

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

Selectmen's Meeting

September 27, 2012

MINUTES

Selectmen: Joel R. Mudgett, Chair, Edward J. Charest (absent with prior notification), Betsey L. Patten, Jonathan W. Tolman, Russell C. Wakefield; Town Administrator, Carter Terenzini.

I. CALL TO ORDER: Joel called the meeting to Order at 4:00 P.M.

II. PLEDGE OF ALLEGIANCE:

III. REVIEW / PAYABLES/PAYROLL SIGNATURE FILE:

DOCUMENT DATE	DOCUMENT	MAP/LOT#
9/24/12	Sherry Morrison, Re: General	N/A
9/27/12	Employees' Probationary Period	N/A
9/28/12	Board of Library Trustees, Change in Personnel Policy	N/A
9/27/12	Mary-Elizabeth Goodhue	N/A
9/27/12	Payables Manifest & Signature File, \$791,050.92	N/A

Joel read the Payroll/Payables Manifest and Signature File as listed above. Jon Made the Motion to approve the Payroll/Payables Manifest & Signature File for September 27, 2012. Jon and Betsey congratulated Dan Sturgeon and Donna Tatro on successfully completing their probation period. Betsey Seconded the Motion and the Motion carried Unanimously.

IV. WORK SESSION:

1. Health Insurance (MTB vs. BC2T): The TA reviewed the previous town offer of a financial incentive to move people from Blue Cross 2 Tier (BC2T) program to the Mathew Thornton Blue (MTB) program. Some 33 employees have moved which will save the Town about \$54k in 2013. Another \$23k could be saved if the balance of employees move to MTB. The TA is proposing another round of incentive payments (at roughly half the 2012 offer) and asking for a definitive action for 2014 of discontinuing the BC2T or dropping the Town contribution rate to what it pays for the MTB plan. Russ said he would like to again offer the incentive to employees to enroll in the Matthew Thornton Blue insurance plan but delay the decision for the 2014 year. Joel agreed we should offer the incentive now and then make a choice between discontinuing or lowering the contribution options. Betsey believed we should offer the money now and also make the decision to discontinue the BC2T in 2014 so people could be planning for it. Jon liked Betsey's suggestion but would be OK with Joel's idea. A question was asked if LGC would impose a minimum enrollment on the BC2T. The TA said he had checked with the LGC and at this time – as long as we enroll 75% of eligible employees overall – they were not imposing a minimum enrollment. He could not guarantee, however, if that position might change in the future. After discussion Russ said he could

move over to Joel's suggestion. The Selectmen agreed by Consensus to (a) offer one last incentive as outlined by the TA (\$500 for an individual, \$750 for a 2 person plan and \$1,000 for a family plan), and (b) notify the employees that in September of 2013 the Board would decide between a discontinuance of BC2T or lowering the Town's contribution rate to what it pays for the MTB plan.

2. Cemetery Plots: The TA reviewed the conflicts within the current policy as to who we will sell cemetery lots to. He also noted that at current sales rates we would need to develop additional space within ten years. Any restriction on who can buy might help extend that time period out. Betsey said she was OK with selling cemetery plots to non-residents as long as it is their intent to become a resident and they would pay what they would pay in their home town. The TA pointed out that this has been problematic in that not all states require municipal cemetery lots and (citing the Grieg case) this has made it difficult to establish these equivalent values. Russ thought that taxpayers support the cemeteries so they should be eligible. Betsey added that those who reside in Town as renters pay taxes through their rent. A consensus formed that residents and taxpayers should be eligible to purchase the lots. A Discussion occurred on the definition of the word taxpayer and how inclusive it should be given our many multiple owners and trusts where the beneficiaries are not technically taxpayers. The TA will come back with changes to the policy rooted in sales to residents and taxpayers providing definitions for both. Russ said that the price of Moultonborough's cemetery lots is pretty cheap and maybe we should look at those. Joel would like to know what the costs are for cemetery plots in other towns. The TA will pull out the survey done about two years ago when rates were last raised as the new levels were actually lower than the range at that time.
3. Internet Policy: The TA distributed a Draft policy for consideration which laid out our intent in having a presence on the web, the responsibility for canceling posted meetings laying on the shoulders of those who originally posted – or caused to be posted the meeting – a clear policy as to which set of minutes (Draft or Final) are to be posted as different groups are doing different things, the overall administration being the responsibility of the TA and how one appeals decisions by the TA they do not like. There was lengthy discussion of whom we would link to with a discussion of the difference between an elected representative's "official" web site and those they might use for electioneering. Finally the proposal allows those entities we link to have their events on our web calendar. After lengthy discussion on concerns this could overload our site, the consensus was to restrict calendar postings to official Town activities or those which the Town has officially sponsored.
4. Current Bidding Policy: The TA brought up the amount of effort and money now being expended to bid out all items over \$5k. He said this 1990 number was actually now about \$9k in today's dollars. He asked the Board to consider raising that limit while still providing for a less formal bidding process for times above \$5k but below some new level. Betsey suggested we might have to take this back to Town Meeting as that is where it originated. Jon reviewed the original vote noting it required a "Competitive Bidding Policy", under terms the BoS would set, for items over \$5k. He felt that as long as we were staying consistent with that policy and being "efficient and effective" we could proceed. There were positive comments about the equipment list that is compiled each year and the consensus was to expand that to include services and trades. The consensus was that items less than \$2,500 could be procured through Best Management Practices while those between \$2,500 but less than \$10k would require written quotations and items above \$10k would require formal advertisement and bidding. The TA will now proceed to prepare a Draft to address using this as a baseline.

5. Fund Balance Policy: The TA reviewed the Draft policy circulated at the July workshop. He said that since that review he has come to believe we should add a section 5. b. ii to add a section where – from time to time – the BoS might raise the target level in anticipation of an upcoming expense such as donor town. He also has come to believe we should flip paragraphs ii. and iii. in section 5. c. to reflect their relative priority as long as the various trust funds remained underfunded. The consensus was to support those changes. Betsey asked what happens if we fall below the targets and wants to make sure we aren't bulking up the budget just to get the added funding in. The TA pointed to section 5. D. which relies upon spending freezes, leaving position vacancies and boosting outside revenues, but not an artificial bulking up as she describes. Jon wants to make sure we don't "overtax" just to maintain those accounts. He'd be comfortable at a 10% contingency. Carter said that the ranges are up to the Selectmen and the one proposed is the mid-range of what DRA recommends. It really becomes an issue of your tolerance for risk as running short of operating cash and not properly funding reserves has a cost as well. Russ felt this requirement for a policy was directed at towns with unstable revenues and we would be fine with a lower level of reserves. The TA will make the changes that all seem to be in agreement with and the BoS can then set the target range when the next Draft of the document is up for discussion.

- IV. ADJOURNMENT: Betsey Made the Motion to Adjourn. Russ Seconded the Motion. Motion Carried Unanimously.
Joel adjourned the meeting at 6:40 p.m.

Approved

Date

Carter Terenzini, Town Administrator