

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

Selectmen's Workshop

April 16, 2009

MINUTES

Selectmen: Karel Crawford, Joel Mudgett, Betsey Patten, Jim Gray, Ed Charest; Carter Terenzini (Town Administrator)

ABC: Jean Beadle, Gary Haracz, Ed Mardzinski, Kathy Garry

The Meeting was called to order at 4:13 p.m.

The Town Administrator reviewed the recommendations list distributed previously with the idea of this meeting to be the two groups rating the various items to form a new work plan.

#1, #2, and #4: create new chart of accounts from the revenue (and expense) side and agree annual revenue estimates before beginning the budget process. Betsey asked if we might follow the DRA Chart of Accounts and Ed M. said ours may be at a higher (more broken down) level. Kathy G. said at the County they try to follow the state MS format. Carter T. said we would start from DRA as a basis. He noted we won't get it all done at once; revenue side (versus expense) may be the higher score.

#5 Budgetary Control: Jean explained their thoughts with Ed M. commenting that the departments should be commenting on the revenues as well so that this was a total department overview.

#6 Was described as an overall statement of intent as we have some building blocks to put in place first (quarterlies, revenue estimates, and such).

#7 Review Trust Funds: The Town Administrator said we now only do this when we are looking to see what there is. It should be made a part of the formal process (it was suggested this could perhaps be in September with the Trustees and ABC at the time of agreeing revenues).

#8 Create a DPW: This is in process, and will evolve. We can go back and codify what we do after the fact.

#9, #11, and #12 Transfer Station Improvements: Pavement Management and Town Planner; are all in process.

#10 Succession Planning was a serious challenge and should be approached on a generic basis. However, the Town Administrator said we needed to spend some time on how the Selectmen wanted to proceed with respect to the Police Chief's vacancy as the time between now and September will melt away quickly.

#12a CEO Truck vs. Mileage was not a high priority and would evolve from Scott's fleet management plan.

#12b Housing Inspection for Human Services will be a workshop item on 05/28.

#13 The Town Administrator gave a status report on the sought after grant.

#14: Compensation Study: The ABC weighed in with their thoughts and Ed C. expressed concerns over the job descriptions of the “floating” and “backfilling” in public works and possible hurt feelings if someone gets sent down to a lower skill/pay grade position. The Town Administrator explained that when sent to work out of class (i.e. lower) the pay was not reduced. There was general discussion of our ability to perform more mechanical duties in house. Jean Beadle suggested an FAQ be sent out to employees to address any concerns they might have over the study and also that the ABC suggested sending out an annual benefit statement.

#16 Indexing Town Meeting Actions: The general consensus seemed to be agreed. It also seemed a consensus that if we could start from the 2009 meeting and update as we go forward that would be a great start.

General Review of the ABC Comments was made by Jean Beadle. She suggested that (with respect to the payroll) we should let people do what they do best; outsource the payroll. There was general discussion of the need to “bite the bullet” as one described it and deal with the bi-weekly payroll issue. The Town Administrator said he agreed, but wanted to see how the bodies scored the sheets before making any formal proposals.

#1 and #2 would be tied together and a scoring space would be added for the “comments” on the last page. This revised scoring sheet would be sent out via email ASAP. All would be asked to respond no later than 04/27. This would give the staff time to assemble them and have them distributed by 05/07 for incorporation into a work plan for the coming three years. This would then be the subject of a workshop on 05/28 prior to adoption.

There was discussion about the potential for a workshop on 04/23 (Carter is gone) and 04/30 (Karel is gone). Betsey suggested we skip both to give people time to concentrate on their score sheets and it was so agreed.

Karl adjourned the meeting at 5:12 p.m.

Respectfully Submitted,

Approved:

Carter Terenzini, Town Administrator

Karel C. Crawford, Chairman