

**OFFICE OF SELECTMEN
6 HOLLAND STREET
PO BOX 139
MOULTONBOROUGH, NH 03254**

Selectmen's Workshop

December 19, 2008

MINUTES

Present: Karel A. Crawford, Edward S. Charest, James F. Gray, Joel R. Mudgett, Betsey L. Patten; Carter Terenzini, Town Administrator; ABC Members, Jean Beadle, Ed Marudzinski (12:50pm). Absent: Gary Harasz and Kathleen Garry Absent (with prior notification).

The Chair called the meeting to order at 9:10 a.m.

1. **Highway:** Scott Kinmond and the Town Administrator touched on the major change of the year which is moving Building & Grounds personnel costs to Highway, signaling a move to a consolidated Public Works Department. There was discussion on the merits of moving to a Pavement Management System (PMS) and the proposed Capital Program for the new Dept. of Public Works. There were questions on the uniform costs with S. Kinmond explaining the need to adopt the new safety standards (high-visibility) and the desire to have all units in the same prescribed attire. The staff will meet to develop a standard policy for the Selectmen to review/adopt. The policy would cover what to wear, when to and when not to wear (i.e. off-duty), and a procedure for reimbursement (i.e. boots). It would probably be April before being completed.

There was a discussion of the sand/salt Magic-O accounts. The overall total had stayed the same, but there was an emphasis on Magic-O over salt and sand. It was the hope to reduce salt and sand usage, thus reducing the sand clean up and providing a modest environmental benefit. There was also an emphasis on proper calibration of the spreaders themselves for proper spread rates. As homework, the TA would do a public relations piece on the Highway web page on this matter.

On the Road Project listing; the Pavement Management System seemed well received, with Karel noting she liked this year's approach. The Blacks Landing petition was noted and the TA is to get an estimate on the request for the added pavement so we have the number for Town Meeting.

2. **Building & Grounds:** Andy Daigneau discussed the question of mileage rules in town when one may be reporting somewhere other than their assigned post. This will be a part of the overall policy review. We will change the detail sheet to show all three granite posts being completed this year. There was a discussion on custodial services and our options (re-bid by ourselves; re-bid with library; part-time staff) and grounds maintenance services. Regarding the Adopt a Spot program, after discussion, the consensus was to give the right of first refusal for spot selection to prior participants. Andy asked about using the CEO truck occasionally and the TA is to get them together to work out the details. Andy noted (see 12/10) the york rake attachment for the proposed tractor would be \$2,000 +/-.
3. **Transfer Station:** Francis Horne reviewed the reduced staffing plan and said it was OK if we go with 5 days. The uniform increase, which Francis questioned, was reviewed by the TA in

keeping with his explanation above. Francis reviewed his need for the new building over the proposed capital equipment. It was agreed there was substantial discussion needed. The TA is to check on the delisting of the old landfill and the term of LBG's contract.

The meeting Recessed at 11:45 am and Reconvened at 12:30 pm.

4. **Police:** Chief Scott Kinmond reviewed the personnel account (w/out the requested step raise for all). The Chief supported the proposed compensation and benefits study to address this matter. There was discussion on the training of part timers – should we get a contract or pay a lower rate when in training? The Town Administrator said he was sure we could come up with something if the Selectmen wanted to pursue that.
5. **Tax Collector:** Susette Remson and the TA presented a live demonstration of credit card and ACH Pay On-line. Susette pointed out local firms wanted to know the Town had or would adopt the statute allowing credit card payments before entering into substantial dialog with the town on detailed particulars.
6. **Fire & Emergency Management:** Chief David Bengtson said the main impact/experience this year has been in repairs and fuel. There was a discussion of the Mutual Aid system and funding formula including the impact of Belknap County moving payments the county makes on behalf of towns to the individual town budgets. He was asked about the TA's reduction in his equipment account. Chief Bengtson said the equipment was extremely nice to have and provided added safety, but was not a requirement. The TA said the reductions were not a question of value just priorities in comparison to some other needs. If dollars were put back in, he would support the laptop first for productivity. The increased Emergency Management budget was reviewed along with the need and our good luck in missing each of the three main emergencies of the year (tornado, floods, power outages due to recent ice storm) and a possible grant to assist with the costs.
7. **Library:** Karel Crawford said the only recommendation the Selectmen would make was relative to the COLA of 6%. The Board of Library Trustees said this was the third year of an effort to bring all employees to the average of libraries of their size. There was a substantial discussion of the proposed compensation and benefits study, and waiting for this and/or the Library being included in this. Ed M. said it was important to look at the total compensation package and to have the figures for when we present these things to Town Meeting.

Homework: All - Review DRA memorandum on recommended warrant articles.
TA - Review pavement cost for Blacks Landing.
TA - PR piece for Highway re: Salt
TA - Compile balance in each trust fund (J. Mudgett's request)

A Motion was made by Joel, seconded by Betsey to adjourn at 3:35 p.m. All in Favor.

Respectfully Submitted,

Approved: January 8, 2009

Carter Terenzini, Town Administrator

Karel C. Crawford, Chairman