

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

Selectmen's Meeting

December 10, 2010

**MINUTES**

Present: Selectmen: Joel R. Mudgett, Chairman, Karel A. Crawford, Edward J. Charest, James F. Gray, Betsey L. Patten; Carter Terenzini, Town Administrator.  
ABC: Jean Beadle, Alan Ballard, Ed Marudzinski, Barbara Sheppard, Kathy Garry (absent w/prior notification)

The Chair called the meeting to order at 8:32 a.m.

- I. Betsey made a motion to enter Non-Public Session per RSA 91-A:3 II (a), (b) and (d). Ed seconded the motion. A roll call was taken and all were in favor. The Board entered Non-Public Session at 8:34 p.m.  
  
Jim moved to exit Non-Public Session and to seal the Minutes as divulgence of the information discussed likely would affect adversely the reputation of any person other than a member of the public body itself and to render the proposed actions to be taken by the Board ineffective, and to not disclose minutes and decisions reached to the public until in the opinion of a majority of the members, the aforesaid circumstances no longer apply. Betsey Seconded the Motion. The Chair called for roll call vote: Betsey – Aye; Jim – Aye; Ed – Aye; Karel – Aye; Joel – Aye. The vote was Unanimous and the Board re-entered Public Session at 9:28 a.m.
- II. Visiting Nurses: Deb Peaslee spoke to her FY 2011 request noting that the only real change is an increase in the per-diems from 40 hours a week to 50 hours a week. This was driven by the increased census and an effort to reduce overtime expenses. Jean asked if the census increase was because more people are sick or is there more awareness of our services. Deb said she had done a marketing program which may have had some effect, but it is hard to predict other factors. Ed M. asked if there were challenges on the horizon from the new (federal) health care statute. Deb thought there may be many, but they have yet to unfold. The primary challenge that she has identified to date is a new requirement that there be a face to face visit between the patient and a physician prior to the referral to her service. She also noted that there was a correction to page 138 in that the total visits as of 9/30/10 were actually 1,185. She expected the year end visit count to be about 200 above the prior year.
- III. Human Services: The Town Administrator gave an update on the budget year to date which has been running a deficit for much of the year. He reminded the Board and ABC that \$18,000 was transferred in October, with the thought we might need to supplement that for a total of \$25,000. At this time it appears that this won't be necessary and the year end expenditure will most likely equal the requested FY 2011 budget. Rae Marie Davis gave an overview of her client rolls which now numbers 89 clients, with 18 of those being over the age of 55. She described how the community did attempt to recover the funds expended on behalf of a client through a lien on the property (\$11,000 recovered year to date) or community service. She explained that a great demand was for fuel as the federal assistance only provided about \$350. Simple basics (toilet paper, razors, shavers, etc.) are not covered by food stamps. She expects demand to increase in January after the holiday seasonal jobs have ended. The Town Administrator described the

current status of the Carroll County Transit system with the Dial A Ride program now underway and the fixed route system starting in 2011. He told the Board that he and Scott Kinmond had worked with the CCTransit to identify a location where the bus for this area might be parked to have positive public relations visibility (facing Holland Street at the Community Center) yet is out of the way of plowing operations. It had also been arranged that alternative locations would be pursued and the drivers would be called in to move the buses whenever that location would interfere with normal operations. The consensus of the Board was this arrangement was positive and acceptable.

- IV. Library: Phyllis Prouty reviewed the various funding sources available to them in addition to the Town budget. She said that last year they did not give Library staff raises due to pressure from the BoS and ABC. They believe that their staff were the only ones who did not get raises. The Trustees felt their staff deserve raises and they have done so within their budget. Jean Beadle said the ABC was concerned about different levels of expectations amongst the various employee groups. She felt the 4.8% raises in the Library's budget was way out of line with anything in today's market. While the ABC is happy with the lower budget, they are concerned about how the Trustees got there with cuts in basic supply accounts. Jean explained to Ms. Prouty that the ABC was chartered to understand the Town's finances and they are still awaiting accounts for the Library. She continued that it was not true that all employees got raises and in fact, plenty of Town employees did not get a step, a reclassification or even a COLA. Ms. Prouty said that the Library employees are not Town employees. Their employees are judged with a new evaluation tool and compared against other towns. She acknowledged that 4.8% may appear to be a large amount, but it is due to no raises last year and well deserved.

Betsey asked who processes the payroll and Carter stated that the Town does. Phyllis said the Library would have to hire someone to do the payroll so in the long run this saves the Town money. Alan Ballard said he appreciates the great job the Library does, but believes the ABC and Selectmen can assist the Library in looking at different lines. He added that it isn't reasonable to suggest they should only look at the bottom line. Karel said that at this time the Library isn't in the budget book and they need to decide how to proceed (i.e. a stand-alone warrant article). Jean said this may be the time to deal with that issue and reminded Ms. Prouty that the ABC still awaits account information. Karel asked Ms. Prouty if getting these accounts presented a problem. Ms. Prouty replied that it was not. Karel asked if the Library would have a problem being a separate warrant article. She continued that the RSA's make the Library separate (sort of) and we struggle with these discussions. If the Library wants to be separate then it is. After general discussion and defense of the Library, the Library Trustees who were present en masse did not want to be a separate warrant article.

- V. Recreation Advisory Board: Joanne Farnham, Chair, said the RAB struggles as to its mission. Joel said the BoS is hearing from people who have resigned that there is no purpose. He questioned if the mission is the right one and if not, what it should be. Ms. Farnham continued that communication is a big problem and with poor attendance. Board members feel they aren't a board, as they only consult. Ms. Farnham found resistance to accept the responsibility under the Right to Know law. She felt they don't need to meet every month and thinks the suggestion to merge with the SAU is a great idea. Betsey asked if overall she thinks the RAB is productive. Ms. Farnham said they have revised the conduct code and grievance procedure. She said she knows she is not doing anything for the seniors. Ms. Farnham stated that she was going to resign. She also said that there were a lot of undercurrents in the Board. In the beginning it was great, but one by one they lost people and energy. Joel said the Selectmen need to decide if they

are going to refresh or exactly what they are going to do with the RAB. Donna Kuethe said she was unsure if the status of the Board is as bad as Ms. Farnham described. She felt they've had a lot of success, one of which was providing a forum for parents as a final grievance step. The RAB did look at a broader mission and like any other board does have its ups and downs. Joel said and the Board agreed this was something that could be deferred to after the first of the year.

- VI. Recreation Department: Carter distributed the so-called trip tracking report and lifeguard and staffing ratios. Joel thanked the staff for the trip tracking saying we were not doing badly (profit/loss). He felt it is clear that there are some trips with low participation and if the numbers can't be increased to offset the expense, then we need to forget them. Jean asked if it was possible to open the senior trips to other towns. Donna said this occurs as most of their PR is through the Meals on Wheels program. Ed M. asked if the losses were partially due to the economy and participation not being what we'd like. Donna thought they were doing fairly well, but the senior trip buses cost more as they use coach style buses. There was a general discussion of the timing of when we have to commit to trips and when to cancel if it looks like it will be a loss. This also included a discussion of re-evaluating the fees, the need to make it affordable, and the issuance of scholarships.

The group then moved on to the FY 2011 budget. In the personnel sections Carter had added some over time due to a difference of opinion as to whether or not one position was "exempt". He said that Donna did do a position paper which will go to labor counsel. These funds will not be needed if they concur with Donna while the amount may actually be low if they concur with Carter. In reviewing the personnel there was a discussion of staffing ratios and Donna explained how they follow Primex/LGC ratios. Ed M. explained the question had come from his anecdotal observations which appeared to show more staff than needed. Hilary Bride said that this summer's scheduling was the same schedule as previous years.

Donna said she had dropped one phone line as a result of the "Call-all" system. Jean asked if she could move to the Code Red system. Donna said she had explored it, but was deemed by the Fire Chief and Town Administrator to not be a public safety/notification use. They did not want to overload it (Code Red). She spoke to the need to acquire a new raft for Long Island Beach (Property Services) as last year's did not work out. This one is much more stable (similar to Center Harbor's) and the current equipment can be sold. Betsey asked if our equipment condition is improving and Donna said it was. Jean asked if the department had explored buying in bulk with schools and Donna said they would, but she buys different equipment (type) and different quality (lesser).

Donna said that the department had been "tossed" the actual programming for the Band Concerts as the Lions Club would no longer sponsor them. Carter thought it was due to group "exhaustion" as many groups now suffer from. Karel thought it best to invite the Lions Club to explain their decision and Carter said he will make the invitation.

There was no advertising budgeted as we now combine it with other Town advertising. Joel asked about the \$100 on page 115 for water/ice. This needs to be removed as it is a duplicate. The sunglasses are loaners for those who forget them or have them damaged during a day of work. The sunscreen is considered a safety issue.

Donna gave a handout with additional information about the Revolving Fund proposing a "compromise". She said it was when the Landfill monies were added that the fund started to

grow. These could go back to the general fund and then tighten up the revenue estimates and explore where it goes from there. Certainly it was never expected to grow to its current size and there may be a legality (RSA 35-B:2 says it shall not be considered part of the general fund) in trying to dissolve it. Carter said that only \$18,200 or some 15% of the accumulated total had come from the sticker monies (Landfill). He said that we can certainly explore the legality, but it does not seem a barrier. That language refers to a year end distribution of monies and was not meant to be a bar against dissolution of the fund. (Ed Charest left the meeting at noon). Ed M. asked if the use of these monies (her bullet #1) would reduce the budget and there was a discussion of how the monies may be used by design and statute and the various pluses and minuses of keeping and/or dissolving the fund.

Donna went on to say that although she understood the States Landing study had not been funded, she hoped that the Board won't forget the need for it. Joel said that Richard Brown of the CIPC suggested that Plymouth State might be able to tackle it as a project. Finally, Donna said that we need to keep the Playground Improvement Fund to hold the funds to be donated by the Friends of Recreation and for repairs which can vary from year to year. Carter said he was not proposing dissolving this fund at this time and that there were other means to meet these needs without having a separate fund.

The group recessed at 12:15 p.m. and reconvened at 12:55 p.m. with Karel Crawford leaving ill during that time.

- VII. Carter advised the group, in response to a question of 12/03, that the Fire Insurance policy runs from 6/08 to 6/11. Other providers have been identified and he'll work with Chief Bengtson to go out to bid in the spring of 2011 for a new package. He distributed a Tally of Amendments to date with the budget remaining at a zero increase. He asked if there were any open questions to research and was told there were not.

Discussion then turned to any open requests that were not in the recommended budget. The consensus of the ABC and BoS was they didn't want to fund the requested revisit of the MPD pick-up truck/cruiser. With respect to the Town Clerk's request for more hours, Jean said that we still have positions that are not working a full set of hours, yet are getting full benefits. We should look at moving them up to full time before incurring more benefit expenses. She also noted that the Library had just moved an employee down to part-time hours while keeping full time benefits. Jean added that she isn't convinced that we are using technology to our fullest benefit. Ed M. said the Transfer Station is an example of meeting a need through revising work flow and it has had a tremendous positive impact in public relations and efficiency benefits. Carter said that some departments are more open than others. He said that we have done a great deal of re-organization within current staffing; but sometimes you simply do end up doing less with less.

The proposed 1.5% COLA was discussed and the joint consensus was to support it. Carter gave an update on the status of dispatch transition to Carroll County noting that the redo test did not go well and some \$30,000 in capital may be needed. This would continue to be a wild card in our FY 2011 budget. In discussing the open officer position it was the consensus that as long as the Police Chief keeps an emphasis on the School Resource Officer there would be no change to the complement and the position would be frozen.

Attention then turned to the warrant question for a second Firefighter/EMT. The full year cost is believed to be \$74,252. Ed M. said that under the changed approach to the work flow,

particularly when someone is in the fire tower, it will provide a better service. Joel asked the ABC what they thought about the fire fighter position being placed within the budget especially if we can hit zero. Jean thought that if all we are doing is essentially a position for position replacement the approach is okay. Carter noted, as a devil’s advocate to taking the position to Town Meeting, as a stand-alone article, that we replace or reclassify positions all the time (i.e., mechanic, sergeant, etc). After a lengthy discussion of the merits of the two approaches (stand alone warrant article or within the budget), it was the consensus to put it in the budget and let it pop up above 0% if need be. Carter said he will add it in and try to get close to zero, but understood the bottom line can “pop up” if need be to maintain the integrity of the original package. This was confirmed by consensus.

With respect to the Recreation Revolving Fund the consensus was to continue to seek its dissolution. Further discussions of Fox Hollow were deferred as were the matters of the proposal related to direct reports in ODS & A&F, OT, and affiliated matters. It was agreed that there would be a consistent policy on the break room supplies (to not charge employees for them) and uniforms will no longer be provided for civilians not having specialty needs (CEO, prosecutor, and MPD EA).

Carter explained he’d had conversations with UNH relative to the possibility of a team of masters students (public administration, sports management, and recreation) undertaking a study of the possibility of merging the Town/SAU and Recreation/Athletic departments. Jean said the ABC will be recommending this. Ed M. said that the original SAU push back was reluctant, but subsequent conversations seemed to convince them of the value of looking at this. Their original reluctance was they might not save any actual money. He noted this wasn’t the only goal and it may result in a better use of space and staff. Alan noted that Mike Lancor did say they’d be willing to look at it. The consensus was the Selectmen would need a letter to the SAU to ask them to participate in such a study. On another proposal to explore rationalization of Code Services it was agreed that Carter would talk with Don and continue to pursue discussions with Holderness which might bring as much as \$13,500 in revenue into the Town.

Off the subject of the 2011 budget, it was noted the FY 2010 budget had monies in it for an air handler system for DPW. It was determined this was a single source item distributed through a “locked” geographic territory. We could spend a couple of hundred dollars to advertise this \$9,000, but the odds of getting any other bidder were extremely remote. The consensus was it was okay to proceed based upon the proposal.

After a brief discussion it was agreed that the Board was not ready to set a date for the Budget and Roads Public Hearing until after their next meeting scheduled for January 6, 4 p.m. (preceding the Selectmen’s business meeting) to follow up on loose ends.

There being no further business the Chair adjourned the meeting at 2:30 p.m.

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Approved

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Date  
Respectfully Submitted  
Carter Terenzini, Town Administrator