

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

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. REVIEW / APPROVAL OF MINUTES**
 - A. 10/21/25 + 10/21/25 NP
 - B. 10/24/25 Joint BOS and ABC Budget Work Session
- IV. CONSENT AGENDA**
- V. ANNOUNCEMENT**
 - A. 2025 Tax Rate
- VI. NEW BUSINESS**
 - A. Action Re: Amendment to Selectman Policy #25 and Extinguishment of Selectman Policy #3
 - B. Action Re: Police Department Request/Authorize to apply for Grant for Mobile Date Terminals with the State of New Hampshire
 - C. Action Re: Disclosure of a gift – Ordinance #21
 - D. Action Re: Final Disbursement from the Estate of Robert J. Anderson Jr. (TF 119)
- VII. OLD BUSINESS**
- VIII. OTHER BUSINESS**
- IX. CITIZEN INPUT**
- X. NON-PUBLIC SESSION**
 - A. RSA 91-A: 3, II (a) & (c)
- XI. 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
October 21, 2025**

MEETING MINUTES

Present: Chairman Kevin D. Quinlan, Vice Chairman Jonathan W. Tolman, Selectman Karel A. Crawford, Selectman Charles M. McGee. Town Administrator, Angela Bovill, Executive Assistant, Alison Kepple.

Absent: Selectmen James F. Gray (with prior notification)

I. CALL TO ORDER: Chairman Quinlan called the meeting to order at 5:00 p.m.

II. PLEDGE OF ALLEGIANCE: The Board recited the Pledge of Allegiance. Chairman Quinlan announced the Selectman Gray was an excused absence.

III. APPROVAL OF MINUTES:

Selectman McGee motioned to approve the minutes of 10/7/25 and 10/7/25 NP. Seconded by Selectman Crawford. Vote: 4 – 0. **Motion passed.**

IV. CONSENT AGENDA:

Selectman Tolman motioned to approve the consent agenda items. Seconded by Selectman Crawford. Vote: 4 – 0. **Motion passed.**

V. NEW BUSINESS:

A. RSA 31:95-e, II Donation from Moultonborough Volunteer Firefighters Association.

Selectman Crawford motioned move that the Select Board, pursuant to New Hampshire RSA 31:95-e, II, accept the donation of an equipment trailer from the Moultonborough Volunteer Firefighters Association, with an estimated value of less than \$5,000, based on the recommendation of the Fire Chief. The trailer will be utilized by the Moultonborough Fire Department to haul the Department's UTV and support emergency response operations. The Board acknowledges that the donation is made voluntarily, without expectation of compensation, and expresses its appreciation to the Moultonborough Volunteer Firefighters Association for their continued. Seconded by Selectman McGee. Vote: 4 – 0. **Motion passed.**

B. Purchase of two Evolis Vision Radar Signs for Moultonborough Village.

Selectman Tolman motioned to authorize the Police Chief to expend up to \$6, 899.00 to purchase two Evolis Vision Radar Speed Signs and associated equipment from Elan City in accordance with the Town of Moultonborough Competitive Bid Process. Seconded by Selectman Crawford. Vote: 4 – 0. **Motion passed.**

C. Replacement of two 2018 Ford Interceptor Utilities with two 2026 Ford Police Interceptor Utilities as Approved by Article 14 at Town Meeting on 3/15/25.

Selectman Tolman motion to authorize the Police Chief to expend up to \$170,000.00 to purchase and equip two (2) 2026 Ford Police Interceptor Utilities, and to purchase said cruisers for \$44,804.00 per vehicle, for a total of \$89,608.00, from McFarland Ford Sales Inc. of Exeter, NH, to replace both 2018 Ford Police Interceptor Utilities (Car 181 and Car 182), approved in Article 14 of the 2025 Warrant, and to waive the competitive bid process as McFarland Ford Sales Inc. is a State of New Hampshire statewide contract holder. Seconded by Selectman McGee. Vote: 4 – 0. **Motion passed.**

D. Appointment of Norman Larson to Lakes Planning Commission

Selectman Crawford motioned to appoint Norman Larson as a commissioner for the Lakes Region Planning Commission with the term ending on January 21, 2027. Seconded by Selectman Tolman. Vote: 4 – 0. **Motion passed.**

III. OLD BUSINESS:

A. Moultonboro Sandwich Senior Meals Site Council – Asset Grant

Chairman Quinlan announced that the Board received a letter that stated that the Moultonboro Sandwich Senior Meals Site Council unanimously voted in favor of dissolution of its corporation.

IV. OTHER BUSINESS:

Chairman Quinlan announced that Moultonborough's Halloween Trick or Treat Hours on 10/31/25 are from 4:30pm – 7:30pm.

Town Administrator Bovill Updates:

Town Administrator Bovill noted that she held budget work sessions with Department Heads, which are aligned with the board's direction for no new positions, no new projects, and maintaining the cost of current operations. The first joint budget work session is this Friday 10/24 starting at 9 a.m. The next one is Friday 10/31 at 9 a.m. She stated that she continues to monitor the DRA portal daily in anticipation of the tax rate. She also gave a shout out and congratulations to Ken Filpula for being selected by the New Hampshire Recycles Organization as New Hampshire Recycles 2025 Recycler of the Year. Mr. Filpula is the supervisor at our transfer station. Also stating that Mr. Filpula and his team do a great job.

V. CITIZEN INPUT:

Joe Cormier, 819 Moultonborough Neck Road asked for clarification on the Pathway, Phase III project and if there was an update on the Crucon building. Chairman Quinlan stated that nothing was happening with that at this moment.

VI. NON-PUBLIC SESSION:

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

Selectman Crawford motioned to enter into non-public session at 5:15 p.m. coming out only to adjourn. Seconded by Selectman McGee. A roll call was taken: Selectman

Tolman – Aye; Selectmen Crawford – Aye; Selectman McGee – Aye; Chairman Quinlan - Aye. Vote: 4 – 0. **Motion passed.**

VII. ADJOURNMENT:

Selectman Tolman motioned to adjourn the meeting at 6:10 p.m. Seconded by Selectman Crawford. A roll call was taken: Selectman Tolman – Aye; Selectmen Crawford – Aye; Selectman McGee – Aye; Chairman Quinlan - Aye. Vote: 4 – 0. **Motion passed.**

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

Approved
Kevin D. Quinlan, Chairman

Date

KDQ

Town of Moultonborough
Joint Board of Selectmen and ABC Budget Work Session
Friday, October 24, 202
9:00 A.M.
Meeting Minutes

Present: Board of Selectmen Chair, Kevin D. Quinlan; Selectman James F. Gray (arrived at 10:30 AM), Selectman, Karel A. Crawford; Selectman Charles M. McGee. Advisory Budget Committee Chair, Mary Phillips; Member Joseph Adams.

Absent: Board of Selectman Vice Chair, Jonathan W. Tolman (with prior notification); ABC Member Kathy Garry (with prior notification); Christopher Aiken, Nathan Hanna.

I. Call to Order:

The meeting was called to order by chairman Quinlan at 9:00 A.M.

II. Pledge of Allegiance:

The Board recited the Pledge of Allegiance.

Overview: T.A. Bovill presented an overview and noted a summary for each budget for the Board/Committee and answered any questions.

III. Departments:

A. Police:

- Discussion on budget allocation for IMC system upgrade and proactive purchasing of a mobile radar sign to address traffic concerns.
- Regular wages adjusted for vacancies anticipating full capacity hiring.
- Conversation about overtime budget adjustments in light of staffing changes.
- Budget overtime pay reduced down to \$150,000 from \$215,000.

B. Recreation:

- Relocation of funds for fireworks to the recreation budget, with additional discussions about toilet facilities and a manual sign for promotional use.
- Adjustments to health insurance budgeting for full-time position was made.

C. Fire:

- Detailed discussions regarding staffing and wage adjustments occurred.
- Considerations for increased insurance costs and potential impacts on the budget.

D. Town Clerk:

- Exploration of grants for record restoration discussed.
- Wage adjustments following market analysis were highlighted.

F. Library:

- Library's budget focused on operational costs, including staffing and health benefits.

G. Tax Collector:

- Budget adjustments were due to the increase in wages/benefits and updating office equipment.

J. Assessing:

- Assessing shows an increase due to the dissolution of the Trust Fund the previously offset the cost of the Whitney Consulting contract in FY2026. The FY2027 budget reflects the full cost of assessing consultant services. This budget is projected to have a shortfall due mostly to the closing of the trust fund.
- There was a discussion regarding yearly assessments vs. 5-year assessments.

K. IT:

- Technology upgrades and budget consolidation into managed IT services were discussed.

L. Admin, Finance, Insurances, Human Services, Legal, Ambulance Contract:

- Discussions included adjustments for market-related wage increases and changes in insurance costs.
- Fix the typo in the Legal spreadsheet. Change 2025 to 2026 Actual.
- On the Finance Budget sheet line 4452 add “for all departments”.
- Ambulance: Budgeted \$197,650 – expect actual number by next work session.

IV. Adjournment:

Motion to adjourn was made by Selectman McGee, seconded by Selectman Crawford at 12:48 PM. A roll call was taken: Gray – Aye; Quinlan – Aye; Crawford – Aye; McGee – Aye; Phillips – Aye; Adams – Aye. **Motion passed.**

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

Approved
Kevin D. Quinlan

Date



Office of Town Administrator

6 Holland Street - PO Box 139
Moultonborough, NH 03254
(603) 476-2347 * Fax (603) 476-5835
Angela Bovill, Town Administrator
abovill@moultonboroughnh.gov

FOR IMMEDIATE RELEASE

FROM: Angela Bovill, Town Administrator
DATE: October 31, 2025
SUBJECT: 2025 Tax Rate

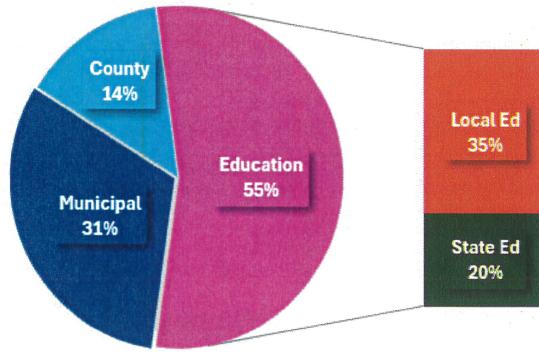
The New Hampshire Department of Revenue Administration has set the 2025 tax rate for the Town of Moultonborough at \$5.33 per \$1,000 of assessed valuation. This represents a \$0.32 decrease (5.66%) from the 2024 tax rate of \$5.65.

The rate is comprised of four factors as follows:

2025 Year over Year Comparison

Jurisdiction	Tax Rate		Change	
	2024	2025	\$	%
Municipal	\$1.92	\$1.68	-\$0.24	-12.5%
County	\$0.77	\$0.75	-\$0.02	-2.6%
Local Education	\$1.81	\$1.85	\$0.04	2.2%
State Education	\$1.15	\$1.05	-\$0.10	-8.7%
Total Tax Rate	\$5.65	\$5.33	-\$0.32	-5.7%

2025 Tax Revenue Breakdown



Municipal	\$ 11,562,665	Local Education	\$ 12,697,921
County	\$ 5,187,476	State Education	\$ 7,151,245
Total	\$ 36,599,307		

The Town's total assessed net valuation for 2025 is \$6,873,953,988. This is an increase of \$540,725,656 (8.54 %) over the value of \$6,333,228,332 in 2024.

It is anticipated that tax bills will be in the mail sometime during the week of November 7, 2025 with a due date of December 16, 2025.



2025

\$5.33

Tax Rate Breakdown Moultonborough

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$11,562,665	\$6,873,953,988	\$1.68
County	\$5,187,476	\$6,873,953,988	\$0.75
Local Education	\$12,697,921	\$6,873,953,988	\$1.85
State Education	\$7,151,245	\$6,836,937,088	\$1.05
Total	\$36,599,307		\$5.33

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Bay District	\$0	\$88,823,800	\$0.00
Total	\$0		\$0.00

Tax Commitment Calculation			
Total Municipal Tax Effort			\$36,599,307
War Service Credits			(\$249,713)
Village District Tax Effort			\$0
Total Property Tax Commitment			\$36,349,594

10/29/2025

Adam Denoncour
Deputy Director of Municipal and Property Division
New Hampshire Department of Revenue Administration

Appropriations and Revenues

Municipal Accounting Overview

Description	Appropriation	Revenue
Total Appropriation	\$16,683,370	
Net Revenues (Not Including Fund Balance)		(\$5,356,115)
Fund Balance Voted Surplus		(\$50,000)
Fund Balance to Reduce Taxes		\$0
War Service Credits	\$249,713	
Special Adjustment	\$0	
Actual Overlay Used	\$35,697	
Net Required Local Tax Effort	\$11,562,665	

County Apportionment

Description	Appropriation	Revenue
Net County Apportionment	\$5,187,476	
Net Required County Tax Effort	\$5,187,476	

Education

Description	Appropriation	Revenue
Net Local School Appropriations	\$19,849,166	
Net Cooperative School Appropriations	\$0	
Net Education Grant		\$0
Locally Retained State Education Tax		(\$7,151,245)
Net Required Local Education Tax Effort	\$12,697,921	
State Education Tax	\$7,151,245	
State Education Tax Not Retained	\$0	
Net Required State Education Tax Effort	\$7,151,245	

Valuation

Municipal (MS-1)

Description	Current Year	Prior Year
Total Assessment Valuation with Utilities	\$6,873,953,988	\$6,333,228,332
Total Assessment Valuation without Utilities	\$6,836,937,088	\$6,302,082,932
Commercial/Industrial Construction Exemption	\$0	\$0
Total Assessment Valuation with Utilities, Less Commercial/Industrial Construction Exemption	\$6,873,953,988	\$6,333,228,332

Village (MS-1V)

Description	Current Year
Bay District	\$88,823,800

Moultonborough

Tax Commitment Verification

2025 Tax Commitment Verification - RSA 76:10 II

Description	Amount
Total Property Tax Commitment	\$36,349,594
1/2% Amount	\$181,748
Acceptable High	\$36,531,342
Acceptable Low	\$36,167,846

If the amount of your total warrant varies by more than 1/2%, the MS-1 form used to calculate the tax rate might not be correct. The tax rate will need to be recalculated. Contact your assessors immediately and call us at 603.230.5090 before you issue the bills. See RSA 76:10, II

Commitment Amount	
Less amount for any applicable Tax Increment Financing Districts (TIF)	
Net amount after TIF adjustment	

Under penalties of perjury, I verify the amount above was the 2025 commitment amount on the property tax warrant.

Tax Collector/Deputy Signature:	Date:
Requirements for Semi-Annual Billing	

Pursuant to RSA 76:15-a

76:15-a Semi-Annual Collection of Taxes in Certain Towns and Cities - I. Taxes shall be collected in the following manner in towns and cities which adopt the provisions of this section in the manner set out in RSA 76:15-b. A partial payment of the taxes assessed on April 1 in any tax year shall be computed by taking the prior year's assessed valuation times 1/2 of the previous year's tax rate; provided, however, that whenever it shall appear to the selectmen or assessors that certain individual properties have physically changed in valuation, they may use the current year's appraisal times 1/2 the previous year's tax rate to compute the partial payment.

Moultonborough	Total Tax Rate	Semi-Annual Tax Rate
Total 2025 Tax Rate	\$5.33	\$2.67

Associated Villages		
Bay District	\$0.00	\$0.00

Fund Balance Retention

Enterprise Funds and Current Year Bonds	\$0
General Fund Operating Expenses	\$41,720,012
Final Overlay	\$35,697

DRA has provided a reference range of fund balance retention amounts below. Please utilize these ranges in the determination of the adequacy of your municipality's unrestricted fund balance, as currently defined in GASB Statement 54. Retention amounts, as part of the municipality's stabilization fund policy [1], should be assessed dependent upon your government's own long-term forecasts and special circumstances. Please note that current best practices published by GFOA recommend, at a minimum, that "...general purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures." [2],[3]

[1] The National Advisory Council on State and Local Budgeting (NACSLB), (1998), *Framework for Improved State and Local Government Budgeting: Recommended Budget Practices* (4.1), pg. 17.

[2] Government Finance Officers Association (GFOA), (2015), *Best Practice: Fund Balance Guidelines for the General Fund*.

[3] Government Finance Officers Association (GFOA), (2011), *Best Practice: Replenishing General Fund Balance*.

2025 Fund Balance Retention Guidelines: Moultonborough	
Description	Amount
Current Amount Retained (13.62%)	\$5,682,490
17% Retained (<i>Maximum Recommended</i>)	\$7,092,402
10% Retained	\$4,172,001
8% Retained	\$3,337,601
5% Retained (<i>Minimum Recommended</i>)	\$2,086,001



Revised Estimated Revenues Adjusted

Moultonborough

For the period beginning July 1, 2025 and ending June 30, 2026

In accordance with RSA 21-J:35, the department is notifying you of the following changes in the estimated revenues used in computing the tax rate.

Account	Source	Estimated Revenue	Change Amount	Estimated Revenue Adjusted
Taxes				
3120	Land Use Change Taxes for General Fund	\$10,000	\$0	\$10,000
3180	Resident Taxes	\$0	\$0	\$0
3185	Yield Taxes	\$5,000	\$0	\$5,000
3186	Payment in Lieu of Taxes	\$30,000	\$11,285	\$41,285
3187	Excavation Tax	\$0	\$0	\$0
3189	Other Taxes	\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	\$40,000	\$0	\$40,000
Taxes Subtotal		\$85,000	\$11,285	\$96,285
Licenses, Permits, and Fees				
3210	Business Licenses and Permits	\$0	\$0	\$0
3220	Motor Vehicle Permit Fees	\$1,900,000	\$0	\$1,900,000
3230	Building Permits	\$120,000	\$0	\$120,000
3290	Other Licenses, Permits, and Fees	\$20,000	\$0	\$20,000
Licenses, Permits, and Fees Subtotal		\$2,040,000	\$0	\$2,040,000
From Federal Government				
3311	Housing and Urban Development	\$0	\$0	\$0
3312	Environmental Protection	\$0	\$0	\$0
3313	Federal Emergency	\$0	\$0	\$0
3314	Federal Drug Enforcement	\$0	\$0	\$0
3319	Other Federal Grants and Reimbursements	\$0	\$0	\$0
From Federal Government Subtotal		\$0	\$0	\$0



Revised Estimated Revenues Adjusted

Account	Source	Estimated Revenue	Change Amount	Estimated Revenue Adjusted
State Sources				
3351	Shared Revenues - Block Grant	\$0	\$0	\$0
3352	Meals and Rooms Tax Distribution	\$487,000	\$11,737	\$498,737
3353	Highway Block Grant	\$157,000	\$7,593	\$164,593
3354	Water Pollution Grant	\$0	\$0	\$0
3355	Housing and Community Development	\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement	\$0	\$0	\$0
3357	Flood Control Reimbursement	\$0	\$0	\$0
3359	Railroad Tax Distribution	\$0	\$0	\$0
3360	Water Filtration Grants	\$0	\$0	\$0
3361	Landfill Closure Grants	\$0	\$0	\$0
3369	Other Intergovernmental Revenue from State of NH	\$0	\$0	\$0
3379	Intergovernmental Revenues - Other	\$0	\$0	\$0
State Sources Subtotal		\$644,000	\$19,330	\$663,330
Charges for Services				
3401	Income from Departments	\$130,000	\$0	\$130,000
3402	Water Supply System Charges	\$55,000	\$0	\$55,000
3403	Sewer User Charges	\$6,500	\$0	\$6,500
3404	Garbage-Refuse Charges	\$250,000	\$0	\$250,000
3405	Electric User Charges	\$0	\$0	\$0
3406	Airport Fees	\$0	\$0	\$0
3409	Other Charges	\$220,000	\$0	\$220,000
Charges for Services Subtotal		\$661,500	\$0	\$661,500
Miscellaneous Revenues				
3500	Special Assessments	\$0	\$0	\$0
3501	Sale of Municipal Property	\$0	\$0	\$0
3502	Interest on Investments	\$125,000	\$0	\$125,000
3503	Rents of Property	\$35,000	\$0	\$35,000
3504	Fines and Forfeits	\$0	\$0	\$0
3506	Insurance Dividends and Reimbursements	\$0	\$0	\$0
3508	Contributions and Donations	\$0	\$0	\$0
3509	Revenue from Misc Sources Not Otherwise Classified	\$0	\$0	\$0
Miscellaneous Revenues Subtotal		\$160,000	\$0	\$160,000



Revised Estimated Revenues Adjusted

Account	Source	Estimated Revenue	Change Amount	Estimated Revenue Adjusted
Interfund Operating Transfers In				
3911	From Revolving Funds	\$0	\$0	\$0
3912	From Special Revenue Funds	\$0	\$0	\$0
3913	From Capital Projects Funds	\$0	\$0	\$0
3914A	From Airport Proprietary Fund	\$0	\$0	\$0
3914E	From Electric Proprietary Fund	\$0	\$0	\$0
3914O	From Other Proprietary Fund	\$0	\$0	\$0
3914S	From Sewer Proprietary Fund	\$0	\$0	\$0
3914W	From Water Proprietary Fund	\$0	\$0	\$0
3915	From Capital Reserve Funds	\$2,325,000	(\$590,000)	\$1,735,000
3916	From Trust and Fiduciary Funds	\$0	\$0	\$0
3917	From Conservation Funds	\$0	\$0	\$0
Interfund Operating Transfers In Subtotal		\$2,325,000	(\$590,000)	\$1,735,000
Other Financing Sources				
3934	Proceeds from Long-Term Notes/Bonds/Other Sources	\$0	\$0	\$0
Other Financing Sources Subtotal		\$0	\$0	\$0
Total Revised Estimated Revenues and Credits		\$5,915,500	(\$559,385)	\$5,356,115



New Hampshire
Department of
Revenue Administration

2025
MS-434-R

Revised Estimated Revenues Summary

	Estimated	Change Amount	State Adjusted
Subtotal of Revenues	\$5,915,500	(\$559,385)	\$5,356,115
Unassigned Fund Balance (Unreserved)	\$0	\$5,732,490	\$5,732,490
(Less) Emergency Appropriations (RSA 32:11)	\$0	\$0	\$0
(Less) Voted from Fund Balance	\$50,000	\$0	\$50,000
(Less) Fund Balance to Reduce Taxes	\$0	\$0	\$0
Fund Balance Retained	(\$50,000)	\$5,732,490	\$5,682,490
Total Revenues and Credits	\$5,965,500	(\$559,385)	\$5,406,115
 Requested Overlay	 \$0	 \$12,000	 \$12,000

Assessment Overview

Total Appropriations	\$16,683,370
(Less) Total Revenues and Credits	\$5,406,115
Net Assessment	\$11,277,255

Explanation of Adjustments

Account	Reason for Adjustment	Warrant Number
3186	MC: DRA Adjustment	17
3352	MC: State Aid Adjustment	17
3353	MC: State Aid Adjustment	17,15
3915	MC: DRA Adjustment	,14,13,15

Land Use
Staff Agenda Report
P.O. Box 139
Moultonborough, NH 03254
Office: 603-476-2347
Fax: 603-476-5835

Date: October 31, 2025

RE: Amendment to Selectman Policy #25 and Extinguishment of Selectman Policy #3

Background: To simplify and empower the enforcement of Moultonborough Zoning Ordinance Article 5. SIGNS, the Land use office has proposed changes to Selectman Policy #25 'Signs' FINE SCHEDULE and Extinguishment of Selectman Policy #3 SIGNS.

The Extinguishment of Policy #3 is for maintenance and ease of use by our customers. Policy 3 is redundant to Article 5 of the zoning ordinance and per council, is best left to the zoning ordinance for enforcement. Additionally, this Policy references incorrect zoning ordinance articles and sections and will create extensive confusion if used.

The amendments to Policy #25 are to simplify the fine schedule into a usable, simpler to understand format. This is achieved through simplification of the fee structure, update of references to the zoning ordinance, minor verbiage changes, and reference to the code enforcement officer.

Both the changes to Policy 25 and extinguishment of Policy 3 are recommended by the Planning Board at their work session on 10/29/2025.

Discussion:

Fiscal Impact: No fiscal impact

Recommendation: *Motion to approve the amendments to Selectman Policy #25 "Signs" Fine Schedule as recommended by the Land Use Office and the Planning Board at their October 29, 2025, work session, and to extinguish Selectman Policy #3 "Signs" due to redundancy and inconsistency with the current Zoning Ordinance as presented.*

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

STATEMENT OF POLICY

No. 25

‘SIGNS’ FINE SCHEDULE

Acting upon the authority granted the Board of Selectmen under the Moultonborough Zoning Ordinance, Article ~~5~~ V, paragraph ~~V~~, we hereby enact the following fine schedule regarding signs.

Permanent Signs

The term “Permanent Sign” has as its meaning ~~that given to the term by the Zoning Ordinance, Article V, Paragraph A.~~ The fine for ~~placing~~, erecting or modifying a permanent sign without a permit or in violation of the Zoning Ordinance shall be twice the fee charged for a permanent sign permit added to the cost of the sign permit subsequently applied for and approved ~~if any~~. The fine shall be ~~fifty dollars (\$50.00)~~. The fine for a second violation shall be one hundred ~~dollars (\$100.00)~~, and one hundred dollars (\$100.00) for each subsequent violation thereafter, ~~the fine shall double and double again each time the violation is repeated.~~ ~~seventy five dollars (\$75.00) for an initial violation. For each subsequent violation thereafter, the fine shall double and double again each time the violation is repeated.~~

Temporary Signs

The term “Temporary Sign” ~~is addressed in~~ has as its meaning ~~that given to the term by the Zoning Ordinance, Article 5, section 5.6.~~ Article V, Paragraph B. The fine for ~~placing or~~ erecting a temporary sign without a permit or ~~if the sign is~~ in violation of the Zoning Ordinance, shall be twice the fee charged for a temporary sign permit added to the cost of the sign permit subsequently applied for and approved, ~~if any~~. The fine shall be ~~sixty fifty~~ dollars (\$560.00) for an initial violation. For each subsequent violation thereafter, the fine shall ~~be one hundred (\$100.00)~~ double and double again each time the violation is repeated.

Off Premise Directional Real Estate Signs

The term “Directional Real Estate Sign” has as its meaning ~~that given to the term by the Zoning Ordinance, Article V, Paragraph C: 4.~~ The Code Enforcement Officer ~~or any Town Official, elected or appointed,~~ may remove offending signs without first notifying the business which places, erects or installs or causes the placement, erection or installation of ~~an off premise~~

Directional Real Estate Sign in violation of the Zoning Ordinance **Article 5, section 5.5.4 and Policy No. 15, Directional Real Estate Signs.** Each repeat offense and each offending sign shall be a separate violation. The fine for first violation shall be twenty-five dollars (\$25.00) for any sign picked up on a given day. The fine for a second violation (reinstalling **or replacing** a sign after **an official the Code Enforcement Officer removes picks up** the first sign) shall be fifty dollars (\$50.00). The fine for a third violation shall be one hundred dollars (\$100.00). **For and one hundred dollars (\$100.00) for** each subsequent violation thereafter, **the fine shall double and double again** each time the violation is repeated.

Any person, firm or corporation, that violates any of the provisions of this Policy which establishes fines for violations of the Moultonborough Zoning Ordinance, Article **5 V**, shall within **five seven business** (**§ 7**) days of the time when such notice is given, mail to the Moultonborough Code Enforcement Office a civil forfeiture as a penalty for and in full satisfaction of such violation.

Any person, firm or corporation that violates any of the provisions of this Policy which establishes fines for violations of the Moultonborough Zoning Ordinance, Article **5 V**, and who fails to pay the penalty prescribed above within **five seven business** (**§ 7**) days shall be issued a summons for appearance in district court. Any person found guilty there shall be guilty of an additional violation(s) as determined by that court.

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

Date of Adoption:

July 19, 2007

Karel A. Crawford, Chairman

Edward J. Charest

James F. Gray

Joel R. Mudgett

Betsey L. Patten

BOARD OF SELECTMEN

Proposed Revision Draft 10/31/2025

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

Date: November 4, 2025

RE: Disclosure of a gift – Ordinance #21

Background: In accordance with Ordinance Number 21 under the Moultonborough Code of Conduct for Town Officers and Employees, Article 5, “Disclosure of a Gift Form #2,” a recreation employee has submitted a request for permission to accept a gift.

Discussion: The gift card, valued at \$80, was offered by Pre-K soccer parents as a token of appreciation for coaching their children as thank-you. The employee is requesting approval from the Board of Selectmen to accept the gift for personal use.

Fiscal Impact: None.

Recommendation: *Motion to approve the request for the recreation employee to accept the donation for personal use as a thank you in accordance with Ordinance Number 21, and to authorize the Chairman to sign the required form of acceptance.*

- c.) Accept private employment or render or sell services or goods for private interests when such employment or service is incompatible with the proper discharge of their official duties.
- d.) Represent or appear on behalf of private interests before any board, commission, or committee upon which it sits or for whom it is the appointing authority unless such representation or appearance is without compensation on behalf of constituents or in the performance of official duties.
- e.) Disclose any information, document, report, record, or material, in any forum in which it has been obtained or format in which it is maintained if it is not otherwise available to the general public under the NH Right to Know Laws.
- f.) Use one's office or position to gain favorable treatment by others.
- g.) Solicit, negotiate for or promise to accept employment by any person, firm or corporation with which they are or their agency is engaged on behalf of the Town in the transaction of business or which is or may be affected by employment with the Town for one calendar year after leaving office.

Employees and officers shall recuse or otherwise absent themselves from participating in any matter in which their participation would place them in conflict with the intent of this Ordinance.

SECTION 5: Disclosure

All employees and officers shall disclose the receipt of any gift of nominal value, but a value greater than \$10.00, travel, honoraria, or discounted registration fees to the Board of Selectmen.

SECTION 6: Exemptions

Officers and employees who are in office or employed at the time the ordinance becomes effective shall be exempt from the provisions hereof for a period of 90 days. It shall not be a violation of this Ordinance, and they shall be exempt from the imposition of any negative findings or penalties, if an officer or employee shall have:

- (a) Advised the Board of the nature and circumstances of the particular matter to make full disclosure of such conflict and receives in advance a written determination that the conflict is not so substantial as to be deemed likely to affect the integrity of the services which the Town may expect from the employee or officer;
- (b) Secured a determination from the Board that the particular matter involves a determination of general policy and that the interests of the employee or officer is shared with a substantial segment of the population of the municipality.

Code of Conduct for Town Officers and Employees
Administrative Rules
Continued

If the advice given is that the employee or officer needs to seek a formal ruling from the board, it shall be the sole decision of the employee or officer as to whether or not to submit such a formal request.

Section 6: Participation and the Appearance of Conflict

One shall recuse themselves from participating in matters of actual conflict. Recusal means to immediately remove themselves from discussion and voting. Recusal shall also mean the officer or employee is required to physically vacate his or her seat. During a non-public session, the officer or employee shall remove himself or herself from the meeting room. In the case of a non-public session, an announcement of any such removal and/or filing of a disclosure statement shall be made at the next public meeting.

While the employees and officers retain certain freedom of speech rights under the ordinance they are encouraged to remove themselves from the room over any matter in which they may not participate and to return only upon the completion of the discussion and deliberations. Likewise, they are encouraged to have an agent speak on their behalf when they have matters pending before a board in which they may not participate.

Section 7: Written Disclosures, Exemption Requests, & Filing of Forms

7.1 Form #1 - Appearance of Conflict

An employee or officer may report activities which may appear to be a conflict with their official duties or for which they are seeking a finding of the Board that they may act upon without affecting the integrity of the service they would otherwise be expected to provide to the Town. (Reference Ordinance Section 4. A. and 6. A.) From time to time a matter may arise for which one has not had an opportunity to file a prior disclosure statement. In this instance, the matter should be disclosed on the official record, the nature and extent of such conflict, and file the disclosure statement at the first opportunity. In the case of a non-public session, the disclosure should be made at the next public meeting of the determination and/or filing of a disclosure.

7.2 Form #2 - Gifts

Gifts of nominal value may be accepted, but in certain cases (more than \$10 but less than \$50 or less than \$100 in the aggregate from a single source over the course of a calendar year), must be reported to the Board. This must be done within seven (7) days of their receipt on Form #1. Gifts, loans and contracts which are not subject to reporting, but if known to the public might give an appearance of a conflict, may voluntarily be reported on the same form at the discretion of the employee or officer. (Reference Ordinance Section 4.1)

7.3 Form #3 - Substantial Segment of the Population Sharing Benefit

Employees and officers may accept a gift, participate in an event, or otherwise act whenever the Board has determined that your interests are "...shared with a substantial segment of the population of the municipality." (Reference Section 6.a) A request shall be filed to seek the

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Date: November 4, 2025

TO: Board of Selectmen

From: Town Administrator

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

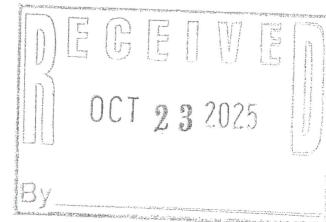
Background: In October 2022, the Town of Moultonborough received a check for \$250,986.08 from the estate of Robert J. Anderson Jr. The personal representative of the estate advised that a final disbursement would be made upon the closing of the estate. That final check, in the amount of \$18,416.26,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

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

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

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

Debra Burton
260A Foggs Ridge Road
Ossipee NH 03864



October 10, 2025

Town of Moultonborough
PO Box 139
Moultonborough NH 03254

RE: Estate of Robert J. Anderson Jr.

Dear Select Board:

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

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

If you have any questions I can be contacted at 603-452-8032 or dburton5674@gmail.com.

Sincerely,

Debra Burton
Personal Rep