the widow or widower of the latest spouse and shall not revert to the status of a surviving spouse of a veteran.
- VI. For purposes of RSA 72:28, 28-b, 28-c, 29-a, 30, 31, 32, 33, 35, 36-a, 37, 37-a, 37-b, 38-a, 39-a, 62, 66, and 70, the ownership of real estate, as expressed by such words as "owner," "owned" or "own," shall include those who have placed their property in a grantor/revocable trust or who have equitable title or the beneficial interest for life in the subject property.
- VII. The term "theater of operations service medal" for the purposes of RSA 72:28-34 shall mean any medal, ribbon, or badge awarded to a member of the armed forces which establishes that the member served in a theater of war or armed conflict, as determined by the director of the division of veterans services with written notification to the department of revenue administration.

**Source.** 1947, 240:1, par. 29-g. RSA 72:29. 1955, 289:4. 1963, 118:2. 1991, 70:9, 10. 1993, 73:4. 1994, 102:1; 390:7. 1995, 265:12. 2004, 170:2; 238:1. 2010, 119:7. 2011, 138:1, eff. April 1, 2011. 2016, 217:3, 5, eff. Aug. 8, 2016. 2018, 151:2, 3, eff. Jan. 1, 2019. 2019, 273:7, eff. Sept. 17, 2019.

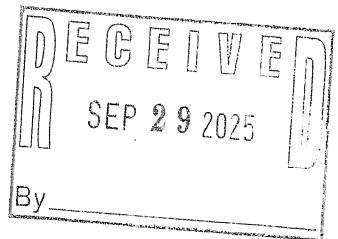
**LEE'S MILLS STEAMBOAT ASSOCIATION, INC.**

P.O. Box 864

Moultonborough, NH 03254-0864

September 25, 2025

Ms. Angela Bovill, Town Administrator  
Town of Moultonborough, NH  
PO Box 139  
Moultonborough, NH 03254-0139



Dear Ms. Bovill:

The Lee's Mills Steamboat Association thanks you, the members of the Board of Selectmen and Town staff for your support and sponsorship for the past many years of one of the world's largest annual steamboat rallies. We were pleased to hold our 53rd Annual Meet this year with 33 boats in attendance.

In preparation for our 54<sup>th</sup> meet next year we are requesting written confirmation from the Town of Moultonborough of your approval and support for this event. Listed below are the many items the Town has graciously provided in the past. We respectfully request similar support for the 2026 meet:

For the dates of Tuesday, September 8, 2026, through Monday, September 21, 2026, we are requesting:

A. Your approval for;

- \* a. The Lee's Mills Steamboat Association, Inc. to conduct a Steamboat Meet (a written approval letter would be appreciated, please),
- b. Use of the Lee's Mill parking area, launch ramp and town docks with the exception of the dock slip occupied by the Town fire boat.
- c. Allowing The Lee's Mills Steamboat Association to restrict the admittance of dogs to the area, except for service dogs required for personal support.

B. The following services, as provided in past years, would be much appreciated:

- a. Provide 5 sanitary toilets and a wash station with towels and soap. Including daily service of these facilities at the Lee's Mill parking area.
- b. Use of the Moultonborough Function Hall for our annual dinner from 4:00PM to 9:30PM Saturday, September 19, 2026. We will provide a Certificate of Liability Insurance and guarantee returning the facility to excellent condition.
- c. Notify all Town Services of our use of the Lee's Mills parking area and launch ramp site for the dates above.
- d. Coordinate with the Fire Department to mark and place cones for a fire lane to the fire boat dock.
- e. Mow the grass at the Lee's Mills parking area by Tuesday, September 8, 2026.

This event has become a major attraction for Moultonborough, its restaurants, businesses and rental property owners. Although we expect to continue for many more years, we are facing significant increases in cost placing an additional fiscal burden on our members.

For many years the meet has been costing about \$5,000 with major items being firewood, tent rental, insurance and dock maintenance. Ageing membership now requires hiring labor for tasks previously performed by members who are now unable to provide on a volunteer basis. Next year we expect costs to exceed \$7,000 largely due to the need to hire laborers for wood preparation and dock installation and retrieval.

Although our members have been generous, these increased costs are placing a significant burden on these members. Should the Town be willing to increase its past generous support we would be most appreciative of any additional assistance.

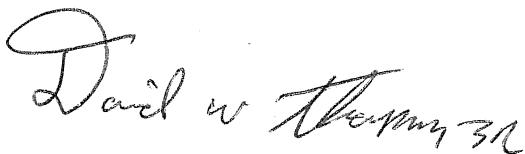
The continued support and encouragement of the Town of Moultonborough is essential to our continuing to attract approximately 35 boats with their owners, families and spectators during the week following Labor Day. We look forward to working together again this coming year and for a successful and enjoyable 54<sup>th</sup> Annual Meet.

Sincerely,

David W. Thompson Jr., President  
Lee's Mill Steamboat Association, Inc.

cc: Angela Bovill, Town Administrator  
Mary Bengtson, Recreation Department

Town of Moultonborough Request 2026

A handwritten signature in black ink that reads "David W. Thompson Jr." The signature is fluid and cursive, with "David W." on the top line and "Thompson Jr." on the bottom line.

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

**Date:** October 7, 2025

**RE:** Class of 2027 Transfer Station Fundraiser

**Background:** The Class of 2027 is seeking approval to conduct a fundraiser at the Transfer Station. Students will volunteer for 2-hour shifts to help people unload their trash/recycling from their vehicles **IF** the person would like help. They will have a small table and sign set up so people can make a donation to the Class of 2027 **IF** they would like.

**Discussion:** This request has been approved in the past. They have coordinated with the Transfer Station Supervisor.

**Fiscal Impact:** N/A

**Recommendation:** Motion to approve the Class of 2027 Transfer Station Fundraiser to be held at the Transfer Station on November 29, 2025, from 8:30am – 4:30pm.

Class of 2027 Transfer Station Fundraiser

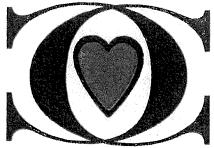
Location: Moultonborough Transfer Station

Date: November 29, 2025 from 8:30am – 4:30pm

Event Details: Students will volunteer for 2-hour shifts to help people unload their trash/recycling from their vehicles **IF** the person would like help. We will have a small table and sign set up so people can make donations to the Class of 2027 **IF** they would like. At any given time, we plan to have 3-5 students helping and at least one class advisor supervising students at all times.

The Moultonborough School District Business Administrator, Amanda Bergquist, will have our insurance company send a certificate of insurance.





# Interlakes Community Caregivers, Inc.

Center Harbor • Meredith • Moultonborough • Sandwich

## Board of Directors

*Chris Kelly*

Chair

Meredith

*John Valpey*

Vice Chair

Meredith

*George Jewell*

Treasurer

Meredith

*Dyan Lowman*

Secretary

Meredith

*Wendy Pelczar Bagley*

Meredith

*Danielle Bertagna*

Center Sandwich

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*Will Speers*

Sandwich

*Peter Whelley*

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Center Harbor

*Executive Director*

*Kathryn Holt*

Laconia

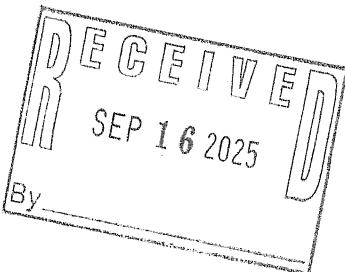
September 11, 2025

Angela Bovill

Town Administrator

P.O. Box 139

Moultonborough, NH 03254



Dear Ms. Bovill,

RE: Application for a permit to conduct a raffle

Enclosed is an application for Interlakes Community Caregivers, Inc. (ICCI) to hold a raffle at Moultonborough Academy on Thursday, October 23, during a benefit concert. Raffle tickets will only be sold during the event to win a raffle basket. We are planning to use standard raffle tickets for this event (sample attached to application) since that is the only time raffles tickets will be sold.

This is the first time we have conducted a raffle in Moultonborough. Please let me know if I need to provide any further information by contacting me at (603) 253-9275 ext. 3, or kholt@interlakescares.org.

Sincerely,

Kathryn Holt

Executive Director



RECEIVED  
SEP 16 2025

TOWN OF MOULTONBOROUGH  
APPLICATION FOR A PERMIT  
TO CONDUCT A RAFFLE

ATT



By

**NOTICE:** Application Must be Filled Out Completely to be Processed

1. Name and address of the organization: Interlakes Community Caregivers  
60 Whittier Hwy, Unit 8B, Moultonborough
2. Name, address and capacity of the person requesting the permit: Kathryn Holt  
60 Whittier Hwy Unit 8B, Moultonborough, Executive Director
3. The organization is organized under the laws of the State of New Hampshire as a non-profit organization: Yes  No
4. Date of organization: March 2004
5. The organization is registered to do business within the State of New Hampshire as a non-profit organization: Yes  No
6. The organization was registered on March 2004
7. The organization's IRS non-profit Federal ID number: 20-0625613
8. Names and address of the organization's principal officers:  
Chris Kelly, Chair, 1 Lower Terrace Ave, Meredith  
John Vulpay, Vice Chair, 95 Bonney Shores Rd, Meredith  
George Jewel, Treasurer, 54 Black Brook Rd, Meredith  
Dyan Cowman, Secretary, 22 Wotanda Ln, Meredith
9. Location, date and time where the raffle is to be conducted: Moultonborough Academy, October 23, 2025, 6:30 pm - 10:30 pm
10. Name and address of the owner of the property where the raffle is to be conducted: Moultonborough Academy, 25 Blake Rd, Moultonborough
12. A sample of the raffle ticket must be submitted for review. Yes  No
13. List the last time a permit was issued to the applicant for a raffle within the Town of Moultonborough:  
N/A

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

Dated: 9/11/25

Applicant's Name: Kathryn Holt

Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Town Administrator or Designee

cc: Board of Selectmen  
Chief of Police

## Angela Bovill

---

**From:** Bruce Woodruff  
**Sent:** Wednesday, October 1, 2025 1:47 PM  
**To:** Angela Bovill; Kevin Quinlan  
**Cc:** Claypoole Peter  
**Subject:** Ordinance 13-Construction of Driveways extinguishment

**Importance:** High

Dear Select Board Members,

At its September 24th meeting, the Planning Board officially requested that the Board of Selectmen extinguish Ordinance 13, Construction of Driveways (with a warrant article to the voters) this year, as it conflicts with Planning Board driveway regulations, both existing and proposed. The Planning Board has approved language revising its Site Plan Review, Driveway, and Subdivision Regulations and has set an October 22<sup>nd</sup> date for public hearings. Following is the excerpt from the September 24<sup>th</sup> Planning Board minutes:

"MOTION: Mr. Larson moved to request the Board of Selectmen prepare a warrant that would extinguish Ordinance 13 relative to the construction of driveways. Mr. Bartlett seconded. Motion carried with Mr. Quinlan (Select Board representative) abstaining."

If you have questions, please call or email me.

V/r  
//signed//

*Bruce W. Woodruff*  
Town Planner

*Town of Moultonborough  
6 Holland Street  
P. O. Box 139  
Office: 603-476-2347 Cell: 603-767-3287*

**Board & Commission Members:** Please remember not to use "Reply all" when replying to e-mails sent from this office. Doing so runs the risk of holding a meeting via e-mail which violates the Open Meeting provisions of RSA 91-A.

"If you don't know where you're going, you might end up someplace else." --Yogi Berra

"Always do right - This will gratify some people and astonish the rest." -- Mark Twain

Please consider conserving our natural resources before printing this e-mail and/or any attachments.

This electronic message and any attachments may contain information that is confidential and/or legally privileged in accordance with NH RSA 91-A and other applicable laws or regulations. It is intended only for the use of the person and/or entity identified as recipient(s) in the message. If you are not an intended recipient of this message, please notify the sender immediately and delete the material. Do not print, deliver, distribute or copy this message, and do not disclose its contents or take any action in reliance on the information it contains unless authorized to do so. Thank you.

## ORDINANCE

### TOWN OF MOULTONBOROUGH, NEW HAMPSHIRE

#### An Ordinance Relative to the Construction of Driveways.

- Section 13.1 The ordinance shall apply within the limits of the Town of Moultonborough.
- Section 13.2 No new driveway, leading off a town road, shall be constructed without approval from the Board of Selectmen of Moultonborough.
- Section 13.3 No existing driveway shall be black topped without approval from Selectmen as to treatment at town ditch line.
- Section 13.4 If a culvert or drain pipe is deemed necessary for proper drainage, said pipe or culvert shall be furnished by the property owner, at his expense, in a diameter and length approved by the Town Road Agent, and installed by the Town of Moultonborough at no cost to the property owner.
- Section 13.5 Violation of any of the provisions of this ordinance shall be punishable by a fine of not less than twenty-five dollars (\$25.00), and each day of violation shall constitute a separate offense.

---

This ordinance to be in force as of October 1, 1979.

Harold E. Martin, Chairman  
Frank E. McIntire  
Martin R. Clifford

#### BOARD OF SELECTMEN

This Ordinance received review, revision and update. The Ordinance, as revised, received acceptance and enactment on August 13, 1998.

Douglas W. Murphy, Sr., Chairman  
Russell C. Wakefield  
Ernest E. Davis, Jr.

#### BOARD OF SELECTMEN

---

Ratified, as adopted and previously amended, this 14<sup>th</sup> day of March, 2015 by vote of the Town Meeting under Article 9.

A True Copy, attest,

*Barbara Wakefield*

Barbara Wakefield,  
Town Clerk

This 14<sup>th</sup> day of March, 2015

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

**Date:** October 7, 2025

**To:** Board of Selectmen

**RE:** Education Coalition Communities 2.0 NH – Authorization and Signature

**Background:** The Town of Moultonborough currently holds a Memorandum of Understanding (MOU) for Professional Services with the Education Coalition Communities 2.0 NH for the 2025–2026 term.

**Discussion:** To ensure proper representation, the Board of Selectmen should complete “Exhibit C” to designate the Town Administrator as the Town’s official representative. This update reflects a change from the previous Town Administrator and does not alter the terms of the existing MOU. As a regular member of the coalition, the Town is entitled to one vote at the annual meeting scheduled for October 21, 2026.

**Recommendation:** *Motion to designate the Town Administrator as the authorized representative for the Education Coalition Communities 2.0 NH and to authorize the Chair to sign Exhibit C as presented.*

MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION  
COMMUNITIES 2.0 NH FOR 2025-2026

Exhibit C

EDUCATION COALITION COMMUNITIES 2.0 NH  
[www.coalitioncommunitiesnh.com](http://www.coalitioncommunitiesnh.com)

AUTHORIZATION AND SIGNATURE

The person executing this MEMORANDUM OF UNDERSTANDING, FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION COMMUNITIES 2.0 NH (Agreement) on behalf of the Town/City of Houltonborough represents and warrants that they have all legal authority and authorization necessary to enter into this Agreement, and that such person has been duly authorized by its City/Town Council/Board of Selectmen to execute this Agreement on behalf of the undersigned City/Town. Further, the person executing this Agreement has been duly authorized to represent and/or designate a representative of the undersigned City/Town as a member with regard to any terms contained within the agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date written below.

DATE: \_\_\_\_\_

CITY/TOWN OF: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TOWN REPRESENTATIVE: \_\_\_\_\_

REP.'S EMAIL ADDRESS: \_\_\_\_\_

REP.'S MAILING ADDRESS: \_\_\_\_\_

REP.'S BEST AVAILABLE TELEPHONE: \_\_\_\_\_

**MOU FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION COMMUNITIES 2.0 NH FOR 2025-2026**

**Exhibit C**

**EDUCATION COALITION COMMUNITIES 2.0 NH**  
[www.coalitioncommunitiesnh.com](http://www.coalitioncommunitiesnh.com)

**AUTHORIZATION AND SIGNATURE**

The person executing this MEMORANDUM OF UNDERSTANDING, FOR PROFESSIONAL SERVICES BETWEEN THE EDUCATION COALITION COMMUNITIES 2.0 NH (Agreement) on behalf of the Town/City of Holdenborough represents and warrants that they have all legal authority and authorization necessary to enter into this Agreement, and that such person has been duly authorized by its City/Town Council/Board of Selectmen to execute this Agreement on behalf of the undersigned City/Town. Further, the person executing this Agreement has been duly authorized to represent and/or designate a representative of the undersigned City/Town as a member with regard to any terms contained within the agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date written below.

DATE: \_\_\_\_\_

CITY/TOWN OF: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TOWN REPRESENTATIVE: \_\_\_\_\_

REP.'S EMAIL ADDRESS: \_\_\_\_\_

REP.'S MAILING ADDRESS: \_\_\_\_\_

REP.'S BEST AVAILABLE TELEPHONE: \_\_\_\_\_

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

**Date:** October 7, 2025

**To:** Board of Selectmen

**RE:** Town Investment Policy – Statement of Policy No. 5

**Background:** Per the requirement of RSA 41:9, VII - on an annual basis, the Board of Selectmen are required to review the investment policy.

**Discussion:** No suggested changes other than the date.

**Fiscal Impact:** None

**Recommendation:** *Motion to approve Statement of Policy No. 5, as presented.*

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

**STATEMENT OF POLICY**  
**No. 5**

**2025 INVESTMENT POLICY**

Responding to the requirements of RSA 41:9 VII, the Board of Selectmen hereby enacts this investment policy.

**I. SCOPE**

This investment policy applies to all Town of Moultonborough financial assets except those controlled by the Trustees of the Trust Funds. This includes:

- General fund
- Special revenue fund(s)
- Any other funds legally and appropriately held by the Treasurer.
- Any new funds created by at Town Meeting, unless specifically exempted by the article of creation.

This investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds. This investment policy does not address the financial assets of the Town of Moultonborough maintained by the Trustees of the Trust Funds.

**II. OBJECTIVES**

- A. Safety. The safety of principal of the financial assets of the Town of Moultonborough is the foremost objective of the Board of Selectmen. Each investment transaction shall seek first to ensure the avoidance of losses.
- B. Credit Risk. The Board of Selectmen recognizes that investment risks can result from issuer defaults or various technical complications leading to temporary loss of liquidity. The Treasurer shall only invest assets of the Town of Moultonborough in such instruments as may be specifically authorized by the Revised Statutes Annotated of the State of New Hampshire.
- C. Yield. The Board of Selectmen seeks to attain market rates of return on the investment of Town funds that are consistent with state laws that restrict the placement of public funds. It is therefore the responsibility of the Treasurer to represent the best interests of the Town in seeking to invest funds efficiently.

### III. STANDARDS OF CARE

All participants in the investment process shall act responsibly as custodians of the public trust. They shall avoid any transaction that might impair public confidence in any elected official.

- A. Delegation of Authority. RSA 41:29 gives the duly elected Treasurer, with the approval of the Board of Selectmen, the authority to manage the investment program for the Town of Moultonborough. The Board of Selectmen hereby authorizes investment of excess and other funds in accordance with RSA 41:29, RSA 35-B, RSA 36-A, RSA 202-A, RSA 673, and any other applicable RSAs.
- B. Prudence. The standard of prudence to be used by the Treasurer shall be the “prudent person” standard and shall be applied in the context of managing an overall investment portfolio. The Treasurer shall make investments with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, considering the safety of capital as well as the probable income derived. The Treasurer, acting in accordance with this investment policy and exercising due diligence, shall be relieved of personal responsibility for issuer defaults or technical complications leading to temporary loss of liquidity, provided deviations from expectations are reported to the Board of Selectmen in a timely manner and the investments liquidated in a timely and responsible manner.
- C. Ethics and Conflict of Interest. The Treasurer shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair his or her ability to make impartial investment decisions. The Treasurer shall refrain from undertaking personal investment transactions with the same individual with whom he or she conducts business on behalf of the Town of Moultonborough. The Treasurer shall disclose, to the Board of Selectmen, any material financial interests in banks that conduct business with the Town of Moultonborough. He or she shall further disclose any personal financial positions related or perceived as related to the performance of the investment portfolio.

### IV. INTERNAL CONTROLS

The Board of Selectmen is responsible for establishing and maintaining internal control procedures designed to insure the protection of Town assets from loss, theft, misuse, fraud, employee error, or misrepresentation by third parties. They shall design internal control procedures to provide reasonable assurance to meet this objective.

The concept of reasonable assurance recognizes that (1) the cost of a control shall not exceed the benefits derived, and (2) the valuation of costs and benefits requires estimates and judgments by management. Accordingly, the Board of Selectmen shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. In addition, internal control procedures shall address the following points:

- A. Control of Collusion. Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
- B. Separation of Transaction Authority from Accounting and Recordkeeping. To achieve a separation of duties, the person who authorizes or performs a transaction cannot be the same person who records or otherwise accounts for the transaction.
- C. Written Confirmation of Telephone Communications and Wire Transfers for Investment Transactions. Due to the potential for error and improprieties arising from telephone transactions, written communications shall support all telephone confirmations and wire transfer and shall receive transmission approval by the appropriate person. Written communications may be via fax, if on letterhead, providing the safekeeping institution has a list of the authorized signatures.

## V. AUTHORIZED DEPOSITORYES

All depository accounts of the Town of Moultonborough must be in the name of the Town of Moultonborough. The depository (ies) shall forward all income payable to the Town of Moultonborough and all revenue received by the Town of Moultonborough to the Treasurer. The Treasurer shall deposit said funds in accord with RSA 41:29 II with one or more of the following institutions:

- A. Public Deposit Investment Pool established pursuant to RSA 383:22.
- B. Federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state.
- C. Federally insured banks outside the state if such banks pledge and deliver to a third-party custodial bank or the Federal Reserve Bank collateral security for such deposits of the following types:
  - United States government obligations
  - United States government agency obligations; or
  - Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

## VI. AUTHORIZED INVESTMENTS

All investment accounts and securities of the Town of Moultonborough must be in the name of the Town of Moultonborough. The Treasurer may invest assets of the Town of Moultonborough which are not immediately needed for the purpose of expenditure in one or more of the following securities in accord with RSA 41:29 IV:

- A. Public Deposit Investment Pool established pursuant to RSA 383:22.
- B. Federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, for such deposits of the following types:
  - Money Market Accounts
  - Certificates of Deposit
  - Repurchase Agreements

- All other types of interest-bearing accounts; or
- Obligations fully guaranteed as to principal and interest by the United States government.

The obligations may be held directly or in the form of securities or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

The Treasurer, in January of each calendar year, shall obtain a Statement of Condition from each bank where the Treasurer deposits or invests funds.

## VII. DIVERSIFICATION

It is the policy of the Board of Selectmen to diversify its investment portfolio. To the largest extent possible, the Treasurer shall diversify the investment of assets held in a common cash fund and any other investments to eliminate risk resulting from excessive credit risk or over-concentration of assets in a specific maturity. The Treasurer shall determine and periodically revise diversification strategies. These strategies shall receive review and approval by the Board of Selectmen according to Section IX presented below.

Portfolio diversification is desirable in order to control risk. The expectation is that the Treasurer shall display prudence in the selection of investments in order to minimize risk.

## VIII. COLLATERALIZATION

The institution receiving Town assets on deposit must agree to collateralize the deposits pursuant to Title XXXV (Banks and Banking, Loan Association, Credit Unions) of the Statutes of the State of New Hampshire or RSA 383:22 (if investments reside in the NHPDIP). Further, the institution must abide by the current New Hampshire Code of Administrative Rules on Collateralization of Public Deposits set forth in Chapter Ban 1400 through Ban 1450.

The Treasurer shall provide a written list of all the investment instruments of the Town. Any institution holding deposits of Town assets must collateralize the total of these deposits with pledged securities that shall be equal to or in excess of the amount of the public funds deposited, less any portion thereof covered by federal deposit insurance.

Collateralization must remain in effect so long as Town assets remain on deposit. Further, the institution must agree to notify the Treasurer ninety (90) days in advance by written notice before electing to cancel collateralization or refusal to accept additional or future Town deposits.

## IX. SAFEKEEPING AND CUSTODY

The Board of Selectmen shall provide security bonds according to law that cover the Treasurer and other officials handling Town assets to protect the public against possible embezzlement and malfeasance. An external auditor shall annually review and report on financial accounting and safekeeping procedures employed by the Treasurer and the Town.

## X. REPORTING

The Treasurer shall submit a monthly report to the Board of Selectmen that reconciles all depository cash accounts and all investment accounts of the Town of Moultonborough. The Treasurer shall submit a semi-annual (June 30 and December 31) investment report to the Board of Selectmen that includes the following information:

- A. As of the end of the reporting period, a list of each of the following items:
  - Certificates of Deposit that the Treasurer does not intend to hold to maturity, with an explanation as to why the Treasurer chooses to liquidate them prior to maturity, and stating any penalties,
  - Investments held by maturity date, and
  - Transactions completed during the reporting period.
- B. Summary of the investment strategies employed in the most recent quarter.
- C. Description of any anticipated changes to the portfolio or anticipated changes in investment strategy.
- D. Explanation of the total investment return for the quarter compared to the anticipated return for the quarter.
- E. Explanation of any areas of concern.

## XI. RECONCILIATION

Upon the request of the Board of Selectmen, its designee may perform periodic surprise audits of evidence of ownership and of the safekeeping and custodial systems. The Treasurer will receive written notice of the Board of Selectmen's desire to perform an internal audit.

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This policy shall be effective immediately upon adoption and shall remain in effect until superseded or replaced. RSA 41:9 requires that this policy receive review and re-enactment annually. It is due to be reviewed one year from the date of adoption.

Date of Adoption:  
October 3, 2013

Date of Amendment(s):  
August 21, 2014

Date of Amendment(s)/Review:  
August 10, 2017  
May 2, 2019  
July 2, 2020  
October 21, 2021  
October 6, 2022  
October 5, 2023  
October 3, 2024  
October 7, 2025

Kevin D. Quinlan  
James F. Gray  
Karel A. Crawford  
Charles M. McGee  
Jonathan W. Tolman  
BOARD OF SELECTMEN

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

**Date: October 7, 2025**

**RE: HealthTrust Medicare Advantage with Prescription Drug Plan Package for CY2026**

**Background:** Annual renewal for Retiree Insurance (over 65 years of age)

**Discussion:** HealthTrust has set the Health Trust Medicare Advantage with Prescription Drug (MAPD) plan rates for CY2026 renewal period (January 1 – December 31, 2026) All retirees enrolled pay the cost directly to the HealthTrust. The HealthTrust MAPD plan is only available to retirees of active HealthTrust member groups.

**Fiscal Impact:** None - this is funded 100% by the retiree and paid directly to the HealthTrust.

**Recommendation:** *Motion to approve the HealthTrust Medicare Advantage with Prescription Drug Plan Transmittal Package for CY2026 as presented, and to authorize the Town Administrator to sign.*

## Enclosures

- 1) HealthTrust Medicare Advantage with Prescription Drug (MAPD) Plan Rate Letter
- 2) Member Group Medicare Advantage Confirmation Transmittal
- 3) Who Your Retirees Can Call with Questions about the MAPD plan

September 17, 2025

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

Dear Ms. Bovill:

HealthTrust has set the HealthTrust Medicare Advantage with Prescription Drug (MAPD) plan rates for the CY2026 renewal period (January 1 – December 31, 2026). This rate package includes your rates for the renewal period as well as important information related to the HealthTrust MAPD plan.

**1. HealthTrust MAPD Plan Rates**

The HealthTrust MAPD plan rate for the CY2026 Plan Year is \$474.82 per month. This includes an increase of \$65.59: \$60.00 increase in the Anthem fully insured rate and the \$5.59 increase in the HealthTrust administrative fee, from \$35.98 to \$41.57.

A number of important Centers for Medicare & Medicaid Services (CMS), legislative, and regulatory changes drove rate increases in Medicare Advantage plans across the country. As a Medicare Advantage Employer Group Waiver Plan (EGWP), HealthTrust MAPD coverage is subject to these changes. Federal changes included a reduced federal subsidy for the prescription drug component (Part D Risk Score Normalization), required changes to utilization management practices, changes to the benchmark funding for certain counties, and impactful changes to admission criteria.

While significant, this rate increase is lower than that of many other Medicare Advantage plans in New Hampshire and across the country, due to HealthTrust's successful partnership and advocacy with Anthem on behalf of our Retirees. HealthTrust remains committed to navigating through these and coming disruptions in the Retiree marketplace in order to deliver the high quality products that our Retirees count on at the lowest rate possible.

**2. Enclosed Items:**

**a. Member Group Medicare Advantage Confirmation Transmittal - *Please sign and return by October 3, 2025***

The HealthTrust MAPD plan is an employer-sponsored Medicare Advantage plan with a nationwide provider network. The HealthTrust MAPD plan is a fully insured plan issued by Anthem and subject to Anthem's rules. As such, Retiree claims are not part of the Group's rating nor reported in the Group's claims experience. All HealthTrust MAPD plan Enrollees are in one pool, with a January plan year only. Anthem will process preauthorizations and claims according to its rules and guidelines, while following HealthTrust's custom MAPD plan benefit

structure. As with all Medicare Advantage plans, the HealthTrust MAPD plan is subject to CMS regulations. The Terms Section A of the transmittal requires Member Groups to certify as to their acceptance and understanding of the above conditions.

The Terms Section B of the transmittal includes required CMS compliance language. Section 1 pertains to contributions (called “premiums” in the transmittal, per CMS requirements). Sections 1.a. and 1.b. pertain to how employees within different classes may be treated and how employees in the same class must be treated in relation to contributions. CMS rules for employer-sponsored Medicare Advantage plans such as the HealthTrust MAPD plan allow the employer to determine whether to subsidize the contribution and the subsidy amount. However, the rules permit employers to subsidize different classes of employees differently; as long as such classes are based on reasonable criteria, the subsidy does not vary within the class, and the employer passes through any direct subsidy received from CMS for an Enrollee to that Enrollee. Each HealthTrust Member Group must certify that it will comply with these requirements.

Section 1.c. pertains to how much can be charged for prescription drug coverage. Essentially, Enrollees cannot be charged more for prescription drug coverage than the basic cost for Part D coverage plus the cost of any supplemental non-Medicare benefits. The HealthTrust MAPD plan contribution complies with this requirement. Section 1.d. requires Member Groups pass any direct subsidy payments from CMS directly to the Enrollee to reduce the amount the Enrollee pays. Each HealthTrust Member Group must certify it will comply with these requirements.

Section 2 pertains to the requirement that Member Groups must apply low-income subsidies from CMS to reduce Enrollee contributions in accordance with CMS rules. Anthem will administer the low-income subsidy on behalf of Member Groups; however each HealthTrust Member Group must certify that it will comply with these requirements in the unlikely event that it receives a low-income subsidy for an Enrollee directly from CMS.

### **3. HealthTrust MAPD Plan Benefits Summary and Enrollment Information**

As a fully insured product, Anthem will provide the official plan documents, including benefits summaries and the certificate (called the “Evidence of Coverage” by Anthem), and these documents will be housed on the Anthem website.

HealthTrust MAPD Open Enrollment Period will be October 15, 2025 to December 7, 2025 for all Groups. Please note that Retirees who are enrolled in the Medicomp without Prescription Drug (MCNRX) plan will be given the option to enroll in MAPD.

### **4. Retiree Communications**

All retirees currently enrolled in the MAPD plan will receive an Annual Notice of Change from Anthem in early September. This notice will detail plan updates and include other important information.

Anthem, along with HealthTrust, is hosting sessions for Retirees on Thursday, September 18, 2025 at the Grappone Center in Concord, NH, to review the MAPD plan details. A virtual session will be held on Thursday, September 25. Additional information and registration links are located in the Secure Member Portal.

Thank you for your continued participation with HealthTrust. If you have any questions or concerns, please do not hesitate to contact Teresa at **800.527.5001**.

Sincerely,



Scott DeRoche  
Executive Director

Enclosures

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

**Date: October 7, 2025**

**To: Board of Selectmen**

**RE: Date and Location of March 2026 Town Meeting**

**Background:** I met with the Town Moderator to discuss preparations and logistics for the upcoming Annual Town Meeting. The authority to set the meeting date rests with the Board of Selectmen. Establishing the date early allows for proper planning, public notification, and coordination with relevant town departments. Please note that voting will take place on Tuesday, March 10, 2026, as required by RSA.

**Discussion:** For the Board of Selectmen vote to set the date for the Annual Town Meeting. The proposed date is Saturday, March 14, 2026, at Moultonborough Academy. As in prior years, the Annual School District Meeting will begin at 9:00 a.m., followed immediately by the Annual Town Meeting.

**Recommendation:** *Move that the Board of Selectmen set the date for the Annual Town Meeting to be held on Saturday, March 14, 2026, at Moultonborough Academy, 25 Blake Road immediately following the Annual School District Meeting.*



# Moultonborough Town News

Fall 2025

## BOSTON CHRONICLE HIGHLIGHTS MOULTONBOROUGH!

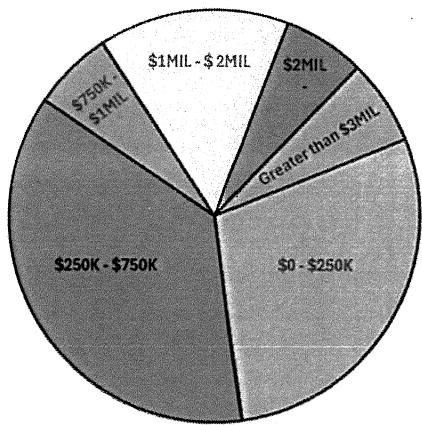
This past July, *WCVB's Boston Chronicle* shined a spotlight on our beautiful town! The episode showcases Moultonborough's rich history, breathtaking scenery, and vibrant community spirit. Featured stops include Castle in the Clouds, Boro Baking Co., the Loon Center, Geneva Point Center, the Lakes Region Conservation Trust, local steamboat history, and the stunning aerial photography of Falcon Imagery.

Whether you're a lifelong resident or new to town, you'll enjoy seeing familiar places and neighbors celebrated on screen. Watch the full segment at: [moultonboroughnh.gov/558/Boston-Chronicle-in-Moultonborough-July-](https://moultonboroughnh.gov/558/Boston-Chronicle-in-Moultonborough-July-)

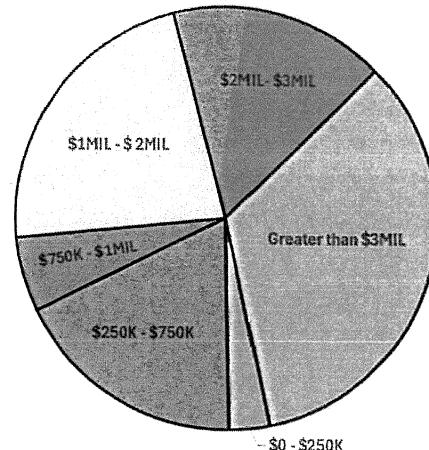
## NEWS FROM ASSESSING

Fall is pie season! To help illustrate the distribution of the **town's parcels** (the number of properties) and the total **tax base** (the properties' combined value), we've created a couple of "pies."

Parcel Count % by Value Range



Tax Base % by Value Range



When dividing the parcels into two value groups, we see that:

- **72% of the town's parcels** are valued at **\$1 million or less**, but they account for only about **27% of the total tax base** (value).
- **Conversely, the 28% of parcels** valued at **over \$1 million** account for the vast majority: approximately **73% of the total tax base**.

**Fun Fact:** The town has 97 island properties spread out over 68 islands, with 49 of those islands on Lake Winnipesaukee. We hope you enjoy the fall season and as always, feel free to contact the Assessing department with any questions. For more assessing information go to the town website – <https://www.moultonboroughnh.gov/182/Assessor>.

## NEWS FROM TOWN CLERK

**BUYER BEWARE** – Craigslist and Facebook Marketplace can have amazing deals on used cars, motorcycles, and trailers. But, sometimes, the price really is too good to be true (and the buyer doesn't find out until it's too late).

**Just because the seller says a vehicle doesn't need a title, that doesn't make it true.**

Unfortunately, we have had residents try to register a vehicle they bought through an online forum without the correct paperwork. Then, when the buyer reaches out to the seller to ask for the required documents, they are unable to get through. Don't let that happen to you! If you're thinking about purchasing a vehicle private sale, you are always welcome to reach out to us first to see what paperwork we will need. The more information you have about the vehicle, the better. You can even email us photos of your documents ahead of time so we can review them before you arrive. We don't want you to be stuck with an expensive lawn ornament or the added stress of having a vehicle you can't register! [TownClerk@MoultonboroughNH.gov](mailto:TownClerk@MoultonboroughNH.gov)

## NEWS FROM THE FIRE DEPARTMENT

With fall and winter approaching, Moultonborough Fire-Rescue would like to remind our residents of a few important seasonal and safety precautions:

### CALL 911 FOR EMERGENCIES

In the event of an emergency, call 9-1-1—not the fire station. Crews may be out on calls, inspections, or training. Calling 9-1-1 ensures your emergency is dispatched as quickly as possible so help gets to you without delay.

### HEATING SAFETY & GENERATOR USE

As temperatures drop, many residents begin using space heaters, fireplaces, and generators. Please remember:

- Keep heaters and woodstoves at least 3 feet away from anything flammable.
- Never run a generator inside your home or garage—use them outside and away from windows to prevent carbon monoxide poisoning.
- Ensure chimneys and vents are cleaned and inspected annually.

### CHECK SMOKE & CARBON MONOXIDE DETECTORS

Fall is a perfect time to test and replace batteries in smoke and carbon monoxide detectors.

- Install detectors on every level of your home and outside sleeping areas.
- Replace any units that are over 10 years old (for smoke alarms) or 7 years old (for CO alarms).

### ADDRESS NUMBERS

Help us help you! All residential and commercial buildings must be clearly numbered with digits at least 4" high, visible from both directions (per Ordinance #20). Island properties must also display numbers that can be seen from the water year-round. We can't help you if we can't find you.

### ALARM REGISTRATIONS

All fire and security alarm systems must be registered with the Town of Moultonborough (Ordinance #12). Visit the Town's website or contact the Fire Department to get or update your Automated Signal Device Permit. Keeping your contact info current helps us respond effectively to alarms at your property.

### SUPRA KEY BOXES

A Supra Key Box provides first responders with secure, quick access to your home or business in case of emergency.

- Required for properties with registered alarms since June 13, 2003.
- Available for others seeking added peace of mind.
- Boxes are \$100, with free installation and maintenance provided by our department.

### FIRE SAFETY FOR SENIORS

Older adults face a higher risk of injury or death in home fires, especially during the colder months when heating appliances and electrical devices are used more frequently. If you or someone you know is a senior citizen, now is the time to take a few simple steps that could save a life. Avoid space heaters with exposed heating elements and only use models with automatic shut-off features. Keep mobility aids, glasses, and phones within easy reach at night in case of an emergency.

Smoke and carbon monoxide alarms are especially critical for seniors. Install alarms with strobe lights or vibrating alerts for those who are hard of hearing. Place alarms in locations where they can easily be heard from bedrooms, even with doors closed. Long-life battery models or hardwired alarms can reduce the need for frequent maintenance, making them a safer, lower-effort option for older adults.

Seniors with limited mobility should also have a fire escape plan tailored to their needs. Keep walkways clear of clutter or rugs that could pose a tripping hazard. If evacuating your home would be difficult, please contact the Fire Department so we can keep that information on file and respond accordingly during an emergency. Family members and caregivers are encouraged to assist with planning and to check in regularly to ensure these precautions stay up to date.

### 911 CARES: Helping First Responders Help You

New Hampshire 911 CARES is a program that lets you share important medical or access information with 911. If you call 911 from a registered phone number, the dispatcher will instantly see your information, like health conditions or special needs—so they can send the right help quickly.

You can register conditions such as Alzheimer's, dementia, diabetes, epilepsy, hearing loss, pacemakers, medication allergies, and more. You can also include helpful notes like security gate codes, if you use a wheelchair, or if you have a service animal. This helps first responders know what to expect when they arrive.

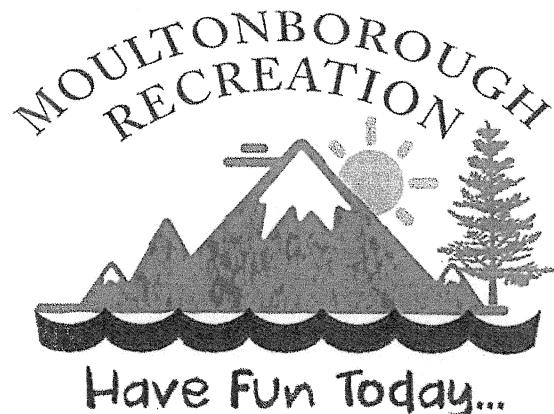
To sign up or learn more, visit [cares.desc.nh.gov](http://cares.desc.nh.gov) or email [NH911CARES@desc.nh.gov](mailto:NH911CARES@desc.nh.gov). You can also ask a family member or caregiver to help you register. It's a simple step that can make a big difference in an emergency.

## NEWS FROM THE RECREATION DEPARTMENT

After a busy spring, summer, and early fall, the Moultonborough Recreation Department is excited to shift gears and prepare for the colder months! We're committed to offering high-quality activities, events, and programs for residents and visitors of all ages. *Note: Non-resident fees apply where applicable.*

### Upcoming Programs & Events Include:

- Totally Toddler drop-in play group
- Beyond the Bell after-school program
- Basketball Hoopla event with Plymouth State University
- Youth basketball & youth volleyball
- Father-Son Event
- Drop-in Mah Jong & Dominoes
- Holiday Open House with Tree Lighting
- Indoor pickleball
- Adult and family bus trips
- And much more!



### Kraine Meadow Park:

Composting bathrooms are now closed for the season and will reopen in **Spring 2026**. A portable toilet will be available near the ice rink for winter use.

### Ice Rink at Kraine Meadow Park:

With Mother Nature's cooperation, the rink will open for the 2026 winter season. For updates, contact the Moultonborough Department of Public Works at 603-253-7445.

*Please stay off the ice when the rink is posted as "Closed" to ensure your safety and protect the surface.*

### States Landing Pavilion & Bathroom Project:

This long-anticipated project is nearing completion and will officially open in Spring 2026, marking the final step in the States Landing improvement plan. We look forward to welcoming visitors for many years to come!

### Stay Connected

Your Moultonborough Recreation staff is busy planning programs for people of all ages. Got an idea for an event, trip, or activity? We'd love to hear it! Call us at 603-476-8868 or Visit us online at: [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov). Follow us on Facebook for real-time updates and weather-related cancellations.

Recreation Department Office: 10 Holland Street, Moultonborough, NH.

**Have Fun Today!**

## NEWS FROM HERITAGE & CONSERVATION COMMISSIONS

In early June, Moultonborough was selected as one of three communities receiving technical assistance from the Taking Action for Wildlife (TAFW) team from the UNH Cooperative Extension. Focusing on the expanded Moultonborough Falls Conservation Area (MFCA), members of the Conservation and Heritage Commissions partnered to evaluate and assess trail conditions, cumulative impacts, and to plan for additional interpretive signage and educational opportunities on the property. Aside from its importance as a wildlife area, the MFCA is significant for the town's history and cultural landscape, given its proximity to the former mill village on the Red Hill River. Monthly project meetings with the TAFW team (Emma Tutein and Wendy Scribner) included mapping best routes to minimize impacts on wildlife habitat, and the development of trail signs to identify points of interest, and significant flora and fauna.



## NEWS FROM LIBRARY

We wish all our patrons a very happy holiday season and a fun-filled winter. The Moultonborough Children's Holiday Fund, aka the Santa Fund, will be distributing their assistance this first week of December. The Fund's organizers would like to thank the many individuals and businesses who every year contribute to the success of the program. Their generosity ensures that all the children in Moultonborough have a very happy holiday.

The library and the Moultonborough Recreation Department are collaborating again this year for a Holiday Open House and Tree Lighting Ceremony on December 12, 5:30 to 7 pm, at the Moultonborough Function Hall. This free family event will include seasonal crafts, games and treats for the whole family.

Pontine Theater will come back to present A New England Christmas, based on two seasonal short stories, on December 17, 4 pm. Rolling panoramas, puppetry, and toy theatre figures will bring stories alive onstage. The production is suitable for adults and older children. Registration is required.

America turns 250 years old in 2026, and to celebrate that milestone we have programs that explore the Revolutionary War and Early America. We will have a series of crafts that would have been popular in Colonial and Early America monthly on the third Tuesday, 5 pm, from January to December 2026. These craft classes will be led by our popular trio of crafting artists Patsy Fraiser, Wendy Shambaugh and Amanda Twaddle.

The #America250 programming will also include lectures and talks by historians and experts of the era. Some titles include "Mercy Otis Warren: the forgotten heroine of the American Revolution" on March 24, "A Military History of the Revolution" on May 26, and "NH and the Declaration of Independence" on July 7. Sheryl Faye will also return to the library to perform "Abigail Adams," a one-woman show based on the life of the formidable wife of our second president on August 6.

Continuing through the rest of the year will be our regularly scheduled youth programs: **Toddler Playtime** on Mondays at 9:30 am, **PJ Storytime on Tuesday** nights at 6 pm, and **Baby Time - Board Books & Nursery Rhymes** on Wednesdays, 9:30 am, and **Friday Stories** at 9:30 am.

For adults, we will continue our **Mystery Book Club** on the third Wednesday at 10:30 am, **Book Talk** on the second Thursday at 10:30am, **Craft and Chat** on Tuesdays, 5:30 pm, and **Friday Stitchers** on Fridays, 10 am. **The Evening Page Turners**, meets on the fourth Thursday at 5:30 pm. **Open Mic** is held on the last Tuesday of each month, 6 to 8 pm. Please note that we will not have an Open Mic night in December.

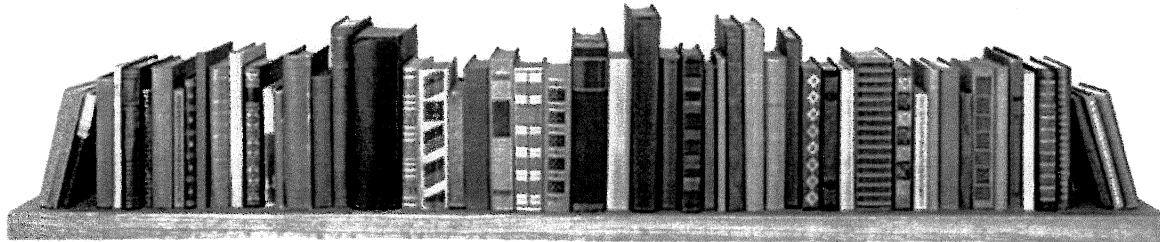
Our adult Wellness programs include collaborations with the Granite and Lakes Region VNA. We have a **monthly foot clinic** on the first Tuesday of the month, a **grief bereavement support group** on the second Wednesday, 10 am, and a **caregiver support group** on Fridays, 10 am. The **Diabetic Recipe Exchange** is on hiatus until March 16, 3:30 pm. After that initial date, the group meets on the fourth Monday of the month.

More programs are expected to be added, so please check the library website and online calendar for a complete listing of programs. Registration is required for many programs. You can register online on the website or by calling the library.

The library will be closed on December 24 and 25 for Christmas, and January 1. The library will close at noon on December 31. We open at 10 am the first Friday of the month to allow for staff meetings and training.

Library hours are Mon, Wed & Fri from 9:00am – 5:00pm; Tue & Thu from 9:00am – 7:00pm; and Sat 9:00am – 1:00pm. Feel free to contact us by calling 603-476-8896 or emailing [library@moultonboroughlibrary.org](mailto:library@moultonboroughlibrary.org).

Follow us on Facebook and Instagram. We are @moultonboroughpubliclibrary on both platforms.



## UPCOMING HOLIDAYS FOR TOWN HALL OFFICES



Christmas Day 2025  
New Years Day 2026

Thursday, December 25<sup>th</sup>  
Thursday, January 1<sup>st</sup>

