

**GOALS WORKSESSION  
FINAL**

**PRESENT:** R. P. McDermott, Chairman; M. Kasprzak, Vice Chairwoman; C. P. Graham, Selectmen; E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

**GOALS WORKSESSION:** Board members referred to a goals listing that was compiled utilizing listings prepared by each Selectman (to include general goals, budget direction, safety policy, personnel policy, public records retention and clearing of unnecessary items from the Town Hall addition attic and development of projections of cost impacts as a result of actions by State government). Each subcategory of these goals was discussed and prioritized as high, medium or low priority.

Board members identified that it is important to adhere to lines of responsibilities as Selectmen when interacting with employees. Of most importance is the handling of all issues as a Board and not as individuals. M. Kasprzak stated that in order to avoid problems with the staff, it is important to make clear that any decision of the Board to have one Selectman work with an employee or to address a problem does not result in one Selectmen member acting on his/her own; this information should be made clear to the rest of the staff. C. P. Graham agreed with this sentiment and the importance of maintaining the organizational structure of the Town.

In a past instance, one Selectman was asked by the Board to be the point man in order to get a matter moving forward. M. Kasprzak expressed concern with the manner in which this was kept quiet and stated that effort should be made to achieve understanding. Should this decision be made again in the future, it is to be made clear that one Selectman is not acting on his/her own. C. P. Graham requested that all Selectmen understand that when the Board is acting on a grievance that it is only done so when the Board agrees to do so. All Board members agreed. M. Kasprzak noted that there are times when information is needed for understanding but that seeking information is different from making decision(s). M. Kasprzak added that there is a perception that the Selectmen are busybodies and that it is important that others do not feel things are being done as an individual Selectman acting as the Board.

C. P. Graham asked if it would be helpful to have a statement prepared for signature of the Board outlining the understanding that Selectmen are to act as a Board to share with the staff. This would provide assurance to employees that Selectmen are not acting individually. M. Kasprzak stated that employees report to the Town Administrator who brings matters of concern to the Board of Selectmen. She noted that some of the mistrust of the Selectmen has come from having one Selectman working with one employee. M. Kasprzak would like to have an understanding of the Board and work towards creating a work environment where employees want to be here.

E. N. Small stated that it is important that employee personnel problems be addressed and resolved at the Town Administrator level; employees should not be talking with a Selectman over the Town Administrator. Should there be a need for a fair hearing, the Board should not have knowledge of any grievance in advance.

C. P. Graham again asked what could be done to acknowledge the Board is turning a corner. Board members agreed that this discussion in the minutes should help and asked E. N. Small to bring this message to the next staff meeting.

The Board acknowledged the intention to work toward budgeting and educating the public with regard to returning to weekly recycling collection. They also acknowledged the concerns associated with potential budget impacts resulting from changes in revenue sharing from the State. It was suggested that a message be

**GOALS WORKSESSION  
FINAL**

provided to the Departments of the need to identify where savings can be achieved but that the Board is not looking for another five percent decrease. It was agreed to provide funding for the Treasurer to work with the Administrative Assistant to provide cross training in payroll and accounts payable. R. McDermott suggested B. Mutrie, Brown Road, as someone who could fill in for taking minutes. E. N. Small is to review the budget to determine where funding for these services will come from. It was noted that G. Parish, Towle Farm Road, has not yet met with E. N. Small to review and determine the work needed to get the Roads Software data in place. Discussion took place with regard to obtaining an intern to work with this software and enter data. The Board requested E. N. Small contact the University of NH for information and availability of an intern.

Discussion took place with regard to working on the budget earlier than scheduled each year. It was suggested that once determination is made in Concord with regard to availability of State funds, that the Board review the areas where revenues are lacking. E. N. Small stated he would call to see if it can be determined when this information will be available.

The Board scheduled Monday, June 20, 6:30 p.m. to review the Safety Policy. They also agreed to review and identify sections of the Personnel Policy that need to be reworked for discussion at the May 4 meeting. A summer schedule of meetings was determined to be one meeting each month (July 20 and August 17).

The combined listing of Selectmen's goals will be put in order of priority based on discussion of this meeting.

The Board also reviewed the Town Employees goals listing and requested that the Building/Code/Health goals include one additional item of completing the items outlined in five letters resulting from the Department of Labor action. The Fire/Emergency Management/Ambulance goal listing was revised to include cisterns as part of the measuring and mapping of hydrants. Town Administrator E. N. Small was asked to revisit the goals prepared by the Police Chief with R. Dirsa. Goals for the Town Administrator were re-prioritized and the projects of utility assessment, Cable TV contract renewal and perambulation with the Town of Kensington were added.

E. N. Small reported that he has talked with town counsel with regard to an employee's right to make political statements. He stated that it is important to avoid complaints from employees that are discoverable by the public. Discussion took place with regard to employee statements in emails and whether employees have rights to do whatever they want with Town of Hampton Falls email. E. N. Small will follow up with Town Counsel in this regard and noted that the Personnel Policy puts employees on notice with regard to emails belonging to the employer to include information on proper/improper use of email. The Board acknowledged that the Town Administrator has authorization to check employee computers for misuse. C. P. Graham asked that it be made clear that employees are not to use Town email for other than Town business. R. P. McDermott asked that should there be a concern that E. N. Small inform the Board of an issue and check computers.

E. N. Small was asked to obtain a quote to paint the Town Hall addition hallway and also the meeting hall. It was agreed to wait on obtaining prices for painting the Old Library as available warrant article funds may not be enough to do the work.

A spreadsheet showing the proposed timing for completion of road work projects was reviewed. D. Robinson is working to identify projects and costs. The Board did not review 2011 goals for the remaining categories of Road Agent and Tax Collector this meeting.

**BOARD OF SELECTMEN  
APRIL 18, 2011**

**6:30 PM  
TOWN HALL**

**GOALS WORKSESSION  
FINAL**

The Board reviewed a listing of Selectmen/Town Administrator goals for 2011. Those listed as priorities for the Town Administrator were reviewed and E. N. Small provided supporting information with regard the items listed and their needs. This was done in conjunction with a spreadsheet outlining Highway projects. The Board has yet to review the listing of Selectmen's goals.

**MOTION:** To adjourn the meeting at 8:58 p.m.

**MOTION:** R. P. MCDERMOTT

**SECOND:** C. P. GRAHAM

**UNANIMOUS**