

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

Selectmen's Work Session

September 23, 2010

MINUTES

Present: Selectmen: Joel R. Mudgett, Karel A. Crawford, Edward J. Charest, Jim Gray; Betsey L. Patten (4:15 p.m.) Carter Terenzini, Town Administrator.

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

1. **NH & FBI Criminal History Record Checks RSA 103-a & 103-b:** recent changes to the statute allow the Town to require certain background checks through the state, THE FBI or both and to accept the background check conducted by another agency. Chief Tom Dawson was present and supported the idea citing a recent incident where a background check would have yielded important information. The Chair agreed this was a positive step as otherwise we were licensing people to conduct business without a clear idea as to who they might be. The Town Administrator asked if, in the interest of time, we might consider accepting the check conducted recently for another agency. This seemed agreeable to some, but the Chief noted this might be out of step with other local policies (i.e. the S.A.U. requires its own check even if one had just been done for another town). The TA said he had not thought of that and cited where we have a similar policy on pre-employment physicals. The consensus was that the Chief would survey his peers as to how they might be dealing with issue of using a shared or centralized background check and work with the Administrator to draft a policy/ordinance to address the matter.
2. **LRPC Scenic Byways Committee – Letter of Intent:** A primary objection to participating had been the inability to have local control over permit off-premise signs. Ed says we don't allow off premise signs but others disagreed and cited a recent installation. Ed suggested we put the idea (i.e. non-participation) on hold and that he had asked the Town Planner to prepare a package of information. The Chair said he wants to know if it is going to limit what we want to do. The Town Administrator suggested that, with all due respect to the Town Planner, he would suggest that we get the actual director of the program at the State level to come in and give this presentation to which it was agreed by consensus. The Chair did ask that the Board be provided all of the written materials prior to the presentation so that they may thoroughly review them.
3. **Fall 2011 Newsletter – Story Roster:** The draft was circulated and it was noted that it is subject to final proofing and editing. The main concern was that the Board was agreeable to the topics. It was noted that at the last printing the staff was asked to add two stories at the very end when the issue was going to press. The consensus was that the roster of topics was agreeable. The Chair asked members to send any concerns to the Administrator within the next few days.
4. **FY 2011 Budget Status and Issues to Date:** The Administrator has met with the Budget Committee, circulated the Guidance Memo to all and had initial conversations with several departments who had questions. All seems on track. He pointed out that unlike previous years he might need action on various items that could not wait final budget action if the projected cost savings (effective January 1) were to be fully realized.
5. **Revolving & Trust Fund Issues:** The Administrator said a review of the various funds to see if any could be discontinued (with the money flowing back to the general fund) was warranted. The discussion concentrated primarily on the revolving fund which now has \$90,000 in it adding an average of \$20,000 per year. He said that given the upcoming fiscal challenge - having the

\$90,000 flow into the fund balance and then the annual monies flow directly into the general fund were important. He also said that there are better and more transparent ways to address any budgetary problem that the department might face than keeping money out of public view off the books. Those better ways are to:

- a) Look for it within the department budget to see if money is available in other line items (and for the most part it has been);
- b) Look to other departments to see if they have any surplus funds to backfill the shortage, (as with another departments overrun in '08 and the Human Service overrun in '09; and
- c) Tap into the SelectBoard contingency budget if needed (provided it is kept at a reasonable level from year to year).

Karel asked when the last time money had been expended and Heidi could not recall such a time. Jim asked how we only had \$90,000 if nothing was being expended and we were putting in \$20,000/year on average. Joel said the current sticker fee had not always been this rate and there was far less money going into when the rate had been \$2 or \$5. Betsey wanted to be sure to see if the funds were to be used for anything else as this had been created when Recreation did not get its needed funding. The Town Administrator said that the staff would compile a history of the fund and the cash flows and that the department, which did not want to let this fund go, would have an opportunity to present their alternative thoughts with their budget submission. He closed by saying that he truly believed that this revolving fund is a less than transparent way to fund operating over-runs and pointed out that this simply puts this department on an equal footing with everyone else relative to budget controls. The Consensus was it was an idea worth examining and the Staff should put some more work into it.

6. **Various Personnel Issues Re: Health, Dental Insurance et al:** The Administrator described the efforts of the Staff over the past four months or more to analyze the many issues of Health Insurance and other benefit costs and steps the Town might take to begin to control those. He then gave a PowerPoint presentation and circulated a memo of 8 pages plus 6 exhibits (copies to the Advisory Budget Committee for more in depth future conversations).
7. **NON-PUBLIC SESSION:** Joel asked for a roll call for the Selectmen to go into Non-Public Session per RSA 91-A:3 II (a) and (d): Betsey – Aye; Ed – Aye; Karel – Aye; Jim – Aye; Joel – Aye. The Selectmen went into Non-Public Session at 5:10 p.m.

Betsey Made the Motion for the Selectmen to exit Non-Public Session and not disclose the minutes and decisions reached herein to the public, as divulgence of the information discussed likely would, for item (a), affect adversely the reputation of a person(s) other than a member of the public body itself and (d) or render the proposed action ineffective; until - in the opinion of a majority of the members - the aforesaid circumstances no longer apply. Ed Seconded the Motion. Joel called for a roll call: Jim – Aye; Betsey – Aye; Ed – Aye; Karel – Aye; Joel – Aye. The Selectmen exited Non-Public Session at 5:30 p.m.

With no further business the Chair adjourned the meeting at 5:31 p.m.

Approved

Date
Respectfully Submitted
Carter Terenzini, Town Administrator