

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

**Selectmen's Work Shop**

**July 23 2009**

**MINUTES**

Present: Selectmen: Karel A. Crawford, Chair, Joel R. Mudgett, Vice Chair, James F. Gray,  
Betsey L. Patten; Carter Terenzini, Town Administrator.  
Absent: Edward J. Charest (with prior notification)

**I. Summer Informational Meeting:**

Mel Borrin, the Town Moderator opened the session at 4:00 p.m. explaining that Item #1 was the Summer Informational Meeting. He further explained that the purpose was a brief presentation on a topic of interest and then an opportunity for the citizenry, especially those seasonal residents who may not have many opportunities to attend meetings or easy access the Town Hall to obtain information of interest to them.

**Community Services Team:** Debbie Peaslee explained the purpose of the team is to integrate and coordinate services particularly with respect to senior programs giving some specific examples of the programs and attendance data. There was an expression of interest in getting the added information onto the web page, particularly like the News and Announcements that could be subscribed to. The Town Administrator said we had been adding items slowly to keep pace with growing pains, but will move these kinds of items up the list based upon the interest expressed.

A question was asked if the seasonal residents are eligible for the flu clinics if they can't get back to their year round residence. The answer was yes. Fred Von Magness, of Blackey Cove Road, wondered if he would be able to get some information on the Comprehensive Shoreline Protection Act (CSPA) since he hadn't been able to attend the meeting the Town had offered. He was advised to go to the state website and to also speak with the CEO, Don Cahoon. A question was asked about the status of Route 25 intersection improvements and whether or not the Board would be reassigning priorities as it had with Fox Hollow. The Town Administrator described a letter to the DOT requesting their participation in a quarterly task force meeting to tackle the corridor holistically. He also said that the Fox Hollow decisions had been driven by the grant money and other decisions might reflect any intersection the state was willing to bring its checkbook to as well. Bob Bowker, Whaleback Point, said he understood that Moultonborough has more stringent rules than the CSPA and wondered how he could find out about this. He was referred to the CEO, Don Cahoon.

Jim Leiterman, Oslo Street, asked about the Town's year to date revenue versus the budget and would we put this information on the Town's website. Heidi Davis, Finance Director, gave the actual statistics. The Town Administrator weighed in to put it in focus; (running about on a par with other years percentage wise) and pointed out that the state budget cuts had minimal impact upon us. As to a website presentation we would need to review the initial report with the Selectmen for approval of its format and then go from there. Mr. Van Magness wondered if, given potential revenue problems, the Town has taken a position on holding expenses flat and

what is the potential impact of the “donor town” legislation. Karel responded that the Board hopes to start the budget process earlier this year and will be very vigilant and as conservative as possible. She did note that we need to understand and balance the needs of the Town as an organization as well. Betsey addressed the county nursing home, its financial impact and the support the expenditure had from her constituent communities. Joel spoke to the efforts of the Selectmen and the Advisory Budget Committee to keep spending restrained and echoed Karel’s comments about the Town’s needs as well, especially when, in some cases, deferred maintenance can be more than capital. Peter Jensen, Sachem Drive, said the public was told the nursing home expenses might be higher without a new facility. Betsey explained that given our current lower census rate and lower rates we may be able to improve our census (8 beds) and rates (private pays) giving us higher overall revenues. Al Hume, Holland Street, asked if the Board was considering using zero based budgeting. Karel replied that she was not sure yet, as it was too early in the process.

The Town Moderator concluded the Informational Session and turned the meeting over to Karel, the Chair of the Board of Selectmen.

**2. Pay & Classification Study:**

The Town Administrator introduced Gary Thornton who presented a power point presentation on the results of the Pay and Classification Study. Jean Beadle asked how the Advisory Budget Committee might best compare the total compensation per job classification. Mr. Thornton spoke to the difficulty of putting together a comparison by employee as some may have different benefits. Ms. Beadle thought all the elements are here but the ABC was looking to put them together to compare them somehow. Mr. Thornton said that the benefits offered in the public sector had all been on par and that what drives the employee decision in this market is the pay. He cautioned the group to be careful about what and how you compare.

Ed Marudzinski (ABC) asked about the report saying there were some “inconsistencies” between departments and wondered what those might be. Mr. Thornton responded with three specifics; 1) pay raise frequency (some have been annual, others bi-annual), 2) the lunch 1/2 hour (some are paid for it some are not), and 3) some administrative matters (comp time). Allan Ballard (ABC) asked Mr. Thornton what he thought about performance agreements with pay being related to them. Mr. Thornton responded that he believes they are helpful. If he came across as less than committed to them in the report it was because he wanted to respect the work of the employee group now working on the evaluation issue. The consensus in that group was there ought to be some goal setting. He continued that this tool is not generally used in the public sector, but he was really encouraged by the work of the focus group towards a performance management tool.

Ms. Beadle asked if the proposed pay grade structure was based upon the job description or the performance. Mr. Thornton responded that it was the former. He also pointed out that he had said performance needed to be taken into consideration before any upgrades were made. Ms. Beadle said that the ABC would be meeting on Thursday the 30<sup>th</sup>, hopefully the Selectmen will be able to attend, to review the document and we can then see where we are and take it from there.

**3. Communications Technology Fund:**

The Town Administrator reviewed some thoughts on how to let people apply for the funds on an annual basis. Betsey suggested that with the new Town Planner, perhaps it could be required that new subdivisions should have the conduits in place to be ready to go once the broadband service is there. There seemed to be a general consensus that the Sheridan/Sachem project should be grandfathered (application wise) as it triggered the development of the fund itself. The Selectmen were asked to submit any added thoughts and questions to the Town Administrator by 08/06 for the drafting of a policy.

**4. Proposed Ordinances:**

The Town Administrator reviewed the concept of having a formal charge and composition and the role of the Selectmen in setting that governance policy. He had already received some comments on the Capital Improvement Program Committee (CIPC) proposal, i.e. having hearing notices line up with other timelines used by other towns' land use boards, including the schools. The Town Administrator suggested collecting the other timelines for the 07/30 public hearing before acting on any single one.

Betsey felt that we don't really need an ordinance and we don't need to get into the nitty gritty of how these will be set up. There was discussion of whether or not there was a need to establish these groups by ordinance with Betsey feeling strongly that it's not an ordinance subject. Karel noted that we should not get hung up on the word "ordinance" and said she understood where the Town Administrator was coming from as far as the Selectmen's role.

Jane Fairchild said she was confused on the issue of using an ordinance which in her opinion was usually used to define the rights and responsibilities of citizens. She felt this could be done by policy. Allan Ballard (ABC) spoke to his belief that the School District should be within the ordinance while the ordinances themselves were not needed. He also felt the CIPC should reference the RSA's more specifically.

Mr. Jensen said it was noted in the Administrator's Charting A Course report that it was very clear from many committees that the Selectmen were not always clear on the Committee's charge and there was a desire for a clear and concise vision for what they were to do. Karel observed that Mr. Jensen was right and whether it is an ordinance or policy, it is the Board's intent to be clearer in the structure of committees.

There being no further business on these matters, Betsey moved and Jim Seconded to enter into Non-Public Session under RSA 91-A:3 II (b). Karel called for a roll call: Jim – Aye; Betsey – Aye; Joel – Aye; Karel – Aye.

Betsey moved and Jim Seconded to come out of Non-Public Session and to seal the Minutes until the matter is resolved. A roll call was taken: Jim – Aye; Betsey – Aye; Joel – Aye; Karel – Aye. The Selectmen came out of Non-Public Session at 6:43 p.m.

- XI. **ADJOURNMENT:** Joel Made the Motion to Adjourn. Betsey Seconded.  
Motion Carried Unanimously.  
Karel adjourned the meeting at 6:44 p.m.

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Approved

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Date

Respectfully Submitted

Carter Terenzini, Town Administrator

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