

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

Selectmen's Workshop

January 9, 2009

MINUTES

Present: Selectmen: Karel A. Crawford, Edward J. Charest, James F. Gray, Joel R. Mudgett;
Carter Terenzini, Town Administrator

Also Present: Advisory Budget Committee: Jean Beadle, Gary Haracz

The Chair called the meeting to Order at 9:12 a.m.

The Town Administrator distributed various items of homework (i.e. ODIS Director job description; status of various trust funds; revised capital figures and notes) from previous meetings. There was a lengthy discussion of who the proposed ODIS Director would report to, management models and philosophy. The group then began to go through the departmental budgets.

Administration: The change to the P.O. Boxes, elimination of the Town Hall lobby pay phone, and moving to Google emails were all signed off on by consensus. Engaging a Communications Specialist to audit the telephone records and provide suggestions for savings and performing a Compensation & Benefits Study (which Ms. Beadle noted the ABC will be encouraging) were supported by consensus. The TA noted the study will have three elements; 1) total compensation package (i.e. pay and benefits), 2) a classification grid to show which elements of a job to award how many points to ensure one is classifying new jobs appropriately, and 3) a new evaluation process incorporating some – if not all – elements of a 360^o survey. There was discussion of bi-weekly accounts payables and payroll. It was noted that AP's were far easier to implement and that before moving to bi-weekly pay we would first need to align the payroll weeks.

Tax Collector: It was the consensus of the Board to support a warrant article for on-line credit card and ACH.

Town Clerk: The Board needed to talk with the Clerk about her requested increase in hours before acting upon the TA's lower level recommended. On the Records Preservation funds included in the Town Election budget, the TA will reach out to State Archives & Colleges to make sure we can really get the person/work done before proceeding with the appropriation.

Buildings & Grounds: The Board was okay placing them in the Public Works Department. There was a question about whether or not the Laborer's job description might need to be changed to reflect the broader focus. This will be reviewed by the TA. Joel brought up the need to amend the building fund for a broader purpose than just the initial construction (i.e. new roofs, boilers, etc).

Human Services: The TA noted the requested funds may actually be light given what we are seeing. He was asked to investigate if we can put a lien on property to recover our dollars if we have to provide heat, electric or other if a landlord walks away. The TA was asked to make sure (on the housing inspection protocol) we truly can tie our general assistance funds to this.

ODIS: Continued discussion on Director/Planner issue. Jean Beadle felt strongly this person cannot be a success without combining these functions and the ABC would so recommend. CEO needs to

report to someone and the Selectmen simply cannot deal with all the direct reports that it has. Consensus was some form of intermediate organizational step with Town Administrator being delegated day to day line authority over the CEO and Director. The issue of CEO mileage, versus a vehicle, was deferred as dollars are about the same.

The group recessed for lunch at 12:05 p.m. and reconvened at 12:45 p.m.

Ambulance: This is fixed amount per contract. The TA was asked to check the renewal clause to make sure we do not get stuck on an automatic renewal without an affirmative decision.

Moultonborough Emergency Management Agency: All new initiatives seemed worthwhile (Deputy Director, revised Operations Plan, reverse 911) and would be left intact for now.

Highway: The consensus was to make the grader lease a separate warrant article. There was discussion of the mobile data terminal (MDT) and a note that we would not need the Air Card (\$1,400/yr) if it was not acquired. It was also noted the internet was a higher cost because it also streamed video of the surveillance cameras back to the PD.

Recreation: The consensus was to acquire the yolk rake and eliminate the outside contractor for Beach Maintenance on page #175. The TA was asked to take the truck out of service and he noted we would we just need to find the most vandalism proof area for it.

Roads Program: The TA reviewed the cost estimates on Blacks Landing noting it would cost an additional \$20k over estimates to pave the first 500' +/- and an additional \$100k to rebuild and pave the additional 800' +/- of public way. The remainder of Blacks Landing out to Castle Shores/Hemlock Point is all private.

Recap: The Administrator reviewed his "homework" for coming work and business sessions:

1. Is the generator contract money enough to cover the new Highway Garage generator (pg. 75)?
2. Are the Fire Alarm Monitoring Service Contract(s) all with one vendor now?
3. Check ambulance contract; make sure we do not get stuck on automatic renewal w/out affirmative decision;
4. Revise the ODIS Director job description;
5. Check with Town Counsel on Housing Inspections re: rent money;
6. TA to run various COLA scenarios.

Budget reviews would continue on Wednesday, January 14, 2008, 8:30 a.m.

A Motion was made by Ed, seconded by Joel to adjourn at 2:35 p.m. All in Favor.

Respectfully Submitted,

Approved: January 15, 2008

Carter Terenzini, Town Administrator

Karel C. Crawford, Chairman