

FINAL

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

REVIEW OF SELECTMEN'S GOALS – 2011: The Board reviewed a revised listing of Selectmen's goals that have been prepared in order of priority. Priorities set as "high" include matters relating to the Personnel Policy, Safety Policy and Budget Direction.

Personnel Policy: The section relating to accrued benefits is to be reviewed. Discussion needs to be held with regard to comp time, how it's earned, used and bought out, for various Departments. Concern of building this liability was expressed. The Board will also review a question relating to sick time/workers comp time. A work session is scheduled for June 7, 9 a.m.

Safety Policy: A work session is scheduled for June 20.

Budget: Selectmen identified a number of areas where anticipated revenue will be affected and discussed options with regard to budgeting to address the potential loss of revenue. E. N. Small will be talking with Glenn Walker with regard to valuation of Seabrook Station and whether utility poles can be assessed. Other increases in expenses were also identified such as NH Retirement contributions. The Board agreed to discuss this matter again in July when more accurate information is available. E. N. Small stated he could provide information on areas of the budget that may have matters that can be deferred or reassigned. He will also call the NH Municipal Association to identify those matters that have been voted in Concord already.

Discussion also took place with regard to determining what the bottom line budget would be in order to level or maintain services. It was noted that it has been three years since employees have received pay increases. Suggestion was made to determine a bonus structure for inclusion in the budget.

R. P. McDermott stated that Two Way Communications is putting together a needs listing for computer issues at the Town Hall at his request. He acknowledged that the Treasurer is being trained to assist as back-up to the Bookkeeper for payroll and accounts payable processing and that question remains as to whether cross training is needed to back up or fill in for the Tax Collector.

RSMS (Road) Software: E. N. Small stated that this project is in the works and that there is some information needed from the Town. UNH will be hiring someone to make recommendations, provide information regarding town roads and maintain the software with Hampton Falls data.

Weekly Recycling: The Board agreed that this matter is not to be addressed in 2011. Suggestion was made to encourage more recycling. E. N. Small will contact Northside Carting to see if additional information can be provided on its reporting spreadsheet to include previous years data. It was agreed that this matter would be discussed at the time of preparing the 2012 budget. C. P. Graham stated he would like information in order to address how weekly recycling would impact the costs for 2013.

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Public Records: The DocStar Electronic filing system is to be relocated to the front office for use by a volunteer. It was identified that the front room needs maintenance attention before moving furniture and people to that location.

General: Further discussion took place with regard to officials and staff adhering to lines of responsibilities as well as handling issues as a Board and not individuals. E. N. Small reviewed the protocol of employees reporting to the Town Administrator, and if matters are unable to be resolved, the Town Administrator referring the matter to the Board of Selectmen.

M. Kasprzak asked that it be made part of the record that the Selectmen Chair is to be the point of contact on certain matters. E. N. Small stated that it is his responsibility to manage employees and that it is his understanding that Selectmen are not involved in day-to-day matters. R. P. McDermott stated that he does not tell employees what to do and that he is looking for a harmonious environment that has not been in place for a couple of years.

M. Kasprzak stated that she is okay with the Town Administrator contacting counsel as needed. E. N. Small confirmed that he contacts Local Government Center counsel, and Town Counsel, as appropriate. He stated that he will continue to contact the Selectmen Chair in advance of calling counsel. C. P. Graham confirmed the understanding that the Town Administrator is to contact the Selectmen Chair before contacting counsel on personnel issues, however, the Town Administrator is to bring other potential legal/liability matters to the full Board so that question(s) can be framed to counsel in writing which will allow counsel an opportunity to confine an answer. E. N. Small added that should there be an employee problem approaching a law suit, the Town's property/liability carrier (PRIMEX) needs to be notified. E. N. Small will contact PRIMEX and Attorney Bart Mayer to review a preferred process in this regard.

Review of Policies: The Board agreed to review the list of Selectmen's policies on file with the Town. It was suggested that a standard review date be established.

Satisfaction of Citizens and Town Staff: Board members questioned what more could be done to assist citizens and staff members at the Town Hall. E. N. Small noted that listening, informing of intentions, setting time frames and delegating to Department Heads are helpful. E. N. Small noted that staff meetings are held where employees can be heard.

Discussion took place with regard to customer service and its importance with regard to reporting to work on time, following up on matters, courtesy calls to inform of status of concerns or inquiries, etc. The Board requested that E. N. Small convey to employees that they are in the customer service business and that they should respond responsibly to the public and that follow-up is important. E. N. Small asked that he be informed when Board members learn of a concern or issue.

MOTION: To adjourn the meeting at 10:55 p.m.

MOTION: M. KASPRZAK

**BOARD OF SELECTMEN
MAY 17, 2011**

**9:00 AM
TOWN HALL**

FINAL

**SECOND: C. P. GRAHAM
UNANIMOUS**