

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

Selectmen's Workshop

March 26, 2009

MINUTES

Present: Karel A. Crawford, Ed Charest, Jim F. Gray, Joel R. Mudgett; Carter Terenzini, Town Administrator
Absent: Betsey Patten (w/prior notification)
Also Present: H. Davis, Finance & Personnel Director; S. Kinmond, Highway Agent; J. Beadle, G. Haracsz, E. Marudzinski, ABC Committee members.

The Chair called the meeting to order at 4:05 p.m.

Family and Medical Leave Act (FMLA): Ms. Davis Reviewed why it applies, as the Town previously thought it did not, and the various sources that had been researched for information and models. The Administrator distributed a draft he said the Board would be asked to adopt on an "interim" basis at their next meeting. He knew it would need substantial discussion but we now had a real time application pending and it was no longer a theoretical discussion. The draft was mostly dictated by law, but there were several decision points in it where the Board could make their own local decisions. After a discussion on the merits of requiring people to first use any available leave time before using unpaid leave time, the consensus was to require they use their available leave time.

Highway Agent: "Under the Direction of the BoS": This was for the Agent and the Board to have a discussion of how they saw the interaction of the two offices. In preparation for this the TA had asked Town Counsel if there was any judicial or legislative guidance on what the phrase "under the direction of the Selectmen" meant. Town Counsel had provided RSA 231:65 which seemed to say that the only difference between the Agent and any other department head was the manner in which they obtained their position (elected). A lengthy discussion ensued in which it seemed the consensus was that if the Agent just followed those same communication and practices he had as Chief all would be pleased.

Mr. Mudgett asked about the matter of proper protocols for radio traffic. The Agent said he had discussed it with the staff. Mr. Mudgett asked him to talk with the private contractors as well. The Board affirmed Buildings and Grounds was moving under the Agent's direction. The TA said he would review the job description of the Transfer Station Supervisor with the Agent and it was affirmed that position was to be advertised. The Agent asked for some time to orient himself before we moved on to the codification of all the Publics Works changes. The consensus was to agree.

Mr. Mudgett asked about Mutual Aid for Public Works. The Agent and one other staff member will be attending a session on this on April 23rd and then make a presentation to the BoS shortly thereafter. A letter from Lyman Construction was read in which they were seeking additional compensation for asphalt increases in the 2008 road program. The TA explained his draft letter and reasoning in which this was denied. The consensus was to support the letter.

Summer Informational: Mr. Mudgett questioned whether, given our website, newsletter and many other public relations efforts, if the summer meeting is really needed. The Chair commented on a possible move of Town Meeting to May which would enable many of our residents who winter in the

other climates to attend the annual the meeting. The consensus was to use the July 24th workshop as an Informational Meeting.

Planner Job Description: Ms. Patten had asked that it be deferred until she could be present. The TA said he needed a resolution soon as the Screening Committee needed to understand the position so they could frame questions to ask the candidates.

LRPC Survey: The Board collaborated on their answers and the TA will submit.

Capital Improvements Ordinance: The TA was waiting on a suggested format from Town Counsel since those were done in different formats and all should be the same. He had amended it most recently to include a public hearing feature (to address ABC comment) and dissolve the RSPT and MNC. There were no other comments from the BoS and the matter seems ripe for action.

Web Policy: This had seemed ripe for action but then a matter came up of putting non-town events on the calendar. There was concern it might make the calendar crowded. The TA explained the calendar grew in size (as opposed to shrinking in font) so he did not fear that. Also, the policy could be Town first. The Board seemed in agreement to try this. The policy would be revised before being brought forth.

Compensation Study: The TA reviewed the scope of work and that he thought Thornton Associates (who had done Meredith and Wolfeboro) could give us a cost and time effective proposal. For a reality check he had conferred with LGC which wanted a little over \$12,000 but needed six months. He told the Board he would be asking for a waiver of the bidding requirement and explained his reasoning further. Mr. Charest wanted to see the final proposal which will be presented on April 2nd.

Boat Launch: Primex says the damage to the Long Island launch is a covered event and they will inspect it shortly after the ice goes out.

Work Plan: A number of items fell under the general heading of "Work Plan". ABC & TA Budget Recommendations; Line Item Control of Budget Recommendations; Volunteers Handbook (uniform Minutes Posting policy); Advertising Policy (especially jobs); Heritage Commission & 79E policies; and TA's Evaluation. The TA will pull together the various work lists into a single document for the April workshop. The ABC related items will be taken up at a special workshop on April 16th, 4 p.m.

Riders in Cars: The TA said he had received a complaint that non-employees have occasionally been seen riding in Town vehicles. He asked if anyone else had received similar complaints and if the Board wanted him to develop a policy on this. The consensus was it would be a low-priority, back-burner issue.

The Chair adjourned the meeting at 5:55 pm

Respectfully Submitted,

Approved:

Carter Terenzini, Town Administrator

Karel C. Crawford, Chairman