

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

**Selectmen's Work Session**

**September 10, 2009**

**MINUTES**

**Present:** Joel Mudgett, Jim Gray, Betsey Patten, Ed Charest; Carter Terenzini, Town Administrator

**Absent:** Karel Crawford (joined at 4:32 pm)

The meeting was called to order at 4:03 p.m. by Vice Chairman Mudgett.

The Town Administrator reviewed the hoped for the process of walking the Board of Selectmen through a Decision Grid he had distributed which would prove the basis for finalizing the Thornton Study.

Before having Mr. Thornton walk through that grid Highway Agent, Scott Kinmond was asked to give an overview of the first six (6) months of the new Public Works approach and how he saw the new organization chart for what had previously been three fully independent units. It was important to know if the Board supported continuing down that path so that we could take it into account in finalizing the report.

- I. Ed commented that he was comfortable with Scott's management skills, but wondered what happened if the next agent couldn't fulfill this capacity. Scott said he understood the concern and was prepared to stay with the status quo of the independent units, but had proceeded with this re-organization because he believed it was the right thing to do. He noted he had the same authority over the three departments; however it was just an independent versus shared approach to the tasks that was at issue. Scott also noted that as an elected position he was under continuing pressure from the voters and would thus be well served by the Selectmen to establish the policies they had a right to establish so that he could fall back upon them in explaining his decisions to anyone. Ed suggested perhaps having both a Public Works Director and a Road Agent and there was a substantial discussion over the statutes accommodating such a move and an additional position. Betsey thought we would need to ensure we strengthen the training on the 2<sup>nd</sup> tier team leaders for continuity as Scott had done with the Police Department. Joel commented that this went beyond the personnel and discussed the savings from equipment sharing and utility of being able to tap into a coordinated staff. Scott agreed and spoke to the ability to shift personnel and equipment (i.e., Transfer Station staffing by cross-trained Highway, and possible absences in a H1N1 flu epidemic, and the like). Betsey reconfirmed her overall support and re-emphasized the need for sufficient and appropriate training. Scott pointed to the Administrator's report laying out the training he had been putting people through and that certain people he had were locked into their positions at present. After additional discussion the consensus of the Board was their desire to continue the path we were on. This will allow the staff to finalize the study in this area.

II. Mr. Thornton then began to walk through the decision grid (attached) which was a series of Yes or No answers in response to certain items that had been in the study or noted by the Board, Staff or others.

- #1) Yes.
- #2) What is our Compensating Philosophy; Lead/Lag/At Market? Joel and Ed both felt we need to stay at market. After others weighed in, the consensus was to pay at market.
- #3) Yes, at Market.
- #4) Yes.
- #5) Yes. After a lengthy discussion on the benefit gap between the maximum sixty days of accumulated leave and when the Long Term Disability kicks in the consensus was to have the staff come back with some proposals to close the gap.
- #6) Yes.
- #7) No.
- #8) Maybe (after substantial discussion over what this time actually covered, it appears this item needs a fuller explanation).
- #9) Hold.
- #10) Targeted Resources to positions most in demand. Joel said he was concerned about how you train/certify existing personnel without chasing pay grades for new people who might not have that same training. Gary said by and large employees will value the personal relationship and you may entice their behavior in such cases through a stipend that does not go with the base. Karel felt the Board had recognized that with a number of positions. #10 was a Hold (the Selectmen are open to different approaches to different positions and this item needs more discussion).
- #11) Yes.
- #12) Yes. Step increases are granted as a measure of merit/performance and not just longevity.
- #13) No. Gary suggested we move away from calling it a COLA if it is not tied to a specific cost of living index.
- #14) Betsey pointed out that we had some at below/above market and was concerned about how we adjust that without spiking the budget. The Town Administrator said there had been some discussion about how to get there and with this sense of direction would now prepare a formal presentation. Consensus was Yes.
- #15) Yes, with a consensus to approve based upon the policy decision above.
- #16) Yes.
- #17) Yes.
- #18) Yes.
- #19) Was recorded by consensus as Maybe.
- #20) Yes.
- #21) Yes.
- #22) Yes, while it was noted there may need to be some form of transition on #21.
- #23) There was considerable discussion over a new evaluation tool now in process with an employee focus group. Gary confirmed he understood the Board of Selectmen wanted to pay for performance and find a way to provide incentive for performance. This item was a Hold for further discussion.

- #24) Needs to be reviewed with Town Counsel regarding a possible conflict between employee rights versus personal rights.
- #25) Yes, do away with the fee.
- #26) Yes.
- #27) Yes (See Item #6).

At this point it was discussed that there were some immediate action items the Board needed to undertake. Betsey moved and Ed seconded to enter into Non-Public Session under RSA 91-A II (a), (b) and (d). Karel called for a roll call: Jim – Aye; Betsey – Aye; Ed – Aye; Joel – Aye; Karel – Aye. The Board went into Non-Public Session at 6:07 p.m.

Betsey moved and Ed seconded to exit Non-Public session and seal the minutes until the matter(s) are resolved. Karel called for a roll call: Jim – Aye; Betsey – Aye; Ed – Aye; Joel – Aye; Karel – Aye. The Board came out of Non-Public Session at 6:28 p.m.

The Chair adjourned the meeting at 6:28 p.m.

---

Approved

---

Date  
Respectfully Submitted  
Carter Terenzini, Town Administrator