

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

Selectmen's Budget Workshop

January 14, 2009

MINUTES

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

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

The Chair called the meeting to Order at 8:35 a.m.

Town Clerk: Barbara Wakefield was asked to review her request for additional hours. She explained that with the new computer system, she is doing all the "state work" now. Karel asked if she can stay open through lunch if she gets extra hours. Barbara responded that it was not just a lunch hour; there is a "carryover" of time if a customer is there and has to be finished up. Also she uses this as quiet time to return calls and for staff to work with each other. There was a lengthy discussion of what office hours might be with the Chair explaining they would have to justify why a large budget increase did not result in extra open hours. Ms. Wakefield felt she was elected and the Selectmen should just refer inquiries to her as she set her own hours.

The Town Administrator asked if the part-time staff might be interested in working a full 40 hours, giving the Town Clerk 24+/- hours, and then filling as a "floater" as needed elsewhere with the additional 16+/- hours. He pointed out that this also addressed the issue of the policy of giving full time benefits for part time work. There was substantial discussion of the scheduling, with the Chair pointing out that as reasonable managers she was sure they could come to a workable agreement. The Board asked the Town Clerk to check with the staff and report back on their willingness to work the 40 hour week.

Visiting Nurse Services: The Town Administrator said that for the future, the major wild card was the cost-saving per-diem staff, which is only a 6 month experiment to date.

Transfer Station: The Town Administrator distributed an advertisement for an open position. He asked to advertise the full time position, but also hold open the possibility of a part-time position in case we could follow the VNS per-diem model. The consensus was to approve it and then see what we get for responses. The Town Administrator was asked to compile a salary survey for the Supervisor position. There was substantial discussion on the proposed five day schedule of Wednesday through Saturday. The group agreed to support five days, but closing on Saturday and Sunday was not acceptable. The Town Administrator will review with Francis and get back to the Selectmen. The Town Administrator is to go back and revisit the \$125,000 improvement program. A new building might not be tackled in the near future and they want the most for the money. It was noted that glass handling was the key to changing traffic flow and material handling.

Library: The Town Administrator reported that a letter was received from the Board of Library Trustees. They felt strongly they needed to keep the 6% COLA and equity adjustments intact to bring their people up to "comparable" levels.

Band Concerts: The Town Administrator was asked to look at a single reimbursement at the end of the season with actual bills in hand as opposed to an advance payment, which had been discussed and concerns were raised on audits and invoice back-ups.

Elections: The Town Administrator will, upon confirming that the monies could actually be expended, move the additional funds for Records Preservation to that account. He will also check with Finance as to whether or not these accounts could be combined.

Town Counsel: Consensus was to take it down to \$40,000.

Capital Programs: There was lengthy discussion of the capital accounts with a consensus to strike the Public Safety parking improvements, the Highway Well #4, break the Road Sign program in half, and leave the proposed Milfoil program to the initiative of folks to petition at Town Meeting. The Building Reserve was discussed and the Town Administrator was asked to draft language expanding the use, providing stipulations for the Selectmen to withdraw in cases of "emergency", subject to a public hearing and a \$100,000 per year cap, while leaving any other withdrawals to Town Meeting.

Roads Program: Fox Hollow would become a separate warrant article (but with sufficient flexibility to live with the vagaries of state reimbursement). The Town Administrator was asked to revisit the Local Roads working against a cap of \$250,000 of tax levy money plus State Aid Road funds.

Next Meeting will be on Thursday, January 22nd at 8:30 a.m.

A Motion was made by Joel, seconded by Ed to adjourn at 12:30 p.m. All in Favor.

Respectfully Submitted,

Approved: February 5, 2008

Carter Terenzini, Town Administrator

Karel C. Crawford, Chairman